

Owners Corporation Plan 2470

Minutes of the Annual General Meeting of Owners Corporation Plan No.2470, 162 Power Street, Hawthorn, held on Wednesday 12 December 2012 at Unit 9, 162 Power Street, Hawthorn commencing at 7:30pm.

No.	Description														
1	<p>Russell Dawe was elected Chair for the meeting</p> <p>Attendance</p> <table border="0"> <tr> <td><i>Apt. 1 Nan Durance – Proxy to Frances Sagala</i></td><td><i>Apt. 8 Joyce Grimshaw - proxy to Russell Dawe</i></td></tr> <tr> <td><i>Apt. 2 Sue Bowman – Proxy to Russell Dawe</i></td><td><i>Apt. 9 Sisters of Mercy Melbourne Congregation - Rosemary Duck – proxy to Rosemary Duck</i></td></tr> <tr> <td><i>Apt. 3 Zofia Sagala – Proxy to Frances Sagala</i></td><td><i>Apt. 10 Elizabeth Dawe – proxy for committee membership to Russell Dawe</i></td></tr> <tr> <td><i>Apt. 4 Amanda Dymond</i></td><td><i>Apt. 11 Anthony Lewis</i></td></tr> <tr> <td><i>Apt. 5 Andrew Blair</i></td><td><i>Apt. 12 Carl & Angela Chen – proxy to Russell Dawe</i></td></tr> <tr> <td><i>Apt. 6 Simon McDonald</i></td><td></td></tr> <tr> <td><i>Apt. 7 Sisters of Mercy Melbourne Congregation - Maureen McManus – proxy to Rosemary Duck</i></td><td></td></tr> </table>	<i>Apt. 1 Nan Durance – Proxy to Frances Sagala</i>	<i>Apt. 8 Joyce Grimshaw - proxy to Russell Dawe</i>	<i>Apt. 2 Sue Bowman – Proxy to Russell Dawe</i>	<i>Apt. 9 Sisters of Mercy Melbourne Congregation - Rosemary Duck – proxy to Rosemary Duck</i>	<i>Apt. 3 Zofia Sagala – Proxy to Frances Sagala</i>	<i>Apt. 10 Elizabeth Dawe – proxy for committee membership to Russell Dawe</i>	<i>Apt. 4 Amanda Dymond</i>	<i>Apt. 11 Anthony Lewis</i>	<i>Apt. 5 Andrew Blair</i>	<i>Apt. 12 Carl & Angela Chen – proxy to Russell Dawe</i>	<i>Apt. 6 Simon McDonald</i>		<i>Apt. 7 Sisters of Mercy Melbourne Congregation - Maureen McManus – proxy to Rosemary Duck</i>	
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2	<p>Minutes of Previous Meeting</p> <p>Minutes of the 2012 AGM held on 7 December 2011 were circulated prior to the meeting. The minutes were taken as read and were confirmed.</p>														
3	<p>Business arising from Minutes of previous Meeting</p> <p>There was no business arising from the minutes</p>														
4	<p>Consideration of Reports</p> <ul style="list-style-type: none"> Committee's report <ul style="list-style-type: none"> The committee report was received. <ul style="list-style-type: none"> Final round of painting maintenance under contract with Programmed Property Services. North West corner tea tree screen fence cut down when attempting to remove ivy – in poor condition – and replaced. Balconies in block 2 resurfaced to stop leakage through – at cost of owners Sale of Unit 5 - & welcome to Andrew and Carina Electricity costs rising rapidly – option of local network floated. Triplux reminded of requirement for certificate for roof security devices – no invoice for inspection not certificate received¹. Works commenced on 158 – 160 Power St redevelopment: north side fence replaced at developers cost. Rubbish bins – had been brought in by Margaret before her departure – attempted unsuccessfully to get council to have them dropped inside our boundary. Peter Pinchen sold his business to Pledger Property Maintenance: unsatisfactory so cancelled. John Dunn recruited to undertake the fortnightly grounds and gardens maintenance Water leaks continued from U4's patio into U2: repair work left with owner of U4. Russell reported that Esteem Plumbers had advised that the surface sealant would only be assured for one year and needed to be re-coated annually or at least every 2 years. Andrew Blair co-opted onto committee. The monstera in the north west corner of the property been completely removed from our property; committee would discuss appropriate replacement plantings in the area. The fence on the western boundary was not in good condition and would need significant repair work or replacement in the not-too-distant future. AGM for 2012 called for digital TV aerial to be installed for block 1 – inspection indicated that it already had a digital aerial. Grievance Committee report on complaints and disputes <p>NIL</p> Report re Financial Statements <p>The financial report as provided with the budget papers was accepted. The Committee was complimented on its work and that it had managed to have such a range of maintenance</p> 														

¹ Subsequently received late December with certificate of compliance.

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work undertaken and still have funds in the bank at the end of the year.

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Consideration of financial matters

- Details of insurance and insurance valuation and review
It was agreed that the insurance policy options available to the corporation should be circulated to owners for any comment and that the committee should then contract the requisite policy for 2013 in accordance with the time for renewal.²
Quotations: CHU: \$7,523.29
Zurich: \$8,844.42
SUU: \$9,017.39
- Fees
It was agreed to continue the level of fee as for previous year with what had been the PMS levy being brought into the regular service and maintenance fees
The \$500 levy for stair cleaning in block 2, payable by lot owners 5 – 12 in accordance with units of liability, to be continued.
- Proposed Budget
The 2013 budget as proposed was adopted as follows:

Power St., Financial plan 2013			
CATEGORY	BUDGET	Actual	BUDGET
	2012	2012	2013
INCOME			
Maintenance fees	\$ 31,440.00	31,440	\$ 49,140.00
Levies - PPS	\$ 17,700.00	17,700	\$ -
Stair cleaning	\$ 500.00	500	\$ 500.00
Interest earned	\$ 1,000.00	1000	\$ 1,375.00
	\$ 50,640.00	50,640	\$ 51,015.00
EXPENSES			
Admin fees and costs	\$ 240.00	314.00	\$ 240.00
Bank fees	\$ -	4.50	\$ -
Insurance Premiums	\$ 7,500.00	8,243.00	\$ 8,500.00
Electricity	\$ 500.00	680.00	\$ 800.00
Gardening	\$ 3,600.00	3,342.00	\$ 3,600.00
Repairs & Maintenance	\$ 10,000.00	8,500.00	\$ 10,000.00
Major works*			\$ 20,000.00
Window cleaning			\$ 1,500.00
Disbursements			
Gutter cleaning	\$ 475.00	475.00	\$ 475.00
	\$ 22,315.00	21,558.50	\$ 45,115.00
Levieable			
Programmed Maintenance	\$ 17,680.00	17,956.00	0.00
Stair cleaning	\$ 500.00	500.00	\$500.00
Total Levieable	\$ 18,180.00	\$ 18,456.00	\$500.00
Total expenditure	\$ 40,495.00	\$ 40,014.50	\$ 45,615.00

² Quotations were subsequently checked and circulated. The quote from CHU confirmed as significantly lower than the other quotations received and insurance cover requested.

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- Proposed fees

The fee schedule consequent on the adopted budget was adopted.

Unit No.	Liability	Basic	Levy (Block 2 stairs)	Total 2013	Jan	July
		\$49,140.00	\$500.00			
1	36	\$5,563.02		\$ 5,563.02	\$ 2,781.51	\$ 2,781.51
2	24	\$3,708.68		\$ 3,708.68	\$ 1,854.34	\$ 1,854.34
3	32	\$4,944.91		\$ 4,944.91	\$ 2,472.45	\$ 2,472.45
4	30	\$4,635.85		\$ 4,635.85	\$ 2,317.92	\$ 2,317.92
5	32	\$4,944.91	\$62.50	\$ 5,007.41	\$ 2,503.70	\$ 2,503.70
6	22	\$3,399.62	\$62.50	\$ 3,462.12	\$ 1,731.06	\$ 1,731.06
7	22	\$3,399.62	\$62.50	\$ 3,462.12	\$ 1,731.06	\$ 1,731.06
8	22	\$3,399.62	\$62.50	\$ 3,462.12	\$ 1,731.06	\$ 1,731.06
9	22	\$3,399.62	\$62.50	\$ 3,462.12	\$ 1,731.06	\$ 1,731.06
10	22	\$3,399.62	\$62.50	\$ 3,462.12	\$ 1,731.06	\$ 1,731.06
11	32	\$4,944.91	\$ 62.50	\$ 5,007.41	\$ 2,503.70	\$ 2,503.70
12	22	\$3,399.62	\$62.50	\$ 3,462.12	\$ 1,731.06	\$ 1,731.06
	318	\$ 49,140.00	\$ 500.00	\$ 49,640.00	\$ 24,820.00	\$ 24,820.00

Fees would continue to be payable on a half yearly basis, payable within 28 days of the date of issue of fee invoices. Outstanding balances will be subject to interest at the then applicable government penalty interest rate (currently 11%pa). Where payments, or any part thereof, is outstanding as at the due date the Owners Corporation accountants will issue an invoice/notice for the Outstanding amount – this invoice/notice will itself attract an additional charge of \$25.00 (charged by the accountants for each invoice/notice issued) plus the interest outstanding as at that date. Interest will continue to accumulate on the outstanding amount – and on any outstanding interest payments – at the designated rate to the date of payment of the amount in full.

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Election of Committee

The following persons were elected to the Committee for 2013:

Russell Dawe, Andrew Blair, Rosemary Duck, Amanda Dymond, Anthony Lewis

7

Appointment of Officers

The Committee will elect its Chairperson and Secretary

8

Other Business

Quotation for sealing the block 1 roof requested from Programmed Property Services.

The corporation expressed its thanks to Russell Dawe for the work he had undertaken throughout 2012

The corporation thanked Rosemary Duck for hosting the meeting and to Rosemary, Amanda and Liz for arranging the refreshments that followed.

Russell T. Dawe

Secretary, Owners Corporation Plan 2470

Address: Owners Corporation, 162 Power Street, Hawthorn, 3122

Phone: 0419 308 466