

Minutes of a Meeting of the BUDGET COMMITTEE MEETING of HATLOWE HEIGHTS
GTP No. 100608 held on-site at Hatlowe Heights, 14 Bourton Street, Merrimac, on
Tuesday 5th September 1995, at 2.00pm.

PRESENT

Mr C W Morris (Chairman), Mr B Liverton.

IN ATTENDANCE

Mr L H Irwin of Body Corporate Services Pty. Limited.
Vince Maguire and Joyce Armstrong (prospective Building Managers).

QUORUM

The Chairman declared that a quorum was represented and the meeting commenced
at 2:00 pm.

MINUTES

RESOLVED that the Minutes of the Committee Meeting held on 18th May 1995, be
confirmed and signed as a true and correct record of the proceedings of that meeting.

MANAGEMENT REPORT

RESOLVED that the Management Report be included in and become part of these
minutes.

MANAGEMENT REPORT – MATTERS ARISING

Soil/Top Dressing/Fertilising – Common Area

RESOLVED that the Building Manager be authorised to spend up to \$300.00 on
upgrading the lawns.

MINUTES – MATTERS ARISING

1. Tennis Court Drainage

See Management Report.

RESOLVED no further action be taken.

2. Double Sided Identification Sign

See Management Report.

RESOLVED no further action be taken.

3. Pool Equipment Shed/Cabana - Repair

See Management Report.

2 The Building Manager tabled a quote for \$80.00 to replace the damaged hardiboard sheeting on the pump housing.

RESOLVED this quote be accepted.

4. Pool Concourse - Crack

See Management Report.

RESOLVED that no further be taken on this matter at this time but that the Building Manager monitor the situation.

5. Pool Area - Gate

See Management Report.

RESOLVED that no further action be taken on this matter.

6. Gardens - Irrigation Service

See Management Report.

3 The Building Manager tabled quotes from Garden Designs in Harmony totalling \$56,250.00 to install an irrigation system on the common property and into each lot area. The Building Manager advised that a number of lot areas are watered by the tenants and that the common property is watered by himself.

RESOLVED that a motion be placed on the agenda of the Annual General Meeting to permit the Body Corporate to expend an amount not to exceed \$57,000.00 to install an irrigation system. This irrigation system should enhance the Proprietors investment and provide a better chance in a very competitive rental units market. The cost would also be tax deductible. It was suggested that the Body Corporate borrow the funds and have the overdraft repaid over two (2) years. The Secretary advised the meeting that any resolution would be a resolution without dissent.

7. Entry Grid and Surrounds - Damage

4 See correspondence item one (1) see Management Report.

RESOLVED that the Building Manager obtain quotes to have the present drain filled in and the entry grid removed.

8. Kerbing - Damage

5 See Management Report.

RESOLVED this matter be left in the hands of the Building Manager and any cost involved maybe included in the previous quote to be obtained for the entry grid.

9. Dividing Fence – Merrimac Heights – Quote

The Secretary advised that the neighbouring Body Corporate Merrimac Heights had approved the Committee accepting a quote up to \$2,350.00 being half share of the dividing fence.

RESOLVED to place a motion on the agenda of the Annual General Meeting to empower the Body Corporate Committee of Hatlowe Heights to accept the quote up to \$2,350.00 (half share) to erect a dividing fence between Hatlowe Heights and Merrimac Heights.

10. Assets Register

See Management Report.

RESOLVED that the register as tabled by the Building Manager be accepted and a copy be filed with the Body Corporate's documents.

11. Open Drain Under Complex – Albert Shire Council

See correspondence item two (2).

The Secretary tabled two letters from the Gold Coast City Council advising that Council Offices have investigated the Body Corporate's request and will install a grille on the upstream or inlet side of the structure to prevent entry by children.

RESOLVED that any further action on this matter be deferred to the next Committee Meeting.

12. Private Roads and other Common Property By-Law

RESOLVED that the By-Law as contained in the minutes of the Committee Meeting 18 May 1995 be submitted to the Proprietors at the Annual General Meeting for adoption.

13. Landscaping/Albert Shire Council

See Management Report.

Discussion took place on the existing problem in the clothes line area and the quote submitted by the Building Manager were considered. It was felt that concrete may not be suitable.

RESOLVED that the Proprietors be advised of the problem by the Annual General Meeting notice and the bi-monthly report. It was also noted that this is not a matter of responsibility for the Body Corporate and any cost would have to be borne by the Proprietors.

FURTHER RESOLVED that the Building Manager obtain other quotes for reference to the Proprietors.

14. Landscaping Drawings

(10) The Secretary read out a letter from the Gold Coast City Council which advised that the Council does inspect and approve landscaping in accordance with the landscaping drawings. They went onto say that the landscaping can deteriorate due to lack of maintenance or removal of trees by parties unknown.

RESOLVED that the Secretary advise the Gold Coast City Council that the plants as per the landscaping drawings were not planted by the Developer and that the original landscaping drawings were to provide privacy for a number of Proprietors.

15. Cable TV

See correspondence item three (3).

(11) *curr (3)* **RESOLVED** that the consent authority be completed under seal and that Telstra be advised to commence work as soon as possible. This matter to be left in the Secretaries hand.

16. Recycling Bin

RESOLVED that no further action be taken on this matter.

17. Levy Arrears

See correspondence item four, five, six, seven and eight.

It is noted that the following lots are presently in arrears.

Lot 2 - \$784.25

Lot 25 - \$784.25

(12) *curr (5)* Lot 26 - \$907.23

(5) Lot 47 - \$784.25

(6) Lot 68 - \$784.25

(7) Lot 69 - \$528.78

(9) **RESOLVED** that the Secretary take what ever action is necessary to recover the levy arrears.

18. Directors and Officers Insurance

The Secretary advised that this is in force.

RESOLVED that no further action be taken.

19. Insurance Claim - Damage to Motor Vehicle by Motor Mower

RESOLVED that no further action be taken on this matter.

CORRESPONDENCE

1. To Hatlowe Pty Ltd re entry grids
Noted.
2. From Gold Coast City Council re storm water drains and landscaping
Noted.
3. Various correspondence re Cable TV
Noted.
4. To Lot 25 re levy arrears
Noted.
5. To Lot 26 re levy arrears
Noted.
6. To Lot 58 re levy arrears
Noted.
7. To Lot 68 re levy arrears
Noted.
8. To Lot 69 re levy arrears
Noted.
9. From Lot 67 re levies
Noted.
10. Various correspondence re Lot 26 – recording of proprietors

The Building Manager advised the Secretary that the Proprietors of lot 26 are KW and PM McAllison, MA and BA McMullen and that they reside care of the A McMullen, 28 Ranfurly Drive, Glen Waverly, Victoria.

RESOLVED that the Secretary write to the Proprietors requesting them to advise their Solicitors to submit a Section 53.

11. From Short Punch & Grestorix re Assignment of Management Rights
Noted.

12. From Short Punch & Greatorix re Assignment of Management Rights

Noted.

RESOLVED that all incoming correspondence be noted and all outgoing correspondence be confirmed.

ORDER OF BUSINESS

Assignment of Management Rights

The Committee considered the references tabled by Mr Vince Maguire including a reference from his bank, the ANZ Southport.

The Committee considered the amount of experience Mr Maguire and Ms Armstrong had in the field of Management and Letting matters and were satisfied that the complex would be capably managed. The Secretary then questioned the prospective Managers on the following matters.

a) Who was to obtain a Restricted Real Estate Licence?

Mr Maguire advised that he was a fully Licensed Real Estate Agent and that his company Maguire Realty Pty Ltd had a commercial licence.

b) Transition Period – 7 days.

c) List of duties in the Management Agreement.

Mr Maguire advised that he had read and understood his obligations and duties.

d) Had they read the By-Laws?

Mr Maguire advised that they had read the By-Laws and understood their obligations and duties.

e) In what name was the Managers Unit and the Management Rights?

Mr Maguire advised that the unit would be brought in the name of VJ Maguire and BJ Armstrong and that the Management Rights would be brought in the name of Maguire Realty Pty Ltd.

f) Whether they would be borrowing money to purchase the Management Rights.

Mr Maguire advised that there would be no mortgage for the Management Rights or the Managers Unit.

g) Settlement Date – 29 September 1995.

h) Solicitors for the prospective purchasers – Teys McMahon and for the vendors Mr M Backhaus of Short Punch and Greatorix.

I) Newsletter

Mr Maguire advised that this should still be forwarded on a bi-monthly basis. The Secretary then advised that there are quarterly meetings of the Body Corporate Committee and that Mr Maguire as the Management liaison with the Body Corporate would be expected to attend those meetings and present a Management Report.

Confirmed that purchasers are to check the register of fixed assets once the settlement was finalised. Acknowledged that all costs involved in the Assignment of Management Rights will be borne by the Managers.

RESOLVED that the Assignment be approved and that a motion be placed on the agenda of the Annual General Meeting as requested by the Solicitors for Maguire Realty Pty Ltd, Teys McMahon that the Management Caretaking Agreement dated 26 October 1994 originally between the Body Corporate and Leikkari Holdings Pty Ltd be assigned from Leikkari Holdings Pty Ltd to Maguire Realty Pty Ltd in accordance with the Deed of Assignment, a copy of which is annexed to this motion, or on such terms and conditions that the Committee negotiate and find acceptable and that the common seal of the Body Corporate be affixed to the said deed by the Secretary and one member of the Committee.

At this time Mr Maguire and Ms Armstrong left the meeting.

FINANCE

1. Statement of Income and Expenditure for the Period ending 30/6/95

RESOLVED that the statement of Income and Expenditure for the period ending 30/6/95 be received and adopted.

2. Statement of Assets and Liabilities as at 30/6/95

RESOLVED that the statement of Assets and Liabilities as at 30/6/95 be received and adopted.

3. Arrears Report

The Secretary advised that the following lots were in arrears:

Lot 2 - \$784.25
Lot 25 - \$784.25
Lot 26 - \$907.23
Lot 47 - \$784.25
Lot 68 - \$784.25
Lot 69 - \$528.78

4. Proposed Administration Budget for the period 1/7/95 to 30/6/96

The Committee considered each item on the budget and made provision for the recovery of the deficit which occurred in initial year. It was further noted that levies would now be subject to a 20% settlement discount.

RESOLVED to recommend to Proprietors at the forthcoming Annual General Meeting that the Administrative Fund Budget for the year ending 30/6/95 be approved totalling \$105,225 nett \$84,180.00 and that the Administrative Fund Levy be determined at the rate of \$104.09 (\$83.27 nett) per annum per unit of entitlement due and payable on notice issued by the Secretary as follows:-

Period	Levy	Issue Date
01/07/95-30/09/95	<u>\$20,2522</u> no discount (old rate) <u>\$20,2522</u>	already issued
01/10/95-31/12/95	\$26.2722 subject 20% discount	01/10/95
01/01/96-31/03/96	\$26.2500 " "	01/01/96
01/04/96-30/06/96	<u>\$26.2500</u> " "	01/04/96
	<u>\$78.7722</u>	

Last three (3) levies subject to 20%

All so but the first levy in the financial year 1/7/96 to 30/6/97 be issued at the above rate on a quarterly basis on 1/7/96.

5. Proposed Sinking Fund Budget for the period 1/7/95 to 30/6/96

It was to be recommend to the Proprietors at the forthcoming Annual General Meeting that the Sinking Fund Budget for the year ending 30/6/96 be approved totalling \$9,375.00 (nett \$7,500.00) and that the ~~Administrative~~ ^{Sinking} Fund Levy be determined at the rate of \$9.27 (nett \$7.42) per annum, per unit of entitlement due and payable on notice issued by the Secretary.

Period	Levy	Issue Date
01/07/95-30/09/95	Nil	
01/10/95-31/12/95	\$3.09 subject 20% discount	01/10/95
01/01/96-31/03/96	\$3.09 " "	01/01/96
01/04/96-30/06/96	<u>\$3.09</u> " "	01/04/96
	<u>\$9.27</u>	

Last three (3) levies subject to 20%

All so but the first levy in the financial year 1/7/96 to 30/6/97 be issued at the above rate on a quarterly basis on 1/7/96.

GENERAL BUSINESS

1. Annual General Meeting

Date - Thursday 28 September 1995, In the Offices of Body Corporate Services Pty Ltd at 9.00 am.

2. Nominations

The following valid nominations have been received.

Chairman – Mr Vincent Joseph Maguire

Committee – Mr Brian David Liverton

Non-voting Secretary – Mr Logan Henry Irwin of Body Corporate Services Pty Ltd

Non-voting Treasurer – Mr Logan Henry Irwin of Body Corporate Services Pty Ltd

3. Motions –

Audit

RESOLVED that the Committee recommend that the books and records of the Body Corporate not be audited for the current financial year.

Public Officer

RESOLVED that the Committee recommend that Body Corporate Services Pty Ltd be appointed Public Officer for the Body Corporate for the ensuring year.

Tax Agent

RESOLVED that the Committee recommend that Body Corporate Services Pty Ltd be appointed Tax Agent for the Body Corporate for the ensuring year.

Insurance

RESOLVED that a motion be placed on the agenda of the Annual General Meeting and be recommend by the Committee that the insurance be confirmed and the Secretary and Committee be authorised to obtain quotes for the following year.

Irrigation System (Resolution Without Dissent)

That a motion be placed on the agenda of the Annual General Meeting that the Committee be authorised to accept a quote or quotes not to exceed \$57,000.00 to install an irrigation system to the common property and the Proprietors lots. All costs to come from a Special Levy or from a bank overdraft be arranged by the Body Corporate.

Irrigation System/Special Levy

That a Special Levy be determined immediately for \$71,250.00 (nett \$57,000.00) or \$70.48 (nett \$56.38) per unit of entitlement to cover the cost of installing an underground irrigation system to the common property and the Proprietors lots, such levy to be subject to 20% settlement discount.

Irrigation System/Bank Overdraft

(B) (010) That the Committee of the Body Corporate be empowered to arrange a bank overdraft through the Bank of New Zealand, Brisbane for what ever amount is necessary to install an underground irrigation system to the common property and the Proprietors lots.

Fence – Neighbouring Complex

That the Committee of the Body Corporate be empowered to accept a quote not exceeding \$2,350.00 being a half share of the cost of work of the dividing fence between the complex and neighbouring Merrimac Heights and that they also be empowered to enter into an undertaking with Merrimac Heights GTP 3667 to protect the Body Corporate against any liability arising out of any encroachment. All costs to come from the Sinking Fund when funds are available.

Additional By-Law – Private Roads and other Common Property (Special Resolution)

Motion as outlined in Committee Meeting Minutes 18/5/95.

4. Assignment of Management Rights – Deed of Assignment (Ordinary Resolution)

Motion as outlined in early minutes.

NEXT MEETING

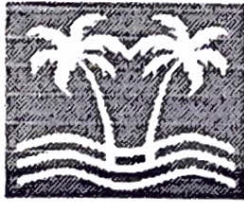
Annual General Meeting to be held on 28 September 1995.

CLOSURE

There being no further business, the meeting closed at 4:45 pm.

CHAIRMAN

CONFIRMED



HATLOWE HEIGHTS -- RESIDENTIAL RESORT

Lorraine, Anne, and Colin Morris.
Resident Unit Managers.
PO BOX 367
MUDGEERABA Qld. 4213.
AUSTRALIA

Telephone 075 30 6133 / 015 585389
Fax 075 30 6133

MANAGER'S REPORT 5/09/95.

This report succeeds that tendered 18/05'95.

MATTERS ARISING FROM THE MEETING OF THE COMMITTEE OF HATLOWE HEIGHTS GTP
100608 HELD ON THURSDAY, 18TH MAY 1995.

(1) Tennis Court

Mr. Peter Laird who was responsible for the laying of the tennis court was consulted re the giving of a quote to provide a rubble drain and retaining wall. He advised that little was to be gained from such a course and that flooding such as occurred to prompt the suggested construction would occur only rarely. He further advised that the cost involved in such a construction was not warranted, and that we would be better served simply hosing away any dirt or debris that might collect. In light of this advice, I did not proceed with a further quote, deciding rather to refer the matter to the next meeting of this committee.

(2) Signage.

A sign such as suggested by our last committee meeting has been obtained and erected. It conformed to the specifications set down and has been so located as to effectively identify and promote the complex.

(3) Pool Equipment Shed/Cabana

A quote for \$80.00 to replace the damaged hardiboard sheeting on the lid of the pump housing was received. I was advised that the limited damage done to the guttering of the cabana would not warrant the expense of its replacement.

(4) Pool Concourse - Crack.

I have been advised by a representative of the developer's builder that the cracking in the concourse of the pool is not sufficiently significant to warrant any further repair by themselves.

(5) Pool Area - Gate.

Following a discussion with a resident tenant who is employed as a pool fencer, some additional work has been done on the pool gate that has been causing some concern. It now appears to function effectively and safely. He informs me that the only way in which a firmer structure might be obtained would be through a system of bracing.

(6) Gardens - Irrigation Service

Mr Alan Woodger has made contact with myself on two occasions, the last of these being some weeks ago. On the last of these he spoke about visiting the complex to arrange a quote for an irrigation system. I believe that since then he has made further contact, in my absence with our office. My understanding was that he would then make later contact with myself prior to his further inspection of the needs of the complex. I will make another attempt to contact him between the writing of this report and its presentation to the committee. In the meantime I have obtained a quote for that irrigation from a Mr. Hans Vandervalk of "Garden Designs in Harmony" which I will present to that meeting.

(7) Letter Boxes

After representations to the developer's builder the necessary repairs to the structure housing the letter boxes has been effected.

(8) Entry Grids and Surrounds

A further deterioration in this area has occurred. Two additional representations have been made by myself to the developer's builder. He tells me that the matter will be further referred to the complex architect for onward reference to the civil engineer responsible for that part of the construction. It is my belief that the developer through his representatives is not about to accept responsibility for the repair of the grate and its surrounds. Following advice from the Body Corporate Secretary, I will be making separate contact with local firms able to effect such repairs to see what is available to us and at what cost.

(9) Kerbing

Yet to be attended to.

(10) Assets Register

An updated assets register is added to this report.

(11) Dampness in Clothesline Area Some Units

Mr. Hans Vandervalk of "Garden Designs in Harmony" has inspected those areas behind Units 29 to 36, and Units 70 to 75 where a continuing dampness beneath the clotheslines has been reported. Given the physical nature of the subsoil, and the long-term non-exposure to direct sunshine being experienced by those areas, he believed that the only permanent solution to the difficulties being experienced lay in either paving the areas or in paving over them. He later provided a cost at which he would be prepared to undertake that work. The cost of paving ran between \$530 and \$605 depending on the amount of paving required, while the cost of providing a cement slab varied between \$520 and \$620 depending upon the size of the slab required. His quotes will be tabled at the meeting to which this report is tendered so that this matter might be further considered.

GENERAL REPORT.

(1) **BUILDINGS.** Buildings continue in good order and condition. Matters reported to the builder before and since the last meeting of this committee are still to be attended to by him. Other demands being made upon his labour resource are cited as being responsible for the delay.

(2) **POOL AND SURROUNDS.** Very little use was made of the pool over the winter period. With weather warming up it is experiencing increasing use. It is being maintained in a clean and presentable state. Reference has been made in an earlier part of this report to our ongoing request to the builder that he attend to the expansion cracks that have appeared in the pool concourse.

(3) CABANA, EQUIPMENT SHED, TOILETS, AND GARDEN SHED. These continue to be maintained in good order and condition. Comment is made earlier in this report on repairs suggested to the lid of the structure housing the pool pumps.

(4) TENNIS COURT. Mention is made earlier in this report of consideration given to improving the drainage along the western edge of the court, and of the advice given re that. The court has been given its six monthly service by Sportzing, and is being maintained in good order and condition.

(5) COMMON PROPERTY. (a) Gardens. The gardens have come through the winter reasonably well. Their condition would have been improved considerably had some form of permanent irrigation been in place. As it is, they required a considerable use of time in providing hand hosing which, I believe was neither cost efficient or result effective. I would genuinely recommend that at its general meeting this Body Corporate give favourable consideration to the installation of an irrigation system in keeping with its size and layout.

(b) Lawns. Growth in the lawns has been retarded over the winter months. Some rain earlier in August served to freshen them up somewhat. Time has been spent over that period digging out as much of the paspalum weed as possible. It appears, however that this pest will continue to provide nuisance, if to a lesser extent over the coming hotter months. The need, too, for an irrigation system to provide for this area is noted. At this point common property lawns would respond well to am shallow top-dressing of soil and from the application of a good general lawn fertiliser. Such a process would be assured of a more predictable success were it complemented by the availability of a dependable irrigation system.

(c) Roadways and visitors parking bays. These are being maintained in good order and condition. It will be recommended to the committee receiving this report that some soil be obtained to fill the subsidence of the verge adjoining the front entrance.

END OF REPORT.

A. D. Brown (Manager)