

**MINUTES OF A COMMITTEE MEETING OF CATHEDRAL PLACE COMMUNITY BODY
CORPORATE MCP 106902 HELD AT THE MEETING ROOM, CATHEDRAL PLACE ON
MONDAY 15 OCTOBER 2007 AT 6.00 PM**

<u>Representation:</u>	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
	Greg Millsopp	Rider Levett Bucknall (formerly Rider Hunt Terotech)

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.

Tender Process: The engaged independent supervisor/reviewer of the tendering, Greg Millsopp of Rider Levett Bucknall (formerly Rider Hunt Terotech) attended a meeting of the Committee to proceed with the tender process, and was welcomed.

The agenda of the meeting was 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.

Greg Millsopp was questioned whether he considered he could come in at the capped maximum of \$4620.00 (Excl GST), and he advised he considered, in his experience, he could.

Role of Tender Supervisor – clarification

It was agreed that it is important that he would ensure proper process and be truly independent.

He will compile a draft Tender Document, which would then be reviewed by all members and their Committees.

The Evaluation Plan and other contents of the Expressions Of Interest (EOI) Terms Of Reference, plus other documents provided, will provide the basis for the preparation of the document. He currently has a copy of the plan and a copy of the full document will be provided for him and other members.

Contents of Tender Document

Rider Levett Bucknall will provide a draft tender document to suit the requirements

Two separate Caretaking Agreements

RESOLVED that :-

1. There will be two separate Caretaking Agreements for Cathedral Place and Cathedral Village, and that
2. Both will contain the same information, except for the Schedules, those being :-
 - a. Schedule 1 – Remuneration
 - b. Schedule 2 – Duties
 - c. Schedule 3 – Village Car Park Duties

Carried 6 For, 0 Against, 0 Abstain

The differences in the end dates of the two current agreements was then discussed. This included Eddie and Lorraine Zunker, who currently hold both agreements, accepting an early end to the cathedral Village agreement to enable both to commence at the same time.

Requirements of tenderers

The preferences for the tenderer were discussed, including :-

- a. Requiring the tenderer to own and live in an inward facing unit

No agreement could be reached on this requirement

- b. The tenderer be required to live on site
No agreement could be reached on this requirement. It was expressed that this is preferred, but not essential.
It was agreed that the tender would contain the two options.
- c. The tenderer own property in Cathedral Place
The current agreement requires the tenderer to own the caretaker's Unit, Lot 4 in Notre Dame and Lot 64 in Oxford & Cambridge

Length of Agreement, including options

Various options were discussed, including 3 years and 10 years with and without options.

Tony Rich proposed an initial 5 year term with one option of 5 years, and also an initial term of 2½ years with 3 options of 2½ years.

An initial term of 5 years with one option of 5 years was then discussed
RESOLVED that :-

- 1. The draft tender document, which can be amended before issue, will contain an initial term of 5 years with one option of 5 years; and that
- 2. The option will require the consent of the Body Corporate, and that
- 3. There will be stronger breaching and termination provisions than in the current draft agreement, and that
- 4. Gadens Lawyers be engaged to draw up draft clauses for the Body Corporate to consent to the option and stronger breaching and termination provisions

Carried 3 For, 2 Against, 0 Abstain

Tender document – attachments

RESOLVED that the following documents will be included in the tender document:

- 1. Caretaking Agreement Cathedral Place- current draft agreement
- 2. Resident Caretaker's Evaluation/Remuneration Reports
 - (a) Cathedral Place, and
 - (b) Cathedral Village

Carried 6 For, 0 Against, 0 Abstain

Note – The Cathedral Village Committee will amend part of the Cathedral Village Resident Caretaker's Evaluation/Remuneration Report before being released following a meeting with Eddie & Lorraine Zunker.

Timetable

It was agreed that the tender document should be completed by the end of November, with a decision by April 2008.

The following items from the agenda will be placed on the agenda of a Committee meeting to be held following receipt of the draft tender document

Tender Process – following receipt of tenders

- a. Evaluation Plan – outline, clarify and update current Evaluation Plan - including conditions for participation
- b. Evaluation Criteria - including weightings
- c. Evaluation Methodology, including:-
 - (1) Initial screening process
 - (2) Compliance check,
 - (3) Scoring Technique, incl rating scales, application of weightings
 - (4) Short listing technique

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