

MINUTES OF A COMMITTEE MEETING OF CATHEDRAL PLACE COMMUNITY BODY CORPORATE MCP 106902 HELD AT THE MEETING ROOM, CATHEDRAL PLACE ON THURSDAY 1 MAY 2008 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
Brian Fisher	Cathedral Place 'F' – Duhig
Ken Morrisby	Cathedral Place 'G/H' – Kensington & Sandringham
John Gilliland	Cathedral Village
Conrad Beal	Body Corporate Manager, Archers Body Corporate Mgt P/L

Present:

Kristine Ceraolo	Committee Member and Owner, Oxford & Cambridge
Lindsay Anlezark	Owner, 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.

Building Manager's Report: A written Building Managers Report was provided by Lorraine Zunker for Cathedral Place Management. Items in the report were considered and any action resulting or other information is recorded. A copy of the report is attached to these minutes.

Towing

Authority To Tow form previously approved. Body Corporate Manager liaising with Lorraine Zunker to prepare letter of authority from Community Body Corporate

Crack Injection Work

Contractor given previously has not responded. Body Corporate Manager has provided details of another suitable contractor to obtain a quote from.

Fire Safety Works

Lorraine Zunker working with Body Corporate Manager to provide second quote.

Water Collection

Tony Rich and Eddie Zunker have met to investigate options. Best possibility is to divert water to area by Cathedral Village, which is the lowest collection point. Eddie Zunker to obtain quote for the next meeting

Cathedral Village : Security

Stones still being used to prop open doors in toilets. John Gilliland advised that they are still looking into resolving the problem

Pool Repairs

Aggregate coating on pool is lifting, requiring repair. Building Manager to provide a costing and how. Will require emptying pool and refilling, which is not allowed during Level 6 water restrictions

Pool Area – Tiles Surface

Pool area requires resurfacing; temporary fix done twice, previously 2 years ago. Quotes being obtained to continue making temporary fixes for the time being

Ergon Transformer Work

Work required on transformer. Need to bring in back-up transformer during work. Building Manager to establish who pays for the transformer.

Fire Flow Tests

Outstanding pressure test not done as no suitable drains are available in the complex. Building Manager provided 2 quotes to enable test from two highest points in complex. Aquagas Plumbing Pty Ltd @ \$1916.20 and Trimark Plumbing @ \$2270.40 – to provide two extra outlet valves at A and F blocks.

RESOLVED to accept quote from Aquagas Plumbing Pty Ltd @ \$1916.20
Carried 6 For, 0 Against, 0 Abstain

Mulch and Sand

Gardens require mulching and beaches are short of sand. Building Manager to obtain two quotes. Initial estimate was incorrect. Onsite inspection indicated that the cost would be about \$30,000.00

Foyer Lounge Suites

One couch in foyer has wear and tear. Chairman has investigated, and no action is required at this stage.

Water for Gardens

Water has been ordered for watering the gardens as the water tanks are empty, at a cost of under \$500.00

Bin Room Deodoriser Systems

Three systems have been trialled for odour control in a number of bin chutes. Ozone Solutions Pty Ltd provide monthly rental of ozone generator for \$139.00 per chute or purchase for \$3685.00, Deodorising Systems Australia provide rental purchase over 30 months @ \$3900.00 or purchase for \$671.00 plus cartridge refills @ \$90.00 per month, and Nu-Air Pty Ltd provide rental of 6 units @ \$192.50 per month. Building Manager to obtain final prices on an acceptable system.

Removal of Speed Hump to allow Towing of Vehicles –

Speed hump requires removal to enable large vehicles to be towed away.

RESOLVED that permission be granted for the Caretaker to remove the speed hump from present position and speed hump to be repositioned in consultation with the towing company and the speed bump suppliers

Carried 6 For, 0 Against.

General Business:

Handsets in Units – Intercom System

A unit requires replacement of the handset for the intercom, which is located inside the unit. Body Corporate Manager confirmed this would be considered to be the owner's responsibility, as it is inside the unit and providing a service only to that lot. A BUP could resolve to accept this charge, but not the Community Body Corporate.

Confirm Minutes:

RESOLVED that the Minutes of the meeting held on 7 April 2008 be accepted as a true and correct record of proceedings

Carried 6 For, 0 Against.

Electricity Supply Agreement:

Electricity Supply Agreement from 1/8/09

Watts Energy advised that now is a good time to enter into a new bulk electricity supply contract from when the current one ends, and provided details of offers from various suppliers, as follows, which have been forwarded to all members.

Supplier	Start Date	Finish Date	Peak	Off Peak
a. Tru Energy	01/08/09	31/07/2010	7.136	3.673
b. Tru Energy	01/08/09	31/07/2011	7.219	3.980
c. Country Energy	01/08/09	31/07/2011	8.3669	3.6561
d. Country Energy	01/08/09	31/12/2011	8.4016	3.7252
e. AGL	01/08/09	31/07/2011	8.25	3.152
f. AGL	01/08/09	31/07/2012	8.3763	3.2649
g. Energy Aust	01/08/09	31/07/2010	7.7776	2.8979
h. Energy Aust	01/08/10	31/07/2011	7.8207	2.8358
i. Energy Aust	01/08/11	31/07/2012	9.5787	3.2943
j. Origin Energy	01/08/09	31/07/2010	7.086	3.213
k. Origin Energy	01/08/10	31/07/2011	7.586	3.585
l. Origin Energy	01/08/11	31/07/2012	8.216	3.803
m. Origin Energy	01/08/12	31/07/2013	8.574	3.923
n. ERM Power	01/08/09	31/07/2010	7.7593	3.3234
o. ERM Power	01/08/10	31/07/2011	8.2650	3.6235
p. ERM Power	01/08/11	31/07/2012	8.5634	3.7448
q. ERM Power	01/08/12	31/07/2013	6.4847	4.0715
r. ERM Power	01/08/13	31/07/2014	6.5221	4.1013

It was agreed that ERM Power is the best proposal and that making the decision now is the best solution to ensure acceptable electricity prices in the coming years.

RESOLVED that the Body Corporate enter into an agreement for the purchase of bulk electricity from 1st August 2009 to 31/7/2014 from ERM Power, that the agreement be executed by Peter Zunker, and that this be confirmed in writing to Watts Energy and Watts be requested to advise ERM Power of this decision
Carried 6 For, 0 Against, 0 Abstain

Budgets and Opening Balances:

Budgets

The budgets for the Administrative Restricted and Unrestricted Funds and the Sinking Fund Restricted and Unrestricted Funds agreed to at the last meeting.

Opening Balances

Body Corporate Manager advised that Archer Gowland are unable to undertake required work to go back through up to 6 years of financial records to establish the opening balances due to tax return work by 12th May 2008.

Peter Zunker advised that expenses could only be of 3 types – Restricted Levy, Unrestricted Levy or an expense incurred by the CBC on behalf of a BUP. He advised that there is not sufficient time to continue to put the decision off and all that was required was to allocate the expenses on the basis of the Warren Fisher advice.

Peter Zunker recommended that the allocation of levies should be on the basis of the classification of expenses audited financial statements. John Gilliland suggested that each invoice paid for the last 6 years needed to be individually classified. Peter Zunker advised if a classification requires further analysis, then that be dealt with.

Members discussed the need to go back to 6 years of accounting records. John Gilliland reiterated his request for a search going back 6 years. Body Corporate Manager advised there are complete records for a 3 year search, but not so complete for further back.

RESOLVED that a search be made of the accounting records for the past 3 years to determine the respective opening balances and John Gilliland could conduct his own search of the previous 3 years and provide the outcome to the Committee for further consideration

Carried 5 For, 1 Against, 0 Abstain

Peter Zunker provided a checklist to enable members to establish items of each budget and which fund each expense classification would be placed in, and any areas that require further investigation, including searching invoices.

Members went through the checklists and allocated all items to either restricted unrestricted or an expense paid on behalf of a BUP and established which items required investigation, which will be undertaken by Body Corporate Manager in consultation with Peter Zunker as a matter of urgency.

It was agreed that Interest (and the tax associated with the interest) would be allocated on the basis of the balances of each of the funds at the end of the financial year

John Gilliland reiterated his request that audit fees and Body Corporate management fees should be charged by the number of lots in each BUP and not lot entitlements. Peter Zunker reiterated the advise of Warren Fischer that these items can not go into the Restricted budget and they must therefore be placed in Unrestricted. Once determined to be a unrestricted expense, then lot entitlements is the only method of raising the levy.

RESOLVED that both items be placed in Unrestricted.

Carried 5 For, 1 Against, 0 Abstain

John Gilliland requested that insurance be allocated to both Restricted and Unrestricted and that the insurer provide a breakdown. Body Corporate Manager to arrange.

Not in his view

Electricity:

Distribution of "Surplus"

The members discussed previous advice from Archer Gowland and the auditor regarding the tax implications of charging for electricity.

It was noted that the advice from Warren Fischer was that the profits are to be returned to the consumer. The moneys in the electricity trading fund have not been determined how they will be distributed and are held in trust.

Peter Zunker was concerned that if the distribution was not made correctly that the tax would fall with the CBC and the cash would be distributed out. Archers advice as to the nature of the distribution was still pending. The tax return is due to be lodged on the 15th May and a decision needed to be made as to the nature of the return of funds.

If the funds go back to the consumer (owner/occupier or tenant) it is a deductible expense. If the funds are going back to the owner there is tax to pay by the Body Corporate as the mutuality principle applies.

RESOLVED that the knowledge of owners present and back to the last distribution of surplus in 2005 is good and knowledge of tenants through that period is limited, and that all of the current surplus be distributed back to owners, who are to be advised in writing to pass this on to their tenant/s, and that Watts Energy be requested to arrange this, the cost of Watts work involved be taken from this surplus subject to the Archers advice on the deductibility of such a payment and the wording of the statement (a draft to be sent to committee members for final approval).

Carried 6 For, 0 Against, 0 Abstain

Future Charging for Electricity

It was agreed that to ensure there is no future "dividend" or profit the cost of electricity should be reduced. Landlords should increase rent to allow for the reduction

RESOLVED that the rate of electricity be reduced to ensure no profit and that the rate and a flat fee be imposed for metering and administration costs. Watts Energy to calculate a tariff to achieve this and to implement this as soon as possible.

Carried 6 For, 0 Against, 0 Abstain

General Business:

John Gilliland requested the Committee consider requesting the Caretaker's, Eddie and Lorraine Zunker, to agree to a month—by-month continuation of the Residential Caretaking Agreement when the current term ends, with the Commercial (Cathedral Village) Caretaking Agreement expiring at a later date. Peter Zunker to pass this request on to Eddie and Lorraine Zunker

Warren Fisher invoice for \$12,870.00 was approved for payment as an Unrestricted expense

Gadens invoice for \$5995.00 was approved for payment as an Unrestricted expense.

Tony Rich advised that NRH was not expecting to get paid until they provided the information he requested

Peter Zunker advised the meeting of correspondence received from Riley Shelly the painters and that any issues to be addressed should be raised with the painters while they are on site. Tony Rich raised a concern regarding if the painter was allowed to use water to wash down the building.

The next committee meeting was agreed to be Thursday 22th May 2008, and the Annual General Meeting be held Thursday 5th June 2008.

The meeting was closed at 8.30 pm

Confirmed.

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Chairman

Cathedral Place Management

Managers Report 01/05/2008

Items Completed

1. **Driveway Signage.** The '1' missing from the 41 has been replaced.

Items Carried Forward – To Be Resolved

1. **Crack Injection Work.** Still no response from John from Lowenstein & Stumpo.
2. **Flow Testing.** Two quotes are attached for connection of fire outlet valves in A & F blocks to enable the flow tests to be completed. This is for the benefit of all subsidiaries as the test has to be completed from the two highest points.
3. **Towing of Illegally Parked Motor Vehicles.** Still waiting for attached letter of authority from the Body Corporate.
4. **Driveway Signage.** Still waiting for drive-way signs to arrive from Davis signs – No Standing Tow Away Zone No Smoking. Should be here next week.
5. **Security in Village Shops.** Stones are still being used to prop open doors in passageways of Village.
6. **Pool Repairs.** As previously advised, the aggregate coating on the pool is lifting and needs to be repaired. Authority is requested that if a day is allocated in March allowing the refilling of swimming pools (as reported in the media), the pool can be emptied and repaired. **No day declared during March so put on hold.** The pool cannot be repaired until Level 6 restrictions are lifted or another way found to fill the pool..
7. **Pool Area Surface.** Quotes are being sourced to continue making temporary repairs as considered necessary.
8. **Ergon to do work on transformer.** Waiting to be advised of date.
9. **Mulch and Sand.** Waiting for quotes. Initial estimate was incorrect. Problem was worse than before. One rough estimate to pump it in was for around \$30000 to fill B/C, D/E, part of F, road side gardens, and the pool area.
10. **Foyer Lounge Seats** We have noticed wear and tear on one of the couches in particular. Do we need to have it recovered or leave for the time being? Wait until issue of who is paying is resolved.
11. **Down Lights in Foyer.** Approx 30 of the lights are not working. These were replaced around August 2007 by the handyman. We would recommend that the electrician performs this task as he will check the transformers as well. Authority is requested to engage Magoffin to replace the bulbs and get the scissor lift in. Wait until issue of who is paying is resolved.

New Business

1. **Water for Gardens.** I have ordered a truck load of water for the gardens as the tanks are empty. The cost will be under \$500.
2. **Bin Room Deodorizer Systems.** We have trialed three systems for the supply and maintenance for odour control in bin rooms and shutes. We recommend the ozone system as it sanitizes and removes odours from the air. Currently negotiating lowest price between 2. Authority requested to accept the lowest quote. The previous supplier is no longer operating.
3. **Ready Towing.** The company is having difficulty removing vehicles from the car park – especially the larger vehicles. The speed bump at the exit gate is placed in a position where in some cases it is impossible to remove vehicles. See attached letter from company. We are requesting permission to remove the bump. and review if it is still necessary or to reposition it.