

Minutes of the Committee Meeting of the Body Corporate for "CATHEDRAL PLACE CBC" Community Titles Scheme 106902 held on Tuesday, 27 September 2013 at 6:00pm at the Meeting Room, "Cathedral Place", 41 Gotha Street, Fortitude Valley.

PRESENT IN PERSON

Cam Greenhalgh, Todd Raumer, Douglas Jasch, Byron Rabone

APOLOGY

Paul Spicer

PROXY

Paul Spicer to Cam Greenhalgh

IN ATTENDANCE

Mary Reid representing Body Corporate Services Pty Ltd.

Grace Mullins – Administration (Cathedral Place Caretaking)

Heath Mallouk and Craig Smith – Queensland Fire & Rescue Services

Chris Martin – Guardian

Mark Harrington & Josh Edde – EDE Constructions

Randy Edwards – F47

CHAIRPERSON OF MEETING

The Chairperson position was voted on after the discussion with QFRS.

QUORUM

The chairperson declared that a quorum was represented and the meeting was declared open at 6:01pm.

QFRS – COMPLIANCE ITEMS

Craig Smith and Heath Mallouk spoke to the committee regarding the compliance items required to be rectified urgently and requested for a timeframe of when the following items are to be carried out:

- **Penetrations For Ceiling**

Todd Raumer advised that the CBC is waiting on the decision from SUU (Insurers) regarding the approval of the installation of sprinklers on the top floor of each BUP as a management strategy. The installation of the sprinkler system should cover the issue of the penetrations for ceilings.

Correspondence from Carter Newell was presented to QFRS and it was noted to them that items 6 to 8 needed to be rectified to comply with fire code.

Todd Raumer is seeking advise from an engineer to clarify the last section of the correspondence regarding the shower recesses and floor waste.

Craig Smith acknowledged that the CBC is awaiting a decision from SUU however he advised the Body Corporate at this stage is not compliant and is required to take appropriate action on this issue whilst waiting on the decision from SUU to make the building compliant.

QFRS requires a certification or a report that states that by installing the sprinkler system, this will nullify the penetrations or alternatively that this solution will make the building compliant.

It was RESOLVED by the Committee that an Engineer and a Certifier be engaged to draw up a report and give advise to the CBC regarding above and that a report be sought within 14 days.

CARRIED Vote Yes 6 No 0 Abstain 0

Enhancing Community Living

Corporate Lic No: 862864, Memberships:
Strata Community Australia (SCA)

Branches: (NSW): Sydney, Central Coast, Forster-Tuncurry, Miranda, Mona Vale, Newcastle, Tweed Heads, Willoughby, Wollongong
(QLD): Brisbane, Cairns, Coolangatta, Gold Coast, Mackay, Noosa, Port Douglas, Townsville

(VIC): Hawthorn, Melbourne

- **Fire Damper's in each Room (Top Units)**

Heath Mallouk advised that 20% of the fire dampers are required to be tested every year and that in the span of 5 years, all of the dampers would have been tested. Heath Mallouk advised that when QFRS requested to sight a copy of this report, no records were available.

QFRS advised that this testing is required and requested that a report be sought with a plan of action that the body corporate is taking be sighted within 14 days.

- **Fire doors**

Mark Harrington from EDE Construction advised that the fire doors for A Block, B & C Block and D Block have been completed and that E Block will be completed shortly. Mark Harrington also advised that F Block was not part of their engagement however if access is given to them they are able to assist with this matter.

QFRS advised that the rectification report and inspection completed report supplied by EDE is not sufficient as it does not necessarily mean that the fire door is compliant. What they require is a report to advise that the doors inspected are compliant, and if not, that the items needed to be carried out are listed and when it was done.

Mark Harrington advised that they are able to provide this paperwork to QFRS within 21 days. (Which will include F Block if access is given)

- **Hydrostatic Testing**

Heath Mallouk advise that when QFRS requested for a hydrostatic testing report, no records were available.

Todd Raumer has sought 2 quotations and advise the committee of them at the meeting:

(a) Premier Fire Services - \$39,300.00 + GST and \$12,900.00 additional

(b) Guardian - \$25,550.00 + incl GST - Testing and Replacing

It was RESOLVED by the Committee to accept the quotation from Guardian totalling \$25,550.00 incl GST to carry out the hydrostatic testing and that this work is to be completed in 30 days.

Note: Body Corporate Services to advise the CBC of the allocation of the approved quotation to be invoiced to each BUP and Cathedral Village.

- **Smoke alarm in each unit**

QFRS advised that testing of the smoke alarms in each unit is mandatory and that smoke alarm units are required to be changed every 10 years. Owner occupiers are required to check their smoke alarms yearly and tenanted units are required to have their smoke alarm tested every 6 months or every change of tenancy. If a smoke alarm has reached its 10th year, it is recommended by QFRS that it be changed to a photo electric smoke alarm.

Grace Mullins from Cathedral Place Caretaking advised that they have started collating this information however they are experiencing difficulty with the tenanted properties in relation to finding out the rental agency managing the unit and getting the necessary information from them. They have tried sending letters out to owners to advise them of the details of their rental agent but they are still missing a good amount of this data to complete the task.

They have also approached Cathedral Place Management regarding assisting with providing the SAS reports for all the units that they manage at the complex to comply with the legislation and compliance requirements; however they have not received a response from this request.

QFRS advise that they are able to assist by providing a letter that states the importance of getting this task carried out. Heath Mallouk will email the letter to Cathedral Place Caretaking for circulation and a copy to be sent to Mary Reid to circulate to the CBC Committee members.

A time frame of 30 days has been given by QFRS for this report to be compiled and Cathedral Place Caretaking has advised that as they have already started the spreadsheet that they will endeavour to complete this within the given time frame.

- **Evacuation signs and diagrams**

The Committee has approved for this to be carried out (Committee meeting held 2 September 2013)

A 2nd quotation has been sought from Guardian which is less than the previously quotation tabled at the meeting held 2 September 2013. The Committee RESOLVE to approve the quotation from Guardian totalling \$4,450.00 + GST to carry out the work.

QFRS request that for this to be carried out within 30 days.

- **Fire Evacuation Plan and advisor**

It was RESOLVED by the Committee that this item is for each individual BUP to carry out.

QFRS request that for this to be done within 30 days.

- **Hydrant block plan**

Guardian has submitted a quotation totalling \$500.00 + GST for this to be carried out. Installation will be done within 30 days.

- **Tactical Fire Plan**

Todd Raumer advised that this is being made and will be available within 14 days.

- **Alarm Zone Block Plan**

Todd Raumer advised that this is underway.

QFRS request that for this to be done within 30 days.

Craig Smith and Heath Mallouk thanked the CBC Committee for their time and cooperation.

Craig Smith and Heath Mallouk left the meeting at 7:15pm

FILLING OF THE CHAIRPERSON POSITION

The Committee RESOLVE for Cam Greenhalgh to fill the Chairperson's position.

CARRIED Vote Yes 4 No 0 Abstain 1 (Cam Greenhalgh)

It was agreed by the Committee to confirm the minuted of the previous meeting at the next Committee Meeting.

CARRIED Vote Yes 6 No 0 Abstain 0

GENERAL BUSINESS

Intercom

A report has been received by Todd Raumer regarding the intercom system issue which stated that an electrical surge has hit the system. Todd Raumer to circulate a copy of the report to the committee.

Pool Area

Todd Raumer read the correspondence from Paul Spicer regarding the lack of maintenance of the pool area. Todd Raumer advised the Committee that the pool is being cleaned as much as it use to and he also noted to the committee that there is a construction site close to the area. The pool is continuously being monitored.

Security Doors

Todd Raumer advised that the hole on the frame of one of the security doors is being fixed by the contractor and that one of the electric door closer is currently being fixed.

Bottom of the stairs in D block

Cam Greenhalgh advised that there are 2 lights not working at the bottom of the stairwell heading towards Cathedral Village from D block.

Todd Raumer advised that he will attend to this.

Master Key GMK 49

Douglas Jasch presented and returned the Master Key GMK 49 to the Committee. Documentation that the key was returned was signed by Cam Greenhalgh and Todd Raumer. Mary Reid handed the key back to Todd Raumer, as the CBC Caretaker.

Todd Raumer apologised that he had to leave the meeting as he had another meeting to attend to.

Douglas Jasch advised that the Duhig Committee resolved to change the key system for the service cupboards previously accessible by the GMK 49 Key. It was requested by Cam Greenhalgh for Todd Raumer to advise who the Duhig committee needs to advise outside of Cathedral Place regarding the change of access key.

Storage Area

Douglas Jasch advised that the letter sent by Duhig regarding the storage area can be disregarded.

Next Committee Meeting

The next committee meeting will be the budget committee meeting to be held on Wednesday, 2 October 2013 at 6:30pm on site.

CLOSURE

There being no further business the chairperson declared the meeting closed at 8:00 pm.