

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE BODY CORPORATE FOR
CP 'B/C' OXFORD & CAMBRIDGE BUILDING UNITS PLAN 106905 HELD AT
THE MEETING ROOM, CATHEDRAL PLACE, 41 GOTH A STREET, FORTITUDE VALLEY, QLD, 4006
ON MONDAY, 30TH JANUARY 2012 AT 5:30PM**

Representation: Ms K Ceraolo Owner Lot 3
Ms D Davis Owner Lot 4
Mr P Berryman Owner Lot 14
Ms D Engel Owner Lot 16
Mr R Priest Representing Lot 33
Mr P Brown Owner Lot 69
Mr Grant Mifsud & Representing Archers Body Corporate
Miss Courtney Camille ManagementPty Ltd

Apologies: Nil

Proxies: Mr G Priest Lot 33 in favour of Mr R Priest

Company Nominees: Nil

Voting Papers: Ms K Ceraolo Owner Lot 3
Ms D Davie Owner Lot 4
Mr P Berryman Owner Lot 14
Ms D Engel Owner Lot 16
Mr R Priest Representing Lot 33
Ms E Lui Owner Lot 56
Mr N Mullan Owner Lot 63

Chairperson: Diane Davis

Quorum: The Chairperson advised that a quorum was not present and the meeting would not be able to proceed if a quorum was still not present at 6:00pm.

Adjournment: At 6:00pm the Chairperson advised that a quorum was not achieved for this meeting and therefore the meeting was adjourned to 9th February 2012 pursuant to the provisions of the Body Corporate and Community Management Act 1997.

Confirmed

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Chairperson

**MINUTES OF THE ADJOURNED ANNUAL GENERAL MEETING OF THE
BODY CORPORATE FOR CP 'B/C' OXFORD & CAMBRIDGE BUILDING UNITS PLAN 106905 HELD AT
THE MEETING ROOM, CATHEDRAL PLACE, 41 GOTHA STREET, FORTITUDE VALLEY, QLD, 4006
ON MONDAY, 30TH JANUARY 2012 AT 5:30PM**

Representation: Ms D Engel Owner Lot 16
Mr P Brown Owner Lot 69

Apologies: Nil

Proxies: Mr G Priest Lot 33 in favour of Mr R Priest

Company Nominees: Nil

Voting Papers: Ms K Ceraolo Owner Lot 3
Ms D Davie Owner Lot 4
Mr P Berryman Owner Lot 14
Ms D Engel Owner Lot 16
Mr R Priest Representing Lot 33
Ms E Lui Owner Lot 56
Mr N Mullan Owner Lot 63

Quorum: It was noted that those Owners represented at this Adjourned Annual General Meeting represented a quorum pursuant to the provisions of the Body Corporate and Community Management Act 1997.

Chairperson: Doris Engel

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

That the Minutes of the Annual General Meeting held on 9th February 2011 and forwarded to Body Corporate members thereafter, be adopted as a true and correct record.

**This motion was declared CARRIED with the following votes received:-
YES: 8 NO: Nil ABSTAIN: Nil INVALID: Nil**

Ordinary Resolution – Statement of Accounts: The following motion was read to the meeting :-

That the Audited Statement of Accounts for the year ended 31st August 2011 together with Balance Sheet as at that date be received and adopted.

**This motion was declared CARRIED with the following votes received:-
YES: 8 NO: Nil ABSTAIN: Nil INVALID: Nil**

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 31st August 2012 NOT be audited.

**This motion was declared NOT CARRIED with the following votes received:-
YES: 1 NO: 7 ABSTAIN: Nil INVALID: Nil**

Ordinary Resolution – Appointment of Auditor: The following motion was 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:

Kim Colyer – PKF Chartered Accountants

**This motion was declared CARRIED with the following votes received:-
YES: 8 NO: Nil ABSTAIN: Nil INVALID: Nil**

**Ordinary Resolution
– Administrative
Fund Budget &
Contributions:**

The following motion was read to the meeting :-

That pursuant to Sections 32, 38A & 38B of the Building Units and Group Titles Act 1980, the Administrative Fund for the year ending 31st August 2012 be \$642,024.00 Gross (being \$61.20 per unit of entitlement) and that pursuant to Sections 32, 38A and 38B of the Building Units and Group Titles Act 1980, the contributions in respect to the Administrative Fund shall be subject to a discount of 20% if paid within 30 days of the contribution being levied and shall be due & payable as follows:-

<u>Period</u>	<u>Contribution per Unit of Entitlement</u>		<u>Due Date for Payment</u>
	Gross	Nett	
01/09/11 – 30/11/11	\$12.90	\$10.32	already levied
01/12/11 – 29/02/12	\$12.90	\$10.32	already levied
01/03/12 – 31/05/12	\$17.70	\$14.16	01/03/12
01/06/12 – 31/08/12	\$17.70	\$14.16	01/06/12

It is further resolved that, pursuant to Sections 32, 38A & 38B of the Building Units and Group Titles Act 1980, as the Treasurer be authorised to issue the levy notices for the first period of the new 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>
	Gross	Nett	
01/09/12 – 30/11/12	\$15.30	\$12.24	01/09/12
01/12/12 – 28/02/13	\$15.30	\$12.24	01/12/12

This motion was declared CARRIED with the following votes received:-
YES: 8 NO: Nil ABSTAIN: Nil INVALID: Nil

**Ordinary Resolution
– Sinking Fund
Budget &
Contributions:**

The following motion was read to the meeting :-

That pursuant to Sections 32, 38A & 38B of the Building Units and Group Titles Act 1980, the Sinking Fund for the year ending 31st August 2012 be \$112,850.00 Gross (being \$10.76 per unit of entitlement) and that pursuant to Sections 32, 38A & 38B of the Building Units and Group Titles Act 1980, the contributions in respect to the Sinking Fund shall be due & payable as follows:-

<u>Period</u>	<u>Contribution per Unit of Entitlement</u>		<u>Due Date for Payment</u>
	Gross	Nett	
01/09/11 – 30/11/11	\$3.45	\$2.76	already levied
01/12/11 – 29/02/12	\$3.45	\$2.76	already levied
01/03/12 – 31/05/12	\$1.93	\$1.545	01/03/12
01/06/12 – 31/08/12	\$1.93	\$1.545	01/06/12

It is further resolved that, pursuant to Sections 32, 38A & 38B of the Building Units and Group Titles Act 1980, the Treasurer be authorised to issue the levy notices for the first period of the new 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>
	Gross	Nett	
01/09/12 – 30/11/12	\$2.69	\$2.15	01/09/12
01/12/12 – 28/02/13	\$2.69	\$2.15	01/12/12

This motion was declared CARRIED with the following votes received:-
YES: 8 NO: Nil ABSTAIN: Nil INVALID: Nil

**Ordinary Resolution
– Confirmation of
Insurance:**

The following motion was read to the meeting :-

It is resolved that the following insurance be confirmed:-

Insurer:		Strata Unit Underwriters
Policy No:		06S1447318
Due Date:		31/08/12
Sum Insured:	Building	\$183,085,340
	Public Liability	\$20,000,000
	Office Bearers	\$2,000,000
	Fidelity Guarantee	\$100,000
	Voluntary Workers	\$2000/\$200,000
Premium:		PBC Paid
Excess:		\$500

And that the committee of the body corporate be authorized to obtain quotes and place insurance based on the best premium and policy available for the financial year ended 31st August 2013.

This motion was declared CARRIED with the following votes received:-

YES: 8 NO: Nil ABSTAIN: Nil INVALID: Nil

**Ordinary Resolution
– Renewal of
Administration
Agreement :**

The following motion was read to the meeting :-

That under the authority of Section 91 of the Building Units and Group Titles Act 1980, the body corporate engage Archers Body Corporate Management as its Body Corporate Manager for the supply of administrative services to the body corporate for a period of one (1) year commencing on the 1st September 2012, the fee being \$17,721.00 p.a. (Excl GST) the terms of which are stated in the engagement which has been circulated to the members of the body corporate. It is further resolved that the common seal of the body corporate be affixed to the Administration Agreement and same be signed by two members of the committee of the body corporate.

This motion was declared CARRIED with the following votes received:-

YES: 8 NO: Nil ABSTAIN: Nil INVALID: Nil

**Election of
Committee:**

CHAIRPERSON:

As no nominations were received for the position of Chairperson, nominations were called from the floor resulting in **Diane Davis** being duly elected.

SECRETARY:

As **Doris Engel** was the only nomination received for the position of Secretary she was duly elected.

TREASURER:

As no nominations were received for the position of Treasurer, nominations were called from the floor resulting in **Peter Zunker** being duly elected.

COMMITTEE POSITIONS:

As no nominations were received, nominations were called from the floor resulting in the following being duly elected:

Patrick Brown
Peter Berryman
Richard Priest
Todd Raumer

The Body Corporate Manager and the Caretaking Service Contractor are both members of the committee as NON-VOTING Members.

Please Note:

A member's position automatically becomes vacant if the member is not present personally or by proxy at 2 consecutive meetings of the committee without the committee's leave.

There being no further business, the meeting closed at 6:00 pm.

Confirmed.

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Chairperson