

18th December 2014

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

Dear Sir / Madam,

**RE: MINUTES OF THE 2014 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 Wednesday, 17th December 2014 at 4:00 p.m.

1. Attendance

The following Members were present:

Mr A Yuksel	Lot 3
Mrs Z Yuksel	Lot 4
Mr J and Mrs C Duff	Lot 6
Mr D Dzur	Lot 7
Mr D Fitt representing Quest Gordon Place Pty Ltd	Lot 21
Mr R Sumpton representing Quest Gordon Place Pty Ltd	Lot 22
Mr E Smith	Lot 30
Mrs E McDonald	Lots 34 & 141
Mr P Mousaferiadis	Lot 40
Ms M Kelly and Ms C Sundblom	Lot 41
Mr R Wilson	Lot 109
Mr J and Mrs E Brehaut representing Brehaut Administration Pty Ltd	Lot 117
Mrs V Carter	Lot 124
Mr M Stewart	Lot 129

Proxies were received from:

Janola Crest Pty Ltd	Lot 1
S Jansen	Lot 17
Quest Gordon Place Pty Ltd	Lots 21, 22, & 23
I Oldstein	Lot 25
R & J Hayes	Lot 29
L & J Warfe	Lot 31
G Williams and L Brophy	Lot 33
Coppelius Pty Ltd	Lot 35
Kenneth Nominees Pty Ltd	Lot 39
F Merante	Lot 43

W Hick	Lot 104
Kenneth Nominees Pty Ltd	Lots 106, 107 & 108
R Wilson	Lot 109
J Larosa	Lot 111
J Cowdell	Lot 113
L S Duong	Lot 115
J & D Nevill	Lot 118
E Gown & X J Zhou	Lot 119
G.L. Hosking Family Trust	Lot 121
A Wills	Lot 122
D Fawcett	Lot 123
R & V Carter	Lot 124
R & A Carr	Lot 127
K Madden	Lot 130
N Spry	Lot 132
A Tripodi	Lot 133
E D'Alessio	Lot 134
D Iser	Lot 136
R & J Paine	Lot 137
JAM McKenzie Superannuation Fund	Lot 138
B Ferguson	Lot 142
R Lojszczyk	Lot 147
A Cook	Lot 149
R & K Hamill	Lot 150
D & N Iser	Lot 152
P Miach	Lot 157
D Pearson	Lot 159
All appointed Mr R Sumpton as their proxy	
 A & Z Yuksel	 Lot 3
Appointed Mrs Z Yuksel as their proxy	
 A & Z Yuksel	 Lot 4
Clifford Hall as Trustee for Hall Family SMSF	Lot 36
Appointed Mr A Yuksel as their proxy	
 J & C Duff	 Lot 6
G O'Brien	Lot 42
S & A Clarke	Lot 146
All appointed Mr J Duff as their proxy	
 Brehaut Administration Pty Ltd	 Lot 117
Appointed E Brehaut as their proxy	
 Dale Middleton on behalf of Ellen McDonald	 Lots 34 & 141
Appointed E McDonald as his proxy	
 D & C Dzur	 Lot 7
Appointed Mr D Dzur as their proxy	
 Quest Gordon Place Pty Ltd	 Lot 45
J O'Reilly	Lot 143
Appointed Mr D Fitt as their proxy	

Quest Gordon Place Pty Ltd Lot 22
Appointed Ms C Miles as their proxy to be representative on Committee

Quest Gordon Place Pty Ltd Lot 23
Appointed Mr P Sweetland as their proxy to be representative on Committee

Apologies were received from:

Mr K Lawandi	Lot 14
Mr D Luscombe	Lot 148
Mrs D Preston	Lot 112
For being unable to attend the meeting	

In attendance:

Mr G Martin representing Kliger Wood Real Estate – Managing Agent of the Owners Corporation and Ms P Dover although it was un-confirmed which lot she was representing.

Members were advised in accordance with Section 77 of the *Owners Corporations 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.

Voting was conducted on a show of hands (proxies included). Motions were passed unanimously unless where shown otherwise.

2. **Chairperson**

Mr G Martin was appointed as chairperson of the meeting.

3. **Previous Minutes**

Members resolved to adopt the Minutes of the 2013 Annual General Meeting held on 26th September 2013, a copy of which was attached to the Notice.

4. **Managing Agents / Committee of Management Report**

Members resolved to accept the combined Managing Agents and Committee of Management report (copy attached).

6. **Financial Accounts**

Members resolved to accept the financial accounts to 30th June 2014 reflecting a surplus in members' funds of \$65,237.51 in the Administration Fund and \$329,244.35 in the Sinking Fund.

Questions without notice were asked:

1. **Repairs and Maintenance – Locksmith:** The question was raised from the floor in relation to this expense. The meeting noted that some works to common locks had occurred in the past year. This was accepted.
2. **Painting – Common Areas:** There was a question from the floor in relation to this expense. It was explained to the meeting that the painting of common areas is performed under contract. This was accepted.

3. **Recreation – Pool:** A question from the floor was, why is this expense unchanged if the spa has been decommissioned? The meeting was informed that the pool contractor had advised that their service fee, given that it had not risen in the past several years, would otherwise have increased had it not been for the reduction in scope associated with the spa. It was suggested that the pool service contract be reviewed. This matter was referred to the Committee.
4. **Fire – MFB Attendance:** Information was requested in relation to this expense
[Manager's Note: *Two callout fees were applied by the MFB the first, on the 27th July 2013 charge was applied due to cooking smoke which emanated from Apartment 33 and activated a detector in the corridor. The second attendance, which occurred on the 5th June 2014, was caused by a detector in the walkway in the north-wing which activated for no apparent reason. The Owners Corporation appealed the charges but charges were nevertheless applied by the MFB.]*
5. **Air-conditioning – Contract and Maintenance:** It was suggested from the floor that the Committee review the current maintenance agreement. This matter was referred to the Committee for consideration.
6. **Gas:** It was suggested that the last twelve months of gas invoices be attached to the Minutes and that an investigation be undertaken by a suitable expert to review gas supply, metering invoicing. The meeting resolved that this be undertaken.

7. Insurances

a) Insurance Coverage

Members noted the insurance coverage currently in effect on behalf of Members to 1st July 2015 as follows:

Underwriter		CHU Underwriting
Policy No.		29372
Contact Details:	Whitbread Insurance Brokers – Ph: (03) 8646 0222	
Building	\$	37,318,000.00
Loss Of Rent	\$	5,597,700.00
Public Liability	\$	20,000,000.00

Under Section 65 of the *Owners Corporations Act 2006*, prescribed 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. Insurances are placed according to a valuation undertaken by Roscon dated December 2009 and it was noted that a new valuation is being obtained to comply with *Owners Corporations Act 2006*.

B) Insurance Standing Instruction

Members confirmed that, should no other instructions be resolved by the Owners Corporation and advised to Kliger Wood at least 2 business days prior to the date of policy renewal, Kliger Wood is authorised to renew the existing insurance policy at the same level of cover or, if a change to a different underwriter is recommended by the broker, to place the insurances through the brokers recommended underwriter.

NB: Members should review the attached information page for important details relating to insurances.

The Managing Agent was asked to clarify whether Machinery Breakdown cover has been retained in the current policy.

[Manager's Note: *Upon review following the meeting, it is confirmed that Machinery Breakdown cover of \$100,000.00 – Limit any one loss – is covered.]*

A question arose from the floor as to the reason for the increased allowance for the insurance premium.

[Manager's Note: *The anticipated expense for insurance reflects the increase in cost of Strata Insurance in Victoria. It was noted that instructions were given to the Managing Agent by the previous committee to change insurance brokers for the Owners Corporation and another suggestion was received from the floor to engage in discussions with Edgewise Brokers. This was approved.]*

A question arose from the floor regarding Insurance – Claims and Excess expense.

[Manager's Note: *Please find below a breakdown of insurance claims expenses throughout the year.]*

Date	Description – Supplier	Amount \$
09/08/2013	Repair Plaster – Unit 67 - Stripes	650.00
06/09/2013	Water Extraction – AFS Property Services	1,350.00
03/10/2013	Security Guard 29/9/13 – 01/10/2013 – Business Risks International	1,014.00
17/10/2013	Replace Auto Door Brackets – Dorma Automatics	780.80
11/11/2013	Repaint ceilings in Bathroom – Unit 51 - Stripes	650.00
22/11/2013	Refit Skirting boards – Unit 74 – Handon Services	1,500.00
11/02/2014	Repair Light and make safe wiring – Unit 51 – Atkins Electrical	187.20
25/03/2014	Water Ingress Repair – Apt 14 – Climb Access	725.00

8. Committee of Management

It was resolved to limit the maximum number of Committee members to seven.

Moved: Mr R Sumpton

Seconded: Mr D Fitt

Motion passed: Mr R Sumpton voted in favour with his proxies.

Note: A minority of votes represented in person or by proxy voted against.

Members resolved the following members be appointed to act as the Committee of Management until the next Annual General Meeting assigning them powers of the Owners Corporation under Section 11 of the *Owners Corporations Act 2006*, excluding Section 119(6) as follows:

Mr D Dzur	Lot 7
Mr R Sumpton	Lot 21
Ms C Miles	Lot 22
Mr P Sweetland	Lot 23
Mr D Fitt	Lot 45
Mrs E Brehaut	Lot 117
Mr D Luscombe	Lot 148

The appointment of Chairperson and Secretary was deferred to the first Committee of Management Meeting.

Committee contact details

The meeting requested that the contact details for each Committee Member be made available to members for communication purposes. It was noted that given that a number of the newly elected Committee Members were not present at the meeting that they would be consulted prior to publishing their personal contact details. Further information is expected to be provided in due course.

9. Accepted Budget

Members resolved to adopt the proposed budget to 30th June 2015 in accordance with Section 23 of the *Owners Corporations Act 2006* of \$319,000.00 (GST Inclusive) as follows: