

**MINUTES OF A COMMITTEE MEETING OF THE BODY CORPORATE FOR  
CATHEDRAL PLACE CBC COMMUNITY TITLES SCHEME 106902  
HELD AT THE MEETING ROOM, CATHEDRAL PLACE ON 31 MARCH 2009 AT 1.00PM**

**Representation:**

<b>Tony Rich</b>	-	<b>Chairperson</b>
<b>Todd Raumer</b>	-	<b>Secretary</b>
<b>Peter Zunker</b>	-	<b>Treasurer</b>
<b>Larry Cowling</b>	-	<b>Ordinary Committee Member</b>
<b>John Gilliland</b>	-	<b>Ordinary Committee Member</b>
<b>Sam Fox</b>	-	<b>Building Manager (arrived 4pm) &amp; (Departed 4.45pm)</b>
<b>Grant Mifsud</b>	-	<b>Representing Archers Body Corporate Management Pty Ltd</b>

**Proxies:** **Brian Fisher** in Favour of **John Gilliland**

**Apologies:** **Nil**

**In Attendance:**

<b>Gil Bick</b>	-	<b>Owner Lot G15</b>
<b>Crestina Ceraolo</b>	-	<b>Owner Lot B3</b>
<b>Randall Edwards</b>	-	<b>Owner Lot F47 (departed 4pm)</b>

**Quorum:** It was noted that a quorum was constituted as at least 50% of all members of the committee were present

**Chairperson:** **Tony Rich**

**Minutes of Previous Meeting:** Resolved that the minutes of the previous Committee Meeting held 9 March 2009 be adopted as a true record of that meeting.  
**Carried 6. For, Nil. Against.**

**Preliminary:** **Budget**  
Peter Zunker addressed the meeting and stated that a determination is required for each category of expenditure in accordance with scheme by-laws. John Gilliland clarified the unrestricted property in question is Community Property Lot 4 as identified in the survey plans. The meeting discussed various aspects of the meaning of by-laws that relate to this area, the Fisher report recommendations and properties that derive a benefit from services provided. The meeting noted that easements are to be considered to be unrestricted for the purpose of classification of related expenses. The meeting AGREED to review each expense allocation in the proposed budgets on a case by case basis in order to progress.

**Proposed Unrestricted Administrative Fund Budget:** The Unrestricted Administrative Fund Budget for the year ending 31 August 2009 was tabled for consideration and various items were discussed as follows:

**Fire Equipment**

Noted as an unrestricted expense unless it is a stand alone item.

**Consultants Fees**

Noted as an unrestricted expense in relation to agreement tender process.

**Insurance**

John Gilliland raised the issue of public liability cover and the portion of the premium payable relating to restricted areas.

The meeting noted that the premium payable is determined by Lot Entitlements and that members have various avenues to peruse should they not agree with the current entitlement schedule.

**Fire Contract**

Amended to \$15,000.00.

**Telephone**

Noted as a restricted expense and deleted.

**Electricity**

John Gilliland advised the meeting that a motion was resolved on 25 May 2008 to determine allocations. Peter Zunker advised that a report has since been compiled identifying usage allocations.

RESOLVED to proceed with a budget amount of \$40,000.00 unless John Gilliland provides evidence of reasons to reduce. Peter Zunker agreed to liaise with John Gilliland.

**Management Fees**

John Gilliland disputed the charges and suggested that the budget be reduced. The Chairperson that John Gilliland is required to undertake independent investigations should he decide to proceed with a dispute individually.

RESOLVED to approve the Unrestricted administration fund budget in an amount of \$172,392.00 gross for submission to the AGM (copy attached).

**Carried 6. For, Nil. Against.**

**Proposed Restricted Administrative Fund Budget:**

The Restricted Administrative Fund Budget for the year ending 31 August 2009 was tabled for consideration and various items were discussed as follows:

**Electricity**

Proposed amount agreed subject to John Gilliland investigations.

**Caretaking**

Amount to be subject to Star Building Management Clarification.

RESOLVED to approve the Restricted administration fund budget in an amount of \$244,344.00 gross for submission to the AGM (copy attached).

**Carried 6. For, Nil. Against.**

**Proposed Unrestricted Sinking Fund Budget:**

The Unrestricted Sinking Fund Budget for the year ending 31 August 2009 was tabled for consideration.

RESOLVED to approve the Unrestricted sinking fund budget in an amount of \$2,708.00 gross in accordance with the current sinking fund forecast for submission to the AGM (copy attached).

**Carried 6. For, Nil. Against.**

**Proposed Restricted Sinking Fund Budget:**

The Restricted Sinking Fund Budget for the year ending 31 August 2009 was tabled for consideration.

The meeting noted that the current balance of the fund exceeds forecasted requirements and recommended not to raise a levy.

RESOLVED to approve the Restricted sinking fund budget in a nil amount in accordance with the current sinking fund forecast for submission to the AGM (copy attached).

**Carried 6. For, Nil. Against.**

**Financial Statements:****Opening Balances Determination**

It was noted that the meeting had agreed to current budgeted expense allocations. Lengthy discussion ensued pertaining to past expense

allocations and options to resolve disputed allocations which will subsequently affect account opening balance noting Carthills have provided a quotation in an amount of \$8,000.00 to investigate and determine correct opening balances.

RESOLVED to engage Carthills to provide a determination on correct opening balance as far back as possible - preferably to the start of the scheme at a cost of up to \$8,000.00.

**Carried 6. For, Nil. Against.**

Further RESOLVED that Lot owner Gil Bick be authorised to assist with the compilation of archived documents required to be provided to Carthills at no cost.

**Carried 6. For, Nil. Against.**

#### **Opening Balances Correction**

RESOLVED that all current fund levies be raised in accordance with budgeted expenses only and not fund deficits or surpluses at this time.

**Carried 6. For, Nil. Against.**

Further RESOLVED that once a determination is made on correct opening balances, that a General Meeting be called to adjust levies accordingly.

**Carried 6. For, Nil. Against.**

#### **Levy Arrears**

The meeting noted that on charging of expenses to subsidiaries remain unpaid with the exception of Duhig and outstanding accounts were distributed at the meeting to the Representatives for instructions. John Gilliland advised that he is disputing prior levies issued. It was noted that non payment of accounts is causing cash flow issues for the Body Corporate and requires resolution. It was further noted that the Body Corporate has previously resolved to charge interest for outstanding levies. RESOLVED that the Body Corporate engage Collect Success to recover all current levy arrears in accordance with legislative requirements.

**Carried 5. For, 1. Against.**

#### **Annual General Meeting:**

#### **Motions for Annual General Meeting**

RESOLVED to approve submission of the following motions to the forthcoming AGM:

##### *Statutory Motions*

Prior Minutes

Financial Statements

Audit

Appointment of Auditor

Unrestricted Administrative Fund Budget

Restricted Administrative Fund Budget

Restricted Unrestricted Sinking Fund Budget

Sinking Fund Budget

Insurance

##### *Additional Motions*

As submitted by members

**Carried 6. For, Nil. Against.**

#### **Date of Annual General Meeting**

RESOLVED that the AGM be held on 21 April 2009 at 5.30pm.

**Carried 6. For, Nil. Against.**

#### **General Business:**

#### **Process For On Charging Subsidiary Expenses and Authorisation**

RESOLVED that invoices for on charging are to be submitted to the subsidiary representative for approval on a case by case basis.

**Carried 5. For, 1. Against.**

The meeting noted that the representatives may choose to consult there respective committees prior to authorising payment.

**Randall Edwards departed the meeting at this juncture.  
Sam Fox Joined the meeting at this juncture.**

**Building Managers  
Report:**

The Building Managers report was tabled for consideration (copy attached) with the following items noted:

**Backflow Prevention Device Testing**

RESOLVED to approve  
**Carried 6. For, Nil. Against.**

**Gym Upgrade**

RESOLVED that Lot Representative Todd Raumer be authorised to investigate options available to upgrade equipment and provide findings for Committee consideration of approval via flying minute.  
**Carried 6. For, Nil. Against.**

**Fire Door Remedial Works**

RESOLVED that the matter be investigated in relation to prior resolutions made approximately 8 months prior for Committee consideration.

**Removal of Dead Trees**

RESOLVED to approve removal in an amount of \$2,300.00 as per quotation tabled subject to any lesser quoted amount being obtained.

**Painting Quotes**

The Building Manager advised the meeting that the quotations have been submitted to the subsidiary Committees.

**Foyer Leak**

The Building Manager advised that the leak may relate to air conditioning and requires further investigation.

**Lighting**

RESOLVED that a quotation be obtained to replace the lights with a more efficient option.

**Carried 6. For, Nil. Against.**

Further RESOLVED that the foyer leak be investigated at the same time and that the final quotation once obtained be approved by the Chairperson in conjunction with the Treasurer.

**Carried 6. For, Nil. Against.**

**Water Tank (Feature and A Block Refuse)**

RESOLVED that a quotation be obtained for tanks and related operational equipment.

**Carried 6. For, Nil. Against.**

**Mail Room Garden**

RESOLVED to defer consideration of this item to the next meeting.

**Carried 6. For, Nil. Against.**

**Pool Lights**

RESOLVED to obtain a quotation for Committee consideration.

**Carried 6. For, Nil. Against.**

**Caretaker Spending**

RESOLVED that emergency items in excess of current limit be submitted to the Chairperson for authorisation.

**Carried 6. For, Nil. Against.**

**Pool Area Landscaping**

RESOLVED that the Caretaker review the report compiled by GHD to ensure adequate knowledge of proposed works.

**Carried 6. For, Nil. Against.**

The meeting noted that proposed works cannot be considered until financial matters are resolved.

**Intercom**

The Meeting briefed the Caretaker on the history of this matter.

**Cost Allocations**

The meeting noted that a table was provided for the consideration of Subsidiaries.

**Security Services**

Oxford and Cambridge representative noted concerns over level of security. The meeting noted that contractual arrangements are currently subject of review.

***Sam Fox Departed the meeting at this juncture.***

**General Business  
(continued):**

**Tender Process**

The meeting suggested that a subcommittee be formed to undertake the tender process and various nominations were considered.

Peter Zunker suggested that parties not directly involved be excluded from the sub committee such as Cathedral Village as they have not signed a management agreement.

Lengthy discussion ensued without formal resolution to the matter.

**Date of Next Committee Meeting:**

To be advised.

There being no further business, the meeting closed at 5.00pm.

Confirmed.

.....  
Chairperson

CBC Meeting 31<sup>st</sup> March 2009

Items for Decision:

- Back flow device testing
- Gym upgrade
- Fire door remedial works
- Removal of dead trees
- Painting quotes
- Foyer leak
- Foyer and podium lighting
- Source quote for water tank to supply water feature
- Source quote for extra tank in A Block refuse room B2
- Tidy up mail room entry garden – remove palms
- Source quotes to reconnect pool lights
- Increase Caretaker allowance to \$1000 – currently \$500

Information required

- Progress with pool area landscaping – time frame
- Further intercom control replacement may necessitate new handsets in units.

GYMWORKS Proposal

Cathedral Place

March 2009

Items	Purchase Outright	Lease Cost monthly	Total Cost 3 years
Strength Equipment	\$25,900.00	\$990.00	\$35,640.00
Cardio Equipment	\$34,900.00	\$1,390.00	\$50,040.00
Rubber Flooring	\$12,900.00	\$490.00	\$17,640.00
	<b>\$73,700.00</b>	<b>\$2,870.00</b>	<b>\$103,320.00</b>

Ben Bass

Gymworks

Mobile 0403 969 946

Four month period Nov 1st to Feb 28th 2009

Building	Total	Clean	Garden	Security	M'ance	Water	B/Corp
<b>A Block</b>							
Hallways X10	\$1,200.00	\$1,200.00					
Entry x 2	\$600.00	\$600.00					
Maintenance	\$750.00				\$750.00		
Water	\$900.00					\$900.00	
B/Corp	\$480.00						\$480.00
Garden	\$2,040.00		\$2,040.00				
Security	\$6,400.00			\$6,400.00			
3 Months	\$12,370.00	\$1,800.00	\$2,040.00	\$6,400.00	\$750.00	\$900.00	\$480.00
12 Months	\$49,480.00	\$7,200.00	\$8,160.00	\$25,600.00	\$3,000.00	\$3,600.00	\$1,920.00
<b>B/C Block</b>							
Hallways x12	\$900.00	\$900.00					
Entries x 6	\$3,500.00	\$3,500.00					
Maintenance	\$700.00				\$700.00		
Water	\$900.00					\$900.00	
B/Corp	\$1,450.00						\$1,450.00
Gardens	\$2,040.00		\$2,040.00				
Security	\$6,400.00			\$6,400.00			
3 months	\$15,890.00	\$4,400.00	\$2,040.00	\$6,400.00	\$700.00	\$900.00	\$1,450.00
12 Months	\$63,560.00	\$1,760.00	\$8,160.00	\$25,600.00	\$2,800.00	\$3,600.00	\$5,800.00
<b>D/E Block</b>							
Hallways x 14	\$1,200.00	\$1,200.00					
Entry x 2	\$1,200.00	\$1,200.00					
Maintenance	\$1,100.00				\$1,100.00		
Water	\$700.00					\$700.00	
B/Corp	\$0.00						\$0.00
Gardens	\$2,040.00		\$2,040.00				
Security	\$6,400.00			\$6,400.00			
3 Months	\$12,640.00	\$2,400.00	\$2,040.00	\$6,400.00	\$1,100.00	\$700.00	\$0.00
12 Months	\$50,560.00	\$9,600.00	\$8,160.00	\$25,600.00	\$4,400.00	\$2,800.00	\$0.00
<b>F Block</b>							
Hallways x 10	\$1,275.00	\$1,275.00					
Entry x2	\$1,200.00	\$1,200.00					
Maintenance	\$750.00				\$750.00		
Water	\$900.00					\$900.00	
B/Corp	\$480.00						\$480.00
Gardens	\$2,040.00		\$2,040.00				
Security	\$6,400.00			\$6,400.00			
3 Months	\$13,045.00	\$2,475.00	\$2,040.00	\$6,400.00	\$750.00	\$900.00	\$480.00
12 Months	\$52,180.00	\$9,900.00	\$8,160.00	\$25,600.00	\$3,000.00	\$3,600.00	\$1,920.00
<b>G/H Block</b>							
Hallways x 14	\$1,200.00	\$1,200.00					
Entry	\$1,200.00	\$1,200.00					
Maintenance	\$1,100.00				\$1,100.00		
Water	\$900.00					\$900.00	
B/Corp	\$480.00						\$480.00
Gardens	\$2,040.00		\$2,040.00				
Security	\$6,400.00			\$6,400.00			
3 Months	\$13,320.00	\$2,400.00	\$2,040.00	\$6,400.00	\$1,100.00	\$900.00	\$480.00
12 Months	\$53,280.00	\$9,600.00	\$8,160.00	\$25,600.00	\$4,000.00	\$3,600.00	\$1,920.00