

**MINUTES OF A COMMITTEE MEETING OF THE PROPRIETORS FOR
CP 'B/C' OXFORD & CAMBRIDGE BUILDING UNITS PLAN 106905
HELD AT THE MEETING ROOM, CATHEDRAL PLACE, 41 GOTHA STREET, FORTITUDE VALLEY
ON THURSDAY 29th OCTOBER 2012 AT 5.30PM.**

Representation:

Diane Davis	Chairperson
Doris Engel	Secretary
Peter Zunker	Treasurer
Peter Berryman	Ordinary Committee Member
Todd Raumer	Resident Manager (departed 6.05pm)
Grant Mifsud	Representing Archers Body Corporate Management Pty Ltd

Apologies: Richard Priest

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 23rd July 2012

Carried 4 For, Nil Against.

Business Arising:

Balcony Enclosure – Brisbane City Council and Future Process

It was noted that the CBC has finalised details for the process to approve enclosure of balconies as per report received from Marchese Partners dated July 2012.

RESOLVED that the following motion is to be submitted to the next General Meeting to standardise approval conditions:

That the Committee are authorised to approve future written requests received from Lot owners seeking approval to enclosure an external Lot balcony in accordance with the following conditions in addition to any previous conditions approved:

- That Brisbane City Council approval is obtained prior to the commencement of any work (application may be made via Allan Van Planning Pty Ltd) at the owners cost
- Installation is in accordance with specifications outlined in the design report prepared by Marchese Partners International on behalf of the CBC dated July 2012
- All work is carried out by licensed service providers in a professional manner logged with the Caretaker prior to commencement
- All costs associated with installation, repairs, maintenance (including cleaning), replacement and or removal are to be paid by the Lot owner from time to time
- The Body Corporate reserves the right to request evidence of compliance of any and or all approval terms which will be the responsibility of the Lot owner from time to time to provide within 7 days upon written request
- Any non compliant installation is to be either rectified or removed at the owners cost within 30 days of receiving notice of breach of approval terms

Carried 4 For, Nil Against.

Further RESOLVED that the explanatory note to the motion is to direct owners to the CP Online website to obtain the documents referred to in the motion.

Carried 4 For, Nil Against.

Meeting Room Use

The Representative reported that there is no provision to book meetings. It was noted that double bookings are a rare occasion and that no further action is required.

Inward and Outward Correspondence:

List of correspondence was tabled.

Cathedral Place Management – Proxies and Nominations

Correspondence dated 6th September 2012 was tabled. It was noted that a response has been provided regarding the queries raised however there were also various statements made disputing actions of the Body Corporate and the Caretaker.

Lots 24, 40, 60 & 66 – Master Key System

Correspondence received from the owners objecting to the installation of a master key system was tabled. It was noted that a response has been provided to the owners regarding the facts of the matter approved.

RESOLVED to further approve the option for owners to not participate in the change to a master key system provided that a waiver is signed with terms to be approved by the Chairperson. ***Resident Manager to notify owners as necessary.***

Carried 4 For, Nil Against.

Network Loss Adjusters – Personal Injury Claim

Correspondence dated 13th September 2012 was tabled. It was noted that a response to the various requests has been provided by the Body Corporate Manager supplied details held on record and referred the writer to the Resident Manager for the remaining details requested.

It was noted that all other correspondence has been dealt with outside of formal meetings.

RESOLVED to accept correspondence as read.

Carried 4 For, Nil Against.

Resident Managers Report:

CP Owners Website

The Resident Manager reported that a new website has commenced and that his office is attending to update of information.

After Hours Letting Issues

It was noted that there is no after hours contact for letting issues which is resulting in the caretaker being contacted for issues that are not under his authority.

RESOLVED that the matter is addressed in the Committee report issued with the AGM notice. ***Chairperson to attend by 9th November 2012.***

Carried 4 For, Nil Against.

Swipe Audit

The Resident Manager reported that the audit has been completed and cancellations will occur in the near future.

Fire Doors

Reported that works will be completed next week.

Carpets

Reported to be completed after paver replacement in the near future.

Pavers

Reported to be completed next week.

The Resident Manager departed the meeting at this juncture.

Financial Statements:

Financial Statements for the period ended 31st August 2012 were tabled.

RESOLVED to accept Financial Statements as tabled.

Carried 4 For, Nil Against.

Term Deposit

RESOLVED to renew the current maturing deposit for a period of 6 Months with Bank of Queensland.

Carried 4 For, Nil Against.

Proposed Administrative Fund Budget:

RESOLVED to propose an Administrative Fund Budget for the year ending 31st August 2013 of \$277,953.00 Gross, including GST for presentation to the Annual General Meeting subject to any changes to the CBC contributions advised by the CBC Representative.

Carried 4 For, Nil Against.

Proposed Sinking Fund Budget:

RESOLVED to propose a Sinking Fund Budget for the year ending 31st August 2013 of \$47,044.00 Gross, including GST for presentation to the Annual General Meeting subject to any changes to the CBC contributions advised by the CBC Representative.

Carried 4 For, Nil Against.

General Business:

Sinking Fund Forecast (SFF)

Quotation submitted by Archers BCM Services in an amount of \$1,080.00 inclusive of GST was tabled. It was noted that the CBC SFF would be completed at no cost if all residential BUP's complete reports at the same time. It was further noted that an additional 10% discount would be provided if the Insurance Valuation was also completed at the same time.

RESOLVED to approve the quotation as tabled and recommend to the other residential BUP's to approve their quotations in order to obtain the discounts offered.

Carried 4 For, Nil Against.

Insurance Valuation

Quotation submitted by Archers BCM Services in an amount of \$864.00 inclusive of GST was tabled.

RESOLVED to approve the quotation as tabled and recommend to the other residential BUP's to approve their quotations in order to obtain the discounts offered.

Carried 4 For, Nil Against.

Workplace Health & Safety Report (WHS)

Quotation submitted by Archers BCM Services in an amount of \$1,100.00 inclusive of GST was tabled. It was noted that the CBC WHS would be completed at no cost if all residential BUP's complete reports at the same time.

It was noted that the CBC has arranged the service through an alternative provider on behalf of all BUP's and that a report will be provided when complete.

Annual General Meeting (AGM) Motions

Statutory Motions

Prior Minutes

Financial Statements

Audit

Appointment of Auditor

Administrative Fund Budget

Sinking Fund Budget

Insurance

Additional Motions

Appointment of Body Corporate Manager

Balcony Enclosure Standards

RESOLVED to approve submission of the above listed motions to the forthcoming AGM.

Carried 4 For, Nil Against.

Further RESOLVED that a Chairpersons report is to be included with the AGM notice which is to be provided by the 9th of November 2012.

Carried 4 For, Nil Against.

Committee Nominations

It was noted that the following nominations have been received to date:

- Diane Davis – Chairperson
- Doris Engel – Secretary and Representative
- Todd Raumer – Chairperson, Ordinary Member and Representative
- Kathleen Chan - Chairperson, Secretary, Treasurer, Ordinary Member and Representative

It was further noted that a Ballot will be held for the Chairperson, Secretary and Representative positions in accordance with the Act.

Date for Annual General Meeting

RESOLVED that the AGM is to be held on 5th December 2012 at 5.30pm.

Carried 4 For, Nil Against.

Date of Next Committee Meeting:

To be advised.

There being no further business, the meeting closed at 6.50pm

Confirmed.

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Chairperson