

**MINUTES OF THE SECOND
ANNUAL GENERAL MEETING
FOR THE OWNERS UNITS PLAN No. 3259
Held on Thursday 05 February 2009
At Baptist Church Hall, Currie Street, KINGSTON ACT**

The meeting commenced at 6.00pm

Present

Ms S McArdle-English	Unit 2	Mr I Duncan	Unit 32
Mr G Ashe & Ms J Gillet	Unit 5	Mr S Carney	Unit 34
Ms R Cassidy	Unit 10	Mr & Mrs P Ford	Unit 46
Mr M D Allam	Unit 11	Mr & Mrs H Saducas	Unit 49
Ms K Hick	Unit 18	Mr & Mrs D Brooks	Unit 50
Ms C P Smith	Unit 20	Mrs C Phpkos	Unit 53
Mr & Mrs D Davidson	Unit 22	Mr & Mrs R Northover	Unit 54
Mrs K Picotrowski	Unit 23	Mr M Gray & Ms M Jessop	Unit 56
Mr L Morwitch	Unit 25	Mr D Campbell	Unit 58
Mrs P Crockett	Unit 26	Ms G McDermott	Unit 60
Mr M Hammond	Unit 30	Dr P Rylands	Unit 62

D E Bowditch - A.C.T. Strata Management Services

It was noted that a quorum was not present and the meeting continued as set out in Section 99(2) of the Unit Titles Act 2001 ie. a reduced quorum meeting was held. Owners were reminded of the importance of attending meetings and of the minimum need to use proxies.

Chairperson

Nominations were called for a chairperson for the meeting. It was **resolved** that Mr. Campbell be the chairperson for the meeting. **Carried.**

Proxies

The following proxies were tabled:

Mr G Sirel	Unit 28	F/O	The Chairperson
Mr & Mrs A D Hunt	Unit 31	F/O	The Chairperson
Mr & Mrs P Hodge	Unit 39	F/O	Mr D Campbell
Mr & Mrs A Pearson	Unit 41	F/O	The Chairperson
Mr M Shannon	Unit 47	F/O	The Chairperson

It was **resolved** the proxies as tabled be accepted. **Carried.**

Minutes of Inaugural Meeting

Copies of the Minutes of the Inaugural Meeting had been forwarded to all members with notice of this meeting.

It was **resolved** the minutes as circulated were a true record of that meeting. **Carried.**

Matters Arising from the Minutes

Managing Agent advised that the bank account had been opened. Other matters were dealt with under specific Agenda items below.

Discussion of A Body Corporate

A Body Corporate is controlled by the Unit Titles Act 2001. Units Plan 3259 is a class A type under the Act. The legislation sets out all the functions needed to manage a corporation such as Units Plan No. 3259.

Discussion took place with regard to the common property being hallway, stairs and lifts. It was explained that the roof of the building is common property and therefore Body Corporate responsibility. Owners are responsible for half the thickness of their ceilings, walls and floors.

Insurance

The corporation has the following insurance cover:

Company:	CHU
Buildings:	\$ 33 300 000
Public Liability:	\$ 20 000 000
Loss of Rent:	\$ 4 995 000
Workers Compensation	As per Act.
Office Bearers Liability	\$ 500 000

Members are advised that the cover for Public Liability and Workers Compensation only relates to the common property. It is recommended that all proprietors have their own cover for Contents, Public Liability and Workers Compensation for inside their entitlements.

Managing Agent will provide owners with a copy of the Corporate insurance policy so that individual owners can ensure their personal covers complement that of the Corporation.

Expenditure Budget

It was noted that at the inaugural meeting of the corporation, a budget for expected expenditure for the period 25/09/2008 to 31/08/2009 was approved:

All items of expenditure were debated. It was recommended the Incoming Committee investigate the supply of electricity with a variety of providers in order to secure the best contractual arrangement.

Sinking Fund

The sinking fund is to cover future contingencies such as painting of the buildings, replacement of lifts replacement of carpets and etc. Over time there may be a need to increase this provision.

Levies

Members are required to make contributions to the corporation in accordance with their unit entitlements. It was explained each Unit has a different unit entitlement. These unit entitlements were calculated prior to registration of the Units Plan by a registered valuer, taking into account size of the Unit, balconies, parking spaces provided, position of Unit, etc.

The table set out in the minutes of the Inaugural Meeting show the various contributions each Unit will be required to make.

Executive Committee

It was **resolved** by Special Resolution the number of members to form the Executive Committee to be 8 members. **Carried.**

It was **resolved** that the following members form the Executive Committee for the ensuing year; Mr D Campbell, Mr H Saducas, Mrs D Northover, Mr G Ashe, Mrs M Davidson, Ms S McArdle-English, Ms M Jessop and Ms G McDermott. **Carried.**

Articles

The Articles which had been forwarded to all members with notice of the meeting had been prepared by the developer and their solicitors. These Articles had been especially tailored for this complex. At some future date members may wish to make amendments to these Articles.

General Business

Many topics were raised under Other Business. There was a general concern that serious and recurring problems of long standing had not been dealt with promptly enough. Particular examples were the Watering System and Security.

Watering System

The watering system has not performed as well as expected. Over recent times recurring problems have arisen with pressure reducing valves and other fittings such as drippers. Managing Agent to draw Becton's attention to the problem and to have the contractors (Waterland, it is understood) rectify the outstanding matters as a matter of urgency.

Building Problems

It is recommended to all members that they keep details of all communications and have photographic evidence of all complaints until the matters have been rectified to their satisfaction. Some owners reported that only after they had engaged solicitors that Becton had responded.

Lighting

The Managing Agent to advise Becton to investigate/install lighting at the rear of the complex as the unit owners in that area reported that the lighting in this area is unsatisfactory. Owners fumble with door keys in the dark, unable to locate the locks.

Security

It was reported to the meeting that access from the basement to any building was available without a swipe card. The Incoming Committee might investigate further but in the meantime response is awaited from Becton who have reportedly referred the question for technical advice.

Basement Access Doors

Managing Agent to expedite the fitting of security plates to external basement doors to the basement.

Pathway Finishes

The finishes to the various pathways are not consistent: some are tiled; others are painted; whilst others are just a concrete finish. The Incoming Committee to investigate.

Signage

Managing Agent to write to Becton requesting they arrange for their sign in front of the building to be removed. It is out of date and is unsightly.

Lift Door Ground Floor 21 State Circle

This door has been marked as from day one. Managing Agent to refer the matter to Becton for repair.

Lift Floors

The tiles are inherently difficult to clean and to keep clean. Managing Agent to investigate the laying of carpet tiles in lieu.

Corridor Carpets

It was noted that the carpets are deeply ingrained with builders' dust and other particles. Managing Agent to have these steam cleaned before the damage is irreversible.

Exposed Electrical Conduit

In many places the conduit is exposed and needs to be secured under the various finishes.

Nature Strip

The grass on the nature strip is struggling to survive. It was suggested that stepping pavers between the roadway and the path be laid to encourage residents to use limited access in this area. Incoming Committee to investigate.

Garbage

Owners commented on the irregular pattern of collection. The Managing Agent explained that bins were emptied at the roadside on Monday and Thursday mornings. This meant bins were removed

from the basement after 3 pm on Sundays and Wednesdays and returned by 3 pm the next day. If the cleaner stuck to this routine, residents could easily cope. Managing Agent to enforce this routine.

Communications Closet

Owners commented on the practical problems of obtaining the key. It was suggested that designated Committee members might hold copies. Incoming Committee to investigate.

Depreciation Schedule

Renting owners would need schedules for taxation purposes. It is the responsibility of individual owners to obtain these from Becton.

Lighting Bollards

Managing Agent advised these were in the process of being replaced by Becton with more substantial items.

There being no further business, the meeting closed at 8.00 pm.