

**Capital Hill Apartments
Executive Committee Meeting 03 of 2009**

Held at 6:00 PM 20 Apr 2009 in Apartment 201/17

Attendees: David Campbell (205/19), Marilyn Jessop (203/17), Gavan McArdle (2/17), Glenn Ashe (5/17), Gaye McDermott (207/21).

Apologies: Horace Saducas (118/23), Monica Davidson (22/21), Debra Northover (201/17) (Late arrival)

Minutes: Rob Northover (201/17)

Security and lighting presentation by Phill Biggerstaff, ADT Security

Phill provided an overview of his recommendations (on his understanding of the requirements from a site survey conducted by Scott Ward) which included:

- Proposal to install closed circuit video cameras to cover main driveway entrance and all car park pedestrian access points.
- Video camera footage recordable.
- Rough order costing of \$30 - \$33k (approx \$2 - \$3k per camera).

David indicated that Scott had misunderstood the brief because the requirement was for coverage of the carpark and storage areas as well as the pedestrian entrance points. Phill indicated that carpark coverage could be provided for at a rough order costing of \$33k (subject to formal quotation).

Phill also provided an overview of his recommendations on security lighting requirements at the rear of the complex which included:

- Installation of strategically placed photo electric beam (TAKEX) bollards, which would activate lighting and video camera surveillance when the beam was broken.
- Rough order costing of \$30k.

Phill also provided a brief outline of the options for individual apartments, suggesting that the possibility of a "bulk discount" existed.

The Committee thanked Phill for his presentation, which had given us a common base of understanding of the capabilities and limitations of the technology. Later, David expressed disappointment with the presentation because ATD had simply not understood their brief (more detail had been expected), but acknowledged that ADT were the only respondent.

It was agreed to keep the subject under review. No commitment was made to ATD.

Review/Approve ExCom meeting Minutes 16 Mar 2009

Review of Action Items:

- 001/01 – Closed – Acknowledging Monica's e-mail of 20 Apr 09 advising of possession of copies of Unit Titles Certificate and Certificate of Currency of Insurance.
- 001/04 – Open – Ongoing, David advised that he had met with the Managing Agent (MA) to discuss the requirements of establishing a periodical maintenance/inspection plan. David expressed relief that this plan would not be required until Apr 2011. This action would be ongoing allowing time to understand the maintenance requirements of the complex. David also expressed concern with the potential degradation of the relationship with Becton for ongoing maintenance, and the status and capability of Capital Hill Developments Pty Ltd (registered builder of Capital Hill) to provide long term maintenance.
Gaye undertook to check on the status of Capital Hill Developments Pty Ltd.
Gavan undertook to check with the MBA Fidelity Fund on who the builder was (Capital Hill

Developments Pty Ltd?) and the level of insurance cover.

- 001/05 – Open – Ongoing due to Monica’s and Horace’s absence from this ExCom meeting. (Original Action - Monica explained that she had established that the electricity account contained four separate items which were various tariffs based on time of day rather than separate accounts, e.g. for lighting or lifts. Now that the account number was available, Horace and Monica could continue to investigate trends and alternatives.)
Gaye offered to check billing scheme.
- 001/08 – Closed – It was agreed to observe the nature strip recovery over the next 12 months and possibly re-visit a new action if/when water restrictions are relaxed.
- 001/10 – Open – Awaiting response from Becton. (Original Action - David has established that ACTPLA has all technical documentation associated with the construction of Capital Hill Apartments which could be accessed at a cost. David will continue to pursue with Becton the possibility of a transfer of documentation to us at no cost; although this was thought to be unlikely). Nevertheless, he warned of the difference between “as designed” and “as installed”.
- 001/11 – Open – David indicated that the MA is still not supportive of releasing keys because of the associated risks. His experience is that keys are lost in such circumstances and that consequential expenses are considerable. Await Horace (sponsor of action) return.
- 001/12 – Closed – David now has \$100.00 Petty Cash for Monica..
- 002/01 – Open – Marilyn advised that the cost to register the business name of “Capital Hill Apartments” would be \$138 and \$200 for one year and five years respectively. Gaye questioned the need and David responded that we could need the protection if we progressed with “Capital Hill Apartments” signage or simply used the term in a general sense if some other development in our area came along and legally purloined our name.
There was support for the idea and Marilyn undertook to investigate what is required to progress the registration.
- 002/02 – Closed – Minutes not legally required to be distributed to all owners because the owners have elected the ExCom as their representatives. Minutes would be provided on request.
- 002/03 – Closed – The general consensus on airing of laundry on balconies was that it was not permitted on the balconies at the front of the buildings but would be considered on rear balconies. This would need further consideration in the review of the Articles.

David expressed concern that the current Articles were not acceptable as they had been imposed by Becton just prior to the initial AGM and did not reflect the default Articles that most of us would have accepted upon signing our contracts. David and the MA shall step through the changes.

The new Owners’ Corporation Act has precedence over the Articles, eg, the new legislation permits pets with Owners’ Corp consent. Hitherto, pets were forbidden without OC approval – a subtle but significant legal distinction.

David undertook invite a representative from the RSPCA to provide a presentation to the ExCom.

- 002/04 – Closed – MA is responsible for informing the owner, on our behalf, of any occupant’s non-compliance with the Articles.
- 002/05 – Open – David advised that discussions with the MA indicated that there may be OH&S issues with using LEDs in the corridors because they may not meet the minimum brightness requirements. It was decided to leave this action open for Horace to pursue on his return.
- 002/06 – Closed – Monica’s guidelines for garbage rooms were accepted with minor amendments.
- 002/07 – Closed – David stated that he had advised the MA of the dead mouse incident and the cleaner had been alerted to continue to observe and advise. It was considered that this may have been an isolated incident. If not, then traps will be laid.
- 002/08 – Closed – General discussion acknowledged that entry and exit from the carpark had its risks but engineering solutions (mirror, flashing light, etc) would not mitigate this risk and that a behavioral (exit with care) solution was more appropriate.

New action for David to purchase speed signs and pursue bollard installation at entry to garbage pick up point.

- 002/009 – Closed – Marilyn tabled the quotation from All Seasons Horticulture Services for the landscaping at the rear of the complex (\$6220.00). Discussion ensued on whether it was required now, required at all, etc without initial agreement. Progressed to a vote resulting in the “for” majority. Marilyn to proceed informing Janelle for payment purposes.
- 002/10 – Closed – MA has investigated the storm water issue which seems to have been resolved.
- 002/11 – Closed – No further action on tree securing mechanism.
- 002/12 – Open – Investigation of CCTV coverage for the complex would continue.

Update on the new ACT – Budget Timings

Discussed earlier at review of action 001/04 and 002/03.

Lift Carpets - quotes

Quotes had been received to:

- Take up the tiles - \$1,000.00 total.
- Lay carpet - \$800.00.

Alternatives to tile replacement were discussed with Gavan suggesting the use of Pirelli product and offered to provide a sample at the next meeting.

Other Business

It was highlighted that the manual exit from the carpark was unserviceable. David to raise with MA.

The MA had clarified that the cleaner was responsible for cleaning the external exit carpark stairwells.

Marilyn to investigate options to improve the street appeal of the wooden fence at the Melb Ave end of the complex. Paint colour White (same as entry fence) or Beige (same as building) etc.

It was agreed that it was time to clean the windows. David to speak with MA.

Date, time and place of next meeting.

With David's non-availability over the scheduled next meeting dates, it was decided to convene the next meeting at 6:00 PM on Monday 01 June 2009 at David's apartment (205/19).

David stressed the importance of all actionees to take immediate action given the extended period between meetings.

The Meeting concluded at 9:00 PM

Approved

David Campbell
Chairman (pro tem)

30 April, 2009

Table 1. Summary of Open Actions

ID	Action	By	Due	Status
001/04	Check with managing agent 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.	Monica and Horace	Ongoing	Open
001/10	Request through the MA that Becton provide the Owners' Corporation all structural, architectural, electrical, comms, intercom, fire-protection, mechanical, plumbing, drainage, etc, drawings and any instruction manuals.	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.	David	Ongoing	Open
002/01	Investigate whether there is a need to protect the copyright of the "Capital Hill" name by registering a business name.	Marilyn	Ongoing	Open
002/05	Investigate cost benefit of using LED lamps over flouro replacement over existing halogen lighting for common areas.	Horace	Ongoing	Open
002/12	Investigate assessment of the options available for CCTV coverage of the building/complex.	David	Ongoing	Open
003/01	Check on the status of Capital Hill Developments Pty Ltd.	Gaye	01 Jun 09	Open
003/02	Check with the MBA Fidelity Fund on who the builder was (Capital Hill Developments Pty Ltd?) and the level of insurance cover.	Gavan	01 Jun 09	Open
003/03	Check on the electrical billing scheme	Gaye	01 Jun 09	Open
003/04	Invite a representative from the RSPCA to provide a presentation to the ExCom on pets/animals in apartments.	David	TBA	Open
003/05	Discuss installation of protective bollard at entry to garbage pick up point.	David	01 Jun 09	Open
003/06	Purchase Speed Limit signs.	David	TBA	Open
003/07	Progress with landscaping i.a.w quote from All Seasons Horticulture Services dated 15/04/2009.	Marilyn	ASAP	Open
003/08	Provide a sample of Pirelli product.	Gavan	01 Jun 09	Open
003/09	Provide suggestions for improvements to Melb Ave wooden fence.	Marilyn	01 Jun 09	Open