

Accounting Fees	\$	2,650.00
Air Conditioning – Contract and Maintenance	\$	2,000.00
Air Conditioning – Cooling Tower Registration and Audit	\$	1,200.00
Air Conditioning – Cooling Tower Treatment	\$	4,000.00
Air Conditioning – Repairs	\$	2,000.00
Anchor Testing	\$	800.00
Auto/Sliding Door – Maintenance and Repairs	\$	1,000.00
Building – Valuation	\$	2,000.00
Caretaking – Contract and Maintenance	\$	17,500.00
Cleaning – Maintenance and Supplies	\$	44,000.00
Cleaning – Windows	\$	13,000.00
Consulting Fees	\$	5,000.00
Electricity	\$	50,000.00
Fire – Alarm Monitoring and Phone	\$	2,100.00
Fire – Contract and Maintenance	\$	5,225.00
Fire – Equipment Repairs	\$	2,000.00
Fire – ESM Audit	\$	600.00
Fire – Exit and Emergency Lighting	\$	1,000.00
Garden – Maintenance and Repairs	\$	2,000.00
Gas	\$	17,500.00
Insurance – Claim and Excess	\$	5,000.00
Lift – Contract and Maintenance	\$	9,750.00
Lift – Phone Line	\$	350.00
Lift – Repairs	\$	500.00
Management Fees	\$	44,100.00
Management Fees – Other	\$	1,300.00
Painting – Common Areas	\$	11,000.00
Pest Control – Contract and Maintenance	\$	2,500.00
Plant Hire – Contract and Maintenance	\$	1,000.00
Postage and Stationery	\$	2,400.00
Recreation – Pool	\$	9,500.00
Repairs and Maintenance – Electrical	\$	1,500.00
Repairs and Maintenance – General	\$	11,025.00
Repairs and Maintenance – Locksmiths	\$	2,000.00
Repairs and Maintenance – Plumbing	\$	5,000.00
Security – Key Purchases/Refunds	\$	500.00
Security – Maintenance and Repairs	\$	5,000.00
Sundry Expense	\$	2,000.00
Sub-total	\$	290,000.00
Plus GST	\$	29,000.00
ADMINISTRATION FUND TOTAL	\$	319,000.00
Insurance Fund	\$	54,545.45
Reserve Fund	\$	25,026.55
Sub-total	\$	79,572.00
Plus GST	\$	7,957.20
SINKING FUND TOTAL	\$	87,529.20
Administration Fund Total	\$	319,000.00
Sinking Fund Total	\$	87,529.20
TOTAL BUDGET (inc. GST)	\$	406,529.20

The above budget being accepted contributions will remain unchanged and be due and payable on the first day of April, July, October and January to the 30th June 2015 and will continue unchanged until the budget is amended by members as follows:

Lot	Unit	Units of Liability	Administration Fund Contributions Per Quarter \$	Sinking Fund Contributions Per Quarter \$	Combined Contributions Per Quarter \$	Combined Contributions Per Annum \$
Quest Leased	Quest Leased	12301	48,952.32	13,431.84	62,384.16	249,536.64
3	Café	188	748.16	205.28	953.44	3,813.80
4	Café	135	537.24	147.41	684.65	2,738.60
6	65	135	537.24	147.41	684.65	2,738.60
8	Restaurant	96	382.04	104.83	486.90	1,947.00
9	Restaurant	243	967.04	265.34	1,232.40	4,929.60
10	Restaurant	80	318.36	87.36	405.70	1,622.80
12	77B	135	537.24	147.41	684.65	2,738.60
14	Former Gym	54	214.89	58.97	273.86	1,095.44
21	Courtyard	135	537.24	147.41	684.65	2,738.60
22	Courtyard	243	967.04	265.34	1,232.40	4,929.60
23	BBQ	109	433.77	119.02	552.75	2,211.00
24	Restaurant	163	648.66	177.99	826.65	3,306.60
26	67	48	191.01	52.41	243.40	973.60
28	68	105	417.85	114.65	532.50	2,130.00
36	61	137	545.20	149.59	694.80	2,779.20
37	62	50	198.97	218.39	253.60	1,014.40
40	78	64	254.69	69.89	324.60	1,298.40
101	1	207	823.75	226.03	1,049.80	4,199.20
102	2	235	935.20	256.60	1,191.80	4,767.20
103	3	233	927.23	254.42	1,181.65	4,726.60
105	5	190	756.12	207.47	963.55	3,854.20
112	12	243	967.04	265.34	1,232.40	4,929.60
114	14	201	799.89	219.48	1,019.40	4,077.60
116	16	210	835.70	229.31	1,065.00	4,260.00
117	17	235	935.20	256.60	1,191.80	4,767.20
120	20	191	760.10	208.56	968.65	3,874.60
125	25	235	935.20	256.60	1,191.80	4,767.20
126	26	239	951.12	260.97	1,212.05	4,848.20
128	28	249	990.91	271.89	1,262.80	5,051.20
136	36	337	1,341.12	367.98	1,709.10	6,836.40
139	39	265	1,054.58	289.36	1,343.95	5,375.80
140	40	190	756.12	207.47	963.55	3,854.20
145	45	270	1,074.47	294.82	1,369.30	5,477.20
146	46	194	772.03	211.84	983.90	3,935.60
148	48	281	1,118.25	306.83	1,425.10	5,700.40
151	51	265	1,054.58	289.36	1,343.95	5,375.80
153	53	286	1,138.16	312.29	1,450.45	5,801.80
154	54	198	787.95	216.20	1,004.15	4,016.60
156	56	294	1,170.00	321.03	1,491.05	5,964.20
158	58	371	1,476.40	405.11	1,881.50	7,526.00

10. Maintenance

Members determined the following in relation to items of maintenance:

a) **Palm Tree**

It was noted that the Palm Tree was recently trimmed around the top and this has provided some additional clearance, nonetheless further to correspondence throughout the year the Owners Corporation progressed applications to Heritage Victoria in respect to either removing the tree or lowering it. An update on this was provided to the meeting, to explain that the process had been suspended due to excessive cost but will be reconsidered by the Committee of Management, if considered necessary.

b) **Pot plants**

It was requested that pot plants be considered at either side of the main entrance to the premises with plantings such as yuccas. This matter was deferred to the Committee.

c) **Contract Reviews**

It was suggested that the Owners Corporation conduct a review of any contracts in excess of \$20,000.00 every three years (two additional quotations to be obtained). This was approved.

d) **Front Entranceway Moat, cleaning**

It was requested that the entrance pit/moat be tidied up as it currently presents an untidy appearance. The meeting noted that this may be difficult to achieve but the matter was nonetheless referred to the Committee for its attention.

11. General Business

Members determined the following in relation to items of general business including:

a) **Log-in system for members**

Information was requested on the availability of a log-in internet system for members. The Managing Agent was requested to include a note in these minutes.

[Manager's Note: This function is not currently available through Klinger Wood website, however it is being considered for future implementation.]

b) **Correspondence received – agenda item request**

It was requested that correspondence received and sent be included in the AGM agenda. The Managing Agent advised the meeting that the inclusion of correspondence in the AGM agenda is not a requirement under the *Owners Corporations Act 2006*. It was nonetheless requested that this convention be adopted in future agendas for consideration by Klinger Wood.

c) **Next AGM date**

It was resolved to fix the next AGM for Wednesday, 23rd September 2015 at 5:30 p.m. Members expressed a preference to hold the meeting at Gordon Place however it was accepted that the meeting venue would be determined by the Committee in due course. It was requested that 28 days prior notice (including the provision of a written Managing Agents report and Committee of Management report) be provided.

d) **VCAT decision**

Mr J Duff sought leave to table a document and have it attached to the Minutes in relation to the successful defence of the VCAT application brought by a former owner, Mr B Halls. It was resolved that the document be tabled and attached to the Minutes along with a copy of the decision for reference purposes (please find attached).

e) **After-hours caretaker**

Some members sought clarification on the role/scope of the building caretaker. Specifically, whether or not the caretaker would be on-call outside of normal office hours. It was explained that whilst this is not the caretaker's role, fortunately the caretaker often has a representative onsite who can assist with emergency requirements. This is accessed through the Quest Gordon Place telephone number.

f) **Managing Agent**

It was noted that the Contract of Appointment with Kliger Wood is current although discussions with the Committee of Management are continuing in respect to the proposal for the on-going arrangement. It was noted that insurance commission had formed part of this discussion and that Kliger Wood has agreed to forego the insurance commission and instead return any future insurance commission to the Owners Corporation.

NB: Kliger Wood Real Estate holds Professional Indemnity Insurance of \$10,000,000

g) **Penalty Interest & Other Fees**

Members confirmed the charging of penalty interest on arrears at the maximum rate payable under the *Penalty Interest Rates Act 1983* and accepted that a fee of \$25 + GST is payable to Kliger Wood (by the delinquent owner) for the issuing of follow up arrears notices, together with the charging of penalty interest with the amount to be debited to the individual Owners account.

h) **Mediation & VCAT Action**

Members approved the appointment of a representative of Kliger Wood to act on behalf of the Owners Corporation to represent them at all VCAT hearings (excluding any matters implicating Kliger Wood).

i) **Authorisation for Legal Action**

Members resolved that 318104R could recover outstanding Owners Corporation Fees by action in court of competent jurisdiction including but not limited to VCAT and the Magistrates Court and that the Owners Corporation may recover as a debt from the person, persons or company in default or breach, the costs, charges and expense incurred by the Owners Corporation (not including the personal time cost of any person acting in honorary capacity, including the Chairperson or Committee Member of the Owners Corporation) arising out of any default or breach by any owner or occupier of a Lot, of any obligation under the *Owners Corporations Act 2006* or the *Owners Corporations Regulations 2007*.

There being no further business, the meeting concluded at 6:30 p.m.

Insurances

Coverage

Under Section 54 of the *Owners Corporations Act 2006*, the Owners Corporation effects insurance on the building and public liability within the common areas only. Cover does not extend to the inside of a members lots (or car park lots) including privately owned fixtures and fittings (e.g., carpets, drapes, light fittings, temporary floors, wall coverings etc.) and public liability within the lot. It is therefore important that members organize their own insurance whether it be Personal Contents Insurance or Landlord's Insurance (if renting out the unit). You can contact the underwriter directly to confirm what personal insurances may be required.

Commission

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.

Excess & Owners Liability

In the instance where a claim has arisen as a result of lack of maintenance within an individual lot or negligence by a lot owner, their tenant(s) and/or invitee(s), please note the following:

1. Where Common Property is involved, the Owners Corporation reserves the right to recover from the Lot Owner, any costs not recovered through the insurance policy, including excess and repairs.
2. Where only private Lot(s) are involved, but not the common property, the Owners Corporation may submit a claim through the Owners Corporation policy for determination. The Owners Corporation reserves the right to recover from the relevant Lot Owner any costs not recovered through the insurance policy, including excess and repairs.
3. Where multiple Lots are involved, any costs not recovered through the insurance policy, such as investigative works, excess and repairs, will be referred back to the Owner(s) who submitted a claim. The Lot Owner at their sole discretion will thereafter be responsible for seeking recompense for such out of pocket expenses from the person(s) responsible for causing the loss.

Product Disclosure Statement & Financial Services Guide:

These documents can be made available upon request to our office or by contacting the Insurance Underwriter/Broker directly.

Lot owner duty of disclosure:

Lot owners must ensure that any change in occupant use of their lot is immediately advised to our office. Changes in use may affect or invalidate the Owners Corporation's insurance policy and non-disclosure may result in significant uninsured risk and liability. The Owners Corporation will seek to recover any such losses from owners who fail to duly disclose changes to their lot. If in doubt, please contact our office.

Managers note (General Advice Warning):

In accordance with the *Financial Services Reform Act 2001*, we are authorised by Whitbread Insurance Brokers to provide general and factual advice regarding their products. When providing you with general advice and/or arranging general insurance for you we act as an Authorised Representative of Whitbread. For all other products which are not administered by Whitbread's, we are only able to provide factual advice.

We are not authorised to provide personal advice. This means we cannot provide advice that takes into account your personal needs, objectives and financial circumstances. If you require personal advice you can contact the relevant broker or underwriter as shown above.

ESSENTIAL SAFETY AND OCCUPATIONAL HEALTH & SAFETY

Essential Safety Measures (e.g. smoke detectors, fire hydrants, hose reels, sprinklers):

The Owners Corporation is only responsible for the servicing and maintenance of ESM's located within the common property. Any ESM's located within private lots are the duty and responsibility of the relevant lot owner to service and maintain except when otherwise advised in writing by the Owners Corporation. If you are unsure, please check with our office.

Occupational Health & Safety

Should it come to their attention, it is the duty and responsibility of lot owners or their tenants to advise our office immediately by phone and in writing should any OH&S issues arise at the property.

OWNERS CORPORATION RULES

All Lot Owners, along with any lessee, sub-lessee or occupier of a lot, are bound by the Model and/or Special Rules of the Owners Corporation. The Owners Corporation recommend you include these rules within any lease or licence agreement between Lot Owners and Tenants. Should you not hold a copy of the Rules relating to your Owners Corporation, please contact our office.