

**MINUTES OF A COMMITTEE MEETING OF CATHEDRAL PLACE COMMUNITY  
BODY CORPORATE MCP 106902 HELD AT THE MEETING ROOM, CATHEDRAL  
PLACE ON THURSDAY 3 MAY 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 Ken Morrisby	Cathedral Place 'G/H' – Kensington & Sandringham
Mr John Gilliland	Cathedral Village
Mr Conrad Beal	Body Corporate Manager, Representing Archers Body Corporate Management Pty Ltd
Mr Michael Johnston	Cathedral Place Management – for Resident Manager (for early part of meeting)

**Quorum:**

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

**Chairman:**

The members elected Conrad Beal to chair the meeting, and he agreed to chair the meeting.

**Proxy:**

Tony Rich presented a proxy from Barry Budd to himself.

The meeting considered the acceptance of the proxy. It was considered that a member could appoint another member to be their proxy.

John Gilliland opposed this on the grounds that he considered that the proxy appointment process is the same as the appointment of a representative in that the proxy has to be signed by both the Chairperson and the Secretary. A Majority of members did not consider this the case.

The Chairman of the meeting ruled that, until clarification had been obtained, the proxy could not be allowed.

Body Corporate Manager to follow up the proxy appointment requirements

**Resident Managers  
Report:**

Michael Johnson presented the Resident Managers Report. A copy of his written report will be distributed with these minutes.

**Items Carried**

**Forward:**

**Foyer Lights & Ceiling**

Some foyer lights require replacement, and job requires lift hire.

RESOLVED to engage Terry the Handyman to complete bulb replacement at an approx. labour cost of \$200 to \$300, and to engage an electrician if electrical repairs are required. – quote from GJ Magoffin of labour @ approx \$800.00 and \$800.00 to \$900.00 for bulbs considered, and a second quote to be obtained from City View for all future electrical work, and proceed with hire of scissor lift @ \$162.14 per day plus \$27.50 pick up and delivery.

Also some repair work required on ceiling, which should be done while lift is in place. Authorised to engage Terry's Handy Solution to do work for \$637.50.

Yes - 4      NO -1

**Proxy readers – operate spa and bbq**

Quote from Arrow Access proposed for installation of proxy readers to operate spa and bbq. RESOLVED to obtain a second quote when the need for them comes up

Yes - 5      NO - 0

**Pool fence**

Proposal to relocate pool fence in vicinity of A & B Blocks for \$2180.00 or \$2392.50 was considered. RESOLVED that reason for the replacement, that us a trip hazard needs further investigation. Pat Brown to investigate.

Yes - 5      NO - 0

### Basement Cracking – Repair

Report and quote (\$13,224.00) presented from GHD Pty Ltd. RESOLVED that a second quote to be obtained. The importance of a second quote was reiterated. The quote to be obtained from a certified engineer. John Gilliland to obtain contact details for other engineering firms from Wayne Lamb and forward to CPM

Yes - 5      NO – 0

### Swipe Cards

The arrangements for the swipe cards were discussed, including costings.

There is a difference between the cost of purchase and issue cost. The issue cost has been previously set by the Committee.

RESOLVED that price remain the same.

Yes - 5      NO – 0

A real estate agent has queried about having an additional card to that already provided to the owner. Each owner has either 3 (studios) or 5 (rest). There is a swipe register to control issue.

RESOLVED that Body Corporate Manager write to the agent and advise that extra cards can only be approved by the subsidiary Committee, and that it is an issue between the owner and the agent.

Yes - 5      NO – 0

### New Business: Water

Previously agreed that water needs to be purchased during water restrictions. Cost of water has increased.

RESOLVED that a second quote be obtained and proceed with lowest quote, with approval given for 12,000 litres per week

Yes - 5      NO – 0

### Spa Use Times

The spa use times were discussed, and it was agreed that the problems that were being encountered have been rectified with the change of times.

RESOLVED that the times be relaxed, returning to 6 am to 10 pm unless problems reoccur.

Yes - 5      NO – 0

### Breaches of By-laws

Body Corporate Manager had previously sent a proposal to all members for a policy of initially sending a letter to those units where the owner lives at the unit or leases it themselves or through an outside agent out to a tenant - and then issue a By-law Contravention Notice, and, if required, lodge a dispute with the Commissioner for Body Corporate & Community Management. Michael Johnson advised that CPM is responsible for policing compliance with the by-laws, and that where a contravention occurs with a unit outside the CPM letting pool the Body Corporate Manager is advised to send a breach notice as this is a secretarial duty.

RESOLVED that the best method would be to initially send a letter in the form proposed by the Body Corporate Manager, and that the Body Corporate Manager would determine whether that letter was warranted and that should any further situations occur a stronger letter be issued requesting the Owner issue a Notice To Remedy Breach, and what further action is warranted, and that this is up to the individual subsidiary to resolve.

Yes - 5      NO – 0

### Invoice –Terry's Handyman

Tony Rich raised the problem the contractor is having getting an invoice paid by the Village body corporate. Peter Zunker raised the requirement to ensure approval is obtained before CPM authorises expenditure for the village body corporate to avoid disputes of this nature in the future, irrespective of the existing authority for CPM to incur expenditure on behalf of the Village Body corporate.

### **Spectrum Fire Invoice**

An invoice going back to last year remains unpaid.

At a previous meeting it was agreed that Village should pay the invoice as the problem was within Village, as it relates to infrastructure that only services Village lots.

Since this Cathedral Village has resolved that, as all fire service maintenance costs are being allocated to the CBC as a shared cost, that the invoice go to the CBC for payment.

John Gilliland advised :-

1. John Cippolone has reported that this cost was high because the cable was damaged within the slab leading to a Village lot, and the cost related to locating the break and then rerunning new cable as the old conduit couldn't be used.
2. All fire lines are part of the one system. The CPCBC provides this system (cables) for the benefit of all members, therefore a reticulation repair is to the CBC's cost. John Gilliland to take to next Village meeting to reconsider.

### **Shower Heads**

Michael Johnston advised about Council's offer re shower head replacements for \$20.00. Council will not collect money from unit owners. Other option is for each subsidiary to levy the owners.

RESOLVED that no action be taken at this time.

Yes - 5      NO - 0

### **Reports requested by CPM**

Michael Johnston advised that CPM should be able to receive reports from the Body Corporate Manager to assist in managing the building.

1. New Owners - advice of new owners (not managed by CPM)

Conrad Beal advised that under the Privacy Act those details can not be provided without the consent of the owner (Act requirement) or approval of the Chairman of the Body Corporate (Archer's requirement).

RESOLVED that each Chairman to provide approval to allow this to proceed as an additional cost. Body Corporate Manager to send request to each Chairman.

Yes - 5      NO - 0

2. Monthly Creditor Payment Report

Currently provided to each member.

RESOLVED that a Monthly Creditor Payment Report be provided to CPM.

Yes - 5      NO - 0

3. Minutes and Notices of Meetings

CPM require a copy of the minutes of all General and Committee meetings for each subsidiary. Conrad Beal advised that this would require the approval of each of the subsidiary bodies corporate as CPM is not an owner in all of the subsidiaries, and not on the Committee of each of the Committees. A member of CPM or the Zunker family is on most of the subsidiaries and a copy is already being provided to them. The CBC has no power to authorise access to subsidiary documents.

RESOLVED that any other subsidiary can give their approval at Committee level.

Yes - 5      NO - 0

4. Assets Register - Copy provided at the meeting. No further action.

5. Contracts Register - to be provided by Body Corporate Manager

### **Workplace Health & Safety Report**

All items requiring action were detailed and those items rectified or in action to be rectified were advised and discussed.

**Nicol Robinson Halletts**

Tony Rich raised his concerns about current invoices from Nicol Robinson Halletts, and his difficulties in dealing with them.

He advised that their invoices should all be closely scrutinised. He advised he had been successful in getting a reduction on one invoice, and requested approval to contact Nicol Robinson Halletts on behalf of the CBC to require further information and to closely scrutinise all of their invoices.

RESOLVED that approval be given to Tony Rich to contact Nicol Robinson Halletts on behalf of the CBC to require further information and to closely scrutinise all of their invoices, and report back to the Committee before any invoices are approved for payment.

Yes - 5      NO - 0

**Members Obtaining Legal Advice**

Following the discussion about Nicol Robinson Halletts invoices and costs there was discussion about whether a Committee member can obtain legal advice without prior approval of the Committee to obtain the advice and for the expenditure approval.

Peter Zunker put forward that the legislation requires Committee approval to incur expenditure, and that any expenditure requires prior approval and requested a motion be voted on to that effect.

John Gilliland put forward that such a motion would be unlawful, following advice from Minter Ellison, a Committee member has a legal right to obtain legal advice if they deem it is required to be able to fulfil their duty as a Committee Member.

Peter Zunker advised he agreed with the Minter Ellison advice, however nowhere in the advice did it say that the body corporate had to pay for the legal opinion.

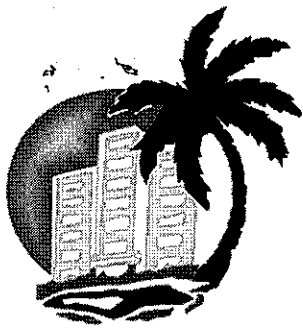
RESOLVED that Conrad Beal seek legal advice from either of the two solicitors recommended by Archers on the advice put forward by John Gilliland as to whether a Committee member has a legal right to obtain legal advice if they deem it is required to be able to fulfil their duty as a Committee Member without the approval of the Body Corporate.

Yes - 4      NO - 0      Abstain - 1

The meeting was closed at 9.17 pm by agreement

Confirmed.

.....  
Chairman



# CATHEDRAL PLACE MANAGEMENT

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## Caretaker's Management Report

Prepared for

### Cathedral Place Committee Meeting – 3<sup>rd</sup> May 2007

#### Items Completed

- Tank Fencing – go-ahead given to contractor. Scheduled for Mon 21<sup>st</sup> May.
- On-charging of QFRS call-out fees. By-laws required to be passed by each subsidiary at next GM. No further involvement by CPM required.

#### Items Carried Forward

Quotes for Approval:

- **Foyer Lights** (Only 28 out of total 78 working)  
Scissor Lift Hire – Active Hire, Bowen Hills (3257 1067)  
\$162.14 p/day inc GST + \$27.50 pick up & delivery each way (Approx \$1,190 total)  
Only lift available that will extend high enough and fit in lift to get to podium level.

Terry's Handy Solution – quote to repair plaster work on ceiling - \$637.50 (3 days lift access)

Terry's quote to replace lights \$280 (labour) additional 2 days lift hire required

Electricians quote (G J Magoffin) approx \$800 (labour)

Approx cost of bulbs - \$800 - \$900

Note: Some fittings (and one fan) may require repair by electrician if found to be faulty other than by blown bulb.

Will also replace all fluro's in service bay area and MH bulbs in entry while we have the lift.

- **Installation of Proxy Reader to operate Spa**  
Arrow Access - \$2,099 (inc GST)
- **Installation of Proxy Readers to operate Bbq's**  
Arrow Access - \$4,319 (inc GST)
- **Relocation of Pool fence** in vicinity of A & B Blocks (see diagram)  
Superior Fencing - \$2,180 (inc GST)  
The Fence Barn - \$2,392.50 (inc GST)  
Required to eliminate hazards due to subsidence of soil in gardens & greased area.
- **Replacement of internal carpark roller doors** with swinging gates.  
Arrow Access - \$9,860 (inc GST)  
MDI - \$14,300 (inc GST)  
Drums and springs require replacing again in next few months – estimate approx \$3,000
- **Installation of pedestrian gate** in carpark fence  
Superior Fencing - \$2,560 (inc GST) per gate  
The Fence Barn - \$2,079 (inc GST) per gate  
Recommend replacing the existing round gal gate at Village bin-room – insecure.

2<sup>nd</sup> gate in front of G/H to reduce wear on roller doors (if not replacing)??

#### Correspondence

- GHD – Proposal for Repair Consultancy (Copy attached)
- Letter from Owners Lot B6 – State of Gardens  
Can we consider mulching Wickham St planters and Gipps St & Heritage Wall gardens?
- Security Swipes. CPM advised pricing is based on e-mail from John Gilliland (copy attached). Intended to cover cost of maintaining system and ancillary tasks such as searching footage for incidents etc.

#### New Business

- Recycled water cost increase. Previously paying \$374 / 9kL or \$550 / 18kL  
A+ or bore water can now only be sourced from Caboolture - \$495 / 12kL. Do we need to consider a special levy?
- Relaxation of spa use times.
- Service of Body Corp breach notices to Owner Occupiers and external renters.
- Payment of *Terry's Handy Solutions* Invoice and reimbursement from CVBC. (Now Spectrum invoice again)
- BCC Home Waterwise Service – replacement of all shower heads. BC's to levy Owners?
- "Connect your power" link on *cathedralplace.com.au* is a dead link. Throws to *cathplace.entaro.com.au* ??? Have sent message to website company "Entaro" but no reply yet. Who is Entaro and why can't the application form be hosted with rest of site by iWeb?
- Reports required by Caretaking Contractor eg: Building report detailing changes of Owner etc. Monthly Creditor Payment report. Minutes, notices of meetings.
- Contracts Register – Still not received.
- Assets Register – Requires updating.