



OWNERS CORPORATION 318104R

GORDON PLACE APARTMENTS

24 Little Bourke Street Melbourne

COMMITTEE OF MANAGEMENT MEETING MINUTES

| | | |
|--------------------|---|---------------------|
| Date | Tuesday 16 Jul 13 | |
| Time | 1600 | |
| Venue | Gordon Place Apartments | |
| Facilitator | Jim Duff welcomed COM members and others in attendance and opened the meeting at 1620. | |
| Minutes | Brice Halls recorded the minutes. | |
| Attendance | Committee Members | Others |
| | Brice Halls Jim Duff Ken Shaw Stewart Clarke Zekiye Yuksel | Nil |
| Apologies | Nil | |
| Proxies | A member of the committee who is a lot owner may appoint a proxy for the purpose of the meeting. | |
| | Committee Member | Proxy holder |
| | Nil | Nil |
| Quorum | The Facilitator advised that, since at least half of the members of the committee were represented, either in person or by proxy, there was a quorum. | |

Chairperson BE IT RESOLVED that Jim Duff be appointed OC Chairperson.

YES: 4 NO: 0 ABSTAIN: 1

Jim Duff abstained from voting.

Jim Duff became the Chairperson of this committee meeting.

Secretary BE IT RESOLVED that Brice Halls be appointed OC Secretary.

YES: 4 NO: 0 ABSTAIN: 1

Brice Halls abstained from voting.

Previous Minutes Whereas the minutes of the previous committee meeting held on 27 Mar 13 were circulated to all committee members and tabled at this meeting,

BE IT RESOLVED that the minutes of the previous committee meeting held on 27 Mar 13 be accepted as a true and accurate record of that meeting.

YES: 5 NO: 0 ABSTAIN: 0

OC Manager Reports and/or correspondence from Kliger Wood were tabled.

Decisions OC MEETING DATES

BE IT RESOLVED that COM meetings be held at 1600 at Gordon Place Apartments on 10 Sep 13 and 12 Nov 13, and

BE IT FURTHER RESOLVED that the 2013 AGM be held at 1800 at Gordon Place Apartments on 03 Dec 13.

YES: 5 NO: 0 ABSTAIN: 0

FY2014 BUDGET

BE IT RESOLVED that the OC Manager be requested to provide draft FY2014 Budget for COM review by 15 Aug 13.

YES: 5 NO: 0 ABSTAIN: 0

INSURANCE POLICY

Whereas Sect 59 prescribes that the OC must take out reinstatement and replacement insurance for all buildings on the common property, and

Whereas Sect 60 prescribes that the OC must take out public liability insurance to pay for any injury or damage that is sustained as a result of an occurrence or happening in connection with the common property, and

Whereas Office Bearers Legal Liability insurance is recommended by SCA (Vic), and

Whereas a majority of insurers declined to quote due to the OCs claims history,

BE IT RESOLVED that payment of Whitbread Tax Invoice of \$56,993.79 inc gst for CHU Policy No 29372 for period 010713 to 010714 be approved, and

BE IT FURTHER RESOLVED that the OC Secretary be delegated to investigate the OCs insurance claims history and obtain advice re possible premium reduction.

YES: 5 NO: 0 ABSTAIN: 0

INVOICES

BE IT RESOLVED that all invoices payable by the OC be approved prior to payment by the OC Chairperson and/or the OC Secretary

YES: 5 NO: 0 ABSTAIN: 0

Discussion EXTERIOR REPAINT

External repainting of building commenced 15 Jul 13. Works in progress.

ENTRANCE FOYER

A formal certificate from Heritage Victoria has been received. The architect is now awaiting revised costing from the builder. Works pending.

FRONT CANOPY

Old canopy has been removed and new green canopy installed. Electrical works are required and engineer recommendations/quotation have been requested. Works in progress.

LIGHTING

Works commenced 11 Jul 13. Halogen replacements are still on order. Works in progress.

PALM TREE PRUNING

Some additional access equipment was required to safely perform the pruning. Approvals have been given and this work is expected to commence shortly. Access contractor and its engineers have been consulted to determine the most cost effective treatment of dealing with the height of the palm tree. Works in progress.

EMERGENCY PATH OF TRAVEL

Unilodge has advised that it will arrange removal of bikes from rear POT by 31 Jul 13. In the meantime, the OC may be liable for a non-compliant essential service located on its common property. A new spring is being installed on the emergency exit gate to ensure correct operation. Minor works need to be carried out to improve the appearance of the rear area. Works pending.

COMMON PROPERTY

The OC Manager is reviewing archived files to locate Quest licence over common property. At date of this meeting, no licence has been discovered.

AIR CONDITIONING COOLING TOWER

The cooling tower recently developed a leak and was shut down and drained to assess repair works required. Works pending.

AIR CONDITIONING INDIVIDUAL UNITS

A number of privately owned individual aircon units are experiencing problems and may need to be replaced. Unlike alkyl halide refrigerants that contain bromine or chlorine, R-410A refrigerant (which contains only fluorine) does not contribute to ozone depletion, and is therefore becoming more widely used, as ozone-depleting refrigerants like R-22, are phased out.

GYM EQUIPMENT

Some items of gym equipment required minor repairs. Works complete.

CLEANING

A lot owner has complained that cleaning of common property is inadequate. COM will investigate.

INSURANCE COMMISSION

Whitbread Insurance Brokers has confirmed that it has received \$9,320.46 brokerage and that Kliger Wood has received \$4,660.23 commission on completion of the OCs insurance cover.

Consumer Affairs Victoria advises that commission disclosure requirements exist to prevent a situation where a manager may be, or be seen to be, influenced to place insurance policies with an insurer offering the better commission, rather than choosing the best policy for an owners corporation.

Next meeting Date: 10 Sep 13
Time: 1600
Venue: Gordon Place Apartments

Closure There being no further business the Chairperson closed the meeting at 1725.