



# Meeting Agenda 24/11/09

## (i) PRELIMINARY MATTERS

- 1 **Appointment of chairperson for the meeting.**
- 2
  - (a) Verification of number of valid proxies received.
  - (b) Verification of number of those eligible to vote and personally present.
  - (c) Announcement of those present by invitation.
  - (d) Announcement of any apologies received.
- 3 **Declaration of quorum present and confirmation that the meeting is properly constituted and may proceed to the consideration of business. (*Or that it is adjourned one week hence*)**
- 4 Confirmation of the minutes of the previous General Meeting held 24/11/08 and consideration of any matters arising not otherwise provided for by this agenda.

## (ii) GENERAL BUSINESS

- 5 **Statement of Accounts**  
Consideration of the statement of accounts for the period ending 30/09/09 a copy of which is attached to this notice.  
**Proposed motion –**  
That the Statement of accounts be adopted as presented.
- 6.1 **Constitution of the Council.**  
**Proposed motion -** That the Council of the Strata Company consist of 6 proprietors.
- 6.2 Call for nominations of candidates for election to the Council.
- 6.3 If required, conduct a ballot to elect members of the Council.

## (iii) SPECIAL BUSINESS

- 7 **Consideration of budget of estimated expenditure.**  
(Copy of which is attached hereto)  
**Proposed motion-** That the budget of estimated expenditure be adopted as the budget of the Strata Company for the period 01/10/09 to 30/09/10

**8 Determination of the levy of contributions for period 01/01/10 to 31/12/10**

**Proposed motion-**That the levy of contributions on proprietors for the Administrative Fund be payable quarterly in advance inclusive of GST by installments due and payable in the amounts and on the dates as shown below :

\$82.00 per unit entitlement	1 <sup>st</sup> January	2010,
\$82.00 per unit entitlement	1 <sup>st</sup> April	2010,
\$82.00 per unit entitlement	1 <sup>st</sup> July	2010,
\$82.00 per unit entitlement	1 <sup>st</sup> October	2010,

to raise a total of \$60,729.00 in the financial year.

**9 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.

**Close of meeting.**

**The Owners of "The Mews"**  
**147-159 Charles Street, West Perth**  
**Strata Plan 5629**

**SPECIFIC FORM OF PROXY**

I/We being the proprietor/s of lot/s \_\_\_\_\_ in the above Strata Scheme do hereby appoint:

..... ,

or the Chairman of the Strata Company,

to act as my/our proxy, to speak and to vote on my/our behalf at the Annual General Meeting of the Strata Company to be held on 24/11/09 or at any adjournment thereof.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2009.

Signature/s of proprietor \_\_\_\_\_

And/or all co-proprietors \_\_\_\_\_

In the case of a Company (see note 3 below)

\_\_\_\_\_  
Authorised Signatory/ies

**NOTES**

1. Proxies should be lodged prior to the appointed time of commencement of the meeting. If mailing or faxing your proxy form please ensure that it will be received before the time of commencement of the meeting.  
**For your convenience proxy forms may be faxed to 9362-1133 or mailed to  
Exclusive Strata Management Service,  
P O Box 779, VICTORIA PARK, 6979**
2. Co-proprietors of a lot (e.g. Mr. & Mrs., Joint Tenants, etc) cannot vote on a show of hands unless a proxy form has been completed and signed by all of them, which nominates **one** person as being entitled to vote on their behalf. If a poll is demanded, then each of the co-proprietors can vote to the extent of their individual share of ownership of the lot/s. (e.g. 50%).
3. A Company should appoint a natural person as its proxy and the execution of a proxy form by a company may be required to be signed under the common seal of the company in accordance with the company's Memorandum and Articles of Association.
4. Proprietors may appoint any person of their choice to be their proxy and that person does not have to be a proprietor but must be present at the meeting for the proxy to have effect. You may also direct your proxy to vote either for or against any of the motions, which come before the meeting.

**NOMINATION FOR  
ELECTION TO COUNCIL**

**1. Proprietor/s nominating a fellow proprietor, himself or itself.**

The Secretary  
The Owners of "The Mews" 147- 159 Charles Street, West Perth  
Strata Plan 5629

I/we being Co-proprietor/s of lot \_\_\_\_ hereby nominate .....  
.....(name of the proprietor who is being nominated) as a  
candidate for election to the Council at the Annual General Meeting of the Strata  
Company to be held on 24/11/09 or at any adjournment thereof.

Name/s of nominator/s (please print): \_\_\_\_\_  
\_\_\_\_\_

Signature/s of nominator/s: \_\_\_\_\_  
\_\_\_\_\_

**CONSENT TO NOMINATION FOR  
ELECTION TO COUNCIL**

I/we hereby advise that I/we consent to being nominated as a candidate for  
election to the Council of the Strata Company at the Annual General Meeting to be  
held on 24/11/09 and, if elected, to serve as a member of the Council.

NAME.....(Please print)

Co-proprietor of lot/s (unit/s).....

Signature of nominee.....

This form of consent to nomination must be in the hands of the Chairperson of the  
Annual General Meeting prior to the close of nominations for that election.  
(Written consent is only technically required if the candidate, being a natural  
person, is not personally present at the meeting. If the candidate is a corporation  
the nomination and acceptance must be in writing and may need to be signed  
under the common seal of that corporation)