

**Capital Hill Apartments**  
**Minutes of the Executive Committee (ExCom) Meeting 24 (2 May 2011)**

Held at 6:00 p.m. Monday 2 May 2011 at Shelley's Apartment, 101/17.

**Attendees:** David Campbell (205/19), Debra Northover (201/17), Horace Saducas (118/23), Shelley Thomson (101/17), Peter Hodge (108/19). Gunnar Sirel (28/23), Gaye McDermott (207/21), Marilyn Jessop (203/17),

**In attendance:** John Whiting, Managing Agent (MA)

**Apologies:** Glenn Ashe (5/17)

**Minutes:** Rob Northover (201/17)

**1. Video Surveillance.**

Demonstration by Jason Hogh of Blitzsecurity (installer/maintainer) and Ash (wholesaler) of CCTV cameras (digital and analogue) was conducted in the basement. In summary:

- a. Plan included strategically locating 16 cameras throughout the basement.
- b. Rough order of Magnitude costs of \$22,000.00 (analogue) \$32,000.00 (digital).
- c. Anti-tamper devices (Strobe and Horn) could be included as an option.
- d. Digital cameras would provide better zoom (from real time footage as well as recorded) capability than analogue.
- e. One Terabyte hard-drive could provide up to 40 days coverage for analogue and approx 25 days for digital.
- f. Standard two year warranty applied to camera equip and cabling and one year for computer hardware.
- g. Full maintenance service can be provided at approx \$1,200.00 per year.
- h. All feedback from previous installations had been positive on the effectiveness of video surveillance as a deterrent.

See comments at 3d below regarding subsequent ExCom discussions.

**2. Treasurer's Report**

Horace presented the Treasurer's report with no outstanding issues. The effort of the MA in preparation of such a clear and comprehensive report was acknowledged.

Horace highlighted that electricity costs had increased over the summer period explaining that this was probably due to the exhaust fans in the basement now operating correctly.

The invoice (\$8,000.00) for the upgrade to elevator security had also been processed.

**3. Business Arising from Last Month's Minutes**

- a. Window cleaning – Harold Dimpel has been appointed by the MA to undertake the window cleaning and it was agreed that the windows should be cleaned in May 2011 and then twice yearly in Spring and Autumn . The MA was requested to action.
- b. Flooding update – David indicated that there was no significant progress to report and that Grant (Becton) was yet to provide a technical design brief on the issue.

- c. Other Becton items – cats’ eyes, pebbles, insulation. Simco electrical contractor (Becton) had replaced several cats’ eye lamps but there were still numerous unserviceable lamps which would be considered as normal wear and tear and therefore considered by Grant to be beyond Becton’s remit.  
David advised that there had been no further progress with the pebbles and insulation with David undertaking to write to the CEO of Becton regarding the outstanding timetable for these matters.
- d. Video surveillance – The general consensus was that the video surveillance option is worth pursuing but there are many variables which need consideration. Horace and David to investigate.  
Should this capability be considered favourably by the ExCom it will need to be approved at an EGM. Method of funding this purchase would also need to be resolved i.e. whether the cost would be shared equally between all 63 apartments or calculated i.a.w. entitlement formula?
- e. Overgrown rear fence – Peter advised that a lot of cleaning of overgrowth along the fence line had been done however the fenceline adjacent to 8 Somers Crescent still posed a problem with bamboo. The MA shall follow up with correspondence to the occupants with a copy of previous correspondence to be provided by David.
- f. Punching bag – update from the MA. Closed with no further action required.
- g. Soffits – new developments – David advised that there had been no further advice received from Grant and that he will follow up.
- h. Fluorescent down-lights – Horace updated that the trial of the fluorescent down-light continued without failure and recommended that the ExCom proceed with the replacement of the lamps on failure. All agreed that this made economical sense to progress given the potential cost savings (Horace estimated a saving of \$460.00/yr). Horace to action.
- i. Alders removal – Closed. Well done to Peter and Jenny for the speedy removal of the Alders and establishment of the herb garden.
- j. Web Site – David indicated that progress was slower than anticipated due to the challenges associated with the passwords for the owners’ protected portal. It was agreed to have a public domain and an owner’s domain (password protected) established and for the MA to investigate, maintain and control passwords.  
David also re-issued his request for photos of ExCom members for the web site.
- k. Pavers Repair – Horace received a quote from Joe (local handyman) totalling \$1280.00 for the replacement of 16 tiles and grout repairs. The MA had a ROM cost of \$1800.00 for the same work. Both were considered as excessive and it was decided that a quote should be sought from the original tile provider. David to source contact details for the original tile provider for Horace.
- l. Exhaust Duct Covers – No significant progress to report by Horace.
- m. ExCom Party – It was agreed that a lunch-time get together for ExCom members (and partners) be organised for Sunday 29 May. David will re-issue an invitation with a catering list for responses.

#### **4. Audit of keys, swipes and remotes.**

David and Horace have attempted to establish the location of all Master Keys (not apartment access), proximity swipes and garage door remotes but with little success. The exercise has identified the need

to conduct an audit of all of these devices. The method for reconciling current holdings is yet to be established but may involve a physical audit of all devices held by owners, tenants, real estate agents etc. It may also require de-programming proximity swipes and re-barrelling all locks currently accessed by master keys. Details and logistics are yet to be determined but once the audit is complete the MA will continue to manage these assets.

**5. Owners Corporation Network (OCN) ACT AGM, 21 May.**

David has re-newed membership at a cost of \$73.00. Membership to date has yielded little value for money however the future looks promising. It was agreed to continue with the OCN membership and David will attend the AGM on 21 May.

**6. TEYS Lawyer Reports.**

It was agreed that these reports provided interesting reading and good insights and David will continue to forward to ExCom members.

**7. Awning Application – Mark Hammond (30/23)**

It was observed that the awning for apartment 30/23 had been installed, as approved by the ExCom, and that no adverse comments had been received.

**8. Other Business**

- a. Bldg 17, Level 2, balcony watering system - David had received correspondence that the solenoid valve in the water closet was leaking and required isolating. Peter advised that Luke (Landscape) had attempted to effect repairs with tape without success. It was agreed that the defect would require the services of a plumber and the MA undertook to engage Six Star Plumbing.
- b. Peter had received a quote from O'Briens (Yass) for \$660.00 (GST Inc) to trim the oak tree overgrowth on Melb Ave. All agreed that this quote seemed reasonable and the MA was asked to proceed.

**9. Date, time and place of next meeting.**

Monday 6 June, 2011 at 6.00 pm in Deb's apartment, 201/17.

The Meeting concluded at 7:35 pm.

Approved

David Campbell  
Chairman  
3 May, 2011