

**MINUTES OF A COMMITTEE MEETING OF CATHEDRAL PLACE COMMUNITY BODY CORPORATE MCP 106902 HELD AT THE MEETING ROOM, CATHEDRAL PLACE ON MONDAY 20 SEPTEMBER 2007 AT 6.00 PM**

**Representation:**

Peter Zunker	Cathedral Place 'A' – Notre Dame
Pat Brown	Cathedral Place 'B/C' – Oxford & Cambridge
Tony Rich	Cathedral Place 'D/E' – Canterbury & Westminster
Randall Edwards	Cathedral Place 'F' – Duhig
John Gilliland	Cathedral Village
Conrad Beal	Body Corporate Manager, Representing Archers Body Corporate Management Pty Ltd

**Present By Proxy:** Ken Morrisby, Cathedral Place 'G/H' – Kensington & Sandringham by Proxy to Randall Edwards

**In Attendance:** Noel Murphy, Committee member, Notre Dame

**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:** Tony Rich, the Body Corporate Chairman, chaired the meeting.

**Confirmation of Minutes of previous meetings:** RESOLVED that Minutes of the following Committee meetings and Records of Resolutions Passed Outside a Committee meeting be accepted as a true and correct record of proceedings

- a. 18 May 2007 – Record of a Resolution Passed Outside a Committee meeting – Response to Interim Order 0312A-2007  
**Carried** 6 For, 0 Against
- b. 28 May 2007 - Committee meeting  
**Carried** 4 For, 0 Against 2 Abstain
- c. 27 June 2007 – Record of a Resolution Passed Outside a Committee meeting – Replace Sauna Heater  
**Carried** 6 For, 0 Against
- d. 9 July 2007 - Committee meeting  
**Carried** 6 For, 0 Against
- e. 29 August 2007 – Record of a Resolution Passed Outside a Committee meeting – Requirement to call tenders, etc – legal advice  
**Carried** 6 For, 0 Against
- f. 10 September 2007 – Record of a Resolution Passed Outside a Committee meeting – Insurance Renewal  
**Carried** 6 For, 0 Against

Minutes of Committee meeting held 10 September 2007 to be confirmed at the next meeting. Copy of minutes to be confirmed to go out with Notice of meeting.

John Gilliland advised that, in his opinion, Flying Minutes or Records of Resolutions Passed Outside a Committee meeting are not valid under the Mixed Use Development Act 1993, only under the Building Units & Group Titles Act 1980.

It was agreed that there were times that a "Flying Minute" was required due to time restraints. Body Corporate Manager to investigate.

**Insurance:** The insurance cover taken out by the CBC and all subsidiaries was discussed.

It was agreed that when the insurance is next renewed a much better process

must be adopted, with the quotes and information from the insurers received by the Body Corporate Manager well before the due date and referred to the CBC and the Subsidiary Bodies Corporate with sufficient time to make a decision and consultation within the Committees and with the insurers..

Peter Zunker proposed the motion that the insurance with Strata Unit Underwriters be accepted

RESOLVED that the CBC agrees to accept the insurance policies with Strata Unit Underwriters

**Carried** 6 For, 0 Against, 0 Abstain

**Tender Process:**

The current state of progress in the tendering process was discussed

**a. The independent supervisor/reviewer of the tendering**

The three proposals from Rider Hunt Terotech, BDR Consulting Pty Ltd and Star Building Management Services Pty Ltd were considered and discussed

The fee proposals were:-

- a. Rider Hunt Terotech - \$165.00 per hour capped at a maximum of \$4620.00 (Excl GST), excluding outlays with any further time involvement referred to the CBC for approval
- b. BDR Consulting Pty Ltd – Items 1 to 5 (Incl) \$17,700.00
- c. Star Building Management Services Pty Ltd - \$28200.00

Randall Edwards advised he has had an owner in Duhig, who has considerable expertise in tender management, recommends the lowest proposal, from Rider Hunt Terotech, with all three companies being able to provide professional tender management.

Following discussion it was RESOLVED that the proposal from Rider Hunt Terotech of \$165.00 per hour capped at a maximum of \$4620.00 (Excl GST), excluding outlays with any further time involvement referred to the CBC for approval, be accepted in principal, and that the fee be confirmed and that the scope of works be confirmed as understood and the work is within the fee proposed, and if Rider Hunt Terotech meet all of the above they be engaged to be the independent supervisor/reviewer of the tendering process, with an amount 10% higher or lower being approved, and the cost to come from the Administrative Unrestricted Fund

**Carried** 6 For, 0 Against, 0 Abstain

RESOLVED that a copy of the following documents to be included with the minutes:-

- a. Evaluation Plan and Flow Chart (from EOI Terms of Reference for Executive Committee)
- b. Draft caretaking Agreement

**Carried** 6 For, 0 Against, 0 Abstain

It was agreed that a meeting is to be held with Greg Millsopp of Rider Hunt Terotech to enable all details to be provided to him and clear agreement be reached as to the scope of work required and a clear timeframe and methodology.

**b. Scope of Works - review of duties**

The scope of works was then discussed.

Peter Zunker provided a copy of the following documents for inclusion in the process and to be given to Rider Hunt Terotech:-

- a. Resident Caretaker's Evaluation Report for Cathedral Place dated 14 April 2004 from Del Linkhorn and Barry Turner for Edward & Lorraine Zunker
- b. Resident Caretaker's Evaluation Report for Cathedral Village dated 30

April 2004 from Del Linkhorn and Barry Turner for Edward and Lorraine Zunker

- c. Car Park Supervision Agreement between Cathedral Village and Edward and Lorraine Zunker

Peter Zunker advised that these documents provided by Cathedral Place Management are a good base, a good starting point. Randall Edwards advised that the process should not be limited to just his.

RESOLVED that a copy of the documents to be included with the minutes  
**Carried** 6 For, 0 Against, 0 Abstain

Peter Zunker agreed with the documents being released to all tenderers.

There was discussion about the capital commitment which should and would be an important part of the process. It was agreed that 24/7 access is important for emergencies.

Peter Zunker stressed that owners should be involved in the process. This was agreed in principle and also that it would be up to individual Chairmen to deal with their Committee and Owners as they decided.

As previously agreed a meeting would be called inviting all Committees and interested Owners of all the Subsidiary Bodies Corporate to discuss the tendering process at a later stage to be decided by the Committee.

Randall Edwards advised John Gilliland for Cathedral Village and the other members, on behalf of Duhig, that if Cathedral Village are not to be a part of the final tender then they should not be a part of the tendering process.

John Gilliland advised that he will advise this once the cost allocation exercise is finalised, and that there may be two separate contracts with the same contractor.

Peter Zunker then raised the Cathedral Village Car Park Agreement, and whether this would be a part of the contract. The current agreement and what Cathedral Village are requiring was then discussed. John Gilliland advised he wants the same security arrangements as the residential will have.

#### General Business:

##### Duhig Unit F55 Problems

Tony Rich raised concerns from Cathedral Place Management about the lack of action taken by the Body Corporate Manager about problems with the resident Owner.

Randall Edwards, Duhig Chairman, advised he had not been informed of any problem and that Duhig, along with other BUP's, had put specific procedures in place for dealing with owners and tenants who breach the By-laws.

Peter Zunker to provide details of problems for Body Corporate Manager and Duhig to take appropriate action.

##### Update from Tony Rich on Nicol Robinson Halletts

Tony Rich updated members on his progress with Peter Townley. He has received a response, and will consider this in the next few days.

##### Items On the Agenda

Randall Edwards, Secretary, asked members to let him know what items they want to place on the agenda of upcoming Committee meetings to assist him in the preparation of the agenda

##### Action List

It was agreed that some items were not being actioned as efficiently as possible, and that an Action List is required.

RESOLVED that the Body Corporate Manager prepare the Action List

Carried 6 For, 0 Against, 0 Abstain

**Next meeting:**

No decision was made as to the date of the next meeting for general business

The meeting was closed at 8.30 pm

Confirmed.

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Chairman