

2010 CMM 150910
DRB:EB

OC Plan No. 318104R
24-38 Little Bourke Street
MELBOURNE VIC 3000



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LICENSED REAL ESTATE AGENTS
OWNERS CORPORATION MANAGERS
PROPERTY MANAGERS
AUCTIONEERS
VALUERS

16 September 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 Kliger Wood Real Estate, 250 Queen Street, Melbourne on Wednesday 15th September 2010 at 11:00am.

Present:	Mr P Barnes (Chairman)	Lot 21
	Mr T Yap	Lot 22
	Mr D Minett	Lot 23
	Mrs E MacDonald	Lot 141

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

Apology: An apology was received from Mr J Duff for being unable to attend the meeting.

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

Financials: Members discussed the financials presented at the meeting and agreed that they should be presented to all owners for acceptance at the Annual General Meeting.

Members further resolved that as it is a requirement under the regulations for an audit to be undertaken, the Managing Agent is to arrange for the accounts to be audited prior to the Annual General Meeting.

Proposed Budget: Whilst there were some amendments to the proposed budget, the total proposed budget is to remain unchanged. It is to be forwarded with the Notice of Meeting for acceptance by owners at the Annual General Meeting.

Annual General Meeting Date:

As it was requested that the financial accounts be audited, the Managing Agent will liaise with Mr D Minett a suitable date, although the meeting is to be called prior to the end of October 2010.

General Business

Lift:

Members resolved to accept the updated proposal from Thyssen Elevators for the ongoing servicing of the lift.

Lift Carpet:

Members noted the poor quality of the carpet in the lift and resolved that the Managing Agent is to arrange for it to be replaced.

Front Carpet:

Similarly, the carpet at the front entranceway is in poor condition and the Managing Agent is to authorize for it to be replaced.

Palm tree:

It was noted that the Palm tree trunk in the atrium looks bare and it was suggested that "Jasmine" be planted and allowed to grow up the trunk. Prior to any plantings, the contractor who maintains the Palm tree is to be approached to determine if the "Jasmine" will have a detrimental effect on the tree. Members resolved that should it not create a problem, arrangements are to be made for the "Jasmine" to be planted.

Insurances:

Members were advised following the recent valuation of the building the additional premium for the building insurances had increased from \$14,000 to \$28,000 which has been funded out of the surplus funds of the Owners Corporation. The budgeted allowance has been increased to \$28,000 to allow for the increase.

Win Energy:

As part of the contract with Win Energy for the supply of electricity following the introduction of the imbedded system, the Owners Corporation is entitled to a rebate each year based on the electricity invoiced to owners. Win Energy have recently sent a reimbursement for the 12 months totaling \$41,939.80.

Completed Works:

Members noted the works which have been completed or are in the process of being completed which had been authorized at the last Committee of Management Meeting.

Pool Painting:

The emptying, painting and refilling of the pool has been completed.

Windows:

The painting of the windows around the pool area has commenced and will be completed prior to the Annual General Meeting.

Security Camera:

The upgrading of the security cameras to identify the people throwing objects from the adjoining building has been completed.

There being no further business, the meeting concluded at 12.00pm.