

Body Corporate Services Pty Limited
ABN 82 010 120 144

PO Box 466, Toowong, QLD 4066
DX 40261 Toowong
bcs_brisbane@bcssm.com.au
www.bcsm.com.au

Ph. 07 3721 7000
Fax. 07 3870 3838



MEMBER
COMMUNITY TITLES
INSTITUTE QUEENSLAND

Minutes of the Committee Meeting of the Body Corporate for "CATHEDRAL PLACE CBC" Mixed Community Plan 106902 held on Thursday, 3 June 2010 at 6.00pm in the Meeting Room, "Cathedral Place", 41 Gotha Street, Fortitude Valley.

PRESENT IN PERSON

Todd Raumer, John Gilliland, Peter Zunker, Crestina Ceraolo, Neil Fleming, Lindsay Anlezark, Michael Pointing.

IN ATTENDANCE

John Rae representing Body Corporate Services Pty Ltd.

Larry Cowling & Kym Wood representing Star Building Management.

Gil Bick Duhig Committee Member.

Lorraine Zunker Notre Dame Committee Member.

Brett Dickerson Owner Oxford/Cambridge.

CHAIRPERSON OF MEETING

Todd Raumer chaired the meeting.

QUORUM

The chairperson declared that a quorum was represented and the meeting was declared open at 6.00pm.

1 CONFIRMATION OF MINUTES

That the minutes of the committee meeting held on 19/5/2010 be confirmed as a true and accurate account of the proceedings of that meeting subject to:

- Item 15 – Peter Hill to be Frank Hills
- Lorraine Zunker to be shown as attending as an observer

Note: The minutes of the committee meeting dated 04/5/2010 are yet to be confirmed.

Vote Yes 5 No 0 Abstain 1

2 STAR BUILDING REPORT

It was RESOLVED to accept the tabled Star Building Report.

Vote Yes 6 No 0

3 BUSINESS ARISING FROM STAR BUILDING REPORT

Caretaking Duties

It was RESOLVED by the Committee that Todd Raumer is to examine the list of duties outlined in the Caretaking Agreement in regard to pressure cleaning and painting of kerbs, and if it is considered to be an expense to be incurred by Star then Todd Raumer is to provide a letter to BCS to send to Star.

Vote Yes 6 No 0

Trust us for service excellence today & beyond

Corporate Lic No: 862864, (NSW) Memberships:
National Community Titles Institute (NCTI), Institute of Strata Title Management Ltd. (NSW), Community Titles Institute QLD Ltd (CTIQ),
Owners Corporations Victoria (VIC), Community Associations Institute (USA), Urban Development Institute of Australia (NSW)
Branches: (NSW): Sydney, Central Coast, Forster-Tuncurry, Miranda, Mona Vale, Newcastle, Port Stephens, Tweed Heads, Willoughby, Wollongong
(QLD): Brisbane, Cairns, Coolangatta, Gold Coast, Mackay, Noosa, Port Douglas, Townsville
(VIC): Hawthorn, Melbourne

Typed by: NP
CATHEDRAL PLACE CBC MCP 106902

Invoice Approval

It was RESOLVED by the committee to pay the previously disputed invoice from All Digital Antenna & Communication Services (dated 27/03/2010 invoice number 2150) totalling \$2,926.00 for television reception purposes, and further, that such invoice payment be ratified at the forthcoming Extraordinary General Meeting.

Vote Yes 6 No 0

Mailbox Area

It was RESOLVED by the committee that Star Building Management is to obtain two (2) quotations for the lighting of the mailbox area, and in view of the urgency of the need for this lighting, the quotations are to be emailed to all committee members for a decision to be made and ratified at the next committee meeting or Extraordinary General Meeting, dependent on the cost.

Vote Yes 6 No 0

Star Procedures

It was RESOLVED by the committee that BCS is to write to Star Building Management and advise that whilst it is acknowledged that it may expend up to \$500.00 on required repairs and maintenance the committee still requires full and detailed invoices before payment will be made, and further, that all quotations presented to the committee also are to be fully detailed, and further, that Star Building Management is to check the worksite after the completion of any job performed by a contractor.

Vote Yes 6 No 0

4 TREASURERS

It was RESOLVED by the committee that Grant Kerrison of BCS be instructed to provide to Star Building Management a list of the Treasurers of the BUP's.

Vote Yes 6 No 0

5 AUTHORISATION OF INVOICES FOR PAYMENT

It was RESOLVED by the committee that Crestina Ceraolo and Peter Zunker be appointed to approve for payment invoices under \$1200.00 and if necessary (and with a majority of other members approval), amounts exceeding \$1200.00 with such amounts to be ratified at the next Extraordinary General Meeting.

Vote Yes 6 No 0

6 SECURITY ISSUES

It was RESOLVED by the committee that Star Building Management is to email all committee members details of any security issues as and when they occur.

Vote Yes 6 No 0

7 HOLDING DEFENCE

It was RESOLVED by the committee that Gadens Lawyers be authorised to lodge a holding defence in relation to Star Building Managements' Statement of Claim.

Vote Yes 5 No 1

8 RETAINER

It was RESOLVED by the committee that Gadens Lawyers be paid, upon request, a retainer of \$5,000.00 for costs involved in the defence of Star Building Managements' Statement of Claim.

Vote Yes 5 No 1

9 DIRECT DEBITS

It was RESOLVED by the committee that Life Fitness monthly leasing payments of \$841.60 be paid automatically by direct debit.

Vote Yes 6 No 0

10 DEBT COLLECTION

It was RESOLVED by the committee that the balance of electricity owed by Cathedral Village, as determined by Watts Energy, be handed to Success Law for recovery action.

Vote Yes 5 No 1

It was RESOLVED by the committee that the current balance of suspense account monies (namely \$35,700.12) owed by Cathedral Village be handed to Success Law for recovery action, and further, that the tabled invoices from Otis be invoiced to Cathedral Village giving fourteen (14) days to pay, and if unpaid after fourteen (14) days then that amount also be handed to Success Law for recovery action.

Vote Yes 6 No 0

11 MOTION REVERSAL

It was RESOLVED by the committee to reverse motion 3 of the committee meeting held 02/11/2009 and it is to have no effect.

Vote Yes 4 No 1 Abstain 1

12 BREACH NOTICE

It was RESOLVED by the committee to approve the issuing of a breach notice to Star Building Management circulated to all committee members by email prior to the commencement of this committee meeting.

Vote Yes 5 No 0 Abstain 1

13 DEFINITION OF MANAGER

That Cathedral Place body corporate committee is of the opinion that Tim Sheehan is the manager for the purposes of the definition of "Manager" in clause 1.1 of the Caretaking agreement dated 12 October 2009 between Symland Pty Ltd and Cathedral Place Community Body Corporate.

Vote Yes 4 No 1 Abstain 1

14 CALLING OF EXTRAORDINARY GENERAL MEETING

It was RESOLVED by the committee to hold an Extraordinary General Meeting on Monday 28 June 2010 at 6.00pm in the meeting room of Cathedral Place, and further, that any motions to be considered at the meeting must be in the hand of the body corporate manager by no later than close of business on Friday 11 June 2010.

Vote Yes 6 No 0

15 CALLING OF EGM AND COMMITTEE MOTIONS

This was dealt with in Business Arising above.

16 INVOICE APPROVAL SYSTEM

This was dealt with in Business Arising above.

17 SPA HEATER SITUATION

This was comprehensively discussed during Star's Building Report presentation.

18 LOCK IN OF DATES

It was RESOLVED by the committee that the following dates be approved:

Proposed budget to be ready 01/10/2010

Budget Committee Meeting 04/10/2010

Annual General Meeting 25/10/2010

Vote Yes 6 No 0

19 UPDATE ON LEGAL ACTION

This is ongoing and necessary approvals were resolved in business arising.

20 GENERAL BUSINESS

Nicholsons Invoice \$616.06

It was RESOLVED by the committee that John Rae is to peruse minutes of the previous committee meetings to ascertain if approval was issued for Nicholsons to provide advice on 'executive committee membership', and if not then the invoice is to be forwarded to Randall Edwards for payment and Nicholsons to be advised of that fact.

Vote Yes 5 No 1

Interest and Associated Charges

It was RESOLVED by the Committee that all levy accounts have interest and other charges incurred since 1/09/2009, reversed.

Vote Yes 6 No 0

Cathedral Village Body Corporate

That an informal meeting with Village lotholders and any members of the Community body corporate be called to inform Village lotholders directly as to the issues concerning them. Being –

- Visitors Carpark how that will operate in the future
- Levy amounts owing
- Invoice amounts owing
- Any common area issues

and that the body corporate manager be directed to write to each Village lotholder individually to advise them that a meeting has been called at 6.00pm on Monday 21 June 2010.

Vote Yes 5 No 1

Invoices for approval

It was RESOLVED by the committee that the invoices listed below be approved for payment.

Trademark Building Group	\$757.00
Nicholsons	\$82.46

And further, that a motion be presented at the Extraordinary General Meeting to be held on 28/06/2010 which authorises Body Corporate Services Pty Ltd to pay all statutory, semi government utilities, and contracted invoices as and when they are received for payment.

Vote Yes 6 No 0

Performance Bond

That Gadens Solicitors be engaged to provide a reasonable guarantee and indemnity document for the directors and shareholders of Symland Pty Ltd to sign, and that this document is provided to Symland Pty Ltd to sign and execute in accordance with Clause 25 of the caretaking agreement.

Vote Yes 5 No 0 Abstain 1

Poolwerx Quotation

It was RESOLVED by the committee to accept a quotation from Poolwerx, which is not to exceed \$1,500.00, for the servicing of all multi port valves on each filter to eliminate water loss before the onset of summer.

Vote Yes 6 No 0

CLOSURE

There being no further business the chairperson declared the meeting closed at 9.25pm.

CONFIRMED AS A TRUE AND ACCURATE RECORD

Chairperson: _____ **Date:** _____

Secretary **Crestina Ceraolo**
Address **c/- John Rae**
 Body Corporate Services Pty Limited
 PO Box 466 Toowong Qld 4066