

Clarendon Towers Newsletter – January 2015

Hello to all Clarendon Towers Lot Owners and welcome to 2015!

2014 was another busy and eventful year, especially since our Annual General Meeting (AGM) in July.

The Committee of Management is keen to communicate with all owners in Clarendon Towers so we've compiled an update on a number of activities we've undertaken since the AGM. Please see report following. A copy is also on our Clarendon Towers internet site at: <http://www.clarendontowers.com.au>.

I'd like to take this opportunity to thank the members of the Committee, sub committees and building management team for their hard work, proactive lobbying and ongoing support in maintaining the high standard of our facilities and the community within and around Clarendon Towers.

We have 245 Clarendon Towers Lot Owners and currently only eight representing you all on the sub committees. I really encourage all Lot Owners to consider contributing some of your time and expertise to ensure Clarendon Towers retains our reputation for being one of the BEST residential buildings in Southbank. Application form attached.

I'm looking forward to another great year at Clarendon Towers.

Best Wishes

Alfred Kaetel
Clarendon Towers Committee of Management Chairman

Monthly Facilities Management report

Our Facilities Manager Don attends our monthly Committee of Management meetings to provide us with Facilities Management updates and reports. This information helps the Committee identify potential management and maintenance issues, keep track of progress on all building projects and also plan for upcoming or future major works. Copies of these reports are available to all Lot Owners via The Secretary.

Sub Committee updates

➤ Building and Maintenance

Members of the Building and Maintenance Committee are: **Mark Knapp, Mel McLennan and Arch Miller.**

This Sub Committee is responsible for the appearance, maintenance and security of the building. This encompasses the exterior of the building and all internal common areas.

Completed/In Progress Projects:

- ✓ The carpet replacement project which included updating common areas with lift doors and insets painted in current decorator colours, tile borders and wall mirrors
- ✓ Owner and resident library – relocated to a room behind the Building Managers office for easy and secure access
- ✓ Rubbish compactor unit & bin replacement
- ✓ LED sensor lights in the Refuse rooms on all floors
- ✓ Replacement of foyer A/C unit
- ✓ Upgrading of the office & access control computers
- ✓ The roof mounted outside air filter plenum replacement & additional repairs to ventilation system – in progress
- ✓ Replacement of lift cameras – scheduled for next financial year
- ✓ Replacement of lift call button panels & lift indicator units on car park levels - scheduled for next financial year.

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➤ **Protocol**

Members of the Protocol Committee are: **Susan Bower, Alfred Kaetel and Maria Robbins.**

This Sub Committee is responsible for day to day, periodic and event based communication with all Owners, Residents and external bodies. The primary focus is to ensure information is appropriate, easily accessible, understood, timely and effective.

Completed/In Progress Projects:

- 2014 Clarendon Towers End of Year celebration
- Lift notice screens changed every three weeks
- Major update and refreshment of content on the Clarendon Towers website
- All COM owner and resident correspondence.
- New, updated and reformatted structure of the draft Clarendon Towers Registered Rules –now at legal review stage and subsequent vote by all Lot Owners.

➤ **Town Planning**

Members of the Town Planning Committee are: **Arch Miller and Gabrielle Palmer.**

This Sub Committee is responsible for keeping abreast of new developments in this area, specifically:

- To understand the implications of any Planning Scheme amendments.
- Contribute, where possible, to the future direction of the Southbank Precinct.

The Town Planning committee has been very active in working with Southbank Resident groups to address the ongoing high rise development approvals.

- ✓ A petition signed by 200 Clarendon Towers' residents was presented by Cr Rohan Leppert on October 28 and was unanimously received by council. The petition formed part of the council's submission to the Planning Minister's department at November 11's Future Melbourne Committee meeting.
- ✓ An article was published in Issue 36 of the Southbank local News.
- ✓ Haig Street matters have been raised with City of Melbourne Council and some improvements have already been made including: regular street cleaning; removal of graffiti; additional rubbish bins; and more police patrols.

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➤ Finance

Members of the Finance Committee are: **Steve Ballengee and Alfred Kaetel.**

The Finance subcommittee manages Clarendon Towers' short and long term financial condition. This Sub Committee is responsible for the budget required to manage and undertake all activities that require funds. The budget is agreed by the CoM and approved by the Owners at the AGM.

Summary: With nearly 60% of the fiscal year completed (thru October 31), Clarendon Towers' financial condition is strong and our performance has been good against the General Administration and Maintenance Plan budgets. No major downside risks are apparent or emerging and no unusual transactions have been observed in the detailed Transactions Listing.

General Administration (GA) Performance: Revenue is on-target with 3 of 4 quarterly levy notices now issued. Actual expenditure against the Expense budget has been favourable. In particular, we have incurred relatively low expenditures for Repairs (not covered by service contracts). Utilities are slightly ahead of plan; however, increases in cost of Gas are being observed.

Maintenance Plan (MP) Performance: Revenue is on-target taking into consideration interest yet to be paid on our term deposit balances in the latter half of the fiscal year. As planned, the majority of MP expenditure was scheduled and completed in the first half of the fiscal year. Whilst the MP deficit of \$58K reflects both planned expenditure in excess of revenue this year and a timing difference between cash inflow and outflow, our large accumulated MP Reserve Balance (\$887K at April 1) provided ample liquidity to absorb this small deficit.

- ✓ The major project for 2014 was the replacement of common area carpets and updating the appearance of the lift wells (\$240K spent). This project was delivered under its budget and is now complete.
- ✓ The project we have been progressing over the last 2 years to replace all common area lighting with new energy-efficient LED technology is nearly complete (\$25K spent in 2014) with some modest cost overrun incurred.
- ✓ Remaining projects for the year are modest expenditures to replace the waste compactor and bins and repair/refurbish/replace other mechanical and office equipment.

Reserves Balances: Based on the favourable budget performance, the total of notional Balance Sheet reserves (GA + MP) have continued to increase. In particular, growing the MP reserve over time will ensure that Clarendon Towers is able to maintain the condition and amenity of the building without large unplanned increases in our MP levy to cover high-dollar maintenance projects.

<u>CT Financial Status</u> <i>(As at 31 Oct - 59% of year complete)</i>	Annual Budget	Actuals @ Oct 31	% of Budget	Status
<u>General Administration Plan</u>				
Revenue (Levy & Interest)	929,000	691,888	74.5%	On-Target
Expenses (Services & Repairs)	928,625	533,482	57.4%	Favourable
Surplus / (Deficit)		158,407		Favourable
<u>Maintenance Plan (Capital Maintenance)</u>				
Revenue (Levy & Interest)	310,835	216,537	69.7%	On-Target
Expenses (MP Projects)	349,000	274,583	78.7%	On-Target
Surplus / (Deficit)		<58,047>		On-Target

	Beg Bal @ April 1	Net Change	End Bal @ Oct 31	Status
Reserve Balances:				
General Administration	156,554	158,407	314,961	Improved
Maintenance Plan	887,079	<58,047>	829,032	Declined*

**Of the current \$58K MP deficit, \$38k was planned and budgeted to reflect a heavy MP project schedule this year; \$20K results from temporary timing differences between cash inflow and outflow that will resolve when 4Q levies are collected.*

Calling for more sub-committee members!

Having new members join and contribute is important for the Committee to stay fresh, enthusiastic and continue to be 'the voice' of all owners.

Being a sub-committee member is a great opportunity for the Committee and owners to tap into 'free' expertise that exists with owners. This not only benefits all owners financially, it also helps ensure their interests are represented and actioned responsibly. It also provides you as a member with insights into the day to day and long term operations required to keep Clarendon Towers a building to be proud of.

If you are interested we'd love to hear from you. Please complete the form below and deposit in the Body Corporate mailbox located in the mailroom.

Clarendon Towers Sub Committee Member Application Form

1. **Name:**

2. **Contact Details**

Phone Number:

Email Address:

3. **Lot Number:**

4. **Nominate which sub-committee, in order of preference 1-4, you would like to join:**

___ Finance

___ Building and Maintenance

___ Town Planning

___ Protocol

5. **Experience, skills or interest**

Please list any experiences, skills or interests you have relevant to the various roles of the CoM members.

For example previous Committee Member, professional occupation in Finance, interest in communications, town planning, building maintenance...

1. *Applications will be reviewed at the next Committee of Management meeting.*
2. *The Secretary will formally advise all applicants of the result of their application after the CoM Meeting.*
3. *The Chairperson of the relevant sub-committee will invite the new Member to the next sub-committee meeting.*