

MINUTES OF THE COMMITTEE MEETING OF THE COMMUNITY BODY CORPORATE FOR CATHEDRAL PLACE BUP 106902 HELD IN THE ONSITE MEETING ROOM, CATHEDRAL PLACE, 41 GOTHA STREET, FORTITUDE VALLEY, QLD 4006 ON MONDAY 23RD JUNE 2003 AT 6.00PM.

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PRESENT

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| Bernie Hammar | "A" - Notre Dame |
| Pat Brown | "B/C" - Oxford & Cambridge |
| Barry Budd | "F" - Duhig |
| Andrew Tynan | "G/H" - Kensington & Sandringham |
| John Gilliland | Cathedral Village |

IN ATTENDANCE

Pat McGlade - Stewart Silver King & Burns (Brisbane) Pty Ltd
 Eddie & Lorraine Zunker - Cathedral Place Management
 Geoff Adler - Cathedral Place Management
 Clayton Denman - Notre Dame
 Brendon Fagg - Notre Dame
 Ross Prior - Notre Dame

APOLOGIES Nil

CHAIRMAN Bernie Hammar chaired the meeting.

QUORUM Chairman declared a quorum present and declared the meeting open at 6.15pm.

| 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 5th June 2003, be confirmed as a true and correct record of that meeting.

Matters Arising from Previous Minutes

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| Sandstone | <p>Quotations for rectifying Sandstone problem tabled and discussed. Noted that recommendation to have QBSA test the sandstone be taken. Resolved that Les Simonsen of SSKB Facilities be requested to advise Eddie Zunker on procedure for asking QBSA to test.</p> <p>Further resolved that Eddie Zunker liase with committee members as required, and request Perma Decorative Coatings to carry out a test panel on sandstone, and if this is satisfactory to then proceed on rectification of worst areas, the resealing of the remainder, and the resealing of front entry sandstone as specified in quotation, at a cost not to exceed \$13,000.00.</p> <p>Noted that Management will ensure that spa is to be emptied, and safety barriers put in place during this work.</p> | <p>SSKB Eddie Zunker</p> <p>Eddie Zunker</p> <p>CPM</p> | |
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| Gymnasium airconditioning | Quotations to replace gymnasium airconditioning tabled and discussed. Resolved that quotation from H & H Refrigeration & Airconditioning to supply and install airconditioning at a cost of \$3,780.00 (incl GST) . Noted that Eddie Zunker be asked to attempt to obtain discounted price from H & H. | Eddie Zunker |
| Gymnasium Refurbishment | Noted that new equipment will be installed by week after next, and mirrors will be in place this week or next. Further noted that wide angle lens has now been fitted to CCTV camera for better field of view. | |
| Electricity issues | Noted that Ross Prior has requested a new proposal for bulk supply, meter reading services, and billing services from ERC, but this has not yet been received. Resolved that Bernie Hammar approach both Energex and Ergon for proposals as above. | Bernie Hammar |
| G/H Block odour | Noted that ongoing investigation still proceeding. | |
| Maintenance Painting - Internal | <p>Noted that an unsatisfactory situation exists regarding differing amounts in original quotations from Stella regarding the interior painting contract. Further noted that letter has been faxed to Stella requesting explanation on this matter, and resolved that Stella be given 14 days to reply to committee.</p> <p>Further noted that Pat Brown advised committee that the figures of \$40,000 for year one, and \$10,000 pa for years two to seven were as approved by CBC for the painting by Stella.</p> <p>Further resolved that SSKB be requested to provide committee within 14 days with all records of Stella invoices, payments made to Stella, authorisations, and also any contract and minutes of meeting resolving to approve contract.</p> <p>Noted that all requested documentation to be forwarded to Ross Prior.</p> <p>Further noted that a Director of SSKB be requested to attend next CBC committee meeting.</p> | <p>Stella</p> <p>SSKB</p> <p>SSKB</p> |
| Maintenance – Carpark surface | <p>Clayton Denman advised that engineer had inspected the surface in respect to problem with joints, and advised that the problem appeared to be application rather than structural.</p> <p>Engineer is coming back to do further inspection , and will provide a written report. Resolved that the engineers report is to be forwarded to Flowcrete together with request for rectification work to be carried out as per warranty. Flowcrete to be asked also to provide details of the warranty applicable to repair works. Noted that all correspondence on this matter be copied to Clayton Denman, and that he be authorised to approach engineer regarding doing further defect work if so required. Further resolved that Flowcrete be asked to provide specifications of materials to be used for cleaning membrane surface.</p> | <p>SSKB</p> <p>Clayton Denman</p> |

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| Maintenance – pool sand | Resolved that the quotation from Australian Commercial Pools to supply and install replacement sand to the pool area at a cost of no more than \$4,000.00 (incl GST) be accepted, and that this be proceeded with immediately if Geoff Adler, Ross Prior and Brendon Fagg approve the sand quality. | Geoff Adler Ross Prior Brendon Fagg |
| Bike racks | Resolved that Brendon Fagg obtain quotations for the supply and installation of bike racks for garage, and that these quotes be tabled to Finance sub-committee. | Brendon Fagg |

Financial Statements

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| | No Financial Staements tabled. Noted that all financials are tabled at monthly meeting of Finance sub-committee. | |
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Correspondence

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| | No correspondence tabled. | |
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Manager's Report

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| | No Manager's report tabled | |
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General Business

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| Refurbishment of Foyer | General discussion on upgrading of common areas, and enhancing appearance of complex. Resolved that the quotation from Centenary Glass to supply and install a vinyl backed safety glass mirror to rear wall of main lobby at a cost of \$3,500.00 be approved and proceeded with immediately. | CPM |
| Painting valuation | Resolved that Brendon Fagg approach Peter Lewis to obtain a free valuation on large painting presently hung in foyer. | Brendon Fagg |
| Storage sheds on common property | Resolved that Manager's attempt to ascertain ownership of the storage sheds which are located in various places on common property, with a view to ensuring that these all have the required Body Corporate approval. | CPM |
| Interior painting | Resolved that quotations be sought , in conjunction with those being obtained by Notre Dame for the painting of interior walls, doors and frames on each floor of all other bodies corporate. | CPM |
| General maintenance | Pat Brown, on behalf of committee of Oxford & Cambridge , tabled a letter from owner of Lot C67 outlining concerns over certain maintenance items. These items were discussed , and noted, and Mr Brown was asked to report back to Oxford & Cambridge committee that those matters which were general maintenance issues would be dealt with by Management, and | Pat Brown |

that the painting issue was being addressed by the CBC at present time. In respect of the problem with muddy grass it was **resolved** that this area would be replanted with shade tolerant grass, together with stepping stones. **Further resolved** that the 3 circular grassed areas at eastern end of pool be replaced with garden beds.

CLOSURE

There being no further business the Chairman declared the meeting closed at 8.15pm.

CONFIRMATION

DATE

CHAIRPERSON

DISTRIBUTION

DATE


BODY CORPORATE MANAGER

26/3/03.