

Body Corporate Services Pty Limited  
ABN 82 010 120 144

PO Box 466, Toowong, QLD 4066  
DX 40261 Toowong  
bcs\_brisbane@bcssm.com.au  
www.bcsm.com.au

Ph. 07 3721 7000  
Fax. 07 3870 3838



**MEMBER**  
COMMUNITY TITLES  
INSTITUTE QUEENSLAND

**bcs**  
Body Corporate Services

Minutes of the Annual General Meeting of the Body Corporate for "CATHEDRAL PLACE CBC" Mixed Community Plan 106902 held on Monday, 4 April 2011 at 5.30pm in the Meeting Room "Cathedral Place", 41 Gotha Street, Fortitude Valley.

## PRESENT IN PERSON

Lindsay Anlezark, Crestina Ceraolo, Neil Fleming, Peter Zunker, Theresa Stinson, John Gilliland

## LOTS REPRESENTED

### Lot no

- |   |                                |
|---|--------------------------------|
| 1 | by representative L. Anlezark  |
| 2 | by representative C. Ceraolo   |
| 3 | by representative N. Fleming   |
| 4 | by representative P. Zunker    |
| 5 | by representative T. Stinson   |
| 6 | by representative J. Gilliland |

## IN ATTENDANCE

John Rae representing Body Corporate Services Pty Ltd.

Sam King – E24 Owner

John Delaat – E83 Owner

Todd Raumer - Caretaker

## CHAIRPERSON OF MEETING

Neil Fleming chaired the meeting.

## QUORUM

The chairperson declared that a quorum was represented and the meeting was declared open at 5.30pm.

## MOTIONS

The Chairman declared that Lot 6 was unfinancial and therefore its representative John Gilliland could not vote on the motions.

### 1 CONFIRMATION OF MINUTES

### ORDINARY RESOLUTION

*Procedural motion*

That the minutes of the Extraordinary General Meeting held on 24/01/2011 be confirmed as a true and accurate account of the proceedings at that meeting.

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

### 2 APPROVAL OF STATEMENT OF ACCOUNTS

### ORDINARY RESOLUTION

*Statutory motion*

That the non audited statement of accounts for the year ended 31/08/2010 attached to the agenda be approved.

## MOTION LAPSED

**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: M. Reid

CATHEDRAL PLACE CBC MCP 106902

**3 APPOINTMENT OF AUDITOR****ORDINARY RESOLUTION***Statutory motion*

That the body corporate's statement of accounts for the financial year 01/09/2010 to 31/08/2011 be audited, and further, that the incoming Committee be authorised to obtain quotations and select the most suitable for such audit.

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

**4 ADMINISTRATIVE FUND BUDGET AND CONTRIBUTIONS - UNRESTRICTED****ORDINARY RESOLUTION***Statutory motion*

That the Administration Fund – Unrestricted for the year ending 31 August 2011 be \$314,530.00 (exclusive of GST) and that the contributions shall be due and payable at \$483.89 per unit of lot entitlement (total of 650) as follows:

Levy period	\$Per lot entitlement	\$Total per lot entitlement	Due date of payment
01/09/2010 to 30/11/2010	\$77.69	\$77.69	Already Levied
01/12/2010 to 28/02/2011	\$135.40	\$135.40	Already Levied
01/03/2011 to 31/05/2011	\$135.40	\$135.40	Already Levied
01/06/2011 to 31/08/2011	\$135.40	\$135.40	01/06/2011
<b>Total for periods</b>	<b>\$483.90</b>	<b>\$483.90</b>	

**Total lot entitlements 650**

**It is further resolved to confirm that as the levies for the body corporate are collected in quarterly instalments, the Treasurer be authorised to issue the levy notices for the first quarter of the 2011/2012 financial year at the same annual rate as follows:**

01/09/2011 to 30/11/2011	\$120.97	\$12.09	\$133.06	01/09/2011
--------------------------	----------	---------	----------	------------

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

**5 ADMINISTRATIVE FUND BUDGET AND CONTRIBUTIONS - RESTRICTED****ORDINARY RESOLUTION***Statutory motion*

That the Administration Fund – Restricted for the year ending 31/08/2011 be \$256,720.00 (exclusive of GST) at \$506.35 per unit of lot entitlement (total of 507) as follows:

Levy period	\$Per lot entitlement	\$Total per lot entitlement	Due date of payment
01/09/2010 to 30/11/2010	\$186.48	\$186.48	Already Levied
01/12/2010 to 28/02/2011	\$106.62	\$106.62	Already Levied
01/03/2011 to 31/05/2011	\$106.62	\$106.62	Already Levied
01/06/2011 to 31/08/2011	\$106.62	\$106.62	01/06/2011
<b>Total for periods</b>	<b>\$506.34</b>	<b>\$506.34</b>	

**Total lot entitlements 507**

**It is further resolved to confirm that as the levies for the body corporate are collected in quarterly instalments the, Treasurer be authorised to issue the levy notices for the first quarter of the 2011/2012 financial year at the same annual rate as follows:**

01/09/2011 to 30/11/2011	\$126.59	\$12.65	\$139.24	01/09/2011
--------------------------	----------	---------	----------	------------

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

**6 SINKING FUND BUDGET AND CONTRIBUTIONS - UNRESTRICTED**

**ORDINARY RESOLUTION**

*Statutory motion*

That the Sinking Fund – Unrestricted for the year ending 31/08/2011 be \$21,515.00 (exclusive of GST) and that the contributions shall be due and payable at \$33.10 per unit of lot entitlement (total 650) as follows:

Levy period	\$Per lot entitlement	\$Total per lot entitlement	Due date of payment
01/09/2010 to 30/11/2010	\$17.31	\$17.31	Already Levied
01/12/2010 to 28/02/2011	\$5.26	\$5.26	Already Levied
01/03/2011 to 31/05/2011	\$5.26	\$5.26	Already Levied
01/06/2011 to 31/08/2011	\$5.26	\$5.26	01/06/2011
<b>Total for periods</b>	<b>\$33.09</b>	<b>\$33.09</b>	

**Total lot entitlements 650**

**It is further resolved to confirm that as the levies for the body corporate are collected in quarterly instalments, the Treasurer be authorised to issue the levy notices for the first quarter of the 2011/2012 financial year at the same annual rate as follows:**

01/09/2011 to 30/11/2011	\$8.28	\$0.82	\$9.10	01/09/2011
--------------------------	--------	--------	--------	------------

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

**7 SINKING FUND BUDGET AND CONTRIBUTIONS - RESTRICTED**

**ORDINARY RESOLUTION**

*Statutory motion*

That the Sinking Fund – Restricted for the year ending 31/08/2011 be \$195,386.00 (exclusive of GST) and that the contributions shall be due and payable at \$385.38 per unit of lot entitlement (total 507) as follows:

Levy period	\$Per lot entitlement	\$Total per lot entitlement	Due date of payment
01/09/2010 to 30/11/2010	\$122.78	\$122.78	Already Levied
01/12/2010 to 28/02/2011	\$87.53	\$87.53	Already Levied
01/03/2011 to 31/05/2011	\$87.53	\$87.53	Already Levied
01/06/2011 to 31/08/2011	\$87.53	\$87.53	01/06/2011
<b>Total for periods</b>	<b>\$385.37</b>	<b>\$385.37</b>	

**Total lot entitlements 507**

**It is further resolved to confirm that as the levies for the body corporate are collected in quarterly instalments the, Treasurer be authorised to issue the levy notices for the first quarter of the 2011/2012 financial year at the same annual rate as follows:**

01/09/2011 to 30/11/2011	\$96.35	\$9.63	\$105.98	01/09/2011
--------------------------	---------	--------	----------	------------

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

**8 AMENDMENT TO MOTION 6 OF EGM HELD ON 24/01/2011**

**COMPREHENSIVE RESOLUTION**

*Submitted by P. Zunker*

That Motion 6 which was carried at the Extraordinary General Meeting held 24 January 2011 be amended by the substitution of the date "May 11, 2006" in the first paragraph with a new date of "May 11, 2005".

Note to Motion:

To avoid doubt, the full motion as carried at the EGM on 24/01/2011 is attached to this agenda with the date to be substituted circled.

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

**9 QUOTATION ACCEPTANCE**

**COMPREHENSIVE RESOLUTION**

*Submitted by P. Zunker*

That the quote from Active Systems as circulated by email on the 23/03/2011 be accepted on the basis that –  
1. The conversion of the sprinkler system to allow monthly testing - \$2,100.00 plus GST. 2. The 5 year option is accepted \$23,000.00 plus GST to be paid yearly in advance. The expenditure to be charged to the unrestricted Sinking Fund for the conversion and the Unrestricted Admin Fund for the testing and maintenance, and further, the Chairman or in the Chairman’s absence any member of the Committee is authorised to sign any contracts accepting this arrangement.

Note to Motion:

You will find the quote Todd presented at the meeting along with the quote that Star had supplied for \$7,000.00 for the same thing that will cost \$3,000.00 a year once the monthly conversion is done. In the 5 year quote there are additional items being done along with the \$3,000.00 per year testing.

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

**10 APPOINTMENT OF AUDITOR**

**COMPREHENSIVE RESOLUTION**

*Submitted by P. Zunker*

That Motion 13 from the Extraordinary General Meeting held on 28/01/2010 be rescinded, and further that PKF Accountants be appointed at a cost of \$5,000.00 to audit the body corporate’s financial statements for the financial year 01/09/2009 – 31/08/2010.

**RESOLVED** that motion 10 be **CARRIED** Yes 5 No 0 Abstain 0 Invalid 0

**ELECTION OF EXECUTIVE AND ORDINARY MEMBERS OF THE COMMITTEE**

- CHAIRPERSON** Neil Fleming
- SECRETARY** Crestina Ceraolo
- TREASURER** Peter Zunker
- COMMITTEE MEMBERS** Lindsay Anlezark  
Theresa Stinson  
John Gilliland

**CLOSURE**

There being no further business the chairperson declared the meeting closed at 5.40pm.

**CONFIRMED AS A TRUE AND ACCURATE RECORD**

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