

ATTENDANCE RECORD

Mr C W Morris (Chairman) Mr Bill Morris, Mr R Sharpham, Mr L J McNamara,
Mr R J Diack.

PROXIES AND VOTING PAPERS

Lots Represented

Lot 1	proxy to Mr C W Morris and voting paper
Lot 9	by voting paper
Lot 14	by proxy to Mr C W Morris
Lot 17	by voting paper
Lot 18	by proxy to Mr C W Morris
Lot 20	by voting paper
Lot 22	by proxy to Mr C W Morris and voting paper
Lot 27	by voting paper
Lot 28	present in person
Lot 29	by voting paper
Lot 30	by proxy to Mr L J McNamara
Lot 31	by voting paper
Lot 32	by proxy to Mr C W Morris and voting paper
Lot 34	by voting paper
Lot 38	by voting paper
Lot 44	by proxy to Mr C W Morris and voting paper
Lot 48	by voting paper
Lot 49	present in person
Lot 52	by voting paper
Lot 55	by voting paper
Lot 59	by proxy to the Chairman and voting paper
Lot 60	by voting paper
Lot 65	by proxy to Mr C W Morris
Lot 67	by voting paper

The Secretary advised that a number of proprietors were not financial and consequently were not entitled to vote, also there was one incomplete voting paper received which was invalid.

There being no objections the Chairman ruled that the valid proxies and voting papers be admitted.

IN ATTENDANCE

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

QUORUM

The Chairman advised that a quorum was represented and the meeting commenced at 9.00am.

PROXIES - CONFIRMATION OR WITHDRAWAL

All proxy holders advised that they would not exercise the proxy where the proprietor giving them the proxy had lodged a voting paper.

MOTIONS

1. MINUTES

ORDINARY RESOLUTION

MOTION:-

Moved that the Minutes of the Extraordinary General Meeting held on 5th December 1994, be confirmed and signed as a true and correct record of the proceedings at that meeting.

Resolved that Motion No 1 be carried.

2. FINANCIAL STATEMENTS

ORDINARY RESOLUTION

MOTION:-

- Moved a) That the Body Corporate is a non-reporting entity, and that to the best of the knowledge and belief of the Committee and Proprietors, the Body Corporate will remain so in the current financial year.
- b) That the Statements of Income and Expenditure for the year ending 30/6/95 showing a deficit of \$4934.03 in the Administrative Fund, together with the Statement of Assets and Liabilities as at 30/6/95 be approved and adopted.

Resolved that Motion No 2 be carried.

3. ADMINISTRATIVE FUND BUDGET AND CONTRIBUTIONS

ORDINARY RESOLUTION

MOTION:-

Moved that, in accordance with the provisions of Section 38A(1) of the Building Units and Group Titles Act 1980 "as amended", the Administrative Fund budget for the year ending 30/6/96 totalling \$100106 gross \$84180 nett be approved and that Administrative Fund contributions be determined at the rate of \$99.617 gross \$83.27 nett per lot entitlement due and payable on notice issued by the Treasurer.

PERIOD	PER LOT ENTITLEMENT GROSS	APPROX ISSUE DATE
01/07/95 - 30/09/95	\$20.2522 (old rate) no discount	already issued
	Total \$20.2522	
01/10/95 - 31/12/95	\$26.2722 subject to 20% discount	01/10/95
01/01/96 - 31/03/96	\$26.25 subject to 20% discount	01/01/96
01/04/96 - 30/06/96	\$26.25 subject to 20% discount	01/04/96
	\$78.7722	

AND FURTHER, that pursuant to Section 46(1)(c) the Treasurer be authorised to issue the levy notice for the first levy period of the ensuing financial year as follows:

PERIOD	PER LOT ENTITLEMENT GROSS	APPROX ISSUE DATE
01/07/96 - 30/09/96	\$26.0225	01/07/96

subject to 20% settlement discount.

Resolved that Motion No 3 be carried.

4. SINKING FUND BUDGET AND CONTRIBUTIONS

ORDINARY RESOLUTION

MOTION:-

Moved that in accordance with the provisions of Section 38A(2) of the Building Units and Group Titles Act 1980 "as amended", the Sinking Fund budget and contributions for the year ending 30/6/95 totalling \$9375.00 gross \$7500.00 nett be approved and that the Sinking Fund budget and contributions be determined at the rate of \$9.27 gross \$7.42 nett per lot entitlement, due and payable on notice issued by the Treasurer.

PERIOD	PER LOT ENTITLEMENT GROSS	APPROX ISSUE DATE
01/07/95 - 30/09/95	Nil	
01/10/95 - 31/12/95	\$3.09 subject to 20% discount	01/10/95
01/01/96 - 31/03/96	\$3.09 subject to 20% discount	01/01/96
01/04/96 - 30/06/96	\$3.09 subject to 20% discount	01/04/96
	\$9.27	

AND FURTHER that pursuant to section 46(1)(c), the Treasurer be authorised to issue the levy notice for the first levy period of the ensuing financial year as follows:

PERIOD	PER LOT ENTITLEMENT GROSS	APPROX ISSUE DATE
01/07/96 - 30/09/96	\$2.3175	01/07/96

subject to 20% settlement discount.

Resolved that Motion No 4 be carried.

5. ACCOUNTS NOT TO BE AUDITED

SPECIAL RESOLUTION

MOTION:-

Moved that, pursuant to the Building Units and Group Titles Act 1980 "as amended" (as amended) Second Schedule Part 2 Clause 1 (5A), the accounts of the Body Corporate relating to the financial year ending 30/6/96 shall not be audited.

Resolved that Motion No 5 be carried.

6. AUDIT

ORDINARY RESOLUTION

MOTION:-

Moved that, pursuant to the Building Units and Group Titles Act 1980 "as amended" Second Schedule Part 2 Clause 1(5)(ba),

a) a person who is a registered company auditor under the Corporations Law;

or

- b) a person who is the holder of qualifications declared by the Minister, in writing, to be approved qualifications and FURTHER

That a person be appointed to audit the books and accounts of the Body Corporate for the financial year ending 30/6/96 for a fee to be advised and that Body Corporate Services Pty Ltd, where applicable provide an additional Internal Audit function including assistance in preparation for the audit and liaison with the Auditors for a fee of \$6.00 per lot, which is included in the budget audit fee and further that the Committee be authorised to appoint a person so qualified.

As Motion No 5 had been resolved, Motion No 6 **lapsed**.

7. PUBLIC OFFICER

ORDINARY RESOLUTION

MOTION:-

Moved that an Officer of Body Corporate Services Pty Ltd be appointed the Public Officer.

Resolved that Motion No 8 be carried.

8. TAX AGENT

ORDINARY RESOLUTION

MOTION:-

- Moved**
- a) That Body Corporate Services Pty Ltd be engaged for a fee of \$220.00 (refer budget) to collect and collate information to facilitate preparation of the income tax return, provide the information to the tax agent and answer any queries raised, provide clerical support and provide computer facilities for the preparation and lodgement of the income tax return by the tax agent.
 - b) That a registered tax agent be engaged by Body Corporate Services Pty Ltd to check and satisfy himself regarding information provided by Body Corporate Services Pty Ltd, to perform all necessary calculations, and to attend to the drafting, production and lodging of the income tax return, provided
 - c) That the tax agent shall be paid by Body Corporate Services Pty Ltd.

Resolved that Motion No 8 be carried.

9. INSURANCE

ORDINARY RESOLUTION

MOTION:-

Moved that the insurances set out below be confirmed, the declarations of BCS Insurance Brokers and Body Corporate Services Pty Ltd as attached be noted, and that the Committee be authorised to obtain quotations and to renew the Body Corporate insurances for the next twelve months period.

Building and Public Liability

Underwriter:	Corporate Home Unit Underwriters
Building	\$4,000,000.00
Public Liability	\$5,000,000.00
Premium	\$3,120.25
Current to:	3/10/95

Directors & Officers

Underwriter:	Pacific Indemnity Underwriters
Cover	\$5,000,000.00
Premium	\$411.40
Current to:	3/10/95

Resolved that Motion No 9 be carried.

10. ADDITIONAL BY-LAW - PRIVATE ROADS & OTHER COMMON PROPERTY

SPECIAL RESOLUTION

MOTION:

Moved Private Roads and other common property. The private roadways, pathways, drives and other common property and any easement giving access to the land shall not be obstructed by any proprietor or the tenants, guests, servants, employees, agents, children, invitees, licensees of a proprietor or any of them or used by them for any purpose other than the reasonable ingress and egress to and from their respective lots or the parking areas provided. a proprietor or occupier of a lot shall not:-

- a) drive or permit to be driven any motor vehicle in excess of two (2) tonnes weight onto or over the common property other than such vehicles necessary to complete the construction and/or occupation of any residence erected on the land, and any motor vehicles entitled by any statute and/or local authority ordinances;
- b) permit any invitees' vehicles to be parked on the roadway forming part of the common area at any time. Any invitees shall park their vehicles in the visitors' parking bays on the common property, and shall use such area only for its intended purpose of casual parking
- c) permit any boat, trailer caravan, campervan or mobile home onto over or through the common area or on the land of the proprietor unless the same is housed in a garage and is not visible from any part of the common area;
- d) permit any occupant of a caravan on a lot
- e) permit major mechanical work of any nature to be carried out on any vehicle in the driveway of a lot;
- f) permit the riding of skateboards, roller blades, skates, carts or any other similar means of transport on or over the common property, in driveways or on footpaths.

Resolved that Motion No 10 be carried.

11. LAWNS/GARDEN - SPRINKLER SYSTEM

RESOLUTION WITHOUT DISSENT

MOTION:

Moved that the committee of the Body Corporate be empowered to accept a quote, not exceeding \$57,000.00 to install an underground irrigation system to the common property and proprietors lots, all costs to come from a special levy or by a bank overdraft.

Mr Col Morris spoke to the motion and on the problems experienced in watering the whole of the complex and keeping it to a standard which he believed was required by the proprietors. Mr Diack questioned the Chairman on the payment of excess water and of the future use of the sprinkler system if restrictions were imposed, he also spoke on issuing a questionnaire to proprietors on whether they felt the cost was warranted or could be better spent on other matters like the installation of a spa, etc.

Mr Morris then spoke on the fact that the sprinkler system should have been an original installation and that it could have been installed at a far less cost than being quoted at this time. He also spoke on the quotes received. On being questioned regarding destruction to the roadways he advised the meeting that the system would follow the line of the boundary fences and therefore not interfere with the roadways. The motion was put.

Resolved that Motion No 11 be carried.

12. LAWNS/GARDENS - SPRINKLER SYSTEM - BANK OVERDRAFT

ORDINARY RESOLUTION

MOTION:

Resolved that the Committee of the Body Corporate be empowered to arrange a bank over draft with the Body Corporate's bankers the Bank of New Zealand, Brisbane, for \$57,000.00 to cover the cost of installing an underground irrigation system, on such terms and conditions as are agreed to between the bank and the Body Corporate.

Discussion took place on the interest rate and the Secretary undertook to approach the Bank of New Zealand to ascertain what the interest rate would be and he also advised that as there is only one bank account the overdraft would not reach the \$57,000.00 total requested. The motion was then put.

Resolved that Motion No. 12 be carried.

13. SPECIAL LEVY - LAWNS/GARDENS - SPRINKLER SYSTEM

ORDINARY RESOLUTION

MOTION:

Moved that a special levy be determined when required for \$71,250.00 (\$57,000.00 nett) or \$70.47 (\$56.38 nett) per unit entitlement to cover the cost of installing an underground irrigation system, such levy to be subject to 20% settlement discount.

Resolved that Motion No 13 be carried.

MOTION:

Moved that the Committee of the Body Corporate be empowered to accept a quote, not exceeding \$2350.00, being a half share of the cost, to erect a 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 Sinking Funds.

Resolved that Motion No 14 be carried.

15. ASSIGNMENT OF MANAGEMENT RIGHTS - DEED OF ASSIGNMENT

ORDINARY RESOLUTION

MOTION:

Moved 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 as the Committee may 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.

Resolved that Motion No 15 be carried.

ELECTION OF OFFICE BEARERS AND COMMITTEE

Chairman

There being only one nomination Mr V J Maguire was elected chairman of the Body Corporate.

Non-Voting Secretary

There being only one nomination Mr L H Irwin of Body Corporate Services Pty Ltd was elected non-voting secretary of the Body Corporate.

Non-Voting Treasurer

There being only one nomination Mr L H Irwin of Body Corporate Services Pty Ltd was elected non-voting treasurer of the Body Corporate.

Committee

The following nominee was declared elected:

Mr B D Liverton

Nominations were called from the floor of the meeting to fill the remaining vacancy and Mr Lionel McNamara was nominated and advised of his acceptance of the nomination and was declared elected.

GENERAL DISCUSSION

Thanks

The retiring Building Manager and Chairman Mr Col Morris thanked the Body Corporate and all those associated for their support and wished the Body Corporate well in the future.

A vote of thanks was then moved to Mr Colin Morris for his work on behalf of the Body Corporate as Chairman and for his work as Building Manager.

NEXT MEETING

The next meeting will be advised by the Chairman in due course.

CLOSURE

There being no further business the meeting closed at 10.45am.

Chairman  ^{Adopted}
Confirmed 5/11/98

PROPOSED ADMINISTRATIVE FUND BUDGET

"HATLOWE HEIGHTS" - GTP No. 100608

For the Period 1/7/95 to 30/6/96

Account Name	Actual 20/9/94 to 30/6/95	Budget 20/9/94 to 19/9/95	Budget 1/7/95 to 30/6/96
Bank Charges	44	150	100
Cleaning Materials	79	250	150
Community Power	1105	3000	1500
Income Tax	14	0	0
Ins.Bldg.P/L & D. & O.	264	4000	2780
Ins.Workers Compensation	40	0	40
Interest on Overdraft	354	0	200
Management Fees	39007	50000	51950
Printing Postage & Stationery	1629	2000	2000
R&M Pool	313	1000	500
Purch Assets	6660	8000	0
R&M Building	754	500	500
R&M Electrical	114	0	250
R&M Gard&Gmd	8318	4000	11000
Secretarial Fees	4300	7500	7720
Sundries	341	1000	20
Tax Fee	0	0	220
Telephone	108	500	200
Workers Comp. Return Fee	0	0	50
Deficit Recovery	0	0	5000
SUB-TOTAL	0	0	84180
DISCOUNT	0	0	15926
TOTAL	63444	81900	100106

Total Lot Entitlements: 1011
Per Lot Entitlement: \$99.017

Note - Levies Nos 2, 3 and 4 subject to 20% discount