

**MINUTES OF A COMMITTEE MEETING OF THE PROPRIETORS FOR
CP 'A' NOTRE DAME BUILDING UNITS PLAN 106912
HELD AT THE MEETING ROOM, CATHEDRAL PLACE, 41 GOTHA STREET, FORTITUDE VALLEY
ON WEDNESDAY 7th AUGUST 2013 AT 6.00PM**

- Representation:** Paul Spicer Chairperson/Treasurer
Kelvin Abrahams Ordinary Committee Member (departed 7.30pm)
Peter Zunker Ordinary Committee Member
Kathleen Chan Ordinary Committee Member
Robert Blackburn Ordinary Committee Member
Todd Raumer Caretaker (departed 7.20pm)
Grant Mifsud Representing Archers Body Corporate Management
- Apologies:** Noel Murphy Secretary
- Proxies:** Noel Murphy In favour of Peter Zunker
- Also Present:** Li Zhu Owner Lot 13
- Quorum:** It was noted that a quorum was constituted as at least 50% of all members of the committee were present.
- Chairperson:** Paul Spicer
- Minutes of Previous Meeting:** RESOLVED that the minutes of the previous Committee Meeting held 5th June 2013 and that the Committee Resolution of 10th July 2013 (Lot 139 Debt Collection) be accepted.
Carried 6 For, Nil Against.
- Caretakers Report:** The Caretakers Report was tabled and the following matters considered:
- Meter Replacement Cost Responsibility**
RESOLVED that the Caretaker is to follow up on the matter and report the outcome to the Committee.
Carried 6 For, Nil Against.
- Action: Caretaker to attend.**
- Fire Door Compliance Project Outcome**
RESOLVED that the invoices to be charged to owners are to be identified and submitted to the Body Corporate Manager for invoicing to applicable owners.
Carried 6 For, Nil Against.
- Action: Caretaker to provide details for the Body Corporate Manager to attend.**
- Roof Cleaning CBC Outcome**
RESOLVED to approve contribution to the cleaning cost paid by the CBC.
Carried 6 For, Nil Against.
- Action: Caretaker to attend.**
- Otis Work Proposal Distribution**
RESOLVED to defer the matter to the next meeting following Committee review.
Carried 6 For, Nil Against.
- Action: All Committee Members to attend.**
- BSA Claim Progress with the CBC**
Noted as ongoing as per report.

Master Key System Project Update

Noted as per report that a security system to house the keys has been implemented by the Caretaker at his own cost; however this matter is for the CBC to consider as it should be an asset owned by the Body Corporate.

RESOLVED that the matter is to be raised at the next CBC meeting.

Carried 6 For, Nil Against.

Action: CBC Representative to attend.

Further RESOLVED that Caretaking Agreement terms regarding holding owner keys is to be investigated for consideration at the next meeting.

Carried 6 For, Nil Against.

Action: Caretaker to attend.

Lot 70 (unit below) Noise By-Law Breach

RESOLVED that the Caretaker is to advise the unit number of the lot above lot 70 for a letter requesting compliance of by-laws to be issued.

Carried 6 For, Nil Against.

Action: Caretaker and Body Corporate Manager to attend.

Master Key Waivers

RESOLVED that the owners that have submitted incomplete waivers are not to have the master key system installed.

Carried 6 For, Nil Against.

Action: Caretaker to attend.

Pool Area Exit Door

RESOLVED to approve the quotation submitted by Rapid Glass to complete repairs at a cost of \$4,298.00 exclusive of GST.

Carried 6 For, Nil Against.

Action: Caretaker to attend.

Further RESOLVED that a request is to be submitted to the residential BUP's for contribution to the cost on the basis of lot numbers due to the shared use of the door.

Carried 6 For, Nil Against.

Action: Body Corporate Manager to attend.

CBC Spa External Light

Noted as repaired as per report.

CBC Pathway Project Update

Noted as ongoing as per report.

Caretakers Office Relocation on Common Property

It was noted that temporary approval has previously been granted in relation to the office location; however the office has since been moved without consultation or approval. The Caretaker reported the reasoning why it was moved at his own cost.

RESOLVED to ratify approval of the relocation.

Carried 6 For, Nil Against.

Caretaker Car Parking on Common Property

It was noted that authorisation for parking in the loading bay has not been granted to any party. The Caretaker reported the reasoning why he has been using the bay.

RESOLVED that the Caretaker is to be provided approval to park his vehicle in the loading bay from time to time.

Carried 6 For, Nil Against.

Storage Space Devices in Car Parks

RESOLVED not to proceed with the prospect.

Carried 6 For, Nil Against.

Further RESOLVED that possible by-law amendments are to be raised with the CBC to deal with car parking space use.

Carried 6 For, Nil Against.

Action: CBC Representative to attend.

CBC Insurance Renewal – Passive Fire System Inspection Requirements

It was noted that the CBC insurer has stipulated conditions in relation to inspection of the passive fire system prior to offering renewal terms. It was noted that the matter has been raised by the CBC with various options considered.

RESOLVED that the option of installing a sprinkler system to mitigate the issue is to be investigated and the results provided to the Committee for consideration.

Carried 6 For, Nil Against.

Action: Caretaker to attend.

Further RESOLVED to contribute to the CBC legal advice cost of \$2,500.00 in relation to fire issues by proportion of residential BUP lot numbers.

Carried 6 For, Nil Against.

Caretaker Reports

RESOLVED that reports are to be submitted 7 days prior to meetings in future.

Carried 6 For, Nil Against.

Action: Caretaker to attend.

RESOLVED to accept Caretakers Report as read.

Carried 6 For, Nil Against.

Business Arising:

Caretaker Spending Limit

RESOLVED that the spending limit of \$3,000.00 is to be maintained and reviewed in 6 months time.

Carried 6 For, Nil Against.

Caretaker Monthly Reporting

RESOLVED that a report in a consistent format is to be provided on a monthly basis.

Carried 6 For, Nil Against.

Action: Caretaker and Chairperson to attend.

The Caretaker departed the meeting at this juncture.

CBC On Charging

RESOLVED that the pending invoice to be submitted by the CBC is to be approved and paid upon receipt.

Carried 6 For, Nil Against.

Caretaker Agreement Terms

The Chairperson tabled a list of duties provided by the Caretaker noting that a majority of the duties included in the BUP agreement are CBC related. The Chairperson advised that tenders have been sought in line with the list of duties provided that relate to the BUP only and tabled a comparison of submissions received from various service providers.

Kelvin Abrahams departed the meeting at this juncture.

Discussion ensued in relation to the reasoning behind seeking alternatives noting that the issues mostly relate to customer service standards and costs which are also a significant factor.

RESOLVED that the matter be deferred until the next meeting.

Carried 5 For, Nil Against.

Further RESOLVED that the Committee meet on an informal basis coordinated by Kathleen Chan to discuss the Caretaking Agreement issues prior to the next formal meeting.

Carried 5 For, Nil Against.

Action: Kathleen Chan to attend.

Lot 118 Town Planner Engagement

It was noted that a request has been submitted to the owner requesting confirmation of engagement without a response to date.

RESOLVED to submit a further request.

Carried 5 For, Nil Against.

Action: Body Corporate Manager to attend.

Dispute Application – Duhig and the CBC

It was noted that the application has been dismissed and all parties provided with a copy of the order.

CBC Chairpersons Position – Confirmation of Legality from the CBC Manager

It was noted that a request has been submitted to the CBC without a response to date.

RESOLVED that a follow up request is to be issued.

Carried 5 For, Nil Against.

Action: Body Corporate Manager to attend.

**Inward and
Outward
Correspondence:**

List of correspondence was tabled.

Lot 54 – Noise By-Law Breach

Correspondence dated 26th June 2013 from the tenants agent regarding a noise complaint made against the lot 36 occupant was tabled.

RESOLVED that a letter is to be issue to the lot 36 occupant requesting compliance with noise by-laws.

Carried 5 For, Nil Against.

Action: Body Corporate Manager to attend.

Lot 62 – Masters Key System

Correspondence dated 3rd July 2013 from the lot owner in relation to prior master key system queries was tabled and noted.

RESOLVED to accept correspondence as read.

Carried 5 For, Nil Against.

**Financial
Statements:**

Financial Statements for the period ended 31st July 2013 were tabled.

RESOLVED to accept Financial Statements as tabled.

Carried 5 For, Nil Against.

Term Deposit

RESOLVED to open a new term deposit with Bank of QLD for a period of 90 days in an amount of \$150,000.00.

Carried 5 For, Nil Against.

Invoice Approval

RESOLVED to continue use of the invoice hub system and confirm Kelvin Abrahams as the sole invoice approver.

Carried 5 For, Nil Against.

General Business: Nil.

Date of Next Committee Meeting: RESOLVED that the next meeting of the committee be held on Wednesday 6th November 2013 at 6.00pm.
Carried 5 For, Nil Against.

There being no further business, the meeting closed at 8.15pm.

Confirmed.

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Chairperson