

**Capital Hill Apartments
Executive Committee Meeting 05 of 2009**

Held at 6:00 PM 7 Jul 2009 in Apartment 207/21

Attendees: David Campbell (205/19), Marilyn Jessop (203/17), Debra Northover (201/17), Gavan McArdle (2/17), Gaye McDermott (207/21), Monica Davidson (22/21), Horace Saducas (118/23), Glenn Ashe (5/17).

Apologies: Nil

Minutes: Rob Northover (201/17)

General Meeting (Called by Managing Agent)

It was acknowledged that the General Meeting called by the Managing Agent (MA) to consider a proposal for modifications to the common area of level 2 of building 23, had been withdrawn/cancelled.

Review of Open Action Items

Review of Action Items:

- 001/04 – Open – Ongoing. David acknowledged that Becton were currently on-site progressing with common area defects.
- 001/05 – Open – Ongoing. Horace advised that he was still engaging with ACTEW-AGL and Energy Australia for the best tariff. Country Energy was not an option because Capital Apartments did not consume enough power for their consideration.
- 001/11 – Open – David re-stated the MA concerns regarding releasing of the keys and the associated risks. Ensuing discussion agreed that Horace shall review the list of keys possessed by the MA, and identify which of those keys he considered essential for “out of hours” access by the ExCom.
- 002/01 – Closed – Marilyn advised that the business name of “Capital Hill” had been registered for 3 years (Registration No. F00134921). David advised that he had conducted some preliminary investigation, with Capital Signs, for the provision of an acrylic logo for the State Circle path address signage at a total cost of \$1034.00 incl GST. Marilyn expressed concern over the colour scheme of the proposed logo but was advised that Becton’s permission to use the logo was conditional that we did not alter the scale and colour scheme of the logo. **New Action:** All agreed for David to proceed with the procurement.
- 002/05 – Open – Horace provided an overview of the lighting options available including the MA’s recommendation (Flouro), LED alternative (not suitable) and less wattage (35 Watts) . David highlighted that this defect was currently under consideration by Becton and we should wait until we could assess Becton’s approach to the defect. It was also acknowledged that in the interim we could instruct the MA to replace any blown lamps with low wattage (35 watts). Glenn suggested that trialing the 35 watt replacement in a specific location should be considered.
- 003/04 – Open – David advised that a representative from the RSPCA was unable to attend tonight’s ExCom meeting and would pursue for the next meeting.

Monica tabled a draft set of guidelines for Executive Committee consideration of pet owners' applications at Capital Hill Apartments. David thanked Monica for progressing with this initiative and the Committee decided to adopt the guidelines.

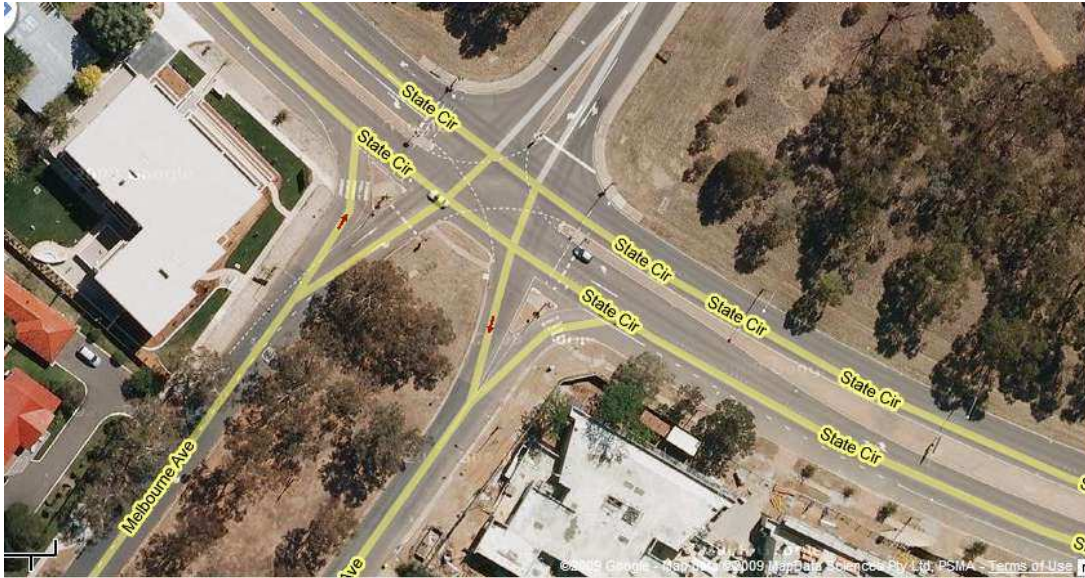
- 003/05 – Closed.
- 003/06 – Open – David to purchase and install speed limit signs (6-8 at \$41.00 per unit).
- 003/07 – Closed – Marilyn's efforts acknowledged on a good job well done. **New Action:** Marilyn to follow up with the MA on the drought tolerant grass (similar to that used at Parliament House) for the nature strip.
- 003/08 – Open – David presented a quote from the MA to install light grey ARFLEX rubber floor covering in each elevator at a cost of \$605 per elevator. The covering would be laid on top of the present tiles and would be properly edged at the door to eliminate any trip hazard. Committee agreed to proceed.
- 003/09 – Open – Marilyn provided a quote for \$1320.00 to paint the wooden perimeter fence (from the side gate to Melb Ave) as supplied through the MA. All agreed that this seemed expensive and requested Marilyn seek an alternate independent quote (oil based fence paint colour – fawn).
- 004/01 – Open - David advised that the side gate lock had been repaired (keyed alike with garbage compound). Horace indicated that this was not the case. To be verified by David.
- 004/02 – Closed – Agreed to leave the manual exit button disconnected considering the minor inconvenience for the increased mitigation against car theft.
- 004/03 – Open – There was debate on whether the rectification activity for the bollard lighting around the complex was either converting to low voltage or providing metal covers for existing 240 VAC distribution. David advised that he would follow up with Becton through the MA; another on site meeting was due. To review progress overall. He noted that Becton had appointed Rick Jones to oversee the common area defect rectification program.
- 004/04 – Open – David advised that he had forwarded Monica's e-mail to the MA and would follow up.
The key points of Monica's e-mail were:
 1. Trades personnel working unsupervised/unescorted in the basement.
 2. Security of the building.
 3. Damage to the complex due to removal activities being undertaken without adequate protection measures (eg lift protection curtains not being employed, cars backing onto the ramps).
 4. Berkley sign erection contractor offensive (potentially violent) behaviour.

Other Business

Marilyn enquired on the satisfaction with the recent window cleaning activity. General consensus was that everyone was pleased with the results. Nevertheless, next time the contractor needs to better understand precisely what windows are and are not included. Further, he is to provide appropriate advice of his activity via a letter box drop.

Monica provided an overview of the financial situation summarising that with current expenses, including recent landscaping and window cleaning contracts, the trend was that we were underspending. Current account balance was circa \$90,000.00. Monica to follow up and clarify on an entry "reimbursement from owner" for the amount of \$2,000.00.

Deb highlighted a significant safety issue associated with the intersection of State Circle and Melbourne Ave and the carpark entry to Capital Hill apartments. The problem exists when residents are attempting to access the carpark from either Parliament House or the opposite side of State Circle (eastbound). Westbound State Circle traffic turning left at Melb Ave have right of way with no need to Give Way to traffic entering Melb Ave (from either Parliament House or the opposite side of State Circle). It was suggested that the State Circle entry to Melb Ave be reviewed in light of the access requirements to Capital Hill apartments



David undertook to follow this up with Roads ACT (Tony Gill)

Date, time and place of next meeting.

It was decided to convene the next meeting at 6:00 PM on Monday 10 Aug 2009 at Horrace's apartment (118/23).

The Meeting concluded at 7:50 PM

Approved

David Campbell
Chairman (pro tem)

11 Jul, 2009

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
001/05	Monitor electricity accounts and investigate alternate electricity service provider if considered excessive.	Horrace	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. Identify which keys were considered essential for “out of hours” access by the ExCom.	Horrace	Ongoing	Open
002/05	Investigate cost benefit of using LED lamps over flouro replacement over existing halogen lighting for common areas.	Horrace & David	Ongoing	Open
003/04	Invite a representative from the RSPCA to provide a presentation to the ExCom on pets/animals in apartments.	David	TBA	Open
003/06	Purchase Speed Limit signs.	David	TBA	Open
003/09	Provide suggestions for improvements to Melb Ave wooden fence. Marilyn to seek an alternate independent quote (oil based fence paint colour – fawn).	Marilyn	01 Jun 09	Open
004/01	Progress side gate lock issue with MA.	David	First available opportunity. (FAO)	Follow up
004/03	Engage with MA to have Becton resolve the 240 VAC bollard lighting issues.	David	ASAP	Open
004/04	Forward Monica’s e-mail to MA.	David	FAO	Follow up
005/01	Engage Capital Signs, for the provision of an acrylic logo for the State Circle path address signage.	David	FAO	Open
005/02	Marilyn to follow up with the MA on the drought tolerant grass.	Marilyn	TBA	Open
005/03	MA to install rubber floor covering (Grey) in each elevator.	David	TBA	Open
005/04	Enquire on changing Managing Agent	Monica	Nil	Open