

**MINUTES OF THE ANNUAL GENERAL MEETING OF
THE BODY CORPORATE FOR CP 'F' DUHIG BUILDING UNITS PLAN 106965
HELD AT THE MEETING ROOM,
CATHEDRAL PLACE, 41 GOTHA STREET, FORTITUDE VALLEY, QLD 4001
ON MONDAY, 13TH FEBRUARY 2012, AT 5.30PM.**

Representation:

Ms J Betia	Owner Lot 2
Mr R Ardo	Co-Owner Lot 28
Mr R Edwards	Co-Owner Lot 47
Mr D Jasch	Owner Lot 49
Mr C Byrnes	Owner Lot 55
Mr Grant Mifsud & Miss Courtney Camille	Representing Archers Body Corporate Management Pty Ltd

Apologies: Nil

Proxies:

Ms F Cheung Lot 3 in favour of Mrs P Zunker
Mr D & Mrs G Taylor Lot 4 in favour of Mrs L Zunker
Mr A Jones Lot 8 in favour of Mr P Zunker
Mr F Stagnitti Lot 14 in favour of Mr P Zunker
Mr E & Mrs L Zunker Lot 15 in favour of Mr P Zunker
Mr H Lou Lot 39 in favour of Mrs L Zunker
Mr L Wee & Ms P Teo Lot 42 in favour of Mr P Zunker
Mr I Budiarto Lot 44 in favour of Mr P Zunker
Mrs B Levy Lot 51 in favour of Mrs L Zunker
Mr P Singh Lot 66 in favour of Mr P Zunker
Mr P & Mrs G Seguerra Lot 67 in favour of Mr P Zunker
Mr F & Mrs D Meulet Lot 77 in favour of Mr P Zunker
Mr R Grace Lot 81 in favour of Mrs L Zunker
Mr P Hanlon Lot 84 in favour of Mrs L Zunker

Company Nominees: Nil

Voting Papers:

Mrs L Zunker	Representing Lots 4, 39, 51, 77, 84
Ms A Sherwood	Owner Lot 20
Mr G Sparks	Owner Lot 32
Mr R Edwards	Owner Lot 47
Mr D Jasch	Owner Lot 49

Quorum: As greater than 25% of the owners were represented either by person, by proxy or by voting paper, a quorum was formed.

Chairperson: Peter Zunker

**Ordinary Resolution
– Minutes of
Previous Meeting:**

The following motion was read to the meeting:-

That the Minutes of the Annual General Meeting held on 7th 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: 21 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: 21 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: Nil NO: 21 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: 20 NO: 1 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 \$376,040.00 Gross (being \$57.02 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>
	<u>Gross</u>	<u>Nett</u>	
01/09/11 – 30/11/11	\$11.85	\$9.48	already levied
01/12/11 – 29/02/12	\$11.85	\$9.48	already levied
01/03/12 – 31/05/12	\$16.66	\$13.33	01/03/12
01/06/12 – 31/08/12	\$16.66	\$13.33	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>
	<u>Gross</u>	<u>Nett</u>	
01/09/12 – 30/11/12	\$14.255	\$11.405	01/09/12
01/12/12 – 28/02/13	\$14.255	\$11.405	01/12/12

**This motion was declared CARRIED with the following votes received:-
YES: 21 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 \$76,391.00 Gross (being \$11.58 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	\$4.06	\$3.248	already levied
01/12/11 – 29/02/12	\$4.06	\$3.248	already levied
01/03/12 – 31/05/12	\$1.73	\$1.387	01/03/12
01/06/12 – 31/08/12	\$1.73	\$1.387	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	\$2.895	\$2.3175	01/09/12
01/12/12 – 28/02/13	\$2.895	\$2.3175	01/12/12

**This motion was declared CARRIED with the following votes received:-
YES: 21 NO: Nil ABSTAIN: Nil INVALID: Nil**

**Ordinary Resolution
– Confirmation of
Insurance:**

The following motion was read to the meeting:-

Insurer:	Strata Unit Underwriters	
Policy No:	0S61447318	
Due Date:	31/08/12	
Sum Insured:	Building	\$183,085,340.00
	Public Liability	\$20,000,000
	Office Bearers	\$2,000,000
	Fidelity Guarantee	\$100,000.00
	Voluntary Workers	\$2000/\$200,000.00
Premium:	\$PBC Paid	

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: 21 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 \$112.88 per lot 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: 21 NO: Nil ABSTAIN: Nil INVALID: Nil**

**Ordinary Resolution
– Letting Agreement:**

The following motion was read to the meeting:-

That the Body Corporate enter into the letting agreement with the owners of Lot 4 of Notre Dame as attached to this notice of meeting and the body corporate manager be authorised to take all steps necessary to execute the agreement.

**This motion was declared CARRIED with the following votes received:-
YES: 20 NO: 1 ABSTAIN: Nil INVALID: Nil**

**Election of
Committee:**

CHAIRPERSON:

As **Chris Byrnes** was the only nomination received for the position of Chairperson he was duly elected.

SECRETARY:

As **Lorrain Zunker** 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 **Ric Ardo** being duly elected.

COMMITTEE POSITIONS:

One nomination was received for the position of Ordinary Member.
Peter Zunker was duly elected.

Nominations were called from the floor of the meeting to fill the remaining vacancies.
Douglas Jasch was declared elected as an Ordinary Member.

CBC REPRESENTATIVE POSITION:

As **Chris Byrnes** was the only nomination received for the position of CBC Representative he was duly elected.

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 p.m.

Confirmed.

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Chairperson