



**MINUTES OF A MEETING OF THE COMMITTEE OF CATHEDRAL PLACE COMMUNITY  
BODY CORPORATE MCP 106902 HELD AT THE MEETING ROOM, CATHEDRAL PLACE  
ON THURSDAY 24 JULY 2008 AT 6.00 PM**

- Representation:** Peter Zunker Cathedral Place 'A' – Notre Dame  
Pat Brown Cathedral Place 'B/C' – Oxford & Cambridge  
Brian Fisher Cathedral Place 'F' – Duhig  
John Gilliland Cathedral Village
- Present:** Lorraine Zunker Building Manager, Cathedral Place Management  
Geoff Zunker Maintenance Manager, Cathedral Place Management  
Conrad Beal Body Corporate Manager, Archers Body Corporate Mgt P/L  
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:** Brian Fisher was elected as Chairman for the meeting, and chaired the meeting.
- Building Manager's Report:** A written Building Managers Report was provided by Lorraine Zunker for Cathedral Place Management with Geoff Zunker providing advice on maintenance items. 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.  
**Resolved** that GHD Pty Ltd is the preferred contractor, that they be advised of same, that funds will have to be obtained and that the quotes to be considered at an Extraordinary General Meeting  
**Carried** 4 For, 0 Against, 0 Abstain
- Cathedral Village : Security**  
Dor locks are being taped to keep open doors in toilets. Cathedral Village Committee to further consider
- Sand for Pool Area**  
Beaches are short of sand. Quotes presented from Todd Jones Pool Services for \$8865.50 and from Australian Commercial Pools for \$8357.80.  
**Resolved** that quote from Australian Commercial Pools for \$8357.80 be accepted when funds are available.  
**Carried** 4 For, 0 Against, 0 Abstain
- Fire Safety Works**  
Quotes now at hand from Wormald of \$16,7718,450.30 per year and Spectrum Fire (existing contractor) of \$22,506.00 per year. Caretaker approached Spectrum Fire to provide a better price, with no result. Caretaker to follow up again.
- Pool Repairs**  
Aggregate coating on pool is lifting, requiring repair. Caretaker to check if causing any damage to the structure, requires an engineers report to clarify  
**Resolved** that no further action be taken at this time  
**Carried** 4 For, 0 Against, 0 Abstain
- Ergon Transformer Work**  
Work required on transformer. Need to bring in back-up transformer during work. No cost to Body Corporate. Work booked in and Ergon advised not to be done on that date, with another date to be booked in
- TV System**  
Bris 31 currently not operating. Foxtel does not provide a free-to-air television channels subscription service. Quotes presented from Arrow Access for \$18,199.00 for commercial digital converter head with 5 modules and ADACS for \$18,550.00 for 5 digital set top boxes and digital converter. Both quotes/proposals were considered. A less expensive option has been provided by both contractors using different components.

Definition of difference between 2 options to be obtained, and to be checked that analogue will still be available with less expensive option as a number of residents may well be still using analogue TV's.

Quotes to be considered at an Extraordinary General Meeting

#### Otis Elevators

Credit requested for work not done in May when Otis did not attend Body Corporate Manager to check contract to establish if there is a schedule of maintenance, notice provisions and payment conditions

#### Heating of Pool

Chairman requested Caretaker to investigate cost of heating the small pool. Cost would be approx \$15,000.00 plus plumbing, installation and ongoing heating costs. Advantage would be increased use of pool and disadvantages would be evaporation of water, cost of installation and ongoing electricity cost  
To be further considered with 2 quotes at next meeting

#### Foyer Lights

Option for LED lights for foyer were investigated, with cost of \$8050.00. Agreed that cost can not be substantiated to replace lights to gain electricity reduction  
Pat Brown to investigate further

#### Clean Pathways

Restricted area pathways require cleaning. Quotes presented from Riley Shelley of \$3344.00 and Glenn Robinson Painters for \$2475.00 to water blast pathways  
**Resolved** that quote from Glenn Robinson Painters for \$2475.00 be accepted and work proceed when funds available

**Carried** 4 For, 0 Against, 0 Abstain

#### Gym – Replace Carpet, Rubber Matting & New Equipment

Rubber mats considered to decrease noise and disturbance, placed under multi-station. Quotes from GymCare of \$1650.00 and Matilda Matting & sales for \$1315.20. Equipment would need to be dismantled. Suggested that carpet be replaced at same time. Some requests for replacement of gym equipment  
Providing additional equipment was considered. Caretaker to obtain further carpet quotes and request GymCare to provide leasing options for further equipment.

#### Repaint Sauna

Sauna requires repainting of wood. Caretaker to obtain a quote.  
Pat Brown raised possibility of charging users, and this was considered, and not considered feasible.

#### Painting of Hallways

Hallways in each BUP require repainting. Each Residential BUP to be provided with quotes to consider.

#### Coke Machines

Lorraine Zunker advised that CPM will be directing the provider to assign revenue from machines to respective BUP where machines located and electricity cost to be met by that BUP, with change over date of 3 November 2008 unless otherwise instructed.

Raised and discussed that date could be sooner

**Resolved** that CPM be requested to have a change over date of 1 August 2008

**Carried** 2 For, 1 Against, 1 Abstain

Note: CPM advised that they would accept the date to be 1 August 2008, and advised that each BUP could install a machine

#### Electricity Meter for Lot 4 Usage

Lorraine Zunker advised that CPM will be installing a meter for the office area. Majority of charge for electricity is for CBC security equipment, and this will be charged to CBC. Meter to be installed for commencement from 3 November 2008  
Peter Zunker advised that this will be considered with the agreement for use of Notre Dame foyer, and this is a right of access issue

#### Foyer usage

The matter of CPM usage of the foyer was raised by Lorraine Zunker. As the office was used only for the residents of Cathedral Place, CPM would not accept a charge for usage for the reasons as set out in the management report.

#### Renewal Of Licence – CPM: Eddie & Lorraine Zunker

Lorraine Zunker advised that Department of Fair Trading has advised that they are required to provide evidence of a Letting Agreement past 3 November 2008, when the current Letting Agreement ceases to continue to have a licence.

John Gilliland advised that CBC had received advice that CPM could provide letting services (as a business) from Lot 4 as long as they are the owner of Lot 4. Body Corporate Manager to obtain and provide that advice.

#### Painting – Riley Shelley

Geoff and Eddie Zunker to inspect Riley Shelley work to enable sign off of work for payment of invoices.

#### Security System (Intercom) repair

Quote to repair system \$2800.52 provided

**Resolved** to cover the keypad rather than repair the keypad.

**Carried** 4 For, 0 Against, 0 Abstain

#### 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. To be reconsidered if problems arise with speeding vehicles

Geoff Zunker left the meeting at 7.20 pm

#### General Business:

##### Insurance

John Gilliland raised action being taken on insurance. Body Corporate Manager advised that proposal being obtained from current insurer and insurers who quoted last year, which includes Suncorp, and that Committee would have sufficient time to consider the proposal and quotes.

John Gilliland requested that someone other than the Body Corporate Manager obtain the quotes. This was not agreed to.

#### Confirm Minutes:

**Resolved** that the Minutes of the meeting held on 22 May 2008 and Flying Minute of 13 June 2008 be accepted as true and correct records of proceedings

**Carried** 4 For, 0 Against.

#### Business Arising:

##### Electricity Charging

Peter Zunker advised that electricity charging between B & C and Cathedral Village has been completed as per the report from Geoff Magoffin and invoices corrected by Watts Energy.

Any dispute regarding this should be brought to the meeting to be resolved.

##### Refund of Electricity Funds

Watts Energy provided quote to distribute funds of \$11,902.00 was considered. Total figure as advised to be reimbursed is not accurate, needs to also include ERC period

Watts Energy recommended to retain funds for an energy audit.

John Gilliland advised that this should be funded by CBC as is a moving forward activity.

Peter Zunker advised that CBC needs to finalise amount to be refunded.

**Resolved** that Watts Energy be engaged to distribute excess for \$11,902.00 and that Peter Zunker to liaise with Watts Energy to confirm correct amount to be distributed, and that final amount to be approved by CBC.

**Carried** 4 For, 0 Against.

Lorraine Zunker left the meeting at 7.40 pm

##### Tender Process

John Gilliland asked what action is being taken on the tendering process

Consideration was given to 2 documents going out – contract and tender

submission. Major issues needing to be resolved included if Cathedral Village are to a party to the process and where the business would be conducted from Brian Fisher raised need for a Sub-Committee  
It was reiterated that the Caretaking Agreement ceases on 3 November 2008, which is very close.

John Gilliland requested Peter Zunker to obtain advice from Eddie & Lorraine Zunker as to what they will do after 3 November 2008 when the tender process is not complete, and what the CBC will do to ensure there is a Caretaker.  
Brian Fisher raised that he would want CPM to continue after that date, and that the CBC should write to Eddie & Lorraine Zunker requesting them to hold over for a further period, and that they would need a specific period.

Pat Brown suggested 12 months, and this was discussed.  
Brian Fisher suggested between 1 and 12 months, 3 or 6 months.  
The discussed how long the tendering will take.  
Consideration then given to having a group to discuss the process.  
Raised that until Cathedral Village commits to the process it should not be represented in that group. John Gilliland advised that Cathedral Village has not made a decision about whether it is intending to participate.  
Timeframe required for tendering process was discussed, with 6 months being the minimum requirement.  
**Resolved** that Eddie & Lorraine Zunker be requested to an extension of a further 6 months from 3 November 2008 on the same terms and conditions as in the existing Caretaking Agreement  
**Carried 4 For, 0 Against.**

John Gilliland advised that the Cathedral Village caretaking Agreement with CPM cease 6 March 2009 and will complete on that date.  
Peter Zunker advised that Notre Dame require Cathedral Village to join with the Residential BUP's in signing the Management and Administration Agreements.  
John Gilliland advised that if the agreements are sent to Cathedral Village they will consider them.  
**Resolved** that the Management and Administration Agreements, as entered into by all Residential BUP's, to be sent to Cathedral Village Body Corporate for consideration  
**Carried 4 For, 0 Against**

It was agreed to hold a special meeting of members to discuss the tender process and provide recommendations.  
Brian Fisher advised that all BUP Committee members would be welcome.  
John Gilliland raised issue of Peter Zunker attending, to which no member had any issue with his attendance. Meeting would be held Thursday 31 July 2008.  
John Gilliland raised the issue as to where the Expressions of Interest where being held. The Body Corporate Manager advised that he did not hold these documents.  
John Gilliland said that Peter Lewis would have them.

**Correspondence:**

Email from Barry Budd re concerns about the possibility of construction on the bunk site and current noise complaint was considered

**Resolved** that the CBC support fully Barry Budd's concerns and that the CBC write to the local member on Brisbane City Council, Alderman David Hinchcliffe and to the head of the Town Planning Committee, and that Brian Fisher to draft the letter stating that the CBC committee, based on previous experience, are concerned about any plans for the area known as the bunk (and surrounding) and wish to be kept informed on any planning proposals put before the council which may affect the residents of Cathedral Place.  
**Carried 4 For, 0 Against**

**Finance:**

Peter Zunker advised that based on the financial reports as last issued - Cash at Bank was in the order of \$24,000 which is insufficient to pay the bills as they come in. It was necessary that invoices for services that the CBC undertakes on behalf of the subsidiary BUP's be invoiced out to the BUP's for payment, to get the cash in to pay the contractors.

a. Caretaking Agreement

**Resolved** that the Caretaking fees be split up as per the physical number of lots and invoices be issued to each Residential BUP

**Carried 4 For, 0 Against**

b. Body Corporate Management Agreement

Peter Zunker advised he would not agree to pay the fees per lot. No action to be taken to recover body corporate management fees for the time being. Agreement to be reached at the next meeting as to the amount of Body Corporate management that relates to the Community Body Corporate.

c. Painting

**Resolved** that all the Painting Fees (including the previous years) be split up as per the Napier Blakely report on surface area

**Carried 4 For, 0 Against**

d. Electricity

**Resolved** that the electricity (including previous years) be split up as per the report from Geoff Maggofin when presented to the committee

**Carried 4 For, 0 Against**

**General Business:**

Interest On Levies

Peter Zunker proposed that the Committee implement the placement of interest on unpaid levies against the levies owed by Cathedral Village, given that Cathedral Village has not paid any levies issued following the Annual General Meeting.

John Gilliland advised he had emailed the Body Corporate Manager about being in dispute about the levies resolved at the Annual General Meeting.

Brian Fisher raised that Cathedral Village need to be given an incentive to pay.

**Resolved** Interest charged on outstanding levies at interest rate resolved at the Annual General Meeting until further notice

**Carried 4 For, 0 Against**

Invoices submitted by the Village for payment.

John Gilliland submitted invoices for payment by the CBC for fire services. Further investigation was determined necessary before any payment was approved.

The meeting was closed at 8.50 pm

Confirmed.

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Chairman

# Cathedral Place Management

## Managers Report 24/07/2008

### Items Completed

1. **Flow Testing**. Flow testing has been completed but the fire hydrants, extinguishers and hose reels have not been tagged when serviced so we are withholding the account until this has been completed. The company has been advised that we are waiting for them to complete the tagging.
2. **Driveway Signage**. All signs have now been erected in the driveway.
3. **Bin Room Deodorizer Systems**. Bin room deodorizers have all been installed and are working fine. The Chairman has had further discussions with one of the alternative companies who quoted.

### Items Carried Forward – To Be Resolved

1. **Crack Injection Work**. Paul Sandeford from GHD and Mark Flynn from Infratec Management Consultants are both waiting for an answer re the proposed works to address the cracks in the basement. What does the committee wish me to tell these gentlemen?
2. **Security in Village Shops**. Doors to the Village toilets have been taped open in recent weeks to allow patrons access.
3. **Energex to do work on transformer**. Work still has not been carried out on the transformer our latest date is the 7<sup>th</sup> August.
4. **Mulch and Sand**. Two quotes are attached for the supply of sand for the pool area – one from Todd Jones Pool Services for \$8865.50 including GST and the other from Australian Commercial Pools for \$8357.80 including GST. We recommend Australian Commercial Pools as they now perform our pool services and know the property.
5. **Fire Safety Works**. Phoned Spectrum and asked for a better price for works to be carried out. Have not received a reply.
6. **Pool Repairs**. Asked if damage could result from aggregate not being replaced on pool lining. Was told that it possibly is causing damage but without an engineers report cannot be certain.
7. **TV System**. Second quote has been received from Arrow Access for \$18,199 including GST for a commercial digital converter head with 5 digital transmodulator modules and a second quote for 5 digital set top boxes with domestic digital converter head end for \$9,800 including GST. The original quote from ADACS to replace the system was for \$18550 or for the domestic set top box arrangement \$9500.00. The original person deals only with TV installations and for that reason we recommend that his quote be accepted. Foxtel does not supply free to air channels but are willing to quote on supplying Foxtel to the building.

8. **OTIS** OTIS account has not been approved for payment as they had not been making service calls during May. Once the periodic service calls have been resolved we will approve the invoice for payment. Tactiles have been ordered by OTIS and will be replaced when they receive them.
9. **Heating Pool**  
Decision requested  
In consultation with the chairman, we have made preliminary investigation to the heating of the small pool in the restricted common area.  
Advantages are –  
Significant increase in the usage of the pool area in the winter months  
Disadvantages are -  
Evaporation of water  
Heating cost  
Installation costs  
There may also be minimal increase in water temperature  
Preliminary costing is that this would be in the order of \$15000 to heat the pool area. If the temperature could be maintained at an appropriate temperature this could be a worthwhile exercise as it would extend the usage period of the small swimming pool.

### **New Business**

**Foyer Lights** A quote has been obtained to replace the foyer lighting with more energy efficient bulbs for the committee's consideration.

**Clean Pathways** Quotes have been obtained to water blast the restricted area pathways. A test area has been done by the painters when here and this made a substantial difference to the appearance of these tiles. Quote from Riley Shelley was for \$3040.00 plus GST and one from Glenn Robinson Painters for \$2475.00 including GST

### **Replacement of Carpet in Gym and Rubber Matting.**

Just Carpets have supplied a quote to replace the gym carpet if and when the equipment is to be moved. We suggest that this carpet be replaced at the same time. Quotes are for a range of different quality products. GymCare have supplied a quote for rubber mats and rubber tiles for under multi-station and dismantling the multi-station at \$1650.00 including GST. A second quote from Matilda Matting & Sales is for matting under the multi-station \$1315.20 plus GST and the treadmill \$409.60 plus GST. Freight is not included and the equipment needs to be dismantled.

**Sauna painting and replace gym equipment** We recommend that the sauna be repainted and several lots holders have requested that consideration be given to replacing the gym equipment. We recommend replacement with equipment that does not make so much noise.

### **Painting Hallways in each Block**

A quote has been received from Riley Shelley to paint all the hallways with 2 coats for \$61,047 plus GST. They were not interested in quoting for minor touch ups and quoted on a complete job. The second quote is from Glenn Robinson who has quoted for a full job and also touch-up quote. The hallways were last painted approximately 3-4 years ago and are starting to show signs of wear and tear. The individual quotes will be submitted to each BUP committee meeting for their decisions.

**Coke Machines.** In relation to the Coke machines, we will be directing the Coke representative to assign the coke machine revenue to the respective BUPs where the coke machines are located and the electricity is drawn to run the machine. We shall make the change over date the 3<sup>rd</sup> of November 2008 – the date of termination of the caretaking agreement unless otherwise instructed.

**Installation of electricity meter** – We will install a meter to isolate our electricity consumption for the office area (lot 4 of Notre Dame). The majority of the consumption is for the CBC security equipment located in our office area. We are proposing this is currently a revenue neutral effect to us, in that the charge we would impose to have the security equipment located on our property will be equal to the cost of electricity charged to us. We understand the electricity for our office would be paid to Notre Dame BC (as it is on their bill), but the charge for the equipment will be made to the CBC. We shall install the meter to be used from the 3<sup>rd</sup> November unless otherwise instructed.

**Agreement to use Foyer area** as noted in the last General meeting on the 5/6/08 – We would be prepared to offer some compensation for the cleaning etc of the Foyer area if we had exclusive use of that area – which is not the case. For these reasons we would not accept a charge for use of the foyer area.

1. There is a significant use of the foyer by other real estate agents. We would expect they should also be charged for use of the foyer.
2. As a lot holder we already contribute directly to this expense in the form of the levies we pay.
3. The current letting agreement means we can only let exclusively on behalf of Cathedral Place owners from this office. This means the office is currently run only for the benefit of lot holders and residents of Cathedral Place. No other traffic is currently generated by this office other than for Cathedral Place.
4. In reality it would be difficult to determine the additional wear and tear caused on the foyer directly by our office and we would be suggesting that it would be minimal.

### **Renewal of Edward Zunker restricted letting license**

We have received notification that Eddie's license requires Committee direction to enable renewal to proceed. The reversal of the by law and the renewal of the letting agreement will determine if this can happen.



**Riley Shelley will soon be requesting we sign off on the works completed for 2008.**

Geoff and Eddie will be carrying out their inspection of the job but if anyone has anything they wish to advise us about please do so as soon as possible.

**Security System (Intercom)** Attached is a quote to fix keypad for podium B.  
Recommended that works proceed.

Cathedral Place Management  
24<sup>th</sup> July 2008