

**MINUTES OF A COMMITTEE MEETING OF CATHEDRAL PLACE COMMUNITY BODY  
CORPORATE MCP 106902 HELD AT THE MEETING ROOM, CATHEDRAL PLACE ON  
THURSDAY 22 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

**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.

**Crack Injection Work**

Quotes now at hand from GHD Pty Ltd and Infratech Management Consultants. Second quote based on an hourly rate. Body Corporate Manager to take details of requirements from first quote and request second contractor to quote on this basis.

**Fire Safety Works**

Quotes now at hand from Wormald of \$16,7718,450.303 per year and Spectrum Fire (existing contractor) of \$22,506.00 per year. Caretaker requested to approach Spectrum Fire to provide a better price.

**Cathedral Village : Security**

Stones still being used to prop open doors in toilets. John Gilliland advised that his Body Corporate has taken action to remedy the situation.

**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. Caretaker to check if causing any damage to the structure.

**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. No cost to Body Corporate.

**Water**

Caretaker advised that another load of water is required. RESOLVED that approval be given to purchase water, and that a contractor be investigated for a better price.

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

**Mulch and Sand**

Gardens require mulching and beaches are short of sand. Awaiting quotes from Caretaker.

**Garbage Chute Deodoriser Systems**

Three systems considered or odour control in a number of bin chutes. RESOLVED to accept quote from Deodorising Systems Australia for 6 bin chutes rental purchase over 30 months @ \$3900.00

**Carried** 6 For, 0 Against.

**Removal of Speed Hump to allow Towing of Vehicles**

Speed hump removed to enable large vehicles to be towed away. Towing company recommends that speed bump not be placed anywhere. Suggested be placed on in route before the door to continue to slow vehicles approaching the door. Caretaker to obtain cost.

Water Collection

Best possibility is to divert water to area by Cathedral Village, which is the lowest collection point. Quote presented and considered. Members considered savings on cost of purchasing water with average downpour not filling the tanks, and another option of capturing water on roof. Caretaker to check if tubing is part of the quote, and obtain quote for the required electrical work.

TV System

As components fail in the current system, Channels have to be removed as the components cannot be replaced. BRIZ 31 currently not operating. Second quote still waiting to come in on a replacement system.

Various options were considered and Caretaker to investigate Foxtel Digital

Towing

Authority To Tow form previously approved. Body Corporate Manager provided a draft letter of authority from Community Body Corporate

**RESOLVED** that the letter, a copy of which is to be attached to the minutes, be accepted, signed by the Chairman, and issued to the Caretaker.

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

Letter from Owner, A136 – Propaganda on Outside Wall

Complaint lodged about appearance of propaganda on outer wall of Cathedral Place, including damage to wall from attachments to the wall, inconvenience to access for residents and political nature of material.

**RESOLVED** that Body Corporate Manager to write to persons who are attaching material to the wall requiring them to desist and to move from the location altogether.

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

General Business:

Letters and Emails re Higher Admin Charge on Electricity Invoices

Letters and emails have been received from owners complaining about the increased admin charge (to \$15.00 per invoice) caused by decision of previous meeting to change the billing for electricity

Members agreed that it is important that the Body Corporate not charge any more than what they would have paid under the previous system

Watts Energy advised that there are approx 36 residents in Notre Dame who are affected by the increased charge due to their low usage (accounts up to \$27.00) which would extrapolate to approximately 100 residents in the complex.

Also raised whether accounts could be sent quarterly as per other suppliers. Must be quarterly to enable Watts proper recovery options.

Watts Energy considering the options and will advise as soon as possible.

Those options will be considered along with possibly rebating those residents.

It is also noted that the charge cannot exceed what the user would have been billed from Energex.

Lights in Main Entrance Foyer

Pat Brown raised the situation with the lights in the main entrance foyer, and the high cost of replacement using existing type, including transformers.

Agreed that straight lights could reduce consumption of electricity by 50%.

Caretaker to check with Geoff Magoffin, electrician, on options available.

Complaint re Noise from Gym

Caretaker to investigate further the installation of Gym mats. Body Corporate Manager forwarded details

Swipes

John Gilliland raised the question of cost of swipes and revenue received by Cathedral Place Management for the replacements, and why a part of the revenue does not come back to the Body Corporate after taking expenses involved, and that it could be a substantial amount of money.

Pat Brown advised that the cost was raised to its present limit to prevent misuse

Tony Rich recommended that, in the tender process, the Body Corporate consider the profits from swipes and coke machines.

Lorraine Zunker left the meeting at 7.05 pm

Confirm Minutes:

**RESOLVED** that the Minutes of the meeting held on 1 May 2008 be accepted as a true and correct record of proceedings including the amendment requested by John Gilliland on page 3 of the minutes.

**Carried** 6 For, 0 Against.

General Business:

Insurance Renewal

John Gilliland raised the renewal of insurance, and that the Committee be given sufficient time to consider the proposals.  
Body Corporate Manager to ensure that the initial renewal notice be received 4 weeks prior to renewal.

Watts Energy

Body Corporate Manager raised the inclusion of a motion at the Annual General Meeting to resolve an agreement with Watts Energy. They are currently not under an agreement. Other providers have been requested to quote, and all declined. It was agreed that the Committee are happy with Watts Energy and wish them to continue. Proposed agreement to be considered is for 1 year. Other options were considered and 1 year was considered to be the best option.

RESOLVED that a motion be placed on the Annual General Meeting agenda to resolve a new agreement.

**Carried 6 For, 0 Against**

Opening Balances

Peter Zunker provided a list of cost allocations produced in consultation with the Body Corporate Manager with all expenditure items that required checking provided ( by invoice amounts and details) by Body Corporate Manager, which had been circulated by email prior to the meeting. Some items were considered John Gilliland advised that some items can be recovered from the BUP on which the property was located, including extraction fans.  
Peter Zunker that they benefit all users of the car park, which encompasses all subsidiaries and therefore it is properly an unrestricted expense.

John Gilliland advised the meeting that the Village body corporate made no claim for ownership of the Gym Equipment or the Television Receiving equipment and therefore the costs of these items should be left with the owners which are the residential bodies corporate.

RESOLVED that the Allocations as provided be accepted with Fire Safety i.e.Spectrum, SSKB costs being allocated to Unrestricted, and Extraction fans, electricity that service the carpark would also be allocated to Unrestricted. The advice of the insurance provider and electrician in relation to the allocation of these expenses should be adopted.

**Carried 6 For, 0 Against**

Electricity Billing

The Maggoffin report will be circulated to committee members when completed. It had already been identified that the billing for the village cooling tower is being adjusted against the wrong meters, which is part of the reason why B & C body corporate electricity bill is so high.

RESOLVED that Peter Zunker supply the body corporate manager the information necessary to rectify the billing for B & C body corporate to pass the on to Watts to correct the bills

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

Insurance Valuation

Body Corporate Manager advised that he had obtained quotes from Napier & Blakeley to update Insurance Valuations for the residential subsidiaries (which are managed by Archers) as their valuations are now 3 years old and insurance companies recommend they be updated every 3 years, at a cost of \$440.00 plus GST for each report.

He also advised that the quote has also included the Community Body Corporate at a cost of \$440.00 each per report (Restricted and Unrestricted), and that those reports were last updated in 2006.

He further advised that the quotes are substantially less than can be obtained from other providers.

John Gilliland requested that Cathedral Village would also accept the quote and requested that they be included in the process of obtaining reports, and advised that Cathedral Village would repay the CBC the cost of providing the report.

RESOLVED that the CBC engage Napier & Blakeley to provide updated Insurance Valuations for all Subsidiaries and the CBC, Restricted and Unrestricted, at a cost of \$440.00 plus GST for each report.

**Carried 6 For, 0 Against**

Workplace Health & Safety Audit

Body Corporate manager raised the requirement to have an annual Workplace Health & Safety Audit and provided a quote for one report and a breakdown if each BUP was provided its own report at it's cost, and that one report would be cost effective, and that the quote for one report is \$4000.00.

Members queried the amount and asked how much any previous reports had cost. Previous report done in 2007 was at no cost as part of the new agreement with Archers, and that the previous report had been done by SSKB at a cost of approx \$1800.00. Other quotes were not less than the quoted amount. Tony Rich to be given details of provider of previous report to establish whether they will do it for less.

Budget Corrections

Peter Zunker advised that two amounts resolved at the Committee meeting in April were incorrect, and it was RESOLVED that they be:-

- a. Sinking Fund Restricted – should be \$164,624.00 including GST
  - b. Admin Fund Unrestricted – should be \$121,000.00 including GST
- Carried 6 For, 0 Against**

Cost Recovery – Unit G29

Body Corporate Manager advised that the owner of G29 had not paid the cost of a false fire alarm charged as requested, and that there is no By-law allowing any cost recovery other than taking them to court.

RESOLVED that Body Corporate Manager to write to owner aggressively demanding payment and advising that legal action will be taken to recover the amount, and , if there was no result, that Collect Success be engaged to recover the debt for the Owner of G29  
**Carried 6 For, 0 Against**

Distribution of electricity surplus

Discussion between committee members relating to the consequences of the return of accumulated electricity in respect to the income tax.

RESOLVED that a statement would accompany the return of funds to lot holders with words to the effect that there is an obligation to give these funds back to the person who paid the electricity bill (be that tenant or previous owner) if the funds are not returned, that you should consult your taxation advisor to determine the nature of the payment in your own income tax return. A final draft of the statement to be approved by committee  
**Carried 6 For, 0 Against**

Tender Process

Brian Fisher asked what action is being taken on the tendering process as he has noticed that it has not been raised at either of the last two Committee meetings. Body Corporate Manager advised all information regarding the tender process has been given him on a CD, and he agreed to consider the situation.

There was a little discussion on the tendering process.  
John Gilliland asked Peter Zunker when Lorraine and Eddie Zunker would be meeting with Cathedral Village about ending their agreement prematurely to bring both agreements in line with dates of commencement. Peter Zunker agreed to pass on the request to them.

Annual General Meeting be held Thursday 5<sup>th</sup> June 2008, followed by a Committee meeting

The meeting was closed at 8.15 pm

Confirmed.

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Chairman

## Cathedral Place Management

### Managers Report 22/05/2008

#### Items Completed

1. Ready Towing. Speed bump has been removed and Mark from Ready Towing has requested that we do not place it in another position as it makes it too difficult to remove the vehicles from B2 level.
2. Water for Gardens. The load of water has been delivered. If we receive no decent rain I would request that we can order another load in the near future.

#### Items Carried Forward – To Be Resolved

1. Crack Injection Work. Conrad gave me a contact at Infracore Management Consultants. Mark Flynn came and inspected the site on Tuesday the 13<sup>th</sup> May. Quote attached  
Paul Sandeford from GHID sent an email asking should they delete this from their system as it is now over a year since they proposed the scope of works to address the repairs to cracks. I suggested that you still wish to go ahead so do not delete just yet.
2. Flow Testing. Advised Aquagas Plumbing that his quote has been accepted. He has advised that the work will be done on Monday 26<sup>th</sup> May.
3. Fire Safety Works. Stefan Bauer from Spectrum came on Monday 12<sup>th</sup> May to inspect site to provide the second quote for these works. We previously lodged a quote from Wormald. Quote has ~~not~~ arrived from Spectrum.
4. Towing of Illegally Parked Motor Vehicles. Still waiting for attached letter of authority from the Body Corporate Managers as passed at meeting on *Completed ✓*  
Driveway Signage. Davis signs have installed 2 of the 3 signs (No Standing Tow Away Zone No Smoking). The third sign had the wrong colour paint on the wood and will be attached when it is repainted.
5. Security in Village Shops. Stones are still being used to prop open doors in passageways of Village.
7. Pool Repairs. We suggest that a quote be sort when we know that the pool can be emptied and refilled – when restrictions are lifted.
8. Pool Area Surface. Quotes are being sourced to continue making temporary repairs as considered necessary.
9. Energex to do work on transformer. Work was to be carried out on Tuesday 20<sup>th</sup> May but due to industrial action had to be postponed at the last minute. Energex is to supply 2 generators and advised that we should not experience any loss of power. There will be no cost to Cathedral Place for the use of the generators or work on transformer. Work is now to be carried out within the next two weeks depending on any further industrial action



10. **Mulch and Sand.** The cost of pumping in the mulch would be prohibitive as the contractor advised that they would be required to have 'stop/go' people on the street to guide the traffic while the mulch was pumped into the gardens. This cost would be in the vicinity of \$23,000 plus the cost of the mulch. Still waiting for the quote for the bagged mulch (same company as was used last time). The sand quote has not arrived yet. Some samples have been received but still sourcing larger grain sand.
11. **Foyer Lounge Seats.** Lounge seat in foyer needs repair. Committee advised us to wait until the issue of who is paying is resolved.
12. **Down Lights in Foyer.** Committee advised us to wait until issue of who is paying is resolved.
13. **Bin Room Deodorizer Systems.** Geoff advised that the best quote was the one from Deodorising Systems Australia for the 2400Is PuraAir series ozone generator (includes Ozone monitor, circulation fan for garbage chute). Pricing includes: delivery, 18months warranty and installation. Cost is over a 30 month period at \$130 per month per unit. At the end of the period the units become the property of Cathedral Place. The cost per month for the 6 units will be \$780.00. We were paying \$822 per month for the other system. See attached quote.
14. **Collection of Water.** Quote is attached from Aquagas Plumbing with photos of similar collection at a Kangaroo Point complex.

#### New Business

1. **Smoke Alarms.** The smoke alarms fitted in the units are out of warranty and will expire in June 2008. Owner occupiers, outside renters and shop owners need to be aware of this important item. We have had a company go through the building checking and/or replacing smoke alarms with the Queensland Fire Services' recommended type in the investment properties. Their web site is: [www.fire.qld.gov.au](http://www.fire.qld.gov.au).
2. **TV System.** The current television reception system cannot be fixed as it fails. Currently Briz31 channel is not being received due to one component unable to be repaired. As more of the components fail, more channels will be removed. The quote (attached) is for \$9500.00 for a new system. We have requested a second quote but have not received it yet. We request approval from the residential BUP representatives to replace system now.

