

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 16TH DECEMBER 2003 AT 6.00PM.

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PRESENT

Bernie Hammar	"A" Notre Dame
Pat Brown	"B" Oxford & Cambridge
Andrew Tynan	"G/H" Kensington & Sandringham
John Gilliland	Cathedral Village

IN ATTENDANCE

James O'Hare - 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
 Brendon Fielding - "A" Notre Dame
 Clayton Denman - "A" Notre Dame
 Geoff Yuen - Cathedral Village
 John Cippolone - Cathedral Village
 Trevor Parmenter - Cathedral Village

APOLOGIES Nil

CHAIRMAN Andrew Tynan 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 Tuesday 18th November 2003, be confirmed as a true and correct record of that meeting, subject to the item on outdoor furniture being amended to read "\$6,789.00 for all 3 settings".		
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Matters Arising from Previous Minutes

Traffic Flow	Noted that Bernie Hammar has made contact on several occasions with Brisbane City Council, to no avail, but will continue to follow up this matter.	Bernie Hammar
Notre Dame design presentation	Resolved that designer be invited to attend meeting at 7pm to make a 15 minute presentation.	
Carpark leaks & defects	Noted that a response to the Body Corporate's letter regarding ongoing issues was received from Devine Ltd on 12 December. Further noted that inspections will be undertaken next week, and a report will flow on from that. Also noted , that regarding issues raised since April 2003 that Devine's letter suggested that	

the body corporate take over responsibility, due to the time that has elapsed, and take any further action direct with Multiplex..
Resolved that draft letter tabled by Clayton Denman, as amended, be forwarded to Devine Ltd, pointing out the body corporate's concern at the perceived lack of interest from Devine Ltd, and the expectation that it was Devine's responsibility to take issues up with Multiplex.

SSKB

Manager's Report

Signs	Geoff Adler tabled quotes for new signs, and also for new "smash glass panels"	
Fire control	Resolved that the quotation from IFS for supply and installation of 3 door release with White Break Glass at a cost of \$740.00 plus GST, and the replacement of Duct Probe detector at a cost of \$640.00 plus GST be accepted, subject to obtaining a second quote. Noted that IFS have given verbal advice that these alterations are required, and resolved that written confirmation of this be obtained.	CPM CPM
41 Gotha St sign	Resolved that subject to the obtaining of a second quotation to compare with that of Davis Signs at \$962.00 plus GST, that approval be given to proceed with work at the lowest quote.	CPM
Fire control	Resolved that the quotation from IFS for the 3 yearly overhaul of the fire sprinkler and control alarm valves at a cost of \$1,045 (incl GST) be accepted. Noted that IFS prices have always been checked in past to compare prices, and that CPM always endeavour to obtain competitive prices, and where possible possible to obtain 2 quotes.	CPM
Garden soil "top up"	Quotation tabled for supply of 10 metres of soil for \$2,200.00. Noted that 25 metres was obtained for \$3,300.00 in November. Resolved to proceed with purchase of soil if second quote obtained at same rate as previous supply for 25 metres.	CPM
Turf	Resolved to approve purchase of 55m2 of Palmetto Soft Leaf Buffalo 'Shade resistant' grass, as per quotation from Turf Force at a cost of \$627.00 (incl GST) for supply and installation.	CPM
Transformers	Noted that quote tabled to relocate transformers into pool room. Resolved that further clarification be sought as to scope of this work.	CPM
Interior painting	Resolved that the painting maintenance of foyers under the supervision of CPM be continued. Noted that this is being done utilising a panel of 2 painters, these currently being Glen Robinson and Lee Issard. Resolved that specifications in the Riley Shelley proposal be analysed, and that present painters be made to accept these as minimum standard for work.	CPM CPM Ross Prior

Outdoor furniture	Resolved that as soon as placement has been agreed, and written advice obtained that sandstone will not be damaged, this furniture should be fixed to the ground.	CPM
Design Concepts	Noted that at this time a presentation of design concepts for foyer was made by Margaret Underdown. The Feng Shue concept was outlined, but no costings were presented. Resolved that Peter Lewis obtain a detailed quote to be considered by committee, and if thought fit this be placed on the AGM agenda as an option for approval.	Pater Lewis
Fire & Evacuation	Noted that Fire & Evacuation plans and manuals were presently underway, and that Fire warden training will take place on Wednesday 17 th December.	CPM
Spa	Noted that Health Regulations stipulate a maximum of 20 minutes in a Spa, and that alcohol be not permitted. Resolved that signage be put in place to advise users of this, and that Ross Prior and Pat Brown assist in formulating appropriate "symbol" signage for this.	CPM Pat Brown Ross Prior

Correspondence

Inwards :	Correspondence tabled, discussed and accepted. Discussion summarised as follows: From 11/12 & 12/12/03 - Devine Ltd (2) - re defect issues 04/12/03 - Cathedral Place Management - response to CVBC Breach Notice	
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Financial & Budgets

	Draft Financials and Budgets for Community Body Corporate tabled and discussed. Noted that apart from Cathedral Village and electricity issues the Financial Statements and Budgets are appropriate for recommendation to AGM. Resolved that John Gilliland provide methodology for establishing the \$13,500.00 contribution from Village , as against the \$47,000.00 for previous year. Noted that the breakdown of the \$13,500.00 is Body Corp Admin \$3500.00, Electricity \$5,000.00, Community Rates \$5,000.00. Noted that auditors are yet to sign off on accounting for Electricity trust account by ERC. Resolved that a contingency figure of \$20,000.00 be added to Admin Budget, and that committee members advise SSKB of any extra amounts required eg Furniture, Carpark rectification etc.	John Gilliland
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General Business

<p>Carpark</p>	<p>Peter Lewis tabled advice, as attached to these minutes, from Ros Janes, Lawyer, regarding the legality of the current operation of the carpark.</p> <p>A resolution was proposed by John Gilliland that any easements not registered be registered by Cathedral Place Body Corporate, no seconder was found, so the was not put.</p> <p>Resolved that advice be sought from Dan Pennicott of Gadens lawyers by the Community Body Corporate on any unfulfilled obligations regarding unregistered easements, and that this advice be tabled at next CBC meeting.</p> <p>Voting Yes – 3 Against - 1</p>	<p>SSKB</p>	
<p>Picture Frames</p>	<p>Peter Lewis suggested that 35 frames from "Heaven" nightclub be purchased, and distributed through the foyers of each subsidiary body corporate. An offer of \$15,000.00 was accepted by the receiver selling the framed prints.</p> <p>Noted that each body corporate would need to pass a resolution approving this, and approving the funds to purchase a selection.</p>		
<p>Management contract</p>	<p>Noted that the tenants survey has been circulated and collected, and is presently being tabulated by sub-committee.</p> <p>Resolved that contract matter be revisited in February 2004.</p>		
<p>Approval of invoices</p>	<p>Clayton Denman advised committee that he is away on leave throughout January, and will be unable to authorise invoices for payment.</p> <p>Resolved that Bernie Hammar authorise invoices for payment in January as required.</p>	<p>Bernie Hammar</p>	
<p>Christmas Party</p>	<p>Noted that function now to be held at Jo Jo's restaurant on Thursday 18th December, and that SSKB will contribute \$300.00 towards the function as a gesture of goodwill.</p>		

CLOSURE

There being no further business the Chairman declared the meeting closed at 9.50pm.

CONFIRMATION

DATE

CHAIRPERSON

DISTRIBUTION

DATE

BODY CORPORATE MANAGER

23/12/03.

CATHEDRAL PLACE MANAGEMENT

41 Gotha Street FORTITUDE VALLEY QLD 4006
Telephone: 07 3252 5288 Fax: 07 3252 0988

MANAGERS REPORT 16th December 2003

EXIT LIGHTING

Some Exit lighting in the basement & upper carpark is not to the standard required ie not clearly visible or giving incorrect directions. We conducted an inspection with John Coates and Ross Purdon who brought these matters to our attention. Some of the recommendations are to replace some signs with the 4 sided version, some need to be lowered and others need to be moved so they are visible. A rough estimate of the cost involved in carrying out these alterations is approximately \$4500.00. This involves about 21 lights on each level. A report will be forwarded to us when completed. This is a safety issue and needs urgent consideration.

FIRE AND EVACUATION PLANS & MANUAL

The evacuation manual has been received and the fire and evacuation plans have been hung in the foyers and common areas. Fire warden training will be undertaken Wednesday 17th December 2003.

POWER OUTAGE

The Valley experienced a power blackout on Saturday. This disables all our lifts, entry and exit doors and lighting system. This is when we find out who is fit.

NEW TURF

The areas to be re-turfed are due to be laid Wednesday 17th December 2003, I guess weather permitting.

CARPARK LIGHTING

Several people have commented on the improved lighting in the carpark. It is much brighter.

SPA SIGN

A new sign is being made for the spa area stating the maximum time a person should remain in the spa (recommended by Australian standards or Workplace Health and Safety). It will also include that no alcohol is to be consumed in this area.

RECOVERING ELECTRICITY ACCOUNTS FROM BONDS

A copy of the letter from the RTA is attached. The first section pertains to the bond but the second section may be of concern.

Cathedral Place Management.