

Body Corporate For
Cathedral Place BUP 106902

STEWART SILVER
KING AND BURNS
STRATA MANAGEMENT

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30 July, 2003

To All Committee
Cathedral Place Community Body Corporate

Dear Committee member,

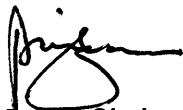
RE MINUTES OF CBC COMMITTEE MEETING HELD 21ST JULY 2003

Please find enclosed amended minutes for the above meeting, which replace those sent out earlier this week.

We regret the inconvenience caused, but there was an inadvertent omission of an item from the minutes, and we apologise for this.

Should you require any further information please do not hesitate to contact our office.

Yours faithfully



Pat McGlade
For the Secretary

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MINUTES OF THE COMMITTEE MEETING OF THE COMMUNITY BODY CORPORATE FOR CATHEDRAL PLACE CTS 106902 HELD IN THE ONSITE MEETING ROOM, CATHEDRAL PLACE, 41 GOTHA STREET, FORTITUDE VALLEY, QLD 4006 ON MONDAY 21ST JULY 2003 AT 6.00PM.

PRESENT
 Bernie Hammar - "A" - Notre Dame
 Pat Brown - "B/C" - Oxford & Cambridge
 Tony Rich - "D/E" - Canterbury & Westminster
 John Gilliland - Cathedral Village

IN ATTENDANCE
 James O'Hare - Stewart Silver King & Burns (Brisbane) Pty Ltd
 Pat McGlade - Stewart Silver King & Burns (Brisbane) Pty Ltd
 Eddie & Lorraine Zunker - Cathedral Place Management
 Clayton Denman
 Brian Reynolds
 Peter Lewis

APOLOGIES
 Barry Budd - "F" - Duhig
 Andrew Tynan - "G/H" - 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 Monday 23rd June 2003, be confirmed as a true and correct record of that meeting.

Matters Arising from Previous Minutes

Sandstone	Noted that test area treated was considered acceptable by committee. Resolved that Perma Decorative Coatings be instructed to proceed with rectification work at a cost not to exceed \$13,000.00 as per the minutes of committee meeting held 23/06/03.	CPM
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Financial Statements

Financial Statements to 21/07/2003 tabled, discussed, and accepted. Noted that expense item "Pool heating" to be checked for correct coding.	SSKB
Resolved that SSKB be asked to provide Clayton Denman with the basis upon which the Community Body Corporate is charged fees, and this to include a full breakdown of subsidiary bodies corporate charges.	SSKB

	<p>Noted that the finance sub-committee monthly meetings have been discontinued, and that the Chairman of each subsidiary Body Corporate is responsible for signing off on accounts before payment made.</p> <p>Resolved that Clayton Denman be authorised to sign off on cheque payment authorities for Community Body Corporate, and further resolved that he liase with SSKB on suitable arrangements to attend their office and sign off on accounts on a regular basis.</p>	<p>Clayton Denman</p> <p>SSKB</p>	
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Correspondence

	Correspondence tabled, discussed and accepted.		
Inwards :			
From	Mitchell Builders - re carpark flooring Multitech Australasia Pty Ltd - re carpark flooring Riley Shelley - re Maintenance Painting Agreement		
Outwards :			
To	Flowcrete Asia - re carpark flooring		

Manager's Report

	Manager's Report, as included with these minutes, tabled, discussed, and accepted.		
Sandstone	Noted dealt with under previous agenda item.		
Gym equipment	Noted that this new equipment was now installed. Resolved that CPM follow up with supplier, and advise that no invoice has yet been received by Body Corporate.	CPM	

General Business

Caretakers contract	Resolved that John Gilliland meet with review sub-committee to formulate response to CPM proposals. John Gilliland and Clayton Denman to liase on arranging this.	John Gilliland Clayton Denman	
Visitor's carpark	Noted that Bernie Hammar tabled a letter addressed to Cathedral Village Chairman and to SSKB with queries regarding the use and operation of the carpark. Noted that John Gilliland will respond to these queries.	John Gilliland	
Sinking Fund Forecast review	Noted that reports prepared by Quantity Surveyor are needed to review all Sinking Fund Forecasts for subsidiary bodies corporate. Further noted that an independent report on the amount to be paid by Cathedral Village as their share of Community Body Corporate expenses is also required.		

Resolved that quotes be obtained for the above , and that these quotes be reviewed by John Gilliland and Clayton Denman , and that they be authorised to proceed with the reviews at a cost not to exceed \$5,000.00.

John Gilliland
Clayton Denman

Stella Painting contract

Noted that meeting discussed the status of this contract, and the lack of records pertaining to the contract.

Resolved that Clayton Denman draft a letter to Stella requesting copies of all verification documentation, and further, asking for a meeting to determine the resolution of this matter.

Clayton Denman
SSKB

Riley Shelley painting contract

Noted that in accordance with the 9 year painting program Riley Shelley have now completed year 2 work, and submitted their invoice for payment.

Resolved that Clayton Denman peruse the specifications of the contract, liase with CPM and verify that work is complete, and then if satisfied , approve payment of invoice.

Noted that SSKB to provide Clayton Denman with copies of contract specifications.

Clayton Denman
CPM

SSKB

Carpark boomgate equipment

Noted that John Gilliland advised the meeting that Cathedral Village committee had resolved to terminate the Contract for the provision of carparking equipment between Cathedral Place Community Body Corporate and O'Brien's Automated Systems. Mr Gilliland further advised the meeting that that Bernie Hammar and Clayton Denman had attended the Cathedral Village committee meeting , and shared the view that if an attempt at mediation in the next two weeks should fail, then the Cathedral Village Body Corporate committee was authorised to terminate the contract without further reference to either Body Corporate.

John Gilliland

Further items

Noted that several items of correspondence were not able to be tabled and discussed , as the meeting had already run over time, and two contractors representatives who had been invited to present bulk electricity proposals were still to be heard.

CLOSURE

There being no further business the Chairman declared the meeting closed at 7.50pm.

CONFIRMATION

DATE

CHAIRPERSON

DISTRIBUTION

DATE

BODY CORPORATE MANAGER

30/7/03