

Minutes of the Annual General Meeting of the Body Corporate for "CATHEDRAL PLACE CBC" Community Titles Scheme 106902 held on Thursday, 29 March 2012 at 6.00pm at in the Meeting Room "Cathedral Place", 41 Gotha Street, Fortitude Valley

### PRESENT IN PERSON

Lindsay Anlezark, Doris Engel, Neil Fleming, Chris Byrnes

### LOTS REPRESENTED

#### Lot no

Lot 1	Notre Dame	by representative Lindsay Anlezark
Lot 2	Oxford Cambridge	by representative Doris Engel
Lot 3	Canterbury Westminster	by representative Neil Fleming
Lot 4	Duhig	by representative Chris Byrnes
Lot 5	Kensington Sandringham	by proxy to Neil Fleming

### IN ATTENDANCE

John Rae representing Body Corporate Services Pty Ltd.

Todd Raumer - Caretaker

### CHAIRPERSON OF MEETING

Neil Fleming 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 the meeting was declared open at 6.10pm.

### MOTIONS

<b>1</b>	<b>CONFIRMATION OF MINUTES</b>	<b>ORDINARY RESOLUTION</b>
	Procedural motion	
	That the minutes of the Extraordinary General Meeting held on 20/12/2011 be confirmed as a true and correct record of the proceedings at that meeting.	
	<b>RESOLVED</b> that motion 1 be <b>CARRIED</b>	Yes 5      No 0      Abstain 0      Invalid 0
<b>2</b>	<b>APPROVAL OF STATEMENT OF ACCOUNTS</b>	<b>ORDINARY RESOLUTION</b>
	Statutory motion	
	That the non audited statement of accounts for the year ended 31/08/2011 attached to the agenda be approved.	
	<b>RESOLVED</b> that motion 2 be <b>CARRIED</b>	Yes 5      No 0      Abstain 0      Invalid 0
<b>3</b>	<b>APPOINTMENT OF AUDITOR</b>	<b>ORDINARY RESOLUTION</b>
	Statutory motion	
	That the body corporate's statement of accounts for the financial year 01/09/2011 to 31/08/2012 be audited, and further, that the incoming Committee be authorised to obtain quotations and select the most appropriate for such audit.	
	<b>RESOLVED</b> that motion 3 be <b>CARRIED</b>	Yes 5      No 0      Abstain 0      Invalid 0

### *Enhancing Community Living*

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), Strata Community Australia (SCA)

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: A.D

CATHEDRAL PLACE CBC CTS 106902

**4 ADMINISTRATIVE FUND BUDGET AND CONTRIBUTIONS - UNRESTRICTED**

**ORDINARY RESOLUTION**

That the Administration Fund – Unrestricted for the year ending 31<sup>st</sup> August 2012 be \$609,980.00 (exclusive of GST) and that the contributions shall be due and payable at \$938.43 per unit of lot entitlement (total of 650) as follows:

Levy period	\$Per lot entitlement	\$GST	\$Total per lot entitlement	Due date of payment
01/09/2011 to 30/11/2011	\$120.97	\$12.10	\$133.07	Already levied
01/12/2011 to 29/02/2012	\$272.49	\$27.25	\$299.74	01/05/2012
01/03/2012 to 31/05/2012	\$272.49	\$27.25	\$299.74	01/05/2012
01/06/2012 to 31/08/2012	\$272.48	\$27.25	\$299.73	01/06/2012
<b>Total for periods</b>	<b>\$938.43</b>	<b>\$93.85</b>	<b>\$1,032.28</b>	

**Total lot entitlements 650**

**AND FURTHER that the Treasurer be authorised to issue the levy notices for the first two quarters of the 2012/2013 financial year as follows:**

01/09/2012 to 30/11/2012	\$235.00	\$23.50	\$258.50	01/09/2012
01/12/2012 to 28/02/2013	\$235.00	\$23.50	\$258.50	01/12/2012

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

**5 ADMINISTRATIVE FUND BUDGET AND CONTRIBUTIONS - RESTRICTED**

**ORDINARY RESOLUTION**

That the Administration Fund – Restricted for the year ending 31<sup>st</sup> August 2012 be \$64,221.00 (exclusive of GST) and that the contributions shall be due and payable at \$126.66 per unit of lot entitlement (total of 507) as follows:

Levy period	\$Per lot entitlement	\$GST	\$Total per lot entitlement	Due date of payment
01/09/2011 to 30/11/2011	\$126.59	\$12.65	\$139.24	Already levied
01/12/2011 to 29/02/2012	\$0.07	\$0.01	\$0.08	01/05/2012
01/03/2012 to 31/05/2012	Nil	Nil	Nil	N/A
01/06/2012 to 31/08/2012	Nil	Nil	Nil	N/A
<b>Total for periods</b>	<b>\$126.66</b>	<b>\$12.66</b>	<b>\$139.32</b>	

**Total lot entitlements 507**

**AND FURTHER that the Treasurer be authorised to issue the levy notices for the first two quarters of the 2012/2013 financial year as follows:**

01/09/2012 to 30/11/2012	\$31.67	\$3.17	\$34.84	01/09/2012
01/12/2012 to 28/02/2013	\$31.67	\$3.17	\$34.84	01/12/2012

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

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

That the Sinking Fund – Unrestricted for the year ending 31<sup>st</sup> August 2012 be \$69,096.00 (exclusive of GST) and that the contributions shall be due and payable at \$106.30 per unit of lot entitlement (total of 650) as follows:

Levy period	\$Per lot entitlement	\$GST	\$Total per lot entitlement	Due date of payment
01/09/2011 to 30/11/2011	\$8.28	\$0.83	\$9.11	Already levied
01/12/2011 to 29/02/2012	\$32.67	\$3.27	\$35.94	01/05/2012
01/03/2012 to 31/05/2012	\$32.67	\$3.27	\$35.94	01/05/2012
01/06/2012 to 31/08/2012	\$32.68	\$3.27	\$35.95	01/06/2012
<b>Total for periods</b>	<b>\$106.30</b>	<b>\$10.64</b>	<b>\$116.94</b>	

**Total lot entitlements 650**

**AND FURTHER that the Treasurer be authorised to issue the levy notices for the first two quarters of the 2012/2013 financial year as follows:**

01/09/2012 to 30/11/2012	\$40.75	\$4.08	\$44.83	01/09/2012
01/12/2012 to 28/02/2013	\$40.75	\$4.08	\$44.83	01/12/2012

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

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

That the Sinking Fund – Restricted for the year ending 31<sup>st</sup> August 2012 be \$48,849.45 (exclusive of GST) and that the contributions shall be due and payable at \$96.35 per unit of lot entitlement (total of 507) as follows:

Levy period	\$Per lot entitlement	\$GST	\$Total per lot entitlement	Due date of payment
01/09/2011 to 30/11/2011	\$96.35	\$9.64	\$105.99	Already levied
01/12/2011 to 29/02/2012	Nil	Nil	Nil	N/A
01/03/2012 to 31/05/2012	Nil	Nil	Nil	N/A
01/06/2012 to 31/08/2012	Nil	Nil	Nil	N/A
<b>Total for periods</b>	<b>\$96.35</b>	<b>\$9.64</b>	<b>\$105.99</b>	

**Total lot entitlements 507**

Note to above motion

The requirement for the Sinking Fund Budget – Restricted for the 2011/2012 financial year is only \$7,883.00, however at the last Annual General Meeting a pre-issued levy was approved totalling \$48,849.45 (exclusive of GST), some \$40,966.45 more than has subsequently been determined as required.

Accordingly, the body corporate will have to determine if the overpayment by the residential bodies corporate totalling \$40,966.45 is to be refunded or applied against future Sinking Fund – Restricted levies. Despite this the above motion still has to be approved as the levy was issued for the period 01/09/2011 to 30/11/2011.

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

**8 DISCOUNT ON LEVIES** **COMPREHENSIVE MOTION**

That the representatives of "Cathedral Place" MCP 106902 agree on the introduction of a 20% discount for ontime payment of levies, whereby the approved levy is multiplied by 10 and divided by 8 with such amount arrived at being subject to 20% discount for ontime payment which will mean the approved levy is paid, and a penalty (ie no 20% discount) is incurred for payment after the due date, **AND FURTHER**, that such discount system will apply to all levy issues due for payment on 01/09/2012 or later until further notice.

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

**9 RATIFICATION OF INVOICE PAYMENTS****COMPREHENSIVE RESOLUTION**

That representatives of "Cathedral Place CBS" MCP106902 ratify the decisions of the Committee to pay the following invoices.

Invoice Date	Invoice Number	Creditor	Amount
14/12/2011	29268	Success Law	\$9,814.31
15/12/2011	926	T Raumer	\$10,582.00*
20/12/2011	42768	Nicholsons Lawyers	\$1,800.48
25/11/2011	42190	Nicholsons Lawyers	\$4,495.00
13/12/2011	C112466	P & L Kennedy	\$3,465.00
10/02/2012	06902212	Macquarie Bank	\$5,000.00
14/02/2012	06902212	T Raumer	\$1,922.41*
13/02/2012	BN33(1)	Right Products	\$1,650.00
18/01/2012	22511	4 Site Electrical	\$7,953.00

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

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

<b>CHAIRPERSON</b>	<b>Neil Fleming</b>	
<b>SECRETARY</b>	<b>Chris Byrnes</b>	
<b>TREASURER</b>	<b>Doris Engel</b>	
<b>ORDINARY MEMBERS</b>	<b>Lindsay Anlezark</b>	
	<b>Theresa Stinson</b>	
	<b>John Gilliland</b>	
<b>NON-VOTING MEMBERS</b>	<b>John Rae</b>	<b>Body Corporate Manager</b>

**CLOSURE**

There being no further business the chairperson declared the meeting closed at 6.55pm.