

**Capital Hill Apartments
Executive Committee Meeting 06 of 2009**

Held at 6:00 PM 10 Aug 2009 in Apartment 118/23

Attendees: David Campbell (205/19), Debra Northover (201/17), Gavan McArdle (2/17), Horace Saducas (118/23).

Apologies: Nil

Minutes: Rob Northover (201/17)

General

An initial “round up” of ExCom absentees was undertaken without success and it was decided to progress with the meeting with the current attendees.

The Committee noted with concern the growing list of outstanding actions still awaiting action/response from the Managing Agent. These included key security, garden gate, MA contract, forthcoming AGM, Articles, follow-up with Becton, Monica’s email (004/04).

Review of Open Action Items

Review of Action Items:

- 001/04 – Open – Ongoing. David expressed frustration with the lack of response from the Managing Agent (MA) and Becton regarding remedial action and the ongoing periodical maintenance/inspection plan.
- 001/05 – Open – Ongoing. Horace advised that the current tariff, for the provision of “Body Corp” electricity, was the most economical and he was still engaging with ACTEW-AGL and Energy Australia for the best tariff (3yr contract).
- 001/11 – Open – Horace tabled a list of keys currently held by the MA and recommended that the ExCom have access to the following keys:
 1. Owner’s Corporation Letter Box.
 2. Electrical Services cabinets.
 4. Communications Building Distribution Room.
 9. Cleaner’s and motor vehicle enclosure (access to elevator curtains)
 10. Lift keys. (added inclusion). David also expressed concern over ownership/management of “master” keys citing a recent incident with access being gained by a local Real Estate Agent.
- 002/05 – Open – David advised that this defect was still under consideration by Becton and we should wait until we could assess Becton’s approach to the defect. It was unknown if the MA was replacing any blown lamps with low wattage (35 watts). Again, frustration at lack of response from MA and Becton.
- 003/04 – Open – David advised that a representative from the RSPCA was yet to be invited.
- 003/06 – Closed – David purchased and installed speed limit signs. The Committee noted that one sign had been removed by ratbag or ratbags unknown within hours of its installation.
- 003/09 – Closed – Marilyn: job well done.
- 004/01 – Open – Status unknown. To be verified by David.
- 004/03 – Open – Progress appears to have stalled. David advised that he would follow up with Becton through the MA.
- 004/04 – Open – David advised that he had forwarded Monica’s e-mail to the MA and would follow up.

- 005/01 – Open - Capital Signs engaged, for the provision of an acrylic logo for the State Circle path address signage. Should occur within the next couple of weeks.
- 005/02 – Open – Progress report not available due to Marilyn’s absence. Marilyn to follow up with the MA on the drought tolerant grass option for nature strip.

- 005/03 – Open - Light grey ARFLEX rubber floor covering installed in each elevator. David questioned the quality of the finish in the lift of Bldg 23. He hoped the invoice had been paid pending approval of the work being done to our satisfaction.

Other Business

A recent power failure highlighted that, without power, the garage door remains closed. This needs investigation as it would present a significant problem should a power failure occur during high entry/exit demand times. **New Action 006/01**

Horace advised that he had made enquiries with the MA regarding out of hours emergency procedures and was informed that the after hours message bank messages were responded to within two hours. Discussion ensued questioning whether this actually occurs and resolved that this needs to be confirmed. **New Action 006/02**

Horace tabled a list of Service Providers for the complex which was acknowledged as a good starting point requiring forwarding to the MA for completion. The list would then be reviewed by the ExCom for distribution action. **New Action 006/03**

David re-affirmed his disappointment with the lack of action from the MA acknowledging that Janelle seemed to be responsive to those actions within her remit.

David drew attention to his email of 6 August regarding the Asset Acceptance (or lack there of) as a result of his investigation into the potential traffic issues associated with access to the Capital Hill apartment's carpark. David undertook to take this up with Becton direct. **New Action 006/04**

Horace expressed concern about the lack of available information regarding the contractual responsibilities of the cleaner and gardener and undertook to source and review. **New Action 006/05**

Date, time and place of next meeting.

It was decided to convene the next meeting at 6:00 PM on Wed 02 Sep 2009 at David's apartment (205/19).

The Meeting concluded at 7:10 PM

Debra advised that she will be absent on leave for the Sep meeting and offered to host the subsequent meeting (Oct?) 201/17.

Approved

David Campbell
Chairman (pro tem)

11 Jul, 2009

Table 1. Summary of Open Actions

ID	Action	By	Due	Status
001/04	Check with Managing Agent (MA) on remedial action and ongoing periodical maintenance/inspection plan.	David	Ongoing	Open
001/05	Monitor electricity accounts and investigate alternate electricity service provider if considered excessive.	Horace	Ongoing	Open
001/11	Check with the MA on “ownership” of the keys to essential services and the feasibility of several nominated personnel having duplicate keys. Identify which keys were considered essential for “out of hours” access by the ExCom.	Horace	Ongoing	Open
002/05	Investigate cost benefit of using LED lamps over fluoro replacement over existing halogen lighting for common areas.	Horace & David	Ongoing	Open
003/04	Invite a representative from the RSPCA to provide a presentation to the ExCom on pets/animals in apartments.	David	TBA	Open
004/01	Progress side gate lock issue with MA.	David	First available opportunity. (FAO)	Follow up
004/03	Engage with MA to have Becton resolve the 240 VAC bollard lighting issues.	David	ASAP	Open
004/04	Forward Monica’s e-mail to MA.	David	FAO	Follow up
005/01	Engage Capital Signs, for the provision of an acrylic logo for the State Circle path address signage.	David	FAO	Open
005/02	Marilyn to follow up with the MA on the drought tolerant grass.	Marilyn	TBA	Open
005/03	MA to install rubber floor covering (Grey) in each elevator.	David	TBA	Open
006/01	Investigate options available for garage exit/entry door during power failure condition (default open?).	Horace	TBA	Open
006/02	Out of hours emergency procedures and response time of “two hours” needs to be confirmed.	Horace	TBA	Open
006/03	Table of Service Providers for the complex requires forwarding to the MA for completion.	Horace	TBA	Open
006/04	Asset Acceptance (or lack there of) and potential traffic issues associated with access to the Capital Hill apartment’s carpark.	David	TBA	Open
006/05	Source information regarding the contractual responsibilities of the cleaner and gardener roles.	Horace	TBA	Open