

MINUTES OF INITIAL MEETING OF THE BUILDING MANAGEMENT COMMITTEE, STRATUM PLAN OF SUBDIVISION NO 106904, BODIES CORPORATE FOR & OXFORD & CAMBRIDGE BUP 106905 & CATHEDRAL VILLAGE BUP 106957 HELD AT UNIT 23, CATHEDRAL VILLAGE, 115 WICKHAM STREET, FORTITUDE VALLEY QLD 4006 ON MONDAY 10 SEPTEMBER 2007 AT 5.00 PM

Representation: John Gilliland Representative, Cathedral Village Body Corporate
Peter Zunker Representative, Oxford & Cambridge Body Corporate

In Attendance: Conrad Beal Archers Body Corporate Management Pty Ltd

Quorum: It was noted that a quorum was constituted as both bodies corporate were represented

Chairman and Opening There is no requirement to appoint a chairman for the meeting
The meeting opened the meeting at 5.08 pm. Peter Zunker advised the meeting that he could not have the capacity to agree to any outcomes until they had been ratified by the Oxford & Cambridge Body Corporate Committee.

Establishment and Composition RESOLVED THAT, in accordance with Section 5 of the Management Statement:-
a. The Building Management Committee was declared established;
b. The Bodies Corporate for Cathedral Village and Oxford & Cambridge are members of the Committee
c. The Body Corporate for Cathedral Village has appointed John Gilliland as its Representative and the Body Corporate Oxford & Cambridge has appointed Peter Zunker as its Representative
Carried - 2 For, 0 Against.

Annual Meeting RESOLVED THAT, in accordance with Section 5 of the Management Statement, this meeting is considered to be the required "Annual Meeting".
Carried - 2 For, 0 Against.

Definition of Functions & Administration The functions of the Building Management Committee as outlined in the Management Statement were then discussed.

It was agreed that the meeting is required to establish what the shared facilities are, and agree to them for the purposes of cost sharing

RESOLVED THAT the agreed facilities include:-

- stairs
- lift
- electricity
- passage ways
- toilet ventilators
- mechanical door
- car park and gates
- repairs to stairs
- loft ventilators
- rubbish bin rooms

Carried - 2 For, 0 Against.

Lift It was noted that the Management Statement requires that the lift is to be maintained by Cathedral Village and that the stairs to the podium level are to be maintained by Oxford & Cambridge

RESOLVED THAT - Peter Zunker to establish lift movements of residents in Oxford & Cambridge
Carried - 2 For, 0 Against

Rubbish bin rooms RESOLVED THAT, to establish the cost allocation of the rubbish bin rooms,

that both Representatives would advise a % they considered fair and reasonable, and that a % would be agreed to – subject to the provisions of the Building Management Statement

Carried - 2 For, 0 Against

Agreement To Share Costs

RESOLVED THAT an agreement be created to control and share costs and give authority to the Body Corporate Manager to pay items of expenditure – subject to the provisions of the Building Management Statement

Carried - 2 For, 0 Against

Financial Management

RESOLVED THAT, following consideration of Section 7 “Financial Management” the Building Management Committee will not:-

- a. Establish and adopt a budget
- b. Fix contributions to be levied on the bodies corporate
- c. Establish and keep an Administrative Fund and a Capital Works Fund
- d. Prepare a statement of accounts
- e. Have the accounts audited, as the accounts for both bodies corporate will be audited each year

Carried - 2 For, 0 Against

Insurance

RESOLVED THAT, following consideration of Section 12 “Insurance”, as there is no commonly owned common property, no insurance cover is required to be taken out

Carried - 2 For, 0 Against

There being no further business, the meeting closed at **5.54 pm**

Confirmed.

John Gilliland

Peter Zunker