

22 June 2010

To The Committee of Management
OC Plan No. 318104R
24-38 Little Bourke Street
MELBOURNE VIC 3000

Dear Sir / Madam,

**RE: MINUTES OF THE COMMITTEE OF MANAGEMENT MEETING
OWNERS CORPORATION PLAN No. 318104R**

The meeting was held in the office of Somerset, 250 Elizabeth Street, Melbourne on Friday 18th June 2010 at 11:00am.

Present:	Mr J Duff	Lot 6
	Mr P Barnes	Lot 21
	Mr T Yap	Lot 22
	Mr D Minett	Lot 23
	Mrs E MacDonald	Lot 141

In Attendance: Mr D Barton
representing Kliger Wood Real Estate – Managing Agent of the Owners Corporation.

Chairperson: Mr P Barnes, the chairperson of the Owners Corporation, chaired the meeting.

Welcome: The chairman, Mr P Barnes, welcomed Members to this first Committee of Management Meeting since the last Annual General Meeting.

Window Painting: Members discussed the updated quotation received from Higgins Coatings where their pricing had increased from that presented at the Annual General Meeting. The increase in price reflected there are no anchorage points along the side of the building where the painting is required and the cost of installing such anchorage points is prohibitive. The works will therefore need to be undertaken via scaffolding and Members resolved to proceed with the following works:

Repaint the external windows	\$29,695 + GST
Repaint the external fire escape stairs and 4 doors (external face only)	\$ 4,011 + GST
Repaint the external north east facing wall	\$ 701 + GST
Total	\$34,407 + GST

Members discussed the timing of the works and requested the Managing Agent liaise with Higgins to undertake the works in early September, certainly not later in the month when the AFL Finals are being held. In addition indication of the length and disruption of the works is to be requested.

Glass Roof Panel: It was noted there have been a number of incidents recently with bottles being thrown out from adjoining Hi-Rise buildings resulting in atrium panels being shattered which could cause serious damage should there be anybody in the immediate vicinity.

It was considered that persons would be trying to throw bottles and debris into the pool and, in an initial effort to minimise these incidents, the pool lights are to be turned off at a much earlier period. In addition investigations are to be made as to whether the glass can be replaced with perspex which would not shatter upon impact.

Members resolved that, in an effort to identify those persons throwing items, two cameras are to be installed and hooked up to the existing system to enable copies to be referred to the police to identify the relevant units and enable appropriate action.

Health & Safety: It was noted that shortly after the Annual General Meeting both Melbourne City Council and Worksafe attended the property to check on compliance with Essential Services and any risk associated with Occupational Health & Safety. The only issue was with the location of the linen trolleys which have now been relocated out of site when people first enter the building.

Cleanliness: It was noted the relocation of the linen trolleys had greatly improved the overall appearance when entering the building however Mr J Duff indicated some areas of concern which included the linen cupboard door which should remain closed and a further section where he agreed to provide Mr P Barnes photographs of his complaint.

Restaurant: Members were advised the lease on the restaurant with Ascott has ceased and the owner has now taken possession. Recently a letter was forwarded to the owner in relation to the cleanliness of the restaurant relating to bird droppings and the Managing Agent is to follow up with the instruction to the owner for compliance. As the area is privately owned the Owners Corporation does not have the authority to enter the premises without approval from the owner.

Atrium: There has been discussion for some time of the requirement for the atrium glass panels to be lifted due to the need to preserve the palm tree which is Heritage Listed. Members resolved the Managing Agent is to follow up with an appropriate qualified engineer to determine what works are required and obtain an estimated cost to enable the Owners Corporation to commence planning for the major works. To be included in the report is the replacement of motors to enable the roof top glass panels to be opened and closed as they were originally intended.

Committee Meeting: Members resolved the next Committee of Management would be held on Wednesday 15th September 2010 at 11:00am in the offices of Somerset, 250 Elizabeth Street, Melbourne.

There being no further business, the meeting concluded at 11:35am.