

**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 MONDAY 11TH MARCH 2013 5.00PM**

**Representation:** Kathleen Chan Chairperson/Treasurer  
Doug Jasch Ordinary Committee Member  
Randall Edwards Ordinary Committee Member  
Mike Fitzsimon Ordinary Committee Member  
Paul Ellis Caretaker  
Grant Mifsud Archers Body Corporate Management Pty Ltd

**In Attendance:** Christine Sirl Rep Owner Lot 63

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

**Chairperson:** Kathleen Chan

**Minutes of Previous Meeting:** RESOLVED that the minutes of the previous Committee Meeting held 25<sup>th</sup> February 2013 be adopted as a true record of that meeting.  
**Carried 4 For, Nil Against.**

**Business Arising: Caretaking – Building Access**

It was noted that the CBC manager had arranged for the master key to be provided to the Body Corporate in response to formal request issued to the former caretaker. It was further noted that the request was issued following a day long stand off regarding access to the building electricity switch board due to the power being “tripped”. As the key was not provided until approximately 5.30pm, the access lock was drilled out in order to have the power restored at approximately 3.30pm after prior requests commencing from approximately 7.30am were declined. The meeting noted that a subsequent request has been received from the CBC for return of the master key provided by the CBC manager. The Chairperson advised that the master key is being held on site in a lock box accessible by the Caretaker as required.

RESOLVED that a response is to be providing to the CBC agreeing to return of the master key subject to key access being provided to all BUP common property which is to be confirmed by the appointed caretaker prior to return of the master key. **Body Corporate Manager to attend.**  
**Carried 4 For, Nil Against.**

The Caretaker advised that he has obtained a master swipe via QLD Police Service after attending to an issue which required their presence.

RESOLVED that a request is to be issued to the CBC for the purchase of 2 BUP access swipes to be held by the Caretaker. **Body Corporate Manager to attend.**  
**Carried 4 For, Nil Against.**

Further RESOLVED that the master swipe is to be returned upon receiving the new BUP swipes. **Caretaker to attend.**  
**Carried 4 For, Nil Against.**

**Caretaking Tender Services – RCP Proposal**

Proposal dated 5<sup>th</sup> March 2013 in an amount of \$7,600.00 exclusive of GST was tabled. Further correspondence regarding the tender process dated 11<sup>th</sup> March 2013 was also tabled. The meeting discussed the possibility of surveying owners to determine priorities for evaluation of agreements. It was noted that responses to this type of issue have only been received in the past following intense lobbying by individuals and therefore a true survey is not possible.

RESOLVED to approve the proposal from RCP as submitted and arrange a meeting to discuss the future processes required to proceed and appoint Mike Fitzsimon as liaison along with Doug Jasch in his absence. RCP are to notify of any additional charges prior to implementation. **Body Corporate Manager to notify RCP.**  
**Carried 4 For, Nil Against.**

#### **Dispute Application - Submission**

It was noted that the application has been lodged as per previous meeting instructions and a Committee submission sought with a closing date of 8<sup>th</sup> March 2013 issued. The meeting noted that Doug Jasch advised that he has made a submission and that an interim order should be made this week.

#### **CBC Visitor Car Park Court Costs and Income**

It was noted that the CBC has responded advising that the information may only be obtained by search of records.

RESOLVED to defer the matter to the next meeting.

**Carried 4 For, Nil Against.**

#### **Inwards and Outwards Correspondence:**

#### **Lot 2 – Security**

Correspondence dated 1<sup>st</sup> March 2013 was tabled requesting clarification regarding security services costs.

RESOLVED that a response is to be provided advising that security services cost will not result in an increase in levies subject to the CBC honouring its agreement to provide security services to the BUP. **Body Corporate Manager to advise owner.**  
**Carried 4 For, Nil Against.**

#### **Secretary – Caretaking and Resignation**

Correspondence dated 8<sup>th</sup> March 2013 was tabled raising concerns over the current Caretaking tender process and also submitting her resignation from the Committee. The meeting discussed issuing a letter to all owners updating the caretaking and security matters to date.

RESOLVED that a letter is to be issued to all owners updating progress with caretaking and security. **Randall Edwards to attend to draft for the Body Corporate Manager to distribute.**

**Carried 4 For, Nil Against.**

Further RESOLVED to appoint Randall Edwards to fill the vacant Secretary position.

**Carried 4 For, Nil Against.**

Further RESOLVED to appoint Brian Fisher to fill the vacant Ordinary Member position subject to his acceptance.

**Carried 4 For, Nil Against.**

#### **General Business:**

#### **Security Cameras**

RESOLVED that quotations for security cameras are to be sought for consideration via flying minute. **Caretaker to attend.**

**Carried 4 For, Nil Against.**

#### **Security and Caretaker Contact Details**

RESOLVED that a mail box drop is to be made advising occupants of contact details and also inviting occupants to attend a meet and greet function at a cost of up to \$300.00. **Caretaker to attend.**

**Carried 4 For, Nil Against.**

Further RESOLVED that the details of the function are to be included to the letter being issued to all owners providing an update regarding caretaking and security. **Randall Edwards to attend.**

**Carried 4 For, Nil Against.**

**CBC Representative Position**

RESOLVED to ratify the decision made via email to appoint Douglas Jasch as CBC representative in the absence of the appointed representative for the previous CBC meeting.

**Carried 4 For, Nil Against.**

Kathleen Chan in her capacity as CBC representative tabled her resignation.

RESOLVED that Douglas Jasch is appointed as Representative to the CBC to fill the vacancy and the Body Corporate Manager is authorised to sign and issue notice to the CBC advising of the appointment. **Body Corporate Manager to attend.**

**Carried 4 For, Nil Against.**

**Meeting Minutes**

RESOLVED to submit all meeting minutes to Plan B QLD Pty Ltd for upload to the owner’s website. **Body Corporate Manager to attend.**

**Carried 4 For, Nil Against.**

**Lot 37 Insurance Exclusion and rectification of Water Ingress Issues**

It was noted that a letter has been issued to the Lot owner seeking rectification by 31<sup>st</sup> March 2013 in accordance with previous meeting instructions. It was further noted that an endorsement to the current policy has been made excluding any future similar claims relating to the applicable lots until the matter is rectified.

RESOLVED that upon expiry of the current notification to rectify the matter, the Caretaker is authorised to provide notice of entry and undertake works required to rectify the leak issues with cost recovered from the lot owner. **Caretaker to arrange an inspection and Body Corporate Manager to issue required notices.**

**Carried 4 For, Nil Against.**

**Lot 64 Waterproofing**

The owner of lot 56 advised that the same issue as lots 27 and 37 is occurring in his lot resulting in damage to the ceiling from leaks above.

RESOLVED that a letter is to be issued to the owner of Lot 64 requesting rectification of waterproofing issues by 30<sup>th</sup> April 2013. **Body Corporate Manager to attend.**

**Carried 4 For, Nil Against.**

**BUP Roof Access**

It was noted that the CBC Caretaker has disputed access rights to the BUP roof claiming that it is CBC common property.

RESOLVED that a letter is to be issued to the CBC advising that the roof is not CBC common property and that access may be provided upon request. **Body Corporate Manager to attend.**

**Carried 4 For, Nil Against.**

**Service Contracts**

RESOLVED that a letter is to be issued to all contractors advising of the change of Caretaker. **Body Corporate Manager to attend.**

**Carried 4 For, Nil Against.**

**Date of Next  
Committee  
Meeting:**

To be advised.

There being no further business, the meeting closed at 6.45pm.

Confirmed.

..... Chairperson