

**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 22ND JULY 2013 AT 5.00PM**

Representation: Kathleen Chan Chairperson/Treasurer
Randall Edwards Secretary
Doug Jasch Ordinary Committee Member
Mike Fitzsimon Ordinary Committee Member (arrived 5.15pm)
Brian Fisher Ordinary Committee Member (arrived 5.30pm)
Grant Mifsud Representing Archers Body Corporate Management

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 11th March 2013 be adopted as a true record of that meeting.
Carried 3 For, Nil Against.

Business Arising: **Building Access – Master Key and Access Swipes**
It was noted that the master key has not been returned to the CBC as adequate building access has not been granted. It was further noted that a letter has been received from the CBC requesting return of the key or legal action will be instituted.

RESOLVED that the Body Corporate maintain its current position and reply to the recent correspondence requesting a response to the prior request for adequate access to the common property.

Carried 3 For, Nil Against.

Action: Body Corporate Manager to attend.

The CBC representative advised that the CBC has resolved to provide access swipes once a form has been completed with the CBC Caretaker and the required deposit paid.

RESOLVED that the Caretaker is to complete the form and pay the required deposit to obtain the access cards.

Carried 3 For, Nil Against.

Action: Caretaker to attend.

Mike Fitzsimon joined the meeting at this juncture.

Caretaking Agreement Tender

It was noted that a meeting with RCP had occurred however; a further meeting is required to progress the matter.

RESOLVED that Mike Fitzsimon will provide an update following contact with RCP.

Carried 4 For, Nil Against.

Action: Mike Fitzsimon to attend.

Dispute Application

Notice of a Referees Order dated 19th July 2013 regarding the dispute with the CBC was noted as received and the order sought has been dismissed. Doug Jasch summarised the order made recommending that the matter is not pursued any further.

RESOLVED not to pursue the matter any further at this stage.

Carried 4 For, Nil Against.

CBC Visitor Car Park Court Cost

The meeting noted that a search of records is required to obtain the information sought. The meeting discuss the possible costs which may be obtained from records already circulated. It was also noted that the CBC appears to have cash flow issues at present due to the legal costs paid and other circumstances related to levy disputes.

RESOLVED not to pursue the matter any further at this stage.

Carried 4 For, Nil Against.

Brian Fisher joined the meeting at this juncture.

Inward and Outward Correspondence:

List of correspondence was tabled.

Lot 37 – Waterproofing

Correspondence dated 11th February and 26th March 2013 was tabled requesting various documentation, investigation and withdrawal of the previous complaint made.

RESOLVED that a response is to be provided requesting access to the property to inspect the affected area by a qualified service person and to arrange repairs as necessary.

Carried 5 For, Nil Against.

Action: Caretaker to attend.

Further RESOLVED that if the report findings indicate that the cause of the leak is the responsibility of the owner, the Body Corporate is to charge the owner for the repair costs.

Carried 5 For, Nil Against.

Action: Caretaker and Body Corporate Manager to attend.

Further RESOLVED that the above resolutions are to be applied to lot 64 also.

Carried 5 For, Nil Against.

Action: Body Corporate Manager and Caretaker to attend.

CBC – F Block Details

Correspondence dated 27th March 2013 requesting various Body Corporate information and the installation of signage was tabled. It was noted that some of the information is already known to the CBC and therefore no response is required.

RESOLVED to arrange signage as per the CBC request.

Carried 5 For, Nil Against.

Action: Caretaker to attend.

CBC – Duhig Fire Plan

Correspondence dated 1st July 2013 requesting the Body Corporate fire plan was tabled. It was noted that the CBC has historically been provided with authority to provide all fire compliance requirements to all BUP's and therefore should already have the requested documentation.

RESOLVED that the CBC representative is to investigate the matter prior to a response being provided.

Carried 5 For, Nil Against.

Action: CBC Representative to attend.

CBC – Master Key Return

Correspondence dated 1st July 2013 requesting return of a master key was tabled. It was noted that the matter has been dealt with earlier in the meeting.

Lot 2 – Caretaking Issues

Correspondence dated 24th June 2013 making various caretaking complaints was tabled. It was noted that the matter has since been resolved.

Lot 20 – Caretaking Issues and Dog Noise

Correspondence dated 11th and 15th July 2013 regarding caretaking issues and a pet noise complaint was tabled.

RESOLVED that the matters are to be further investigated prior to responding.

Carried 5 For, Nil Against.

Action: Doug Jasch and Caretaker to attend.

Lot 16 – By – Law Breaches (Pets and Noise)

It was noted that a letter has been issued to the lot occupant seeking compliance with the scheme by-laws. It was also noted that a request to keep the pet dated 21st May 2013 had previously been submitted to the caretaker which appears to have been overlooked.

RESOLVED not to approve the request and provide until 1st September 2013 for the pet to be removed.

Carried 5 For, Nil Against.

Action: Body Corporate Manager to attend.

Lot 50 – External Door Security Issue

Correspondence dated 19th July 2013 requesting rectification of the external entry door lock was tabled. It was noted that the matter has been under investigation and that a quote to rectify the issue is currently being sought.

RESOLVED that the owner is to be notified of progress with the repair.

Carried 5 For, Nil Against.

Action: Caretaker to attend.

RESOLVED to accept correspondence as read.

Carried 5 For, Nil Against.

Caretakers Report: Security Cameras

It was noted that quotations have not been received to date.

RESOLVED that the caretaker is to be contacted to determine progress.

Carried 5 For, Nil Against.

Action: Secretary to attend.

Lot 27 and 64 Waterproofing

It was noted that the matter has been dealt with previously in the meeting.

Financial Statements:

Financial Statements for the period ended 30th June 2013 were tabled.

RESOLVED to accept Financial Statements as tabled.

Carried 5 For, Nil Against.

Term Deposit

RESOLVED to open a new term deposit account with Bank of QLD for a period of 3 months in an amount of \$50,000.

Carried 5 For, Nil Against.

Action: Body Corporate Manager to attend.

General Business: Passive Fire Inspections

It was noted that the CBC insurer requires a report to be completed on the passive fire installations to determine compliance prior to offering renewal terms. It was noted that the matter affects all BUP's.

RESOLVED that the matter is to be raised with the CBC and a request for the CBC to obtain a quotation to complete the inspection as a group project with costs of the inspection distributed on an equitable basis.

Carried 5 For, Nil Against.

Action: CBC representative to attend.

Authorisation for Caretaker spending limit without Committee approval

RESOLVED to pre-approve Caretaker spending for miscellaneous repair and maintenance items up to an amount of \$500.00 per item and up to \$2,000.00 in a single month.

Carried 5 For, Nil Against.

Action: Body Corporate Manager and Caretaker to attend.

Letter to CBC and G & H re Todd Raumers Position on CBC

It was noted that the matter has been raised for clarification of eligibility for the GH representative Todd Raumer to be appointed to the position and subsequently as the CBC Chairperson as it is understood that the representative is not an owner in the GH scheme which may be in breach of section 169 of the MUD Act.

RESOLVED that a letter is to be issued to GH BUP advising of the concern.

Carried 5 For, Nil Against.

Action: CBC Representative to draft for the Body Corporate Manager to attend.

Further RESOLVED that a declaratory order is to be sought from the Referees Office to determine the meaning of the term "member" as defined under section 169 of the MUD Act.

Carried 5 For, Nil Against.

Action: Body Corporate Manager to attend.

Date of Next Committee Meeting:

RESOLVED that the next meeting of the committee be held on 14th October 2013 at 5.00pm.

Carried 5 For, Nil Against.

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

Confirmed.

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Chairperson