

Minutes of the Committee Meeting of the Body Corporate for "CATHEDRAL PLACE CBC" Mixed Community Plan 106902 held on Tuesday, 17 January 2012 at 5:30pm in the Meeting Room, Cathedral Place, 41 Gotha Street, Fortitude Valley.

## **PRESENT IN PERSON**

Neil Fleming, Chris Byrnes, Doris Engel

## **PROXIES**

Theresa Stinson to Neil Fleming

## **APOLOGIES**

Theresa Stinson

## **IN ATTENDANCE**

John Rae representing Body Corporate Services Pty Ltd.

Todd Raumer – Caretaker

Brigid Atkinson – owner E84

## **CHAIRPERSON OF MEETING**

Neil Fleming chaired the meeting.

## **QUORUM**

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

### **1 CONFIRMATION OF MINUTES**

#### *Procedural motion*

That the minutes of the committee meeting held on 5/12/2011 be confirmed as a true and correct record of the proceedings at that meeting.

**CARRIED** Vote Yes 4 No 0

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

Nil.

### **3 WPH&S**

It was RESOLVED by the Committee that the tabled Safety Risk Assessment quotation from Quality Building Management Pty Ltd totalling \$5,641.00 inclusive of GST, be put on hold until the Committee further investigates other responsibilities it may have under WPH&S other than just safety assessments.

**CARRIED** Vote Yes 4 No 0

It was FURTHER RESOLVED that Emma Willis be instructed to research and collate the normal obligations that the CPCBC, as an employer, has in regard to its employees, including but not limited to staff safety and training courses, and FURTHER, that a register be established to list all current certificates and qualifications of the CPCBC employees.

**CARRIED** Vote Yes 4 No

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), Strata Community Australia (SCA)  
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

It was noted by the Committee that Emma Willis should contact Neil Fleming if clarification of the above is needed.

#### **4 FIRE AUDIT**

It was RESOLVED by the Committee that John Rae is to write to Guardian Fire for confirmation that all legislative requirements for the CPCBC, are currently being undertaken, and FURTHER, that Guardian Fire provides a quotation for recommended staff training for non legislative matters such as use of fire extinguishers and the like.

**CARRIED**      Vote    Yes 4    No 0

#### **5 CPR COURSES**

This item will be covered in the immediate two motions above.

#### **6 LEVIES 1/12/11 to 29/02/12**

It was RESOLVED by the Committee to call a general meeting (AGM) of the body corporate for approximately mid March 2012 (ie. At least one week after the last BUP AGM), the exact date to be determined after liaising with Archers.

**CARRIED**      Vote    Yes 4    No 0

#### **7 GENERAL BUSINESS**

- It was RESOLVED by the Committee (subject to members' email approval) that Chris Byrnes is authorised to issue Plan B Pty Ltd with a contract for signing by its sole director (Todd Raumer) and then to have the Chairman and Secretary sign the contract on behalf of the CPCBC.

**CARRIED**      Vote    Yes 4    No 0

- **CARETAKER BONUS**

It was RESOLVED by the Committee that in accordance with an agreement made in February 2011, and in view of his performance that Todd Raumer be paid an annual bonus of \$10,000.00 in the first pay period of February 2012.

**CARRIED**      Vote    Yes 4    No 0

- **KELLY HYLAND**

It was RESOLVED by the Committee that John Rae is to arrange for Kelly Hyland (gardener) to meet with Chris Byrnes in the meeting room on Thursday, 19 January 2012 at 7:30am.

#### **CLOSURE**

There being no further business the chairperson declared the meeting closed at 7:10pm.

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