

Body Corporate For
CATHEDRAL PLACE BUP 106902

STEWART SILVER
 KING AND BURNS
 STRATA MANAGEMENT

MINUTES OF THE COMMITTEE MEETING OF THE BODY CORPORATE FOR CATHEDRAL PLACE CTS 106902 HELD IN THE ONSITE MEETING ROOM, 41 GOTHA STREET, FORTITUDE VALLEY, QLD 4006 ON TUESDAY 15TH APRIL 2003 AT 6.00PM.

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PRESENT

Bernie Hammar	"A" – Notre Dame
Pat Brown	"B/C" – Oxford & Cambridge
Tony Rich	"D/E" – Canterbury & Westminster
Barry Budd	"F" – Duhig
Les Gist	"G/H" – Kensington & Sandringham

IN ATTENDANCE

James O'Hare - Stewart Silver King & Burns (Brisbane) Pty Ltd
 Pat McGlade - Stewart Silver King & Burns (Brisbane) Pty Ltd
 Ross Prior - Notre Dame
 Clayton Denman - Notre Dame
 Brendon Fagg - Notre Dame
 Brian Reynolds - Oxford & Cambridge
 John Gilliland - Cathedral Village
 Geoff Yuen - Cathedral Village
 John Cippolone - Cathedral Village
 Eddie & Lorraine Zunker - Cathedral Place Management
 Geoff Adler - Cathedral Place Management

APOLOGIES Andrew Tynan - Kensington & Sandringham

CHAIRMAN Bernie Hammar chaired the meeting.

QUORUM Chairman declared a quorum present and declared the meeting open at 6.00pm.

SUBJECT	DISCUSSION / RESOLUTION	ACTION	DUE DATE
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Minutes of the Previous Committee Meeting

Resolved that the minutes of the previous Committee Meeting dated Thursday 31st October 2002, be confirmed as a true and correct record of that meeting.		
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Matters Arising from Previous Minutes

Signage	Noted that this matter is still under investigation.	
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Financial Statements

Financials	Noted that the finance sub committee is continuing to meet monthly and closely monitor the financials. Levy arrears are being followed up, with legal action being taken against lot owners where necessary.	
Discount applications	Resolved that a consistent approach be applied to all applications to have discount allowed on levies paid late, and that only new lot owners who may for some reason be late with their first payment, or applications with extraordinary	

circumstances will be granted discount on late levy payments.

Correspondence

	Correspondence as listed, tabled, discussed and accepted.	
Inwards :	Defects Claim against Devine Ltd	
From	CSF Consulting Engineers - 29/11/02 Devine Ltd - 24/12/02 Devine Ltd - 21/01/03 MCD (Aust) Pty Ltd - 22/01/03 Devine Ltd - 7/02/03 Devine Ltd - 2/03/03 Devine Ltd - 20/03/03 Devine Ltd - 2/04/03 Devine Ltd - 14/04/03 Nicol Robinson Halletts - 14/04/03	
Outwards :		
To	Devine Ltd - 5/12/02 Devine Ltd - 3/02/03 Devine Ltd - 6/03/03 Devine Ltd - 24/03/03 Devine Ltd - 7/04/03	

Manager's Report

	Manager's Report , as attached, tabled, discussed , and accepted.	
Sandstone	Resolved that committee investigate options to effect a temporary remedy to repair the surface so that there are no Workplace , Health & Safety issues with the surface.	
Turf	Resolved to put turf replacement on hold until podium repairs completed.	
Gym aircon	Resolved that quotes be sought for replacement of faulty equipment, but noted that the compressor does not need replacement.	

General Business

Defects issue	Resolved that SSKB be instructed to write to NRH stating the committee's concern at what they consider to be conflict of interest caused by NRH acting for both parties, and further advising that the committee proposes to continue to deal direct with Devine Ltd. Resolved that the offer from Devine Ltd, dated 2 nd April 2003, be accepted in principle, and that all rectification work needs to be of a permanent nature.	
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**Gym
refurbishment**

Quotations from Gymcare (\$24,847.00 excl GST), and Life Fitness (\$20,475.00 excl GST), for the replacement of Gym equipment tabled and discussed. **Resolved** that this matter be left with the finance sub committee for further investigation.

**Electricity
issues**

Proposal from Energy Resources Corporation for changes to the energy management arrangements tabled and discussed.

Resolved that the proposed changes be accepted and implemented. Main changes are :

- Security deposits refunded to all owner/occupiers
- Time between bill issue and reminder notice issue to be increased from 18 to 25 days
- Owner/occupiers to be offered the option of quarterly billing, and also direct debit facility if required.

**Caretaking &
Letting
agreements**

Mr & Mrs Zunker advised that as it was now some 6 months since this matter had been raised, they would appreciate if it could be expedited. **Resolved** that as soon as the defect issue was resolved, a sub committee will be formed to look at the new agreements and work with Mr & Mrs Zunker towards a satisfactory resolution of the matter. **Noted** that Mr & Mrs Zunker advised that they intend exercising the option for a further 5 year period up to November 2008 under their present agreements.

**Ratification of
payment
authority
process**

Resolved that the payment authority process as set out below be ratified :

All invoices received are forwarded to Cathedral Place Management for endorsement and for coding to correct expense code, these then come back to SSKB, and are entered into the system. After entry , copies of invoices together with a payment authority form are forwarded to Brendon Fagg for approval. Once authority received from Brendon Fagg, cheques are drawn and payment made.

Vote of thanks

A vote of thanks was proposed to Bernie Hammar, Ross Prior, Brian Reynolds, Brendon Fagg, and Cathedral Place Management for their work over the past 6 months on the defects and finance issues, and this was endorsed by all present.

CLOSURE

There being no further business the Chairman declared the meeting closed at 8.25pm.

CONFIRMATION

CHAIRPERSON

DATE

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 15th April 2003 - CATHEDRAL PLACE PRINCIPAL BODY CORPORATE MEETING**REPAIRS AND DEFECTS****SANDSTONE AROUND POOL**

The flaking of the sandstone around the spa and pool area is in need of urgent attention as it has deteriorated further still and is now extremely uneven and could cause injury. We have spoken to a few people who suggest that sandstone should not have been placed around a saltwater pool. Most of the recommendations are to lift the sandstone and replace with some other stone that would be suitable to surround a salt-water pool.

GYM

The air-conditioner in the gym is not functioning properly – it is a model from Thailand and difficult to find parts for it. We have people working on the problem but don't know how long it will take.

CAR PARK

Wayne from Multitech is wanting to complete the defects in the Carpark over the Anzac weekend. This will involve the complete closure of the carpark for a day and a night namely Friday (Anzac day and night). All cars on the lower level are to be removed from early Friday 7am until Saturday midday.

OTHER ISSUES

Geoff has carried out the quarterly safety inspections during the year but we need to have a safety audit of our common areas done as rules and regulations are continually changing. Can we arrange for a qualified person to do this for us –cost unknown at this stage.

Another large removalist truck has broken our kerbing again. It has been repaired and the company has been contacted and asked for the account to be sent to them.

Some residents are still trying to bring or have brought animals into the complex. This is very difficult to police as we are only permitted entry once every 3 months.

Some units have deadlocks fitted to their front doors and these doors being fire doors have regulations regarding what type of deadlock can be fitted. We are lead to believe

that most of the ones fitted are not legal. We have asked for clarification on this matter from our Service Contractor and will then deal with this matter as it is extremely urgent.

Our hot water system is due to be serviced before the winter starts. We need to know if we should proceed in organizing a service as soon as possible.

Committee members suggested that the type of turf in some areas needs to be replaced as the shady areas do not recover quickly. Eddie arranged for one quote and was shocked to be told it would cost almost \$3000.

EDDIE AND LORRAINE ZUNKER
CATHEDRAL PLACE MANAGEMENT