

Legal

ABBOTT TOUT CREER & WILKINSON
SOLICITORS

CANBERRA PARTNER:
DAVID CLEMENT DAROLD HARPER, B.A., LL.B.

ASSOCIATES:
ROBERT JOHN McCOURT, B.A., LL.B.
RICHARD CHARLES FITZGERALD MOLONEY, LL.B.
LAURENCE GUY PROBERT, B.EC., LL.B.

SYDNEY PARTNERS:
JAMES NEILL CREER
PETER MARSHALL WILKINSON, LL.B.
KENNETH LEA ADDISON
VICTOR FRANCIS KELLY, LL.B.
KENNETH JOHN PALMER, B.A., LL.B.
ROBERT WILLIAM MCCORMACK
WILLIAM JAMES HENTY, LL.B.
MICHAEL LANCASTER OATES
JOHN DAVID EDELMAN
PAUL JOHN GREGORY, LL.M.
ROBERT JOHN GEORGE MILES, LL.B.
JOHN KERIN MORGAN, B.A., LL.M.

N.R.M.A. HOUSE
92-96 NORTHBOURNE AVENUE
CANBERRA CITY
AND AT 60 MARTIN PLACE SYDNEY

TELEGRAPHIC & CABLE ADDRESS
"ABATOUT," CANBERRA
TELEPHONE: 49-7788
DX 5622 CANBERRA

YOUR REF.
OUR REF. RM.8216

PLEASE ADDRESS ALL CORRESPONDENCE TO
P.O. BOX 828
CANBERRA CITY, A.C.T. 2601

1st August 1977

2/8
R

The Secretary,
Urambi Co-operative Community Advancement
Society Limited,
P.O. Box 666,
CIVIC SQUARE A.C.T.

Dear Sir,

re: SALE TO BATTY, J. A. & C. M.
UNIT 61

We advise that Mr. & Mrs. Batty were due to settle their purchase of the above unit on Thursday the 28th July 1977.

They did not do so, and we have heard nothing from them concerning the state of their house, the settlement, or extensions for time.

Would you please let us have your instructions as to what you wish to do about this.

Yours faithfully,

ABBOTT TOUT CREER & WILKINSON

Per:

RKMoloney

*Board decision
of 28/7 refers*

*↳ Bd agreed to extend
settlement date to 11/8:
days
14 elapsed between issue of certificate
and notification to Batty. Further,
from recollection of Board members
House 61 was unfit for occupancy
until the second week of July.
Advised RCFM by telephone 2/8.
Agreed to send him copy of this
note.*

CMLang 2/8

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YOUR REF.
OUR REF. RM.8216

PLEASE ADDRESS ALL CORRESPONDENCE TO
P.O. BOX 828
CANBERRA CITY, A.C.T. 2601

11th August 1977

12/8

L. N.F.A.

The Secretary,
Urambi Co-operative Community Advancement
Society Limited,
P.O. Box 666,
CIVIC SQUARE A.C.T.

Dear Sir,

re: BATTY FROM URAMBI - UNIT 61

We thank you for your telephone call of the 3rd August 1977.

We note that Mr. & Mrs. Batty approached the Board of the Society direct, and it was agreed that they should have 28 days from the date on which they were notified of the issue of the Certificate of Fitness rather than the date on which it issued, in view of the time lag between the two dates.

We wrote to Mr. Batty on the 14th July, and he states that he received our letter on the 17th of that month. Working from the later of those two dates, he is due to settle on the 14th of this month, and we have allowed an extra day as this is a Sunday. We have advised him accordingly.

We feel that the 28 days should be calculated from the date of our letter rather than the date on which it was received, but granted Mr. Batty the two days leniency which you have granted purchasers in the past.

Yours faithfully,

ABBOTT TOUT CREER & WILKINSON

Per:

R.C. Moloney

XXXXXX 1933

Mr Mcleod & Mr. McDougall
Unit 61 Urambi Village
Crozier Circuit
KAMBAH. A.C.T. 2902.

Dear Sirs,

Re: Urambi Village - Unit Plan 110

We have been instructed by the Committee to write to you regarding the outstanding levies on your unit.

You are advised if the amount outstanding of \$285.43 is not paid within 7 (seven) days, legal action will be taken.

Yours faithfully,

K.L. LOUDON (MRS)
STRATA MANAGEMENT DEPARTMENT

41 Urambi Village
Urambi Village
KAMBAH
A.C.T 2902

8 July 2002

Richard Dowe
Convenor
Urambi Body Corporate Committee
Urambi Village, Crozier Circuit
KAMBAH
ACT 2902

Dear Richard

House 61 – New Deck

As requested I visited Deb Fleming's house on Thursday 27 June to view the new deck and sail structure.

It is my professional opinion that the new triangular deck reflects the drawings submitted to the BCC, and is in scale with the house.

Deb showed me drawings of the proposed handrail with horizontal balustrade rails. I have viewed the completed balustrade and whilst these are not the same as the vertical balustrades used on other tri-level houses the design and execution is of a high order and I think are not inappropriate.

The real issue, I believe is the sail which I think is not appropriate to the design of the house, particularly as it intended to cover the deck and part of the roof. I advised Deb that the timber posts that will support the rear of the sail should not protrude above the gutter line.

The front leaning post is acceptable, but should be painted a recessive colour, and should be reduced in height by 300mm.

I will forward a copy of this letter to Deb for her information.

Kind regards

Alastair Swayn
House 41

Richard Dowe
Convenor, Urambi Body Corporate

Dear Richard,

I understand the issue of external modifications to Urambi houses is likely to arise at this week's meeting of the Body Corporate. Unfortunately I will not be in Canberra for the meeting, but would appreciate it if the views expressed in this letter could be considered as part of the discussion.

As you are aware, there has been some consternation at the nature of the modifications to house 61. My concerns relate to both the renovations themselves and to the approval process.

Urambi Village is an architecturally designed town housing development within which each unit forms part of the whole. While there have been a number of external modifications to houses in the development, I don't believe any of these could be said to conflict with the overall architectural harmony of the village. Arguably, this is not the case with the modifications to house 61, where at the back alone, the triangular line of the new balcony, together with its horizontal slats and three huge poles, are all at odds with other houses. I understand it is proposed to place a sail on top of the poles. With the current height of these supports, any sail will be a very dominant visible distraction. The shed at the entrance is also out of keeping with other units.

The issue here is not whether the changes in themselves would be aesthetically 'good' or 'bad' in a detached house, but how they relate to other units in an integrated town housing development. If such radical departures from the overall look of Urambi are allowed to continue in individual units, then the aesthetic harmony and integrity of the Village will be lost, as will much of its appeal for residents and potential buyers.

There has always been a consultation and approval process in Urambi before external alterations to units can proceed. We have taken years to debate 'agreed' colours for units. Such care is probably warranted to preserve our personal amenity, as well as the value of each of our houses.

In the light of this, it appears that the speedy and radical changes, which have been made to one unit, are not in line with our past consultation and approval processes. Certainly no attempt was made to consult owners of houses in front of 61. The first we were aware that any changes were proposed to the balcony was after the old balcony had been removed.

So, what now? The changes have been made to 61, presumably at some cost to the owner. As a first step, it would be useful to review what the approval process was in this case and to check that the changes are in line with that. Whatever the outcome, it should still be possible to negotiate modifications such as a lowering the height of poles, replacing the horizontal balcony slats with vertical ones to bring it more into line with other units and discussing the type and size of any sail.

But, most importantly, we should urgently review our approval processes to ensure that, while allowing for individual flexibility, we retain Urambi's overall appeal.

Richard Dowe
for NOEL PROBT

Minutes
Urambi Body Corporate Committee
Community Centre
7.30pm, Wednesday, 10 July 2002

Present: Richard Dowe (convenor), Allan Sharp, Alastair Swain, Anne Lomax, Brian Coates, David Watson, Michael Burton

In attendance: David Bowditch (ACT Strata Management Services), Katherine Harris (Urambi News), Geoff Pryor (# 29 – part meeting), Paul Maher (#16 –part meeting)

1. Apologies

John Bevan

2. Minutes of previous meeting

The minutes of the previous meeting, having been previously circulated, were approved (moved Brian Coates, seconded Anne Lomax).

3. Matters arising from the previous minutes

Sewerage vent. David Watson said ACTEW had repaired a sewerage vent near #23)

Transact cable. Following representations from David Keightley, Transact has agreed to conduct a feasibility study of laying a coaxial cable through the village and would submit a proposal to the Body Corporate.

4. Reports

Maintenance: David Watson reported on the following matters:

- a broken outside the Community Centre had been repaired by Help Plumbing, after apparently being vandalised
- a blocked sewerage main near #2 and a mushroom light near Entrance D had been repaired
- the next phase of upgrading the spine path had been completed and work on several subsidiary paths had been undertaken in conjunction with this work
- the sources of minor flooding in the Community Centre would be investigated
- Handyman Norma Sizer had done minor repairs to screen doors and a weathered door at the Community Centre
- David Watson will speak to the owner of #61 about damage done to lawn and a fire hydrant behind the house during the course of renovations. The owner will be asked to undertake repairs at her expense.

Parking: Richard Dowe is to speak to the tenants (#63 and #57) about parking their vehicles on body corporate land adjoining their units. A suggestion that a chain be put across access to the village beside #28 was rejected as impractical on the grounds of past experience. Geoff Pryor suggested that the incoming BCC give further thought to the problem.

Structures: Geoff Pryor (#29) raised concerns about structural changes to #61 and submitted that the alterations represented a significant change from the structural guidelines. Alastair Swayn said the BCC was continuing negotiations with the owner, Ms Fleming, over proposals to erect a sail over the rear balcony, and over the height of the poles to anchor the sail. The present proposals were unacceptable and the BCC would formally write to Ms Fleming requesting that she cease work on this aspect of the alterations until a solution had been found. A lengthy discussion ensued on the processes for approving proposed structural alterations and whether Urambi should be more rigid in retaining the original design concept for the village or allow some latitude, as had been the practice in recent years. The BCC agreed that the incoming committee should organise a workshop as the first step in a wider debate in the village on the issue. It also agreed to a proposal from Mr Swayn that Urambi's architect, Michael Dysaght, should be asked for his opinion on the changes made since the village was built, and that the issue be put on the AGM agenda for further discussion.

The BCC agreed that in future all plans and drawings for structural alternations would need to be of an "acceptable standard" and submitted to BCC members at least a week before a meeting; otherwise they would not be considered until the next meeting.

#60 had erected a back fence in accordance with the structures guidelines.

Treasurer: Alastair Swayn tabled his report for the end of the financial year. The main points were:

- a sinking fund of \$15,000 had been re-established to carry forward into the new financial year, and there would be a cash surplus of \$2,300. The sinking fund had been restored through the use of an insurance levy and by rescheduling annual premium payments to December instead of May. The result had also been achieved despite high water bills.
- levy income increased by \$9,000 (\$7,000 general levy, \$2,000 parking levies) and the Special Insurance Levy raised \$500 more than the revised budget.
- expenditure continued in line with projections in March. Landscaping is expected to end the year below budget because of the lack of any tree surgery this year. Maintenance exceeded budget by \$3,000 due to authorised plumbing and rubbish-clearing continuing to exceed projections, and general administration was below budget due to the rescheduling on insurance premiums.
- The water bill of \$15,501 – almost double projections – was largely due to increased charges of excess water rates, but has been offset by savings in insurance charges and income increases.
- Expenditure on general maintenance and rubbish removal exceeded the revised budget, as did expenditure on plumbing due to the amount of necessary work.
- Major projects had been completed, with savings of \$1,000. It is proposed that this amount be carried over into next year's budget to maintain the continued expenditure of \$12,000 a year on special projects.

- The rescheduling of annual insurance payments to December will enable to village to manage its overall finances.

Water use. The BCC discussed whether the present system of aggregating charges for water used by the Body Corporate was equitable, and asked David Water to investigate with ACTEW whether there would be advantages in installing individual meters for each unit in the village. This would mean that each house would pay its own water costs, but the Body Corporate would continue to pay charges for water used for community purposes. It was agreed the issue should be put on the AGM agenda for further discussion.

There were no reports for Landscaping, Golf club liaison, the Swimming pool, or the Community Centre.

5. Future directions

Paul Maher (#16) said he had canvassed a number of opinions from present and former Urambi residents on how the village should be administered. He believed that after 25 years, a review was appropriate. The BCC asked Mr Maher to prepare a short discussion paper for consideration by the AGM.

6. AGM agenda

The BCC agreed that the following issues should be raised in “Other Business” at the AGM on 11 August 2002:

- structures guidelines
- water use
- Mr Maher’s paper on Urambi administration, and
- A proposal for Transact to install a coaxial cable in Urambi.

Mr Bowditch said he required all AGM papers by 20 July.

7. Colour palette

Alastair Swayn said details to the palette were being finalised.

8. Other business

Architectural award. Mr Swayn said Urambi had recently received a 25-year commemorative award for architectural excellence from the Australian Institute of Architects. The BCC agreed with Mr Swayn’s suggestion to invite the designer of Urambi, Michael Dysaght, to the AGM to present the award and to reflect on Urambi 25 years on.

- **There being no further business, the meeting closed at 9.45pm.**

Minutes

Urambi Body Corporate Committee meeting

Urambi Community Centre

7.30pm, 8 May 2002

Present: Richard Dowe (convener), Allan Sharp, Sheila McAlpine, Michael Burton, Anne Lomax, Brian Coates, Alastair Swayn

In attendance: David Bowditch (ACT Strata Management Services), David Reid and Graham Wise (Murrumbidgee Country Club)

Apologies

John Bevan, David Watson

Minutes of the previous meeting

The minutes of the previous meeting, having previously been circulated, were approved.

Matters arising from the previous meeting

Richard Dowe said he had asked Mr Jecminek, house 70, to remove building materials from a parking space in Driveway B within three weeks.

Murrumbidgee Country Club – Memorandum of Understanding

Richard Dowe welcomed David Reid and Graham Wise from the Murrumbidgee Country Club (MCC), who had been invited to explain why the club was seeking to sign a memorandum of understanding with adjoining residents over access to club property. Mr Dowe outlined the history of Urambi's relationship with the club and said Urambi and the MCC had always had a good relationship. Urambi was keen to continue this.

Mr Reid said the ACT Commissioner for Lands had specified conditions for consolidating the club's leases. These included the club signing a memorandum of understanding with adjoining residents over access to its land. The club believed this could be best achieved by residents wanting access to become club members. The club had several categories of membership, ranging from social membership for \$10 a year to full membership. Mr Reid said it could also be in Urambi's interests to have a formal arrangement with the club because of questions of liability.

Mr Reid said the club had called a public meeting – attended by Mr Dowe and Mr Coates - and had invited representatives of residents living in several "zones" adjoining the course to sign the memorandum. Urambi was incorporated in one of these zones. This arrangement was acceptable to the Commissioner of Lands and also to the club's insurers.

The ensuing discussion included a proposal that the club consider a special membership arrangement for Urambi, which depended on continued access to the road behind the village. Mr Reid said such a proposal would need to be considered by the MCC Board.

The BCC explained that it could not sign an MOU on behalf of Urambi, but would raise the issue at the annual general meeting in August. The Committee had no objection, however, to Mr Dowe and Mr Coates, as zone representatives, signing a letter agreeing to the MOU, but made clear that this was not being done on Urambi's behalf.

Reports

Treasure: Alastair Swayn tabled his report for May. The main points were:

After 10 months of the financial year the Body Corporate had received its entire annual income but spent only 66.8%, as large expenditure on items such as insurance still had to be made.

The budget was revised in March to balance under-spent items and several others that were showing signs of exceeding their allocation.

After final quarter levy notices have been issued, budget income from the general levy will increase by \$3,000 and \$1,000 from the parking levy. The Special Insurance Levy will raise \$6,900.

Expenditure is in line with projections in March. Landscaping should end the year on budget but maintenance is exceeding budget by \$1,000 due to higher than anticipated plumbing and rubbish clearing costs.

Insurance – the quote for next year's insurance of \$16,000 is \$2,000 less than envisaged by the budget. However, from discussions with the insurers next year's insurance can be expected to rise by 25% on the \$16,00 to about \$20,000,

Water – the third quarter water bill is a staggering \$8,000, despite a slight drop in water use by the village. The costs reflect the increase in excess water charges. The BCC accepted Mr Swayn's proposal to fund the excess in the water rates from the \$2,000 saving in insurance charges and the \$4,000 increase in income.

General maintenance – expenditure on maintenance and rubbish removal has exceeded the revised budget. The Committee agreed to continue expenditure on these items for the remainder of this financial year, but to ask David Watson to seek new quotes for rubbish removal.

Plumbing is exceeding budget because of inspection work earlier in the year to identify leaks and the subsequent cost of repairs.

Major projects – repairs to the swimming pool retaining wall show a saving; further path work will commence in May.

Insurance levy – Mr Swayn expressed concern that the main insurance payment is made in May, at the end of the financial year when there is little capacity to react to significant changes in premiums. The BCC agreed with his proposal to pay the premium in mid-financial year, if this was acceptable to the insurers. This would allow other budget expenditure to be adjusted if necessary and produce a \$10,000 surplus that could be put towards the sinking fund, removing the need for the Special insurance Levy.

Maintenance: No report

Landscaping: No report

Structures: Michael Burton recommended that the Committee not proceed with a survey of structural changes, as recommended at the last meeting, until the Urambi structural guidelines were rewritten in accordance with the Unit Titles Act 2001. Mr Burton agreed

to redraft the guidelines for consideration at the AGM.

The Committee approved planned structural changes, consisting of a pergola at the front of the house and a tool shed situated within the pergola, and a rear balcony extension, to house 61. The Committee noted that the pergola extended about a meter on to body corporate land, but as there were precedents and the extension remained within the buttress walls of the unit, agreed to the extension. The BCC also approved an application by house 60 to build a back fence. Douglas Kerruish would be asked to remove a photinia on the proposed fenceline.

The Committee deferred agreement on a proposal by house 43 to extend a north-facing wall by 1.3 metres because of concerns over potential guttering problems. Michael Burton will discuss the proposal with the owners.

Parking/pets: David Bowditch said he had written to the owners of house 39 asking them to vacate several parking spaces to which they were not entitled in Entrance D.

Swimming pool: No report

Community Centre: No report.

Colour palette

Mr Swayn said details to the new exterior colour palette for Urambi houses would be finalised within a week.

Insurance – public liability

This item was not discussed and was referred to the June meeting.

Correspondence

The Committee noted correspondence from Paul Maher relating to security issues.

Other business

There being no other business, the meeting closed at 10.15pm.

Date of next meeting

The next meeting will be held in the Community Centre at 7.30pm, Wednesday, 12 June 2002.

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DRAFT

Urambi Body Corporate Committee 7.30pm, Wednesday, 12 March 2003

Present: Allan Sharp (convenor), David Watson, David Keightley, Noel Pratt, Anne Lomax, John Bevan, Alastair Swayn, Irma Ficarro

In attendance: Helen Kortlang, Deborah Fleming (part-meeting), Douglas Kerruish (part-meeting), Geoff Pryor (part-meeting)

1. Apologies

Richard Dowe, David Bowditch (ACT Strata Management Services)

2. Election of convenor

In the absence of Richard Dowe, the committee elected Mr Sharp as convenor for the meeting.

3. Minutes of the previous meeting

The committee approved the minutes of the previous meeting (moved Noel Pratt, seconded Alastair Swayn) subject to the following amendments - item 4 para 3 to read:

The Committee agreed that the convenor, Mr Dowe, would write to Mr Bowditch to (i) draw his attention to Mr Candler and Ms Amiel's concerns (ii) clarify the lines of responsibility between ACT Strata Management Services and the BCC and (iii) inform Mr Bowditch that BCC office holders have no objections to his passing on their contact details to new owners and tenants. The BCC would also review letters to new owners written on its behalf by Mr Bowditch.

Item 5, Maintenance, point 3 to read:

The BCC agreed to consider this request after receiving invoices for all the work done from Help Plumbing.

4. Presentation to Douglas Kerruish

Mr Sharp welcomed Douglas Kerruish to the meeting and expressed his regrets on behalf of Urambi that Mr Kerruish had resigned as the village's landscaping contractor. Mr Sharp said Mr Kerruish's services would be sorely missed and thanked him for his valuable contribution over the past eight years.

Mr Kerruish said he would be happy to continue to provide informal landscaping advice to the village and to assist in finding a suitable replacement.

The committee recorded its appreciation of Mr Kerruish's services and presented him with a gift as a token of the community's appreciation.

5. Matters arising from the previous minutes

(i) Ms Ficarro said she was still awaiting advice from her plumbing on the most appropriate guttering for Urambi houses.

(ii) Mr Dowe is still to write to Mr Bowditch to clarify responsibilities between ACT Strata Management Services and the BCC.

6. Reports

Treasurer: Mr Swayn presented his report for March. The main points were:

- the budget is travelling according to plan with expenditure slightly behind forecast due to lower water and gardening costs arising from the drought
- income is as expected, with a slight increase in bank interest received
- expenditure is in line with budget projections, and the budget has accommodated an insurance valuation of \$2,000 that was not originally planned but required by Urambi's insurers
- water bills so far account for 30% of the water budget, but large bills can be expected in the third quarter
- expenditure on maintenance, rubbish removal and plumbing is proceeding to budget
- insurance premiums are within budget and the recent valuation had valued the village at \$19.8m.

The committee approved expenditure of \$115 for a farewell gift for Douglas Kerruish.

Maintenance: Mr Watson reported that:

- he was seeking information from several plumbers about their rates, including after-hours service
- handyman Norm Sizer continued to carry out general maintenance work, including repairs to a gate enclosure B, repainting lines in carpark bays and mushroom light repairs
- work on the next stage of the spine path upgrade will now begin before Easter
- the mechanic from the Murrumbidgee Country Club had offered to repair the swing outside the Community Centre, and expected to undertake the work soon.

Landscaping: Ms Ficarro reported that Arborcare had completed its latest round of tree lopping and removal at a cost of \$1860. The committee authorised John Bevan to buy a dripper system and timer to water shrubs on the street mound between entrances D and E.

Structures/colours: The Committee further considered Deborah Fleming's modified proposal to erect a sail above her balcony at unit 61 (see minutes February 2003). After some discussion the majority of the committee agreed to reject the application because it considered the sail was inconsistent with the overall design concept of the village. The committee also requested that two sail-anchoring posts at each end of the terrace be reduced in height to eaves level and that a further anchoring post at the "prow" of the terrace be reduced by at least 600mm.

The Committee asked Michael Burton to send his draft revisions of the Urambi structures guidelines to members a week before the April meeting so that the proposed revisions could be discussed at the meeting.

Several committee members questioned the adequacy of the recent insurance revaluation, saying they were not aware of the evaluators inspecting the interiors of any houses to ascertain the extent of modifications and improvements. Mr Swayn undertook to discuss the matter with Mr Bowditch (ACT Strata Management Services) and report back to the next meeting.

Parking: David Watson and Anne Lomax are to investigate placing plastic or ceramic identifying numbers of Body Corporate garages.

Swimming pool: John Bevan said he had obtained quotes to repair housing for the swimming pool cover (\$2,500) and to extend the pergola (\$1700). Mr Swayn raised whether the pool club needed to build up its sinking fund reserve. Mr Bevan said he considered the pool club's current financial arrangements were adequate to meet contingencies.

7. Other business

Working group on sustainability. Geoff Pryor reported on the activities of the recently formed Working Group on Sustainable Management of Water, Waste and Energy in Urambi Village. Members of the group are David Keightley, Helen Kortlang, Geoff Pryor and Michael Robbins. Mr Pryor said the overall purpose of the group was to enhance the reputation and status of Urambi through being an example of a medium density, sustainable housing group by implementing a range of innovative energy, water and waste management systems. The BCC endorsed the activities of the group, which will report to the committee.

Emergency contacts and procedures. Ms Kortlang proposed that the BCC develop a list of emergency procedures and contacts for use in emergencies such as the recent bushfires. The Committee agreed this was a sound idea, and to discuss it further at the next meeting.

TransACT backdown. David Keightley said he had distributed a flyer to all Urambi residents urging them to lobby TransACT about delays in installing broadband cable in the village. He said he had also prepared letters for Richard Dowe's signature to all members of the ACT Legislative Assembly, and to TransACT and ACTEW AGL (a major TransACT shareholder) protesting against the delay.

Date of next meeting

The next meeting will be held in the Community Centre, 7.30pm Wednesday, 9 April 2003.

DRAFT

Urambi Body Corporate Committee meeting Community Centre 70.30pm, 12 February 2003

Present: Richard Dowe (convenor), Allan Sharp, David Watson, Anne Lomax, Noel Pratt, David Keightley, Michael Burton

In attendance: Brian Candler (part meeting), Deborah Fleming (part meeting), Bruce Carmichael (part meeting)

1. **Apologies:** Irma Ficarro, Alastair Swayn, John Bevan

2. **Minutes of previous meeting**

The minutes of the previous meeting were approved with an amendment that the owners of #15 had arranged for their own contractor to mulch a tree stump on their property rather than remove the tree as reported (item 4, landscaping) - moved Richard Dowe, seconded David Watson.

3. **Matters arising from the previous meeting**

- (i) Ms Ficarro still awaiting advice from plumber on improving roof guttering on Urambi houses
- (ii) No further report on #67 balcony extension
- (iii) Geoff Pryor (#69) to organise a meeting to develop energy/water sustainability and fire risk reduction strategy for Urambi

4. **Complaint re managing agent**

A new owner, Mr Brian Candler (#15) said he had concerns about what he saw as a lack of cooperation by David Bowditch (ACT Strata Management Services). Mr Candler claimed Mr Bowditch had been reluctant to provide him and Ms Libby Amiel with contact details of BCC members, and with a copy of the residents' directory and Urambi guidelines. He and Ms Amiel also believed Mr Bowditch had misrepresented his responsibilities in relation to Urambi.

The Committee expressed its regrets to Mr Candler and Ms Amiel about the incident but reiterated its general satisfaction with Mr Bowditch's services. The Committee agreed, however, that the incident highlighted the need for it to be more alert in ensuring that new residents received essential information when they moved into the village and were aware of the services provided by ACT Strata Management Services and the BCC.

The Committee agreed that the convenor, Mr Dowe, would write to Mr Bowditch to **(i) draw his attention to Mr Candler and Ms Amiel's concerns (ii) clarify the lines of responsibility between ACT Strata Management Services and the BCC; and (iii) inform Mr Bowditch that BCC office holders had no objections to his passing on their contact**

details to new owners and tenants. The BCC would also review letters to new owners written on its behalf by Mr Bowditch.

5. Reports

Treasurer: Reporting on Mr Swan's behalf, Mr Sharp said the budget for the year was on track.

Maintenance: David Watson reported that:

- Handyman Norm Sizer was continuing his work repainting mushroom lights and carpark lines, and had repaired the community centre doors and gates to rubbish enclosures;
- Help Plumbing was no longer providing after-hours service. The BCC decided that in view of earlier concerns about Help Plumbing rates, Mr Watson should look for other plumbers to undertake Urambi work;
- Pamela Orr (#28) wrote to David Bowditch about water damage from an adjoining stormwater drain and asking that the Body Corporate pay the damage bill of \$176 from Help Plumbing. The BCC agreed to meet the costs on receiving an invoice from Help Plumbing;
- Work on the next section of spine path was expected to start in March. The BCC has allocated \$6,000 for the path work and another \$1,000 in associated works, including repair of the sleeper wall by the ball court
- The Committee agreed that at least three skips for the removal of large rubbish should continue to be supplied every six months at Body Corporate expense.

Landscaping: Arborcare expects to start tree lopping and removal in the village within a week. Douglas Kerruish has been cutting down old wattles and generally tidying up.

Structures and colours: Bruce Carmichael (# 60) said he was negotiating to buy #16. If successful, he proposed extending the rear of the house by 3.6m. Mr Carmichael submitted plans of the extension. The BCC found the proposal was in keeping with similar previous Urambi extensions and said it was unlikely to object to the proposal. However, the BCC was concerned that the extension could impinge on golf club land, and recommended that Mr Carmichael have his property surveyed to ensure this was not the case. It also asked Mr Carmichael to obtain the approval of neighbours for the extension.

Deborah Fleming (#61) submitted revised plans for balcony extensions, which include an overhead sail. The BCC previously wrote to Ms Fleming that it believed earlier plans incorporating a sail were not in keeping with the village's overall design concept. Ms Fleming's new plans attempt to address the BCC's concerns by reducing the height of supporting posts for the proposed sail, the sail area, and by having the sail following the roofline rather than tilting upwards. The BCC said it wanted further time to consider the new plans, and would give Ms Fleming a decision at the next meeting.

Golf Club liaison: Mr Dowe said the Golf Club had informed him that it has no immediate plans to develop vacant land adjoining each end of the village, and has assured him that Urambi would be consulted on any new proposals.

Swimming Pool: Reporting on behalf of John Bevan, Mr Sharp said Mr Bevan had obtained a quote of \$2,500 for an additional cover for the pool and that the Pool Club proposed to extend the shade cloth on the pergola back towards the Community Centre.

6. New resident's liaison

See agenda item 4

7. TransACT latest

Mr Keightley said TransACT was renegeing on its undertaking to hook-up Urambi to the coaxial cable by mid-year, claiming that it had rescheduled priorities because of the impact of the recent bushfires on the company's profitability. Mr Keightley said unless Urambi lobbied TransACT the village might not be hooked up for years. Mr Keightley said he would letterbox all residents with circular informing them of TransACT's intentions and urging them to protest strongly.

8. Urambi survey

Deborah Fleming said she and Michael Robbins had finalised the questionnaire seeking residents' views of Urambi's future needs, and would deliver the questionnaire personally to residents to discuss its aims further.

9. Correspondence

(i) Emergency access. The BCC noted correspondence between Mr Maher (#16) and the ACT Ambulance Service regarding emergency access to the village. The Ambulance has arranged for a lock to be placed on the golf club access road gate (off Drysdale Circuit). A key that is carried in all ACT ambulances can open the lock. The Ambulance said it would also inform the ACT Fire Brigade of the arrangements. The Committee thanked Mr Maher for his efforts and a most satisfactory outcome.

(ii) Fire risk reduction. The Committee noted correspondence from Mr Robbins on fire risk reduction measures and agreed this was a priority issue that should be addressed as a priority by Mr Pryor's committee (see agenda item 3(iii)).

10. Other business

There being no further business, the meeting closed at 9.55pm.

11. Date of next meeting

The next meeting will be held in the Community Centre, 7.30pm, 12 March 2003.

24 July 2003

Deb Flemming
61 Urambi Village
Crozier Circuit
KAMBAH ACT 2902

Dear Deb

The Body Corporate Committee has noted that you have not responded to its request of 13 November 2002 to remove the rear posts originally intended to support the sail structure on your back deck, and to reduce the front leaning post by 600mm.

The Committee has asked that you respond to this request, and also remove building materials from body corporate land, outside your back fence, as soon as possible.

Urambi has relied on the individual – and collective goodwill – of its residents over the past 25 years to maintain the architectural cohesion of the village, while allowing some flexibility. Urambi's designing architect, Michael Dysaght, endorsed this approach during his visit in August 2002.

The BCC is sure you would agree that if wide variations from accepted guidelines were tolerated, Urambi would run the grave risk of losing that cohesiveness, which is one of the village's most attractive features.

If you have difficulties complying with the Committee's requests, could you please discuss them with the structures officer Michael Burton.

Kind regards

Allan Sharp
Secretary
Urambi Body Corporate Committee



Body Corporate Committee,
Units Plan 119,
Urambi Village
Crozier Circuit,
Kambah A.C.T. 2902

11 April 2004

Deb Fleming
61 Urambi Village
Crozier Circuit
KAMBAH ACT 2902

Dear Deb

Thank you for meeting with me yesterday, 10 April 2004, to discuss my letter of 27 November 2003 and especially the agreement about the three tall posts that form part of the structure of your back deck.

As I mentioned, the Urambi Village Executive Committee was pleased that the removal of rubbish at the front of your unit had gone so smoothly. However, at its meeting of 16 March 2004, members of the Committee expressed considerable disappointment that you hadn't yet reduced the height of the two rear posts to the level of the rafters and the front leaning post as agreed.

I'm sure they'll be pleased to know that you have scheduled this work, although perhaps a little disappointed that it won't occur until about the end of May 2004 when the carpenter you've engaged returns from leave. As agreed I'd be happy to assist with the cutting of the posts, if an extra pair of hands is required.

Should the height of the posts not be reduced as agreed, or some alternative arrangement acceptable to both the Committee and yourself be implemented by the Committee meeting of 15 June 2004, the Executive Committee will discuss arranging for this work to be done and billing you for the cost.

Kind regards

Michael Robbins
Convenor
Urambi Executive Committee

copy for David K.

A record of documents relating to House 61 renovations carried out in 2002-3

The following has been compiled from Urambi Village Executive Committee minutes, and associated correspondence.

EC minutes from May 2002

The Committee approved planned structural changes, consisting of a pergola at the front of the house and a tool shed situated within the pergola, and a rear balcony extension, to house 61. The Committee noted that the pergola extended about a meter on to body corporate land, but as there were precedents and the extension remained within the buttress walls of the unit, agreed to the extension. The BCC also approved an application by house 60 to build a back fence. Douglas Kerruish would be asked to remove a photinia on the proposed fenceline.

EC minutes from July 2002

Structures: Geoff Pryor (#29) raised concerns about structural changes to #61 and submitted that the alterations represented a significant change from the structural guidelines. Alastair Swayn said the BCC was continuing negotiations with the owner, Ms Fleming, over proposals to erect a sail over the rear balcony, and over the height of the poles to anchor the sail. The present proposals were unacceptable and the BCC would formally write to Ms Fleming requesting that she cease work on this aspect of the alterations until a solution had been found. A lengthy discussion ensued on the processes for approving proposed structural alterations and whether Urambi should be more rigid in retaining the original design concept for the village or allow some latitude, as had been the practice in recent years. The BCC agreed that the incoming committee should organise a workshop as the first step in a wider debate in the village on the issue. It also agreed to a proposal from Mr Swayn that Urambi's architect, Michael Dysaght, should be asked for his opinion on the changes made since the village was built, and that the issue be put on the AGM agenda for further discussion.

The BCC agreed that in future all plans and drawings for structural alternations would need to be of an "acceptable standard" and submitted to BCC members at least a week before a meeting; otherwise they would not be considered until the next meeting.

EC minutes from September 2002

The Committee asked the convenor Richard Dowe to formally write to Ms Fleming, House 61, to inform her that, after further consideration, the Body Corporate had agreed that a proposed sail over the rear balcony was unacceptable and not in keeping with the overall design of the village. Ms Fleming would also be asked to reduce support posts at the front, and on either side of the balcony extension to eaves height.

EC minutes from February 2003

Deborah Fleming (#61) submitted revised plans for balcony extensions, which include an overhead sail. The BCC previously wrote to Ms Fleming that it believed earlier plans incorporating a sail were not in keeping with the village's overall design concept. Ms Fleming's new plans attempt to address the BCC's concerns by reducing the height of supporting posts for the proposed sail, the sail area, and by having the sail following the roofline rather than tilting upwards. The BCC said it wanted further time to consider the new plans, and would give Ms Fleming a decision at the next meeting.

EC minutes from March 2003

Structures/colours: The Committee further considered Deborah Fleming's modified proposal to erect a sail above her balcony at unit 61 (see minutes February 2003). After some discussion the majority of the committee agreed to reject the application because it considered the sail was inconsistent with the overall design concept of the village. The committee also requested that two sail-anchoring posts at each end of the terrace be reduced in height to eaves level and that a further anchoring post at the "prow" of the terrace be reduced by at least 600mm.

EC minutes from July 2003

The Committee noted that Ms Fleming (unit 61) had not complied with an earlier request from the BCC to remove or lower several poles attached to her rear balcony. The Committee asked the Secretary Mr Sharp to write to Ms Fleming requesting she comply with the request and also remove building materials that she had stored on body corporate land.

EC minutes from November 2003

~~ASKED. DISCUSSION WAS DELETED UNTIL LATER IN THE MEETING.~~

Letter to Deb Fleming. Michael reminded the Committee that 2 letters had been sent to Deb Fleming by the previous BCC, asking her to cut down the large posts, and to remove rubbish. He reported that Deb had told him she

had a skip ordered for 30 November. The main problem is that her proposed structure would impinge significantly on neighbours' houses, as well as being out of kilter with the existing architectural lines of Urambi. Michael undertook to check with Alastair Swayne about what advice had been given to Deb, and then to speak to her. *Robbins*

~~Urambi Village emergency bushfire plan. Michael wants us consider~~

EC minutes from December 2003

~~DISCUSSION IN JANUARY, 7 2004.~~

Letter to Deb Fleming. Michael had previously circulated a copy of the letter he'd sent to Deb Fleming to all committee members. He advised that since that time, a skip has been delivered to #61, and Deb has painted the posts to the level where she intends to chop them off. Michael will follow up. *Robbins.*

EC minutes from March 2004

The meeting noted that the poles at Deborah Fleming's #61 have not been cut down to size as she had earlier agreed to do. We agreed that Michael should send a formal letter to Deborah reminding her of the time that has elapsed since she gave an undertaking to carry out the EC's requests. *Robbins*

EC minutes from August 2004

~~Libby agreed to meet the new owners when they move in.~~

- **Unauthorised structures at #61**, Michael reported that the owner has agreed to their removal .
- ~~Tree at back of #71. Robyn Lawson has arranged its removal.~~

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The BCC agreed that in future all plans and drawings for structural alternations would need to be of an "acceptable standard" and submitted to BCC members at least a week before a meeting; otherwise they would not be considered until the next meeting.

This is a letter from the owners of house 29 expressing concern about the renovations at house 61.

Richard Dowe
Convenor, Urambi Body Corporate

Dear Richard,
I understand the issue of external modifications to Urambi houses is likely to arise at this week's meeting of the Body Corporate. Unfortunately I will not be in Canberra for the meeting, but would appreciate it if the views expressed in this letter could be considered as part of the discussion.

As you are aware, there has been some consternation at the nature of the modifications to house 61. My concerns relate to both the renovations themselves and to the approval process.

Urambi Village is an architecturally designed town housing development within which each unit forms part of the whole. While there have been a number of external modifications to houses in the development, I don't believe any of these could be said to conflict with the overall architectural harmony of the village. Arguably, this is not the case with the modifications to house 61, where at the back alone, the triangular line of the new balcony, together with its horizontal slats and three huge poles, are all at odds with other houses. I understand it is proposed to place a sail on top of the poles. With the current height of these supports, any sail will be a very dominant visible distraction. The shed at the entrance is also out of keeping with other units.

The issue here is not whether the changes in themselves would be aesthetically 'good' or 'bad' in a detached house, but how they relate to other units in an integrated town housing development. If such radical departures from the overall look of Urambi are allowed to continue in individual units, then the aesthetic harmony and integrity of the Village will be lost, as will much of its appeal for residents and potential buyers.

There has always been a consultation and approval process in Urambi before external alterations to units can proceed. We have taken years to debate 'agreed' colours for units. Such care is probably warranted to preserve our personal amenity, as well as the value of each of our houses.

In the light of this, it appears that the speedy and radical changes, which have been made to one unit, are not in line with our past consultation and approval processes. Certainly no attempt was made to consult owners of houses in front of 61. The first we were aware that any changes were proposed to the balcony was after the old balcony had been removed.

So, what now? The changes have been made to 61, presumably at some cost to the owner. As a first step, it would be useful to review what the approval process was in this case and to check that the changes are line with that. Whatever the outcome, it should still be possible to negotiate modifications such as a lowering the height of poles, replacing the horizontal balcony slats with vertical ones to bring it more into line with other units and discussing the type and size of any sail.

But, most importantly, we should urgently review our approval processes to ensure that, while allowing for individual flexibility, we retain Urambi's overall appeal.

Julia Payne
for NOEL PARROT

This is a letter from Alastair Swayn following his consideration of the plans and renovations.

41 Urambi Village
Urambi Village
KAMBAH
A.C.T 2902

8 July 2002

Richard Dowe
Convenor
Urambi Body Corporate Committee
Urambi Village, Crozier Circuit
KAMBAH
ACT 2902

Dear Richard

House 61 – New Deck

As requested I visited Deb Fleming's house on Thursday 27 June to view the new deck and sail structure.

It is my professional opinion that the new triangular deck reflects the drawings submitted to the BCC, and is in scale with the house.

Deb showed me drawings of the proposed handrail with horizontal balustrade rails. I have viewed the completed balustrade and whilst these are not the same as the vertical balustrades used on other tri-level houses the design and execution is of a high order and I think are not inappropriate.

The real issue, I believe is the sail which I think is not appropriate to the design of the house, particularly as it intended to cover the deck and part of the roof. I advised Deb that the timber posts that will support the rear of the sail should not protrude above the gutter line.

The front leaning post is acceptable, but should be painted a recessive colour, and should be reduced in height by 300mm.

I will forward a copy of this letter to Deb for her information.

Kind regards

Alastair Swayn
House 41

EC minutes from September 2002

The Committee asked the convenor Richard Dowe to formally write to Ms Fleming, House 61, to inform her that, after further consideration, the Body Corporate had agreed that a proposed sail over the rear balcony was unacceptable and not in keeping with the overall design of the village. Ms Fleming would also be asked to reduce support posts at the front, and on either side of the balcony extension to eaves height.

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Deborah Fleming (#61) submitted revised plans for balcony extensions, which include an overhead sail. The BCC previously wrote to Ms Fleming that it believed earlier plans incorporating a sail were not in keeping with the village's overall design concept. Ms Fleming's new plans attempt to address the BCC's concerns by reducing the height of supporting posts for the proposed sail, the sail area, and by having the sail following the roofline rather than tilting upwards. The BCC said it wanted further time to consider the new plans, and would give Ms Fleming a decision at the next meeting.

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EC minutes from July 2003

The Committee noted that Ms Fleming (unit 61) had not complied with an earlier request from the BCC to remove or lower several poles attached to her rear balcony. The Committee asked the Secretary Mr Sharp to write to Ms Fleming requesting she comply with the request and also remove building materials that she had stored on body corporate land.

EC minutes from November 2003

~~Basket discussion was deferred until later in the meeting.~~

Letter to Deb Fleming. Michael reminded the Committee that 2 letters had been sent to Deb Fleming by the previous BCC, asking her to cut down the large posts, and to remove rubbish. He reported that Deb had told him she

had a skip ordered for 30 November. The main problem is that her proposed structure would impinge significantly on neighbours' houses, as well as being out of kilter with the existing architectural lines of Urambi. Michael undertook to check with Alastair Swayne about what advice had been given to Deb, and then to speak to her. *Robbins*

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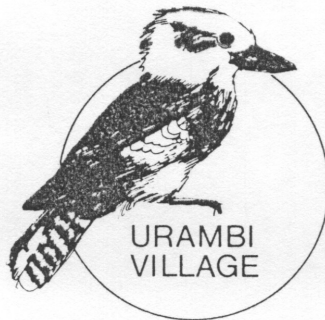
~~Directory in January. 7 order.~~

Letter to Deb Fleming. Michael had previously circulated a copy of the letter he'd sent to Deb Fleming to all committee members. He advised that since that time, a skip has been delivered to #61, and Deb has painted the posts to the level where she intends to chop them off. Michael will follow up. *Robbins.*

EC minutes from March 2004

The meeting noted that the poles at Deborah Fleming's #61 have not been cut down to size as she had earlier agreed to do. We agreed that Michael should send a formal letter to Deborah reminding her of the time that has elapsed since she gave an undertaking to carry out the EC's requests. *Robbins*

Letter from Michael Robbins to Deb Fleming



Body Corporate Committee,
Units Plan 119,
Urambi Village
Crozier Circuit,
Kambah A.C.T. 2902

11 April 2004

Deb Fleming
61 Urambi Village
Crozier Circuit
KAMBAH ACT 2902

Dear Deb

Thank you for meeting with me yesterday, 10 April 2004, to discuss my letter of 27 November 2003 and especially the agreement about the three tall posts that form part of the structure of your back deck.

As I mentioned, the Urambi Village Executive Committee was pleased that the removal of rubbish at the front of your unit had gone so smoothly. However, at its meeting of 16 March 2004, members of the Committee expressed considerable disappointment that you hadn't yet reduced the height of the two rear posts to the level of the rafters and the front leaning post as agreed.

I'm sure they'll be pleased to know that you have scheduled this work, although perhaps a little disappointed that it won't occur until about the end of May 2004 when the carpenter you've engaged returns from leave. As agreed I'd be happy to assist with the cutting of the posts, if an extra pair of hands is required.

Should the height of the posts not be reduced as agreed, or some alternative arrangement acceptable to both the Committee and yourself be implemented by the Committee meeting of 15 June 2004, the Executive Committee will discuss arranging for this work to be done and billing you for the cost.

Kind regards

Michael Robbins
Convenor
Urambi Executive Committee

copy for David K.

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~~Libby agreed to meet the new owners when they move in.~~

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