

**MINUTES OF THE GENERAL MEETING OF THE PRINCIPAL BODY CORPORATE FOR "CATHEDRAL PLACE" BUILDING UNITS PLAN NO. 1999 HELD IN THE ONSITE MEETING ROOM, 41 GOTHA STREET, PORTITUDE VALLEY, QUEENSLAND, 4006 ON TUESDAY 12<sup>TH</sup> MARCH 2002, AT 6:00PM.**

<b>PRESENT</b>	The Proprietors Duhig represented by its nominee John Cheesman The Proprietors Canterbury & Westminster represented by its nominee Tony May The Proprietors Notre Dame represented by its nominee Bernie Hammar The Proprietors Oxford & Cambridge represented by its nominee Pat Brown
<b>IN ATTENDANCE</b>	Jim O'Hare - Stewart Silver King & Burns (Brisbane) Pty Ltd. Pat McGlade - Stewart Silver King & Burns (Brisbane) Pty Ltd Lorraine Zunker - Cathedral Place Management Geoff Adler - Cathedral Place Management Will Fisher - Stewart Silver King & Burns (Brisbane) Pty Ltd
<b>APOLOGIES</b>	John Cipoloni - Cathedral Village
<b>CHAIRMAN</b>	Resolved that John Cheesman chair the meeting

**MOTIONS FOR CONSIDERATION**

1.	CONFIRMATION OF MINUTES OF PREVIOUS MEETING	VOTING
	<b>Resolved</b> that the Minutes of the General Meeting dated 18 <sup>th</sup> December 2001, as attached to this Notice, be confirmed as a true and correct record of the meeting and that any consents and agreements executed pursuant to any resolution of the meeting be ratified.	YES 4 NO 0 ABSTAIN 0
2.	ADOPTION OF FINANCIAL STATEMENTS	VOTING
	<b>Resolved</b> that the "Special Purpose Financial Statements" prepared by the Body Corporate as a non-reporting entity, which include the Income and Expenditure and Assets and Liabilities for the year ending 31 <sup>st</sup> August 2001 be approved and adopted.	YES 4 NO 0 ABSTAIN 0
3.	APPOINTMENT OF AUDITOR	VOTING
	<b>Resolved</b> that Neil McLennan of Dunlops Chartered Accountants who is a registered Company Auditor under the Companies (Queensland) Code, be appointed to audit the books and accounts for the financial year ending 31 <sup>st</sup> August 2002 (as per Section 276(9)(a)).	YES 4 NO 0 ABSTAIN 0
4.	NON AUDIT OF ACCOUNTS FOR ENSUING FINANCIAL YEAR	VOTING
	<b>MOTION LAPSED</b> That the books and accounts of the Body Corporate in respect of the financial year ending 31 <sup>st</sup> August 2002 shall not be audited.	YES 0 NO 0 ABSTAIN 0

**COPY**

<p>5.</p>	<p><b>ADMINISTRATION FUND BUDGET</b></p> <p><b>Resolved</b> that the Administration Fund Budget be approved and determined at \$589,650.00 expenditure, and \$606,780.52 levy income and be issued by the Treasurer as follows:-</p> <table border="1" data-bbox="256 349 1291 506"> <thead> <tr> <th>NO OF INSTALMENTS</th> <th>DUE DATE</th> <th>CONTRIBUTION PER LOT ENTITLEMENT</th> <th>PERIOD</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Already issued</td> <td>\$222.8933</td> <td>01/09/01 – 31/12/01</td> </tr> <tr> <td>2</td> <td>Already issued</td> <td>\$12.3300</td> <td>01/01/02 – 30/04/02</td> </tr> <tr> <td>3</td> <td>01/05/02</td> <td>\$12.3300</td> <td>01/05/02 – 31/08/02</td> </tr> <tr> <td colspan="2">TOTAL CONTRIBUTION PER LOT ENTITLEMENT</td> <td>\$247.5533</td> <td></td> </tr> </tbody> </table> <p>AND THAT THE OWNERS AUTHORISE THE TREASURER TO ISSUE THE ADMINISTRATION FUND CONTRIBUTION FOR THE FIRST PERIOD OF THE FOLLOWING FINANCIAL YEAR AS FOLLOWS:</p> <table border="1" data-bbox="256 611 1291 689"> <thead> <tr> <th>NO OF INSTALMENTS</th> <th>DUE DATE</th> <th>CONTRIBUTION PER LOT ENTITLEMENT</th> <th>PERIOD</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>01/09/02</td> <td>\$85.5200</td> <td>01/09/02 – 31/12/02</td> </tr> </tbody> </table>	NO OF INSTALMENTS	DUE DATE	CONTRIBUTION PER LOT ENTITLEMENT	PERIOD	1	Already issued	\$222.8933	01/09/01 – 31/12/01	2	Already issued	\$12.3300	01/01/02 – 30/04/02	3	01/05/02	\$12.3300	01/05/02 – 31/08/02	TOTAL CONTRIBUTION PER LOT ENTITLEMENT		\$247.5533		NO OF INSTALMENTS	DUE DATE	CONTRIBUTION PER LOT ENTITLEMENT	PERIOD	1	01/09/02	\$85.5200	01/09/02 – 31/12/02	<p><b>VOTING</b></p> <p>YES 4</p> <p>NO 0</p> <p>ABSTAIN 0</p>
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<p>6.</p>	<p><b>SINKING FUND BUDGET</b></p> <p><b>Resolved</b> that the Sinking Fund Budget be approved and determined at \$294,926.02 expenditure, and \$213,649.52 levy income and contributions be issued by the Treasurer as follows:-</p> <table border="1" data-bbox="256 898 1291 1025"> <thead> <tr> <th>NO OF INSTALMENTS</th> <th>DUE DATE</th> <th>CONTRIBUTION PER LOT ENTITLEMENT</th> <th>PERIOD</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Already issued</td> <td>\$67.8962</td> <td>01/09/01 – 31/12/01</td> </tr> <tr> <td>2</td> <td>Already issued</td> <td>Nil</td> <td>01/01/02 – 30/04/02</td> </tr> <tr> <td>3</td> <td>01/05/02</td> <td>Nil</td> <td>01/05/02 – 31/08/02</td> </tr> </tbody> </table> <p>And That the Owners authorise the Treasurer to issue Sinking Fund Contribution for the first period of the following financial year as follows:</p> <table border="1" data-bbox="256 1207 1291 1285"> <thead> <tr> <th>NO OF INSTALMENTS</th> <th>DUE DATE</th> <th>CONTRIBUTION PER LOT ENTITLEMENT</th> <th>PERIOD</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>01/09/02</td> <td>\$22.6300</td> <td>01/09/02 – 31/12/02</td> </tr> </tbody> </table>	NO OF INSTALMENTS	DUE DATE	CONTRIBUTION PER LOT ENTITLEMENT	PERIOD	1	Already issued	\$67.8962	01/09/01 – 31/12/01	2	Already issued	Nil	01/01/02 – 30/04/02	3	01/05/02	Nil	01/05/02 – 31/08/02	NO OF INSTALMENTS	DUE DATE	CONTRIBUTION PER LOT ENTITLEMENT	PERIOD	1	01/09/02	\$22.6300	01/09/02 – 31/12/02	<p><b>VOTING</b></p> <p>YES 4</p> <p>NO 0</p> <p>ABSTAIN 0</p>				
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<p>7.</p>	<p><b>ADMINISTRATION AGREEMENT</b></p> <p><b>Resolved</b> that Stewart Silver King &amp; Burns (Brisbane) Pty Ltd (herein called "The Administrator") be appointed as the Body Corporate Administrator/Manager of the Body Corporate "Cathedral Place" BUP 1999 and that the common seal be affixed to an instrument in writing pursuant to the provisions of Section 50 (1) of the Act appointing the Administrator/Manager and delegating all the powers, authorities, duties and functions of the Body Corporate and its Committee and the Chairman, Secretary and Treasurer of the Committee other than the power to make a delegation under the Act, and to make a decision on a restricted matter within the meaning the of Section 46 of the Act. FURTHER that in relation to the appointment of Stewart Silver King &amp; Burns (Brisbane) Pty Ltd as the Body Corporate Administrator/Manager of the Body Corporate the initial term of this appointment shall be for a period of 3 years commencing from 4<sup>th</sup> November 2001 at an all inclusive fee of \$132.00 per lot per annum (plus GST), as per the Administration Agreement included with the notice of this meeting.</p> <p><i>NOTE: THIS REPRESENTS NO INCREASE OVER CURRENT FEES. NO ADDITIONAL FEES HAVE BEEN CHARGED FOR PROPERTY MANAGEMENT SERVICES PROVIDED FOR EG CAR PARK RESURFACE. ETC</i></p>	<p><b>VOTING</b></p> <p>YES 4</p> <p>NO 0</p> <p>ABSTAIN 0</p>																												

8.	<b>INSURANCE APPROVAL</b>	<b>VOTING</b>
	<b>Resolved</b> that the renewed insurance policies including Directors and Officers cover for the period 31/12/01 to 31/12/02 as set out on the attached Insurance Report, together with the declaration of STEWART SILVER KING & BURNS (Brisbane) Pty Ltd be adopted and that the Committee of the Body Corporate or the Body Corporate Administrator be authorised to obtain quotations and to renew the insurance policies for the following year commencing 31/12/02.	YES      4
		NO        0
		ABSTAIN   0
<b>ELECTION OF EXECUTIVE MEMBERS (CHAIRPERSON, SECRETARY, TREASURER) AND ORDINARY MEMBERS OF THE COMMITTEE.</b>		

- It is noted that the Executive Members would be the Chairperson of each Subsidiary Body Corporate or as nominated.

## 9. GENERAL BUSINESS

### Engineer's Report :

Will Fisher reported to committee on various items as below :

**Hot water system** – noted that there have been no complaints since repairs effected

**Carpark** – Project completed, a few minor defects have been noted, and contractor has agreed to remedy all

**Cracks** – A few minor cracks have appeared in building, but these are not structural, and have been caused by dry summer weather causing movement and shrinkage

**Waste Bins** – Contractor not repairing damage to wheels on bins, **resolved** that Will Fisher and SSKB liase on this matter and seek effective remedy

**Internal painting** – noted that walls have been repainted, but no ceilings , **resolved** that payment be withheld until satisfactory resolution with contractor over this.

**Exterior cleaning, washing & painting** – noted that some problems have arisen, mainly to do with scaffolding contractor, but steps have been taken to control these, and all damage etc will be repaired

**Noted** that final contract not yet signed, but proceeding under Heads of Agreement.

### Slug problem :

**Noted** that slugs are a problem on pathway near pool, especially after rain, but frequent doses of slug pellets are applied, and pathways are regularly cleaned

### Clothes racks on balconies :

**Resolved** that management continue to monitor , and to advise residents that these are not permitted

### Internal Palms :

**Noted** that these appear dry and lifeless at times , **resolved** that managers obtain alternative quote for supply

### Faulty Rangehood modules :

**Noted** that a large number of these have had to be replaced, **resolved** that SSKB endeavour to source an alternative replacement.

### Backup computer for Security swipe system :

**Resolved** that RFT be authorised to supply and install backup computer system , including UPS, and with 2 year warranty at a cost not to exceed \$2,000.00

### Main Roller door :

**Noted** that problems experienced with chain breaking, and door dropping, **resolved** that managers liase with Will Fisher and obtain further quote to repair satisfactorily, and then proceed with repair as per selected quote

**Water tap near Bow Thai restaurant :**

**Resolved** that managers obtain quotation for installation, with attention to location, security, and aesthetics, and proceed with installation at a cost not to exceed \$350.00

**CCTV camera Wickham Street lift entrance :**

**Resolved** that possible options be sought from installers, and further details be sought from Cathedral Village owners as to their request. **Further resolved** that all avenues be explored with Council, Police etc re funding of this as it would assist them in security in the Valley area.

**Manager's Report ;**

Manager's Report, as attached to these minutes tabled, discussed and accepted.

**Public Relations sub committee :**

Jim O'Hare outlined ideas from sub committee meeting which were being further explored. **Noted** that further quotes be obtained for Caps as per merchandise catalogue tabled. **Resolved** that subcommittee further pursue and firm up on the Sausage Sizzle promotion, and that a meeting of this sub committee be held during the 2<sup>nd</sup> week after Easter.

**Letter re weather screens Unit C19 :**

**Resolved** that SSKB write to lot owners advising them of the steps they need to take to make application for permission to install.

**CLOSURE**

There being no further business the meeting was closed at 7.40 pm.