

Body Corporate For
CATHEDRAL PLACE MCP 1999

STEWART SILVER
KING AND BURNS
STRATA MANAGEMENT

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MINUTES OF THE COMMITTEE MEETING OF THE PRINCIPAL BODY CORPORATE FOR CATHEDRAL PLACE MCP 1999 HELD IN THE OFFICES OF STEWART SILVER KING & BURNS (BRISBANE) PTY LTD ON THURSDAY 17TH OCTOBER 2002 AT 6PM.

PRESENT	"A " - Notre Dame – represented by Ross Prior & Bernie Hammar "B/C" – Oxford & Cambridge – represented by Pat Brown "D/E" – Canterbury & Westminster – represented by Tony May "F" - Duhig – represented by John Cheesman
IN ATTENDANCE	Jim O'Hare - Stewart Silver King & Burns (Brisbane) Pty Ltd Paul Wood - Stewart Silver King & Burns (Brisbane) Pty Ltd Francis Rollings - Notre Dame Marcus Littlewood - Oxford & Cambridge Eddie Zunker & Lorraine Zunker - Cathedral Place Management Geoff Zunker - Cathedral Place Management
APOLOGIES	Scott Gist - "G/H" Kensington & Sandringham
CHAIRMAN	Ross Prior was elected to chair the meeting
QUORUM	Chairman declared a quorum present and declared the meeting open at 6.00pm.
MINUTES	Resolved to defer until after Agenda item 4.
MATTERS ARISING	Resolved to defer until after Agenda item 4.
MANAGEMENT AGREEMENT PROPOSAL	Amy O'Donnell, solicitor, from Hillhouse Burrough McKeown, solicitors acting for Cathedral Place Management outlined the proposals contained in the new agreements as sent out with Notice of meeting. The proposal is for the replacement of the current agreements with new agreements for term of 2 x 10 years; these agreements to be under the same financial terms as those presently in place. Resolved that Frank Higginson of Hynes Lawyers be appointed to act on behalf of the Body Corporate under the terms of letter dated 17 th October 2002, and that Mr Higginson brief committee on this matter as soon as is practicable. Noted that Cathedral Place Management undertook to pay all reasonable legal expenses incurred by the Body Corporate in this matter.
MINUTES	Resolved that the minutes of the previous Committee meeting held Thursday 12 th September 2002, be confirmed as a true and accurate record of that meeting.
MATTERS ARISING	Rangehoods Noted that Fisher & Paykel are replacing defective components in the "white" Rangehoods at present. Further noted that managers have had difficulty in getting the quota to date, and are not confident that supply will continue. Entrance door signage Ross Prior tabled details for proper signage for 7 front doors, to clearly indicate instructions for accessing each building.

Signage - Building

Ross Prior outlined proposal to enhance outside signage to building. **Resolved** that quotes be presented to next full meeting of committee.

Hotwater - A Block

Noted that the system is now operating effectively since replacement of the 2 systems. **Resolved** that a sub-committee chaired by Bernie Hammar be formed to investigate matter further, and that John Cheesman and Lorraine Zunker assist in this investigation.

FINANCIAL STATEMENTS

Draft Financials were tabled and discussed, proposed Budget was discussed. Full draft Budget will be tabled at next meeting in 2 weeks.

Electricity

Resolved that ERC be asked to prepare report for next meeting outlining savings achieved.

Consulting fees – Carpark

Resolved that Flowcrete be required to repair carpark floor joints before any retention monies released.

Grease Trap

Noted that Zappaway account for cleaning Grease Trap to be paid by Cathedral Village Body Corporate in future.

Plant Hire

Resolved that manager compare costs of present supplier against quotations from other firms, and report back to committee at next meeting.

CORRESPONDENCE

From Will Fisher re Pool Lights etc - dealt with under Managers Report

MANAGER'S REPORT

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

Pool Lights & Sandstone erosion

Resolved that Will Fisher be authorised to attend onsite to inspect and sign off on completion of pool light repairs, and also to organise and carry out rectification of the sandstone erosion problem.

CCTV Cameras - Wickham Street

Noted that quotation tabled for installation along frontage of Wickham Street is \$10,585.00 + GST for supply and fit for 6 cameras, plus a cost of either \$7,288.00 + GST, or \$2120 + GST, depending on which level of viewing and recording required and installed.

Resolved that the quotation be referred to Cathedral Village Body Corporate to formulate a submission to CBC.

Truck Damage - Kerbing

Discussion held on option of replacing curb upstand with lines.

Resolved that Will Fisher be asked to specify engineering solution, and to supply costings for removal and reinstatement.

No Pets policy

Resolved that committee fully support the actions of management in stopping all residents from bringing pets into the buildings. **Noted** that this ban extends to all owners and visitors as well as to tenants.

GENERAL BUSINESS

P R Committee - Flyer to go out with minutes of this meeting.

Next Meeting - **Resolved** that this be set down for Thursday 31st October 2002.

CLOSURE

There being no further business the Chairman declared the meeting closed at 8.30pm.

CONFIRMATION

_____ DATE _____
CHAIRPERSON

DISTRIBUTION

_____ DATE _____
BODY CORPORATE MANAGER

CATHEDRAL PLACE MANAGEMENT**P O Box 110, FORTITUDE VALLEY QLD 4006**

Telephone 07 3252 5288 Fax 07 3252 0988

MANAGERS REPORT 17th OCTOBER 2002 -
CATHEDRAL PLACE PRINCIPAL BODY CORPORATE
MEETING**REPAIRS AND DEFECTS****POOL AND SPA**

The pool light repairs should be completed by today.

The flaking of the sandstone around the spa and pool area is needing attention because the surface is now uneven and could cause someone to fall.

LIFTS

Our maintenance provider Otis Lift Company has sent a letter regarding the changes to Legislation and new Lift Code Requirements. They have sent an **ASSESSING THE RISK** folder and an **OTIS ASSESSMENT PROPOSAL**. It arrived in the mail today and I have not had a chance to read the contents.

GYM

We are having huge problems finding someone to supply parts and maintain the equipment. The previous young man has left this area. We have used **ELITE**, and currently **GYMSMITH** but both have us waiting forever to complete the repairs. It is now all up and running.

CAR PARK

The break and enters in the lower basement carpark have ceased since the anti tamper plates were fitted to the fire doors.

OTHER ISSUES

The Work Place Health & Safety audit by an authorized person will be done soon. Geoff has carried out the quarterly inspections during the year.

We have received a quote from CableCOMM to install CCTV Cameras in Wickham Street. A copy is attached.

A large truck has broken our kerbing again. We have made arrangements for the person who repaired it last time to do so again. It was supposed to be completed this week. When the truck ran over the kerbing he also broke the garden fitting. We have him on video but can not read his company sign.

Some residents are still trying to bring animals into the complex. This is hard to police as they have so many ways to enter and have become quite original in camouflaging the act.

Cable **COMM**

Cabling and Communications Services
A Division of Sanderson Dyer Pty Ltd A.C.N. 063 756 856
PO Box 593 Bulimba, Qld, 4171

Phone (07) 33998321
Mobile (0418) 141110
Fax (07) 33998034

15 October 2002

Mr Geoff Adler
Cathedral Place Management

FAX No.: 32520988

RE: CCTV CAMERAS IN WICKHAM STREET

Supply and fit 6 x B&W cameras on the Wickham Street side of site to give a view of Tenancies and toilets. The feed from these cameras will feed back to the management office. The price includes the use of mobile scaffolding and all the safety requirements this entails. The cameras that view the outside of the tenancies will be housed in weather proof dome housings similar to the one that already exists in front of the laundrette.

PRICE.....\$10,585.00 + GST.

The options for viewing and recording the feed from the above cameras are quoted below:

OPTION 1

Connect 3 of the 6 camera feeds to the 3 spare inputs of one of the existing multiplexers. These feeds would be the ones deemed important to record. Take the feeds from the multiplexer and together with the feed from the boom gate connect them to a new quad processor. The output from this new quad can be feed to the existing monitor used for the boom gate. Connect the other 3 camera feeds to a new quad and monitor.

PRICE.....\$2,120.00 + GST.

AUSTEL LICENSED

Installations & Alterations to : Telephone Systems
 MATV

Security Systems
 Data

17-OCT-2002 13:06

EDDIE AND LORRAINE

0732577071

P. 04

15-OCT-2002 19:53 FROM:

TO: 32520988

P:2

OPTION 2

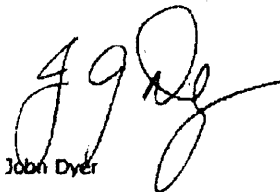
Connect the 6 camera feeds plus the boom gate camera feed to a new 9 input multiplexer. The multiplexer would feed a new time lapse VCR and 2 new quad processors. The output of one of the quads would be feed the existing monitor that was used to view the boom gate and the other quad would feed a new monitor.

PRICE.....\$7,288.00 + GST.

E&OE

QUOTE VALID 30 DAYS

Yours sincerely


John Dyer

OTIS ELEVATOR COMPANY PTY. LTD. A.B.N 56 002 873 065

Queensland State Office: 182 Melbourne Street, South Brisbane, Queensland 4101
G.P.O. Box 1036, Brisbane, Queensland 4001, Australia

1st October 2002

Cathedral Place Body Corporate
C/- Cathedral Place Management
41 Gotha Street
Fortitude Valley QLD 4006

Re: Changes to Legislation and new Lift Code Requirements - Cathedral Place

Typically, we are finding in today's business environment more stringent demands placed on us by government policies, local body legislation and effective business practices. Areas such as changes in the AS1735 Lift code as well as new OH&S legislation and increased focus on disabled compliance fall into this category. Meeting these ever increasing demands requires us to rely heavily on the expertise of the industry specialists.

Otis Elevator Co Pty Ltd as your maintenance provider is able to advise you of your obligation under the legislation. For this reason, we have provided the enclosed "*Assessing the Risk*" folder to highlight the significant changes in these areas.

The folder is broken into **five** sections for easy and quick review:

- AS1735.2 :- Passenger and Goods Lifts – Electric
- AS1735.10 :- Testing
- AS1735.12 :- Facilities for Persons with Disabilities
- Australian Elevator Association (AEA) Hazard & Risk Assessment
- Misc Reference Materials

As many changes are occurring rapidly and in close succession, it would be fair to say that some customers may be confused and not understand the implications of these changes. To minimise confusion, highlighted in each section will be a snapshot of the issues that these areas bring to our customers with the following pages providing supporting documentation.

You may be wondering if these amendments apply to your building, or you may have concerns of the actual impact both financially and socially that these may bring. Otis Elevator Company believes our customers are conscious of their obligations and as such we want to guide you through these areas to ensure that you have the knowledge necessary to make an informed and impartial decision.

We ask you to consider the following information contained within this folder and understand that this is a legislative requirement, not a requirement imposed by Otis Elevator Company or the elevator industry. Otis Elevator Company has taken a pro-active approach to release this package to inform our customers of recent changes, with the intention that this will allow you to understand these changes and their implications to you and your building.

OTIS ELEVATOR COMPANY PTY. LTD.

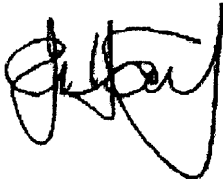
I would invite you to review the "Assessing the Risk" folder and consider each section to understand how these changes may affect you and what is required to comply with these changes. The requirements of these amendments are complex and therefore, I would be pleased to meet with you to discuss these issues and answer any questions or concerns you may have.

Alternatively, please use the attached "Otis Assessment Proposal" to accept our offer of an Assessment of your elevator equipment pertaining to these areas. Please sign the Assessment proposal document and return it to us via **fax on (07) 3842 1188**. Upon receipt, we will liaise with you regarding a suitable time to complete the relative Assessment (s) of your elevator equipment.

Should you have any questions or concerns, please do not hesitate to contact me direct on **(07) 3842 1111**.

Yours faithfully

OTIS ELEVATOR COMPANY



Jim Hardy
Senior Account Manager SE QLD & NTHN NSW

CANTONMENT MINUTES CBE UNIT 17/10/02

DISTRIBUTION LIST FOR MINUTES
MAILED OUT 23/10/02

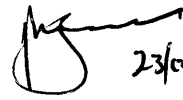
- NORTH BOMB - ROSS LUNA A129
 CLAYTON BENMAN. BOX 77 WILSON 4051
 BEADIE HUNNAN. 133 STAFFORD RD REBROW 4031
 MERV REEVES A 102

- OXFORD/CAMBRIDGE - LORRAINE ZINKER RES. DICK.
 PAT BROWN - 187 ARAFURA AVE. LOCOMOTIVE 4129
 R. J. WHITSON 334 STABLE RD. LOCOM VILAGE 4207
 BRIAN ROYNOCK B 32
 MARCUS LITTLEWOOD C 67

- CANTONMENT/WISSAMONGA - TONY MAY UNIT 4/61 COLLINS ST. CLAYFIELD 4011

- DUNEDIN - DOMINICK BUTTAN - F 45
 JOHN CROSSMAN - DUNEDIN BOX 2181 LAUREN CITY.

- KENTON/SAWYER - SCOTT GUST HBZ.


23/10/02