

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

NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the Annual General Meeting of the above Strata Company will be held at Exclusive Strata Management Services, 15/443 Albany Highway, VICTORIA PARK on Tuesday 16th November 2010 commencing at 5.30pm.

This notice is given by authority and on the instruction of the Secretary of the Strata Company pursuant to Schedule 1, by-law 9, of the Strata Titles Act 1985, on 25th October 2010, 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. Meeting Agenda
2. Statement of accounts for period ending 30/09/10
3. Budget of estimated expenditure for period 01/10/10 to 30/09/11
4. Funding proposal for the levying of contributions – see agenda.
5. Form of specific proxy.
6. Forms in respect to the election of members of the Council.

Person issuing this notice: **Michelle Odine**
Strata Company Manager

Meeting Agenda 16/11/10

(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 24/11/09 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 30/09/10 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 5 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 **Change of the strata company's address for service of notices.**
Proposed Motion under notice-
That pursuant to section 40 of the Strata Titles Act, 1985 the address for the purpose of the service of notices on the strata company be changed to Exclusive Strata Management, PO Box 779, Victoria Park, WA 6979.

8 Insurance

Copy of certificate of currency, important insurance information and Strata Company Manager's disclosure statement are enclosed.

Proposed Motion under notice –

That the Council be directed to:

Obtain a building replacement valuation and amend the sum insured to the amount of that valuation, and further,

Renew the current insurance policy prior to its expiry date in such sums as are suggested by the insurer or as are recommended by qualified professional advisors.

9 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 01/10/10 to 30/09/11

10 Determination of the levy of contributions for period 01/01/11 to 31/12/11

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 :

\$88.20	per unit entitlement	1 st January	2011,
\$88.20	per unit entitlement	1 st April	2011,
\$88.20	per unit entitlement	1 st July	2011,
\$88.20	per unit entitlement	1 st October	2011,

to raise a total of \$64,839.60 in the financial year,

and,

that the special levy of contributions on proprietors for the Administrative Fund for the TV reception equipment be payable in advance inclusive of GST being due and payable in the amount and on the date as shown below :

\$120.00	per unit entitlement	1 st January	2011,
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to raise a total of \$22320.00,

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 :

\$6.30	per unit entitlement	1 st January	2011,
\$6.30	per unit entitlement	1 st April	2011,
\$6.30	per unit entitlement	1 st July	2011,
\$6.30	per unit entitlement	1 st October	2011,

to raise a total of \$4,631.40 in the financial year.

11 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”
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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 16/11/10 or at any adjournment thereof.

Dated this _____ day of _____ 2010.

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 16/11/10 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 16/11/10 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)

**Attachment to Insurance Schedule and provided with the notice of
Annual General Meeting to be held on 16th November 2010.**

**Exclusive Strata Management
Insurance requirements and important information for Strata Plan 5629**

Your strata company is required to comply with various insurance provisions of the *Strata Titles Act, 1985 (WA)* ("Act"). Sections 53 to 59 of the Act set out the full insurance requirements. These requirements are insured under the current policy, details of which are shown on the attached Insurance Schedule issued by the insurer.

In the case of the sum insured in respect of buildings this must be for the replacement value as defined by the Act. We recommend that an independent valuation be carried out at a minimum of three yearly intervals to ensure that this cover is kept in line with current and projected building replacement costs.

In the case of public liability risks the minimum amount under the Act is \$5 million. Many strata companies now insure for a minimum of \$20 million in residential schemes and as much as \$50 million where there is any commercial use of lots or common property.

- A. We also suggest that every strata company effects insurance in respect to possible liability under the *Workers Compensation and Injury Management Act 1981* and your strata company has insured against such a risk.

The strata company has the discretionary power to further insure for other risks such as personal accident for voluntary workers, fidelity guarantee, office bearer's liability, machinery breakdown, catastrophe cover government audit costs, and proprietors fixtures and improvements.

The enclosed insurance schedule will show which risks have been selected as currently insured and the sum insured where that is applicable.

General Advice Warning

The above information is not personal advice. This advice is general advice and before a decision is made to insure, the Product Disclosure Statement should be carefully reviewed. The strata company has been provided with a copy of the relevant CHU Financial Services Guide and Product Disclosure Statement and these are held as part of the records of the strata company and are open to personal inspection by proprietors pursuant to section 43 of the Act.

Exclusive Strata Management are authorised to give General Advice and information about insurance, but not Personal Advice. If the strata company requires specialist insurance advice we can refer it to an insurance advisor or CHU. If we recommend that your insurance be placed with CHU the strata company acknowledges and agrees that the recommendation is General Advice and not Personal Advice

Disclosure of our relationship and commissions received

Exclusive Strata Management are Authorised Representative No: 269635 of CHU Underwriting Agencies and an agent of the insurers, QBE Insurance (Australia) Limited and QBE Workers Compensation (NSW) Limited. CHU Underwriting Agencies Pty Ltd is a specialist strata and community title insurance intermediary and holds an Australian Financial Service License (AFS License No: 243261) with the authority to advise, deal and issue general insurance products.

As your Strata Manager we act as Agent of CHU for arranging the insurance and receive a commission. This commission does not affect the premium you pay to the insurer.