

**MINUTES OF A COMMITTEE MEETING OF THE PROPRIETORS FOR  
CP 'F' DUHIG BUILDING UNITS PLAN 106965  
HELD AT THE MEETING ROOM, CATHEDRAL PLACE, 41 GOTHA STREET, FORTITUDE VALLEY  
ON TUESDAY 30th OCTOBER 2012 AT 5.30PM.**

**Representation:**

Ric Ardo	Chairperson/Treasurer
Lorraine Zunker	Secretary
Peter Zunker	Ordinary Committee Member
Tim Netten	Ordinary Committee Member
Todd Raumer	Resident Manager (arrived 6.05pm)
Grant Mifsud	Representing Archers Body Corporate Management Pty Ltd

**Apologies:** Nil

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

**Chairperson:** Ric Ardo

**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 10<sup>th</sup> September 2012
- Committee Resolution 5<sup>th</sup> October 2012 (Legal Advice - Caretaking Agreement)
- Committee Resolution 12<sup>th</sup> October 2012 (Lot 20 Balcony Enclosure)

**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 refer owners to the CP Owners website to obtain the documents referred to in the motion.

**Carried 4 For, Nil Against.**

**Inward and Outward  
Correspondence:**

List of correspondence was tabled.

**Lot 25, 29, 53, 71 & 83– Master Key System**

Correspondence received from these owners objecting to the installation of a master key system was tabled. It was noted that a response has been provided to the owners advising that the system has not been approved to date.

RESOLVED to maintain the current position regarding non approval of the master key system.

***Carried 4 For, Nil Against.***

**Lot 12 – Blinds Installation**

Correspondence dated 17<sup>th</sup> May 2012 was tabled requesting approval to install drop down blinds.

RESOLVED to ratify approval of the request in accordance with prior installation conditions already approved.

***Carried 4 For, Nil Against.***

**Lot 48 – Levy Payment Plan**

Correspondence dated 22<sup>nd</sup> May 2012 was tabled requesting approval to enter into a payment plan.

RESOLVED to ratify approval of the request.

***Carried 4 For, Nil Against.***

**Sciacca's Lawyers – Common Property Damages**

Correspondence dated 17<sup>th</sup> July 2012 was tabled requesting settlement of claim previously issued.

RESOLVED to approve the request in order to finalise the matter. ***Body Corporate Manager to arrange.***

***Carried 4 For, Nil Against.***

Further RESOLVED to write of the additional claimed amount of \$704.00.

***Carried 4 For, Nil Against.***

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.***

**Financial Statements:**

Financial Statements for the period ended 31<sup>st</sup> August 2012 were tabled.

RESOLVED to accept Financial Statements as tabled.

***Carried 4 For, Nil Against.***

**Proposed  
Administrative Fund  
Budget:**

RESOLVED to propose an Administrative Fund Budget for the year ending 31<sup>st</sup> August 2013 of \$411,556.00 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 31<sup>st</sup> August 2013 of \$50,037.00 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 \$1,260.00 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 \$1,008.00 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 \$1,210.00 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.**

### **Committee Nominations**

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

- Lorraine Zunker – Secretary and Ordinary Member
- Kathleen Chan - Ordinary Member and Representative
- Randall Edwards – Ordinary Member

### **Date for Annual General Meeting**

RESOLVED that the AGM is to be held on 27<sup>th</sup> November 2012 at 5.30pm.

**Carried 4 For, Nil Against.**

### **Caretaking Agreement – Legal Advice**

Correspondence dated 25<sup>th</sup> October 2012 was tabled providing advice regarding the recently approved caretaking agreement. It was noted that the advice confirms the position regarding various matters to the satisfaction of the Committee. It was noted that there are 2 items requesting confirmation as follows:

Item 1.3 requests Peter Zunkers confirmation of interest or otherwise due to the vote in the affirmative cast at the EGM. Peter Zunker declared to the meeting that he does not have a financial interest which has also been provided in writing.

RESOLVED to accept the declaration as true and valid.  
**Carried 4 For, Nil Against.**

Item 13.2 requests CP A BUP confirmation of the Caretakers Office status as the office is located on their common property.

RESOLVED to forward the advice received to the BUP for consideration.  
**Carried 4 For, Nil Against.**

Further RESOLVED that the advice received is to be made available to all residential BUP's due to their known interests.  
**Carried 4 For, Nil Against.**

***The Resident Manager joined the meeting at this juncture.***

**Resident Managers  
Report:**

**Pathways**

Reported as progressing slowly due to power loss.

**Carpets**

Reported as completed top floors only at this stage.

**Date of Next Committee  
Meeting:**

To be advised.

There being no further business, the meeting closed at 6.40pm.

Confirmed.

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Chairperson