

**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 WEDNESDAY 12 JUNE 2013 AT 6.00PM.**

- Representation:** Diane Davis Chairperson
Doris Engel Secretary
Kathleen Chan Treasurer (departed 6.50pm)
Kristina Ceraolo Ordinary Committee Member
Grant Mifsud & Nicole Vowles Representing Archers Body Corporate Management
- Apologies:** Peter Berryman Ordinary Committee Member
- In Attendance:** Damien Preddy Owner Lot 12
- 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 of 20th February 2013
 - Committee Resolution of 8th March 2013 (Lot 22 Debt Collection)
- Carried 4 For, Nil Against.**
- Business Arising:** **Building Management Group Meeting**
No formal meeting is required.
- Inward and Outward Correspondence:** List of correspondence was tabled.
- Todd Raumer – Levy Arrears Process**
Correspondence dated 2nd March 2013 regarding levy payment plans and debt collection was tabled. It was noted that each request must be considered on an individual basis to avoid future disputes.
- RESOLVED that the Body Corporate Manager is to maintain the current process of seeking instructions from the Chairperson.
Carried 4 For, Nil Against.
- Lot 3 – Levy Discount**
RESOLVED to approve reinstatement of lost discounts to date.
Carried 3 For, Nil Against, 1 Abstain.
- Lot 33 – Car Parking Space**
Correspondence dated 18th March 2013 regarding parking space reconfiguration was tabled. It was noted that the notice issued by the Caretakers office was in error and that the matter has now been resolved.
- Lot 58 – Fire Safety Compliance**
Correspondence dated 17th April 2013 raising various queries in relation to the cost of fire compliance item rectification costs was tabled. It was noted that 2 separate pieces of information provided by the Caretakers office had a variance in the costs due to the door closer being included in the cost which caused confusion for the owner, however, the matter has now been resolved by the Caretaker.
- RESOLVED to accept correspondence as read.
Carried 4 For, Nil Against.
- Financial Statements:** Financial Statements for the period ended 30th April 2013 were tabled.

RESOLVED to accept Financial Statements as tabled.

Carried 4 For, Nil Against.

General Business: Duhig Dispute Application

It was noted that a notice has been received from the Commissioners office advising that submissions have now closed and that the matter is now being considered by the Referee.

Invoice Approval

It was noted that an online invoice approval system has been put in place and that invoice approver/s are required if the system is to be fully implemented. It was further noted that the Caretaker has expressed concerns changing from the current process. The meeting discussed the necessity for transparency in the payment of invoices noting that the Caretaker is currently approving all invoices.

RESOLVED that Diane Davis is to be the appointed invoice approver via the online invoice hub system.

Carried 4 For, Nil Against.

Kathleen Chan departed the meeting at this juncture.

Caretakers Report: The Caretakers was called away on emergency work and could not attend.

Date of Next Committee Meeting: To be advised.

There being no further business, the meeting closed at 7.00pm.

Confirmed.

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Chairperson