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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, 22 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

PROXY

Lindsay Anlezark to Peter Zunker

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 5:30pm.

1 PREVIOUS MINUTES

It was RESOLVED by the Committee that the minutes of the Committee meeting held on 08/11/2010 be confirmed as a true and accurate account of the proceedings at that meeting.

Vote Yes 6 No 0 Abstain 0

BUSINESS ARISING FROM MINUTES

Nil

Maunsell Pennington Invoice – October 2010

It was RESOLVED by the Committee to authorise payment of the October 2010 tabled invoice of Maunsell Pennington Solicitors totalling \$9,972.11 for work performed on the Carpark Dispute and that such payment be ratified at the next general meeting of the body corporate.

Vote Yes 5 No 0 Abstain 1

Second Door In Meeting Room

It was RESOLVED by the Committee that Todd Raumer is to obtain a quotation for the creation of a second door in the meeting room and should the quotation exceed his spending limit that it be emailed to the Committee members for their approval, and further, that it be noted that permission has been granted by Notre Dame for such second door.

Vote Yes 6 No 0 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

Typed by: Mary Reid

Future Meeting Dates

It was RESOLVED by the Committee that Committee meetings be held every Monday at 5.30pm until further notice.

Vote Yes 6 No 0 Abstain 0

Setting of EGM Date

It was RESOLVED by the Committee that an Extraordinary General Meeting is to be held on Monday, 6 December 2010 at 6.00pm.

Vote Yes 6 No 0 Abstain 0

Harris Technology Invoice

It was RESOLVED by the Committee to approve the payment (via Todd Raumer) to Harris Technology for the tabled invoice for \$1,301.00 being for a colour laser printer, with such payment to be ratified at the next general meeting of the body corporate.

Vote Yes 6 No 0 Abstain 0

Formalisation of Caretaking Directions

It was RESOLVED by the Committee that contractors servicing the CPCBC and BUP's common property may park in four (4) parking bays (if available) just outside the carpark entry, with the other parking bay to be left available for deliveries.

Vote Yes 6 No 0 Abstain 0

Caretaker – Contracted Hours

It was RESOLVED by the Committee to circulate the proposed contract to all Committee members for comments.

Vote Yes 6 No 0 Abstain 0

Fire Door

It was RESOLVED by the Committee that it be noted that the Cathedral Village representative (John Gilliland) has been notified that the door from Cathedral Village into the B2 carpark from the Wickham Street lift area is in urgent need of replacement.

Vote Yes 6 No 0 Abstain 0

Poolwerx Quotations

It was RESOLVED by the Committee to accept the Poolwerx quotations listed below (or any acceptable cheaper quotation obtained by Todd Raumer)

19/07/2010	Option 1	\$1,820.00 + GST
	Option 2	\$2,299.00 + GST
02/03/2010		\$899.00 + GST
27/09/2010		\$665.00 + GST
12/10/2010		\$372.50 + GST
		\$1,029.78 + GST

Vote Yes 6 No 0 Abstain 0

GENERAL BUSINESS

- Road Signage

It was RESOLVED by the Committee to write to the responsible authority to seek the removal of the "NO RIGHT TURN" sign at the intersection of Wickham and Gotha Streets, and further, that Brisbane City Council be requested to mark "KEEP CLEAR" on the roadway in front of both building exits.

Vote Yes 6 No 0 Abstain 0

- Rekeying of Safety Areas

It was RESOLVED by the Committee that Todd Raumer is to obtain a quotation from Able Locksmiths for the rekeying of doors in strategic safety areas.

Vote Yes 6 No 0 Abstain 0

- Star BMS Claim

It was RESOLVED by the Committee to instruct Archers Body Corporate Management to investigate a claim from Holman Webb Lawyers that Star BMS (Symland Pty. Ltd.) is owed a caretaking fee of \$43,724.26 for the period 04/06/2009 to 03/07/2009, and further that John Rae is to write a letter to Holman Webb stating that more time is required to investigate the claim as BCS was not the body corporate manager at the time (in July 2009).

Vote Yes 6 No 0 Abstain 0

- Carlin's Electrical Services – Invoices Approval

It was RESOLVED by the Committee to authorise the payment of the Carlin's Electrical Services invoices listed below, and further that the total of such invoices be charged to the BUP's on a lot entitlement basis.

Carlin's Electrical Services – Invoice No. 777 - \$4,100.00

Carlin's Electrical Services – Invoice No. 775 - \$924.00

Carlin's Electrical Services – Invoice No. 778 - \$198.00

Vote Yes 6 No 0 Abstain 0

- 4Site Electrical – Invoice Approval

It was RESOLVED by the Committee that the part of the 4Site Electrical invoice relating to the CPCBC and totalling \$1,309.00 be approved for payment and that such payment be ratified at the next general meeting of the body corporate.

Vote Yes 6 No 0 Abstain 0

- **BUP's Caretaking Charges**

It was RESOLVED by the Committee to adopt the amounts below as the annual caretaking budget payable by the BUP's and to be billed to the BUP's on a monthly basis to maintain the cash flow of the CPCBC.

BUP 106912	\$134,960.00
BUP 106905	\$61,499.00
BUP 106911	\$84,243.00
BUP 106965	\$67,548.00
BUP 106966	\$82,826.00

Total	\$431,076.00

Vote Yes 6 No 0 Abstain 0

- **Garden Equipment**

It was RESOLVED by the Committee to approve the purchase of the garden equipment listed below from Southside Mower Service totalling \$2,468.00 with such payment to be made via the Restricted Sinking Fund.

Kawasaki KBL 27C straight shaft brushcutter	\$480.00
Kawasaki KHT 600D hedge trimmer	\$619.00
Kawasaki KRH 300A hand held blower	\$435.00
Vac attachment to suit	\$109.00
Masport 600 ALH mower with Honda motor	\$825.00

Vote Yes 6 No 0 Abstain 0

- **Gardens Lawyers Invoice Approval**

It was RESOLVED by the Committee to authorise the tabled invoice from Gardens Lawyers for the cost of terminating the services of Symland Pty. Ltd. (i.e. Caretaking Agreement), totalling \$11,156.26, with such payment to be ratified at the next general meeting of the body corporate.

Vote Yes 6 No 0 Abstain 0

- **Arrow Access Security – Quotation Acceptance**

It was RESOLVED by the Committee to accept the quotation from Arrow Access Security for a major upgrade of the security system totalling \$4,953.00.

Vote Yes 6 No 0 Abstain 0

- **Electricity Matter C.V./ B & C – Forward Procedure**

It was RESOLVED by the Committee to instruct Watts Energy to read meters and invoice B & C body corporate on the basis of the sub meters installed for the B & C load, and deduct that from the shared meters of C.V./ B & C, with the remainder to be invoiced to C.V. body corporate.

Vote Yes 6 No 0 Abstain 0

- **Electricity Matter C.V./ B & C – Prior Adjustments**

It was RESOLVED by the Committee that in calculating prior adjustments between C.V./ B & C that the consumption be looked at for December 2010 and be the basis for determination at the January 2011 Committee meeting as to what the adjustments should be.

Vote Yes 6 No 0 Abstain 0

- **Cathedral Village Lift**

It was RESOLVED by the Committee that John Gilliland (C.V. representative) be asked to carry out as a matter of urgency the repairs to the Cathedral Village lift as required by Otis Lifts.

Vote Yes 5 No 0 Abstain 1

Next Committee Meeting – Monday, 29 November 2010 commencing at 5:30pm

CLOSURE

There being no further business the chairperson declared the meeting closed at 8.05pm.

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