

Minutes of a Committee Meeting of the Body Corporate for "**CATHEDRAL PLACE CBC MCP**" - 106902 held in the offices of Stewart Silver King and Burns, "The Precinct" Ground Floor, 12 Browning Street, West End on 26th June 2006 at 6.00pm.

COMMITTEE MEMBERS Peter Lewis – Chairperson - (Notre Dame)
Patrick Brown - (Oxford & Cambridge)
Brian Fisher - (Duhig – by Duhig committee resolution)
John Gilliland - (Village)
Ken Morrisby - (Kensington & Sandringham)

IN ATTENDANCE John Millard of Stewart Silver King and Burns (Community Manager)

QUORUM The chairperson declared a quorum present, and declared the meeting open at 6.45pm.

CONFIRMATION OF MINUTES

VOTING – YES **2** NO **0** ABSTAIN **3**

That the minutes of the Committee Meeting held on 20th February 2006 be confirmed and signed as a true and correct record of the proceedings of that meeting. The notes from the meeting held on 20th April 2006 were also noted.

CORRESPONDENCE

VOTING – YES **5** NO **0** ABSTAIN **0**

That the inwards and outwards correspondence be received.

- From Suncorp re. Office Bearers Liability Insurance.
- Lee Izzard Painter re. non-payment of invoices.
- From CPM re. housekeeping matters.

FINANCE

1. **FINANCIAL REPORT FOR THE PERIOD TO 22ND JUNE 2006.** VOTING – YES **5** NO **0** ABSTAIN **0** - ACTION: JOHN GILLILAND

The financial statements for the period ended 22nd June 2006 were tabled and discussed. There were a number of coding & presentation matters in the accounts, and these would be investigated by SSKB and rectified where necessary, and the statements provided to the next meeting.

2. **ELECTRICITY DIVIDENDS TO SUBSIDIARIES** VOTING – YES **5** NO **0** ABSTAIN **0**

Resolved that no electricity dividends to the subsidiary bodies corporate be paid this year.

3. **ACCOUNTS FOR PAYMENT 26TH JUNE 2006** VOTING – YES **4** NO **0** ABSTAIN **1**

Resolved that the accounts as presented in the payment authority request dated 26th June 2006 be authorised for payment. In addition two invoices from NRH dated 21st February 2006 and 26th April 2006 were also authorised for payment.

Noted: Brian Fisher abstained from voting.

4. **RAPID INVOICE PAYMENT** VOTING – YES **5** NO **0** ABSTAIN **0**

Resolved that the following procedure be put in place for timely payment of invoices:-

- Invoices for contracted amounts and recurrent payments be paid automatically on approval by SSKB treasury staff.
- Invoices where CPM has engaged &/or supervised the contractor on-site, will be signed-off by CPM as satisfactory performance of the work within the contracted price, and then signed by the payment authorities as listed below.
- Work authorised by Committee resolution to be signed by the payment authorities as listed below.
- The payment authority will be the chairperson & any other committee member, OR any two committee members. A committee member will be precluded from authorisation where there is a beneficial interest involved.

OTHER MATTERS

1. **WATER HARVESTING OPTIONS** VOTING – YES **5** NO **0** ABSTAIN **0** - ACTION: COMMITTEE
Resolved That the committee will consider different alternatives and scope a long-term sustainable solution. The committee will consider at least two independent quotes, and submit the preferred supplier to the next available committee meeting for approval.
2. **FUTURE TENDER PROCESS GUIDELINE** VOTING – YES **5** NO **0** ABSTAIN **0**
Resolved That the Committee accept the tender process guidelines as attached to these minutes.
3. **ENERGEX AS BULK ELECTRICITY SUPPLIER** VOTING – YES **5** NO **0** ABSTAIN **0** - ACTION: SSKB
Resolved That the Body Corporate confirm Energex as the bulk electricity supplier for a three year period, as recommended by WATTS Energy. A member of the committee would sign-off on behalf of the Body Corporate.
4. **AUDIT TENDER** VOTING – YES **5** NO **0** ABSTAIN **0** - ACTION: JOHN GILLILAND
Resolved That the Committee would approach Carhills, PKF and Pilot Partners to submit a tender for the audit functions for the Principal Body Corporate, the subsidiary Bodies Corporate and Watts Energy account – such appointment to commence from 1st September 2006. (John Gilliland will develop the scope of works to be provided to the tenderers.)
5. **LEVY PAYMENTS BY CPM**
Noted That there have been problems associated with the forwarding of levy payments from lot owners to the body corporate manager by CPM. SSKB will instruct CPM in writing that its contract requires them to account promptly and faithfully to the body corporate and to unit owners, as the case may be, for all their funds or other property (if any) in the possession of the caretaker and confirm a prompt and efficient process to occur.
6. **CPM ACTION REQUIRED** VOTING – YES **5** NO **0** ABSTAIN **0** - ACTION: CPM
Resolved That the Committee authorise the following:-
 - Skelton report re. pool surrounds. CPM to attend to all issues of a minor nature raised in the Report. (refer Minutes 28th September 2005.)
 - Lift carpets – quotations to be approved at the next meeting.
 - Car Park trays – CPM to be advised that whenever these trays leak, they must be repaired. Further whenever leaks are detected, trays are to be installed.
 - Garden matters – refer to the minutes of the meeting held on 2nd June 2005.
7. **MANAGEMENT RIGHTS TENDER PROCESS** VOTING – YES **3** NO **0** ABSTAIN **2** - ACTION: COMMITTEE
Resolved That the Committee representing the body corporate conducts a formal, public and closed tender process for the Management Rights at Cathedral Place. The first stage to be an Expression of Interest (EOI) followed by a request for tender, and this process commence immediately. (**Noted:** Brian Fisher, John Gilliland & Peter Lewis voted for this motion.)
8. **PRINCIPAL BODY CORPORATE CHAIRPERSON** VOTING – YES **4** NO **1** ABSTAIN **0**
Resolved That Peter Lewis be appointed as chairperson of the principal body corporate until the next annual general meeting.
9. **BODY CORPORATE ADMINISTRATION TENDER STATUS** VOTING – YES **5** NO **0** ABSTAIN **0** - ACTION: COMMITTEE
Resolved that two of the alternative administrators be reviewed by Peter Lewis & Ken Morrisby to obtain their best & fairest pricing, and that the recommendation would be brought back to the next committee meeting where one of the alternatives would be assessed against the incumbent administrator by the body corporate. All material provided and assessed to date, including tenders, to remain confidential within the committee. (**Noted:** that John Millard of Stewart Silver King and Burns left the meeting while this matter was discussed.)

DATE TIME AND VENUE OF THE NEXT COMMITTEE MEETING

 VOTING – YES **5** NO **0** ABSTAIN **0** - ACTION: SSKB

The next meeting of the Committee will be held on Monday, 17th July 2006 at 6.00pm in the offices of SSKB, West End.

CLOSURE

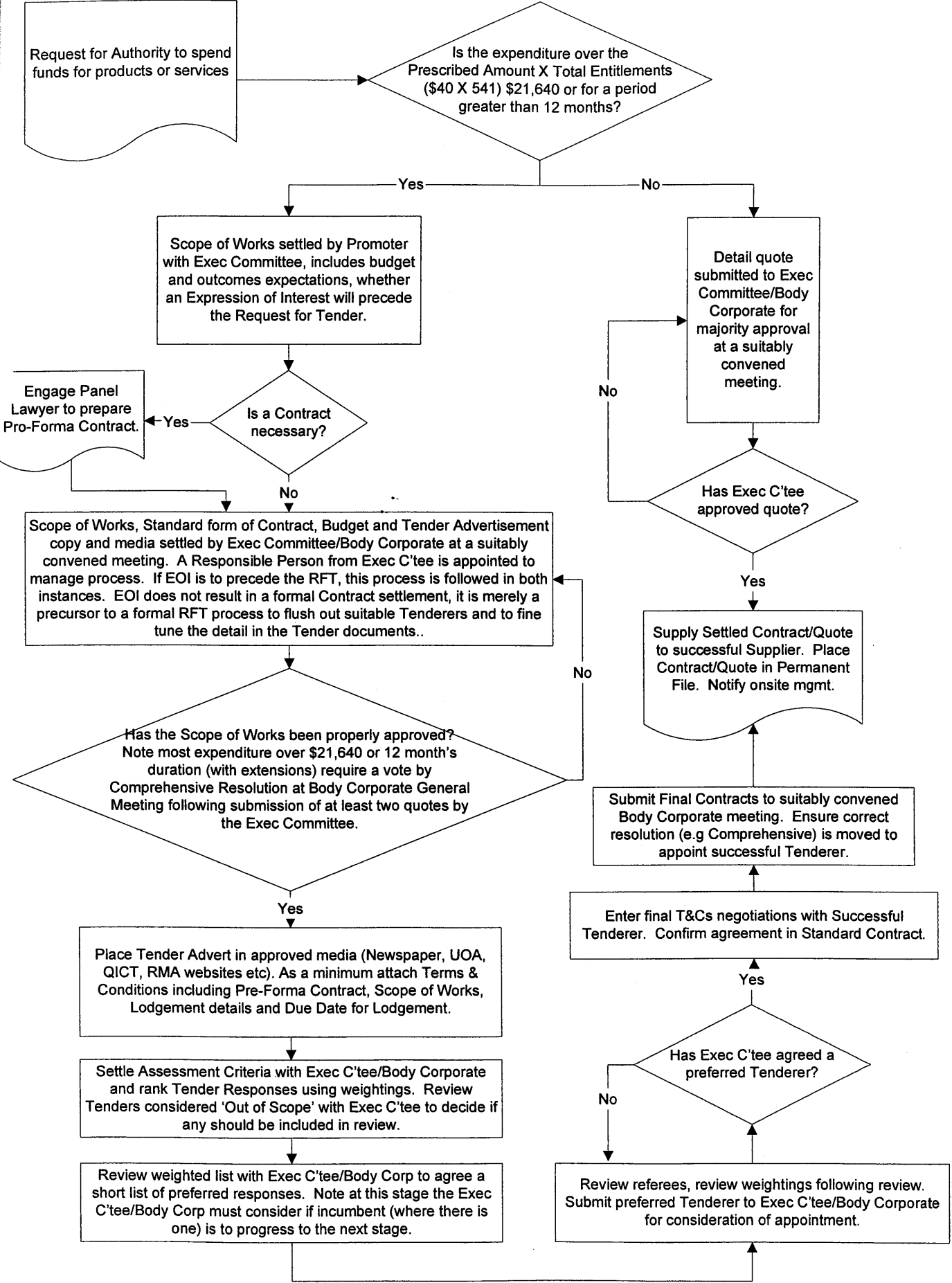
There was no further business and the meeting concluded at 9.55pm.

JOHN MILLARD

Community Manager
STEWART SILVER
KING AND BURNS

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11th July 2006



MINUTES OF A COMMITTEE MEETING OF THE BODY CORPORATE FOR
"CATHEDRAL PLACE CBC MCP " - BUP 106902
HELD IN ONSITE MEETING ROOM, CATHEDRAL PLACE, 41 GOTHA STREET, FORTITUDE VALLEY
ON THURSDAY 20TH APRIL 2006 AT 6.00PM

COMMITTEE MEMBERS

Peter Lewis - Chairperson, Tony Rich, Ken Morrisby, Barry Budd, John Gilliland, Randall Edwards

(Note: Both Barry Budd & Randall Edwards attended the meeting on behalf of Duhig – the matter of the Duhig representative is still to be resolved. It was further noted that the appropriate Notices of Appointment had not been received from the Subsidiary Bodies Corporate.)

SECRETARY

John Millard

IN ATTENDANCE

John Millard of Stewart Silver King and Burns (Brisbane) Pty Ltd.

Dawn Tran (NRH).

Peter Zunker (Building Manager).

BY PROXY

Pat Brown (Tony Rich).

QUORUM

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

CONFIRMATION OF MINUTES

That the minutes of the Committee Meeting held on 20th February 2006 be confirmed and signed as a true and correct record of the proceedings of that meeting.

The following amendments were required:-

- a) Delete the second resolution in 1. OTHER MATTERS.
- b) There was disagreement on the wording of Motion 4 OTHER MATTERS – Rotational Chairperson of the Body Corporate. This matter was not resolved.
- c) Add as a notation to 5. OTHER MATTERS – Tony Rich, in his capacity as Chairperson, revealed he had an informal discussion with Bob Hudson (ERC), and Lorraine & Peter Zunker (Cathedral Management) regarding litigation with ERC without reference to the Committee. Tony Rich was advised by other members of the Committee that they had a real concern with this.

No vote was taken as the appropriate Notices of Appointment had not been received.

The Meeting adjourned to an informal session to discuss the matter of the Body Corporate Administration contracts.

DATE TIME AND VENUE OF THE NEXT COMMITTEE MEETING

ACTION: SSKB

The next meeting of the Committee will be held at a date and time to be advised.

CLOSURE

There being no further business the Chairman declared the meeting closed at 7.00pm..

JOHN MILLARD

Community Manager

STEWART SILVER

KING AND BURNS

For and on behalf of your Secretary - John Millard

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Thursday, 13 July 2006

CHAIRPERSON:.....

DATE:.....