

The Owners of “The Mews”
147-159 Charles Street, West Perth
Strata Plan 5629

MINUTES OF THE ANNUAL GENERAL MEETING

Held at the Office of Exclusive Strata Management
17/443 Albany Highway, Victoria Park
On Tuesday 24th November 2009 at 5.30 pm

PRESENT

Saxon Mailey	Roger Holland	Kim Silverstone
Bradley Stanley		

BY INVITATION

Jake Kneebone	representing Exclusive Strata Management (ESM)
Jeanette Anderson	representing Exclusive Strata Management (ESM)

At 6.00 pm the Chairman announced that there being no quorum present, the meeting was adjourned to 1st December 2009 at the same venue and time.

The meeting reconvened on 1st December 2009 at 5.30 pm.

PRESENT

Bradley Stanley	Roger Holland	Kim Silverstone
Saxon Mailey		

BY INVITATION

Jake Kneebone	representing Exclusive Strata Management (ESM)
Jeanette Anderson	representing Exclusive Strata Management (ESM)

APOLOGIES - Nil

PROPRIETORS PRESENT OR REPRESENTED BY PROXY

Lot	Proprietor	Represented by	Proxy and/or Proprietor
2	Ms K Silverstone	Kim Silverstone	Proprietor
4	Mr B & Mrs J Stanley	Bradley Stanley	Proprietor/Proxy
6	Ms J Daebritz	Jake Kneebone	Proxy
8	Mr B Mahoney	Saxon Mailey	Proxy
9	Mr A Smith	Saxon Mailey	Proxy
11	Mr J Sloan	Jake Kneebone	Proxy
13	M S Tanascev & Ms K Tanasceva	Jake Kneebone	Proxy
14	Mr M Quin & Mrs K Ballard	Jake Kneebone	Proxy
16	Ms S Beale	Jake Kneebone	Proxy
19	Mr R Holland	Roger Holland	Proprietor

PROPRIETORS PRESENT OR REPRESENTED BY PROXY (cont')

Lot	Proprietor	Represented by	Proxy and/or Proprietor
23	Mr P & Mrs J Smith	Saxon Mailey	Proxy
28	Mr R Holland	Roger Holland	Proprietor
42	Ms E Foston	Jake Kneebone	Proxy
46	Mrs D Gilbert	Jake kneebone	Proxy
47	Mr D & Mrs T Browne	Jake Kneebone	Proxy
48	Mr S Saunders	Saxon Mailey	Proxy
54	Mr J Jurkov	Jake Kneebone	Proxy

1. Appointment of Chairman for the Meeting

Jake Kneebone was appointed to chair the meeting.

2. Confirmation of Quorum Present

It being confirmed that there was an enabling quorum of 17 owners present or represented, the Chairman advised that the meeting was properly constituted and could proceed to the transaction of the notified business and declared the meeting open at 6.00pm.

3. Confirmation of the minutes of the previous General Meeting

It was resolved on a motion proposed by Roger Holland and seconded by Bradley Stanley that the minutes of the previous General Meeting of 24th November 2008 be accepted as a true and correct record.

4. Matters Arising from the Previous Meeting - Nil.

5. Statement of Accounts

It was resolved on a motion proposed by Saxon Mailey and seconded by Roger Holland that the statement of accounts for the period ending 30/09/09 be adopted as presented, Total Owners Funds being \$21,646.47.

Note: It was noted that the records appears to have some small discrepancies. Based on information received from Teys the records are as accurate as possible.

6.1 Constitution of the Council

It was resolved on a motion proposed by Kim Silverstone and seconded by Bradley Stanley that the Council of the Strata Company consist of 5 proprietors.

6.2 Election of Council

The following candidates were nominated:

- Kim Silverstone
- Roger Holland
- Andrew Bowden
- Saxon Mailey
- Bradley Stanley

The above 5 candidates were declared duly elected to the Council.

7. Consideration of budget of estimated expenditure

It was resolved on a motion proposed by Saxon Mailey and seconded by Roger Holland that the budget of estimated expenditure of \$61,820.00 be adopted as the budget of the Strata Company for the period 1/10/09 to 30/09/10.

8. Determination of the levy of contributions for period 1/01/10 to 31/12/10

It was resolved on a motion proposed by Saxon Mailey and seconded by Bradley Stanley 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:

\$ 84.00 per unit entitlement	1 st January	2010,
\$ 84.00 per unit entitlement	1 st April	2010,
<u>\$ 84.00 per unit entitlement</u>	<u>1st July</u>	<u>2010,</u>
\$ 84.00 per unit entitlement	1 st October	2010,

to raise a total of \$61,845.00 in the financial year,

and,

that the levy of contributions on proprietors for the Reserve Fund be payable quarterly in advance inclusive of GST by installments due and payable in the amounts and on the dates as shown below:

\$ 6.00 per unit entitlement	1 st January	2010,
\$ 6.00 per unit entitlement	1 st April	2010,
<u>\$ 6.00 per unit entitlement</u>	<u>1st July</u>	<u>2010,</u>
\$ 6.00 per unit entitlement	1 st October	2010,

to raise a total of \$3,348.00 in the financial year.

9. Transfer of Funds from Administrative Fund to Reserve Fund

It was resolved on a motion proposed by Saxon Mailey and seconded by Kim Silverstone that \$15,000.00 be transferred from Administrative fund to Reserve Fund.

10. Transfer of Working Capital

It was resolved on a motion proposed by Kim Silverstone and seconded by Bradley Stanley that the council be authorized to transfer any additional working capital to the Reserve Fund during the financial year.

11. General Business

- (a) **General Maintenance:** The building is 30 years old and the council will be addressing the issue of major maintenance items of the buildings.
- (b) **Council Activities of the Last Year:** Council has undertaken a number of maintenance issues during the year.
- (c) **Council of Owners:** The chairman thanked the outgoing council for the contribution and congratulated them on the appearance of the building.
- (d) **Reminder to all Owners:** External areas are common property and permission if required from the strata council prior to installing aerials / air - conditioners / awnings or other external fittings.

Close

There being no further business the meeting closed at 7.00 pm.

Signed as a true and correct record of this meeting:-

CHAIRPERSON

DATE

Exclusive Strata Management
Proposed Budget for Strata Plan 05629
The Mews: 147-159 Charles Street, 147-159 Charles Street WEST PERTH

Prepared by Exclusive Strata Management (ABN 20422677948)
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Aggregate UoE 186 Administrative Fund-	Proposed Budget (01/10/09-30/09/10)	Adjustment	Current Year (01/10/08-30/09/09)			Last Year (01/10/07-30/09/08)		
			Budget	Actual	Variance	Budget	Actual	Variance
Contribution Schedule								
Bank Charges	\$90.00		\$0.00	\$7.00	\$7.00-	\$0.00	\$0.00	\$0.00
Disbursement Charges	\$180.00		\$0.00	\$4.78	\$4.78-	\$0.00	\$0.00	\$0.00
Electricity - Common	\$2,545.00		\$2,600.00	\$2,316.63	\$283.37	\$0.00	\$0.00	\$0.00
Gardening	\$8,180.00		\$7,000.00	\$6,655.04	\$344.96	\$0.00	\$0.00	\$0.00
Income Tax Instalment	\$270.00		\$500.00	\$450.00	\$50.00	\$0.00	\$0.00	\$0.00
Insurance	\$6,360.00		\$6,500.00	\$6,259.50	\$240.50	\$0.00	\$0.00	\$0.00
Keys	\$0.00		\$0.00	\$44.18	\$44.18-	\$0.00	\$0.00	\$0.00
M&R - Electrical	\$1,800.00		\$500.00	\$730.00	\$230.00-	\$0.00	\$0.00	\$0.00
M&R - Fencing	\$0.00		\$4,000.00	\$526.36	\$3,473.64	\$0.00	\$0.00	\$0.00
M&R - General	\$6,800.00		\$6,070.00	\$6,565.98	\$495.98-	\$0.00	\$0.00	\$0.00
M&R - Gutter Cleaning/Repairs	\$3,600.00		\$2,000.00	\$3,760.00	\$1,760.00-	\$0.00	\$0.00	\$0.00
M&R - Painting	\$1,800.00		\$3,500.00	\$3,181.82	\$318.18	\$0.00	\$0.00	\$0.00
M&R - Plumbing	\$4,540.00		\$500.00	\$4,807.09	\$4,307.09-	\$0.00	\$0.00	\$0.00
M&R - Pool	\$3,640.00		\$3,000.00	\$5,409.40	\$2,409.40-	\$0.00	\$0.00	\$0.00
Management Fees	\$8,180.00		\$7,300.00	\$7,219.40	\$80.60	\$0.00	\$0.00	\$0.00
Meeting Fees	\$1,100.00		\$1,500.00	\$1,911.80	\$411.80-	\$0.00	\$0.00	\$0.00
Postage & Petties	\$910.00		\$1,222.00	\$1,086.77	\$135.23	\$0.00	\$0.00	\$0.00
Tax Return - Preparation & Lod	\$270.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Trades Monitoring Fee	\$270.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Treelopping/Pruning	\$0.00		\$1,000.00	\$1,250.00	\$250.00-	\$0.00	\$0.00	\$0.00
Waste - Rubbish Removal	\$820.00		\$500.00	\$817.59	\$317.59-	\$0.00	\$0.00	\$0.00
Water Consumption	\$4,845.00		\$4,200.00	\$5,089.50	\$889.50-	\$0.00	\$0.00	\$0.00

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			Budget	Actual	Variance	Budget	Actual	Variance
<i>Contribution Schedule</i>								
Working Capital	\$0.00		\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$0.00	\$0.00
Total Contribution Schedule	\$56,200.00		\$59,892.00	\$58,092.84	\$1,799.16	\$0.00	\$0.00	\$0.00
TOTAL ADMIN FUND	\$56,200.00		\$59,892.00	\$58,092.84	\$1,799.16	\$0.00	\$0.00	\$0.00
ADMIN BUDGET SUBTOTAL	\$56,200.00							
ADD: ADMIN GST	\$5,620.00							
TOTAL ADMIN BUDGET	\$61,820.00							