

Minutes of the Annual General Meeting of the Owners of "Hatlowe Heights" CTS 23726 held in the offices of Body Corporate Services Pty Ltd, 56 Paradise Avenue, Miami on Tuesday 16th December, 1997 at 9.00am adjourned from Tuesday 9th December, 1997 due to a lack of a quorum.

ATTENDANCE RECORD

Present in Person

Mr V J Maguire (chairman), Ms ^B J Armstrong

PROXIES & VOTING PAPERS

Lots Represented

Lot 1	present in person
Lot 20	by voting paper
Lot 34	by voting paper
Lot 52	by voting paper
Lot 72	by voting paper

The secretary advised that a proxy had been received from the owner of lot 66 Mr P J Matthews in favour of Mr V J Maguire but in terms of the Body Corporate and Community Management Act 1997 the proxy was ruled invalid as the building manager is not able to hold proxies.

The secretary advised the meeting that a number of owners were unfinancial and therefore not entitled to vote. There being no objections the chairman ruled that the valid proxies/voting papers be admitted.

IN ATTENDANCE

Mr L H Irwin of Body Corporate Services Pty Ltd.

QUORUM

The chairman advised the meeting that a quorum was represented and declared the meeting open at 9.00am.

Motion No	Motion	Type of Motion														
1	<p>Confirmation of Minutes That the Minutes of the Annual General Meeting held on 12/11/96, be confirmed and signed as a true and correct record of the proceedings at that Meeting - Annexure "A".</p> <p>RESOLVED that Motion No. be carried. <u>Yes</u> - 4, <u>No</u> - nil, <u>Abstained</u> - 1.</p>	Ordinary Resolution														
2.	<p>Approval of Statement of Accounts That the Audited Statement of Accounts for the year ending 30/6/97 be approved - Annexure "B".</p> <p>RESOLVED that Motion No 2 be carried. <u>Yes</u> - 5, <u>No</u> - Nil, <u>Abstained</u> - Nil.</p>	Ordinary Resolution														
3.	<p>Discount for Early Payment of Levies That a discount of 20% on the Administrative and Sinking Fund instalments be given if paid on or before the due date for payment.</p> <p>RESOLVED that Motion No 3 be carried. <u>Yes</u> - 5, <u>No</u> - Nil, <u>Abstained</u> - Nil</p>	Ordinary Resolution														
4.	<p>Penalty for Late Payment of Levies That a penalty of 2.5% per month on the Administrative and Sinking Fund instalments be payable if not paid by the due date for payment.</p> <p>RESOLVED that Motion No 4 be carried. <u>Yes</u> - 5, <u>No</u> - Nil, <u>Abstained</u> - Nil.</p>	Ordinary Resolution														
5.	<p>Adoption of Administrative Fund Budget and Fixing of Contribution (15 months) - Annexure "B". That the Administrative Fund Budget for the financial year ending 30/9/98 totalling \$154,705.00 be adopted be levied by instalments as follows:</p> <table><thead><tr><th>\$ per lot entitlement</th><th>Due Date</th></tr></thead><tbody><tr><td>\$30.0758</td><td>1/07/97 issued</td></tr><tr><td>\$30.0758</td><td>1/10/97 issued</td></tr><tr><td>\$30.78</td><td>1/01/98</td></tr><tr><td>\$30.78</td><td>1/04/98</td></tr><tr><td>\$30.78</td><td>1/07/98</td></tr><tr><td>\$30.78</td><td>1/10/98</td></tr></tbody></table> <p>Subject to 20% settlement discount.</p>	\$ per lot entitlement	Due Date	\$30.0758	1/07/97 issued	\$30.0758	1/10/97 issued	\$30.78	1/01/98	\$30.78	1/04/98	\$30.78	1/07/98	\$30.78	1/10/98	Ordinary Resolution
\$ per lot entitlement	Due Date															
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\$30.78	1/10/98															

Motion No	Motion	Type of Motion														
5. continued	RESOLVED that Motion No 4 be carried. <u>Yes</u> - 5, <u>No</u> - Nil, <u>Abstained</u> - Nil.															
6.	Adoption of Sinking Fund Budget and Fixing of Contribution That the Sinking Fund Budget for the financial year ending 30/9/98 (15 months) totalling \$11,719.00 be adopted and be levied by instalments as follows: <table><tr><td>\$ per lot entitlement</td><td>Due Date</td></tr><tr><td>\$2.3175</td><td>1/07/97 issued</td></tr><tr><td>\$2.3175</td><td>1/10/97 issued</td></tr><tr><td>\$2.3175</td><td>1/01/98</td></tr><tr><td>\$2.3175</td><td>1/04/98</td></tr><tr><td>\$2.3175</td><td>1/07/98</td></tr><tr><td>\$2.3175</td><td>1/10/98</td></tr></table> Subject to 20% settlement discount RESOLVED that Motion No 6 be carried. <u>Yes</u> - 5, <u>No</u> - Nil, <u>Abstained</u> - Nil.	\$ per lot entitlement	Due Date	\$2.3175	1/07/97 issued	\$2.3175	1/10/97 issued	\$2.3175	1/01/98	\$2.3175	1/04/98	\$2.3175	1/07/98	\$2.3175	1/10/98	Ordinary Resolution
\$ per lot entitlement	Due Date															
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7.	No Appointment of Auditor That the Body Corporate's Statement of Accounts for the financial period 1/07/97 to 30/09/98 not be audited. RESOLVED that Motion No 7 be carried. <u>Yes</u> - 4, <u>No</u> - 1, <u>Abstained</u> - Nil.	Special Resolution														
8.	Appointment of Auditor That the Body Corporate's Statement of Accounts for the financial year 1/07/97 to 30/09/98 be audited by KPMG. As Motion No. 7 had been resolved, Motion No 8 LAPSED.	Ordinary Resolution														
9.	Confirmation of Insurance - Annexure "C" That the insurances set out below be confirmed and that Body Corporate Services Pty Ltd be authorised to obtain quotations and renew the insurances for the next twelve month period unless instructed to the contrary by the Committee. <table><tr><td>Policy Number:</td><td>New 005193</td></tr><tr><td>Underwriter:</td><td>Commercial Union Assurance</td></tr><tr><td>Current to:</td><td>3/10/98</td></tr><tr><td>Damage Policy:</td><td>\$4,626,000.00</td></tr><tr><td>Public Liability:</td><td>\$10,000,000.00</td></tr><tr><td>Office Bearers Liability:</td><td>\$5,000,000.00</td></tr><tr><td>Machinery Breakdown:</td><td>Nil</td></tr></table>	Policy Number:	New 005193	Underwriter:	Commercial Union Assurance	Current to:	3/10/98	Damage Policy:	\$4,626,000.00	Public Liability:	\$10,000,000.00	Office Bearers Liability:	\$5,000,000.00	Machinery Breakdown:	Nil	Ordinary Resolution
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Underwriter:	Commercial Union Assurance															
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Damage Policy:	\$4,626,000.00															
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Office Bearers Liability:	\$5,000,000.00															
Machinery Breakdown:	Nil															

Motion No	Motion	Type of Motion
9. continued	RESOLVED that Motion No 9 be carried. <u>Yes</u> - 5, <u>No</u> - Nil, <u>Abstained</u> - Nil.	
10.	<p>Appointment of Tax Agent That Body Corporate Services Pty Ltd be engaged to assist in the preparation of the income tax return and to arrange for the engagement of a registered tax agent to prepare and lodge the income tax return, the cost to the Body Corporate being specified in the budget.</p> <p>RESOLVED that Motion No 10 be carried <u>Yes</u> - 5, <u>No</u> - Nil, <u>Abstained</u> - Nil.</p>	Ordinary Resolution
11.	<p>Appointment of Body Corporate Manager - Annexure "D" That under section 87(1) of the Body Corporate and Community Management (Standard Module) Regulation 1997 the Body Corporate engages Body Corporate Services Pty Ltd for a term of one year commencing on 5th December, 1997 for a fee of \$7,125.00 being an initial rate of \$95.00 per lot per annum for the purpose of providing administrative services to the Body Corporate, the details of which are contained in the agreement forwarded to owners.</p> <p>RESOLVED that Motion No 11 be carried. <u>Yes</u> - 5, <u>No</u> - Nil, <u>Abstained</u> - Nil.</p>	Ordinary Resolution
12.	<p>Custody of the Seal That Body Corporate Services Pty Ltd have custody of the seal on behalf of the Body Corporate.</p> <p>RESOLVED that Motion No 12 be carried. <u>Yes</u> - 5, <u>No</u> - Nil, <u>Abstained</u> - Nil.</p>	Ordinary Resolution
13.	<p>Use of Seal That the body corporate manager and in the alternative the branch manager of Body Corporate Services Pty Ltd be authorised to affix the seal to documents and to sign on behalf of the Body Corporate.</p> <p>RESOLVED that Motion No 13 be carried. <u>Yes</u> - 4, <u>No</u> - 1, <u>Abstained</u> - Nil.</p>	Ordinary Resolution

Motion No	Motion	Type of Motion
14.	<p>Transfer from Standard Module to Accommodation Module - Annexure "E"</p> <p>That under Section 55 of the Body Corporate and Community Management Act 1997, the Body Corporate consent to the recording of a new Community Management Statement whereby it adopts the Accommodation Module Regulations in lieu of the Standard Module Regulations and continues with its existing By-laws. The Body Corporate will cause the new Community Management Statement to be recorded with the Registrar of the Department of Natural Resources as soon as practicable.</p> <p>RESOLVED that Motion No 14 be carried. <u>Yes</u> - 4, <u>No</u> - Nil, <u>Abstained</u> - 1.</p>	Special Resolution
15.	<p>Review of By-Laws and New CMS</p> <p>That the Committee be authorised to review the current by-laws and, if necessary, to engage the services of Tey's McMahon to advise on the by-laws and prepare a new Community Management Statement for consenting to by the Body Corporate at its next general meeting.</p> <p>RESOLVED that Motion No 15 be carried. <u>Yes</u> - 5, <u>No</u> - Nil, <u>Abstained</u> - Nil</p>	Special Resolution

ELECTION OF COMMITTEE

Chairperson

Mr V Maguire withdrew his nomination as he is not eligible to be on the committee under the new Body Corporate and Community Management Act 1997, Standard Module.

Nominations were called from the floor and none were received.

Secretary

Mr L H Irwin of Body Corporate Services Pty Ltd being the only nomination was elected secretary of the body corporate for the ensuing 12 months.

Treasurer

Mr L H Irwin of Body Corporate Services Pty Ltd being the only nomination was elected treasurer of the body corporate for the ensuing 12 months.

Ordinary Members

Mr B J Smith being duly nominated was elected to the committee of the body corporate for the ensuing 12 months.

Nominations were then called from the floor of the meeting to fill the remaining vacancies and Ms Jennifer Margaret Easton was nominated and duly elected to the committee.

CLOSURE

There being no further business the meeting closed at 9.45am.

Chairman Confirmed

HATLOWE HEIGHTS CTS 23726**ADMINISTRATIVE FUND**

Proposed budget for the period

1/07/97

30/09/98

CODE	DESCRIPTION	ACTUAL 1/07/96 30/06/97	BUDGET 1/07/96 30/06/97	BUDGET 1/07/97 30/09/98
	GENERAL			
252	BANK CHARGES	4,872	3,500	2,250
328	CARETAKER FEES	53,738	53,925	67,500
254	CLEANING	555	150	625
319	COMMUNITY POWER	1,992	2,500	2,500
257	GARDENS & GROUNDS	21,778	14,000	17,500
260	INSURANCE	3,524	3,000	4,750
312	MISCELLANEOUS (Sundries)	314	200	200
270	POSTAGE AND STATIONERY	3,339	2,500	3,750
332	PURCHASE ASSETS	309	0	0
268	SECRETARIAL FEES	7,918	8,000	8,938
299	TAX FEE	225	225	225
273	TELEPHONE	211	225	250
353	WCB RETURN FEE	60	50	60
0	0	0	0	0
	REPAIRS & MAINTENANCE			
279	R & M Electrical	290	250	320
282	R & M General (Building)	449	2,500	3,125
287	R & M Plumbing	2,275	2,000	2,500
288	R & M Pool	735	1,000	1,250
0	0	0	0	0
	DEFICIT RECOVERY	0	0	6,326
	SURPLUS TRANSFER	0	0	0
	NETT TOTAL	102,584	94,025	122,070
20	Discount		23,506	30,518
	GROSS TOTAL		117,531	152,588

**LOT ENTITLEMENTS
LEVY PROPOSED****1011
\$116.25****1011
\$150.93**

BALANCE SHEET
FOR GROUP TITLE PLAN 110608
HATLOWE HEIGHTS GTP 110608
POSITION AS AT 30th JUNE 1997

30/06/1997

30/06/1996

PROPRIETORS' FUNDS

Administration Fund	12,901.42-	6,685.05-
Sinking Fund	10,750.30	26,704.95-
	-----	-----
	2,151.12-	33,390.05-
	-----	-----

Represented By:

ASSETS

Electricity Deposits	50.00	50.00
Insurance Claims Outstanding	480.00	.00
Prepaid Expenses - Note 7	3,235.00	.00
Sundry Debtors	.00	2,978.00
Levies in Arrears - Note 3	12,477.79	10,948.66
	-----	-----
	16,242.79	13,976.66
	-----	-----

LESS LIABILITIES

Bank Overdraft: Macquarie Bank	10,147.86	40,379.10
Levies in Advance - Note 3	1,316.05	5,221.14
Accrued Expenses - Note 8	6,930.00	.00
Provision for Income Tax	.00	.47
Sundry Creditors	.00	1,766.00
	-----	-----
	18,393.91	47,366.71
	-----	-----

NET ASSETS	2,151.12-	33,390.05-
	-----	-----

STATEMENT OF INCOME AND EXPENDITURE
FOR GROUP TITLE PLAN 100608
HATLOWE HEIGHTS GTP 100608
FROM 1st JULY 1996 TO 31st JUNE 1997

30/06/1997

30/06/1996

ADMINISTRATIVE FUND

INCOME

Levies Raised	117,528.57	100,112.79
Levy Discount Raised	21,271.22-	10,957.96-
	-----	-----
	96,257.35	89,154.83
	-----	-----

LESS: EXPENDITURE:

Bank Charges	4,872.20	2,031.04
Caretaker Fees	53,738.38	51,850.46
Cleaning	554.60	.00
Community Power	1,992.10	2,426.60
Gardening	21,778.18	10,011.75
Insurance Premiums	3,523.84	2,980.63
Postage and Stationery	3,339.32	3,339.09
Secretarial Fees	7,917.82	7,705.43
Taxation Fees	225.00	225.00
Telephone	211.10	208.96
Purchase of Assets	308.50	1,376.00
Workers Comp.Return Fee	60.00	50.00
Repairs & Maintenance (Note 5)	3,748.58	8,460.66
Miscellaneous Note 6)	314.09	240.24
	-----	-----
	102,583.71	90,905.66
	-----	-----

TOTAL for period	6,326.36-	1,751.03-
Prior Period Adjustment	110.00	.00
Balance at beginning of period	6,685.06-	4,534.03-
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BALANCE AT END OF PERIOD	12,901.42-	6,585.06-
	-----	-----

STATEMENT OF INCOME AND EXPENDITURE
FOR GROUP TITLE PLAN 100608
HATLOWE HEIGHTS GTP 100608
FROM 1st JULY 1996 TO 30th JUNE 1997

30/06/1997

30/06/1996

SINKING FUND

INCOME

Levies Raised	9,369.15	9,370.47
Special Levies Raised	43,301.70	27,539.64
Levy Discount Raised	9,080.28-	6,740.79-
Interest on Investments	1.25	1.69
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	43,591.82	30,171.01
	-----	-----

LESS: EXPENDITURE:

Electrical Replacements	.00	2,372.00
Fence Replacements	.00	2,504.00
Irrigation System	4,250.00	52,000.00
R&M Building - Sinking Fund	1,887.00	.00
	-----	-----
	6,137.00	56,876.00
	-----	-----

TOTAL for period	37,454.82	26,704.99-
Prior Period Adjustment	.47	.00
Balance at beginning of period	26,704.99-	.00
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BALANCE AT END OF PERIOD	10,750.30	26,704.99-
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STATEMENT OF INCOME AND EXPENDITURE
 FOR GROUP TITLE PLAN 100602
 HATLOWE HEIGHTS GTP 100602
 FROM 1st JULY 1996 TO 30th JUNE 1997

30/06/1997

30/06/1996

SPECIAL FUND

INCOME

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.00	.00
-----	-----

LESS: EXPENDITURE

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.00	.00
-----	-----

Total for period	.00	.00
Balance at beginning of period	.00	.00
	-----	-----
BALANCE AT END OF PERIOD	.00	.00
	-----	-----



HATLOWE HEIGHTS RESIDENTIAL RESORT

Vince Maguire & Joyce Armstrong.
Resident Unit Managers.
Unit 1/14 Bourton Road
MERRIMAC QLD 4226
AUSTRALIA

Telephone 07 5530 6133
Fax 0755252377

MANAGERS REPORT 9/12/97.

1 TENNIS COURT.

FURTHER DRAINAGE WORK NEEDS TO BE DONE AT THE NORTHERN END OF THE COURT. THIS SECTION NEEDS TO JOIN UP WITH THE UNDERGROUND PIPE COMPLETED IN THE FIRST STAGE, WHICH IS WORKING VERY SATISFACTORILY.

2 POOL AREA AND CABANA.

POOL FENCE HAS BECOME LOOSE AND NEEDS TO BE CONCRETED AROUND EACH POST. CUBANA AND POOL AREA ARE IN GOOD ORDER.

3 GARDENS AND COMMON PROPERTY.

ONLY GENERAL MAINTENANCE IS REQUIRED TO KEEP GARDENS AND LAWNS IN GOOD ORDER.

4 BUILDINGS.

ALL BUILDINGS REMAIN IN GOOD ORDER AND CONDITION EXCEPT AS STATED IN LAST REPORT THAT PAINTING OF EXTERIOR SURFACES NEEDS TO BE DONE.
LIST OF QUOTES ATTACHED TO THIS REPORT.

5 BUILDING INTERIORS.

AS MENTIONED IN PREVIOUS NEWS LETTER UPGRADING OF PAINTING AND CARPET COMMENCED. WE HAVE HAD TEN UNITS PAINTED WHICH HAS MADE THEM LOOK LIKE NEW. THERE HAS BEEN NO REPLACEMENT OF CARPET AT THIS STAGE BUT SOME UNITS ARE IN NEED OF HAVING THIS DONE. WE STRONGLY SUGGEST THAT TILES BE USED TO REPLACE CARPET IN DOWNSTAIRS AREA WHEN THE TIME COMES FOR REPLACEMENT.

6 UNIT RENTALS.

RENTAL ENQUIRES HAVE BEEN STRONG OVER THE LAST FEW MONTHS. WE HAVE BEEN ABLE TO KEEP THE COMPLEX FULLY OCCUPIED IN RECENT TIMES.

7 REAL ESTATE .

VALUES ARE STILL LOW WITH SALES BEING MADE ONLY IF OWNERS ARE PREPARED TO MEET THE MARKET. THREE SALES HAVE BEEN COMPLETED DURING THE YEAR. ALL WERE THREE BEDROOM UNITS.

WORKS REQUIRED IN COMPLEX.

- 1 EXTERIOR PAINTING (QUOTES ATTACHED).
- 2 BOUNDARY FENCE AT REAR OF COMPLEX.
- 3 MULCH FOR GARDEN BEDS (WINTER 98).
- 4 TENNIS COURT DRAINAGE.

APPLICATION FROM MAGUIRE REALTY PTY LTD TO ERECT AN OFFICE ON UNIT NO. 1 LAND.