

2011 CMM 210311
DRB:PG

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

22 March 2011

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

Dear Sir / Madam,

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

The Meeting was held in the office of Ascott Gordon Place, 24 Little Bourke Street, Melbourne on Monday 21st March 2011 at 12:30pm.

1. The following Members were present:

Mr J Duff (part meeting)	Lot 6
Mr P Barnes	Lot 21
Mr D Minett	Lot 22
Mr T Yap	Lot 23

In attendance:

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

Members were advised in accordance with Section 77 of the Owners Corporation Act 2006, there being 50% or more members or lot entitlement represented, a quorum was achieved. All decisions set out below are therefore resolutions of the Owners Corporation.

2. This being the first meeting of the Committee following the Annual General Meeting, Mr P Barnes was elected as chairman of the Committee of Management.

Mr D Barton was elected chairperson of the Meeting.

3. Members resolved to accept the Minutes of the Committee of Management Meeting held on 15th September 2010 as a true record of that meeting.

4. The following items of Maintenance were discussed:

a) **Roof Repairs & Guttering**

Members discussed the quotation from PL Plumbing, which has taken a considerable amount of time to compile, for the replacement of a large section of the roof and the guttering.

In view of the substantial cost of \$43,025 + GST Mr D Minett request additional quotes be obtained to ensure the quote from PL Plumbing was competitive. It was noted with winter approaching and the time delays in arranging the works the submissions be obtained as a matter of urgency.

b) **Spa**

Attached is the submission received from Four Seasons Spas and Pools who had been recommended by other Spa companies as the company most able (their comment only) to undertake the works required to bring the spa back into full operation.

Members were advised there were a number of issues in relation to the spa being:

1. The spa depth should be 600cm not 500cm
2. A spa will need to be constructed within the existing spa to allow for the piping and the jets reducing the size of the spa by approximately 130cm
3. The cost includes the installation of a skimmer to remove foreign items including body fats to clean the top of the spa
4. An automatic filling device has been provided for within the quote
5. In view of the additional height of the spa there was some concern there would not be sufficient room between the overhead bulkhead and the top of the spa for people to easily get in and out of the spa

Members resolved the Managing Agent is to arrange for a quotation for the jackhammering out of the existing spa and the installation of the new spa. It was noted that an off the shelf spa could not be installed as it would not fit through the building or the door. The only means of reinstating the spa is for a new one to be constructed on site as has been proposed by Four Seasons Spa & Pools. A copy of the quotation for jackhammering out of the existing spa is to be forwarded to the Committee of Management for their assessment and authorisation.

c) **Palm Tree**

Members noted the report on the palm tree which indicates it still has a substantial life span and the need for additional room for the tree growth. Members discussed the two options available as follows:

1. The raising of the roof
2. The lowering of the tree to the floor or below floor level.

The Managing Agent is to determine if equipment can be introduced which will provide sufficient lifting capacity (approximately 15 tonne) to lift the tree to allow excavation for the tree to be lowered. The matter was deferred until the next CM meeting when the information should be available.

d) **Water Entry Lot 74**

Members noted the ongoing damage to Lot 74 which has been reported to the insurance underwriter who refused the Owners Corporations offer to reinstate the unit to ensure it could be reoccupied as soon as possible. CHU have confirmed a loss assessor has been appointed and they will make arrangements with Mr P Barnes to inspect and thereafter authorise the reinstatement of the unit.

CHU have been advised there will be a loss of rent claim and their delay is unnecessarily increasing the claimable amount.

e) **Lot 45**

Mr D Minett provided documented information confirming that Oakford were the owners of Lot 45 and the Managing Agent agreed to have their ownership details recorded on the owners corporation file.

f) **Window Cleaning**

Members were advised, due to the pitch of the roof, it is not possible to install anchor points to enable the cleaning of the windows in the atrium. These windows cannot be cleaned from a ladder due to OH&S requirements and whilst it may be possible to install a scissor lift or mobile scaffolding there are a number of garden beds which would preclude a number of windows being cleaned.

The Managing Agent confirmed an alternative contractor had been approached to determine if they are able to assist who to date has not responded.

In the meantime members resolved that, as the window cleaning has not been undertaken for some time, all of those windows where access is possible are to be cleaned as soon as practicable.

g) **Tenants of Lot 48**

Members were advised due to the behavioural problems of the tenants in lot 48 they had been given notice of eviction and the unit was vacated on 21st March 2011.

h) **Security**

Members noted there has been an additional security breach with property stolen due to illegal entry. Logical Services who look after the camera security system have been authorised to provide a submission for an additional camera to cover the blind spot in the existing system. The quotation will be forwarded to the Managing Agent who is to coordinate the works with the chairman of the Committee.

There being no further business, the meeting concluded at 1.45pm.

David Barton
Kliger Wood Real Estate
Level 3 /250 Queen St,
Melbourne, VIC, 3000

28th March 2011

RE: Roof Work Quotation PLQ003836S at 24-38 Little Bourke St, Melbourne

Dear David,

We have spent many hours putting together the roof work, scope of works and costing's. We are also aware of costs and endeavour to provide best value for our customers. As in this case of the roof works, we have added as much works required, taking full advantage of the safety handrail and access equipment provided as per O H & S Regulations.

We anticipate works to start between 4 -6 weeks Monday to Friday weather permitting. A set up time of approximately 3- 4 weeks is required before works can start from date of the work order.

Currently with our existing work load we would anticipate a mid-May to mid-June start date. (Unless other accepted works are received prior.)

Yours Sincerely

A handwritten signature in blue ink, appearing to read 'Phil Lee', with a long horizontal flourish extending to the right.

Phil Lee

Mail to:
OCP 318104R
c/o Kliger Wood Real Estate
Level 3/250 Queen St
Melbourne, VIC, 3000



PL Insurance No. 33 PL 15317
Red Card No. AP 5005
WorkCover Policy No. 5917198

OCV
member

Quote

Quote Date: 31/03/2011 This quote is valid for 30 days. **Quote No:** PLQ004191S

Job Name: Gutter replacement

Your Ref:

Site Address: 'Gordon Place' 24-38 Little Bourke St, Melbourne

SCOPE OF WORKS:

We've provided the following break down cost of the roof works as quoted in PLQ003836S for the consideration of the OC committees.

Note: For labour hire, we have allowed 2 men by 3 hours when required across 18 working days, approximately 4 weeks)

Description	Total
Gutter replacement-Material	\$10,000.00
Gutter replacement-Guard Rail	\$8,000.00
Gutter replacement-Boom/Access Equipment	\$4,000.00
Gutter replacement-Permits	\$1,000.00
Gutter replacement-Labour	\$20,000.00

Special Conditions:	Total (Exc. GST)	\$43,000.00
	GST Amount	\$4,300.00
	Total (Inc. GST)	\$47,300.00

**** All works are carried out according to WorkCover OH&S requirements ****

**** Quote does not include unforeseen circumstances ****

Sign below and return as acceptance:

Client Signature: _____
Print Name: _____
Date: / /

Quote No: PLQ004191S
Quote Date: 31/03/2011
Total (Inc. GST) \$47,300.00

Quote Expiry 30/04/2011

THANK YOU