

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 Monday, 1 November 2010 at 5:30pm On site in the Meeting Room "Cathedral Place" 41 Gotha Street Fortitude Valley.

## **PRESENT IN PERSON**

Todd Raumer, Crestina Ceraolo, Peter Zunker, John Gilliland, Neil Fleming

## **APOLOGIES**

Lindsay Anlezark

## **IN ATTENDANCE**

John Rae representing Body Corporate Services Pty Ltd.

Sam King (E24), Gil Bick (G15).

## **CHAIRPERSON OF MEETING**

Todd Raumer chaired the meeting.

## **QUORUM**

The chairperson declared that a quorum was represented and opened the meeting at 5:30pm.

### **1 PREVIOUS MINUTES**

The minutes of the committee meeting held on 28/10/2010 will be considered at the next Committee Meeting.

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### **2 BUSINESS ARISING FROM MINUTES**

If any, it will be dealt with at the next Committee Meeting.

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## **GENERAL BUSINESS**

### Deed of Settlement

It was RESOLVED by the Committee that the Chairman and Treasurer be authorised to sign on behalf of the CPCBC the tabled Deed of Settlement as approved at the Extraordinary General Meeting held on 28/10/2010.

Vote                      Yes 4                      No 1

### Payments to Symland Pty Ltd

It was RESOLVED by the Committee to authorise payments of \$165,000.00, \$52,580.00 and \$10,000.00 to Symland Pty Ltd as per page six (6) of the Deed of Settlement with such payments to be in the form of a bank cheque and delivered to Gadens Lawyers on or before 3/11/2010.

Vote                      Yes 4                      No 1

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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: Joanne Joubert  
CATHEDRAL PLACE CBC MCP 106902

New Cost Preliminary Estimates - Ex Star BMS

It was RESOLVED by the Committee to accept in principle the initial draft of proposed new cost comparisons with that previously of Star BMS.

Vote                      Yes 4                      No 1

Engagement of Administration Officer

It was RESOLVED by the Committee to engage Stacey Cumner as an Administration Officer at a rate of \$40,000.00 per annum plus superannuation, with an initial probationary period of three (3) months and further, that such appointment be ratified at the next general meeting.

Vote                      Yes 4                      No 1

Engagement of Gardener

It was RESOLVED by the Committee to engage Kelly Hyland as a gardener at a rate of \$50,000.00 per annum plus superannuation with an initial probationary period of three (3) months, and further, that such appointment be ratified at the next general meeting.

Vote                      Yes 4                      No 1

Operations Centre

It was RESOLVED by the Committee to hire on a twelve (12) month contract a 6 metre by 3 metre site office (with a sliding front door) from Atco at a rate of \$58.00 per week, with such contract to be ratified at the next general meeting.

Vote                      Yes 4                      No 1

Site Office – Alteration

It was RESOLVED by the Committee to pay Atco \$2,150.00 for the installation of a sliding glass door at the front of the site office, with such payment to be ratified at the next general meeting.

Vote                      Yes 5                      No 0

Hiring Agreement

It was RESOLVED by the Committee that the body corporate manager be authorised to sign the Atco twelve (12) month hiring agreement for the site office.

Vote                      Yes 4                      No 1

Contracts/Maintenance Manager

It was RESOLVED by the Committee that Todd Raumer be appointed as the "contracts/maintenance" manager for a three (3) month period commencing on 4/11/2010 at a weekly rate of \$1,730.76 plus superannuation with such appointment to be ratified at the next general meeting along with other terms and conditions.

Vote                      Yes 3                      No 1                      Abstain 1 (Todd Raumer)

Current Contractors

It was Resolved by the Committee to keep for the time being the current terms and conditions for the cleaning, security and pool contractors, until such time as the "contracts/maintenance" manager tables recommendations which are agreed to by the Committee.

Vote                      Yes 4                      No 1

Reimbursement

It was RESOLVED by the Committee to reimburse Todd Raumer \$1,417.52 for administration and office equipment requirements in line with receipts and invoices tabled at the meeting.

Vote                      Yes 4                      No 1

Authorisations

It was RESOLVED by the Committee to have Telstra authorised to provide the necessary work and equipment for the setting up of the telecommunications at the site office, and for Magoffin Electrical to provide power to the site office with both costs to be ratified at the next general meeting.

Vote                      Yes 4                      No 1

Contracts/Maintenance Manager- Expenditure Authority

It was RESOLVED by the Committee that the "contracts/maintenance" manager be authorised to expend up to \$1,000.00 at a time on behalf of the CPCBC for required maintenance and for administrative items.

Vote                      Yes 5                      No 0

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**NEXT COMMITTEE MEETING**

It was RESOLVED by the Committee that the next Committee meeting is to be held on Monday 8/11/2010 commencing at 5:30pm.

Vote                      Yes 5                      No 0

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**CLOSURE**

There being no further business the chairperson declared the meeting closed at 6:35pm.

**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**