

Body Corporate Services Pty Limited
ABN 82 010 120 144

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MEMBER
COMMUNITY TITLES
INSTITUTE QUEENSLAND

Minutes of the Extraordinary General Meeting of the Body Corporate for "CATHEDRAL PLACE CBC" Mixed Community Plan 106902 held on Monday, 30 August 2010 at 6.00pm in the Meeting Room "Cathedral Place" 41 Gotha Street, Fortitude Valley

PRESENT IN PERSON

Crestina Ceraolo, Neil Fleming, Peter Zunker, Todd Raumer, John Gilliland.

LOTS REPRESENTED

Lot no

| | | |
|-------|------------------------|---|
| Lot 1 | Notre Dame | by voting paper and proxy to Peter Zunker |
| Lot 2 | Oxford Cambridge | by Crestina Ceraolo |
| Lot 3 | Canterbury Westminster | by Neil Fleming |
| Lot 4 | Duhig | by Peter Zunker |
| Lot 5 | Kensington Sandringham | by Todd Raumer |
| Lot 6 | Cathedral Village | by John Gilliland |

APOLOGIES

Lindsay Anlezark

IN ATTENDANCE

John Rae representing Body Corporate Services Pty Ltd.

Gil Beck.

CHAIRPERSON OF MEETING

Todd Raumer chaired the meeting.

PROXIES AND VOTING PAPERS

The chairperson declared that the valid proxies and voting papers be accepted.

QUORUM

The chairperson declared that a quorum was represented and opened the meeting at 6.00pm.

MOTIONS

1 CONFIRMATION OF MINUTES

Procedural motion

That the minutes of the extraordinary general meeting held on 29/07/2010 be confirmed as a true and correct record of the proceedings at that meeting.

RESOLVED that motion 1 be **CARRIED** Yes 5 No 0 Abstain 0 Invalid 0

ORDINARY RESOLUTION

Trust us for service excellence today & beyond

Corporate Lic No: 862864, (NSW) Memberships:
National Community Titles Institute (NCTI), Institute of Strata Title Management Ltd. (NSW), Community Titles Institute QLD Ltd (CTIQ),
Owners Corporations Victoria (VIC), Community Associations Institute (USA), Urban Development Institute of Australia (NSW)
Branches: (NSW): Sydney, Central Coast, Forster-Tuncurry, Miranda, Mona Vale, Newcastle, Port Stephens, Tweed Heads, Willoughby, Wollongong
(QLD): Brisbane, Cairns, Coolangatta, Gold Coast, Mackay, Noosa, Port Douglas, Townsville
(VIC): Hawthorn, Melbourne

Typed by: NP

CATHEDRAL PLACE CBC MCP 106902

2 **INSURANCE RENEWAL – BODY CORPORATE BROKERS**

Comprehensive Motion

Submitted by Committee

That the Insurance for Cathedral Place, which includes the Community Body Corporate (restricted and Unrestricted), Notre Dame BUP, Oxford Cambridge BUP, Canterbury Westminster BUP, Duhig BUP, Kensington Sandringham BUP be renewed and that the proposal from Body Corporate Brokers as attached to the notice of this meeting be accepted.

That the BUP's share of the premium payment be made from the suspense fund with the subsidiary Bodies corporate to be invoiced and recovered.

That the cover be arranged before close of business on the 31st August 2010 and the expenditure as set out in the proposal attached to this notice is authorised.

Note: Motion 2 adjourned to be considered at 2.00pm on 31/08/2010

3 **INSURANCE RENEWAL – TONY BEMROSE INSURANCE BROKERS**

Comprehensive Motion

Submitted by Committee

That the Insurance for Cathedral Place, which includes the Community Body Corporate (restricted and Unrestricted), Notre Dame BUP, Oxford Cambridge BUP, Canterbury Westminster BUP, Duhig BUP, Kensington Sandringham BUP be renewed and that the proposal from Tony Bemrose Insurance Brokers as attached to the notice of this meeting be accepted.

That the BUP's share of the premium payment be made from the suspense fund with the subsidiary Bodies corporate to be invoiced and recovered

That the cover be arranged before close of business on the 31st August 2010 and the expenditure as set out in the proposal attached to this notice is authorised

Note: Motion 3 adjourned to be considered at 2.00pm on 31/08/2010

4 **COMPULSORY ASSIGNMENT**

Comprehensive Resolution

Submitted by Committee

That the Body Corporate send a signed direction to Symland Pty Ltd ACN 054 260 383 t/as Star Building Management Service (Caretaker) pursuant to clause 16 of the Caretaking Agreement dated 12th October 2009 between Cathedral Place Community Body Corporate MCP 106902 and the Caretaker (Agreement) stating that the Caretaker must assign the Agreement to a person approved by the Body Corporate to become the replacement caretaker for Cathedral Place Community Body Corporate MCP 106902 within 9 months of receiving the signed direction.

RESOLVED that motion 4 be **CARRIED** Yes 5 No 0 Abstain 0 Invalid 0

5 **BODY CORPORATE SERVICES – NOT TO EXTEND TERM OF ENGAGEMENT.**

Comprehensive Motion

Submitted by Committee

That in accordance with clause 2 (b) – Term, of the agreement titled Engagement for Administration Services beginning 1st September 2009 between Body Corporate Services ABN 82 010 120 144 and Cathedral Place Community Body Corporate MCP 106902 – The Body Corporate decides not to extend this engagement for a further term of two years and hereby authorises the chairman to advise the manger in writing before the 31st August 2010 that the Body Corporate has decided at general meeting not to extend this engagement for a further term of two years.

RESOLVED that motion 5 be **LOST** Yes 5 No 0 Abstain 0 Invalid 0

6 BODY CORPORATE MANAGER – APPOINTMENT BODY CORPORATE SERVICES – OPTION 1

Comprehensive Motion

Submitted by Committee

That Body Corporate Services ABN 82 010 120 144 be appointed to perform the duties of Body Corporate Manager for all of the following Bodies Corporate as set out as option 1 in the attached email dated 6th August 2010 at the agreed terms and fee of \$95,000 and associated charges of \$41,120 inclusive of GST, or as amended by agreement with Body Corporate Services ABN 82 010 120 144 and the chairman of Cathedral Place Community Body Corporate MCP 106902.

| | |
|---------------------------|------------|
| Name | |
| Cathedral Place Community | MCP 106902 |
| Notre Dame | BUP 106912 |
| Oxford Cambridge | BUP 106905 |
| Canterbury Westminster | BUP 106911 |
| Duhig | BUP 106965 |
| Kensington Sandringham | BUP 106966 |

RESOLVED that motion 6 be **LOST** Yes 0 No 5 Abstain 0 Invalid 0

7 BODY CORPORATE MANAGER – APPOINTMENT BODY CORPORATE SERVICES – OPTION 2

Comprehensive Motion

Submitted by Committee

That Body Corporate Services ABN 82 010 120 144 be appointed to perform the duties of Body Corporate Manager for any of the following Bodies Corporate that request in writing Cathedral Place Community Body Corporate MCP 106902 prior to the 30th August 2010, to appoint Body Corporate Services ABN 82 010 120 144 to perform these duties for their body corporate as set out in the attached email dated 6th August 2010 or as amended by agreement with Body Corporate Services ABN 82 010 120 144 and the chairman of Cathedral Place Community Body Corporate MCP 106902.

| Name | | Agreed Services \$ | Associated Charges \$ |
|------------------------|------------|--------------------|-----------------------|
| Notre Dame | BUP 106912 | 20140 | 13345 |
| Oxford Cambridge | BUP 106905 | 9360 | 6120 |
| Canterbury Westminster | BUP 106911 | 12740 | 8330 |
| Duhig | BUP 106965 | 10920 | 7140 |
| Kensington Sandringham | BUP 106966 | 13390 | 8755 |

Charges inclusive of GST

RESOLVED that motion 7 be **LOST** Yes 0 No 5 Abstain 0 Invalid 0

8 BODY CORPORATE MANAGER – APPOINTMENT BODY CORPORATE SERVICES – OPTION 2

Comprehensive Motion

Submitted by Committee

That Body Corporate Services ABN 82 010 120 144 be appointed as the Body Corporate Manager for Cathedral Place Community Body Corporate MCP 106902 in accordance with the terms as set out in the attached email dated 6th August 2010 at the agreed terms and fee of \$55000 and Associated Charges of \$3000, inclusive of GST or as amended by agreement with Body Corporate Services ABN 82 010 120 144 and the chairman of Cathedral Place Community Body Corporate MCP 106902.

RESOLVED that motion 8 be **CARRIED** Yes 5 No 0 Abstain 0 Invalid 0

9 BODY CORPORATE MANAGER – APPOINTMENT ARCHERS

Comprehensive Motion

Submitted by Committee

That Archers Body Corporate Management Pty Ltd be appointed as to perform the duties of Body Corporate Manager for any of the following Bodies Corporate that request in writing Cathedral Place Community Body Corporate MCP 106902 prior to the 30th August 2010, to appoint Archers Body Corporate Management to perform these duties for their body corporate as set out in the attached agreements or as amended by agreement with Archers Body Corporate Management Pty Ltd and the chairman of Cathedral Place Community Body Corporate MCP 106902.

Notre Dame BUP

Oxford Cambridge BUP

Canterbury Westminster BUP

Duhig BUP

Kensington Sandringham BUP

And further that –

Should Archers Body Corporate Management Pty Ltd be appointed to perform the duties of Body Corporate Manager for all of the above Bodies Corporate, that the agreed fee for services as shown in the reference Schedule at Item B shall be \$107.50 per lot per annum **exclusive** of GST. The terms of which are stated in the engagement which has been circulated to the members of the body corporate and that the Common Seal be affixed to an instrument in writing pursuant to the provisions of the Building Units and Group Titles Act, appointing the Body Corporate Manager and authorising the Body Corporate Manager to carry out the duties and functions of the Secretary and Treasurer, in the form circulated with the meeting documentation.

That the address for the service of notices for the Bodies Corporate that Archers Body Corporate Management Pty Ltd have been appointed to perform the duties of Body Corporate Manager of those bodies corporate be changed to C/- Archers Body Corporate Management Pty Ltd, Level 4, 97 Creek Street, Brisbane QLD 40001. That a bank account be opened with the ANZ Bank in the name of the Body Corporate, for the purpose of depositing Administration and Sinking Fund monies of the Body Corporate and that Archer senior personnel be authorised to operate such account, to endorse and negotiate instruments on behalf of the Body corporate and to generally conduct the Administrative and Sinking Fund banking and investment affairs of the Body Corporate.

RESOLVED that motion 9 be **CARRIED** Yes 5 No 0 Abstain 0 Invalid 0

10 BODY CORPORATE MANAGER – APPOINTMENT PRUDENTIAL BODY CORPORATE MANAGEMENT Comprehensive Motion

Submitted by Committee

That Prudential Body Corporate Management Pty Ltd be appointed to perform the duties of Body Corporate Manager for Oxford Cambridge BUP106905 should this Body Corporate request in writing Cathedral Place Community Body Corporate MCP 106902 prior to the 30th August 2010, to appoint Prudential Body Corporate Management to perform these duties for their body corporate as set out in the attached email of the 18th August 2010 or as amended by agreement with Prudential Body Corporate Management and the chairman of Cathedral Place Community Body Corporate MCP 106902.

And further that –

Should Prudential Body Corporate Management Pty Ltd be appointed to perform the duties of Body Corporate Manager for Oxford Cambridge BUP 106905, that the agreed fee for services as shown in the reference Schedule at Item B shall be \$115.00 per lot per annum inclusive of GST. The terms of which are stated in the engagement which has been circulated to the members of the body corporate and that the Common Seal be affixed to an instrument in writing pursuant to the provisions of the Building Units and Group Titles Act, appointing the Body Corporate Manager and authorising the Body Corporate Manager to carry out the duties and functions of the Secretary and Treasurer, in the form circulated with the meeting documentation.

That the address for the service of notices for the Oxford Cambridge BUP106905 be changed to C/- Prudential Body Corporate Management Pty Ltd , Unit 4 1293 Logan Road , Mt Gravatt. That a bank account be opened with any bank nominated by Oxford Cambridge BUP106905 in the name of the Body Corporate, for the purpose of depositing Administration and Sinking Fund monies of the Body Corporate and that Prudential senior personnel be authorised to operate such account, to endorse and negotiate instruments on behalf of the Body corporate and to generally conduct the Administrative and Sinking Fund banking and investment affairs of the Body Corporate.

MOTION 10 RULED OUT OF ORDER

11 MAUNSELL PENNINGTON Comprehensive Resolution

Submitted by Committee

That further to the resolution number 2 passed on the 29th July 2010, engaging Maunsell Pennington Solicitors and adopting the cost agreement - that the invoice dated the 9th August 2010 for \$17,709.09 be paid.

RESOLVED that motion 11 be **CARRIED** Yes 5 No 0 Abstain 0 Invalid 0

The chairperson adjourned the meeting at 6.20pm.

MEETING RECONVENED TUESDAY, 31 AUGUST 2010 AT 2.00PM IN THE MEETING ROOM "CATHEDRAL PLACE" 41 GOTHA STREET, FORTITUDE VALLEY.

2 INSURANCE RENEWAL – BODY CORPORATE BROKERS Comprehensive Motion

Submitted by Committee

That the Insurance for Cathedral Place, which includes the Community Body Corporate (restricted and Unrestricted), Notre Dame BUP, Oxford Cambridge BUP, Canterbury Westminster BUP, Duhig BUP, Kensington Sandringham BUP be renewed and that the proposal from Body Corporate Brokers as attached to the notice of this meeting be accepted.

That the BUP's share of the premium payment be made from the suspense fund with the subsidiary Bodies corporate to be invoiced and recovered.

That the cover be arranged before close of business on the 31st August 2010 and the expenditure as set out in the proposal attached to this notice is authorised.

RESOLVED that motion 2 be **LOST** Yes 0 No 5 Abstain 0 Invalid 0

3 INSURANCE RENEWAL – TONY BEMROSE INSURANCE BROKERS

Comprehensive Motion

Submitted by Committee

That the Insurance for Cathedral Place, which includes the Community Body Corporate (restricted and Unrestricted), Notre Dame BUP, Oxford Cambridge BUP, Canterbury Westminster BUP, Duhig BUP, Kensington Sandringham BUP be renewed and that the proposal from Tony Bemrose Insurance Brokers as attached to the notice of this meeting be accepted.

That the BUP's share of the premium payment be made from the suspense fund with the subsidiary Bodies corporate to be invoiced and recovered

That the cover be arranged before close of business on the 31st August 2010 and the expenditure as set out in the proposal attached to this notice is authorised

AMENDED TO READ ON 31/08/2010

That the Insurance for Cathedral Place, which includes the Community Body Corporate (restricted and Unrestricted), Notre Dame BUP, Oxford Cambridge BUP, Canterbury Westminster BUP, Duhig BUP, Kensington Sandringham BUP be renewed and that the proposal from Tony Bemrose Insurance Brokers as attached to the notice of this meeting be accepted.

That the BUP's share of the premium payment be made from the suspense fund with the subsidiary Bodies corporate to be invoiced and recovered

That the cover be arranged before close of business on the 31st August 2010 and the expenditure as set out in the proposal attached to this notice is authorised

With the premium to be paid subject to any better premium that may be negotiated by the chairman.

RESOLVED that amended motion 3 be **CARRIED** Yes 5 No 0 Abstain 0 Invalid 0

CONFIRMED AS A TRUE AND ACCURATE RECORD

Chairperson: _____ **Date:** _____