

MINUTES OF MEETING

Participants: Mick Pointing (MP) -Cathedral Place CBC Representative
 Catherine Harvey (CH) - Cathedral Place FM
 Date: 20 May 2010
 Location: Star Board Room
 Time: 1600
 Distribution: Star, CP CBC, BCS

Note items requiring action are shown in Red Bold
Response from CH in Blue

1.0 Monthly report:

1. The monthly report for BUP's and CBC will be issued by the 10th of each month and will be emailed directly to CBC Reps.
2. **MP is to provide a list of all new reps and committee positions to Star when advised by the CBC Chairman. This has been requested by email.**

2.0 Security:

1. Star has been advised that when security sees a gathering of more than 6 they are to ask who the 'host' is and what unit number the 'host' is from.
2. **Star is to advise CP Rep that security contractor will complete above request.**
CH confirmed a memo has been given to the security contractor but further noted that the security has no means of confirming information if incorrect information given.
3. CH recommends the creation of "House Rules" document to assist with these issues.
CH confirmed the draft has been completed and a copy will be made available for each member of the Committee for discussion.
4. Security hours are:

MON	TUE	WED	THUR	FRI	SAT	SUN
1700-0600	1700-0600	1700-0600	1700-0600	1700-0600	0600-1700	0600-1700
				2000-0300	1700-0600	1700-0600
					2000-0300	1900-2300

5. Caretaker hours are confirmed as
 Weekdays 8.30am – 5pm
 Saturday 8am-1pm
 Sunday N/A
6. Security is contactable outside Caretaker hours by calling the STAR number on 3252 2720.
 Residents do not have to leave their name or unit number, however it is recommended to assist with reporting.
7. Star has advised security not to identify units that make complaints to other residents.
8. **Star to confirm what support is available in gaps between Caretaker and Security.**
Weekdays 0600-0830
CH confirmed that Caretaker on Duty from 6.00 – 8.30am Mon – Friday with other hours noted as listed in above timetable.

3.0 Complaint against Larry Cowling

1. A complaint was submitted to the CBC rep and this has been passed onto Star management.
2. CH and MP request the committee to advise if the sign at the Gym requesting no shoes be worn be removed, or add to By-Laws or advise the Caretaker not to attempt to enforce the rule.
Note since this meeting the CBC has advised that the Gym opening hours are to be changed and a sign to enforce shoe wearing is to be erected. The CBC Rep will advise Star in the future on this matter.
3. The complaint will be forwarded to the respective BUP.

CH confirmed that Lloyd Anderson is aware of complaint and had dealt with this issue internally.

4.0 Uniforms

1. Star has advised that Star Staff will not wear uniforms.
2. Star has confirmed contractors are issued an identification tag. MP has an example and it will be available at the next committee meeting.

5.0 Garden - podium

1. Star advised the gardener is a qualified Hort 3 and has appropriate qualifications to advise the CBC on selection of new plants for the Podium.
2. Star has been advised that the CBC has confirmed that the podium will not undertake major work for 2 years and standard needs to be improved and maintenance conducted.
3. Star has been advised that there is to be no dumping of dead plants in garden. All clippings are to be removed from the garden area on the day of cutting.
4. **A water, pruning and fertilizer plan has been requested from Star. Star to provide.**
CH confirmed that the Caretaker was currently completing a gardening summary and would ensure it was available for meeting 3/6/10.
5. **The Care Taker and the CBC Rep and invited BUP reps are still to meet and discuss the garden. MP to arrange.**
CH confirmed that Caretaker will be available for this inspection.
6. Catherine was unable to confirm the working order of sprinkler system. The Caretaker will be asked to confirm this during the meeting to discuss the garden. The sprinkler system must be 100% operational.

CH noted that she was unsure of the exact percentage working on the sprinkler system and would need to speak to the Caretaker to ensure correct information provided.

CH added that after further conversations with the Caretaker a summary would be provided for the next meeting with MP and advised that Kym Wood and Caretaker had been instructed to ensure this was completed.

6.0 Mulch

1. Star has been advised the CBC want to continue with the mulching of the gardens. However the quotes supplied by Star do not contain all project costs. Star to resubmit quotes with all projects costs (i.e. permits and/or traffic control required).

CH advised that the Caretaker would speak to the contractor that provided quotes and obtain information on how the project would proceed etc. CH advised that the Caretaker had been advised of this request and have this information for MP at next meeting 2/6/10.

2. Star has been advised the CBC has confirmed that they want to add soil. CBC Rep will identify to caretaker areas that require soil for the purpose of the obtaining quotes.

CH advised this would be included in the garden summary

7.0 Newsletter

1. Star has advised they will be distributing a news letter soon.
2. **MP has requested that information be in the newsletter regarding how to report unclean areas to Star and clarify areas are clean. This was discussed previously and had the support of the Cleaning Contractor to improve resident's knowledge of cleaning.**

CH noted that Kym Wood will be responsible for the Newsletter and advised this information be included.

3. **MP also requested newsletter contain confirmation of Care Taker and security contact points.**

Noted and given to Kym Wood for action in Newsletter.

4. **If Star do not include this information in their Newsletter Star are requested to place signage with such information in all BUP lifts.**

N/A

8.0 Meetings

1. The CBC Rep and Star FM/Care Taker plan to meet weekly for the next 4 weeks on Tuesday or Wednesday afternoon. All BUP Reps are welcome to attend and encouraged.

CH advised the new liaison Kym Wood was given this information.

2. Star will attend BUP meetings when invited by the CBC Representative. Caretaker will provide a monthly report if minimum 1 week notice is provided. Star has advised their staff will leave any meeting if any unacceptable behaviour is displayed by any member of the Committee or those present. To request Star at a meeting email the CBC Representative.

CH confirmed after discussion with MP that the invitation for BUP representative to attend meeting would apply to specific incidents only and meetings not open to other members on a regular basis to ensure discussions and actions completed in a timely manner.

9.0 Australian Flag

1. Star was advised the Australia Flag on top of A block will be flown 24/7 and lit. A block will put lighting on flag and MP will request the raising of flag when complete.

Noted

10.0 OHS report

1. Star advised all recommendations in the report have not been actioned and update will be in the next monthly report to the CBC.

CH confirmed that hard copy would be provided to MP. Items outstanding were currently under investigation or awaiting quotes.

2. MP advised Star that all future reports are to be supplied to the CBC Rep in hard copy and electronic format when issued to Star For Information. It was noted that the report was completed on January 29th 2010 and was not issued to the CBC Rep until late April. As above

11.0 QLD Building Fire Safety Compliance Report

1. MP asked CH when approval for Fire Safety Compliance Report was given. CH advised it was provided by the CBC. MP doesn't have minutes to confirm.
2. Star is to provide a final printout and electronic version of the report.
3. MP noted that the invoice was due for payment before the report had been issued to the CBC Rep. CH advised that payment for this invoice was not required by the due date.
4. **MP and CH are to review the Report and associate works are present to the CBC.**

CH confirmed that Glen Wruck from F.A.S.T would meet with MP at the meeting 2/6/10 to discuss Fire Summary as provided by CH.

12.0 Payment

1. Star has confirmed it has received payment for services.
2. CH did not have any invoices for approval. Invoices are currently being approved and processed differently by BUP's and CPC.
3. The process needs urgent review by the CBC and Star. MP recommends the committee invite Star to a meeting to discuss and approve the process.

CH confirmed that the draft "Invoice/Approval" was handed to Kym Wood

13.0 Gym

1. Star has been advised the CBC will ask F Block to update the Gym and to expect a quote for painting and re-surfacing of gym. **Noted and Caretaker awaiting instruction.**
2. Star has been advised to order new rowing machine as per submitted quote.
3. Star has been advised to repair the Cross trainer and treadmill. It is noted that the Treadmill repair is over \$1000 but less than \$1100 and is to continue. The CBC has been advised of these quotes and approved works.
4. **Star is not aware of any broken benches in the Spa and will investigate.**
CH confirmed the caretaker has inspected the Sauna and repairs were being organised.

14.0 Security Camera's

1. No action has been taken by Star or CBC Rep.
CH confirmed action had been taken with 3 quotes available for discussion and approval. Kym Wood instructed to prepare summary and quotes and send to MP.
2. Star and MP are awaiting confirmation of minutes for instruction. **Noted**

15.0 Cleaning

1. There are no current complaints.
2. Any cleaning complaints from the CBC are now to be immediately raised with the Caretaker or the CPC rep for inspection. **Noted**

16.0 Lift Service Agreement

1. CH advised only two companies were asked to quote due to previous history and Otis being the incumbent service provider and installer of lifts.
2. MP recommends the CBC discuss the tender process with CH at a committee meeting.
3. CH advised less than 2 years are left on the current contract with Otis.
4. MP advised Star that the CBC was interested in putting the contract to tender and advertising in a weekend paper.

CH discussed at length that the incumbent still had over 2 years on contract and after negotiations agreed to provide an updated agreement but would confirm this would not release the current agreement in place. For the reason of having the current contract Otis provided this new proposal with an approximate 33% saving on the current contract. CH further advised therefore the Lift Agreement could not be put to tender and further Kone quote was provided to ensure fair pricing and assurance to the Committee that Star had negotiated.