

**MINUTES OF COMMITTEE MEETING OF
CATHEDRAL PLACE COMMUNITY BODY CORPORATE
HELD ON 3RD SEPTEMBER 1999 AT 3.30PM IN THE OFFICES OF STEWART SILVER KING & BURNS
(BRISBANE) PTY LTD 46 WHARF STREET KANGAROO POINT QLD 4169**

PRESENT

Brian Tribe
Bernie Hammar
Patrick Brown
Merv Rollings
Richard Nitze

IN ATTENDANCE

Bill Mewett Cathedral Place Management Pty Ltd
Mr. J Bentes De Menezes
Don Caslick represented Stewart Silver King & Burns (Brisbane) Pty Ltd.

APOLOGIES

Tony May
Zam Martin
Francess Edwards

CHAIRMAN

Don Caslick chaired the meeting.

QUORUM

The chairman advised that a quorum was represented and declared the meeting open at 3.35pm

**MEETING
PROCEDURE**

Discussion was held with respect to the division of responsibility between the manager and the administrator and the role of the committee of the bodies corporate. It was noted that Cathedral Place Community Body Corporate would be represented by representatives of each of the bodies corporate in due course. These representatives would sit on the community body corporate committee and be responsible for the majority of the day to day decisions. With respect to the individual bodies corporate these representatives would also become the nominees to deal with the building manager and the administrator. Accordingly it was agreed that the representative of Notre Dame would be Bernie Hammar representative of Canterbury and Westminster would be Richard Nitze and the Representative of Oxford and Cambridge would be Zam Martin.

It was generally agreed that the community body corporate would meet four times per year in a formal capacity. At this stage it was also agreed that the individual bodies corporate would conduct their business in a less formal manner as coordinated by the representatives mentioned earlier.

The role of the building manager is to effectively ensure that property management issues are handled effectively and efficiently. The role of the administrator is to ensure the records of the body corporate are kept appropriately.

file please - meeting section

Dated : / /

Chairman's Signature _____

Whilst the administrator has delegated powers to act on behalf of the body corporate committee these powers are unlikely to be used except in the case of emergencies. Even in these cases it would be likely that the administrator and building manager would have contact with key stake holders in each of the bodies corporate prior to major decisions being made.

CARPARK SECURITY

Bill Mewett reported to the committee on the proposal to install a carparking control system in the carpark noting the cost of parking was likely to be \$3 per hour with the first half hour being free. It was noted that an agreement was to be reached between the body corporate through the building manager and Team Security who will be providing the carparking control system to the body corporate property. Once this agreement have been reached the body corporate would be required to ratify the proposal.

CARPARK SAFETY ISSUES

It was agreed that further discussion on the carpark safety issues should be deferred until the carpark security system is installed and operating. It is noted that this system was hoped to be installed within next 6-8 weeks. Bill Mewett commented that it was likely that carpark safety issues may become redundant once the control system is put in place.

INSTALLATION OF BIKE RACKS

It was agreed that Bill Mewett be authorized to arrange for the purchase and installation of three bike racks to the carpark area. The representatives of each of the bodies corporate would liase with Bill to confirm the suitable placement of the racks.

SECURITY CABINETS

It was agreed that the existing style of security cabinet installation in the carpark was acceptable and owners would be authorized to make similar installations upon the request to the building manager. It was agreed that Bill Mewett would arrange for committee members to inspect the property to identify appropriate areas for the installation of such security cabinets.

SHOWER FOR THE POOL AREA

It was agreed that Bill Mewett would obtain costs for installation of a shower to the pool area and report back to the budget meeting on the expected costs of this work.

Dated : / /

Chairman's Signature _____

RESIDENTS ONLY SIGNAGE FOR POOL AREA,GYM and SAUNA

It was agreed that the building manager would be authorized to install “residents only” signage to the pool area, the gym and sauna.

FOOD and OTHER DELIVERY POLICY

It was agreed that food and other deliveries are to be collected by residents from the reception area and delivery staff are not authorized to enter the secured area of the premises.

BALCONIES

It was noted that some balconies had developed an unacceptable appearance due to various items being placed on balconies in full view of the public. It was agreed that committee members would liase with Bill Mewett to determine what is to be considered acceptable balcony furnishings. Unacceptable balcony furnishings, clothing, bedding, signage or boxes are to be removed by the residents and the building manager has the full authority of the bodies corporate to request the removal of any such items.

MANAGERS REPORT

WASTE CONTRACTORS ACCESS TO BUILDING

It was agreed that Richard Nitze would make representations to David Hinchcliffe with respect to a Brisbane City Council demand to the body corporate that a triangle shaped traffic island on the eastern entrance to the building should be removed. It was noted that the City Council had originally authorized or instructed the installation of the island as part of the development plan for Cathedral Place. It was felt that it was unreasonable that the body corporate should now bear the cost of removing this island because of the Council’s further consideration of the issue.

BUILDING DEFECTS

The committee noted numerous items which it felt were defects that needed the attention of the builders. The item of most concern is the water penetration through the carpark slab. This penetration is causing damage to motor vechiles parked in the carpark. It was agreed that Bill Mewett be authorised to provide a brief to a building inspector/engineer on the identified defects and present a report to the next meeting of the body corporate. It was agreed that the body corporate needed to be well informed on this issue to ensure that defects are identified and responsibility for their rectification is known. It was further agreed that a building consultant, whether it be a building inspector or engineer, should be retained to manage the defects process.

Dated : / /

Chairman's Signature _____

**GENERAL
BUSINESS**

CATHEDRAL VILLAGE

The body corporate manager was requested to obtain an update from Devine Limited on the progress of leasing shops in Cathedral Village.

SANDSTONE WALL

The body corporate manager was requested to write to Devine Limited and ask when the unfinished section of the sandstone wall at the corner of Gotha and Ann Street would be finished.

UNSUITABLE TREES

The manager was requested to obtain advice on whether the Cortain trees would cause future problems to the building.

NEXT MEETING

It was agreed that a budget meeting would be held on site on the 13 October 1999 at 5.00pm.

CLOSURE

There being no further business the meeting closed at 6.05pm.

Dated : / /

Chairman's Signature _____