

MINUTES OF THE COMMITTEE MEETING OF THE COMMUNITY BODY CORPORATE FOR CATHEDRAL PLACE BUP 106902 HELD IN THE ON-SITE MEETING ROOM, CATHEDRAL PLACE, 41 GOTHA STREET, FORTITUDE VALLEY, QLD 4006 ON TUESDAY 21ST OCTOBER 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
 John Gilliland Cathedral Village

IN ATTENDANCE
 Pat McGlade - Stewart Silver King & Burns (Brisbane) Pty Ltd
 Geoff Adler - Cathedral Place Management
 Eddie & Lorraine Zunker - Cathedral Place Management
 Peter Lewis - "A" Notre Dame
 Ross Prior - "A" Notre Dame
 Clayton Denman - "A" Notre Dame
 Bob & Peter Hudson - ERC - by invitation

APOLOGIES Nil

CHAIRMAN Pat Brown was elected to chair the meeting.

QUORUM Chairman declared a quorum present and declared the meeting open at 6.05pm.

Presentation by Bob & Peter Hudson - Energy Resource Corporation

Prior to commencement of the normal agenda items, Bob and Peter Hudson from ERC presented committee with an overview of ERC's operations and methodology in order to clarify certain items in their contract. Bob Hudson advised the committee that significant further savings could also be made if ERC was to incorporate the supply and billing of gas together with electricity, and that this would be investigated upon execution of electricity contract.

Resolved that such committee members as were able would forward a copy of recent hot water accounts to ERC for analysis.

Resolved unanimously that committee authorise the execution of the electricity supply and administration contract as tendered by Energy Resource Corporation for a period of 3 years, on a 30 day billing cycle, and with electricity bond figures to remain as at present, and that this contract be executed by Chairperson and one other member of committee.

Resolved unanimously that CPM be asked to investigate through the RTA whether a clause can be inserted in Rental Agreements authorising withholding of any monies owing to ERC by tenants after all deductions for CPM and others involved in letting have been satisfied.

Bob and Peter Hudson then withdrew from meeting at 6.55pm.

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 Tuesday 16th September 2003, be confirmed as a true and correct record of that meeting, subject to closing time being corrected to read 8.00pm.	SSKB
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Matters Arising from Previous Minutes

Caretakers contract	<p>Pat Brown raised the point that no progress had been made on this matter, even though it was resolved at previous meeting to proceed with meetings with representative of CPM.</p> <p>Noted that committee had been awaiting approach from Terry Short on behalf of CPM.</p> <p>Resolved that sub-committee, together with those CBC members who may wish to attend, will meet with Terry Short at 5.30pm on Monday 3rd November in the On-site Meeting Room at Cathedral Place to examine and discuss all issues and proposals from both parties.</p>		
Stella painting contract	<p>Resolved that CPM provide a schedule of unfinished work, and that SSKB be instructed to provide this , together with all relevant correspondence to Dawn Tran at NRH, so that legal notification can be served on Stella that Cathedral Place considers their abandonment of the work to have effectively terminated any arrangement that may have been in place for internal painting, and that no monies are considered as being owed to Stella.</p>	CPM SSKB	
Brisbane City Council – Traffic flow	<p>Noted that response has been received from Traffic Dept to our letter, advising only that Cathedral place will be kept informed.</p> <p>Resolved that Bernie Hammar be supplied with copy of this letter, and that she will formulate a response to Council.</p>	SSKB Bernie Hammar	
Interior painting maintenance	<p>Noted that previous meeting had asked for quotes to be obtained for doing this painting on an on-going basis at an hourly rate.</p> <p>Resolved that meeting be held with Lee Izzard , who has quoted \$35 per hour (labour only), to ascertain whether an arrangement suitable to both parties can be negotiated.</p>	Peter Lewis CPM	
Sandstone	<p>Noted that contractor is coming to site on Thursday 23rd for inspection of unsatisfactory sealing work with CPM.</p>	CPM	
Repainting of lobby ceilings	<p>Noted that repainting of lobby area, and replacement of lighting is progressing well, and already has enhanced appearance of this area, but further noted that cost of painting skirting and doors not included in original quotation.</p> <p>Resolved that approval be granted to accept quotes from Glen Robinson Painters to do the above extra work at a cost of \$748.00 (incl GST) for skirting , and \$770.00 (incl GST) for doors (both sides) etc as per specifications on quotation.</p>	CPM	
Outdoor furniture	<p>Ross Prior tabled quotations from several suppliers for supply of outdoor furniture, with material ranging from timber to marine stainless steel. The preferred option was for 3 settings of large table and 2 benches , in marine stainless framing with timber slat seating at a quoted cost of \$7,029.00 in total.</p> <p>Resolved unanimously that Peter Lewis liase with Ross Prior , and that they be given authority to endeavour to obtain better price on this item, but failing this to purchase the furniture as approved at a price not to exceed \$7,029.00.</p> <p>Committee thanked Ross Prior for his work in sourcing and selection of the outdoor furniture.</p>	Ross Prior Peter Lewis	

Carpark joints and sealing

Noted that the report from Comcure, as commissioned, was tabled and discussed by committee, and that this report outlined a number of faults in the preparation and the laying of the membrane, and that these faults could have serious future ramifications.

Resolved that Clayton Denman obtain quote from Comcure for provision of specifications for recommended rectification work, and the estimated cost of this work, and that if the quotation to provide report is considered to be reasonable, then this report be authorised.

Resolved that Comcure's future report, and all other correspondence relating to this matter be then provided to Dan Pennicott at Gadens Lawyers so that a letter may be forwarded to Mitchell Builders outlining their responsibility under the warranty to the Body Corporate.

Clayton Denman

SSKB

Financial Statements

Draft Financial Statements to 31st August 2003 tabled.
Noted that audit is not yet completed, and the revised Sinking Fund Forecast is still not to hand, so as yet no budgets for present Financial year can be drafted for committee perusal.
SSKB will follow up on both of these matters.

SSKB

Correspondence

Inwards :

From Comcure Australia - re Carpark surfacing
Brisbane City Council - re Traffic changes

Outwards :

To Stella Corporation - re Interior painting

Correspondence tabled, discussed and accepted. Discussion summarised as follows:

Manager's Report

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

Repairs & Defects

Resolved the installation of a wide angle lens to the foyer security camera be approved.

CPM

Soil

Resolved that the quotation of \$3,886.58 (incl GST) from Well Watered Landscapes for the supply of soil and the refilling of garden beds be accepted , and that this work be proceeded with as soon as practical.

CPM

Relocation of bike racks	Resolved that bike racks presently located on Cathedral Village common area be relocated to a suitable site to be determined by CPM, eg behind "A" Block lifts common area.	CPM
Real Estate License	<p>Geoff Adler advised committee that Ann-Marie Adler has now completed the Real Estate License course, and will now be providing an on-site marketing service to owners who may wish to sell, and to buyers looking to purchase. Noted that this will not in any way restrict other agents from providing a service in the same manner as they presently do.</p> <p>Resolved that committee approve that Ann-Marie Adler be authorised to operate a Real Estate business from the premises of Cathedral Place.</p>	

General Business

Sign for No 41 Gotha	<p>Tony Rich pointed out that there was no sign defining the number of Cathedral Place in Gotha Street, and that this was confusing for people.</p> <p>Resolved that Davis Signs be asked in conjunction with Cadway Design to provide draft sign, and cost of providing same for the number 41 to be included on present Cathedral place sign, and that this be tabled at next committee meeting.</p>	CPM
Cathedral Village carpark boomgate	<p>John Gilliland advised committee that under the authority granted the Village body corporate by the CBC, the Cathedral Village body corporate intended terminating the contract with O'Briens immediately.</p> <p>Noted that John Gilliland further advised that Cathedral Village body corporate would accept all liability for litigation which may ensue from this termination of contract.</p>	John Gilliland
Christmas lighting	<p>Noted that this contest has been sponsored by SSKB in previous years, and Pat McGlade undertook to place the matter before his directors. Noted further that it would be more appropriate if prizes were paid out before Christmas, rather than late January.</p>	SSKB
New Flag	<p>Noted that this had been ordered and awaiting delivery.</p>	CPM
Slab penetration	<p>Noted that water is still coming through B/C gardens, and into offices underneath.</p> <p>Resolved that CPM advise Brett Robinson of this matter by fax, and request attention to it.</p>	CPM
Restaining timber wall in foyer	<p>Resolved that quotation from Glen Robinson Painters for the restaining of timber panels in main foyer at a cost of \$2,123.00 (incl GST) for 3 coats of stain and 1 coat of clear be approved .</p> <p>Noted that committee will check finish after 2 coats of stain to ascertain whether 3rd coat needed, before proceeding.</p> <p>Further noted that if scissor lift not available an extra cost of \$660.00 (incl GST) will be payable for tower hire.</p>	CPM

**Lobby
furniture**

Ross Prior tabled suggestions and quotations for the replacement of furniture in main foyer and podium level foyer. Committee felt that upgrading of foyers was necessary, but that as the cost will be substantial, and has not been budgeted for at this point, it would be more advisable to await audit report and Sinking Fund Forecast, so that a realistic figure of funds available can be seen before making commitment to expend funds.

Noted that committee felt that it would be desirable to do the refurbishment in one step, and that the funds to do this could be budgeted for in coming year, but would have to be authorised by a General meeting.

Resolved that Ross Prior be asked to obtain recommendations for refurbishing in total, together with firm quotes for all items, and present these to next committee meeting.

Committee thanked Ross for his efforts on their behalf.

Ross Prior

**Coates
Electrical**

Clayton Denman noted that costs for repairs and testing to emergency lighting appeared to be quite high, and requested that CPM monitor what is being done, and ensure that charges are correct.

CPM

**Caretaking
duties
schedule**

Clayton Denman tabled copies of a schedule of Caretaking duties which had been compiled directly from the Caretaking contract, and which are intended to assist CPM in their work, and in their reporting to committee.

Committee thanked Clayton for the time and effort expended on compiling this schedule, copies of which were given to CPM and committee members.

CLOSURE

There being no further business the Chairman declared the meeting closed at 9.00pm.

CONFIRMATION

DATE

CHAIRPERSON

DISTRIBUTION

DATE

BODY CORPORATE MANAGER

22/10/03