

Body Corporate Services Pty Limited  
ABN 82 010 120 144

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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

## 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 31<sup>st</sup> 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**

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## 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 31<sup>st</sup> 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**

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## 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 12<sup>th</sup> 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

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## 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 31<sup>st</sup> 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

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**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 6<sup>th</sup> 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

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**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 30<sup>th</sup> 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 6<sup>th</sup> 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

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**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 6<sup>th</sup> 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

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**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 30<sup>th</sup> 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

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**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 30<sup>th</sup> 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 18<sup>th</sup> 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**

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**11 MAUNSELL PENNINGTON  
Comprehensive Resolution**

*Submitted by Committee*

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

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

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The chairperson adjourned the meeting at 6.20pm.

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**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 31<sup>st</sup> 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

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**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 31<sup>st</sup> 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 31<sup>st</sup> 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

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**CONFIRMED AS A TRUE AND ACCURATE RECORD**

**Chairperson:** \_\_\_\_\_ **Date:** \_\_\_\_\_