

15 December 2011

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

Dear Sir / Madam,

**RE: MINUTES OF THE 2011 ANNUAL GENERAL 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 Thursday 8th December 2011 at 11.00am.

Present:	Mr P Sweetland	Lot 21
	Mr D Fit	Lot 22
	Mr R Sumpton all representing Quest Apartments Pty Ltd	Lot 23 & 45
	Mr P Harrison	Lot 26
	Mr E & Ms J McDonald	Lots 34 & 141
	Mr J Fowler	Lot 35
	Ms S Denham	Lot 128
	Mr K & Ms P West	Lot 139
	Mr S Clark	Lot 146

Proxy: Proxies were received from:

Mr J Duff appointing Mr K West as his representative	Lot 6
Ms E McDonald appointing Ms J McDonald as her representative	Lot 34
Mr G Williams & Ms L Brophy appointing Mr D Barton as their representative	Lot 74

Apologies: An apology was received from Mr J Duff for being unable to attend the meeting Lot 6

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

Chairperson: Moved that David Barton be appointed to act as chairperson of the meeting.

Quorum: Members were advised in accordance with Division 4 Regulation 77 of the Owners Corporation Act 2006, a quorum was not achieved, there being less than 50% of members or lot entitlement represented. All resolutions set out below are therefore considered interim resolutions. Owners wishing to object to the resolutions made at this meeting have 29 days from the date of the meeting to notify the Managing Agent in writing of their objections. Thereafter all interim resolutions will become resolutions of the Owners Corporation.

Minutes: Moved to receive and adopt the minutes of the 2010 Annual General Meeting held on 22nd October 2011 as a true record of those meetings.

Financial Statement: Moved to receive and accept the financial accounts to 30th June 2011 reflecting a surplus in member's funds of \$27,022.41 (maintenance fund) and a surplus of \$333,813.16 (sinking fund) and have the accounts audited in accordance with previous practice.

Financial Audit: Members resolved that the accounts of the Owners Corporation be audited to 30th June 2011.

Managing Agent: Moved to appoint Kliger Wood as the Managing Agent of the Owners Corporation until the next Annual General Meeting and to delegate to the manager the powers and functions of the Owners Corporation necessary to enable the manager to perform his duties under appointment.

Insurance: Members noted the present cover to 1st July 2012 as follows:

Underwriter		CHU Underwriting
Building	\$	34,553.80
Loss Of Rent	\$	5,183.00
Public Liability	\$	20,000,000
Machinery Breakdown	\$	100,000
Common Contents	\$	17,000.00

Insurances are placed according to a valuation undertaken by Roscon in 2009. Members were advised Under Section 3.43 of the Owners Corporation Act 2006, Owners Corporations are required to undertake a Building Valuation at least every 5 years to ensure the building is covered for the correct amount of replacement and reinstatement value.

Members resolved that the building cover be increased by CPI at the next renewal to cover for inflationary factors.

Note to Minutes

The Owners Corporation effects insurance on the building and public liability in the common areas only. The cover does not extend to privately owned fixtures and fittings, e.g., carpets, drapes, light fittings, etc. or public liability within the unit. To ensure you are fully covered it is suggested you take out a policy to cover the above items.

NB: Kliger Wood may receive a commission from the underwriter for placement of Owners Corporation Insurance for which Kliger Wood assist with the processing and overseeing of insurance claims. The commission does not add to the cost of the premium paid by the Owners Corporation.

Committee: The following nominations were received to act on the Committee of Management:

Mr J Duff	Lot 6
Mr P Sweetland	Lot 21
Mr D Fit	Lot 22
Mr R Sumpton	Lot 23
Ms J McDonald	Lot 34
Mr J Fowler	Lot 35
Mr K West	Lot 139

There being no objections to any of the above nominations, all Members nominated were elected to the Committee of Management.

Mr R Sumpton was elected as chairperson of the Committee of Management.

Maintenance Fund:

Members resolved to accept the **increased budget** to 30th June 2012 in accordance with Section 23 (1) (A.D) Owners Corporation Act 2006 of \$404,999.10 (GST Inclusive) as follows:

Accounting Fees	\$	2,520.00
Air Conditioning – Water Treatment	\$	5,100.00
Air Conditioning – Cooling Tower	\$	1,100.00
Registration & Audit		
Air Conditioning – Repairs	\$	1,000.00
Air Conditioning – Maintenance	\$	1,790.00
Anchor Testing – Windows	\$	600.00
Caretaking	\$	17,500.00
Cleaning & Supplies	\$	40,000.00
Cleaning – Windows	\$	8,000.00
Electricity	\$	45,000.00
Fire – Emergency Lighting	\$	1,500.00
Fire – Equipment Maintenance	\$	2,200.00
Fire – Essential Service Audit	\$	800.00
Fire – MFB Alarm Fee	\$	1,500.00
Fire – Telstra Line Fee	\$	500.00
Gas	\$	16,000.00
Globes	\$	250.00
Insurance – Building	\$	29,000.00
Lift – Maintenance	\$	9,000.00
Management Fees	\$	40,000.00
Management Fees – Other	\$	1,200.00
Painting – Common Areas	\$	10,000.00
Pest Control	\$	1,300.00
Plants – Lease & Maintenance	\$	3,000.00
Postage & Stationery	\$	1,400.00
Recreation – Pool, Sauna & Spa	\$	7,500.00
Repairs & Maintenance - General	\$	4,785.00
Repairs & Maintenance – Plumbing	\$	2,000.00
Sub-Total	\$	254,545.00
Plus Sinking Fund	\$	113,616.00
Plus GST	\$	36,818.10
TOTAL	\$	404,999.10

Members approved the Managing Agent to arrange a back adjustment of fees to 1st July 2011 to allow the full amount of the adjusted budget to be collected for the actual financial year.

The above budget being accepted contributions will increase and be due and payable on the first day of January, April, July and October as follows;

Lot	Units of Liability	Contributions Per Quarter	Contributions Per Annum
Quest	12124	\$ 61,255.15	\$ 245,020.60
3	188	\$ 949.85	\$ 3,799.40

4, 6, 12, 21	135	\$ 682.05	\$ 2,728.20
8	96	\$ 485.05	\$ 1,940.20
9, 22, 112	243	\$ 1,227.75	\$ 4,911.00
10	80	\$ 404.20	\$ 1,616.80
23	109	\$ 550.70	\$ 2,202.80
24	163	\$ 823.55	\$ 3,294.20
26	48	\$ 242.50	\$ 970.00
28	105	\$ 530.50	\$ 2,122.00
37	50	\$ 252.60	\$ 1,010.40
40	64	\$ 323.35	\$ 1,293.40
101	207	\$ 1,045.85	\$ 4,183.40
102, 117, 125	235	\$ 1,187.30	\$ 4,749.20
103	233	\$ 1,177.20	\$ 4,708.80
105, 140	190	\$ 959.95	\$ 3,839.80
114	201	\$ 1,015.55	\$ 4,062.20
116	210	\$ 1,061.00	\$ 4,244.00
120	191	\$ 965.00	\$ 3,860.00
126	239	\$ 1,207.55	\$ 4,830.20
128	249	\$ 1,258.05	\$ 5,032.20
136	337	\$ 1,702.65	\$ 6,810.60
139, 151	265	\$ 1,338.90	\$ 5,355.60
145	270	\$ 1,364.15	\$ 5,456.60
146	194	\$ 980.15	\$ 3,920.60
148	281	\$ 1,419.75	\$ 5,679.00
149	368	\$ 1,859.30	\$ 7,437.20
151	265	\$ 1,338.90	\$ 5,355.60
153	286	\$ 1,445.00	\$ 5,780.00
154	198	\$ 1,000.35	\$ 4,001.40
156	294	\$ 1,485.40	\$ 4,941.60
158	371	\$ 1,874.45	\$ 7,497.80

Maintenance Plan:

Members resolved not to accept the maintenance plan and to leave the sinking fund contributions unchanged from the current levels.

Maintenance:
Bird Proofing

Members were advised that despite a number of attempts, the problem of birds entering the atrium has not been resolved. Assessments were made and it has been recommended that the only means of permanently being able to keep the birds out is to place bird netting over the atrium. Members requested a sample of the bird netting be delivered to the front desk and any owner who wishes to view it may do so within 28 days of the date of this meeting. Members resolved thereafter the Managing Agent is to arrange the netting.

Anchorage Points

Quotations were forwarded for anchorage points to enable window cleaning and maintenance of the roof and the upper levels. Members were advised a further quotation had been received the morning of the meeting which was in excess of \$40,000. Members resolved to accept the lowest of the quotations forwarded with the notice of meeting.

Funding

Members resolved that the bird proofing and the installation of the anchorage points would be funded out of the sinking fund.

Rear Area

Members were advised that the open area at the rear of the property has been identified as part of the title belonging to Owners Corporation 318104R. Members resolved that a gate is to be placed on the laneway entranceway which will effectively block off the area for general use although it will have to remain accessible to those buildings that have a fire escape onto the land, thereby providing a right of access.

Pool Rules

Members noted there are no rules posted around the BBQ and pool area and there have been a number of incidents where glass has been broken. Members resolved that Mr R Sumpton and the Managing Agent are to draft up appropriate pool rules and forward them to the Committee of Management prior to arranging for signage to be placed in the required areas.

Painting

Members resolved to accept the submission from Programmed Maintenance to undertake the maintenance painting program of the internal common areas for a 6 year period.

General Business:**Arrears**

Members were advised that arrangements had been made with the Owner of Lot 153 for the recovery of arrears however he had not complied with the requirements of the VCAT orders and an order for payment has now been received. If necessary the matter is to be referred to the Magistrates Court and thereafter further legal action will be considered by the Committee of Management.

Interest

Members resolved that penalty interest would apply to outstanding arrears as determined from time to time under the Penalty Interest Act.

VCAT

Members moved that a representative of Klinger Wood be appointed to act on behalf of the Owners Corporation to represent them at all VCAT Hearings.

Recovery of Costs

Members noted that the Managing Agent charges costs for appearance at VCAT Hearings and resolved that the charges incurred will be debited to the relevant Owners account as they should not be borne by other owners.

There being no further business, the meeting concluded at 12:15pm