

3rd April 2013

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 Kliger Wood Real Estate, Level 3, 250 Queen Street Melbourne on Wednesday 27th March 2013 at 12:30pm.

1. The following Members were present:

Mr J Duff	Lot 6
Mr P Sweetland	Lot 21
Mr D Fitt	Lot 22
Mr R Sumpton	Lot 23
Mr K Shaw	Lot 139

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. Mr D Barton was appointed to act as Chairperson of the Meeting.
3. Discussions: Proposed Notice of Annual General Meeting

a) **Proposed Notice of Annual General Meeting**

Members discussed the proposed Notice of Annual General Meeting as attached to the Notice of Committee meeting.

Financial

Members were provided with an update of the current financial position that projected to 31st March 2013 there was a deficit in Members funds. Members were advised that at the Annual General Meeting to provide a sufficient cash flow in the Admin Fund it would require a once off levy or a transfer of funds from the Sinking Fund where there is in excess of \$440,000.

Members were advised that the committee is not authorised to transfer money from the Sinking Fund to the Admin Fund as it would require a resolution of a majority of Members at the Annual General Meeting.

The Committee resolved rather than raise a levy the Notice of Meeting is to include a proposal for \$40,000 to be transferred from the Sinking Fund to the Admin Fund to cover any shortfall and provide sufficient funds for payment, in particular the insurance premium due 1st July 2013.

Interest

Members were advised there were a number of items which had been incorporated into the operating accounts which were actually Sinking Fund expenses and after identifying the amounts the Committee of Management agreed for them to be transferred to the correct account. It was also agreed that the tax liability which is currently in the Admin Fund for interest received in the Sinking Fund is now also to be included in the Sinking Fund expenditures.

Insurances

Mr Sumpton advised he will contact Quests insurance broker who is to be given the opportunity to provide a submission for the insurance renewals along with the current broker Whitbreads Insurance Brokers Pty Ltd.

Managing Agents Fee

Mr Sumpton noted that there is a substantial amount of work undertaken for expenditures relating to the Sinking Fund whereas the entire Managing Agents fee is charged in the Admin Fund. After discussion Members resolved that 20% of the annual fee is to be included in a budget item for the Sinking Fund for the coming year.

b) Maintenance Items

Painting

Members resolved the submission from Programmed Maintenance be included on the agenda for Members to consider at the upcoming Annual General Meeting as the external painting was last undertaken in 2005.

Front Canopy

A quotation has been received for the replacement of the front canopy and Members agreed that this item should be included as an agenda item for Members consideration at the Annual General Meeting.

Front Entrance Foyer

A brief proposal was discussed by the Committee for the refurbishment of the front foyer now that Quest has relocated their reception area.

Members agreed that the proposal enhanced the entrance to the property and agreed to engage the services of Gorman Kelly Architects to finalise the plan and provide costings in time for the Annual General Meeting.

Security

Members noted the number of illegal entries and break ins which had occurred in a relatively short time brought about by doors being propped open or jammed so they could not snib shut.

A proposal was received for the upgrading of all doors however members considered at this stage only two doors are of concern and are to be upgraded. The Managing Agent is to arrange for the works to be undertaken and thereafter authorise to proceed with the upgrading as soon as possible.

Following this upgrading the security arrangements are to be assessed to determine if the problem has been rectified otherwise it will be referred to the incoming Committee of Management.

Sauna

The sauna has not operated for many years and Members resolved that the sauna is to be made fully operational for the use of all occupants and guests within the building.

Back Area

Members discussed that the condition of the rear which is considered an eye-sore due to the amount of rubbish and bicycles which are associated with Unilodge being stored on common property.

The Managing Agent suggested two alternatives;

A) The Owners Corporation enter into a lease agreement with Unilodge where they would be required to pay an annual lease fee to the Owners Corporation. They would also need to fund their half share of the cost to divide their leased area to block the view of the bicycles from Gordon Place.

B) Unilodge be advised that it is common property and they are not entitled to use it other than for the purpose of egress from their building in an emergency.

Members resolved both proposals are to be placed on the agenda for discussion at the upcoming Annual General Meeting.

There being no further business the meeting concluded at 1:50pm.