

**MINUTES OF THE ANNUAL GENERAL MEETING OF CATHEDRAL PLACE  
COMMUNITY BODY CORPORATE BUP 106902 HELD AT  
THE OFFICES OF SYZGY CORPORATION, UNIT 23, CATHEDRAL VILLAGE  
115 WICKHAM STREET, FORTITUDE VALLEY  
ON MONDAY 8 JANUARY 2007 AT 9:30PM**



**Representation:**

Mr P Lewis	Cathedral Place 'A' – Notre Dame
Mr P Brown	Cathedral Place 'B/C' – Oxford & Cambridge
Mr T Rich	Cathedral Place 'D/E' – Canterbury & Westminster
Mr R Edwards	Cathedral Place 'F' - Duhig
Mr K Morrisby	Cathedral Place 'G/H' – Kensington & Sandringham
Mr J Gilliland	Cathedral Village
Ms K Pratt	Representing Archers Body Corporate Management Pty Ltd

**Voting Papers:** Mr T Rich Cathedral Place 'D/E' – Canterbury & Westminster

**Quorum:** As greater than 25% of the owners were represented either by person, by proxy or by voting paper, a quorum was formed.

**Chairman:** Mr Peter Lewis chaired the meeting.

**Ordinary Resolution – Minutes of Previous Meeting:** The following motion was read to the meeting:

"That the Minutes of the Extraordinary General Meeting held on 30 August 2006 and forwarded to Body Corporate members thereafter, be adopted as a true and correct record."

This motion was carried with votes received as follows :-

YES: 6                      NO: 0                      ABSTAIN: 0

**Ordinary Resolution – Statement of Accounts:** It was agreed that as the Audit of the Statement of Accounts for the year ending 31 August 2006 has not yet been completed, the consideration of the Accounts be postponed until the Audit is complete.

**Ordinary Resolution – Administrative Fund Budget & Contributions (Unrestricted Areas):** The meeting discussed the proposed budget and agreed to remove the budgeted \$25,000 for advertising and to amend the budget accordingly.

The following motion was read to the meeting:

"That the Administrative Fund – Unrestricted Areas for the year ending 31 August 2007 be \$262,045.00 (inc GST) and that the contributions in respect to the Administrative Fund- Unrestricted Areas shall be due and payable as follows:-

<u>Period</u>	<u>Contribution per Unit of Entitlement</u>	<u>Due Date for Payment</u>
01/09/06 – 30/11/06	\$106.7468	01/09/06 – already levied
01/12/06 – 28/02/07	\$125.87	10/02/08
01/03/07 – 31/05/07	\$125.87	01/03/07
01/06/07 – 31/08/07	\$125.87	01/06/07

It is further resolved to confirm that as the levies for this Body Corporate are collected in quarterly instalments the Treasurer be authorised to issue the levy notices for the first quarter of the 2007/08 financial year at the same annual rate as follows:-

<u>Period</u>	<u>Contribution per Unit of Entitlement</u>	<u>Due Date for Payment</u>
01/09/07 – 30/11/07	\$121.09	01/09/07"

This motion was carried with votes received as follows :-

YES: 5                      NO: 1                      ABSTAIN: 0

**Ordinary Resolution –  
Administrative Fund  
Budget & Contributions  
(Restricted Areas):**

The following motion was read to the meeting:

“That the Administrative Fund – Restricted Areas for the year ending 31 August 2007 be \$880,275.00 (inc GST) and that the contributions in respect to the Administrative Fund – Restricted Areas shall be due and payable as follows:-

<u>Period</u>	<u>Contribution per Unit of Entitlement</u>	<u>Due Date for Payment</u>
01/09/06 – 30/11/06	\$366.4320	01/09/06 – already levied
01/12/06 – 28/02/07	\$448.72	10/02/07
01/03/07 – 31/05/07	\$448.72	01/03/07
01/06/07 – 31/08/07	\$448.72	01/06/07

It is further resolved to confirm that as the levies for this Body Corporate are collected in quarterly instalments the Treasurer be authorised to issue the levy notices for the first quarter of the 2007/08 financial year at the same annual rate as follows:-

<u>Period</u>	<u>Contribution per Unit of Entitlement</u>	<u>Due Date for Payment</u>
01/09/07 – 30/11/07	\$428.15	01/09/07”

This motion was carried with votes received as follows :-

YES: 5            NO: 0            ABSTAIN: 1

**Ordinary Resolution –  
Sinking Fund Budget &  
Contributions  
(Unrestricted Areas):**

The following motion was read to the meeting:

“That the Sinking Fund – Unrestricted Areas for the year ending 31 August 2007 be \$21,195.00 (inc GST) and that the contributions in respect to the Sinking Fund – Unrestricted Areas shall be due and payable as follows:-

<u>Period</u>	<u>Contribution per Unit of Entitlement</u>	<u>Due Date for Payment</u>
01/09/06 – 30/11/06	\$1.5249	01/09/06 – already levied
01/12/06 – 28/02/07	\$12.55	10/02/07
01/03/07 – 31/05/07	\$12.55	01/03/07
01/06/07 – 31/08/07	\$12.55	01/06/07

It is further resolved to confirm that as the levies for this Body Corporate are collected in quarterly instalments the Treasurer be authorised to issue the levy notices for the first quarter of the 2006/07 financial year at the same annual rate as follows:-

<u>Period</u>	<u>Contribution per Unit of Entitlement</u>	<u>Due Date for Payment</u>
01/09/07 – 30/11/07	\$9.80	01/09/07 ”

This motion was carried with votes received as follows :-

YES: 6            NO: 0            ABSTAIN: 0

**Ordinary Resolution –  
Sinking Fund Budget &  
Contributions  
(Restricted Areas):**

The following motion was read to the meeting:

“That the Sinking Fund – Restricted Areas for the year ending 31 August 2007 be \$224,857.00 (inc GST) and that the contributions in respect to the Sinking Fund – Restricted Areas shall be due and payable as follows:-

<u>Period</u>	<u>Contribution per Unit of Entitlement</u>	<u>Due Date for Payment</u>
01/09/06 – 30/11/06	\$94.0388	01/09/06 – already levied
01/12/06 – 28/02/07	\$114.47	10/02/07
01/03/07 – 31/05/07	\$114.47	01/03/07
01/06/07 – 31/08/07	\$114.47	01/06/07

It is further resolved to confirm that as the levies for this Body Corporate are collected in quarterly instalments the Treasurer be authorised to issue the levy notices for the first quarter of the 2006/07 financial year at the same annual rate as follows:-

<u>Period</u>	<u>Contribution per Unit of Entitlement</u>	<u>Due Date for Payment</u>
01/09/07 – 30/11/07	\$109.37	01/09/07

This motion was carried with votes received as follows :-

YES: 6            NO: 0            ABSTAIN: 0

**Special Resolution –  
Audit of the Books and  
Records of the Body  
Corporate:**

The following motion was read to the meeting:-

“It is resolved that the Body Corporate’s Statement of Accounts for the financial year ending 31 August 2007 NOT be audited.”

This motion was **lost** with votes received as follows :-

YES: 0            NO: 6            ABSTAIN: 0

**Ordinary Resolution –  
Appointment of Auditor:**

The following motion read to the meeting:-

“That in the event of an audit being required, the audit of the Books and Accounts of the Body Corporate shall be carried out by:

Carthills Chartered Accountants”

This motion was carried with votes received as follows :-

YES: 6            NO: 0            ABSTAIN: 0

**Ordinary Resolution –  
Confirmation of  
Insurance:**

The following motion was read to the meeting:-

“It is resolved that the following insurance be confirmed:-

Insurer:	Suncorp Insurance
Policy No:	CDH66755T HMN4
Due Date:	31 August 2007
Sum Insured:	Building            \$42,918,700
	Public Liability    \$20,000,000
	Office Bearers    \$2,000,000
Premium:	\$23,469.13
Excess:	\$300 Earthquake / \$250 All other”

This motion was carried with votes received as follows :-

YES: 6            NO: 0            ABSTAIN: 0

**Ordinary Resolution –  
Address for Service of  
Notices:**

The following motion was read to the meeting:-

“THAT in pursuance of the provisions of Section 34, the address as recorded on the registered plan, for the services of notices be changed to c/- Archers Body Corporate Management, Level 4, 97 Creek Street, Brisbane Qld 4000 and that the Body Corporate Manager be authorised to affix the common seal of the Body Corporate to the Notification of Change of Address.”

This motion was declared carried with votes received as follows :-

YES: 6            NO: 0            ABSTAIN: 0

**Election of Chairperson:**

Two nominations were tabled at the meeting for the position of Chairperson, one for Mr Peter Lewis and one for Mr Pat Brown.

The meeting voted was as follows:

Mr Peter Lewis - 4 votes in favour

Mr Pat Brown - 2 votes in favour

**Chairperson :**

**Mr Peter Lewis**

There being no further business, the meeting closed at **10.00pm**.

Confirmed.

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Chairman

# CATHEDRAL PLACE CBC B.U.P. 106902

## PROPOSED ANNUAL BUDGET

ADMINISTRATIVE FUND

BUDGET

01/09/06-31/08/07

INCOME

Admin. Fund - Unrestricted  
 Admin. Fund - Restricted  
 Interest Received

*RESOLVED*

*(incl GST)*

*\$238,222.72 - \$262,045.00*

~~205,000.00~~ *\$*

*800,250.00 - \$880,275.00*

*(incl GST)*

TOTAL ADMIN. FUND INCOME

1,008,250.00

EXPENDITURE - ADMIN. FUND

Advertising	25,000.00
Audit Fees & Audit Preparation	5,000.00
Bank Charges	200.00
Cleaning	1,500.00
Cleaning - Materials	1,000.00
Contingencies	10,000.00
Electricity	110,000.00
Erc Litigation	5,000.00
Fees & Permits	2,000.00
Fire Control	13,000.00
Income Tax Expenses	700.00
Insurance	20,000.00
Insurance Stamp Duty	0.00
Insurance-Stamp Duty	1,650.00
Insurance Refunds	0.00
Insurance Valuation	0.00
Legal Costs	10,000.00
Land Tax	10,000.00
Legal Fees - Taxed	0.00
Manager / Caretaker - <i>Restricted</i>	745,000.00
Negotiation Contracts - Cpm	10,000.00
Gas & Fuel - <i>Restricted</i>	500.00
Motor Vehicle Expenses	0.00
PAYG - Instalment Tax	0.00
Pest Control - <i>Restricted</i>	250.00
Rates	14,000.00
Rep & Maint-Building - <i>Restricted</i>	18,000.00
Rep & Maint-Electrical - <i>Restricted</i>	10,000.00
Rep & Maint-Gym - <i>Restricted</i>	5,000.00
Rep & Maint-Gardens & Grounds - <i>Restricted</i>	4,000.00
Rep & Maint-Plant - <i>Restricted</i>	250.00
Rep & Maint-Air Con - <i>Restricted</i>	750.00
Rep & Maint-Plumbing - <i>Restricted</i>	2,500.00
Rep & Maint-Pool - <i>Restricted</i>	14,000.00
R & M - Security-Equipment	1,000.00
- Management Fee	5,500.00
- Disbursements	900.00
- Bas Qly Return Fees	900.00
Rubbish Removal	10,000.00
Security	0.00
Sundry Expenses	0.00
Telephone	3,000.00
Tax Return Fees	600.00

# CATHEDRAL PLACE CBC B.U.P. 106902

## PROPOSED ANNUAL BUDGET

<u>EXPENDITURE - ADMIN. FUND (Continued)</u>	BUDGET 01/09/06-31/08/07
<u>TOTAL ADMIN. EXPENDITURE</u>	1,061,200.00
<u>SURPLUS / DEFICIT</u>	<u>\$ (52,950.00)</u>
Opening Admin. Balance	49,998.00
<u>ADMINISTRATIVE FUND BALANCE</u>	<u>\$ (2,952.00)</u>

# CATHEDRAL PLACE CBC B.U.P. 106902 PROPOSED ANNUAL BUDGET

SINKING FUND

BUDGET  
01/09/06-31/08/07

INCOME

Sinking Fund - Unrestricted	19,268.00	\$21,195.00 (incl GST)
Sinking Fund - Restricted	204,415.00	\$224,857.00 ✓ ✓
Interest Received	0.00	

<u>TOTAL SINKING FUND INCOME</u>	223,683.00
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EXPENDITURE - SINKING FUND

Building	121,500.00
Consulting Fees	20,000.00
- Water Tanks	0.00
Fire Control	1,000.00
Landscaping	5,000.00
Legal Expenses	2,500.00
Lighting	10,000.00
Painting	80,000.00
Pool	18,000.00
Security System & Equipment	10,000.00

LEGAL COSTS PRE 28 APRIL

P/T COSTS POST 28 APRIL

<u>TOTAL SINK. FUND EXPENDITURE</u>	\$ 268,000.00
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<u>SURPLUS / DEFICIT</u>	\$ (44,317.00)
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Opening Sinking Fund Balance	270,445.07
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<u>SINKING FUND BALANCE</u>	\$ 226,128.07
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# CATHEDRAL PLACE CBC B.U.P. 106902

## PROPOSED ANNUAL BUDGET

<u>ELECTRICITY TRADING FUND</u>	ACTUAL 01/09/05-31/08/06	BUDGET 01/09/05-31/08/06	BUDGET 01/09/06-31/08/07
<b><u>INCOME - ELEC. TRADING FUND</u></b>			
Electricity Income	399,537.83	310,000.00	355,000.00
Unclaimed Deposits (Watts-PI)	824.06	0.00	0.00
Common Area Charges	101,200.26	75,000.00	110,000.00
Miscellaneous Income	0.00	0.00	1,000.00
Interest Income	3,360.78	0.00	3,000.00
<b><u>TOTAL INCOME ELEC TRADING FUND</u></b>	<b>504,922.93</b>	<b>385,000.00</b>	<b>469,000.00</b>
<b><u>EXPENDITURE - ELEC TR. FUND</u></b>			
Main Electricity Supplier	328,569.39	190,000.00	300,000.00
Service Contractor	70,525.00	60,000.00	65,000.00
Meter Leasing Fees	12,744.01	10,000.00	11,000.00
Discount Given	4.36	0.00	0.00
Cba Bank Charges	5,257.91	0.00	4,500.00
Cba Software	90.00	0.00	90.00
Mbl - Bank Charges	0.00	5,000.00	0.00
Contingency	0.00	5,000.00	0.00
Unrecoverable Erc Cash Discr.	70,097.02	75,000.00	0.00
Legal Fees - Cath Place BC	4,317.33	0.00	0.00
<b><u>TOTAL EXPENSES ELEC TRD FUND</u></b>	<b>491,605.02</b>	<b>345,000.00</b>	<b>380,590.00</b>
<b><u>SURPLUS/DEFICIT</u></b>	<b>\$ 13,317.91</b>	<b>\$ 40,000.00</b>	<b>\$ 88,410.00</b>
Opening Balance	81,003.96	81,003.96	94,321.87
<b><u>BALANCE - ELEC. TRADING FUND</u></b>	<b>\$ 94,321.87</b>	<b>\$ 121,003.96</b>	<b>\$ 182,731.87</b>