

**MINUTES OF A MEETING OF THE COUNCIL OF OWNERS OF “THE MEWS”,
147-159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD AT UNIT
48/147-159 CHARLES STREET, WEST PERTH ON 20th JANUARY 2009, COMMENCING
AT 6.00PM.**

1. RECORD

ATTENDANCE: Mr S Mailey Unit 1
Mr A Smith Unit 9
Mr R Holland Unit 17
Mr P Smith Unit 23
Mr S Sanders Unit 48
Mr D Weatherdon representing TEYS - Como

2. APPOINTMENTS: Chairman Mr S Mailey
Treasurer Mr P Smith
Secretary Mr S Mailey

**3. APOLOGIES
FOR ABSENCE:** Mr S Tanascev Unit 13

4. QUORUM: A quorum was present.

5. CHAIRPERSON: Mr Mailey requested that Mr P Smith chair the meeting and it was agreed.

**6. CONFIRMATION
OF MINUTES:** It was **RESOLVED** that the minutes of the Council Meetings held 13.10.08 be received and accepted as true and correct records and were signed by the chairman.

**7. BUSINESS
ARISING:** Meeting 13.10.08

7.1 (11.2) Maintenance work at complex -lighting

A new list of lights to be repaired/replaced provide by Mr P Smith.
Strata Managers (S/M) to action through Jim’s Building Maintenance.

(11.3) Rubbish removal – Mr P Smith is to co-ordinate the removal of rubbish and arrange for a skip for that removal.
Mr P Smith will also update the asset list with a view to off-loading old and redundant items.

(11.4) Impact damage to side fence – S/M to pursue insurance claim

8. CORRESPONDENCE: 8.1 Foxtel application from unit 30.- Approved on condition the existing dish is used; each dish should supply up to 11 units with foxtel. No new dish to be approved.

8.2 Fence. It was agreed that Jim's Maintenance be requested to repair the fence with a 'couple of sheets' of fencing. Strata Managers to arrange.

Note: S/M unable to locate a "Jim's Maintenance" and will follow up with another contractor. Called Andy from AMS 28.01.09 to inspect and report.

9. FINANCIAL REPORT:

Mr Weatherdon distributed to each member present, a summary of financial information as follows:

<u>Balance of General Trust Account as at 20.01.09</u>	\$10,382.65
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<u>Term Deposit at Westpac Bank</u> BSB and Account No. 036-308 22-2093 Renewed on 30.09.08 @ 7.6% to mature 30.01.09	\$10,456.78
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<u>Term Deposit at Westpac Bank</u> BSB and Account No. 036-224 21-3480 Renewed 25/10/08 @ 6.5% to mature 24.03.09	\$10,690.46
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Levies arrears as at 20.01.09: \$9,705.28 - details as per attached report.

9.1 Quarterly levies in arrears. S/M spoke to this issue and explained the steps of process when taking legal action. Before any legal action is to be processed it was AGREED by those present that there is proof that the relevant owners were in fact contacted regarding outstanding levies.

It was further AGREED that any owner who is in arrears with 2 or less levies be written a stern letter by S/M and such letter be dispatched by registered mail.

Subsequent to proof of correspondence it was AGREED that any owner who is in arrears by more than 2 quarterly levies be followed up by legal recovery.

9.2 Payment of invoices. Mr P Smith, as treasurer, requested that no invoices be paid until he had verified the invoice. He stated it was important to verify that all invoices were in fact correct and that the services provided were correct; there had been instances in the past where irregularities had been uncovered.

S/M voiced concern over the inefficiency of this method especially when paying regular contractors such as pool and garden invoices. Despite this concern it was AGREED that S/M forward all invoices to Mr P Smith, Unit 23 147 Charles Street, for the "okay to pay"

10. SPECIAL BUSINESS:

10.1 Pool inspections (per request strata managers)

S/M visited the property 8th January to meet with the pool maintenance contractor to discuss the problems with the pool. The issues are:

1. there is a leak between the skimmer box and the pump

2. if the water level drops below the skimmer box the pump could burn out.

Suggestions from the pool contractor include the following:

1. immediately – someone needs to take a form of responsibility for checking the pool water level and filling if necessary.
2. a leak detection contractor be used to identify the location of the leak
3. a contractor be requested to quote

Mr S Mailey agreed to monitor the pool and liaise with John from Jim Pool's.

Mr P Smith voiced his opinion that the pool should be closed. Mr Mailey responded that there had already been discussion and vote on this issue and the decision was almost unanimous that the pool be kept open. This issue is not to be voiced again until general meeting.

10.2 Request for installation of insulation (per request U 43)

Request was approved on condition that the owner:

1. Use a professional contractor to perform installation
2. Undertake to pay all costs of installation
3. Undertake to pay all costs of any future maintenance
4. Undertake to pay any costs of repairs to damage during installation
5. Undertake to inform any future owners of such obligations

10.3 Yellow top bins (per request U 28)

There was some discussion about the number of bins required and that the recycle system did not work in this property and that Mr Browne often has to sort through the rubbish and pick up over-flow items.

Mr Mailey commented that the property was entitled to have 44 bins at he property.

It was AGREED that two bins at each end of the property be trialled again and observe how efficiently it works this time! Mr Mailey offered to contract the City of Vincent to request the additional bins.

11. GENERAL BUSINESS:

From Mr R Holland

1. Provided a list of 'things to be done' around the property. (attached) the list is to be reviewed and priorities be arranged for the next council meeting.
2. asked for a copy of the building insurance
3. asked when last a valuation was done on the property.

From Mr S Mailey

1. spoke about trying to improve communications between Council of owners and owner/residents/tenants – suggested a bulk email system or website.
2. requested signs for the strata management be placed on the building so people knew who to contact in emergency situations.
3. spoke of lawns and gardens and the possible need for fertilising...Mr P Smith offered to be liaison for gardeners

4. raised the issue of the fence falling over and that action would need to be taken in the future
5. asbestos had been dumped inappropriately
6. spoke about leaving the tree stumps rather than grinding.
7. he offered to attend to some of the minor reticulation problems and submit any costs for reimbursement; his offer was accepted.
8. spoke about a planting project in the future as much of the vegetation had been removed.
9. spoke of the security with pedestrian gates and the cost and difficulty of orchestrating such security.
10. mentioned that the existing dishes be sufficient for the immediate needs of Foxtel applications. Maximum of two dishes per building and using splitters for individual units.
11. mentioned that analogue TV is being phased out and that the existing antennae would no longer be functional.
12. requested permission to buy pool cleaning equipment to enable him to assist with the pool cleaning; permission granted.
13. presented a draft of a pool sign to be installed at the pool limiting the usage of pool. It was agreed that 10.00pm a more reasonable closing time than 8.00 or 9.00pm. The sign would then enable council members to request the pool be cleared after that time, no time is mentioned on the present sign. Mr S. Mailey offered to arrange a new sign; his offer was accepted.

From Mr S Sanders.

1. hold the tax invoice from WA Plumbers as work still has to be completed at that unit, 38
2. all keys from Jan had been given to Sean who passed them on to Mr P Smith

From Mr P Smith

1. Trees in visitor carpark are dangerous, need removal; S/M possibility of removal of any trees needs to be carefully thought out. It was AGREED that a professional should report on the trees, and only if deemed dangerous they should be pruned/removed as required.
2. request that S/M update controller list
3. email from David Browne that the front gate is again faulty; S/M reported that ABA Gates are waiting for parts to arrive from east.
4. copies of a lighting map was provided
5. pool fence at rear, possibility of kids getting under the fence. S Mailey offered to sort this safety issue and his offer was accepted.
6. suggestion that Mr P Smith keep a watch on the retic at the front of the building and Mr S Mailey to watch the retic at the rear.
7. question arose about the insurance covering a 'working bee' or self helpers at the property; S/M to investigate

Note: phone call to CHU 28.01.09 clarified the issue since 147 Charles has 'voluntary workers' as an insurance item, should there be an accident CHU will assess the incident. Benefits will apply to persons over the age of 12, not retired and gainfully employed.

From Mr A Smith

1. question about the cubby hole under unit 10, what is it used for...used to be a store room.
2. rubbish bin areas are being used for garbage items...perhaps place bike racks there

3. when is the next verge collection... Mr R Holland to investigate.

12. NEXT MEETING: The next Council Meeting is to be held Thursday 19th March 2009 at unit 48

13. CLOSURE: There being no further business the meeting closed at 8.35pm.

CONFIRMED: _____ **THIS** _____ **DAY OF** _____ **200**__