

Capital Hill Apartments
Executive Committee (ExCom) Meeting 19 (24 Oct 2010)

Held at 6:00 PM Sunday 24 Oct 2010 in Apartment 118/23

Attendees: David Campbell (205/19), Debra Northover (201/17), Marilyn Jessop (203/17), Horace Saducas (118/23), Gunnar Sirel (28/23), Glenn Ashe (5/17).

Apologies: Shelley Thomson (101/17), Gaye McDermott (207/21),

Minutes: Rob Northover (201/17)

David welcomed attendees and opened the meeting.

1. Treasurer's Report

Horace presented his Treasurer's report stating that all accounts were tracking well (pro rata) but advising that the electrical maintenance costs continued to exceed budget due mainly to fluoro replacements.

Common area A/C units have received the first quarterly service at a cost of \$400.00.

2. Budget 2010/2011

The committee reviewed next year's budget with no particular concerns being raised. David highlighted that the Managing Agent (MA) would be responsible for fielding specific questions from the floor at the upcoming Annual General Meeting (AGM).

3. Sinking Fund Progress

The sinking fund schedule, as prepared by Donald, Cant, Watts, Cork Pty Ltd, was reviewed and considered adequate as a suitable baseline. It was noted by Marilyn that the 10 year plan had a 4.5% annual escalation factor applied over the term of the plan, which was considered reasonable and taken under advice of the consultant.

The committee agreed that the sinking fund levies (currently 10%) would need to be increased to 20% of the Admin Fund levy next year (10/11) and to 30% the following year (11/12) to meet the scheduled sinking fund financial target and to ensure compliance with the recent sinking fund requirement changes to the Act.

Gunnar advised that the consultant/s would be available to address the AGM if required.

4. 2010 AGM Agenda Approval

David advised that the proposed Agenda was relatively straight forward and standard. He stressed that the Capital Hill Owner's Manual would not be subject to review at the AGM (due to time constraints) and would be distributed with the Minutes of the AGM. Accordingly, David asked Horace to have the MA remove Agenda Item 16 from the proposed Agenda.

5. Security and Burglary Issues

Recent basement storage burglary and tampering issues prompted discussion (prior to the meeting commencement) regarding the Committee's responsibilities. It was agreed and acknowledged that the onus of responsibility for security of the storage cages in the basement rested with the individual apartment owner. Horace recommended that a notice be placed in each lift alerting residents of the recent incidents and offering general advice regarding securing of cages. It was understood from reference to the Articles that individual cages could be better secured by owners as long as the basement sprinkler systems were not impeded and that any building regulations were complied with.

6. NFS Fire regulation compliance defects – Update

David informed that the ExCom had proceeded with the obligatory rectification of the fire regulatory compliance defects and had pursued Becton for reimbursement. Becton had agreed to meet the majority of the costs (\$6,000.00 of \$7,300 total), arguing that some rectification costs may have been due to wear and tear. This was considered to be a satisfactory outcome.

7. Gardening and Landscaping

Marilyn advised that she was not completely satisfied with the landscaping services provided by the current contractor and had sought an alternative quote for the Capital Hill complex (against the existing contracted statement of work). The alternate quote was significantly higher (\$41,000.00) compared to the existing \$18,000.00 (recently increased from \$14,000.00). It was agreed that Marilyn and Horace should meet with the current contractor (Luke) and review the contractual requirements. **Action: 19/01** Marilyn also provided an update in response to Action Item 17/01 regarding drainage issues associated with the recent upgrade to the plants along the fence at the rear of the complex. The minimum cost quote received to date to provide adequate drainage was \$7,700.00 (Mick's Mowing, Maintenance and Yard Work). Discussion ensued as to whether drainage was the issue or whether the plants were suitable for the conditions (boggy, clay) given that Luke was not a qualified horticulturalist. It was agreed for Marilyn to seek independent advice (Rodney's Garden horticulturalist or other) regarding the suitability of the plants for the conditions. **Action 19/02**

8. Recurring flooding in Basement

Recent heavy rain had highlighted that the flooding problems in the basement were extant and required attention. The sources of the flooding remained as:

Tesltra Pit – To be referred to the MA by Horace.

Fan rooms and wall penetrations – Currently liaising with Becton.

9. Review of Open Action Items

The open action items were reviewed with the following changes:

02/05 – Open. Ongoing Investigation of Flouro light replacement. Horace to provide in Nov 2010.

12/02 – Closed. Shelley research source for Cat's Eyes replacement.

13/02 – Closed. 10 Year Plan.

17/01 – Open. Pruning and drainage requirements.

10. Owners' Corporation Meeting (OCM)

David acknowledged Gaye's very interesting report of the previous (OCM) meeting with nothing of special significance to report.

11. General Business Arising

No other business arising for discussion.

David concluded with acknowledging the significant achievements of the ExCom over the last year and thanking all the members for their efforts.

12. Date, time and place of next meeting.

Sunday 14 November, 2010 at 6.00 pm in Shelley Thomson's apartment, 101/17.

The Meeting concluded at 8:40 pm.

Approved

David Campbell
Chairman
27 October, 2010

Table 1. Summary of Open Actions

002/05	Investigate cost benefit of using LED lamps over fluoro replacement over existing halogen lighting for common areas. Investigate costs associated with replacing fluoro light fittings (on failure) in basement with a more cost effective solution	Horace & David	Ongoing (Nov 2010)	Open
17/01	Seek quotes to provide pruning services and installation of agricultural drainage pipe.	Marilyn	ASAP	Open
19/01	Review the contractual requirements with current landscape service provider (Luke)	Marilyn & Horace	FAO	Open
19/02	Seek independent advice (Rodney's Garden Centre horticulturalist or other) regarding the suitability of the plants for the conditions	Marilyn	FAO	Open