

PRESENT

Mr V Maguire (Chairman), Mr B J Smith.

APOLOGIES

Ms T Duggan

IN ATTENDANCE

Mr L H Irwin of Body Corporate Services Pty. Limited.
Ms B J Armstrong (Building Management)
Colin & Jo-Ann Rich

QUORUM

The Chairman declared that the quorum was represented and the meeting commenced at 3.30pm.

MINUTES

RESOLVED that the Minutes of the Committee Meeting held 18/02/98 be confirmed and signed as a true and correct record of the proceedings of that meeting.

ORDER OF BUSINESS

Assignment of Management Rights

It was noted that the resume of Mr Colin Rich had been perused by all members of the Committee. The Secretary then requested the following information from Mr Rich:-

- (1) Has he read and understood the Management/Letting Agreement, the By-Laws and list of duties.

Mr Rich advised that he had perused the documents and understood his obligations and duties.

- (2) On being questioned, Mr Rich advised that both the Management Rights and the Management Unit will be purchased in his own name.

(3) The Solicitors involved are:-

Mr Rich	-	Mr John Punch, Short, Punch & Greatorix
Maguire Realty P/L	-	Mr Tim Sheehan, Teys McMahon

(4) Expected date of settlement is Monday 1st June, 1998.

(5) Mr Rich advised he will be obtaining a Restricted Real Estate Licence and is noted that no Corporation Licence is necessary.

(6) The hand over period will be 2 weeks before settlement date, but it should be noted that Mr & Mrs Rich will have been on hand up to 3 months at "Hatlowe Heights" by the date of settlement.

(7) Mr Rich acknowledged that all costs in this matter are to be borne by the Building Manager's and that no costs are to be borne by the Body Corporate.

(8) Mr Rich advised that he would borrowing to finance the purchase and the lending institute will be GIO.

(9) Mr Rich advised that he will notify all owners by letter regarding the change of Management. Further noted that Jo-Ann Rich will be working mainly in the office.

After discussion on the interview it was **RESOLVED** that the Assignment of the Management Rights be approved and Mr Colin Rich was so advised.

RESUMPTION OF ORDINARY BUSINESS

BUILDING MANAGEMENT REPORT

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

MANAGEMENT REPORT - MATTERS ARISING

Nil.

MINUTES - MATTERS ARISING

1. Tennis Court - Drainage Problem (see Management Report)

(2) The Building Manager tabled a quote from T A & J H Thorpe for \$1,175.00 to install a storm water drain near the tennis court. After discussion it was **RESOLVED** that this quote be accepted.

2. Levy Arrears - Lot 2 (see Correspondence item 1)

3) Secretary advised that the present levy arrears are \$2,459.98 and that the collection of these levies is in the hands of Johnsons Solicitors.

RESOLVED that this matter be left in the Secretary's hands.

3. Lot 68 - Levy Arrears (see Correspondence item 2)

4) Secretary advised that the present levy arrears are \$769.59 and that the collection of these levies is in the hands of Johnsons Solicitors.

RESOLVED that this matter be left in the Secretary's hands.

4. Lot 24 - Levy Arrears (see Correspondence item 3)

5) Secretary advised that the present levy arrears are \$2,730.06 and that the collection of these levies is in the hands of Johnsons Solicitors.

RESOLVED that this matter be left in the Secretary's hands.

5. Lot 10 - Levy Arrears (see Correspondence item 4)

6) Secretary advised that the present levy arrears are \$2,111.80 and that the collection of these levies is in the hands of Johnsons Solicitors.

RESOLVED that this matter be left in the Secretary's hands.

6. Lot 8 - Levy Arrears (see Correspondence item 5)

Secretary advised that these arrears are now in order and **RESOLVED** that no further action be taken.

7. Lot 40 - Levy Arrears (see Correspondence Item 10)

7) Secretary advised that the present levy arrears are \$1,425.30 and that the collection of these levies is in the hands of Johnsons Solicitors.

RESOLVED that this matter be left in the Secretary's hands.

8. Lot 58 - Levy Arrears

Secretary advised that these arrears are now in order and **RESOLVED** that no further action be taken.

9. External Painting - Special Levy (see Management Report)

8) **RESOLVED** that any action in this matter be deferred to the next Committee meeting.

10. External Painting - Overdraft

See Item 9.

11. Lot 1 - Construction of Office

RESOLVED that this matter be deferred for the time being.

12. Lot 25 - Levy Arrears

9
COLA (9)
Secretary advised that the present levy arrears are \$1,232.22 and **RESOLVED** that the collection of these levies be left in the Secretary's hands.

13. Sinking Fund Analysis Report (see Correspondence item 6)

RESOLVED that a copy of the Report be forwarded to Mr B Smith and that no further action be taken on this matter by the Committee.

14. Stolen Barbecue - Insurance Claim (see Management Report)

RESOLVED that no further action be taken on this matter.

Extraordinary General Meeting 23/3/98

15. Management / Caretaking Agreement - Extension

RESOLVED that no further action be taken on this matter.

Extraordinary General Meeting 18/5/98 (25/5/98)

16. Assignment of Management / Caretaking Agreement

It was noted that this was approved at the Extraordinary General Meeting, 25th May, 1998 and that the documents had been signed under Seal and handed to Mr Vince Maguire for further action.

RESOLVED that no further action be taken by the Committee.

17. GIO Deed of Consent (see Correspondence item 7)

It was noted this was approved at the Extraordinary General Meeting, 25th May, 1998 and was completed under Seal and handed to Mr Rich.

RESOLVED that no further action be taken on this matter by the Committee.

CORRESPONDENCE

1. Various Correspondence re Levy Arrears - Lot 2

Noted.

2. Various Correspondence re Lot 68 - Levy Arrears

Noted.

3. Various Correspondence re Lot 24 - Levy Arrears

Noted.

4. Various Correspondence re Lot 10 - Levy Arrears.

Noted.

5. Various Correspondence re Lot 8 - Levy Arrears

Noted.

6. Various Correspondence re Sinking Fund Analysis Report

Noted.

7. From Teys McMahon re Deed of Consent

Noted.

8. From Department of Natural Resources re Valuation

It is noted that the Valuation of the land has not been changed from \$1,400,000.00. Secretary advised that a copy of this notice of Valuation was filed with the Body Corporates' documents.

9. From Johnsons Solicitors re Lot 19 - Levy Arrears

(10) Secretary advised that present levy arrears are \$529.34 and it was **RESOLVED**
COUN (6) that the collection of these levies be left in the Secretary's hands.

10. Various Correspondence through Lot 40 - Levy Arrears

Noted.

11. To Lot 25 - Levy Arrears

Noted.

12. To Lot 35 - Levy Arrears

(11) Secretary advised that present levy arrears are \$781.76 and it was **RESOLVED**
COUN (11) that the collection of these levies be left in the Secretary's hands.

13. To Lot 47 - Levy Arrears

(12) Secretary advised that present levy arrears are \$775.81 and it was **RESOLVED**
COUN (12) that the collection of these levies be left in the Secretary's hands.

FINANCE

1. Statement of Income & Expenditure for the Period 1/7/97 to 30/04/98

RESOLVED that the Statement of Income & Expenditure for the Period 1/7/97 to 30/4/98 be received and adopted.

2. Statement of Assets & Liabilities as at 30/04/98

RESOLVED that Statement of Assets & Liabilities as at 30/4/98 be received and adopted.

3. Levy Arrears Report

The Secretary advised that the following Lots were in arrears:-

Lot 2	\$ 2,459.98	(see Minutes - Matters Arising Item 2)
Lot 10	\$ 2,111.80	(see Minutes - Matters Arising Item 5)
Lot 13	\$ 344.22	
Lot 16	\$ 397.17	
Lot 19	\$ 529.34	(see Correspondence Item 9)
Lot 24	\$ 2,730.06	(see Minutes - Matters Arising Item 4)
Lot 25	\$ 1,232.22	(see Minutes - Matters Arising Item 12)
Lot 35	\$ 781.76	(see Correspondence Item 12)
Lot 40	\$ 1,425.30	(see Minutes - Matters Arising Item 7)
Lot 47	\$ 775.81	(see Correspondence Item 13)
Lot 56	\$ 397.17	
Lot 68	\$ 769.59	(see Minutes - Matters Arising Item 3)

Lots 13, 16 & 56

RESOLVED that the collection of these levies be left in the Secretary's hands.

GENERAL BUSINESS

Chairman - Resignation

Mr V J Maguire tendered his resignation as Chairman of the Body Corporate.
Mr Colin Rich was nominated to fill the position and was duly elected.

Vote of Thanks

A vote of thanks was moved to Mr V Maguire and Ms J Armstrong for their work on behalf of the Committee and the Body Corporate.

NEXT MEETING

To be advised.

CLOSURE

There being no further business the meeting closed at 4.45pm.

Chairman  Confirmed

MANAGERS REPORT.

TENNIS COURT.

Drainage work has been done on the western side of the court. This new drain is keeping the water off but cannot get away . Further drainage work is needed to fully complete the job. Quote for the job enclosed.

POOL AREA AND CUBANA.

New BAR-B-Q has been replaced. The cost was covered by insurance. Two pool gates needed to have welding done as the frames had come apart. Cabana and pool area all in good order.

GARDEN AND COMMON PROPERTY .

Only general maintenance is required to keep gardens and lawns in good order.

BUILDINGS.

All buildings remain in good order. Painting of external surfaces put on hold until cheaper quote obtained.

UNIT RENTALS.

Rental enquires have been strong over the past few months. We have been able to keep the complex occupied 90 to 100%.

WORK REQUIRED IN COMPLEX.

- 1 Exterior painting.**
- 2 Boundary fence at rear of complex.**
- 3 Tennis court drainage.**