

**MINUTES OF A COMMITTEE MEETING OF THE BODY CORPORATE FOR  
CP 'B/C' OXFORD & CAMBRIDGE BUILDING UNITS PLAN 106905  
HELD AT THE MEETING ROOM, CATHEDRAL PLACE, 41 GOTHA STREET, FORTITUDE VALLEY  
ON 23RD JULY 2012 AT 5.30PM**

**Representation:** Diane Davis Chairperson  
Doris Engel Secretary  
Peter Zunker Treasurer (departed 6.55pm)  
Peter Berryman Ordinary Committee Member  
Richard Priest Ordinary Committee Member  
Todd Raumer Caretaker (departed 6.40pm)  
Grant Mifsud Archers Body Corporate Management Pty Ltd

**Quorum:** It was noted that a quorum was constituted as at least 50% of all members of the committee were present.

**Chairperson:** Diane Davis

**Minutes of Previous Meeting:** RESOLVED that the minutes of the previous Committee Meetings held be adopted as a true record of those meetings:

- Committee Meeting 17<sup>th</sup> April 2012
- Committee Resolution 6<sup>th</sup> June 2012

***Carried 5 For, Nil Against.***

**Business Arising:** **Electricity Cost Repayment to the CBC**

It was noted that an invoice in an amount of \$25,999.54 exclusive of GST has been submitted and paid to the CBC.

**CP Owners Website**

It was noted that the website is no longer functioning due to non renewal of registration. The Caretaker advised that he will report further regarding contingencies for the future.

**Inward and Outward Correspondence:** It was noted that all correspondence has been dealt with outside of formal meetings.

**Caretakers Report:** **Water Run Off to Village Property**

It was noted that repairs to the area will be approximately \$3,000.00.

RESOLVED to approve expenditure up to \$3,000 to rectify the area.

***Carried 5 For, Nil Against.***

**Hot Water System**

It was noted that a system located in the car park has been identified as requiring maintenance however it seems that it is a CBC matter.

**Door Locks**

A proposal for replacement of all door lock barrels and keys for a new master key system was tabled at a cost of \$3,366.00 inclusive of GST.

RESOLVED to approve the quotation as tabled.

***Carried 5 For, Nil Against.***

**Swipe Audit**

Noted that an audit is proposed via the CBC. Details to be provided via email.

**General Business:** **General Meeting Motions**

RESOLVED that a motion for replacement of Carpets is to be submitted to the next general meeting.

***Carried 5 For, Nil Against.***

***The Caretaker departed the meeting at this juncture.***

### **Caretaking Agreement – Owners Motion**

It was noted that an agreement has been circulated by the Caretaker for Committee feedback and that an owners motions has been submitted seeking to approve the agreement.

RESOLVED that basis of remuneration, additional charge provisions and the meaning of the delegation of duties clause is to be requested in order for the Committee to consider endorsement of the proposal prior to 2<sup>nd</sup> August 2012. **BCM to attend.**  
**Carried 5 For, Nil Against.**

**Peter Zunker departed the meeting at this juncture.**

### **Fire Doors**

Report submitted by the RUM via email on 15<sup>th</sup> June 2012 was tabled.

RESOLVED to approve the quotation contained within the report as tabled.  
**Carried 4 For, Nil Against.**

Further RESOLVED that owners with non compliant doors caused by damage or unauthorised installations are to be requested to rectify the items and if still non compliant within 30 days, notice of completion of work on their behalf issued along with invoices seeking reimbursement of rectification costs. **Letter to be issued to affected owners by the BCM.**  
**Carried 4 For, Nil Against.**

### **Balcony Enclosures**

It was noted that the matter is still progressing via the CBC.

RESOLVED that the matter is to be investigated to determine progress. **BCM to attend.**  
**Carried 4 For, Nil Against.**

### **Internal Balcony Enclosures**

RESOLVED that the matter is to be investigated via the CBC. **Representative to attend.**  
**Carried 4 For, Nil Against.**

### **Meeting Room Use**

RESOLVED that the matter is to raised via the CBC. **Representative to attend.**  
**Carried 4 For, Nil Against.**

### **Lot 62 Insurance Excess**

It was noted that the area in questions is not a Body Corporate responsibility to attend as the area is within the boundary of the lot and not of a structural nature. **BCM to advise the Caretaker.**

### **Financial Statements:**

Financial Statements for the period ended 30<sup>th</sup> June 2012 were tabled.

RESOLVED to accept Financial Statements as tabled.  
**Carried 4 For, Nil Against.**

### **Date of Next Meetings:**

RESOLVED that the next meeting of the committee be held 29<sup>th</sup> October 2012 at 5.30pm.  
**Carried 4 For, Nil Against.**

Further RESOLVED that an EGM is to be held on 6<sup>th</sup> August 2012 at 5.30pm.  
**Carried 4 For, Nil Against.**

There being no further business, the meeting closed at 7.35pm

Confirmed.

.....  
Chairperson