

**Capital Hill Apartments
Executive Committee (ExCom) Meeting 11 (8 Feb 2010)**

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

Attendees: David Campbell (205/19), Debra Northover (201/17), Horace Saducas (118/23), Shelley Thomson (101/17), Gunnar Sirel (28/23), Gaye McDermott (207/21).

Apologies: Marilyn Jessop (203/17), Glenn Ashe (5/17), Gavan McArdle (2/17)

Minutes: Rob Northover (201/17)

1. Master keys

Horace is progressing with accounting for all 27 master keys. A list shall be established and maintained identifying current custodians of keys and shall be reviewed, when complete, to determine needs and accountability.

2. Corridor air-conditioning

The control devices have been re-connected to re program for fresh air circulation. David has provided dymotape notices on the wall controls advising tenants not to adjust the settings. Current programming is limited to either Heat or A/C. Horace following up with King Air on how to program for fresh air circulation only.

3. 10-Year Plan

Gunnar and Horace (sub-committee) are to seek similar quotes to that provided by Peter Enders' quote. This needs to be completed as soon as possible. Horace provided a sample of structure from a similar Plan.

4. Articles Review

David highlighted that this was 1 of 3 major activities to be completed this year stressing the need to ensure that the articles reflect the recent changes to the Act. David to seek assistance from the Managing Agent (MA).

5. Treasurer's Report

Horace presented the report based on income and expenditure data provided from Janelle (MA). The following items were noted for follow up action by Horace:

- Window cleaning costs appeared to be in excess of agreed budget i.e \$3 500 for 2 services however, invoice received for 1 service \$2 700.
- Electrician to continue with replacement of inverters.
- Clarify plumber scheduled maintenance payments \$1 100 twice yearly.
- Roller door maintenance costs of \$150/quarter based on quote provided by MA? Needs to be considered and formal direction provided to the MA.
- The complex has 6 telephone lines; one for each elevator and one for the fire services. It is unclear what the remaining phone line is for at a cost of \$40 per month.

It was also highlighted that there didn't appear to be any formal financial delegation in place for the MA to engage non-routine repairs. David undertook to follow up with the MA.

6. Landscaping

David referred to an e-mail from Marilyn identifying the success rate of the recent planting initiative undertaken by "All Seasons" (of 280 plants only 5 died).

It was agreed that the brown patches, in particular those in front of Bldg 17, needed addressing.

Horace highlighted the dead tree in front of Bldg 23.

Gunnar questioned the need for the 4 gum trees out the back of the complex indicating that they may become problematic in the future and suggested that it may be worth considering removing them now. Before any such decision can be made, much more needs to be known about this species.

Other business

7. Meeting Dates

After general discussion regarding an alternate evening for the conduct of the ExCom meetings it was agreed to maintain the current meeting dates (2nd Monday of each Month).

8. Electricity usage in basement

It was proposed that usage of electricity in the basement would need to be addressed in the revised Articles because of the potential to abuse the availability of “free” electricity. The matter will become very significant as electric cars become more common and owners will, no doubt, seek to recharge them in the basement. It was noted that some tenants were currently using extension leads on a permanent basis which had potential liability and insurance implications. A current offender could be seen at Cage 55 (Apartment 202/17), who also had used his car park as a general storage area. It was suggested that the electricity issue may be overcome by the installation of lockable general purpose outlets. Meanwhile the MA will be invited to write to the owner of 202 about these immediate matters.

9. State Circle balcony Planter Boxes

It was noted that most of the Star Jasmine had been removed from the balcony of apartment 208/21 and would require replacing at no cost to the Owners Corporation.

It was also noted that there was a gum tree growing from the planter box on the balcony of apartment 119/23, together with a dead tree in the planter box of 106/19..

David will advise and direct the MA to address these issues.

10. Letterbox Signage

David highlighted that the signage (letters) on the letterboxes in some areas was not remaining intact and asked that everyone be conscious and pick up any pieces found. Meanwhile, he and Horace will glue back several bits that have been recovered and David will source replacement “dots for the letter i”.

11. Becton update – Common area defects.

David observed that there had been little change and progress was slow with Becton’s management of sub-contractors unacceptable and frustrating. It was also noted that there had been little response from Grant (Becton) regarding the basement floor cracks, exhaust of hot air from basement and external lighting (cat’s eyes and exposed conduit and piping issues).

Ongoing - Horace and David will follow up with formal correspondence to Becton senior management.

12. Basement Inspection

The ExCom proceeded to the basement to familiarise with the Communications closet and associated keyboard and other access points provided by the keyboard keys. Horace undertook to provide a list of keys and install within the keyboard.

Date, time and place of next meeting.

It was agreed to conduct the next meeting in Shelley’s unit (101/17) at 6:00 pm on Monday 1 March 2010 (8 March - Public Holiday).

The Meeting concluded at 8:00 pm

Approved

David Campbell
Chairman

11 February, 2010

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
001/11	Check with the MA on “ownership” of the keys to essential services and the feasibility of several nominated personnel having duplicate keys. Keys sourced from the MA for duplication: 1. Owner’s Corporation Letter Box. 2. Electrical Services cabinets. 3. Communications Building Distribution Room. 4. Cleaner’s and motor vehicle enclosure (access to elevator curtains) 5. Lift keys. (added inclusion).	Horace	Ongoing	80%
002/05	Investigate cost benefit of using LED lamps over fluoro replacement over existing halogen lighting for common areas.	Horace & David	Ongoing	Open
004/03	Engage with MA to have Becton resolve the 240 VAC bollard lighting issues.	David	ASAP	Open
006/01	Investigate options available for garage exit/entry door during power failure condition (default open?).	David	TBA	Open
006/03	Table of Service Providers for the complex requires forwarding to the MA for completion.	David	TBA	Open
006/04	Asset Acceptance and potential traffic issues associated with access to the Capital Hill apartment’s carpark.	David	TBA	Open
007	No additional actions			
008	No additional actions			
009/02	Investigate the detail in King Air quote to install temperature sensors to activate exhaust fans.	Horace	TBA	Open
010	No additional actions			
011/01	David to discuss formal financial delegation for the MA to engage non routine repairs	David	TBA	Open