

The Owners of 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 the office of Exclusive Strata Management, Suite 15, 443 Albany Highway, Victoria Park on Tuesday, 24 November 2015, commencing at 5:30PM.

Registration from 5:15PM

This notice is issued pursuant to the by-laws of the strata company, on 6 November 2015 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. Statement of accounts for period 1/10/2014 to 30/09/2015
2. Annual report of the chairman
3. Copy of certificate of currency, important insurance information and strata company manager's disclosure statement
4. Proposed strata company by-laws
5. Budget of estimated expenditure from the administrative fund and provision for reserve fund for period 1/10/2015 to 30/09/2016
6. Forms of specific and enduring proxy
7. Information in respect to nomination and election of members of the council

Signature of person issuing this notice.....Date...../...../.....
Jasmine Abraham 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 strata company manager 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 chairman 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.
Motion under notice –
 - (a)** That the previously circulated minutes of the general meeting held on 20 November 2014 be confirmed as a true record of those proceedings.
 - (b)** Consideration of any matters arising from the minutes not otherwise provided for by this agenda.
- 3. Consideration of statement of accounts**
-A copy of which is attached to this notice.
(Questions of a financial nature should be notified to the strata company not later than 3 business days prior to the meeting.)
Motion under notice –
That the statement of accounts for the period 1/10/2014 to 30/09/2015, showing an amount of \$20,001.31 net owners' funds, be adopted as presented.
- 4. Constitution of the council**
Motion under notice –
 - 4.1** That the council of the strata company consist of 4 proprietors.
 - 4.2** Chairman to call for nominations of candidates for election to the council;

And, if required will,

 - 4.3** Conduct a ballot to elect members of the council.

SPECIAL BUSINESS

- 5. Annual report of the chairman**
-A copy of which is attached to this notice.
Motion under notice –
That the annual report of the chairman be received.

6. Changes to Schedule 1 by-laws

Motion under notice –

That by resolution without dissent the by-laws in Schedule 1 to the Strata Titles Act, 1985, as they apply to the strata company are added to as follows:

New Schedule 1 by-law 8(2)(d)

8(2)(d) The Council may, by agreement of an absolute majority of its members, conduct a meeting of the Council by telephone, audio-visual or other agreed electronic means or any combination of these by which continuous communication is maintained between such of its members as constitutes a quorum under the by-laws.

Motion under notice –

That by resolution without dissent the by-laws in Schedule 1 to the Strata Titles Act, 1985, as they apply to the strata company are added to as follows:

New Schedule 1 By-law 18

18. Fire Prevention Equipment

18.1 The Proprietor of each lot shall at the Proprietor’s expense;

- a) ensure smoke alarms are installed within the lot and maintained in good working order including ensuring back-up batteries are regularly replaced and remain charged at all times.
- b) ensure smoke alarms installed within the lot are compliant with the "Building Regulations" as published by the Department of Commerce.

7. Insurance

-A copy of certificate of currency, important insurance information and strata company manager’s disclosure statement is attached to this notice.

Motion under notice –

That the council be directed to 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.

8. Consideration of budget of estimated expenditure from the administrative fund

-A copy of which is attached to this notice.

Motion under notice –

That the budget of estimated expenditure from the administrative fund GST inclusive for the period 1/10/2015 to 30/09/2016, amounting to \$111,889.80 be adopted.

9. Determination of the levy of contributions for the period 1/01/2016 to 31/12/2016

Motion under notice –

That the 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:

\$154.00	per unit entitlement	1 st January	2016,
\$154.00	per unit entitlement	1 st April	2016,
<u>\$154.00</u>	<u>per unit entitlement</u>	<u>1st July</u>	<u>2016,</u>
\$154.00	per unit entitlement	1 st October	2016,

to raise a total of \$114,576.00 in the financial year,

and,

that the levy of contributions on proprietors for the reserve fund be payable in advance, inclusive of GST, by instalments due and payable in the amounts and on the dates as shown below:

\$10.00	per unit entitlement	1 st January	2016,
\$10.00	per unit entitlement	1 st April	2016,
<u>\$10.00</u>	<u>per unit entitlement</u>	<u>1st July</u>	<u>2016,</u>
\$10.00	per unit entitlement	1 st October	2016,

to raise a total of \$7,440.00 in the financial year.

10. General Matters with notice for discussion

• **Modifications to Common Property:**

Owners are reminded that ANY modifications to common property must be approved in writing by the Strata Council, this includes any modifications to the plumbing ducts or hot water systems. Owners are also reminded that if approvals have been granted for modifications in the past, any replacement or upgrades of modified items must be re-approved. Note that common property includes: external walls/windows/doors, the entire balcony area, walkways and the entire plumbing duct.

• **Electric Hot Water Systems:**

Due to the limitations in the electrical supply to the building electrical hot water systems are not permitted to be installed, if electrical systems have been approved by the strata company in the past, they may not be replaced and must be converted to gas. The strata company has investigated the option of upgrading the power supply to the complex and all units and found this to be extremely expensive and cost prohibitive.

• **Email Correspondence:**

The Strata Company is now using email to send out updates and meeting notices, if you would like to join the mailing list please go to the following web address and enter your details: <http://themewswestperth.com.au/update>.

• **ATCO Gas works:**

ATCO GAS AUSTRALIA has informed the strata company that they will be replacing the underground gas supply piping at the complex during the coming weeks. This work is scheduled to start around the 19th of November and should complete in early December.

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.

12. Close of meeting

Exclusive Strata Management

Attachment to insurance schedule and provided with the notice of annual general meeting to be held Tuesday, 24 November 2015

Insurance requirements and important information for The Owners of 147-159 Charles Street, West Perth - Strata Plan 5629

COMPULSORY INSURANCE COVER	<p>Your strata company is required to comply with various insurance provisions of the <i>Strata Titles Act, 1985 (WA) ("Act")</i> and Sections 53 to 59 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 CHU Underwriting Agency.</p>
Buildings, fixtures and improvements	<p>The sum insured for 'Buildings' 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 and other increases in expenditure. The last such valuation was undertaken in 2013.</p>
Public Liability	<p>In the case of public liability risks the minimum amount under the Act is \$5 million and your current Sum Insured is \$10 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.</p>
Workers Compensation	<p>We also suggest that every strata company effect's 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.</p>
DISCRETIONARY INSURANCE COVER	<p>In addition to the compulsory insurances required under the Act, a strata company also has <u>other risks</u> it should consider covering because of its financial or legal responsibilities for which it may become liable. The strata company has the discretionary power to insure for <u>other risks</u> 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.</p>
SCHEDULE OF INSURANCE	<p>The CHU insurance schedule (renewal notice) shows which risks have been selected and the applicable sum insured amount. For a full understanding of the additional benefits applying to each policy you will need to review the policy wording or speak with CHU.</p>
IMPORTANT	<p>Should you decide to seek an alternative quotation or change your insurance, your current insurance policy i.e. renewal should be the <u>minimum cover to be afforded by any new policy, including all additional and special benefits</u>. This means when seeking and comparing your existing policy with other quotations, great care should be exercised to ensure there is a 'like for like' comparison made, and, no reduction in cover or increase in risk for the strata plan and its owners. For more information about this please speak to your strata company manager or CHU.</p>

GENERAL ADVICE WARNING

The above information is not personal advice. This advice is general only 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.

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 an authorised representative of CHU for arranging the insurance we receive a commission. This commission does not affect the premium you pay to the insurer.

Exclusive Strata Management
Proposed Budget for Strata Company 5629
147-159 CHARLES ST WEST PERTH, 147-159 Charles Street WEST PERTH

Prepared by Exclusive Strata Management (ABN 20 422 677 948)
 PO Box 779 VICTORIA PARK WA 6979 Ph 9362 1166 Fax 9362 1133

Aggregate UoE 186 Administrative Fund- <i>Contribution Schedule</i>	Proposed Budget (01/10/2015-30/09/2016)	Adjustment	Current Year (01/10/2014-30/09/2015)			Last Year (01/10/2013-30/09/2014)		
			Budget	Actual	Variance	Budget	Actual	Variance
Additional Strata Management Fees	\$300.00		\$700.00	\$283.47	\$416.53	\$700.00	\$331.99	\$368.01
Archive Storage Charges	\$500.00		\$380.00	\$744.05	\$-364.05	\$380.00	\$370.91	\$9.09
BAS - Compilation and lodgement	\$600.00		\$650.00	\$534.56	\$115.44	\$650.00	\$607.50	\$42.50
Bank Management Fee	\$170.00		\$250.00	\$168.00	\$82.00	\$250.00	\$168.00	\$82.00
By-Law Compliance	\$0.00		\$3,000.00	\$0.00	\$3,000.00	\$3,000.00	\$0.00	\$3,000.00
Cleaning	\$3,500.00		\$3,700.00	\$3,196.50	\$503.50	\$2,500.00	\$3,522.00	\$-1,022.00
Debt Collection - Expense	\$150.00		\$150.00	\$0.00	\$150.00	\$150.00	\$86.00	\$64.00
Disbursement Charge	\$500.00		\$500.00	\$653.40	\$-153.40	\$500.00	\$288.00	\$212.00
Electricity - Common	\$2,500.00		\$3,500.00	\$1,977.45	\$1,522.55	\$3,500.00	\$2,475.86	\$1,024.14
Gardening	\$13,000.00		\$11,000.00	\$15,731.24	\$-4,731.24	\$11,000.00	\$8,317.10	\$2,682.90
Income Tax Instalment	\$200.00		\$800.00	\$174.00	\$626.00	\$800.00	\$259.00	\$541.00
Insurance	\$12,000.00		\$13,700.00	\$10,854.50	\$2,845.50	\$13,000.00	\$20,489.78	\$-7,489.78
Insurance Claim	\$0.00		\$0.00	\$-390.91	\$390.91	\$0.00	\$1,358.72	\$-1,358.72
Insurance Claim Excess	\$1,000.00		\$0.00	\$227.27	\$-227.27	\$0.00	\$500.00	\$-500.00
Insurance Valuation Fees	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00	\$-1,200.00
Keys, Remotes & Common Seals	\$0.00		\$0.00	\$1,608.18	\$-1,608.18	\$0.00	\$0.00	\$0.00
Landgate Charges	\$0.00		\$0.00	\$145.45	\$-145.45	\$0.00	\$145.45	\$-145.45
M&R - General	\$33,000.00		\$24,600.00	\$28,063.00	\$-3,463.00	\$21,000.00	\$26,544.60	\$-5,544.60
M&R - Painting	\$0.00		\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00
M&R - Pool	\$9,000.00		\$7,200.00	\$8,970.55	\$-1,770.55	\$7,000.00	\$6,186.83	\$813.17
M&R - Security Doors/Gates	\$0.00		\$0.00	\$797.48	\$-797.48	\$0.00	\$0.00	\$0.00
Meeting Fees & Expenses	\$600.00		\$600.00	\$600.00	\$0.00	\$500.00	\$600.00	\$-100.00
Postage & Petties	\$700.00		\$1,000.00	\$608.72	\$391.28	\$1,000.00	\$988.89	\$11.11

**Exclusive Strata Management
Proposed Budget for Strata Company 5629
147-159 CHARLES ST WEST PERTH, 147-159 Charles Street WEST PERTH**

Prepared by Exclusive Strata Management (ABN 20 422 677 948)
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Aggregate UoE 186	Proposed Budget (01/10/2015-30/09/2016)	Adjustment	Current Year (01/10/2014-30/09/2015)			Last Year (01/10/2013-30/09/2014)		
			Budget	Actual	Variance	Budget	Actual	Variance
Administrative Fund- Contribution Schedule								
Professional Fees	\$0.00		\$5,000.00	\$210.00	\$4,790.00	\$0.00	\$0.00	\$0.00
Section 43 - Expense	\$0.00		\$0.00	\$200.00	\$-200.00	\$0.00	\$100.00	\$-100.00
Special Projects	\$0.00		\$5,000.00	\$3,636.36	\$1,363.64	\$17,000.00	\$12,650.00	\$4,350.00
Strata Management Fees	\$10,925.00		\$10,710.00	\$10,582.50	\$127.50	\$10,200.00	\$9,880.00	\$320.00
Supply Fee - Remote Controls/Keys	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$90.00	\$-90.00
Tax Return - Preparation & Load	\$360.00		\$360.00	\$327.27	\$32.73	\$350.00	\$360.00	\$-10.00
Trades Monitoring Fee	\$713.00		\$400.00	\$700.06	\$-300.06	\$400.00	\$396.36	\$3.64
Waste - Rubbish Removal	\$0.00		\$0.00	\$70.00	\$-70.00	\$0.00	\$0.00	\$0.00
Water Consumption	\$12,000.00		\$8,000.00	\$11,319.57	\$-3,319.57	\$6,520.00	\$9,277.56	\$-2,757.56
TOTAL ADMIN FUND	\$101,718.00		\$106,200.00	\$101,992.67	\$4,207.33	\$100,400.00	\$107,194.55	\$-6,794.55
ADD: ADMIN GST	\$10,171.80		\$10,620.00			\$0.00		
TOTAL ADMIN BUDGET	\$111,889.80		\$116,820.00	\$0.00	\$0.00	\$100,400.00	\$0.00	\$0.00

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

(Please read the notes below)

Nomination for Election to Council - AGM 2015

Proprietor/s nominating him or herself, a co- proprietor, or, in the case of a Corporate proprietor, itself.

The chairman

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

I/we being the proprietor/co-proprietors of lot ____ hereby nominate (please print)

.....(name of the person or corporate 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 24/11/2015

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

Signature/s of nominator/s:

****Director/Secretary/Attorney/Officer/Agent***

(*In the case of an incorporated proprietor, the nominator should delete those not applicable)

Dated: _____

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 24/11/2015 and, if elected, to serve as a member of the council.

Name of nominee: _____ (Please print) of lot: _____

Signature of Nominee: _____ Dated: _____

****Director/Secretary/Attorney/Officer/Agent***

(*In the case of an incorporated proprietor, the nominator must delete those not applicable)

IMPORTANT NOTES

1. This form of nomination and 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. Fax: (08) 9362 1133 email: info@exclusivestrata.com.au
2. In the case of a **sole proprietor** written consent is only required if the candidate, being a natural person, is not personally present at the meeting.
3. In the case of **co-proprietors** of a lot the nomination must be in favour of one co-proprietor and signed by all co-proprietors, including the nominee.
4. In the case of a **corporate proprietor** the nomination and consent must be in writing and needs to be signed by a properly authorised person.