

**MINUTES OF COMMITTEE MEETING OF
CATHEDRAL PLACE COMMUNITY BODY CORPORATE
HELD ON 20TH JULY 2000 AT 5.30PM
AT THE ONSITE MEETING OFFICE 41 GOTHAM STREET FORTITUDE VALLEY.**

PRESENT

Brian Tribe
Tony May
Bernie Hammar
Danuta Hannam
Bill Ritchie
Lorraine Zunker

Melissa Schembri
Cameron Eaton
Dominique Bittar
Debra Findlay
Graham Beveridge

IN ATTENDANCE

Mr Don Caslick - Stewart Silver King & Burns
Mr Tim Sheehan - Stewart Silver King & Burns
Mr Brett Gillan - MCD - Project Manager
Geoff Zunker - Cathedral Place Management

CHAIRMAN

Mr B Ritchie chaired the meeting.

QUORUM

The secretary advised the chairman that a quorum was in attendance.

MINUTES

Resolved that the minutes of the Committee meeting held on the 22nd February 2000 be confirmed as a true and correct record of the proceedings of that meeting.

MANAGER'S REPORT

Car Park

Manager to circulate advice to all residents that a car parking sticker is to be affixed or visible by 1st August 2000 and failing proper identification of vehicles, unidentified vehicles will be towed away.

Ventilation of G & H Block Foyers

Mr Gillan advised that there was no requirement for mechanical ventilation of foyers. Manager to have odour problem investigated by Odour Control.

Garden Trimming

Management to arrange for trimming/hedging of plants as recommended by the gardener. Committee advised that it was prepared to place its faith in the gardener's judgement.

Security System

Fault to be rectified by security contractor which allows access to F block residents into G & H blocks foyer. Manager to refer this as a defect to Multiplex and Brett Gillan.

Sauna

Multiplex are to install the tray above the elements to resolve the ongoing problems with water shoring out the system. Success to be reviewed.

Agreed that the sauna be locked and key supplied to users.

Building Defects

Brett Gillan attended the meeting and addressed members on progress of paint, water leaks and other defects.

It was noted that with respect to the problems with the paintwork the painting contractor offered to repaint with one coat as follows:

Block A repainting	\$3,000.00
Blocks B & C and D & E repainting	\$17,280.00

Committee agreed that the preferred option would be to set in place a maintenance program as proposed by Stella Corporation. This matter to be referred to owners at an Extraordinary General Meeting.

Satellite Dish

Brett Gillan to speak to Multiplex about replacement of a defective component.

Leaching of Lime - D & E Block

Manager to have Multiplex look at problem affecting D & E blocks – refer Tony May.

Extraordinary General Meeting

Be held on Thursday 10th August 2000 to resolve the following issues:

- Painting maintenance program.
- By-laws for towing of vehicles and by-laws preventing use of skateboards and scooters.
- Discount for payment of levies by the due date.

It was resolved that Extraordinary General Meetings would be held for each of the residential bodies corporate.

By-law Breaches

By-law breaches where the manager is unable to enforce the by-law, particularly those regarding the keeping of animals, are to be forwarded to the Body Corporate Manager.

Building Manager to use every effort to have pot plants and barbeque candles removed from balcony ledges.

The Building Manager will monitor the moving in and out of units, especially in buildings serviced by one lift only.

FINANCIAL REPORTS

Financial reports noted.

COMMERCIAL AREA CARPARK

Management has implemented a system to control use and this will continue to be further developed over time.

It was noted that some owners had raised concern about the visitors car park being allocated for the sole use of Cathedral Village. The body corporate manager advised that by-law 28 of the Community Body Corporate By-Laws confirmed this allocation.

GENERAL BUSINESS

Building Manager to distribute a circular to all residents asking that more consideration be shown on various issues including:

- Closing of gates/doors
- Car parking
- Use of pool in early morning

Post Box

Body Corporate Manager to write to Australia Post lobbying for the installation of a post box in the Cathedral Place vicinity.

Local Business Association and Police

Letter of appreciation to be sent to the local Business Association and Police thanking them for their efforts in making Fortitude Valley a pleasant place to live and work.

Landscape Architect

Brett Gillan to ask Woods Bagot to look at the large trees in the landscaped areas that are causing concern.

Installation of Safety Mirror

Building Manager to arrange for the installation of a safety mirror at bottom of B2.

Cleaning of Common Property

Noted the appreciation of committee for the efforts of the Zunker management team in keeping the property in an excellent condition.

CLOSURE

There being no further business the meeting closed at 8:35pm

NOTRE DAME CTS

PROPOSED ANNUAL BUDGET

<u>ADMINISTRATIVE FUND</u>	ACTUAL 01/09/99-31/08/00	BUDGET 01/09/99-31/08/00	BUDGET 01/09/00-31/08/01
<u>INCOME</u>			
Levies - Administrative Fund	278,011.50	278,011.50	420,000.00
Discount - Admin Fund	(144.84)	0.00	(84,000.00)
Interest Received	1,495.88	0.00	0.00
GST On Income	3,590.87	0.00	0.00
<u>TOTAL ADMIN. FUND INCOME</u>	282,953.41	278,011.50	336,000.00
<u>EXPENDITURE - ADMIN. FUND</u>			
Audit Fees	600.00	0.00	1,000.00
Bank Charges	1,648.55	500.00	2,000.00
Body Corp. Administration	811.47	785.00	890.00
Community Contributions	167,113.17	162,997.40	217,533.13
Cleaning	1,109.90	0.00	1,800.00
Consulting Fee Exp	1,399.00	0.00	0.00
Electricity	15,568.73	12,000.00	10,000.00
Fire Control	0.00	5,000.00	200.00
Income Tax Expenses	425.92	0.00	0.00
Land Tax Expense	0.00	0.00	500.00
Insurance	8,327.03	8,000.00	10,000.00
Legal Costs	2,016.65	1,500.00	1,000.00
<u>Legal Fees</u>			
Legal Fees - Taxed	(155.00)	0.00	0.00
Legal Fees - No Tax	155.00	0.00	0.00
Management	59,449.96	60,000.00	67,357.00
Pest Control	130.00	4,000.00	500.00
Printing Post. & Stationery	7,850.04	7,850.00	8,895.00
Print.Post. & Stat - Egm's	3,222.50	3,500.00	3,000.00
Rep & Maint-Building	7,741.84	10,000.00	7,500.00
Rep & Maint-Electrical	205.00	3,000.00	1,000.00
Rep & Maint-Plant	127.60	2,000.00	1,000.00
Rep & Maint-Plumbing	708.95	1,000.00	750.00
Rep & Maint-Pool	0.00	0.00	1,000.00
Rep & Maint-Lifts	15,833.51	22,500.00	25,500.00
Withholding Tax	521.92	0.00	0.00
Tax Return Fees	155.00	200.00	250.00
GST On Expenses	(3,284.06)	0.00	0.00
<u>TOTAL ADMIN. EXPENDITURE</u>	291,682.68	304,832.40	361,675.13
<u>SURPLUS / DEFICIT</u>	\$ (8,729.27)	\$ (26,820.90)	\$ (25,675.13)
Opening Admin. Balance	65,846.70	65,846.70	57,117.43
<u>ADMINISTRATIVE FUND BALANCE</u>	\$ 57,117.43	\$ 39,025.80	\$ 31,442.30
NUMBER OF UNITS OF ENTITLEMENT:		10,491	10,491
AMOUNT PER UNIT OF ENTITLEMENT:		\$ 26.5000	\$ 40.0343
DISCOUNT PER UNIT OF ENTITLEMENT:		\$ 0.0000	\$ 8.0069
NET PER UNIT OF ENTITLEMENT:		\$ 26.5000	\$ 32.0275

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PROPOSED ANNUAL BUDGET

<u>SINKING FUND</u>	<u>ACTUAL</u> 01/09/99-31/08/00	<u>BUDGET</u> 01/09/99-31/08/00	<u>BUDGET</u> 01/09/00-31/08/01
 <u>INCOME</u>			
Levies - Sinking Fund	45,950.58	45,950.58	59,122.00
Discount - Sinking Fund	(24.38)	0.00	(11,824.00)
GST On Income	647.21	0.00	0.00
 <u>TOTAL SINKING FUND INCOME</u>	 46,573.41	 45,950.58	 47,298.00
 <u>EXPENDITURE - SINKING FUND</u>			
 <u>TOTAL SINK. FUND EXPENDITURE</u>	 \$ 0.00	 \$ 0.00	 \$ 0.00
 <u>SURPLUS / DEFICIT</u>			
	\$ 46,573.41	\$ 45,950.58	\$ 47,298.00
 Opening Sinking Fund Balance	 0.00	 0.00	 46,573.41
 <u>SINKING FUND BALANCE</u>	 \$ 46,573.41	 \$ 45,950.58	 \$ 93,871.41
 NUMBER OF UNITS OF ENTITLEMENT:		10,491	10,491
AMOUNT PER UNIT OF ENTITLEMENT:		\$ 4.3800	\$ 5.6355
DISCOUNT PER UNIT OF ENTITLEMENT:		\$ 0.0000	\$ 1.1271
NET PER UNIT OF ENTITLEMENT:		\$ 4.3800	\$ 4.5084

CATHEDRAL PLACE MANAGEMENT

41 Gotha Street
Fortitude Valley QLD 4006

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MANAGERS REPORT 30TH NOVEMBER 2000

We have been towing vehicles with a successful result but not without receiving some abuse.

Tried increasing the amount of odour control chemicals in G & H blocks without any success. These foyers still have a horrid smell of stale air. Suggest some type of exhaust fan be installed.

Tree trimming quotes are still on the way. This is to bring the tall trees under control – considering the height of the trees and the depth of soil under them.

The Sauna tray has not arrived yet but the system by which users collect the key from the office has definitely decreased the problems we were having with the sauna.

Building defects take forever to receive attention. Geoff sends his list over on a regular basis but few results.

Most people have complied with the request to remove pot plant and candles from balcony ledges but we still have some we have to chase.

A letter requesting a Post Box (for mailing letters) was sent to the relevant person but we have received no reply.

The safety mirror has been installed on B2 level car park.

Painting of hallways and foyers was completed and the lift carpet should be completed by the end of November.



Cathedral Place Management.