

**MINUTES OF A MEETING OF THE COMMITTEE OF CATHEDRAL PLACE COMMUNITY  
BODY CORPORATE MCP 106902 HELD AT THE MEETING ROOM, CATHEDRAL PLACE  
ON THURSDAY 21 AUGUST 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  
 Ken Morrisby Cathedral Place 'G & H' – Kensington & Sandringham  
 John Gilliland Cathedral Village  
**Present By Proxy:** Brian Fisher Cathedral Place 'F' – Duhig : Proxy To Ken Morrisby  
**Present:** Conrad Beal Body Corporate Manager, Archers Body Corporate Mgt P/L  
 Cristine 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.

The Chairman raised of a letter received from Steven Johnson, Queensland Law Group (formerly Baker Johnson Solicitors) dated 12 August 2008 acting for an undisclosed client, which was distributed to members by the Body Corporate Manager by mail. He then raised a second copy of the letter received by email from the Body Corporate Manager which had extra pages attached. The letter contents of the letter were noted and discussed.

**Confirm Minutes:** **Resolved** that the Minutes of the meeting held on 12 August 2008 be accepted as true and correct records of proceedings  
**Carried 6 For, 0 Against.**

**Insurance:** **Insurance**  
 Body Corporate Manager presented final proposals from the present insurer, SUU, and proposals from two brokers from Suncorp, as follows, and they were discussed.

	<u>Current Insurer</u>	<u>Chah Pty Ltd - Suncorp</u>
Body Corporate	SUU	
Cathedral Place Principal	\$27,651.92	\$29,072.65
Cathedral Place Unrestricted	\$369.51	N/A
Cathedral Place A	\$19,210.47	\$19,750.71
Cathedral Place B/C	\$7,325.74	\$7,755.71
Cathedral Place D/E	\$15,594.97	\$16,091.48
Cathedral Place F Duhig	\$12,588.60	\$13,629.48
Cathedral Place G/H	\$14,217.66	\$15,355.03
Cathedral Village	\$13,941.12	\$14,536.18
Total Premium Payable	\$110,899.99	\$116,191.24
		Reduced to \$109,000.00

Body Corporate Manager advised that the difference between the proposals is that Machinery Breakdown is not covered in the Suncorp proposals from Chah Pty Ltd John Gilliland advised that he had been advised that Fusion cover in the Suncorp proposal covers machinery breakdown by covering fusion up to 4kw, and that additional machinery breakdown cover is not required as there is no machinery over 4kw.

Body Corporate Manager checked the disclosure documents of both SUU and Suncorp to determine the difference between fusion cover and machinery breakdown and advised that it is not clear, and that machinery breakdown was covered last year, and that he saw no reason why it would not be required this year. It was agreed that both proposals must provide the same cover.

John Gilliland requested that members seek a reduction.

**Resolved** that the proposal of either Suncorp from Chah Pty Ltd or the SUU be accepted following confirmation of the machinery breakdown cover requirement and which proposal provided the required cover, and that both Cha Pty Ltd and Archers for SUU be requested to reduce their quotes further, and that this be done by Tony Rich, who would then accept the lower proposal.

Carried 6 For, 0 Against

**Caretaking Agreement:**

John Gilliland advised that one of the two potential providers for caretaking services had withdrawn. He then tabled a proposal from Star Building Management Services, and this was noted and discussed.

He advised that they had put in an expression of interest in the EOI stage, and that they request they be able to review the CBC documents and property before providing a costing.

Peter Zunker raised if the CVBC have decided if they would be involved in the caretaking contract by signing the agreement that the residential BUP's have. John Gilliland responded that no decision had been reached yet. Peter Zunker raised that if Star/SSKB were submitting their proposal based on the time in motion study that John Gilliland had provided them, that it was simply a matter of determining the skilled and unskilled rate to provide a price that would maintain the current service levels.

On being questioned where they would operate from John Gilliland advised they would operate from Unit 19 at Cathedral Village.

Tony Rich raised the issue of short term accommodation

There was further discussion about the proposal and about short term letting in the complex, and agreement was reached that short term letting is not supported.

Reversal of By-law 29 was raised, and all members but John Gilliland support the reversal of the By-law.

Peter Zunker advised that the persons who can take advantage of the reversal of the By Law 29 are the lotholders in CVBC. No business of onsite letting can be conducted in the residential BUP's.

Pat Brown advised that there must be a written quote

Tony Rich raised that the decision must not go against the recommendation in the Order from the Referee, which was referred to in the Qld Law letter.

Tony Rich raised that CPM should get the last response, and this was confirmed by Ken Morrisby and Pat Brown.

Peter Zunker asked if they would be living in the complex, and John Gilliland advised they would be located at Shop 19, not living here. Peter Zunker advised that his lotholders (along with other residential BUP's) required that the caretaker lived on site.

Peter Zunker then raised the issue of serviced apartments that could be in place on the 3<sup>rd</sup> of November 2008 and benefits to residents of having the same provider providing letting and security, and this was discussed.

Peter Zunker said that the separation of the letting and the caretaking would have a major impact on the ability to control residents in the complex due to CPM having the majority of units in the letting pool

Tony Rich advised that CPM have a competitive edge in relation to combining the letting pool with security, and this will need to be considered by members.

Peter Zunker then raised the ability to set up serviced apartments after the 3<sup>rd</sup> November 2008 and this cannot be reversed

John Gilliland advised that B& C units can be currently let as short accommodation under the current letting agreement. Peter Zunker said that CPM were not interested in doing this due to the problems that it caused for security. Pat Brown stated that short term accommodation has existed in the past

John Gilliland advised that Cathedral Village is willing to discuss not allowing short term accommodation being let from Cathedral Village.

John Gilliland requested that Star Building Management Services be allowed access to CBC documents such as the sinking fund forecast, and this was agreed to. Body Corporate Manager to be the point of contact for the documents.

Star Building Management Services to contact Ken Morrisby and Brian Fisher on the 10<sup>th</sup> September regarding their proposal.

**Resolved** that the CBC meet again on Thursday 11 September to consider the proposal from Star Building Management Services to provide caretaking services for the next 12 months at Cathedral Place based on the duties listed in the time and motion study of Del Linkhorn, providing a price for living on site and a cost for living off-site, and that this ensures the CBC has met its obligations and proved to have tested the market

Carried 5 For, 1 Against

**General Business:**

John Gilliland requested that the following motion be considered. The motion was discussed and voted on.

**Resolved** that That CPCBC rescind the motion passed at last week's meeting whereby the CPCBC agreed to recommend the appointment of CPM to a further term of 12 months from 4 November 2008 on conditions presented in the CPM letter tabled at Tuesday night's meeting to the next EGM of CPCBC.

**Carried 6 For, 0 Against**

John Gilliland requested that the following motion be considered. The motion was discussed and voted on.

**Resolved** that That CPCBC appoint Ken Morrisby and Brian Fisher to a sub-committee to review the alternatives available and where necessary negotiate terms and period with the applicants (including the Zunkers) and bring their recommendations back to committee for further consideration and appointment as soon as possible.

**Carried 5 For, 1 Against**

Note: Ken Morrisby and Brian Fisher will be those members.

John Gilliland requested that the following motion be considered. The motion was discussed and voted on.

**Resolved** that That CPCBC request final written offers from alternative suppliers and the Zunkers to provide the 'Linkhorn' service levels to both CPCBC and CVBC and negotiate in good faith with a shortlist of these suppliers for a period of up to 3 November 2009 service provision from 4 November 2008 (CPCBC) and 6 March 2009 (CVBC) using the current Caretaking Agreements as templates for suitable agreements.

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

Body Corporate Manager advised that the CBC did not have the legal capacity to negotiate the caretaking agreement on behalf of the CVBC without a signed management agreement.

**Body Corporate Management:**

Body Corporate Management

Peter Zunker advised that the current option for Body Corporate management ends on 31 August 2008, and that the agreement is a 3 year agreement with 2 options, and that the last option can now be taken up.

John Gilliland raised that he should be involved in negotiations as the CVBC contributed 22% to the cost of administration of the CBC.

Body Corporate Manager raised that a CPI increase on the last year be considered and that it is fair and reasonable.

It was agreed that there are no grounds not to exercise the option in compliance with the terms of the contract.

**Resolved** that the Cathedral Place Community Body Corporate extends the current agreement under the option in the contract with Archers Body Corporate Management Pty Ltd as Body Corporate Manager/Administrator for a further 12 months commencing 1 September 2008 on the same terms and conditions as the agreement

**Carried 6 For, 0 Against**

Peter Zunker advised that the work of Riley Shelley in the painting contract is nearing completion, once issues are cleared with Chairman and the caretaker, then the invoices will be approved for payment.

Peter Zunker provided an invoice from Archers Body Corporate Management for additional services, for the Committee meetings above the 6 provided for in the agreement and the work done in the cost allocation exercise.

**Resolved** that the invoice totalling \$3291.66 be approved for payment

**Carried 6 For, 0 Against**

The meeting was closed at 7.45 pm

Confirmed.

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Chairman