



**MINUTES OF A COMMITTEE MEETING OF CATHEDRAL PLACE COMMUNITY
BODY CORPORATE BUP 106902 HELD AT ARCHERS BODY CORPORATE
MANAGEMENT, LEVEL 4, 97 CREEK STREET, BRISBANE QLD 4000 ON
FRIDAY 16 FEBRUARY 2007 AT 7:47 PM**

Representation:

Mr Peter Zunker	Cathedral Place 'A' – Notre Dame
Mr Pat Brown	Cathedral Place 'B/C' – Oxford & Cambridge
Mr Tony Rich	Cathedral Place 'D/E' – Canterbury & Westminster
Mr Randall Edwards	Cathedral Place 'F' - Duhig
Mr Barry Budd	Cathedral Place 'F' - Duhig
Mr Ken Morrisby	Cathedral Place 'G/H' – Kensington & Sandringham
Mr John Gilliland	Cathedral Village – Voting member
Mr Conrad Beal	Body Corporate Manager, Representing Archers Corporate Management Pty Ltd

Quorum: It was noted that a quorum was constituted there was more than half (50%) (as per Section 188 (1)) of all members of the committee being present. Following the results of the EGM just completed the members from 'D/E' and 'F' could not be considered to be able to vote at the meeting

Chairman: The members elected Conrad Beal, Body Corporate Manager, to chair the meeting.

Minutes of Previous Meeting: It was agreed that a limited amount of business would be conducted, and that this be considered at the next Committee meeting.

Resident Managers Report: Michael Johnson presented the Resident Managers Report. A copy of his written report will be distributed with these minutes. This includes information on the Coca Cola machines and swipe cards situations

Only items requiring urgent attention were discussed

Water Tanks

The water tanks are in place, awaiting pumps and water. Michael Johnson advised he believes there is a need for fencing for security and safety. He advised of a quote from Superior Fences & Gates for a cyclone fence at accost of \$2,012.00.

RESOLVED that expenditure of \$2,012.00 is approved and that Michael Johnson obtain one further quote and accept the lower quote.

Carried 4 For, 0 Against.

Pest Treatment

Some pest treatment is required in the complex, including for an infestation of rodents, including the bin rooms and refuse rooms under Blocks F, G and H.

Michael Johnson advised of quotes from Ariel Carpet Care totalling \$1400.00.

RESOLVED that expenditure of \$1400.00 is approved and that Michael Johnson obtain one further quote and accept the lower quote.

Carried 4 For, 0 Against.

Telstra Accounts

Michael Johnson advised of difficulty getting some Telstra accounts paid, and a phone being close to being disconnected.

RESOLVED that Telstra accounts be direct debited, and that Michael Johnson make the required arrangements

Carried 4 For, 0 Against

Patching of Sandstone at Pool

Michael Johnson advised of requirement to provide a temporary fix for sandstone at pool. It was agreed that this is a safety issue.

Michael Johnson advised of a quote from MINC Services for \$2,835.80.

RESOLVED that the quote be accepted and that Michael Johnson confirm that the warranty is acceptable, and that this be paid from the Restricted

Podium Budget
Carried 4 For, 0 Against

Reduction of Trip Hazards

Michael Johnson advised of several places that are trip hazards and should be rectified. An area of concern is a grassed area he proposed removing the grassed area and removing the fence.

RESOLVED that the work be completed by the most cost effective and aesthetic method available.

Carried 4 For, 0 Against

Entrance Driveway

Michael Johnson recommended that, to improve car movement through the driveway at the front of the building and safety, the area be turned into 2 lanes. He proposed that one lane, the outside lane, would be "no stopping", and the other lane with a time limit for parking to drop someone off or pick them up, or pick up mail. Michael proposed a 2 minute timing. Following discussion of timings of 2 to 10 minutes it was RESOLVED that 5 minutes be allowed, and that appropriate signage be erected and that it be enforced.

Carried 4 For, 0 Against

Loading Bays

Michael Johnson recommended that there be a time limit of 10 minutes on the two shorter loading bays in the car park entrance below Cathedral Village.

RESOLVED that a time limit of 10 minutes on the two shorter loading bays be implemented

Carried 4 For, 0 Against

Diversion of Rainwater

Michael Johnson recommended that rainwater be diverted from above F Block to the water tanks. This would involve running piping. Michael Johnson to obtain quote from City View Plumbing.

Expenditure Authorisation Process

Peter Zunker expressed his concern that any expenditure be authorised in accordance with the legal requirements.

RESOLVED that the Building Managers would commence most expenditure from within their expenditure limit, that any emergency or urgent situation would be referred to a member or two where available, and anything else would be coming to the Committee for approval, and if there is an urgent requirement a Flying Minute would be utilised, and that Michael Johnson would code each invoice has been the procedure for some time.

Carried 4 For, 0 Against

Invoice Approvals

a. **Spectrum Fire** – an invoice has remain unpaid because of disagreement as to which body corporate should be responsible.

RESOLVED that Cathedral Village *pay this invoice.*

Carried 4 For, 0 Against

b. **Lighting** – an invoice was presented for lighting of a common area at Cathedral Village. Following a discussion it was RESOLVED that the Building Managers would determine whose common property it belonged to and they would then be responsible for payment

Carried 4 For, 0 Against

~~Ms Pratt left the meeting at 10.15pm.~~

Confirmed.

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Chairman

16/2/07

Managers Report

CBC Committee Meeting 16th February 2007

Items Completed

Speed Bumps – No impact incidents to date. A couple of residents (with extremely low modified vehicles) have complained about the installation of the bumps and were told to write a letter of complaint but none have been received.

Water Tanks - Progress report was faxed to Peter Lewis and the other committee members via the email of the 10/1/07. As a further update, the tanks have been installed on B2 level. Power supply completed; HPPVC filler line between heritage wall and tanks completed; extension from pump site to existing Poly irrigation line completed. The pump installation and remaining connections expected within a week. Recommendations for harvesting rainwater in **New Business**.

Items Carried Forward – To Be Resolved

Tank Fencing. Awaiting approval of quotes. Refer previous meeting.

Common Area Pest Control – Quotes attached. Recommendation is to proceed with both.

Standing Order – for Payment of Telephone lift lines. F, G & H Blocks had no lift emergency lines for approx 2 wks. Telstra will now be charging \$59 per line (we have 7 lines) to reconnect in future. Request that these be direct debited in future to ensure timely payment.

Mulch / Sandbags – there are only a couple of places where a likely trip hazard is present, however because of the slope of the adjoining gardens the sandbags will be highly visible from the walkways outside the black pool fence. There is a small seldom used 'crescent' of grass adjoining lagoon pool which accounts for most of the problem. Suggest this grass be removed and black fence be relocated to the edge of sandstone and grassed area returned to garden. This would permanently resolve the trip hazard. Smaller problem areas at D & F Gates will be corrected in next week or so.

Signage - Spa - temporary signs have been put up around the spa and offensive behavior has decreased significantly. Permanent signage will be arranged with signage for driveway and service bays

Expense Allocations - We need clarification from the committee as to the appropriate allocation of accounts in order that we are consistent with future allocations.

Spectrum fire - presented to the Village body corporate and they have responded that they will not pay the account.

Independent Fire Systems \$3938.00 not a community expense should be charged to Village

Both these were assigned to the Village as the work was performed on infrastructure that solely services the Village. This has always been the status quo.

New Business

Rainwater – We believe it is easily possible to divert all rainwater run-off from F Block to the water tanks by altering the gutters and diverting downpipe over G & H block roofs to the existing H Block downpipe. Can also take up run-off from G & H lift motor rooms. Awaiting quote from City View.

Formal Policy for Parking in Driveway and Service Bays – Policy needs to incorporate towing instruction/authority.

Signage for parking at the Front Foyer area and Service Bays – to be drafted in accordance with parking policy.

Coke Machines -

Revenue from the Coke machine for the financial year to date

15/8/06	488.83
22/11/06	593.98
18/01/07	641.28

Another cheque will be issued for the final quarter and should be in the order of \$600. The coke representative has advised that the machines cost about \$1.00 per day to run. This would result in about \$730 to run two machines a year.

The coke machines were not installed by Eddie and Lorraine and are noted on the inventory in their contract of purchase. If the committee wants to take over the issues in relation to these machines, then they are welcome to operate them and collect the revenue. They are predominantly there for the benefit of residents.

Eddie has not submitted any claims for consumable items and he would request that if the Committee is considering taking matters to this level that he needs to be reimbursed for items he has paid for without reimbursement.

Security Swipes -

Procedure in place and pricing of swipe issues are in accordance with emails from John Gilliland and SSKB.

Revenue is not tracked individually from issuing swipes. Reprogramming of swipes is not charged when the tenancy names change. It is only when a new swipe is used that a fee is charged. The fee is in accordance with the amount advised of \$55.00