

Capital Hill Apartments
Executive Committee (ExCom) Meeting 14 (10 May 2010)

Held at 6:00 PM 12 Mar 2010 in Apartment 205/19

Attendees: David Campbell (205/19), Debra Northover (201/17), Gaye McDermott (207/21) Malcolm Gray (Proxy 203/17) Horace Saducas (118/23), Gunnar Sirel (28/23),

Apologies: Marilyn Jessop (203/17), Shelley Thomson (101/17),

Absent: Gavan McArdle (2/17), Glenn Ashe (5/17).

Minutes: Rob Northover (201/17)

David welcomed attendees and opened the meeting. Horace presented his Treasurer's report noting that the financial statement was for period 01 Sep – 06 May. The following updates were provided:

- a) Electrical expenditure was correct.
- b) Telephone accounts were in order.
- c) Cleaning - Horace progressing.
- d) Gardening - Horace progressing.
- e) Line Marking costs (\$940) - confirmed.
- f) Overdue levees (Owners' Corp Fees) - It was noted, with concern, that several apartments (totaling \$11,800.00) were in arrears (payments due 15 Mar 2010), Horace undertook to ensure that the Managing Agent (MA) was taking appropriate action i.e applying interest and commencing proceedings to recover the funds. **Action Item 14/001.**

1. Awning Application – Mark Hammond (30/23)

David sought confirmation that all ExCom members had received the letter of application and tabled a photograph of the proposed awning (Luxaflex "Sunrain"). David highlighted that the submission was based on the grounds of seeking relief from the heat and direct exposure of the West facing courtyard. David also advised that the "Articles" were clear regarding awnings on balconies and that this application should be given careful consideration because of the consequences of a precedent. It was noted that while 30/23 was unique (because of its corner location and the garage door) many other apartments had as much exposed glass of identical orientation. In particular, should approval be given, then should the Sunrain become the defacto standard for any other awning residents wished to erect. General discussion ensued with mixed opinion. David encouraged all ExCom attendees to familiarise themselves with the property and undertook to e-mail absent ExCom members to do the same in order to provide a response after consideration at the next meeting (Mon 07 Jun) **Action Item 14/002.**

2. Open Action Items

Horace requested that the following Action Items be re opened:

- 01/011 Check with the MA on "ownership" of the keys to essential services and the feasibility of several nominated personnel having duplicate keys.
- 12/02 Source potential suppliers of "Cat's eyes" lamps.

3. Managing Agent – Communication

The committee again expressed concern with the continued difficulty being experienced with obtaining responses from the MA which was constraining David's ability to perform his role as Chairman. Various matters remained un-actioned after months (eg, Articles, parking, birds) because of the MA's evident unresponsiveness. Discussion ensued about alternative service providers for the MA role.

4. Capital Hill 10 Year Plan

David acknowledged receipt of Gunnar's e-mail and the good progress to date. It was noted that there were significant differences in the approaches (and cost) with the responses received from Peter Enders and most recently Donald, Cant, Watts, Cork Pty Ltd. It was agreed that Gunnar is to progress with seeking quotes with an emphasis on ensuring that quotes are received for the provision of the same service (like for like). Gunnar undertook to seek a quote from Ryder Hunt and David would follow up on whether Wilde & Woollard were interested in providing a quote.

5. Leaking Roof

David highlighted that leaks had been discovered in the roofs of several of the apartment blocks during recent storm activity. Inspection by David and the roof installer established that there was potential roof damage with evidence of excessive roof sealant being used and loose nails. Matter has been referred to Grant (Becton).

6. Lighting

David updated the Committee with recent work on the lighting. Despite some progress, the matter remains unsatisfactory with at least a dozen lights remaining unserviceable. Becton has been informed.

7. Windows

David advised that the new contractor being used by Becton for the complex was ACT Glass.

8. NFS Defects

Horace expressed concern that a recent maintenance survey, conducted by NFS, had discovered 9 defects with the security doors in the basement. These defects should have been fixed by Becton. Horace to investigate and progress. **Action Item 14/03**

9. Building Electronic Security

Horace advised that he is currently pursuing defects with the building intercom and lift swipe card systems with the security contractor (John Hoage).

10. Inappropriate Disposal of Garbage

David alerted the committee to recent incidents associated with inappropriate use of the garbage facilities (soil, electronics equip, furniture etc.) resulting in additional costs to the Owners' Corporation for disposal. David urged the committee to be aware and report any abuse of the facilities.

11. King Air

Horace advised that he had e-mailed King Air seeking a quote to maintain Exhaust Fans and A/C units

for lobbies. He also indicated that there could be benefits with economies of scale if they could provide maintenance services for the individuals A/C units. Awaiting a response.

Date, time and place of next meeting.

It was agreed to conduct the next meeting in Horace's unit (118/23) at 6:00 pm on Monday 07 Jun 2010.

The Meeting concluded at 7:30 pm

Approved

David Campbell
Chairman
11 May, 2010

Table 1. Summary of Open Actions

ID	Action	By	Due	Status
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 (Nov 2010)	Open
011/01	David to discuss formal financial delegation for the MA to engage non-routine repairs	David	TBA	Open
012/01	Visitor Parking liaise with the MA to seek guidance on what authority the ExCom has	David	TBA	Open
012/02	Source potential suppliers of “Cat’s eyes” lamps	Horace & Shelley	TBA	Open
13/01	to investigate the scope of work scheduled for State Circle bicycle lane modifications regarding the encroachment on the existing nature strip	Marilyn	TBA	Open
13/02	Progress Capital Hill 10 Year Plan	Gunnar	Ongoing	Open
13/03	Seek guidance from the MA regarding current bird deterrent practices.	David	TBA	Open
14/01	Ensure that the Managing Agent (MA) was taking appropriate action i.e charging interest and commencing proceedings to recover overdue Owners’ Corp fees	Horace	TBA	Open
14/02	E-mail absent ExCom members to familiarise themselves with the property applying to install awning.	David	ASAP	Open
14/03	Horace to investigate and progress the discovery of nine defects with the security doors in the basement	Horace	TBA	Open