

**MINUTES OF A COMMITTEE MEETING OF THE PROPRIETORS FOR  
CP 'G/H' KENS & SAND BUILDING UNITS PLAN 106966  
HELD AT THE MEETING ROOM, CATHEDRAL PLACE, 41 GOTHA STREET, FORTITUDE VALLEY  
ON WEDNESDAY 31ST OCTOBER 2012 AT 5.30PM.**

- Representation:** Michael Pointing Chairperson/Treasurer  
Peter Zunker Secretary  
Rajesh Kodandaraj Ordinary Committee Member (departed 5.50pm)  
Ante Radovic Ordinary Committee Member (arrived 5.50pm)  
Todd Raumer Resident Manager  
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:** Michael Pointing
- 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  
**Carried 3 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 3 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 3 For, Nil Against.**
- Inward and Outward Correspondence:** Nil.

**Resident Managers Report:**

**Master Key System**

The Resident Manager tabled an updated proposal for consideration. The meeting discussed providing owners with an option to not participate subject to signing a waiver of Body Corporate liabilities that may arise.

RESOLVED to approve the proposal as tabled at a cost of up to \$55 per lot subject to all owners having the option to not participate in the change provided that a waiver is signed with terms to be approved by the Chairperson. **Resident Manager to provide notification of works to all owners.**

**Carried 3 For, Nil Against.**

**Ante Radovic joined and Rajesh Kodandaraj departed the meeting at this juncture.**

**Financial Statements:**

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

RESOLVED to accept Financial Statements as tabled.

**Carried 3 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 \$502,759.00 Gross, including GST for presentation to the Annual General Meeting subject to any changes to the CBC contributions advised by the CBC Representative.

**Carried 3 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 \$30,157.00 Gross, including GST for presentation to the Annual General Meeting subject to any changes to the CBC contributions advised by the CBC Representative.

**Carried 3 For, Nil Against.**

**General Business:**

**Sinking Fund Forecast (SFF)**

Quotation submitted by Archers BCM Services in an amount of \$1,545.00 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 3 For, Nil Against.**

**Insurance Valuation**

Quotation submitted by Archers BCM Services in an amount of \$1,236.00 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 3 For, Nil Against.**

**Workplace Health & Safety Report (WHS)**

Quotation submitted by Archers BCM Services in an amount of \$1,430.00 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.

RESOLVED to approve the quotation as tabled and recommend to the other residential BUP's to approve their quotations in order to obtain the discount offered subject to their being no prior arrangement in place with the CBC.

**Carried 3 For, Nil Against.**

## **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 3 For, Nil Against.***

RESOLVED that a notice is to be issued to owners requesting update of address for service of notices to an email address. ***Body Corporate Manager to draft notice for the Resident Manager to distribute.***

***Carried 3 For, Nil Against.***

## **Committee Nominations**

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

- Todd Raumer – Chairperson, Ordinary Member and Representative
- Kathleen Chan - Ordinary Member

## **Date for Annual General Meeting**

RESOLVED that the AGM is to be held on 29<sup>th</sup> November 2012 at 5.30pm.

***Carried 3 For, Nil Against.***

**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