

EJ:NS U/2A-G

26th April, 1977.

Urambi Co-operative Advancement Society Ltd.,
P.O. Box 666,
CIVIC SQUARE. A.C.T. 2608

Attention Mr. A. G. Christie,

Dear Sir,

Ref: Urambi Co-operative Advancement Society Ltd.,

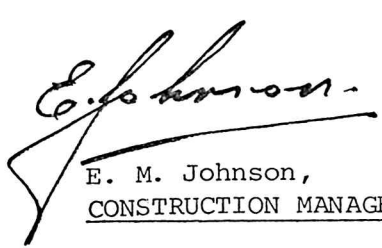
Re: Financial Report

We enclose herewith our Project Cost Analysis which includes not only the month of January but a projected "cost to complete" figures, to the end of the project. For the purpose of the exercise the end of the project has been classified as being 30th June, 1977, this of course being subject to no hold ups on the project such as the delayed programme that currently exists on unsold houses, etc.

Also included is a break up of the preliminaries as was requested, along with the extraction of certain trade figures.

Should you have any further queries, please do not hesitate to contact the writer.

Yours faithfully,
STOCKS & HOLDINGS (CANBERRA) PTY. LTD.,


E. M. Johnson,
CONSTRUCTION MANAGER,

URAMBI CO-OPERATIVE ADVANCEMENT SOCIETY LTD.,

TRADE % INCREASES (approximate).

WORK FOR COMPLETED HOUSE

<u>TRADE</u>	<u>BUDGET</u>	<u>EXPENDITURE</u>	<u>INCREASE</u>	<u>% INCREASE</u>
Excavator & Concretor. 1 - 72	146,704.64	145,642.38	Nil	Nil
Bricklayer/Brick cleaner/ Bricks. 19-43 & 1-13	221,742.57	263,534.43	41,791.86	18.84%
Frame mat. & labour. 1-15 & 19-43, 60 & 62	110,567.56	128,567.47	17,999.91	16.27%
Roof mat. & labour. 19-43 & 1-14	57,453.28	66,242.56	8,789.28	15.29%
Eaves/fixing mat & labour 22-43 & 34	51,307.73	63,540.14	12,232.41	23.84%
Plumber/Drainer				Nil.
Electrical				Nil.
Gyprock 22-43 & 1-5	19,071.46	32,219.13	13,147.67	68.93%
Floor & Wall tiles. 22-43 & 34	12,889.35	15,067.63	2,178.28	16.89%
Painter 22-43 & 34	14,205.48	20,140.51	5,935.03	41.77%
Cleaner House & Yard.			insufficient houses cleaned.	
Roof Tiles 22-43 & 1-3	41,447.77	44,031.09	2,583.32	6.23%
Shower Screen, mirrors etc. 22-43	14,247.70	11,272.99		Nil.

1/2 \$ 110,000

URAMBI CO-OPERATIVE ADVANCEMENT SOCIETY - TOWN HOUSE DEVELOPMENT

PROJECT COST ANALYSIS SUMMARY - JANUARY '77

ITEM	NOV. 75	TOTAL	BUDGET MAY 76	TOTAL	FORCASTED AUG 76	TOTAL	FORCASTED NOV 76	TOTAL	PROJECTED O/A HSE.COST	TOTAL	INCREASE	TOTAL
al Cost Houses												
1 - 72	1,397,719		1,478,856		1,820,575		1,847,339		2,007,223			
Deletions												
Nov. '75	32,916											
		1,364,803		1,478,856							114,053	114,053
<u>Contract Extras</u>												
ishings	4,100		4,460		Included		Included		Included			360
ber Patio & Deck												
17 & 18	2,344		2,550		Included		Included		Included			206
golas to units 1-72	9,934		10,806		Included		Deleted		Deleted			000
ber Hoods Cottages												
18,22,28,33,39	1,824		1,984		Included		Included		Included			160
rttyard 19,20,21	943		6,522		Included		Included		Included			5,579
ck Screen Walls												
1/2	58,687		64,500		Included		Included		Included			5,813
chen Cupboards												
P.C. Amount	55,000		55,000		Included		Included		Included			000
or Locks and												
nitire P.C. Amt.	18,000		18,000		Included		Included		Included			000
oves P.C. Amount	18,000		18,000		Included		See Schedule		See Schedule			13,913
Contract Ext Total:		<u>168,832</u>		<u>181,822</u>								<u>26,000</u>
		1,533,635		1,660,678		1,820,575		1,847,339		2,007,223		140,000
<u>Contract Extras</u>												
ite Cement Sand			7,598		Included		Included		Included			7,598
ilt-in Wardrobes			17,810		Included		Included		Included			17,810
ber Panels to Bathroom			3,017		Included		Included		Included			3,017
rotection of P.C. Items			2,520		Included		Included		Included			2,520
aters			35,391		Included		Included		Included			35,391
haust Fans			1,882		Included		Included		Included			1,882
oping Ceilings			13,157		Included		Included		Included			13,157
ylights			2,336		"		"		"			2,336
replaces			16,488		Var.Credit		Var.Credit		Var.Credit			000
sc. Backfill & Preliminaries			5,217		Included		Included		Included			5,217
tra P.C. Items			344		"		"		"			344
st Contract Ext. Total				105,416								89,200
riations & Arch. structions	Nil		Nil		Nil		Nil		Nil			<u>16,000</u>
		1,533,635		1,766,094		1,820,575		1,847,339		2,007,223		245,300
<u>Int Costs</u>												
eliminaries	124,634		155,000		155,000		170,000		223,933			99,279
ying Areas	8,341		9,073		9,073		Deleted		Deleted			000
rages 1,3,4,5,6	59,320		64,528		64,528		65,546		66,546			7,226
n Areas 1-5	2,645		2,877		2,877		Deleted		Deleted			000
rgola to Walkway	48,952		53,249		53,249		24,296		24,296			(28,953)
derground Power PC	54,000		61,311		61,311		61,311		62,277			2,277
derground PMG PC	6,000											
entral T.V. Tower & Cable	9,000		9,000		9,000		9,000		9,000			000
mmunity Centre	50,000		55,000		55,000		55,000		62,000			12,000
vil Works Carpark Areas	Nil		Nil		Nil)))
vil Works Pre L/S Grading	Nil		Nil		Nil) 48,833) 51,195) 2,362
vil Works Pathways	Nil		Nil		Nil)))
ilding Fee	148,500		148,500		148,500) 148,500) 148,500)
otal Joint Costs:		<u>511,412</u>		<u>558,538</u>		<u>558,538</u>		<u>582,486</u>		<u>647,746</u>		<u>94,191</u>
		2,045,047		2,224,632		2,379,113		2,429,825		2,654,069		339,564

SCHEDULE OF HOUSING COSTS.

HOUSE NO.	MAY. 1976 BUDGET	EXPENDITURE TO 26.1.77	BUDGET OVER SPEND	VARIATION CREDIT	VARIATION DEBIT	FORCASTED TOTAL EXPENDITURE
1	21,366.01	17,839.20	2,535.98	435.00		23,466.99
2	21,220.65	16,889.97	2,554.54	360.00		23,415.19
3	21,178.38	17,449.47	2,341.41	360.00		23,159.79
4	20,572.88	16,242.58	2,707.58	360.00		22,920.46
5	23,525.16	17,388.32	2,478.28	476.00		25,527.44
6	21,308.11	16,667.74	2,355.10	360.00		23,303.21
7	23,205.44	17,759.61	2,768.96	476.00		25,498.40
8	21,110.98	15,592.73	2,607.15	360.00		23,358.13
9	27,383.04	19,805.32	2,400.00		78.50	29,861.54
10	23,388.09	18,525.63	2,478.00		76.00	25,942.09
11	22,157.49	16,895.62	2,438.11		290.00	24,885.60
12	23,732.73	16,890.35	2,607.00	162.00		26,177.73
13	23,008.47	17,433.53	2,607.00		700.00	26,315.47
14	21,550.62	13,590.89	2,445.00	308.00		23,687.62
15	26,356.77	18,622.72	2,363.74		107.50	28,828.01
16	26,800.10	18,999.51	2,462.25		208.50	29,470.85
17	31,772.85	23,940.88	5,249.18	145.00		36,877.03
18	32,911.36	23,649.52	4,902.95		100.00	37,914.31
19	23,886.46	18,727.70	2,860.75	183.00		26,564.21
20	21,409.45	17,800.27	3,395.37	12.00		24,792.82
21	24,030.79	19,167.62	2,767.02		8.00	26,805.81
C/yard	6,522.30	incl. in houses.			127.00	6,649.30
22	33,699.00	34,779.93	2,401.46	126.00		35,974.46
23	25,530.33	27,465.83	2,334.00		801.50	28,665.83
24	32,566.27	33,747.53	2,758.73		1,347.50	36,672.50
25	28,372.36	30,769.62	2,301.76		295.50	30,969.62
26	28,249.13	29,412.32	2,325.51		199.50	30,774.14
27	28,390.72	31,505.84	2,316.62		798.50	31,505.84
28	32,507.74	34,256.71	2,638.91		217.50	35,364.15
29	25,618.95	29,235.50	2,690.05		926.50	29,235.50
30	28,122.45	30,664.45	2,542.00		772.50	31,436.95
31	28,317.45	31,325.91	2,406.96		601.50	31,325.91
32	25,428.17	28,621.24	2,741.57		442.50	28,612.24
33	25,634.36	27,706.96	2,176.10	103.50		27,706.96
34	32,683.31	34,638.14	2,452.99		6,620.50	41,756.80
35	26,261.68	28,712.67	2,023.49		427.50	28,712.67
36	26,077.01	28,647.19	2,193.68		376.50	28,647.19
37	24,175.35	27,033.08	2,724.23		133.50	27,033.08
38	30,052.20	33,314.11	2,815.14		446.50	33,313.84
39	24,637.77	27,817.85	2,995.58		184.50	27,817.85
40	23,286.03	25,856.28	2,089.75		480.50	25,856.28
41	26,020.07	29,308.56	2,890.99		397.50	29,308.56
42	27,777.18	30,918.74	2,238.06		903.50	30,918.74
43	33,020.79	36,767.92	2,789.97		957.16	36,767.92
44	24,090.96	11,705.40	2,478.00		874.66	27,443.62
45	20,701.48	8,392.87	2,445.00		158.66	23,305.14
46	23,954.50	6,856.38	2,478.00	695.00		25,737.50
47	21,137.25	6,477.73	2,552.00	459.00		23,230.25
48	27,522.38	8,291.77	2,500.00	85.50		29,936.88
49	22,102.29	8,468.85	2,438.11		340.00	24,880.40
50	27,456.62	7,635.15	2,500.00		85.50	30,042.12

HOUSE NO.	MAY. 1976 BUDGET	EXPENDITURE TO 26.1.77	BUDGET OVER SPEND	VARIATION CREDIT	VARIATION DEBIT	FORCASTED TOTAL EXPENDITURE
51	20,607.67	6,011.65	2,552.00		261.00	23,420.67
52	23,155.82	8,138.10	2,478.00		483.00	26,116.82
53	23,429.07	4,649.03	2,478.00		277.00	26,184.07
54	20,506.67	4,853.41	2,552.00	106.00		22,952.67
55	28,087.42	6,114.01	2,500.00		107.50	30,694.92
56	27,932.06	5,873.75	2,500.00	181.50		30,250.56
57	27,784.31	6,576.80	2,500.00		123.50	30,407.81
58	20,528.62	4,491.56	2,552.00	106.00		22,974.62
59	21,249.89	5,183.00	2,445.00	459.00		23,235.89
60	20,843.72	12,758.03	2,445.00	106.00		23,182.72
61	27,828.62	14,748.01	2,500.00		78.50	30,407.12
62	23,196.11	11,456.86	2,607.00		60.00	25,863.11
63	27,923.42	13,035.95	2,500.00		4.50	30,427.92
64	23,379.13	15,436.45	2,438.11		72.00	25,889.24
65	20,599.96	11,684.98	2,552.00	106.00		23,045.96
66	23,727.87	12,844.88	2,478.00		60.00	26,265.87
67	23,510.84	13,538.80	2,607.00		60.00	26,177.84
68	20,781.70	12,406.00	2,445.00	106.00		23,120.70
69	20,746.39	6,934.05	2,445.00		178.33	23,369.72
70	22,859.66	7,485.36	2,607.00		165.33	25,631.99
71	20,800.92	7,015.50	2,445.00		178.33	23,424.25
72	23,266.16	13,249.12	2,478.00		60.00	25,804.16
	1,804,537.96	1,314,699.01	186,668.14	6,636.50	22,653.97	2,007,223.57

↑
of TRANS %
INCREASES
\$100,000

URAMBI CO-OPERATIVE ADVANCEMENT SOCIETY LTD.,

PRELIMINARIES BREAKDOWN

<u>Surveyor Fees</u> Certificates etc., 72 @ 100.00	\$ 72,000.00
<u>Building Fees</u> (Department)	\$ 1,827.00
<u>Plant & Equipment</u>	
Hoist/Brick elevator.	\$
Small tools. Item.	\$ 1,000.00
Kanga's ladder etc., Item.	\$ 1,500.00
Machine Hire (truck hire) Hours.	\$ 1,200.00
Crane Hire Item.	\$ 2,250.00
Scaffolding. Item.	\$ 5,000.00
Brick cutting bench. Item.	\$ 1,305.00
<u>Site Establishment</u>	
Site office Offices & storage sheds to 25.2.77 = \$3,774.00	
Arch office + 3 mths. @ 408.00 = \$1,224.00	\$ 4,998.00
Change room - lunch room.	\$ 3,600.00
Toilet blocks No. 3	\$ 1,200.00
Storage sheds	\$incl. above
Storage shed (1 extra).	\$ 544.00
Hordings (compound)	\$ 1,214.00
First Aid	\$ 250.00
Phones (rental on P. Nikolic phone).	\$ 500.00
Notice board.	\$ 370.00
<u>General</u>	
Ashes to drives Item.	\$ 300.00
Broken glass over & above insurance Item.	\$ 800.00
Theft over & above insurance. Item.	\$ 1,000.00
Footpath protection. Item.	\$ 490.00
Maintenance 72 @ \$85.00	\$ 6,120.00
Temporary water & power \$4,400.00 (+ generator hire) = \$5,378.50	\$ 9,778.50
<u>Insurance</u>	
All premium paid 12 mths. in advance.	
Workers Compensation.	
@ Rate of \$11.83 per \$100.00 of wages x \$80,000.00 = \$9,464.00	
Public Risk.	
@ Rate of \$0.30 per \$1,000.00 value of contract \$1,100.00 = \$330.00	
Contractors all Risk	
@ Rate of \$2.15 per \$1,000.00 on value of Contract \$1,100.00	
= \$2,365.00	
\$12,159.00	\$ 12,159.00
<u>Transport</u>	
One only truck valued @ \$7,500.00 less depreciation @ 16% for first 12 months.	\$ 1,200.00
Running cost per 12 months.	\$ 3,900.00
Hire of utility claimed to date 2/77 \$3,090.00 + 4 mths @ \$240.00 = \$960.00	\$ 4,050.00
<u>On Site Company Labour.</u>	
Claimed to 2/77 \$111,132.00	
3 & 4/77 33,000.00	
5 & 6/77 6,000.00	
\$150,132.00	\$150,132.00
TOTAL.....	\$223,933.00

URAMBE CO-OPERATIVE C.A.S. LTD: BUDGET 28/4/77.

ITEM	AUGUST 1976		EXPENDITURE TO 28/4/77	EXPENDITURE TO 28/4/77	EXPECTED TOTAL	NECESSARY DELETION
	ESTIMATED COSTS	ALLOWED COSTS				
<u>STOCKS + HOLDINGS</u>	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)
HOUSES	1,772,000	1,804,000			2,007,223	?
PRELIMINARIES	155,000	167,000			223,933	?
FEE	150,000	152,000			148,500	80-100,000
PERSONA	27,000	29,000	-	-	24,296	24,296
COMMUNITY CENTRE	55,000	60,000	30,150*		62,000	22,000
GARAGES	65,000	67,000	50,678*		66,546	
GUIDELINE/MOGO	41,000	41,000	44,704*		51,195	
BARBER/TAYLOR/CPA	69,500	70,000	20,816*		71,277	20,000
TOTAL STOCKS	2,326,500	2,382,000			2,654,970	86,296
MOGO CONSTRUCTIONS	217,000	220,000	148,973	148,973	149,000	
ACTEIA	28,500	28,500	28,970	28,970	28,970	
TELECOM	-	5,550	5,550	5,550	5,550	
BURNING, LOGS, ETC	-	-			13,000	
TOTAL OTHER CONTRA	245,500	254,050			196,520	-
ARCHITECT/C of W	132,000	132,000	108,862	118,814	132,000	10,000
ENGINEERS	40,000	42,000	42,875	45,335	48,000	
LEGAL, VALUATION ETC	20,000	22,000	13,814	13,814	30,000	
TOTAL FEES	192,000	196,000	165,511	177,963	210,000	10,000

* EXPENDITURE TO END MARCH CLAIM.

(2)

ITEM	AUGUST 1976		EXPENDITURE TO 12/4/77	EXPENDITURE BILLS TO 12/4/77	EXPECTED TOTAL	NECESSARY DEDUCTIONS
	ESTIMATED COSTS	ALLOWED COSTS				
	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)
<u>MISCELLANEOUS :</u>						
LAND	112,000	112,000			112,000	—
LANDSCAPING	25,000	25,000	3,489		10,000	6,000
INTEREST	55,000	65,000			110,000	?
MORTGAGE INSURANCE RATES	11,000	11,000	11,306	11,306	11,306	—
ADMIN ETC	—	—	4,104	4,104	4,104	—
ADVERTISING	5,000	5,000	8,180	8,180	10,000	1,500
SWIMMING POOL ETC	—	—	2,355	2,720	5,000	?
	20,000	20,000	—	—	—	—
TOTAL MISCELLANEOUS	228,000	238,000			262,410	7,500
TOTAL PROJECT COSTS	2,959,000	3,037,000			3,323,900	190,000
<u>REVENUES</u>						
HOUSE PRICES	n.a.	3,070,000			3,102,000	?
PENALTIES, SHARES		10,000			10,000	
BODY CORP. PAYMENTS		—			2,000	
GARAGE SALE		—			? 20,000	
TOTAL PROJECT REVENUES	n.a.	3,080,000	n.a.	n.o.	3,134,000	?
DEFICIT					190,000	—

JH

Urambi Board meeting, 8 p.m., 28 April 1977, Urambi 25.

Agenda

1. Confirmation of minutes of 14 April 1977
2. Review of building progress
 - 2.1. House building generally (forecasted completion dates)
 - 2.2. House building problems.
 1. House 29; fan in kitchen
 2. House 64; heating in DINING plus other queries.
 3. House 17; the old perennial.
 4. House 49; lighting arrangement
 5. Downlight installation
 6. Front laps
 7. House 60; special kitchen
 8. House 65; kit. & bath tiles, sink, d/washer, pergola
 9. House 11; tiles
 10. House 37
 11. House 13
3. Budget
 - 3.1. Current bills
 - 3.2. Financial position current debt \$283,000
for November to \$500,000 again
 - 3.3. Cost estimates \$200,000 in the red
levelly budget,
costs + \$330,000, \$225,000 for November budget
4. Sales
 - 4.1. Display house Urambi 63
 - 4.2. Prospects
5. Settlements and rectification
6. Committee reports: Interim Body Corporate Committee
7. Other business: downlights
newsletter

Information for the Board, Credit Co. Operative C.A.S. Ltd.

Conversation with David Harper (Abbott, Tourer and Williams)

on May 5, 1977

1. Summary of Society's Position

- On present estimates, the Society faces a deficit of approximately \$190,000 on the Credit Village development. Savings due to certain items could reduce this deficit to some \$100,000.
- Current outstanding debts are:

1st Mortgage: (Credit Co. of P.B.S. Ltd)	\$750,000	
2nd Mortgage: (CNSW)	\$280,000	(approx)
Unsecured: Stocks and Holdings	\$490,000	(approx)
Miscellaneous	\$15,000	(approx)
- Cash assets: \$2,700 (approx)
- Verbal advice received from Stocks and Holdings (Canadian General Manager) that a demand for payment of the outstanding debt (expected to be some \$600,000) by June 10, 1977.

Motiv for the demand for payment appears to be to force (?) Credit to increase their lending limit from the ~~very~~ recently agreed \$585,000 for May to the original limit of \$807,000.

- Settlements expected during May

6 - 14	to provide approx	\$320,000
15 - 16	\$80,000
19 - 21	\$109,000
		\$589,000

	Total	approx	\$ 567,000	
• Payments to				
		<u>Civic</u>	<u>BNSW</u>	<u>Uranbi</u>
6-14	(approx)	170,000	45,000	105,000
15-16		50,000	12,000	18,000
19-21		63,000	16,000	30,000
34		31,000	8,000	19,000
Totals		<u>314,000</u>	<u>81,000</u>	<u>172,000</u>

- Minimum payment to Stocks and Holdings
approx: \$170,000
ie. debt is approx \$430,000.

- Maximum payment to Stocks approx \$567,000
- Discharge of Stocks bill requires live to lend to \$800,000

2. Stocks and Holdings want the Society to refinance both their debt and the development finance for unsold houses

- Problem: impossible to refinance when facing deficit of \$100-190,000.

2. Questions

- (a) - When facing expected deficit should Uranbi actively inform its creditors and/or financiers of the expected outcome?

ie. should we call a meeting and announce our difficult position?

- (b) - Can Stocks and Holdings be made legally liable for some (or all) of the deficit?
 re. can Urambi sue Stocks to recover costs?

3. Active Disclosure?

- Previous conversations between Urambi (Watson and Christie) and Abbott, Toub, Cren and ~~to~~ Wilkinson (Harper and Motoney) have concluded with the advice from NTCW that:
 - all questions, ^{we} to be honestly answered by them
 - advice on deficit situation should not be unilaterally provided.
- Telephone conversation (today) between Urambi (Christie) and Abbott, Toub etc (Harper) broadly confirmed this except the caution against unilateral disclosure was stronger.
- Case against active disclosure:
 - could cause a precipitate reaction by either Stocks and Holdings or Live, BNSW or NCTCA, which could worsen the situation.

~~a course set~~

- if Stocks were to stop building activity then existing purchasers may not get houses and the overall costs could be expected to rise, thereby increasing the deficit.

- if live, NSW or MICA were to cease providing finance as planned, then this could precipitate Stocks 'stop-work' action.
- Case for active disclosure:
 - Unambi directors would be seen as not attempting to hide the deficit situation,
 - parties ~~so~~ who would be affected by the eventual outcome (i.e. who would pay) would be participants to decisions influencing that outcome.

4. Stocks and Holdings legally liable?

- Under the terms of the contract Stocks are not legally liable as they are able to pass on all costs. Only exceptions ~~to~~ to this conclusion would be if there is a clause such as one specifying "quality" of performance (e.g. in competence etc) which ~~is~~ Unambi could use.
- "Common law" basis? No, according to Harper
- Practical difficulties:
 - building would cease if Unambi sued Stocks,
 - the inevitable time delay of court case would make the situation worse,
 -

5. Other Relevant Factors / Questions

- Extent of disclosure to members?
 - in practice, virtually equivalent to disclosure to Builder + Financiers.
- Impact on completion of Community centre?
- How to complete the project?
 - Stocks and Holdings to buy unsold houses?
- Impact on sales? ..
- Sold, but incomplete houses. & Security of purchases.

Markin Ch...

David & Heide Watson

From: "David & Heide Watson" <dhwatson@netspeed.com.au>
Date: Tuesday, June 21, 2016 8:15 PM
To: "Nic Brown & Suzanne Davey" <daveybrown@netspeed.com.au>
Cc: "David Keightley" <david@dara.com.au>
Subject: Re: Urambi's first ('interim') BCC Convenor

Hi Nic

I am now better informed, thank you.

I have a hard copy of the minutes of the First Annual General Meeting held on 6 June 1977.

Mary Murray was elected Convenor, and wrote the Convenor's report for the Second AGM held on 23 July 1978.

Most of the Interim BCC went on to the BCC elected at the 6 June AGM, except Blanche, and Keith McIntyre who replaced Mike Robbins on Landscaping.

It is my recollection that Mary was the influential one in those early days, but I can't be sure.

I would be interested to hear of Blanche's contribution up to the First AGM, if anyone can remember.

Best regards
David W

PS David K: Is there a copy of the papers referred to above on our site. If not, should I look out what I have?

-----Original Message-----

From: Nic Brown & Suzanne Davey
Sent: Monday, June 20, 2016 9:50 PM
To: David Watson
Subject: Urambi's first ('interim') BCC Convenor

David
See the attached - Blanche was Convenor of the first ('interim') Body Corporate Committee

Nic

URAMBI FIRST ANNUAL GENERAL MEETING OF BODY CORPORATE

June 6, 1977 8pm

Agenda:

1. Report by Alister Christie, chairman of Urambi Board, on recent developments.
2. Election of Body Corporate Committee
3. Report by Bill Cushing on accounting system
4. Report by Terry Healy on levies for garages, parking spaces
5. Report by Mike Robbins on landscaping
6. General business: doctor's surgery
parking complaints
etc.

+

Our first Body Corporate Committee meeting will be on Wednesday Sept 3rd, at 8.15 pm in the Community Centre, if this is convenient to you. If you cannot make it on Wednesday, please let me know (317149) as soon as possible, so that another time can be arranged.

Some of the items on our first agenda will be

- allocation of responsibilities
(last year there were convenor, treasurer, secretary, development, maintenance, community centre, Urembi News Structures. We have an extra c'hee member this year, so may want to add to these, or change them round a bit.) with Nathan
- issues arising out of A.G.M
(golf course, veg. garden screening, swimming pool / tennis court, ... what else?)

Steven - Convenor
Joane
Jan - Development
Keith - Treasurer
Jenny - Development & Parking
Annel
Matt
Sylvia - Pool/court
Roger - Urembi News

Steve (House 40)

PROPRIETORS UNITS PLAN 119:
NOTICE OF FIRST ANNUAL GENERAL MEETING

The first annual general meeting of the Urambi Body Corporate will be held at 8.00 p.m. on Monday, 6 June in House 20, Urambi Village. All residents and members of Urambi are invited to attend.

The meeting must, under the rules of the Unit Titles Ordinance, elect a Body Corporate committee of not less than 3 persons and not more than 7. This committee shall enforce the articles of the Unit Titles Ordinance and control, manage and administer the common property. To date an Interim Body Corporate Committee has been functioning. Its members are:

Convenor : Blanche Pratt
Secretary : Marion Powall
Assistant Secretary : Mary Murray (Formerly Maddern)
Treasurer : Bill Cushing
Legal Advisory : Guy Probert

Sub-committee convenors are:

Landscaping : Mike Robbins
Parking : Terry Healy
Structures : Ian Kortlang
Community Centre : Jenny Everett

Besides the election of a committee, the meeting will also be called upon to decide on the interim Treasurer's proposal to hire the firm of Allan Curtis as Body Corporate accountants; the size of parking levies; a request to allow a doctor's surgery in Urambi Village; and landscaping questions. Members who want other items placed on the agenda should contact Marion Powall, Telephone: 45 2234 (work) by 3 June. Nominations for the Body Corporate Committee may be given to Marion or handed in before the opening of the meeting.

Marion A. Powall,
for BLANCHE PRATT 23/5/77
(Convenor)

URAMBI COOPERATIVE COMMUNITY ADVANCEMENT SOCIETY LIMITED

BALANCE SHEET AS AT 30TH JUNE 1977

1976

Subscribed Capital

<u>\$3,080</u>	2,000 shares of \$2 each	<u>\$ 4,000</u>
----------------	--------------------------	-----------------

Represented by:Fixed Assets

11,900	Leasehold Land - paid on Block I, Section 149, Kambah A.C.T.	81,147
330,680	Development Costs to date	<u>495,904</u>
<u>342,580</u>		577,051

Investments

20	20 shares of \$1 each in Civic Co-operative Building Society Ltd.	20
<u>342,600</u>		<u>577,071</u>

Current Assets

60,978	Deposit - Civic Co-operative Permanent Building Society Ltd.	2,672
129	Bank of N.S.W. - Current Account	257
10	- Savings Account	10
2,623	Commercial Bank of Australia Ltd - Current Account	1,741
-	Abbot, Tout, Creer & Wilkinson - Trust Account	<u>1,540</u>
<u>3,740</u>		6,220
406,340		<u>583,291</u>

Less Current Liabilities

192,953	Advance Deposits paid by members	51,341
164,800	Civic Co-operative Permanent Building Society Ltd. - Advances to date (secured by a registered first mortgage over Block I, Section 149, Kambah A.C.T.)	350,092
45,507	Trade Creditors and Accruals	12,197
-	Bank of N.S.W. (Secured by registered second mortgage over Block I, Section 149, Kambah A.C.T.)	<u>165,661</u>
<u>403,260</u>		579,291
<u>\$ 3,080</u>		<u>\$ 4,000</u>

URAMBI COOPERATIVE COMMUNITY ADVANCEMENT SOCIETY LTD.PROPERTY DEVELOPMENT ACCOUNT FOR YEAR ENDED 30TH JUNE, 1977.

<u>1976</u>		
29,974	Work in Progress - 30th June 1976	\$342,580
	<u>Expenditure During Year</u>	
187,131	Contractors Claims	1,919,447
58,010	Architects Fees	32,685
31,697	Engineers Fees	9,996
11,200	Leasehold Land	69,246
7,760	Mortgage Insurance	4,647
5,969	Legal Fees	11,273
3,850	Valuation Fees	-
2,264	Interest Paid (net)	86,650
-	Rates	3,583
1,444	Secretarial Assistance	-
-	Administration Charges	1,429
720	Survey Fees	-
392	Printing, Stationery & Postage	-
388	Lodgement of Plans	-
335	Telephone etc.	7,624
320	Bank Charges	397
282	Advertising	2,821
250	Audit Fees	1,400
212	Consultants Fees	-
190	Accountancy	-
162	Travelling & Entertainment	-
30	Hiring Charges	-
-	Body Corporate Expenses	187
-	Sundry Expenses	165
-	Landscaping	3,541
-	Electricity Connection	22,144
<u>312,606</u>		<u>2,177,235</u>
342,580		2,519,815
-	<u>Less Progress Payments to date</u>	<u>1,942,764</u>
<u>\$342,580</u>	<u>WORK IN PROGRESS - 30th June 1977</u>	<u>\$ 577,051</u>

BOARD MEETING

28/7/77

Present:

Christie Pratt (Blanche)
Batty
Maher Peter Bell (architect)
Watson
Lang (part)

Dr Christie outlined that there were a number of matters still outstanding from the last Board meeting:

- . co-axial cable-status of installation
- . drainage and sewerage - location of pits and correction of damage
- . storm-water channels (west side)
- action to take
- . five plugs and stop valves - location and identification
- . bill for block sewerage \$195 - payment action appropriate.

P. Bell: re Co-axial cabling distribution

Barker and Taylor has installed some of the cabling as sub-contractor for Canberra Professional Equipment - ADAR were putting the boxes into the houses when brick-work was being completed. Barker and Taylor and Canberra Professional Equipment have been requested to be away from the site by Stocks and Holdings. Completion of this cabling by Stocks and Holdings cannot be expected as a matter of course. This is causing concern to particularly the west facing tri-levels. It will be taken up by Alastair Christie with Mr Johnson of Stocks and Holdings.

Sewer manholes

Some are damaged, and some cannot be located. The Some time ago the architects requested drawings of services (work executed) from Stocks and Holdings; Stocks had indicated that this was part completed. Foxlee would have field notes on the location of all major manholes. Mr Bell said we could advise Stocks that certain manholes and pits were not in usable state. Dept. of Construction could put pressure on the builder to put these things right. Otherwise, it will be up to the Body Corporate to find money to do it.

Fire-plugs and stop-valves

These are identified on Taylor Thomson and Whitting drawings - should have been done by Mogo, and this may or may not have been specifically transferred to Guideline. The Society should ask Stocks to ask the replacement contractor (Guideline) to take the necessary action - Bill Gordon should have noted this in arranging the take-over from Mogo. The position was not as clear on stop-valves, as it was for fire-plugs, said Mr Bell. Peter Bell will ask Mr Branston of the ACT Fire Brigade of the requirements for Urambi fire-plugs, and pass on to the Board. Similarly, stop valves requirements would be requested from the Department of Construction.

Storm-water outlets on the west side

There are three trenches which were dug by Stocks and Holdings. Bill Gordon was proposing a battered spillway as a possible solution; Stocks priced this at about \$1500 for either 1 or 3 - check Bill Gordon's sketch and VPR. The Dept. of Construction is being approached by Ian Lowe.

Architectural inspection

Houses are now being settled without any architectural inspection. This breaches the agreement between the Society and the builder, and it leaves the Society in an extremely awkward position in the event that there is dispute on architectural items. There is no agreement as yet between Stocks and the architects on the appropriate fee. Mr Bell was to have met with Mr Johnson on this matter.

Underflow ventilation to tri-levels

Mrs Edwards (House 64) has had a private inspection revealing mould and damp under her house. There was action in hand to put in ventilation and vents to her house. Sub-floor ventilation was not put in according to the specification; in January 1977 this was pointed out to the builder; for all tri-levels there is this problem.

30th June Certificates of Fitness

The Board agreed that an extension should be granted, if requested, to those persons recently asked to settle within 28 days of the Certification date 20/7/77, on the grounds that advice was not given until the 14th of July. Mrs Edwards had already been granted an extension of 14 days following consultation between Abbott Tout and Alastair Christie.

Alastair Hay's wing wall (House 71)

A hold on the wing wall was placed because of the tree. An architect's instruction was issued 3 to 4 months ago for a wooden fence in lieu. This would be an obligation of Stocks, as part of its agreement to honour existing contracts.

Letter-boxes

P. Bell to provide instructions for the letter boxes for Houses 1 to 9 tomorrow (29 July) to Mr Johnson and a copy to the Society.

Fireplaces

Chris Lang to provide information to Blanche Pratt and Joan Maher, who will have to collect money, prepare a letter to Stocks and Holdings etc. David Watson will follow up future billing from Burning Log.

Letters to Stocks

Letters re drainage and sewerage will be channelled through Alastair Christie.

Maintenance Lists

These will be taken up by Joan Maher and Blanche Pratt, who will prepare a letter to Stocks for despatch on Monday 1 August.

Healy timber panelling (House 42)

It was decided that the Secretary should check the records to clarify the obligation of the Society to the owners of House 42.

Lang water problems


Two problems occurred recently; leaking joint under the floor in the kitchen, and from the main shower wall/floor joint. Matters of poor workmanship in future, outside the maintenance period, could possibly be pursued by taking action against the builder. This would involve calling "expert witnesses to give evidence", and would be difficult. More practicably, it should be clarified what insurances cover.

Thanks to the architect

Mr Bell had been specially invited to be present at this Board meeting because he had indicated he would be returning to live in Sydney in August. He still had responsibilities on other projects as well as Urambi which would bring him to Canberra from time to time. It was agreed that there ^{was} an urgent need to settle the arrangement with the builder whereby the architect would inspect those houses still to be completed, and for which contracts existed with the Society at the time of the new agreement with the builder. Mr Bell expected that this would be clarified the next day.

The Board expressed warmly its thanks for the efforts put into the project by Mr Bell since he came to Canberra over a year ago as the supervising architect. At that time there were many loose ends, and difficulties of various sorts had made the supervising architect's tasks extremely demanding.

Mr Bell was thanked for the way in which he had worked "beyond the call of duty", and co-operated with the Board to get the project finished. While close supervision of the last phases by the architect would not be possible, Mr Bell said that he was available for phone advice, and would assist us in any way he could.



(David Watson)
for Secretary

15. 8. 77.

BOARD MEETING18 AUGUST 1977

Present Christie
Watson
Pratt
Lowe

Apologies Batty
Lang

Maintenance

Mrs. Ballard - has paid for maintenance work on sliding doors, and the installation of an exhaust fan. She requests rebate. Ms. Pratt will write a letter to Stocks pointing out the need for maintenance action, and that one resident has taken matters in to her own hands. Ms. Pratt to check whether contract with Mrs. Ballard includes a fan, and to advise Stocks accordingly.

Stocks and Holdings Maintenance Action - The Society wrote to the builders on 27 July and 8 August. Maintenance was due to start on 14 August as indicated in Stocks letter dated 2 August. Mr. Christie to follow by phone, and letter if necessary.

Letter of 3 July, Society to the Builder - covered work required on manholes, drains, etc. Stocks replies on 11 August, agreeing to do certain work, including providing covers where these are necessary. The Society would have to uncover number of covers, clear entries to drains, and arrange for drainage work on the west side of the site. Mr. Lowe will hold off his approach to Department of Construction on West-side drainage until Stocks have done their work. The Society should write to Stocks emphasising the urgency of providing covers, requesting copies of drawings, and requesting early action - action by Pratt/Christie.

Burning Log - Mr. Lang has received cheques from individuals for fireplace furniture. He will meet with manager of Burning Log on Saturday 20th August to make payments for work already performed, and to make arrangements for installation of remaining fireplaces.

Master Keys - the holding of master keys to fit each house is a matter to be considered by the Body Corporate.

Refunds and Payments - out of the cheque for \$8572.00 received from Stocks & Holdings, there were a number of items to be approved

(1)	Kortlang - fireplace deletion & refund for wrong tiles	\$532.00
(2)	Burning Log - 6 fireplaces installed for houses 43, 24, 27, 21 and 20	\$2316.00
(3)	Householders who have paid for downlights	
		Kay (8) \$160
	Moved Pratt, seconded	Ryan (12) \$240
	Christie, to pass above	Robbins (2) \$ 40
	for payment	Watson (5) \$100
		Kortlang (3) \$ 60
		Gascoine (6) \$120
		Lowe (8) \$160
		Golski (11) \$220
		Lang (4) \$ 80

(57) \$1180

Architect Inspection: The architect has not been approached to inspect any houses since the agreement with the builder that all houses with existing contracts be inspected. Christie to approach the builder to ensure the agreement is carried out, because the Society needs to be protected against future problems arising. The carrying out of underflow ventilation for tri-levels is a central problem which requires architectural clearance.

Money in Trust: on a number of occasions at settlement, money has been placed in trust for work not completed e.g. Hay (71) - wing wall to fireplace. The Society (Watson) requires a list of retained money and outstanding items from Abbott Tout.

Cushing Spiral Staircase - letter to Stocks to note that this item is still outstanding. This has been paid for (Action: Pratt)

Fireplugs and Stopvalves - a letter from the architects suggests referring to the engineer's drawings which specify the requirements. Mr. Christie to contact Bill Gordon to establish whether Guideline should have completed this portion of the original Mogo contract.

Healy Panelling (in 42) - Society's obligations are still not established. Ms. Pratt to examine minutes and make submission to the builder for rebate.



.....

(D.J. WATSON)
for Secretary

Phone Discussions Mike Johnson
Stocks & Buildings

6 Sept 77

Architectural Inspections - Johnson said arrangements had been made for Peter Bell to inspect 6 houses - he did not have the details of which ones. I indicated that the Society strongly felt the need for every house to have an architectural inspection.

Follow-up: ~~confirm~~ with P. Bell ^{ply letter to the Sydney office} ~~that~~ ^{advised} that no arrangements ~~were~~ ^{have been} made; need for inspection of Angus Houston's house; need for listing of houses still to be inspected. Write letter to rocks making Societys attitude clear.

Maintenance - Rocks chief Executive had given instructions to concentrate on completions, and hence proposals to proceed with maintenance had been delayed. Ross Lancaster had some urgent maintenance items which he was attending to.

Follow up - ^{Blanche Pratt to} check with Ross Lancaster what urgent maintenance was in hand. Check with Blanche Pratt the ~~latest~~ results.

Money with held by Societys Members - Johnson said that it had been agreed that the Society ~~with~~ would instruct its solicitors that money with held could be paid once rocks had made payment to the Society (\$200 now paid)

Follow up - ~~AGC~~ ^{Christie} to discuss with Johnson; no agreement had in fact been made, and the fireplaces would in ~~the~~ the case of unsold houses be arranged and paid for by the Society without the funds going to stocks.

House 72 - Houstone - Johnson asked could we make sure that Mr Houstone did not disturb the display house lawn.

Follow up - Having spoken to Christie, who has concern for wet-weather access to his house, the issue is "what action should be taken to provide paths to the houses at the Houstone end of Block 109."

David Watson

MATTERS FOR DISCUSSION WITH
STOCKS AND HOLDINGS (CANBERRA) PTY. LTD.
12 SEPTEMBER 1977

All individual units
by end of Sept - to practical completion

7.30 at the site
office

VIRTUALLY
44, 45, 46, 47, 49, 50, 59, 62, 63, 66, 68, 70
RESTORING
48, 50, 51, 52, 53, 55, 56, 57, 58, 67

1. Building Program, including landscaping, community centre and public lighting.

2. Architectural inspections. —

3. Money retained at settlement.

4. Maintenance.

5. Temporary electricity poles. —

6. Stop-valves and fire-plugs. — Ross Rancaster

7. Drainage. — House 15 - drainage to be attended to later by Staff

8. Underfloor ventilation for tri-levels: —

9. Individual Houses:

- ✓ No. 10 - spiral staircase,
- ✓ No. 1 - kitchen cupboards,
- ✓ No. 24 - water through TV conduit
- No. 72 - path, temporary and permanent
- bathroom drain plug to correct
- water ingress.

Deposital of surface water

The quality of levels

10. Sales.

11. Other matters and further meeting. Insulation

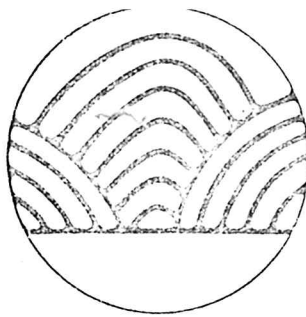
66, 67, 68 & 70 will ~~be~~ have work to unit

to be completed = 7 October.

(A. G. Christie)
Chairman

External works

- Landscaping - basically assoc'd with MLG HT. to be completed = 7 October.
- Community Centre - mid OCT
- Public lighting - B & T will be on site - complete end Oct.
- External paving - to front of group M
K
- Demolition work - in total by end Oct, except site office. in stripping former jobs.



URAMBI CO-OPERATIVE
COMMUNITY ADVANCEMENT SOCIETY LIMITED
P.O. BOX 666 CIVIC SQUARE ACT 2608
TEL: IAN LOWE 452566 A/H 863700
JIM BATTY 452554

29 November 1977

NOTICE OF ANNUAL GENERAL MEETING 1977

Members are notified that the Society's AGM will be held Thursday, 15 December 1977 in the Community Centre, Urambi Village. The meeting will commence at 8 p.m.

The Annual General Meeting is the forum in which the members are formally advised of progress and the legal and financial status of the Society.

1976-77 has been a crucial period for Urambi and it is important that Members come to the AGM to hear and discuss the reports and explanations of recent events, to consider the future of Urambi and to elect Directors to complete the work of the Society.

Agenda

1. Minutes of 1976 AGM (copies will be available at the meeting; members who want a copy prior to the meeting should contact C.M. Lang)
2. Chairman's report (A. Christie)
 - Highlights of progress since AGM 1976
 - Financial position
 - Implications of financial position
 - Future of Urambi Co-operative CAS Ltd(Copies of chairman's report will be available at the meeting).
3. Presentation of Audited Accounts and Balance Sheets
4. Election of Directors (in accordance with Rule 58, A.G. Christie, D.J. Watson and C.M. Lang retire at this AGM; in accordance with Rule 60 they nominate for re-election. J. Maher has also retired.) Nominations for director will be accepted at the meeting, or prior to the meeting, by the Secretary, C.M. Lang.
5. Election and remuneration of auditors.
6. Any other business.

C.M. Lang
Secretary to the Urambi Board
House 39, Urambi
Phone: 317.353 (h); 45.2234 (w)

Irish Young & Outhwaite

CHARTERED ACCOUNTANTS

ALSO AT SYDNEY MELBOURNE BRISBANE ADELAIDE PERTH

FIRST FLOOR
30 AINSLIE AVENUE
CANBERRA CITY, A.C.T. 2601

L. R. ABRAHAM, F.C.A.
W. R. PORTER, F.C.A.
G. E. BIGG, F.C.A.

TELEPHONE 49 1055

BOX 230 CIVIC SQUARE A.C.T. 2608

TELEGRAMS AND CABLES
"GREATDAY" CANBERRA

PFMcP:JS

15th December, 1977.

Mr. A.G. Christie,
Chairman of Directors,
Urambi Co-operative Community Advancement
Society Ltd.,
Crozier Circuit,
KAMBAH 2902

Dear Mr. Christie,

Re: Annual Audit 1976/1977

We enclose a draft set of accounts for the Society for the year ended 30th June, 1977. We must stress that at this stage the accounts are unaudited and we would ask that the members be made aware of this fact.

At 30th June, 1977 the Society was indebted to Stocks and Holdings (Canberra) Pty. Ltd. for approximately \$250,000 which represented claims rendered but which could not be met by the Society. Under the terms of an agreement entered into with Stocks and Holdings on 16th June, 1977, that company has agreed that they will not seek to recover any deficiency in funds from Urambi Co-operative Community Advancement Society Limited so long as the Society conforms with and observes the provisions of the Deed. Until we can confirm an amount with Stocks and Holdings it is not possible to make any allowance for the above contingent liability in the accounts.

Yours faithfully,
IRISH YOUNG & OUTHWAITE

per:

