

The Owners of 147-159 Charles Street 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, 1st November 2011, commencing at 5.30 pm.

Registration from 5.15 pm.

This notice is issued pursuant to the by-laws of the strata company, on 5th day October 2011, 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 01/10/10 to 30/09/11.*
- 2. Copy of certificate of currency, important insurance information and Strata. Company Manager's disclosure statement.*
- 3. Budget of estimated expenditure from the Administrative Fund and provision for Reserve Fund for period 01/10/11 to 30/09/12.*
- 4. Forms of specific and enduring proxy.*
- 5. Information in respect to nomination and election of members of the Council.*

Signature of person issuing this notice.....*Date...../...../.....*
Laura Chapman 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 16/11/10 be confirmed as a true record of those proceedings.

(b) Consideration of any matters arising 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 01/10/10 to 30/09/11, showing an amount of \$45,921.93 net owners' funds, be adopted as presented.

4. Constitution of the Council.

4.1 Motion under notice –

That the Council of the Strata Company consist of 7 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. Change of the strata company's address for service of notices.

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 c/- Exclusive Strata Management, P O Box 779, Victoria Park WA 6979

6. Insurance

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

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.

7. Items of business notified or proposed by proprietors/Council or others

a) Electrical, gas and plumbing works

Due to several legislative requirements money needs to be spent on electrical, gas and plumbing. Instead of raising a special levy – an increase in the strata levies has occurred.

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 01/10/11 to 30/09/12, amounting to \$104,951.00 be adopted.

9. Transfer of reserve funds.

Motion under notice –

That the Council be authorised to transfer funds to a maximum of \$16,000.00 from the Reserve Fund to the Administrative Fund as may be required to meet the cost of future works.

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

– proposal enclosed.

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:

\$100.00 per unit entitlement	1 st January	2012,
\$100.00 per unit entitlement	1 st April	2012,
<u>\$100.00 per unit entitlement</u>	<u>1st July</u>	<u>2012,</u>
\$100.00 per unit entitlement	1 st October	2012,

to raise a total of \$72,354.00 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:

\$6.00 per unit entitlement	1 st January	2012,
\$6.00 per unit entitlement	1 st April	2012,
<u>\$6.00 per unit entitlement</u>	<u>1st July</u>	<u>2012,</u>
\$6.00 per unit entitlement	1 st October	2012,

to raise a total of \$4,464.00 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.

12. Close of meeting.

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

Proxy Form for the General Meeting

To Be Held On 01/11/11

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 general meeting only, **or**,

***Option 3**

Name of proxy holder _____ or, failing his/her attendance at the 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 general meeting to be held on 01/11/11 **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.
- 5 If you want to revoke this proxy form, please give notice of revocation to the proxy holder and the strata manager.

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

Enduring Proxy Form for General Meetings

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 from time to time of general meetings of the strata company, **or**,

***Option 3**

Name of proxy holder _____ or, failing his/her attendance at the 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 all general meetings of the Strata Company until this enduring proxy is revoked.

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 person duly authorised to sign by its constitution.

Director/Secretary/Attorney/Officer/Agent (Delete those not applicable)

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- 1 Any natural person can hold a proxy form. That person does not have to be a proprietor.
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- 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.
- 5 If you want to revoke this proxy form, please give notice of revocation to the proxy holder and the strata manager.

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(Please read the notes below)

Nomination for Election to Council - AGM 2011

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 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 01/11/11.

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 01/11/11 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:)

This form must be in the hands of the Chairperson of the Annual General Meeting prior to the close of nominations for that election.

(In the case of an individual natural person being the lot proprietor written consent is only required if the candidate is not personally present at the meeting.

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.

If the candidate is a corporation the nomination and acceptance must be in writing signed by a properly authorised person.)

**Attachment to Insurance Schedule and provided with the notice of
Annual General Meeting to be held on 1st November 2011**

**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.