

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE COMMUNITY BODY CORPORATE FOR CATHEDRAL PLACE CTS 106902 HELD IN THE ONSITE MEETING ROOM, CATHEDRAL PLACE, 41 GOTHA STREET, FORTITUDE VALLEY, QLD 4006 ON THURSDAY 12TH FEBRUARY 2004 AT 6.00PM.**

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**PRESENT**

|                |                                |
|----------------|--------------------------------|
| Bernie Hammar  | "A" Notre Dame                 |
| Tony Rich      | "D/E" Canterbury & Westminster |
| Barry Budd     | "F" Duhig                      |
| Andrew Tynan   | "G/H" Kensington & Sandringham |
| John Gilliland | Cathedral Village              |

**PRESENT BUT NOT VOTING**

|                  |                                |
|------------------|--------------------------------|
| Ross Prior       | "A" Notre Dame                 |
| Brendon Fielding | "A" Notre dame                 |
| Clayton Denman   | "A" Notre Dame                 |
| Trevor Parmenter | "G/H" Kensington & Sandringham |

**IN ATTENDANCE**

|                 |  |
|-----------------|--|
| Jim O'Hare      | Stewart Silver King & Burns (Brisbane) Pty Ltd |
| Pat McGlade     | Stewart Silver King & Burns (Brisbane) Pty Ltd |
| Eddie Zunker    | Cathedral Place Management                     |
| Lorraine Zunker | Cathedral Place Management                     |
| Geoff Adler     | Cathedral Place Management                     |

**APOLOGIES**

|           |                          |
|-----------|--------------------------|
| Pat Brown | "B/C" Oxford & Cambridge |
|-----------|--------------------------|

**CHAIRMAN** Bernie Hammar chaired the meeting.

**VOTING PAPERS & PROXIES** The Chairperson allowed Voting Papers and Proxies from the following Lots which were represented as follows:

|                  |                                |
|------------------|--------------------------------|
| From the floor:  | "A" Notre Dame                 |
|                  | "D/E" Canterbury & Westminster |
|                  | "F" Duhig                      |
|                  | Cathedral Village              |
| By Voting paper: | "B/C" Oxford & Cambridge       |
|                  | "G/H" Kensington & Sandringham |

**QUORUM** The chairman advised that a quorum was represented and declared the meeting open at 6.00pm.

| 1. | CONFIRMATION OF MINUTES OF PREVIOUS MEETING<br>MOTION BY ORDINARY RESOLUTION   | VOTING    |
|----|--|-----------|
|    | <b>RESOLVED</b> that the Minutes of the General Meeting dated Wednesday 4th December 2002, previously forwarded to Owners, be confirmed as a true and correct record of the meeting and that any consents and agreements executed pursuant to any resolution of the meeting be ratified. | YES 6     |
|    |  | NO 0      |
|    |  | ABSTAIN 0 |

2. **ADOPTION OF FINANCIAL STATEMENTS [Copy Attached]** **VOTING**  
*Note: The financial statements have been prepared as a "special purpose financial report" and to the knowledge and belief of the committee, the body corporate will remain a non reporting entity in the current financial year.*  
**MOTION BY ORDINARY RESOLUTION**  
**RESOLVED** that the "Special Purpose Financial Statements" prepared by the Body Corporate as a non-reporting entity, which include the Statements of Income and Expenditure and Assets and Liabilities for the year ending 31st August 2003 be approved and adopted.
- YES 6  
 NO 0  
 ABSTAIN 0

3. **APPOINTMENT OF AUDITOR – CARTHILLS CHARTERED ACCOUNTANTS** **VOTING**  
**MOTION BY ORDINARY RESOLUTION**  
**RESOLVED** that Frank Hills of Carhills Chartered Accountants who is a registered Company Auditor under the Companies (Queensland) Code, be appointed to audit the books and accounts for the financial year ending 31st August 2004 (as per Section 276(9)(a)).
- YES 6  
 NO 0  
 ABSTAIN 0

4. **NON AUDIT OF ACCOUNTS FOR ENSUING FINANCIAL YEAR** **VOTING**  
**MOTION BY SPECIAL RESOLUTION**  
**MOTION LASED** that the books and accounts of the Body Corporate in respect of the financial year ending 31st August 2004 shall not be audited.
- YES 0  
 NO 0  
 ABSTAIN 0

5. **ADMINISTRATION FUND BUDGET** **VOTING**  
**MOTION BY ORDINARY RESOLUTION**  
**RESOLVED** that the Administration Fund Budget be approved and determined at \$1,007,141.85 expenditure and net levy income \$1,003,236.36
- YES 6  
 NO 0  
 ABSTAIN 0

6. **ADMINISTRATION FUND CONTRIBUTION - UNRESTRICTED AREAS - BMS** **VOTING**  
**MOTION BY ORDINARY RESOLUTION**  
**RESOLVED** that the Administration Fund contributions for the maintenance of the Unrestricted Areas - BMS be issued by the Treasurer as follows:-

| NO OF INSTALMENTS                             | DUE DATE       | CONTRIBUTION PER LOT ENTITLEMENT | PERIOD              |
|---|----------------|----------------------------------|---------------------|
| 1   | Already issued | \$83.4041                        | 01/09/03 - 30/11/03 |
| 2   | Already issued | \$83.4041                        | 01/12/03 - 28/02/04 |
| 3   | 01/03/2004     | \$139.1053                       | 01/03/04 - 31/05/04 |
| 4   | 01/06/2004     | \$139.1053                       | 01/06/04 - 31/08/04 |
| <b>TOTAL CONTRIBUTION PER LOT ENTITLEMENT</b> |                | <b>\$445.0188</b>                |                     |

7. **ADMINISTRATION FUND CONTRIBUTION - UNRESTRICTED AREAS - BMS - (Next Financial Year)** **VOTING**  
**MOTION BY ORDINARY RESOLUTION**  
**RESOLVED** that the Owners authorise the Treasurer to issue the Administration Fund Contribution for the Unrestricted Areas - BMS - for the first period of the following financial year as follows:

| NO OF INSTALMENTS | DUE DATE   | CONTRIBUTION PER LOT ENTITLEMENT | PERIOD              |
|-------------------|------------|----------------------------------|---------------------|
| 1                 | 01/09/2004 | \$111.2547                       | 01/09/04 - 30/11/04 |

8. **ADMINISTRATION FUND CONTRIBUTION - RESTRICTED AREAS - PODIUM** **VOTING**  
**MOTION BY ORDINARY RESOLUTION**  
**RESOLVED** that the Administration Fund contributions for the maintenance of the Restricted Areas - Podium be issued by the Treasurer as follows: YES 6

| NO OF INSTALMENTS                      | DUE DATE       | CONTRIBUTION PER LOT ENTITLEMENT | PERIOD              |
|--|----------------|----------------------------------|---------------------|
| 1                                      | Already issued | \$442.5653                       | 01/09/03 - 30/11/03 |
| 2                                      | Already issued | \$442.5653                       | 01/12/03 - 28/02/04 |
| 3                                      | 01/03/2004     | \$152.5333                       | 01/03/04 - 31/05/04 |
| 4                                      | 01/06/2004     | \$152.5333                       | 01/06/04 - 31/08/04 |
| TOTAL CONTRIBUTION PER LOT ENTITLEMENT |                | \$1,190.1972                     |                     |

NO 0  
 ABSTAIN 0

9. **ADMINISTRATION FUND CONTRIBUTION - RESTRICTED AREAS - PODIUM - (Next Financial Year)** **VOTING**  
**MOTION BY ORDINARY RESOLUTION**  
**RESOLVED** that the Owners authorise the Treasurer to issue the Administration Fund Contribution for the Restricted Areas - Podium - for the first period of the following financial year as follows: YES 6

| NO OF INSTALMENTS | DUE DATE   | CONTRIBUTION PER LOT ENTITLEMENT | PERIOD              |
|-------------------|------------|----------------------------------|---------------------|
| 1                 | 01/09/2004 | \$297.5943                       | 01/09/04 - 30/11/04 |

NO 0  
 ABSTAIN 0

10. **SINKING FUND BUDGET** **VOTING**  
**MOTION BY ORDINARY RESOLUTION**  
**RESOLVED** that the Sinking Fund Budget be approved and determined at \$159,582.73 expenditure and net levy income \$195,271.82. YES 6

NO 0  
 ABSTAIN 0

11. **SINKING FUND CONTRIBUTION - UNRESTRICTED AREAS - BMS** **VOTING**  
**MOTION BY ORDINARY RESOLUTION**  
**RESOLVED** that the Sinking Fund contributions be for the maintenance of the Unrestricted Areas - BMS - be issued by the Treasurer as follows: YES 6

| NO OF INSTALMENTS                      | DUE DATE       | CONTRIBUTION PER LOT ENTITLEMENT | PERIOD              |
|--|----------------|----------------------------------|---------------------|
| 1                                      | Already issued | \$2.6627                         | 01/09/03 - 30/11/03 |
| 2                                      | Already issued | \$2.6627                         | 01/12/03 - 28/02/04 |
| 3                                      | 01/03/2004     | - \$1.0097                       | 01/03/04 - 31/05/04 |
| 4                                      | 01/06/2004     | - \$1.0097                       | 01/06/04 - 31/08/04 |
| TOTAL CONTRIBUTION PER LOT ENTITLEMENT |                | \$3.3060                         |                     |

NO 0  
 ABSTAIN 0

Note: Contributions based on the schedule included in the Sinking Fund Forecast

12. **SINKING FUND CONTRIBUTION - UNRESTRICTED AREAS - BMS (Next Financial Year)** **VOTING**  
**MOTION BY ORDINARY RESOLUTION**  
**RESOLVED** that the Owners authorise the Treasurer to issue Sinking Fund Contribution for the maintenance of the Unrestricted Areas - BMS - for the first period of the following financial year as follows: YES 6

| NO OF INSTALMENTS | DUE DATE   | CONTRIBUTION PER LOT ENTITLEMENT | PERIOD              |
|-------------------|------------|----------------------------------|---------------------|
| 1                 | 01/09/2004 | \$0.8265                         | 01/09/04 - 30/11/04 |

NO 0  
 ABSTAIN 0

Note: Contributions based on the schedule included in the Sinking Fund Forecast

13. **SINKING FUND CONTRIBUTION - RESTRICTED AREAS - PODIUM** **VOTING**  
**MOTION BY ORDINARY RESOLUTION**  
**RESOLVED** that the Sinking Fund contributions be for the maintenance of the Restricted Areas - Podium - be issued by the Treasurer as follows:-

| NO OF INSTALMENTS                      | DUE DATE       | CONTRIBUTION PER LOT ENTITLEMENT | PERIOD              |
|--|----------------|----------------------------------|---------------------|
| 1                                      | Already issued | \$18.7756                        | 01/09/03 - 30/11/03 |
| 2                                      | Already issued | \$18.7756                        | 01/12/03 - 28/02/04 |
| 3                                      | 01/03/2004     | \$99.5538                        | 01/03/04 - 31/05/04 |
| 4                                      | 01/06/2004     | \$99.5538                        | 01/06/04 - 31/08/04 |
| TOTAL CONTRIBUTION PER LOT ENTITLEMENT |                | <b>\$236.6588</b>                |                     |

YES 6  
NO 0  
ABSTAIN 0

14. **SINKING FUND CONTRIBUTION - RESTRICTED AREAS - PODIUM** *(Next Financial Year)* **VOTING**  
**MOTION BY ORDINARY RESOLUTION**  
**RESOLVED** that the Owners authorise the Treasurer to issue Sinking Fund Contribution for the maintenance of the Restricted Areas - Podium - for the first period of the following financial year as follows:

| NO OF INSTALMENTS | DUE DATE   | CONTRIBUTION PER LOT ENTITLEMENT | PERIOD              |
|-------------------|------------|----------------------------------|---------------------|
| 1                 | 01/09/2004 | \$59.1647                        | 01/09/04 - 30/11/04 |

YES 6  
NO 0  
ABSTAIN 0

*Note: Contributions based on the schedule included in the Sinking Fund Forecast*

15. **ADOPTION OF REVISED ENTITLEMENTS** **VOTING**  
**MOTION BY ORDINARY RESOLUTION**  
**RESOLVED** that the Owners approve the adoption of the details in the Napier Blakely report including Sinking Fund Forecast and Community Body corporate entitlements being amended to be that all units are equal i.e. one entitlement per lot per subsidiary be adopted, this amendment to take effect from 1<sup>st</sup> September 2003, subject to agreement being reached with Cathedral Village on the apportionment of costs for all shared facilities, and further subject to this resolution being rescinded if agreement not reached.

YES 5  
NO 1  
ABSTAIN 0

16. **FOYER REFURBISHMENT** **VOTING**  
**MOTION WITH ALTERNATIVES**  
**MOTION SUBMITTED BY BODY CORPORATE COMMITTEE**  
**MOTION BY ORDINARY RESOLUTION**  
**RESOLVED** that the body corporate approves the refurbishment of the lobby and podium areas, and that the cost be met from the Sinking Fund.

YES 3  
NO 2  
ABSTAIN 1

**If you have voted "Yes" for this motion, please vote for ONE alternative**

**Alternative 1 – Resolved** Acceptance of Quote One at a cost of \$35,421.00 ( Incl GST ) in the terms of the document attached - Appendix "A" **ALTERNATIVE 1**

YES 3

**Alternative 2 –** Acceptance of Quote Two at a cost of \$30,840.00 ( incl GST ) in terms of the document as attached - Appendix "A" **ALTERNATIVE 2**

YES 0

**NOTE:** Committee thanked Ross Prior for his effort in sourcing samples and quotations for refurbishment, and Ross Prior expressed a motion of thanks to other committee members , who had assisted, in particular to Sebastien Van DerJagenburg.

**ELECTION OF EXECUTIVE MEMBERS (CHAIRPERSON, SECRETARY, TREASURER) AND ORDINARY MEMBERS OF THE COMMITTEE**

It was noted that the Executive and Ordinary Members of the Committee will be comprised of the Chairperson of each Subsidiary Body Corporate, or as nominated.

**OTHER MATTERS**

**EXISTING ENTRY FOYER FURNITURE:** Noted that Chairmen of subsidiary bodies corporate to be advised to liaise with Eddie Zunker and arrange for a selection of the existing furniture to be placed in each subsidiary building's foyers, so that these are enhanced.

**COLOUR SELECTION FOR NEW FURNISHINGS:** Noted that choice of colours will be left to designer

**NEWSLETTER FROM SSKB:** Noted that a draft of proposed newsletter to go out to all owners was tabled at meeting, and further noted that these will be distributed in near future.

**OWNER/RESIDENT SURVEY:** Noted that this was still being tabulated, and it is expected that results will be available in approx 3 to 4 weeks time.

**MANAGEMENT CONTRACTS:** Noted that a draft proposal was almost ready, and that the sub-committee will meet shortly after all AGM'S completed to discuss this draft before presentation to CPM.

**WEBSITE:** Noted that this needed updating, and resolved that an amount of up to \$300.00 be spent on updating.

**REAL ESTATE AGENTS:** Noted that committee would approach Brett Compton to attend at next meeting

**GOTHA STREET SIGN:** Noted that proposal from Davis Signs not considered suitable, and resolved that the number 41 be painted on Gotha St wall, in a style and position to be decided by members of committee, at a cost not to exceed \$1,000.00, and this to be proceeded with immediately.

**RENTAL OCCUPANCY:** Noted that rental units occupancy at PRESENT DATE IS 96.4%

**BRIZ 31 TV CONVERTER:** Noted that committee approved the quotation of \$1,061.50 (incl GST) to replace the Briz Channel 31 TV converter..

**VOTE OF THANKS:** Mrs Bernie Hammar , the Chairperson, who is retiring from the CBC committee, expressed a vote of thanks to all members of the committee for their sterling work over the past year on behalf of the Body Corporate of Cathedral Place. Mrs Hammar also thanked Cathedral Place Management family and their staff members for their support and effort over the year.

**CLOSURE :** There being no further business the Chairman declared the meeting closed at 7.55pm.

**CONFIRMATION BY :**

CHAIRMAN

date

**DISTRIBUTION BY :**

COMMUNITY TITLES MANAGER

date