



**MINUTES OF A COMMITTEE MEETING OF CATHEDRAL PLACE COMMUNITY
BODY CORPORATE BUP 106902 HELD AT UNIT 23, CATHEDRAL VILLAGE ON
MONDAY 2 APRIL 2007 AT 6.00 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 Ken Morrisby	Cathedral Place 'G/H' – Kensington & Sandringham By Proxy to Conrad Beal
Mr John Gilliland	Cathedral Village
Mr Conrad Beal	Body Corporate Manager, Representing Archers Body Corporate Management Pty Ltd

Quorum:

It was noted that a quorum was declared constituted there was more than half (50%) of all members of the committee being present.

Pat Brown questioned Randall Edwards, Duhig, as to the capacity that he was attending the meeting. Randall advised that the matter of representation had not been finalised by the Duhig Body Corporate and he accepted that he would not be able to vote on matters before the meeting.

Chairman:

The members elected Conrad Beal to chair the meeting.

Minutes of Previous Meeting:

It was agreed that as all members may not have received minutes of the Committee meetings of 8 January 2007, 14 February 2007 and 16 February 2007 that a copy of all the minutes of these meetings be sent to all members and that they 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.

Coca Cola machines

Michael Johnson has prepared a report on the machines. The contents were briefly discussed. A copy is to be sent to all members for discussion at the next meeting

Swipe Cards

The arrangements for the swipe cards were discussed, including costings. Agreed it is important to ensure owners are not being overcharged for this service. Michael Johnson to prepare a cost against expenditure analysis, including cost to purchase, re-program and issuing of cards.

Diversion of Rainwater

Michael Johnson advised a quote had been received for approximately \$2,500.00. Given the cost he is to obtain 2 further quotes from handymen as the work does not require a plumber.

Water

The use of water was discussed in detail, including the cost of purchasing water and installation of the rainwater tanks.

Body Corporate Manager to obtain information and forms for claiming any available rebates from Council and the State Government.

Agreed that water needs to be purchased for the time being. Members discussed the quality of water that can be purchased in bulk. Michael Johnson to check on what quality of water that can be purchased and used for topping up the pool.

Resolved that expenditure of \$4,000.00 be approved for the purchase of water for the next 10 weeks, at which time the Committee will reconsider the situation, including the restrictions in place.

Fire Alarm Costs

The members discussed how false alarm costs from QFRS could be on charged to the unit that had caused an alarm.

Body Corporate Manager had previously sent a draft By-law for consideration, which is as follows:

"Where an occupier of a lot causes a call out by the fire brigade or a false alarm callout, or costs incurred in engagement or payment of contractors, caused by access or activities by an occupier or any activity which contravenes By-law _____, the occupier or the owner of that lot shall be held responsible for any costs incurred by the body corporate and any damages that may be caused by that contravention."

The policy of recovering the costs and a By-law to cover all situations was discussed, and that all subsidiaries would propose adopting the By-law

Body Corporate Manager to look at By-law to ensure it can meet all needs.

Tendering Process:

The tendering process was discussed, including how to proceed with scoring of tenders (scoring system), preparing a scope of works, contract format and assessing tenders.

Peter Zunker asked the meeting to consider the situation if the motion to be on the agenda of the Extraordinary General Meeting gets resolved, which may result in stopping the tendering process. He then advised members that four of the six subsidiary bodies corporate had voted in favour of extending the contract and the representatives for these bodies corporate would need to consider the implication when voting.

The members considered this and resolved that the tendering process should continue and that an independent consultant be engaged to advise on the process and to supervise and undertake the process for the Body Corporate. Ken Morrisby has three prospective consultants he would recommend.

It was resolved that Ken Morrisby contact those contractors to obtain an estimate of their fee and what service they would be providing for the next Committee meeting. If any other representatives had any suggestions as to prospective consultants they should also be brought to the next meeting.

Budget Construction – Restricted and Unrestricted:

The general structure of the Administration and Sinking funds and how expenditure is allocated was discussed. Peter Zunker has proposed a change to the structure of the accounts. Peter Zunker to provide the underlying details of the motion he is proposing for all members to consider at the next meeting.

It was agreed that there needs to be separate Restricted and Unrestricted recording of expenditure in both the Administrative and Sinking Funds, together with an Electricity Budget in the Administrative Fund.

Body Corporate Manager to check on how this can be achieved and report back to the next meeting.

Electricity Audit:

Watts Energy requested to provide two quotes from contractors to conduct an energy audit of the services that are connected to the 20 odd common area power meters at CP. No quotes received to date.

Body Corporate Manager to follow up with Watts Energy to obtain the quotes, and, if they are unable to source contractors to quote.

Riley Shelley:

Mike Shelley has requested to be able to attend a Committee meeting. Following discussion on the current contract it was agreed that:-

1. It is important to ensure that all work due to be completed each year is completed to the full satisfaction of the Building Manager; and

2. Once the work is completed and signed off that the invoice be approved and processed as quickly as possible.

Body Corporate Manager to write to Mike Shelley to confirm these arrangements and to ensure the Body Corporate will meet its obligations under the contract, and to advise him to call Pat Brown to discuss any concerns he has.

Directives to Building Manager and Body Corporate Manager:

Peter Zunker expressed his concern about how the Building Manager and Body Corporate Manager were instructed from time to time by various Committee members. The arrangements were discussed.

It was agreed that each representative would instruct about any item concerning their respective Body Corporate, and that the Committee as a whole would normally provide any instructions relating to the CBC. If a vote is required the matter would have to be voted at a Committee meeting or handled by a Flying Minute.

Water Meters:

The Council is currently not reading the 5 or so water meters, and is charging based on probable usage. It was agreed that this is not satisfactory.

Body Corporate Manager to approach Watts Energy to obtain a quote and advice on water meter charging.

Access to CBC Minutes by Subsidiary Owners:

Peter Zunker proposed all owners in all subsidiaries to have access on the Archers Stratamax web site to minutes of the Community Committee and general meetings. It was agreed that owners should have access to the minutes and such access should be implemented as soon as possible.

Body Corporate Manager to check if this can be done and, if possible, implement as soon as possible.

Approval of Legal Action, Engagement of Legal Practitioners

Peter Zunker proposed that procedures should be in place for engagement of legal practitioners for legal advice for the Committee, and, as required, individual members.

It was discussed and agreed that the Committee have a panel of specific legal practitioners to provide advice on various matters.

The panel currently consists of Gadens, NRH and Herdlaw. John Gilliland advised that the panel currently consists of Gadens, NRH and Herdlaw. Tony Rich said he had additional solicitors that had been recommended by Archers that he would submit to be included as well.

It was discussed and agreed that the Committee can engage a practitioner from the panel for legal advice following resolution by the Committee to engage that practitioner.

It was discussed and agreed that an individual member can not be prevented, if they require advice in the process of performing their role as Representative to the Community Body Corporate, from obtaining advice from a member of the practitioner panel.

Peter Zunker said that he felt no one could be restricted from obtaining legal advice, but if the advice was to be paid for by the CBC, it should be approved by the CBC. It was agreed that there is no expected expenditure on legal advice in the immediate future.

Meeting Procedures

The calling and holding of Committee meetings was discussed.

It was agreed that:-

- a. Meetings be called allowing 7 days notice to ensure all members are given the opportunity to attend, submit items for the agenda and received any notice and accompanying material be mail as required, and that
- b. The next meeting be held in the first week of May on a Thursday following

- b. The next meeting be held in the first week of May on a Thursday following the completion of the subsidiary general meetings, and that
- c. The minutes of meetings go to the Chairman of that meeting for approval, and that
- d. General meetings can be tape recorded as required.

Financial Reporting to Members

There was discussion about what reports members should receive monthly from the Body Corporate Manager.
It was agreed that each member receive a copy of the financial statement, and list of Payments for the month

General Business:

Tony Rich raised his concern that owners in all the subsidiaries were having to pay any credit card fees on the payment of their levies, and that this did not occur with the previous Body Corporate Manager, SSKB. He pointed out that it was a decision made with Macquarie Bank for all buildings under management, and that the subsidiaries allowed this to continue and accepted the higher bank fees.

It was agreed that owners should pay for any credit card transaction fees.

The meeting was closed at 8.15 pm by agreement

Confirmed.

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Chairman



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Caretaker's Management Report

Prepared for

Cathedral Place Committee Meeting – 2nd April 2007

Items Completed

- Sandstone around pool.
- Common Area Pest Controls (CPM will have gardeners keep an eye out for large ant nests and treat as necessary, otherwise ant infestations in units are occupants responsibility)
- Direct debits for Telstra, Origin and BCC Rates now in place.
- Expense allocations – CPM to continue status quo.

Items Carried Forward

- Tank Fencing – awaiting second quote.
- Foyer Lights – No discussion, raise at next meeting.
- Mulch / Sandbags – no discussion, raise at next meeting.
- Signage – defer till after policy for carparking etc finalised.
- Coke Machines. CPM advised revenue from Coke machines for FY to date as follows:
 - 15/08/06 - \$488.83
 - 22/11/06 - \$593.98
 - 18/01/07 – \$641.28

Final quarter cheque expected to be approx. \$600. Estimated annual running cost (Electricity consumption) \$365 per machine.

CPM advised it uses this revenue to fund expenses which rightfully should be, but are not, recovered from the CPCBC, such as fuel for quad bike etc.

- Security Swipes. CPM advised pricing is being carried out in accordance with previous instruction. Committee instructed CPM to lift price from \$33 (previously being charged) to \$55 (currently being charged) to place more value on the swipes and hopefully have users take better care with them. Committee requested further information on cost etc. CPM to include with next management report.

New Business

- Contracts Register – ABCM to circulate current register details to all Committee and Caretaker. CPM have advised that all Fire Control is now out of contract.
- Assets Register – ABCM to circulate current register details to all Committee and Caretaker.
- On-charging of QFRS call-out fees. CPM advised current policy of QFRS. Archers to provide draft by-law to allow charging of call-outs at current QFRS rates and submit for all subsidiaries to pass.
- Ongoing purchase of recycled water. Currently \$374 per 9,000L. Committee approved \$4,000 to be used at CPM's discretion over next 10 weeks. Archers to investigate what rating, if any, is suitable to be used for topping up pool.