

**The Owners of 147 – 159 Charles Street, West Perth
Strata Plan 5629**

NOTICE OF EXTRAORDINARY GENERAL MEETING

Notice is hereby given that the Annual General Meeting of the above Strata Company will be held at the office of Exclusive Strata Management Services, Suite 15, 443 Albany Highway, Victoria Park on Tuesday 31st July 2012 commencing at 5.30pm.

Registration from 5.15pm.

This notice is issued pursuant to the by-laws of the strata company, on 5th July 2012 being not less than 14 days prior to the holding of the meeting.

The attention of proprietors is drawn to the following documents enclosed with this combined notice and agenda for this meeting:

- 1. Amended budget of estimated expenditure from the Administrative Fund and provision for Reserve Fund for period 01/10/11 to 30/09/12*
- 2. Forms of specific and enduring proxy.*

Signature of person issuing this notice.....*Date.../.../...*
On behalf of Exclusive Strata Management

PRELIMINARY MATTERS

Registration of proprietors and proxy holders

Verification of valid proxies received

Verification of those eligible to vote and personally present

Record those present by invitation

Record any apologies received

Confirmation by the Council Chairman or Secretary of an enabling quorum being present, that the meeting is properly constituted and may proceed to the conduct of business.

(Or that it is adjourned one week hence)

Meeting Agenda

- 1. Appointment of chairperson for the meeting.**
-Only required if the Chairman of the Council is unavailable or unwilling to act.
- 2. Confirmation of previous minutes.**
-Minutes of the last general meeting have previously been distributed to proprietors.
 - (a) Motion under notice –**
That the previously circulated minutes of the General Meeting held on 01/11/11 be confirmed as a true record of those proceedings.
 - (b)** Consideration of any matters arising not otherwise provided for by this agenda.

SPECIAL BUSINESS

- 3. Consideration of amendment to budget of estimated expenditure from the Administrative Fund.**
Motion under notice –
That the budget of estimated expenditure from the Administrative fund, GST inclusive, be amended as follows:

Special Projects	\$80,000.00
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To increase the total budget to \$185,479.00
- 4. Determination of the Special levy of contributions**
Motion under notice –
that the special levy of contributions on proprietors for the Administrative Fund be payable in advance, inclusive of GST, by instalments due and payable in the amounts and on the dates as shown below:

\$220.00 per unit entitlement	1 st September 2012,
\$220.00 per unit entitlement	1 st December 2012,

to raise a total of \$81,840.00 for the purpose of Gas / flu rectification.

5. Matters without notice for discussion and referral to the Council.

Note: Such matters may only be raised at the discretion of the Chair and with leave of the meeting.

6. Close of meeting.

The Owners Of 147-159 Charles Street
Strata Plan 5629
Proxy Form for the Extraordinary General Meeting
To Be Held On 31st July 2012

Please read the important notes below before completing this form

I/We, _____

being the proprietor/s of lot number/s _____ hereby appoint:

(*Select only one of the below options by deleting the other two options.)

***Option 1**

Name of proxy holder _____ only, **or**,

***Option 2**

The Chairperson of the extraordinary general meeting only, **or**,

***Option 3**

Name of proxy holder _____ or, failing his/her attendance at the extraordinary general meeting, the Chairperson of the general meeting.

to speak and act as my/our proxy holder and to vote for me/us in my/our name at the extraordinary general meeting to be held on 31/07/12 ***and at any adjournment of that meeting.***

Dated this _____ day of _____ 20__

Signature of **sole** proprietor

or **all** co-proprietors

_____ Proprietor

_____ Co-Proprietor

_____ Co-Proprietor

_____ Co-Proprietor

Section Below For Use Only by a Corporate Proprietor

In the case of an **incorporated proprietor**, this form requires the signature of a duly authorised person authorised to sign by its constitution.

Director/Secretary/Attorney/Officer/Agent

(Delete those not applicable)

IMPORTANT NOTES

- 1 Any natural person can hold a proxy form. That person does not have to be a proprietor.
- 2 An incorporated proprietor should appoint a natural person as its proxy holder if it intends to vote.
- 3 Except in the case of a unanimous resolution, co-proprietors of a lot (e.g. husband and wife) may **only** vote on a show of hands if a proxy form has been completed by **all** co-proprietors appointing one person to vote for them.
- 4 If possible, please complete and return the proxy form to the strata manager well before the general meeting and confirm its safe receipt. Fax: (08) 9362 1166 or email: info@exclusivestrata.com.au
- 5 If you want to revoke this proxy form, please give notice of revocation to the proxy holder and the strata manager.
- 6 An incorrectly completed proxy may result in the proxy being invalid.