

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

bcs
Body Corporate Services

Minutes of the Committee Meeting of the Body Corporate for "CATHEDRAL PLACE CBC" Mixed Community Plan 106902 held on Monday, 8 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, Neil Fleming, John Gilliland

APOLOGIES

Lindsay Anlezark

IN ATTENDANCE

John Rae representing Body Corporate Services Pty Ltd.

CHAIRPERSON OF MEETING

Todd Raumer chaired the meeting.

QUORUM

The chairperson declared that a quorum was represented and opened the meeting at 5:35pm.

1 PREVIOUS MINUTES

The minutes of the committee meeting held on 28/10/2010 and 2/11/2010 were confirmed as a true and accurate account of the proceedings at those meetings.

Vote Yes 5 No 0

BUSINESS ARISING FROM MINUTES

Riley/Shelly

It was RESOLVED by the Committee to ratify the email sent by John Rae to Nicholsons as of today's date which essentially instructed Nicholsons to advise Riley/Shelly that their claim will not be paid and to list the basis for such decision.

Vote Yes 5 No 0 Abstain 0

Current Contractors

It was RESOLVED by the Committee that Todd Raumer can determine the cleaning contractor from time to time to a maximum amount of \$3,062.50 per week, and further, that such authorisation is to be ratified at the next general meeting of the body corporate.

Vote Yes 4 No 1 Abstain 0

Security

It was RESOLVED by the Committee that Todd Raumer can determine the security arrangements from time to time to a maximum amount of \$4,106.85 per week, and further, that such authorisation is to be ratified at the next general meeting of the body corporate.

Vote Yes 4 No 1 Abstain 0

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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

APPROVAL OF FINANCIALS 1/09/2009 TO 31/08/2010

Transfer

It was RESOLVED by the Committee to transfer the balance sheet item "Unrestricted to be Allocated" totalling \$239,498.72 to the balance sheet item "Unrestricted Administration Fund".

Vote Yes 4 No 1 Abstain 0

Insurance Claim

It was RESOLVED by the Committee that BCS is to provide Tony Bemrose Insurance Brokers with the invoice totalling \$3,085.74 which represents the balance sheet item "Insurance Claims Outstanding" to enable them to do an insurance claim.

Vote Yes 5 No 0 Abstain 0

Sundry Debtor

It was RESOLVED by the Committee that BCS is to examine the balance sheet item "Sundry Debtors" totalling \$2,492.45 as outlined in Note 7 and if thought "fit" by Leigh Griffiths and with the agreement of the Treasurer that such amount/s be written off.

Vote Yes 5 No 0 Abstain 0

Sundry Creditor

It was RESOLVED by the Committee that BCS is to examine the balance sheet item "Sundry Creditors" and with the Treasurer to ascertain if the debt/s are owed and to take the appropriate action.

Vote Yes 5 No 0 Abstain 0

BUDGET FOR THE CPCBC

Napier Blakeley Sinking Fund Report Transfers

It was RESOLVED by the Committee that the items listed below be transferred within the sinking fund report from the "Restricted" section to the "Unrestricted" section:

Item 3 – Residential Carpark Ventilation	\$5,861.00
Item 8 – Emergency Lighting Installation	\$7,700.00
Item 25 – Residential Carpark Floor (Repair)	\$6,838.00
Item 26 – Residential Carpark Roller Doors	\$1,650.00
Item 27 – Residential Carpark Roller Doors – Motor Control	\$825.00
Item 30 – Access Control System (Repair)	\$4,331.00
Item 31 – Security Camera System (Repair)	\$4,263.00

Vote Yes 4 No 1 Abstain 0

BUP Spreadsheet

It was RESOLVED by the Committee to accept the tabled BCS spreadsheet for the charges to the BUP's for the year ended 31/08/2010

Vote Yes 5 No 0 Abstain 0

"Caretaking" Costs

It was RESOLVED by the Committee that the budget for 2010/2011 for "caretaking" related expenses (e.g. cleaning, security) is to be \$450,000.00 and that the residential BUP's are to be invoiced appropriately on a monthly basis.

Vote Yes 5 No 0 Abstain 0

CPCBC Budgets

It was RESOLVED by the Committee to accept the budgets for CPCBC for the 2010/2011 year as calculated during the meeting (and summarised below) as a basis for the issuing of levies:

Unrestricted Administration Fund	\$314,530.00
Unrestricted Sinking Fund	\$21,515.00
Restricted Administration Fund	\$256,720.00
Restricted Sinking Fund	\$195,386.00

Vote Yes 4 No 1 Abstain 0

GENERAL BUSINESS

Napier Blakeley

It was RESOLVED by the Committee to authorise the payment of the tabled invoice from Napier & Blakeley totalling \$9,350.00, AFTER confirmation from the Treasurer of receipt of the finalised Sinking Fund Report, with such payment to be ratified at the next general meeting of the body corporate.

Vote Yes 5 No 0 Abstain 0

Success Law Engagement Letter

It was RESOLVED by the Committee to authorise John Rae to sign on behalf of the CPCBC the tabled "Engagement Letter" from Success Law for action to be taken to recover sundry charges payable by "Cathedral Village" body corporate.

Vote Yes 4 No 0 Abstain 1

Gadens Lawyers

It was RESOLVED by the Committee to authorise for payment of the tabled invoice from Gadens Lawyers totalling \$4,799.96 for work performed in September in regards to Symland Pty Ltd, with such payment to be ratified at the next general meeting of the body corporate.

Vote Yes 4 No 0 Abstain 1

Swimming Pool Certification

It was RESOLVED by the Committee that the requirements of the new swimming pool legislation be adhered to as soon as the full details become available.

Vote Yes 5 No 0 Abstain 0

Unwanted Signage

It was RESOLVED by the Committee to authorise Todd Raumer to ascertain what can be done to effectively stop unwanted signage being displayed on the exterior walls of the building.

Vote Yes 5 No 0 Abstain 0

Signage

It was RESOLVED by the Committee to erect appropriate signage inside the fire escape stairwell stating "that any illegal use will result in offenders being prosecuted".

Vote Yes 5 No 0 Abstain 0

Spa Heater

It was RESOLVED by the Committee to pay the tabled invoice from Performance Pool & Spa totalling \$8,303.50 for a new spa heater and associated electrical work, with such payment to be ratified at the next general meeting of the body corporate.

Vote Yes 5 No 0 Abstain 0

CLOSURE

There being no further business the chairperson declared the meeting closed at 8.20pm.

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