



6. Activities residents would like to participate in :
- |  |    |
|--|----|
| a) organized parties                         | 30 |
| b) informal parties/B.B.Q.                   | 36 |
| c) games (table tennis, cards, chess, darts) | 21 |
| d) drop in centre for 12-17 yr. olds         | 11 |
| e) drinks (say one night per month)          | 34 |
| f) films                                     | 44 |
| g) structured activities                     | 31 |
7. Most preferred activities :
- |                         |    |
|-------------------------|----|
| Films                   | 12 |
| Swimming                | 3  |
| Informal parties/drinks | 24 |
| fitness (includes yoga) | 9  |
| Craft                   | 9  |
| Cards                   | 1  |
| Music                   | 2  |
8. What do you feel about use of Community Centre by outside groups?
- |   |    |
|---|----|
| Yes, if Urambi person involved and a fair rate paid | 30 |
| Yes, on same basis as a commercial concern          | 9  |
| No  | 8  |
9. What are your views on the use of the Community Centre for private parties and functions?
- |   |    |
|---|----|
| Yes                                     | 41 |
| Limited, as it discourages communal use | 4  |
10. What are your comments about the management of the Community Centre:
- |   |    |
|---|----|
| No comment                                      | 12 |
| Good  | 11 |
| Should be greater access                        | 7  |
| Should be more emphasis on fostering activities | 3  |
11. Would you participate in the organization of activities at the Community Centre?
- |          |         |
|----------|---------|
| Yes : 29 | No : 14 |
|----------|---------|
12. The following asked what skills and interests people had. There was such a diversity that we have listed them without attempting to indicate the number of people interested in the same activity.
- |                      |                        |                       |
|----------------------|------------------------|-----------------------|
| pre-school education | yoga                   | silk screening        |
| computer programming | <del>play</del>        | painting              |
| sociology            | health-foods           | book club             |
| diving               | music                  | women's health issues |
| play reading         | Australian History     | bush walking          |
| film appreciation    | wine                   | current affairs       |
| sewing/dress-making  | economics              | genealogy             |
| Australian politics  | chess                  | pottery               |
| art appreciation     | bread making           | weaving               |
| literature           | gardening              |                       |
| canoeing             | curry cooking          |                       |
| river conservation   | home & car maintenance |                       |
13. What are your views on the Community Centre acquiring its own printing facilities?
- |          |           |         |
|----------|-----------|---------|
| Yes : 15 | Maybe : 9 | No : 19 |
|----------|-----------|---------|
14. Approval for publishing a directory of books owned by residents for borrowing on absolute care or replacement basis :
- |          |         |
|----------|---------|
| Yes : 17 | No : 26 |
|----------|---------|

Community Centre Sub-Committee

present

Jeff, Susan, Simon, Nadia, Thora,  
Geraldine, Heidi, Sheila. Aiminah  
Apologies Donna & Tony.

Minutes were accepted as read.

Business arising Only small  
roll up for marking list.

Luncheon successfully organised by  
Helen K.

Change from money spent on luncheon  
fund to go to petty cash.

Information on courses offered  
by T.A.C. put on Mrambi news  
so far very poor response.

No Treasurers Report

Animal purchased

Gestetner Ink. \$6-00

2 Stencils . . . . .90

Total \$6-90

Body Corp. Report -

Budget Draft to be submitted  
to Body Corporate in near future  
Aiminah, Tony & Thora to  
work on same in near future.

Bonfire Night

Grant for organising Bonfire  
night to be arranged \$60-00

A general discussion on  
rules for the occasion was  
held by the committee members  
present.

Fireplace - still waiting  
for Mr. Vincent. to do hearth  
& installations.



"Table" replaced instead of  
adjusted - thanks to Arminel.

Geraldine gathering all relevant  
information on insulation + lining  
for roof of the games room.  
in next financial year.  
Meeting blessed 10-00 pm.

J. Edwards.



## COMMUNITY CENTRE SUB-COMMITTEE ANNUAL REPORT

The two major concerns of the year have been: the providing of facilities for the Community Centre and the organisation of social functions.

Major improvements occurred in the facilities of the Community Centre. We now have floor covering for the kitchen/games room, curtains, additional seating, coffee tables, redwood tables, Sebel tables, a refrigerator, playground equipment and kitchen equipment and the electrical wiring and heating have been upgraded.

The Community Centre has been used by a number of groups on a regular basis: Meetings, Card Nights, Playgroup, French class, Childrens' recorder group and Art and Craft group. It has also been hired out for private parties. Some residents have hired the chairs and tables for use in their own houses.

Over the past year, a number of successful social functions were held for example: The Working Bee lunches serve a useful purpose in bringing people together; The Christmas Party, Drinks nights, Bonfire night and the Easter Cricket Match and Easter Egg hunt (which we hope will become an annual event) were a success. Thank you to all who participated.

The Art Fair was an interesting experiment and most people seem to think it was a success. Not only did it raise money for the Community Centre but it provided a pleasant afternoon and its organisation brought together a lot of residents in a pooling of talent and energy. It is planned to hold it again this year.

A survey was conducted to establish how Urambi residents wish the Community Centre to be used. Most residents had positive ideas about how the Community Centre could be used and some good ideas have been proposed. Detailed findings will be available at the A.G.M.

Over the past year the following system of financing has evolved: The Body Corporate pays directly for major purchases recommended by the Community Centre Sub-Committee and approved by the Body Corporate; The Body Corporate repays minor purchases on hardware and consumables; Social functions are entirely self-supporting.

Members of the Committee in 1978/79 were A.Ryan,

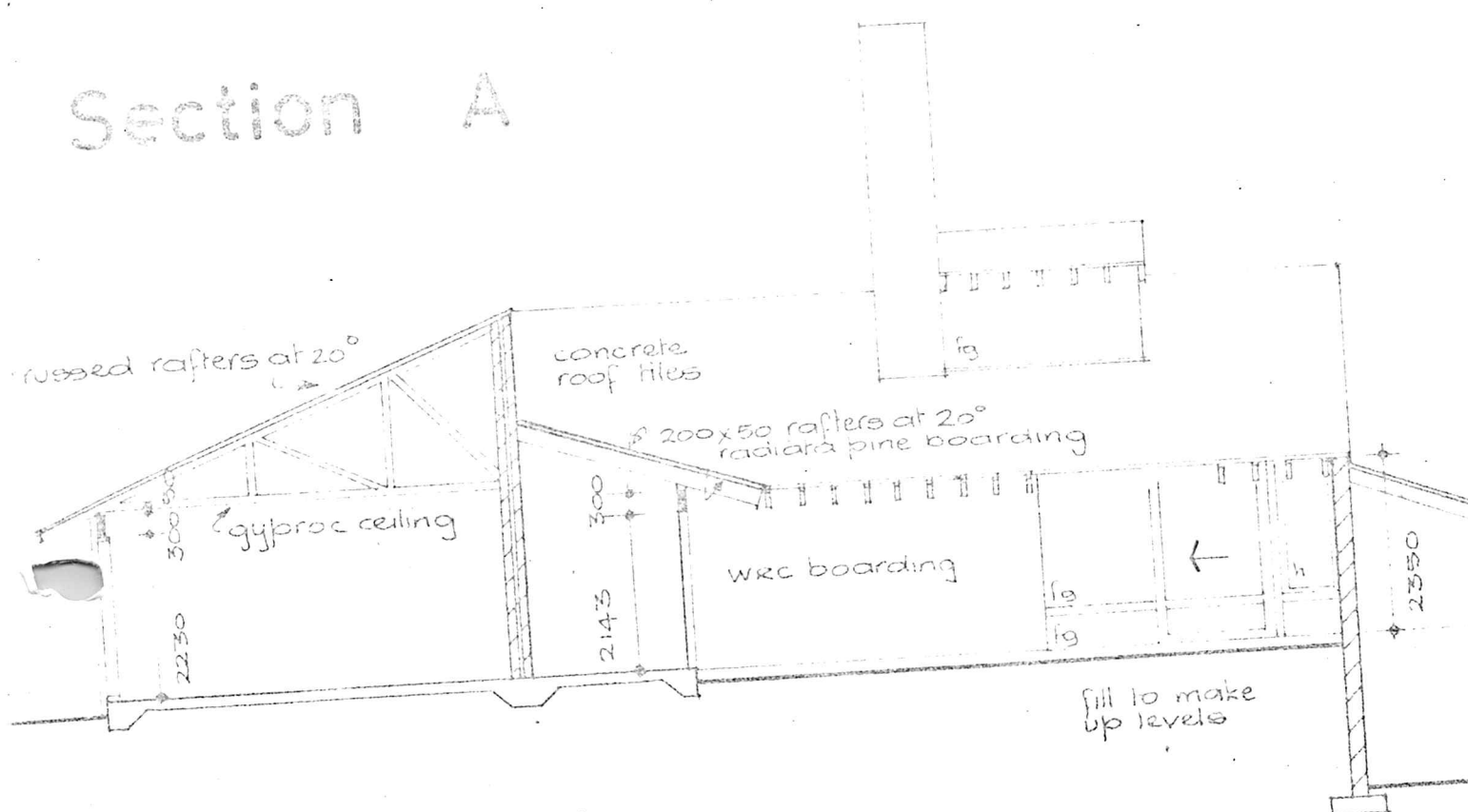
M & C.Healy, S.McAlpine, D. Christie, C. Lang, M. Mutton,  
R. Cartland, G. Ohlsson, E. Sharpe, O. Edwards and G. Bowler.  
We wish to thank C. Lang for his work as convenor. After  
Chris' resignation before going overseas, M. Mutton  
continued as convenor.

Our thanks to all who supported the Community Centre  
sub-committee in the past year.

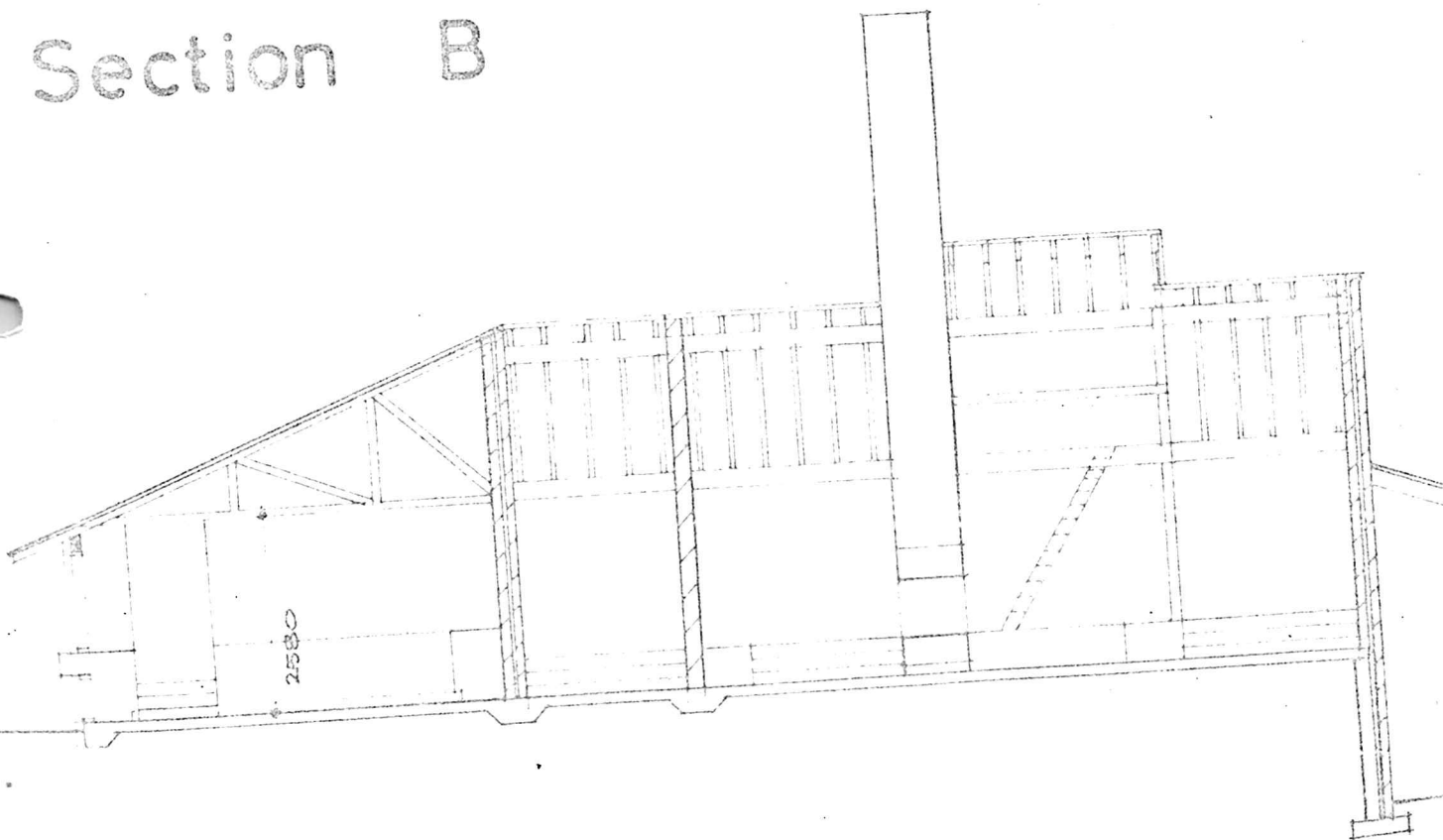
Maureen Mutton  
(Convenor)  
Community Centre Sub-Committee

COMMUNITY CENTRE

Section A



Section B

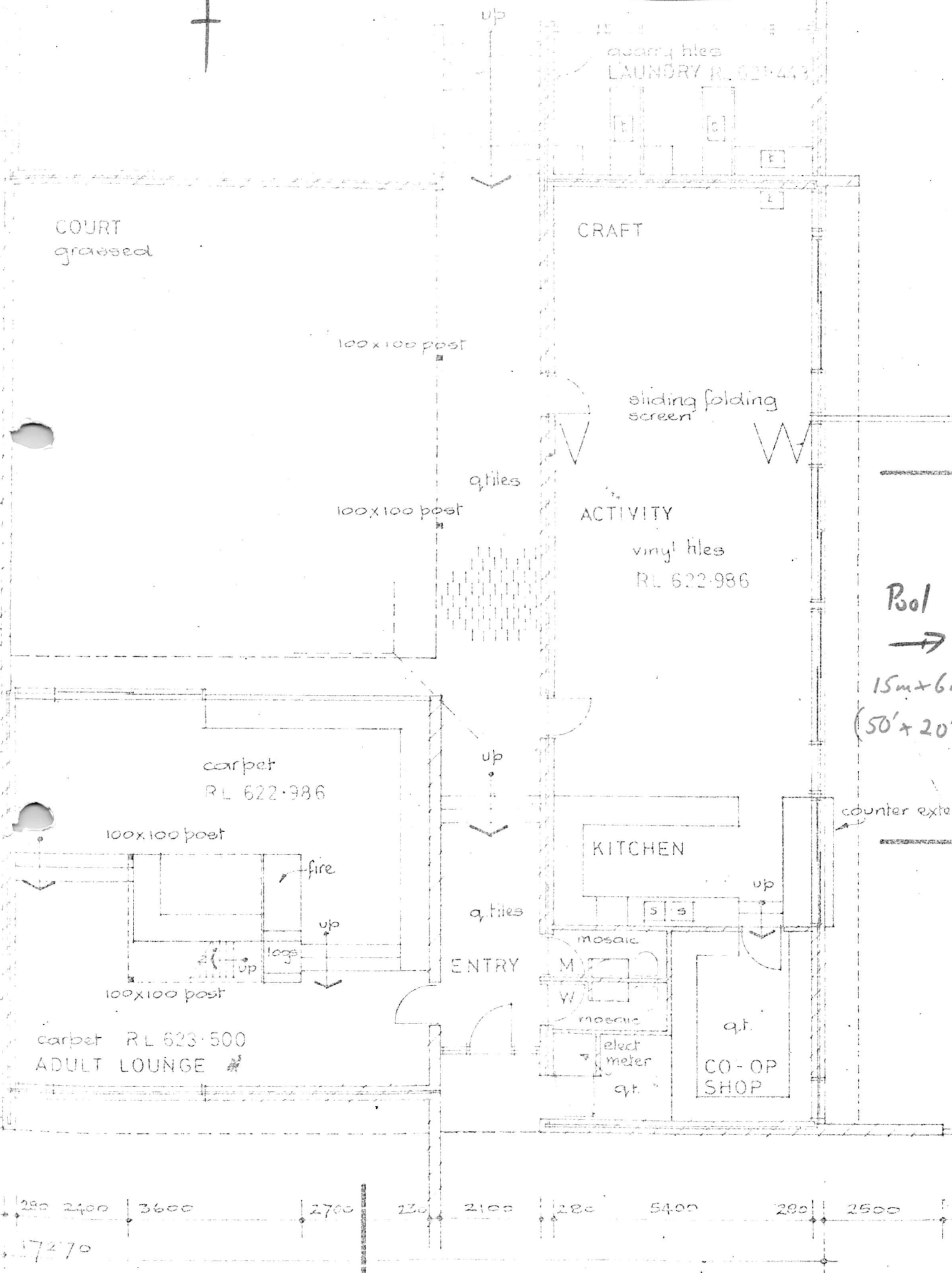


Section C





# COMMUNITY CENTRE



Meeting of Community Centre  
Sub Committee  
May 12, 1980

Present: Tony, Annemiel, Donna.  
Apologies: Roz, Gerolaine, Olenie

Minutes of previous meeting deferred.

New Business:

1) Discussion of Working Bee:

Helene Kurland to be approached  
as to catering office for working bee  
due to school holidays it is  
expected <sup>there will</sup> be a small turnout  
of willing workers.

2) Discussion of proposed  
Social Events for 1980.

on May 25: Official opening.  
B.Y.O. Barbeque at Sparrow  
followed by activities such  
as pottery, - play date - ping pong  
cards, board games, smoking  
& eating afternoon tea. The  
C.C.S.C. decided to fund some  
inexpensive "bebbie" to be drunk  
at ribbon cutting ceremony.

- b) Jan. 15 Sun - Bonfire Night  
B.Y.O supper & shuwein
- c) A.G.M. August (Date to be set)  
- pot luck supper following meeting.
- d) Sept. 28. Sun afternoon "Hello Spring"  
Barbeque
- e) Friday Oct. 31 Halloween Party.
- f) Nov. 23. Sunday in the Centre.  
- Cricket match, poetry? etc.  
- Swap & sell stall.  
- Home made produce.  
- Refresh afternoon tea
- g) Dec 13 Christmas parties

### Course procedure

Letter from T.A.F.E. re:  
adult education courses detail here:  
Annual will have a  
short list published in Urambe  
news and organize something  
dependent on responses.

J. Edwards  
9/6/80.



Meeting of B. B. Club Committee

Present - Arminel, Tony, Ros, Moone.

Apologies - Maureen, Dolina.

Minutes were accepted as read

Treasurers Report -

Tony presented meeting with form for signatures which Arminel has volunteered to get & then return to Tony.

Tony to withdraw \$100.00 fireplace

" " " " \$20 petty cash

Stationery has been purchased & and good cash book provided by Tony Levin.

A/C as at present = \$1,338.00.

Correspondence

Letter from fireplace lady.

Bill for Repair of B.B. Doo \$7.00

Letter to Trend from Brady Corp.

Hiring Report Ros to put note

in Minutes plus again re

procuring of B.B. furniture

Brady Cooperate Report

Burton to be put up in Games

Room with in the month.

Working Bee lunchroom to be run by

Patrya with help.

"Tatties" to be adjusted.

Mr Moone to be taken to bank

in order to have deposit on.

cutters or darts never supplied,

returned.

General Business

Fire place - Quote was discussed  
and Moore will make & accept.  
Also make arrangements for  
someone to meet Mr. ~~Atkins~~ Vincenc  
at b.l. ~~on~~ date to be arranged  
Shopping

Ant poison.

Geraldine D. to be asked to gather  
together some information on  
insulation of ceilings etc.  
Meeting closed @ 10-00 pm.

R. Edwards

9/6/80



Community Centre Sub-committee - Meeting  
 7.7.1980

Present: Arminal Tony, Ros Sheila Meid,  
Apologies: Oemomi, Donna, Maureen, Geraldine  
Minutes of last meeting were read and accepted  
Business arising: Fireplace installed. Fwd before Bon  
 fire and working. Installation not quite completed yet  
 as new oak Lbd to be installed as well as wood-  
 box. Maambi drew to make known the terms under  
 which the fireplace could be used.

Tafe - classes advertised in all Neighbour News,  
 but only 1 reply.

Geraldine received 2 quotes for insulation and quan-  
 tity of ceiling in games room (about \$400.-)

Treasurer's report: Oemomi handles the cash, Tony  
 writes up the books.

General business: Purchase of 2 large brooms ap-  
 proved.

Draft report of CCSC was circulated to all Committee  
 members. Some slight changes were made:

Amount of maintenance	\$ 200
Instal. of firepl. + brickwork	\$ 255
cell. to petty cash	\$ 600
Cleaning	\$ 350

Total amount of budget \$ 3555 -

Report to be finalised at next BC Meeting, and first  
 priority given to ceiling.

Arminal queried Maambi's report on CC Sub-C  
 account and found that the CC sub ~~acc~~ has been  
 shortchanged by \$ 1000 - . . . . . Rose sig -



asked that the Sub-Committee should be responsible for allocating categories mon. for recording expenditure. Earlier on the Sub-Com. was told not to spend more money, as it was thought, it would overspend the proposed budget.

Hiring To be put into news that the CC is available on Fridays as well.

ALP plans a Lamington - drive on  
 Fri/Sat/Sun - 25-27. <sup>Full amount of \$2500</sup>  
 of three day deal of 65!

Pos should also be advertised in the Hamble News.

Living terms of CC should be reviewed annually. For directions of AGM re fixing of CC on general philosophy i.e. have rigid rules? or service to community.

Advertising of ALP should be checked.

Pos to inquire from Gold Star <sup>about</sup> regular monthly cleaning and their written terms.

Cleaning for proposed budget to be increased to \$500,-

Hiring charge to be increased from 22.50\$ to 25,-  
 for meal for in games room.

Fire extinguisher to be put into proposed budget \$60,-

Meeting closed at 10.30 pm

Ant Pyan.

D.& H. Builders.  
57 Livingston Avenue,  
KAMBAH. A.C.T. 2902.  
13th January, 1981.

To Whom it May Concern,

Re: Mrs. Ryan, Urambi Village, Crozier circ, KAMBAH.

Remove and replace door to games room. Replace broken glass with cedar lining boards to prevent further breakages.

Remove and replace sliding door to games room in order to free rollers and make adjustments..

Total Labour and Material \$129.72. One hundred and twenty nine dollars and seventy two cents only.

Yours Faithfully.

*Helen McInnes.*

D. &.H. Builders.

All accounts to be finalised within 30 days.

25<sup>th</sup> February 1981

01

M Proprietors Unit Plan No. 919  
Body Corporate.

Dr. to Maramba Community Centre Sub-Committee

790	<u>New Equipment &amp; Fittings</u>			
	1 x extension lead	CASH	7 48	
	2 x Fire Extinguishers	CASH	37 96	
	1 x Table Tennis Table	CHP	106 00	
				151 44
792	<u>Consumables</u>			
	as per petty cash	CASH		33 94
762	<u>Repairs &amp; Maintenance to Bldgs</u>			
	Community Centre Gate	CHP	20 00	
	" " Door	CHP	73 32	93 32
790	Mop & Broom	CASH		51 12
790	<u>New Equipment &amp; Fittings</u>			
	Installation of Fire Alarm			
	\$200 + \$165.00 = \$365.00	CASH		
	Claim as per Budget only			295 00
				\$624 82
	<u>Summary</u>			
	790		446.44	
	792		85.06	
	762		93.32	
			\$624.82	



Dear Keith:

Re Statement of Accounts

Community Centre Sub-Committee has verified that New Equipment (790) & Consumables (792) are correct. C.C.S.C. presumes Cleaning (798) to be correct.

Queries

(a) Under our original budget, \$100 was allowed for maintenance. Has this been added to Buildings & Maintenance (Item 762)?

\*  
(b) Item 763 has been added to our entries. Items so far entered were not included in our budget. Where were they originally? We presume them to have been maintenance items — shouldn't they still be so?

\*  
(c) Where are Working Bee benches to be entered? (Perhaps Item 780??)

Comparison of Budget & Expenditure is attached.

Please let me have written answers to the above 3 queries, if possible by the next meeting.

Sincerely,

April.

# C.C.S.C : Comparison of Budget & Expenditure to March 1981

---

## Budget

\$

295.\*

As recorded in the 1979/80 Annual Report, the B.C. was to pay for the installation of the fireplace. It is at last finished, & has cost us \$365. However, only \$295 is claimed in refund.

200

2 Trumet Blower heaters will be purchased with the refund money.

200

2 chairs upholstered :- expenditure to be held over, as other items have cost more than expected.

490

Screens - expected any time. Contractor is waiting on tracks.

120\*

Table Tennis Table - installed. \$106 refund expected.

600

Petty Cash - \$104.84 so far reclaimed.

\$130.40 claimed now.

\$235.24 total

Balance: \$364.76.

100

Maintenance - \$93.32 to date.

500

Cleaning - \$125. (This seems too low - they're supposed to be cleaning regularly & being paid regularly, I think).

500

Quote of \$575 accepted for Ceiling

70

Rates :- is this still in our Budget?

Telephone: 310305.

D.&.H. Builders,  
57 Livingston Avenue,  
KAMBAH. A.C.T. 2902.  
10th March, 1981.

Mrs. Ryan,  
Urambi Village,  
Crozier Circ,  
KAMBAH. A.C.T. 2902.

Dear Mrs. Ryan,

Re: Account.

Account for the supply and fixing of benches in meeting room.	\$165.00
Supply and fix of door stopper and piece of timber to meeting room.	<u>\$ 8.00</u>
Total. One hundred and seventy three dollars.	<u>\$173,00</u>

Insurrance claim still not paid amount owing Fifty six dollars forty cents.  
\$ 56.40

Yours Faithfully,

  
D.A. McInnes.

ALL ACCOUNTS TO BE PAID WITHIN FOURTEEN DAYS.

50, Urambi Village,  
Croyier Cirt.,  
Kambah, 2902.

31 9257

26. 381

Allen Curtis & Partners,  
Real Estate Agents,  
Banda St.,  
City.

Re Urambi Village Cleaning Account

Dear Sir or Madam,

On behalf of the community centre sub-committee of Urambi Village I have arranged with Gold Star Cleaning Company for the community centre to be cleaned twelve times in 1981 for \$300 provided any extra cleans in 1981 are charged at \$25 each. Quarterly payments of \$75 each were agreed upon so would you please pay Gold Star Cleaning Company \$150 dollars on the 1<sup>ST</sup> of April to cover the two quarters, \$75 on the 1<sup>ST</sup> of July and the 1<sup>ST</sup> of October this year. Gold Star will bill us at the end of the year for any extra cleans and during the year for any work done other than general cleaning e.g. resurfacing of floors, cleaning windows.

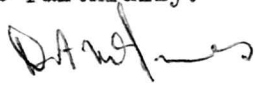
Yours Faithfully,  
R. E. Cowland

D.&H. Builders.  
57 Livingston Avenue,  
KAMBAH. A.C.T. 2902.  
Telephone 310305.

Mrs. Ryan,  
Urambi Village,  
Crozier Circ,  
KAMBAH. A.C.T. 2902.

Quotation to supply and fix benches to meeting room.  
One hundred and sixty five dollars. \$165.00.

Yours Faithfully.

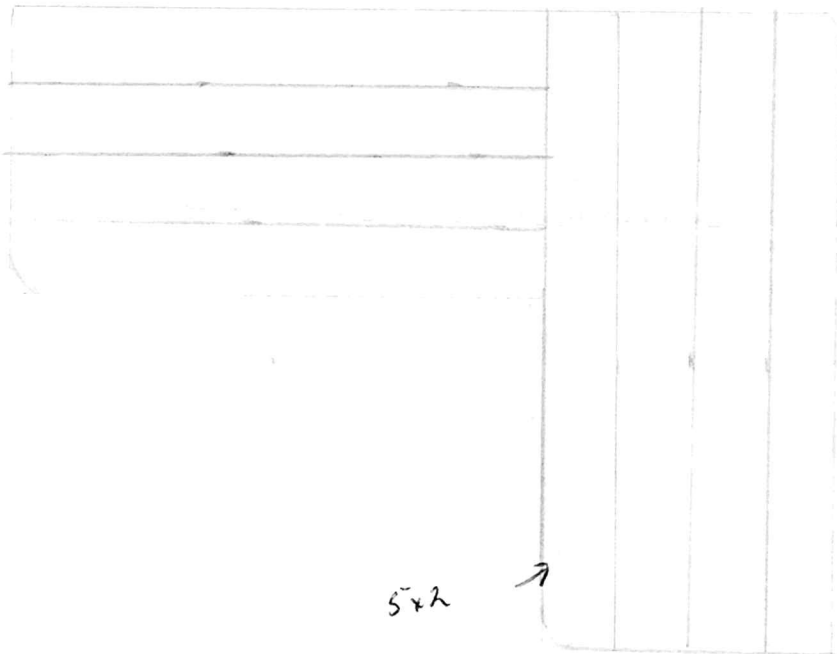


D.&H Builders.

Paid \$165  
cash 11.4.81.  
(Withdrawn 10.4.81)

~~Paid \$~~

ALL QUOTES STAND FOR THIRTY (30) DAYS ONLY.



5x2

Approx  $\frac{3}{8}$ " gap Between Each Board.



15/4/81

Mrs Ryan  
Quoti for painting one ceiling at  
Urambi village community room.

A light sand down to plaster patches  
followed by 2 coat's of white plastic or  
flat enamel paint.

Total \$ 185

D. Phillips

20 Urambi Village,  
Crozier Circuit,  
KAMBAH A.C.T. 2902

20 April 1981

Dear Mr Phillips,

We are pleased to confirm that we will accept your quote of \$185 to sand and paint the Games Room ceiling of our Community Centre.

We understand that you will use white enamel paint and apply two coats. You will of course ensure that there are no paint spills or splashes on walls or floor. Work is to commence as soon as possible. Payment will be upon satisfactory completion of the work.

Yours sincerely,

(Arminel Ryan)

for Community Centre Sub-Committee  
tel.: 31 7392

To: D.W. & J.L. Phillips ,  
Home Maintenance Service,  
3 Eagle Circuit,  
KAMBAH A.C.T. 2902

PHONE 80 5252

# REX BARRETT ELECTRICAL

P.O. BOX 411  
CANBERRA CITY  
2601

REX BARRETT [SERVICES] PTY. LTD.

7 LONSDALE STREET, BRADDON A.C.T. 2601  
27 MOLONGLO MALL FYSHWICK A.C.T. 2609

June 2, 1981

Body Corporate,  
Urambi Village,  
Crozier Circuit,  
KAMBAH ACT 2902

Dear Mrs. Ryan,

RE: ACCOUNT 4/26

5 - 2 x 40 Fluro with Diffusers	\$265.25
Plug Tops, Flex, and Tubes	\$40.20
Labour	<u>\$104.00</u>
	\$409.45

Yours faithfully,  
REX BARRETT ELECTRICAL,



W. Gibson,  
Manager.

REX BARRETT ELECTRICAL

7 LONSDALE ST BRADDON  
 27 MOLONGLO MALL FYSHWK  
 805252

P.O. BOX 411,  
 CANBERRA CITY A.C.T.  
 2601

BODY CORPORATE  
 URAMBI VILLAGE  
 KAMBAH ACT

11785

2902

Statement for  
 Month ended  
 30MAY'81

DATE	REFERENCE	DEBIT	CREDIT	BALANCE
	BFW			409.45

-----  
 DETACH HERE AND RETURN WITH REMITTANCE

REX BARRETT ELECTRICAL

BODY CORPORATE

11785

3 Months & Over	2 Months	1 Month	Current	BALANCE
0.00	0.00	409.45	0.00	409.45

Fold Here



PHONE 80 5252

# REX BARRETT ELECTRICAL

P.O. BOX 411  
CANBERRA CITY  
2601

REX BARRETT (SERVICES) PTY. LTD.

7 LONSDALE STREET, BRADDON A.C.T. 2601  
27 MOLONGLO MALL FYSHWICK A.C.T. 2609

June 3, 1981

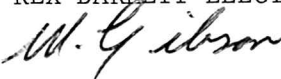
Mrs. Ryan,  
Urambie Village,  
Crozier Circuit,  
KAMBAH ACT 2902

Dear Madam,

We hereby tender to carry out the electrical work at above consisting of:

- |    |  |          |
|----|--|----------|
| 1. | Supply and Install 2 Parafloods<br>Supply and Install 1 x 12" Ceiling Fan  | \$154.00 |
| 2. | Garage No. 22/71/89<br>Supply and Install 3 x 80w Mercury Vapour Light<br>Fittings with Light Sensor   | \$699.00 |
|    | Alternate Price for Item No. 2 using 20 watt<br>Flourescent with Light Sensor  | \$390.00 |
| 3. | House No. 66<br>1 Flourescent Light on Wall connected to existing<br>Mushroom Light<br>Car Park A Garbage<br>Car Park C Garbage<br>Car Park D Garbage<br>Car Park E Garbage<br>Supply and Install 4 x Bulhead Light Fittings with<br>Light Sensors | \$791.00 |
| 4. | No. 48 Supply and Install 1 x Mushroom Light Fitting<br>1 Path Light Supplied and Installed similar to<br>existing   | \$806.00 |

All work as discussed.

Yours faithfully,  
REX BARRETT ELECTRICAL,  
  
W. Gibson,  
Manager.

57 Urambi Village  
Kambah  
ACT 2962

Alan Burke & Partners  
P.O. Box 1324  
Bentham City 2601.

29th June 1981

Unit Plan 119 Urambi Village Kambah.

Please pay the following accounts

1. Rex Barrett Electrical (785) \$409.45

2. Benhill Bros (784) \$68.50

3. Miss B Maly  
Unit 43  
Urambi Village  
Kambah

\$31.05 Garbage collection. (760)

4. Mr M'Innes

\$210 seat in Community Centre  
boundary (785)

Hubert Intyre  
Treasurer.

The Urambi Village Body Corporate C'tee,  
(for The Proprietors, Units Plan No 119)  
% 20 Urambi Village,  
KAMBARI A.C.T. 2902.

20th July 1981  
(tel: 31 7392)

To: The Manager,  
Nu-Lay Flooring Service,  
157 Newcastle Street,  
FYSHWICK A.C.T. 2609

Dear Sir / Madam,

I wish to confirm in writing our telephone conversation last week, concerning carpeting the Urambi Village Meeting Room.

We accept your quotation of \$1626-97.  
(all-inclusive) to lay the <sup>INVICTA NAVAJHO</sup> <sup>PURE WOOL LEVEL LOOP</sup> carpet wall-to-wall, as discussed on site. An initial deposit of \$500 is enclosed. A further \$200 will be forwarded as soon as possible, to complete your requirement for a 50% deposit.

(Work is expected to begin as soon as possible after we have completed the preparatory jobs (ie. fumigation, alteration to swing door & repairs to a leaking window.) We hope these will be over before the end of August.)

Payment of the balance will be payable on satisfactory completion of the job.

Please contact myself or Mrs Christie (31 7585) if there are any queries.

Yours faithfully,

Finis Ryan.  
Secretary.

22 Urambi Village

5 May 1983

Mr C.N. Rutter  
Artistic Director  
Stagecoach Theatre School  
36 Urambi Village

Dear Chris

Thank you for your (undated; early March, I think) letter concerning hiring and recreational use of the Urambi Village community centre. The matter which you raised was discussed at length by the Body Corporate Committee at its March meeting. I understand that you have since had informal advice of the outcome of that discussion, and that you are continuing to hire the facility on what I personally hope is a satisfactory, amicable basis. My apologies for the delay in preparation of this formal reply.

In its consideration of the matter the BCC noted the information and views which your letter conveyed. It felt that in the circumstances there was little it could constructively attempt to do to clarify what had happened or to ameliorate any personal distress which flowed from events already in the past. It did, however, take the view that the cause of more harmonious arrangements in future would best be served by reiteration of the broad principles upon which use of the community centre is to be based, and by reconsideration of the pricing policy which governs the hiring of facilities.

As to the broad principles of use, the following seem to be the more important:

1. The community centre provides facilities intended primarily but not exclusively for the use of Urambi Village residents. Use of the centre by Urambi residents should be encouraged.
2. The centre should also be made available for use by persons, societies or other groups not immediately associated with Urambi Village, on a commercial basis.
3. A proportion of the cost of maintaining the facilities should be met by the Urambi Village community as a whole, reflecting the fact that certain functions held at the centre involve the business of running Urambi Village (e.g. the Annual General Meeting, meetings of the Body Corporate Committee, working bee lunches) and/or are non-profit social functions open to participation by any Urambi resident.
4. Where the community centre or some part of it is used other than for functions open to all Urambi residents, or for official Urambi purposes, i.e. uses such as:
  - . for activities intended to yield profits;
  - . by one or more Urambi resident on an exclusive basis; or
  - . by clubs, societies, etc;



a charge should be levied at a level approximately sufficient to recover costs attendant upon the particular use (e.g. cleaning) and at a level broadly comparable with charges made for equivalent facilities outside Urambi Village.

5. The community centre is managed by a Community Centre Sub-Committee, elected at an annual general meeting of the Sub-Committee and responsible to the Urambi Body Corporate Committee. The Sub-Committee is to hold occasional meetings as necessary, these meetings being open to all residents of Urambi and the intended dates of meetings being advertised in advance. Any matter involving the operation of the community centre should be taken up in the first instance with the sub-Committee, but may be also be referred to the Urambi Body Corporate Committee. The scale of charges for use of community centre facilities recommended by the Sub-Committee should be confirmed from time to time by the Body Corporate Committee.

At its March meeting the Body Corporate Committee endorsed the following scale of charges for use of community centre facilities. Charges shown in this list are per "session", a concept which corresponds to any period of continuous use which does not take in more than one of:

- morning (and lunch);
- (lunch and) afternoon;
- afternoon (and dinner);
- (dinner and) night.

Per session, current charges are:

- . \$10 per room per session for normal use;
- . for any use of the Games Room where a meal is served: \$30;
- . for any use of Meeting Room where drinks, etc are served: \$15;
- . for both rooms with meal and drinks: \$40.

In your letter you also raise the matter of breakages. Obviously it is a matter of concern to all residents of Urambi that damage to their property should be minimised, and that where it does occur the cost should reasonably be met by those responsible (except where damage occurs in the course of service to Urambi as a whole). The difficulty with respect to the community centre is that, unless someone is prepared to take on the inordinate burden of frequently inspecting the facility, it will be difficult to attribute responsibility for unreported damage. That being the case, the cost of damage for which no one owns up will have to be met either by the community or out of hire charges. It follows, I think that it is in the interest of users of the centre to:

- . take sensible precautions to minimise damage, by putting away the less robust furniture, warning people away from areas where damage could most easily occur, and so on;
- . inspect the facilities used both before and after use to determine what has suffered in the course of a particular session;
- . report attributable damage as soon as possible to the convenor of the Community Centre Sub-Committee.

Finally, I should raise a matter mentioned to me by my wife. She has expressed concern that the combination of a blind corner on a road over a hill, heavy parking, and exuberant children entering or leaving buildings near a road is very hazardous indeed. You may know that there has already been one fatality in Crozier Circuit, and I am sure that you will have already warned the participants in your classes of the dangers. I would, however, encourage you to regularly repeat the message if you do not already do so.

I would be grateful if you would bring any further difficulties to the attention of either the convenor of the Community Centre Sub-Committee or the Body Corporate Committee as soon as possible.

Yours faithfully



Digby Gascoine  
Convenor, UBCC

## **Licensing of Craft Room**

### **Background**

At the 2007 AGM, the Owners Corporation agreed, after considerable discussion, to license the use of the Community Centre craft room.

The meeting subsequently endorsed the concept that the craft room could be used by a unit title holder for a well-defined fee and purpose and moved that conditions be established to allow all unit holders an opportunity to seek to license the space.

The following conditions are proposed:

### **Conditions for licensing of the craft room**

The 'craft room' at the Community Centre is available for licence by members of the Owners Corporation of UP No. 119 (Urambi Village) for a minimum period of 12 months—but no more than 24 months—dating from the 1 October of the year in which the licence takes effect to the following 1 October.

- If the current licensee does not wish to extend their licence beyond the initial 12 months, they must notify the Executive Committee in writing by 30 June so that expressions of interest can be called for from new licence applicants and proposals put to the Annual General (AGM) meeting for consideration
- Similar to garage or open car-space licences, the member may apply for a licence on behalf of their tenant, but the member will be liable for any licence fees payable to the Owners Corporation
- In the event of there being no other applicants for the space at the end of the two-year period, the licensee will have the option to extend their licence for a further 12 months.
- In the event of competing applications for the licence, the AGM will be guided by the following criteria to determine the successful applicant:
  - the nature of the business or activity to be conducted in the space
  - the potential of the activity to enhance the amenity of the Urambi community
  - the applicant being 'financial' at the time of application, and having no record of substantial arrears in levy payments.

The licensee will be required to maintain the space in good condition and, at the end of the licence period, to remove all fittings and restore the space to its condition at the start of the licence period. The body corporate, through the Executive Committee, may seek to recover any costs incurred if these conditions are not met.

- If the licensee intends to use the space for commercial purpose (e.g. as an office), the annual licence fee will be based on the current commercial rate of renting a comparable space. In all other cases, the fee will be calculated by multiplying the current licence fee for a Corporation garage by 1.5.
- If the AGM forms the view that a non-commercial purpose adds amenity to the village that is equally available to all members of the corporation, the corporation may discount the licence as it sees fit. All licences will be payable quarterly in advance. Licence fees will be adjusted in line with any increases in the garage licence during the period of the lease.

Moved:

That the Owners Corporation adopts the conditions for the licensing of the Community Centre craft room and that the conditions take effect from this Annual General Meeting.

*Note: under this formula, the licence fee for 2012–13 for non-commercial use would be:  
(a) \$493.31 per quarter excluding GST.*





# Floorcoverings, Carpets and Blinds

ABN: 81 153 470 408

20-22 WOLLONGONG STREET, FYSHWICK  
PO Box 1121, FYSHWICK ACT 2609

Telephone: (02) 6228 1104  
Facsimile: (02) 6228 1106

## TAX INVOICE

Name: Unit Plan 119 Urambi Village

Address: C/- 36/85 Crozier Ctt Kambah

Telephone: 61613192 0402643650 Nic

Invoice No: 10699

Date: 13 December 2010

Laid Date: March 15. 16

DESCRIPTION	COST (incl. GST)
To supply and lay directly over existing vinyl new vinyl planks colour KB504 Marri	
To supply and install feather edge coving 150mm high	
as per Quote 11150	\$6730.00
Less Deposit invoiced on Invoice 10712	\$3365.00

TOTAL (incl. GST )	\$3365.00
LESS DEPOSIT	\$
COD	\$3365.00

**PAYMENT BY EFT** – BSB: 012 964; Account: 45111 0356; Bank: ANZ Ref: Invoice No.

**TERMS:** PAYMENT IS C.O.D. ON DAY WORK IS COMPLETED.  
PLEASE PAY THE LAYER – THANK YOU.  
**INTEREST WILL APPLY TO LATE PAYMENTS.**

**RETENTION OF OWNERSHIP:** UNTIL PAYMENT HAS BEEN RECEIVED IN FULL, ALL GOODS SUPPLIED WILL REMAIN THE PROPERTY OF LEMON'S CARPETS & FLOORCOVERINGS.



~ BUILDING CONSULTANTS ~ BUILDING INVESTIGATIONS ~ EXPERT ADVICE ~ SCOPES OF WORK ~

## SPECIAL PURPOSE/ INSPECTION REPORT

**Units Plan 119 Urambi Village**  
**Attn: Treasurer N. Brown**  
**36/85 Crozier Circuit**  
**Kambah ACT 2902**

24 January 2011.

Reference: Water penetration to concrete floors.

### Introduction

In accordance with instructions from Mr N Brown, Peter Leary attended the above property site on 24 January 2010. The consultant met with Mr Brown.

The purpose of this site visit was to inspect the property in preparation to compile a report in response to the following request for service:

*Please inspect the community centre and compile a report regarding ongoing water ingress. Removal of vinyl floor has exposed a damp surface.*

### Assumptions

The consultant was advised that the previous floor covering of the community centre, activity room was sheet vinyl and that this vinyl had contracted, exposing cracks between sheets laterally across the room.

The consultant was advised that the proposed new flooring was to be planked vinyl and the installer has advised that it is impossible to lay this product with the floor slab in its current condition.

### Investigation

The consultant inspected the floor of the activity room and found this to be constructed as a raft slab in direct contact with the ground. The proximate floor level is only slightly higher than the surrounding ground levels and concrete porch. An inspection and test was conducted to the tiled porch which is constructed along one side wall of the activity room and this test revealed this porch to be virtually level and in some cases sloping inwards towards the external wall of the activity room. Given this, it would be reasonable to assume that water does pool adjacent to the external brickwork of the activity room and this would be contributing to the moisture levels associated with the brick walls and to some degree the concrete slab.

There are large windows which run the length of the south facing wall and these windows appear to be installed directly on top of the concrete raft slab and the edge detail of this slab has no visible slope or step to prevent water ingress under these window frames.

**LICENSED BUILDING CONSULTANT BC2055**

Unit 4/135 Gilmore Rd Queanbeyan NSW 2620.

ABN: 31 256 941 684 P: (02) 62976708 F: (02) 62995955 M: 0418 630 240 E: info@peakconsulting.com.au



This condition is a result of the design and the consequence of this is any driving rain which imposes on the windows will, to some degree, enter the building and cause dampening of the brickwork, window frames and concrete slab.

The consultant used an electronic moisture detector to determine the moisture levels of the brickwork and concrete slab and this test revealed that the slab and base line of the brickwork are all displaying values higher than acceptable for the purpose of laying sheet vinyl. Some areas of the concrete slab are displaying alarmingly high levels of moisture. The test was conducted over various areas of the concrete slab and this test revealed the slab to be globally high in moisture content. This test confirms that there is no single cause of high moisture levels and the most likely cause is failure or breaching of the vapor barrier below the concrete slab, combined with the aforementioned inadequate drainage measures of the porch and base window flashings.

The moisture test was also conducted to the base brickwork and this test revealed that the damp proof course (a normally installed membrane to prevent moisture rising through masonry walls) appears to have been installed one course of brickwork higher than floor level. This scenario, combined with the low proximity of floor level to external ground levels may also be contributing to the excessive moisture levels within the concrete slab.

#### Lounge room

The consultant also inspected an adjacent lounge room which has a carpeted floor. The inspection revealed carpet in the area adjacent to a large sliding door to be degraded as a result of ongoing water ingress. The inspection noted that the construction method of the sliding door is equal to the installation method adopted in the activity room, where the flat concrete slab with no appreciable sloping or step and is contributing to allow water entry and saturation of the sliding door sill material. This saturation is confirmed by the visible break down of the timber material where water is allowed to enter and saturate the carpet. It was also noted that the proximate levels between internal floor level and external paving level are such that any pooling water would be allowed to permeate in and under the sliding door.

#### Conclusion

According to the inspection and tests made, the consultant concludes that the higher than acceptable moisture levels within the concrete slab are resultant of the following factors:

- Failure or breaching of the sub concrete vapor barrier
- Pooling water on the adjacent tiled porch due to reverse slope
- Rising damp, due to the proximate location of the installed damp proof course material of the external brickwork
- Water penetration in and around the cedar sliding door and window units due to breaching or inadequacies of the sub sill flashing material



## **Recommendations**

The consultant makes the following recommendations to assist in the drying process and ongoing management of high moisture levels.

Ventilation and proper air management is vital in obtaining the best case scenario for moisture levels within the activity room. It is suggested that during daylight hours, fans be installed to move air throughout the activity room and doors and windows should be left open to allow for adequate ventilation. It is suggested that this activity be continued and moisture levels within the slab be monitored to determine if the above actions are effective. Should the concrete slab attain acceptable moisture levels for the purpose of laying floor coverings it is suggested that no coverings be laid until such time as further back up rains are encountered. Following on from adequate rain fall, it is suggested that the concrete slab be tested again to ensure that moisture levels have not risen.

The above action may or may not be successful and if not successful the following recommendations would apply.

Consideration should be given to installing a different floor covering and adhesive system with ceramic tiles being one recommended solution. Should ceramic tiles be acceptable for the purpose of a floor covering in the activity room, it is suggested that the tile supplier and layer be well advised of the moisture issues, such that they are able to recommend the most adequate adhesive and sealants. It should be noted that this room is quite expansive and that adequate expansion joints should be installed at regular intervals throughout the tiled floor so as to cater for the eventual and predicted tile growth that would normally occur with moisture levels such as those measured today.

Should vinyl floor be the only acceptable solution, it is recommended that the vinyl supplier and layer be advised of the moisture levels and requested to suggest a compatible sealant or membrane so as to be installed below any glue lines and to be compatible with the selected glue. It should be noted that many suppliers and manufacturers do not recommend the use of adhesives over membranes and that also membrane manufacturers may not recommend their product for this situation.

The consultant also recommends that the water ingress and pooling which is being encountered in the courtyard area, be managed by use of roof coverings with adequate storm water drainage measures. This work may entail the alteration of pergolas in the courtyard to allow adequate fall and installation of guttering and downpipes. It is thought that if water can be controlled on the courtyard area such that it does not come in contact with the external walls this can contribute to the drying process and will also prevent water ingress under doorways and window units.





### **Garden bed within courtyard.**

As a side issue, the consultant was requested for his opinion regarding the addition of a garden bed to confine the earth which is present in the courtyard. Of particular concern was, if this garden bed was confined by means of a retaining wall, would additional measures be required to prevent water ingress within the garage which abuts this area. The consultant concludes that provided the garden bed retaining wall has adequate drainage measures installed in the form of weep holes which drain out to the adjacent storm water pit and these weep holes are carefully managed to ensure they do not block up over time, then there is no valid reason why additional measures would be required to prevent water ingress into the adjacent garages.

The above opinion is based on the fact that no artificial irrigation is utilised within the newly formed garden bed. Should additional irrigation be installed then water ingress into the adjacent garage would be unpredictable and difficult to manage.

Should you require additional testing of the moisture levels within the concrete slab during the drying process, please do not hesitate to contact the consultant, we would be happy to assist.

### **End of report.**

Should you have any queries regarding this correspondence, please do not hesitate to contact our office.

Yours faithfully

Peter Leary  
Manager

We trust the above is sufficient to meet your request. Please do not hesitate to contact our office should you require any further information or assistance.

The author hereby makes himself available to provide verbal evidence, clarification or expansion of any information provided herein.

This report refers specifically to the matters requested for opinion of the author. Therefore this report may not contain the full extent of our investigations nor does it contain all information gathered during our investigations.

This report is intended for the use of the addressee only and might contain sensitive or legally privileged information. If you are NOT the intended recipient, you are notified that any use or dissemination of this information is strictly prohibited. If you receive this information in error, please notify the author immediately by telephone and delete all copies of this transmission together with any attachments.

The Author is a licensed Builder (127492C NSW) (19842978 ACT)

The Author is a licensed Building Consultant (BC2055 NSW)

All licences are current.

The opinions expressed in this report are that of the author and are based on the skills, training and experience gained throughout 24 years licensed practice.

I trust the information included in this report, being impartial to any party is of assistance in any proceedings.

Should you need further information regarding this report please do not hesitate to contact the author.

**LICENSED BUILDING CONSULTANT BC2055**

Unit 4/135 Gilmore Rd Queanbeyan NSW 2620.

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# Peak Consulting

ABN: 31 256 941 684  
135 Gilmore Road  
Queanbeyan NSW 2620  
Ph: 0418 630240 Fax: 02 62995955  
Email: info@peakconsulting.com.au

## Tax Invoice

Urambi Village  
Attention: Nic Brown  
Crozier Cres  
Kambah ACT 2902

Invoice #: 00001027  
Date: 25/01/2011  
Page: 1  
Your Ref:

### Details

**Total  
(inc-GST)**

Site inspection and preparation of report for the activity room at Urambi Village

\$330.00

GST Included in Total: \$30.00

Paid to Date: \$0.00

**Balance Due: \$330.00**

**Terms:**  
*Our terms are strictly 7 days from date of invoice.*

## How to pay



Electronic Funds Transfer from your Internet Banking.  
BSB: 082 968  
Account No: 188314967  
Please fax or email remittance



**By mail, please detach this section and mail your cheque to:**

Peak Consulting  
135 Gilmore Road  
Queanbeyan NSW 2620

Visa or Mastercard can be paid over the phone.  
Amounts over \$500.00 will attract a 1.3% fee.

Invoice #: **00001027**

Amount Due **\$330.00**

# KENRO SERVICES

A.B.N. Number: 51 089 864 737

20 ISA STREET FYSHWICK ACT 2609  
P.O. Box 654, FYSHWICK ACT 2609

Phone: (02) 6239 3211  
Fax: (02) 6239 3226

Attention: Phillip McLauchlan.

Invoice To: Units Plan 119  
Body Corporate Executive Committee  
C/- Phillip McLauchlan  
69 / 81 Crozier Circuit  
KAMBAH ACT 2902

## TAX INVOICE

Invoice No.: 00026775  
Date: 11/03/2011

Refer to Property: Urambi Village, 81 Crozier Circuit KAMBAH. ACT

- Fold
- A. Replacement of approximately 1.6 sqr mtrs of damaged ceiling in the Switch Room near the Community Centre.  
Note: Ceiling is made of asbestos.
1. Remove and dispose of a section of the ceiling measuring 2400mm x 680mm approximately.  
Note: This asbestos sheeting will be removed and disposed of to Government regulations.
  2. Supply and install new 4mm thick villaboard sheeting to this ceiling area.
  3. Note: Painting is not included in this quote. \$660.00
- B. Alterations to the PVC downpipe over garage -
1. Take down the existing PVC downpipe and remove from site.
  2. Supply and install a new section of PVC 90mm downpipe.  
This will run from the metal gutter to the front left hand corner of the garage block.
  3. Supply and install a PVC downpipe to ground level with a kick towards the stormwater point.
  4. Notes -
    - \* Total length of 90mm PVC pipe - 21 metres.
    - \* Painting is not included in this quote. \$594.00

As per Quote #Q19491

THIS ACCOUNT IS NOW  
**OVERDUE**

THIS ACCOUNT IS NOW  
**OVERDUE**

Fold

Invoice No.: 00026775

**Terms: Nett STRICTLY 7 DAYS**

GST Amount:	\$114.00
Total Inc GST:	\$1,254.00
Amount Applied:	\$0.00

**Balance Due: \$1,254.00**

Payment Accepted by Phone or Mail, Eftpos, Cheque, Direct Debit & Cash. Credit Card payments over \$1,000 will incur a 2% surcharge

Our Bank Details are - BSB - 032 747; Acct # - 128949 - Name - Red Dog Services P/L -  
Please ensure Invoice # or Name included in Transaction.

**QUOTATION: 10825S KITCHEN**

DATE: 24.04.2019

MARTIN MILES ( URAMBI VILLAGE KITCHEN RENOVATION)  
85 CROZIER STREET  
KAMBAH ACT



Contact Ph 1: 0427 478 666 (MARTIN)

Contact Ph 2:

Email: [martin@canberrahouse.com.au](mailto:martin@canberrahouse.com.au)

PULLOUT DATE:

INSTALL DATE:

**BENCH TOP:** 50mm Laminated Benchtop with square edge profile

**DOORS:** Melamine and Timber Veneer (blackwood)

Face Profile: Edge Profile: 1mm abs edge tape

Colours: TBC

**KICKBOARDS:** Polytec "Brushed Aluminium"

Finishes accepted by: ..... Date: .....

Thank you for giving The Kitchen Company the opportunity to submit our quotation for the following work

**To Supply and Install New Cupboards with:**

16mm High Moisture Resistant white Melamine cabinets with 1mm PVC edging.

16mm Melamine backing on all cupboards. Hettich hinges and runners with a lifetime warranty.

**DOOR OPTIONS: Cost includes "Blackwood Veneer" as requested.**

Melamine doors with melamine side/end panels with 1mm ABS edge (inc gst).

Duratech DURAFACE vinyl doors with vinyl side/end panels in PREMIUM colours.

Incl GST

16,901.00

17,282.00

**BENCHTOP OPTIONS:**

**kitchen:**

50mm Laminated benchtop ( Square edge). Add 20% for gloss.

1,930.00

**Side Board Under Window:**

50mm Laminated benchtop ( Square edge). Add 20% for gloss.

385.00

**DRAWER OPTIONS**

Hettich SOFT CLOSE Innotech small drawers

Hettich SOFT CLOSE Innotech large drawers

Heavy Duty Runners \$20.00 TO ALL LARGE DRAWERS

Silver plastic innotech cutlery inserts 600mm - 1000mm cupb

4 x 121.00

8 x 154.00

8 x 20.00

1 x 66.00

484.00

1,232.00

160.00

66.00

**OTHER**

Handles - (Handle allowance)

Additional Handles

Softclose Doors.(\$10.00 +gst) \$11.00 each.

32 x 10.00

x 0.00

19 x 11.00

320.00

0.00

209.00

**SUB TOTAL INCLUDES GST**

**21,687.00**

Home Owner/Builder - initial here \_\_\_\_\_

The Kitchen Co - initial here: \_\_\_\_\_ Date: \_\_\_\_\_

**TRADES ESTIMATE - Whilst the utmost care is taken to accurately quote all jobs, this is an ESTIMATE ONLY. Additional cost may be incurred by the owner for additional trade services.**

**TILE SPLASHBACK OPTIONS:**

			Incl GST
Tile splashback up to 3m <sup>2</sup> (Add. cost for mosaic, glass, subway/brick, 3D and sheet tiles)	1	x 594.00	<b>594.00</b>
Tiles required (m2) =			

**PLUMBING & GAS**

Call out fee (Additional call outs will incur same fee)	1	x 79.20	<b>79.20</b>
*Certificate of Compliance if required		x 55.00	0.00
Connect Sink and Mixer Tap	1	x 423.50	<b>423.50</b>
<i>* Additional cost to relocate sink/tap &amp; chasing brick walls (price varies)</i>			
Install Dishwasher, including tap	1	x 137.50	<b>137.50</b>
* Dishwasher hose extensions (if required)		x 137.50	0.00
reinstall ZIP boiling unit	1	x 220.00	<b>220.00</b>

**ELECTRICAL**

Call out fee (Additional call outs will incur same fee)	1	x 79.20	<b>79.20</b>
*Certificate of Compliance if required		x 55.00	0.00
New power points: Dishwasher, Microwave, Fridge ,	3	x 79.20	<b>237.60</b>
Additional power points (eg splashback)	2	x 79.20	<b>158.40</b>
* Stainless steel cover for power point (additional)		x 11.00	0.00
Change old power points for new		x 52.80	0.00
* Stainless steel cover for power point (additional)		x 11.00	0.00
Connect Electric Oven and/or Electric Cooktop (each)	3	x 93.50	<b>280.50</b>
*Isolation switch for Electric Oven and/or Electric Cooktop	1	x 60.50	<b>60.50</b>

***Additional cost to relocate &/or install new circuit for cooktop/oven & chasing brick work for cabling (price varies)***

Cost to adjust power cables above cooktop and channel behind tiles	1	x 220.00	<b>220.00</b>
LED lights in ceiling (not dimmable)		x 159.50	0.00
* Dimmer for LED lights in ceiling (additional)		x 132.00	0.00
LED lights in or under cupboards	2	x 159.50	<b>319.00</b>
Power connection for cupboard lights and switch	1	x 112.20	<b>112.20</b>

**PLASTERING**

Kit: Timber Quad to ceiling above oven tower and above cabinets	1	x 330.00	<b>330.00</b>
		x	0.00

**REMOVAL**

Demolish existing kitchen and leave onsite	1	x 660.00	<b>660.00</b>
*Additional cost to remove kitchen whole (see clause 18)		x 660.00	0.00
To remove demolished kitchen from onsite and discard	1	x 242.00	<b>242.00</b>
Removal of flooring (PER PERSON/ per hour)		x 110.00	0.00
* Waste management fee (price varies due to size and weight of removal)		x	0.00

**OTHER**

Kickboards in Polytec - Brushed Aluminium Laminated board	1	x 330.00	<b>330.00</b>
Kickboard fascia installation after flooring completion (PER ROOM)		x 330.00	0.00

**SINK AND TAP**

SINK: Oliveri Monet double bowl top mount with PORTABLE drainer MO763	1	x 845.00	<b>845.00</b>
TAP: Oliveri Essente SS2575 steel square pullout goose neck	1	x 389.00	<b>389.00</b>

**NOT INCLUDED**

Painting, tiles, flooring and appliances.

**SUB TOTAL INCLUDES GST \$5,717.60**

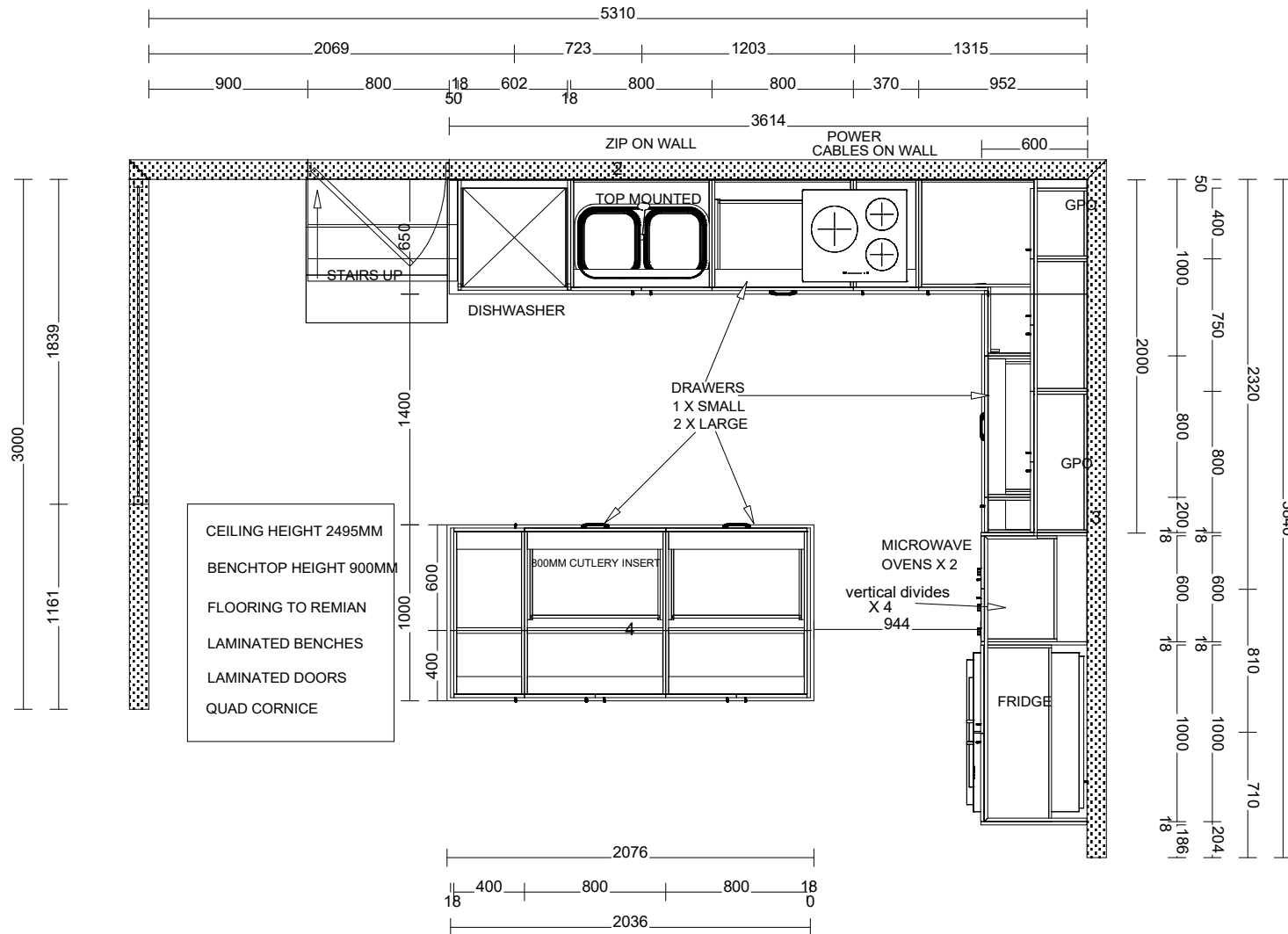
**TOTAL INCLUDES GST \$27,404.60**

**DEPOSIT PAID**

**TOTAL INCLUDING GST \$27,404.60**



# Job #10825S



COLOURS  
BENCH TOP

DOORS

HOTPLATES

OVEN

RANGEHOOD

SINK

HANDLES

DRAWERS

MISC

FRIDGE  
H W D

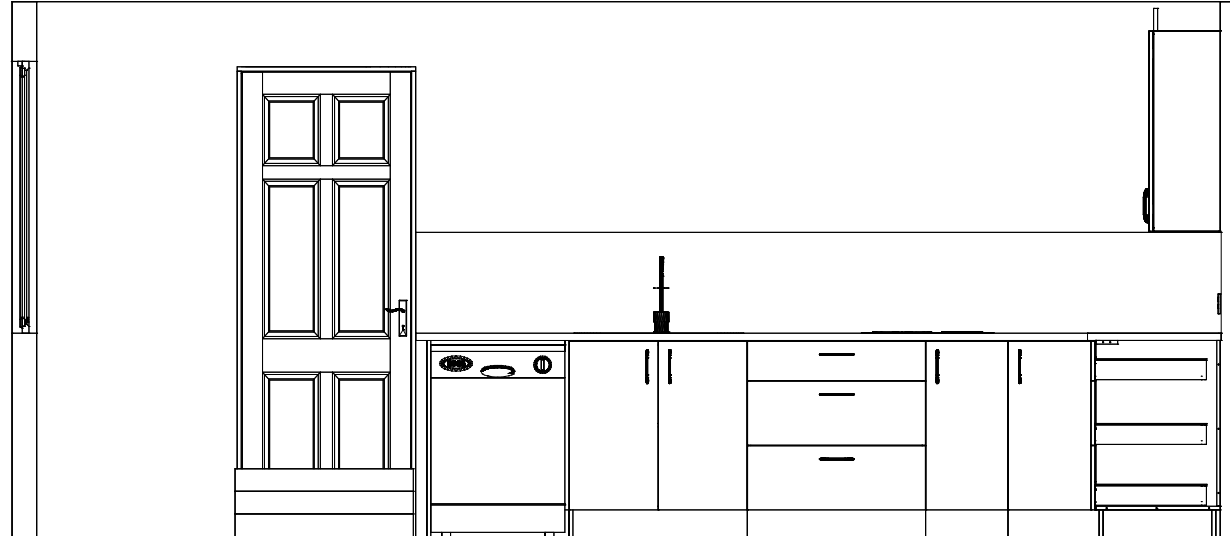


4 WILUNA ST  
FYSHWICK ACT 2609

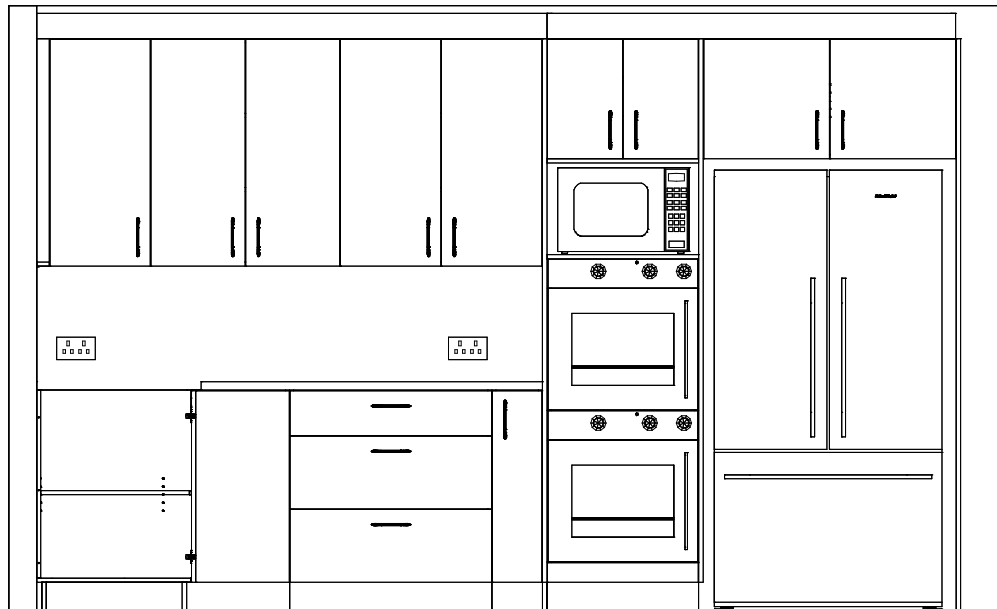
Customer: MARTIN MILES (URAMBI VILLAGE)  
Address: 37/85 CROZIER STREET  
KAMBAH ACT  
Phone: 0427 478 666

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Job #10825S



A



B



The Kitchen  
company

4 WILUNA ST  
FYSHWICK ACT 2609

Customer: MARTIN MILES (URAMBI VILLAGE)

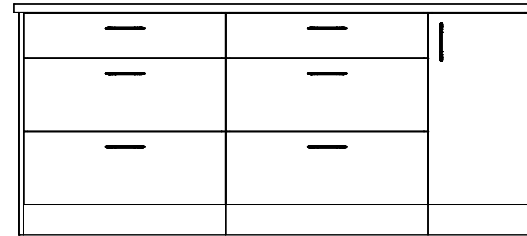
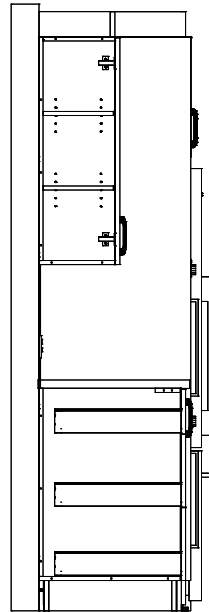
Address: 37/85 CROZIER STREET

KAMBAH ACT

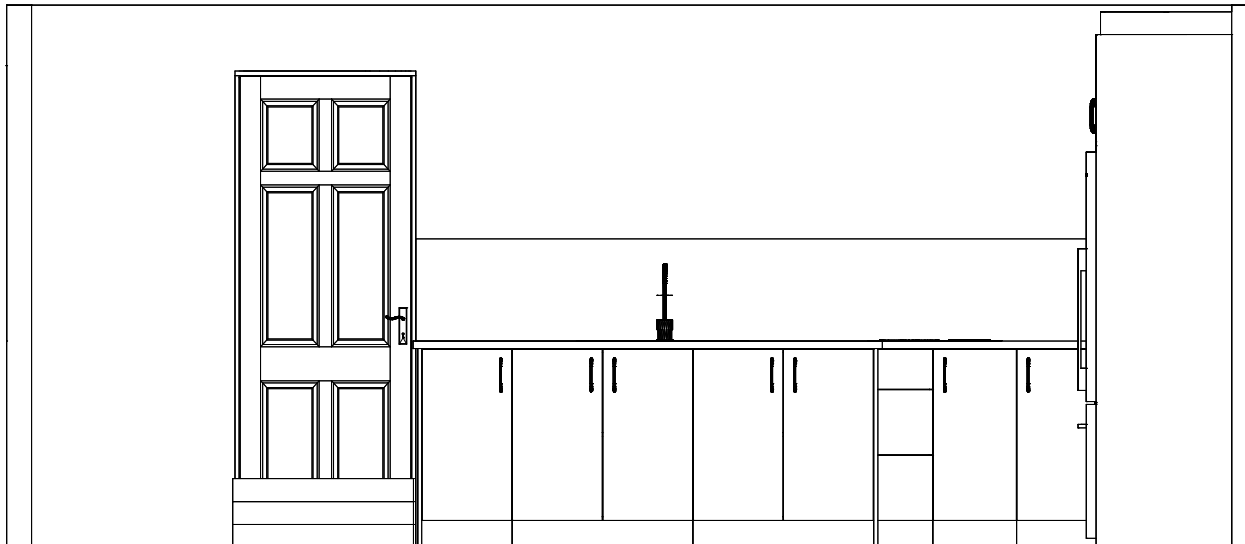
Phone: 0427 478 666

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Job #10825S



C



D

	<p>The Kitchen company</p>	<p>4 WILUNA ST FYSHWICK ACT 2609</p>
<p>Customer: MARTIN MILES (URAMBI VILLAGE) Address: 37/85 CROZIER STREET KAMBAH ACT</p>		
<p>Phone: 0427 478 666</p>		
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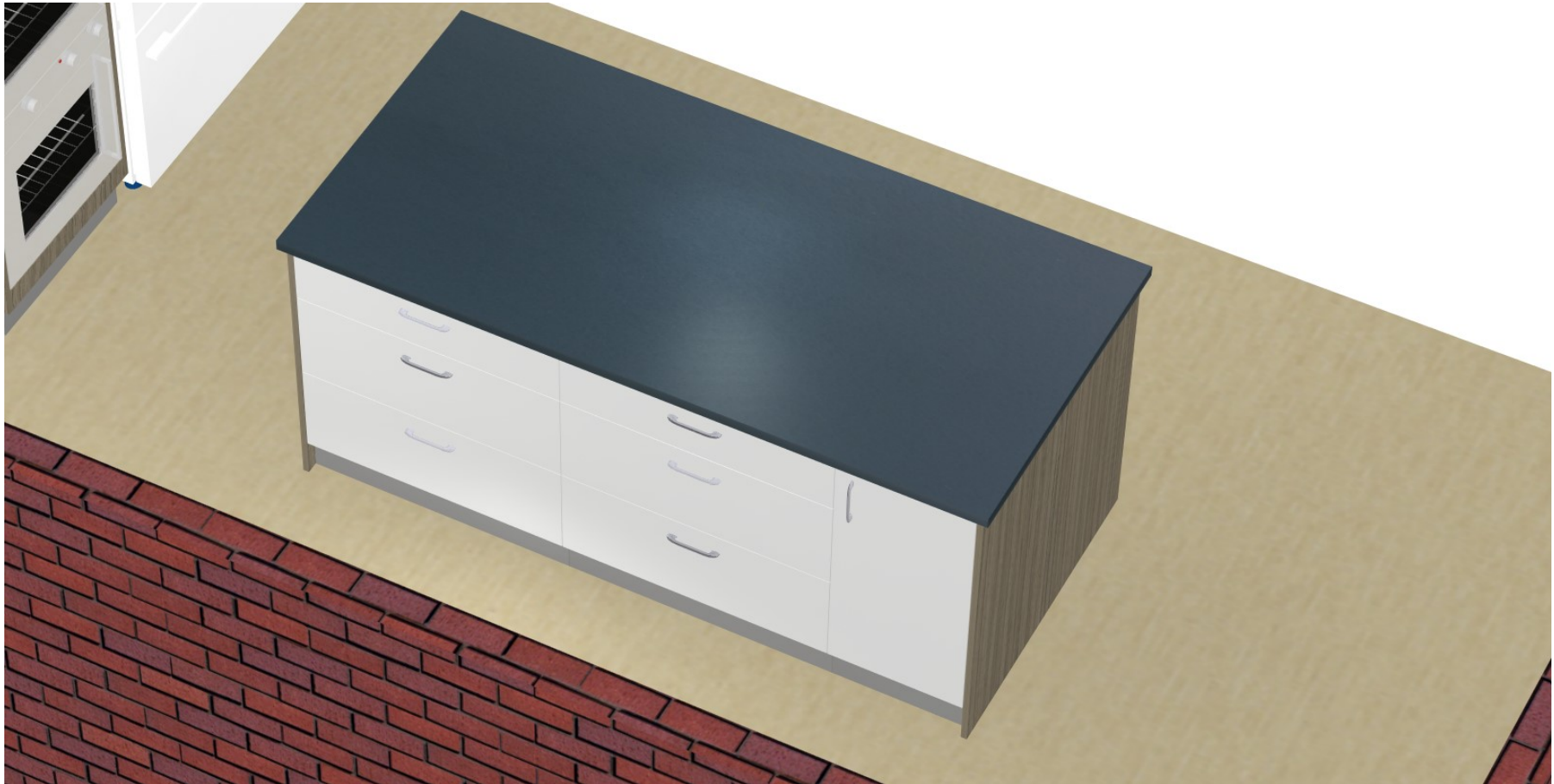
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