

Jan Blaszczyk  
31/147 Charles Str  
West Perth 6005  
ph.93287549  
7.03.2013

To The

Strata Council the Owners of The Mews 147/159 Charles  
Street, West Perth; Strata Plan 5629.

Please find enclosed the signed Petition of Owners, for the change of agent,  
and I am including thier Proposal.

We demand a change of the present agent Exclusive Strata Management.

We need new Agent nearer to the Mews, where each owner can easily attend  
for all A.G.Ms. Mrs. Laura Chapman, does not answer Your questions, only  
refers you on to someone else.

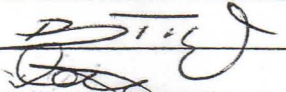

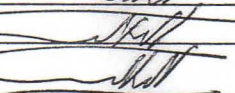
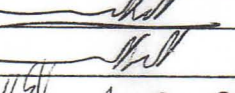
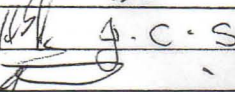
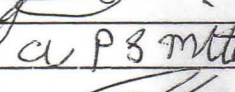

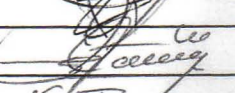
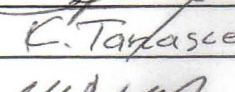
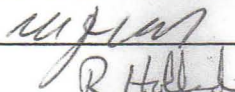
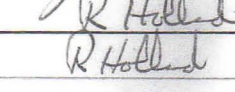
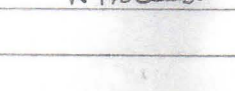
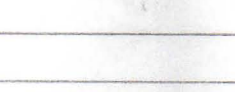
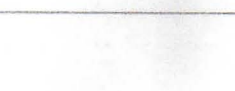


The main problems are:

1. Digital Antenna, She rejected a quote from best company TV Antennas  
for \$18,900. and second option for \$2,350.
2. Hot water system- only one quote for 79,940. For high price is  
obligation - should prepare three quotes, for selection. That present  
quote is for two option. One option is for all units for \$68,700.+GST.  
Second option is for part for 11 units for \$ 11,240. That 11 units use  
electric 50 litre HWS, and do not want change to gas HWS. Second option  
is only for increasing a quote to \$79,940. Quote specification each triplet  
vertical units - from \$4,080. to \$4,630.+GST. We must pay for that quote,  
not with wrong decision Mrs. Laura Chapman.
3. Drastically increasing levys, with high special levy, is not for acception.
4. Nobody controls cotractors accordance with quotes work on; gardening,  
HWS, swimming pool, etc.
5. We had to pay extra \$450, without any Extraordinary GM. Decision for that  
payment was make by Mrs. Laura Chapman without authorisation.

Kind Regards

  
Jan Blaszczyk

NAMES OF PETITION- for new agent

Number Unit	Full Name/s/	Number /s/ Telephone	Signature
31	JAN Blaszczyk	93287549	
43	Clodagh Conner	0130425937	
21	Soliman Allan & S Saleh	0408 287 633	
29	Soliman Allan & S Saleh	"	
34	Soliman Allan & S Saleh	"	
51	Soliman Allan & S Saleh	"	
23	PETER SMITH Junior Smith	0892280980	 P. C. Smith
27	Jeannette Dancer	0400300658	
9	ANDREW SMITH	0892283902	 A. P. Smith
41	TIM WOODS	93289045	
12	TRALE PRO	93882792	
13	SEKULARAC TANASCEV	92281108	
13	Kostadinka Tanasceva	92281108	 K. Tanasceva
30	MICHAEL CAPLIN	0433001272	
19	ROGER HOLLAND	0897587930	 R. Holland
28	ROGER HOLLAND	✓	 R. Holland



05 March 2013

Dear Owners of 147 Charles Street, West Perth – The Mews

**RE: Proposal for the Management of The Mews**

We wish to formally apply for the management of the strata properties located at 147 Charles Street, West Perth 6005, known as The Mews and are submitting this brief introduction for your perusal. We are, also, including schedule A & B of our services inclusive of the management fees, schedule C.

We understand how daunting task may be at times to manage strata complexes. Strata Management is a very specialized real estate area and requires management skills, which take in to perspective interests of all owners. Therefore, it is very important that the Strata Managers display unbiased conduct in every aspect of their dealings with individual owners having in their interest the benefit of all owners in the complex. We believe that we are impartial in the management of strata complexes and are striving to achieve the best outcomes for everyone.

LIBERO PROPERTY apply strict controls of every dollar being spent and seek approval of the Council of Owners for the endorsement of every work undertaken on behalf of the Strata Company.

We also pride ourselves on improving strata properties in both external outlook as well as creating a sense of community feel on the strata complexes. It's done by of our transparent approach to all financial spending and reports together with commonsense approach as well as following the general rules enshrined in the Strata Titles Act 1985.

By making all owners aware of what happens on the complexes where they have their properties we feel that it makes them indirectly involved in the affairs of the management.

As LIBERO PROPERTY are licensed real estate Agents and audited yearly with the audit report being submitted to the Department of Commerce it is in the company's best interest to look after the management well and to take all steps possible to ensure that your investment is securely protected both physically and financially under the Strata Titles Act 1985 and any other Acts that may be applicable.

Voting for Libero Property Strata Management ensures continuous improvement to the outlook of the complex, impartiality as well as personal approach to every work undertaken.

Yours sincerely,  
Libero Property Strata Management  
George Kowalski  
Mobile: 0410 423 916

# **LIBERO PROPERTY**

## **SCHEDULE A**

### **AGREED SERVICES**

#### **Accounting Services**

1. Establish and maintain the required bank account(s)
2. Assist with preparation of administrative fund budget
3. Assist with preparation of reserve fund budget
4. Calculate proposed levies based on the Administrative & Reserve Fund budgets
5. Raise and issue levy contribution accounts
6. Request and receive bank levy contributions
7. Record monies received and deposit to the credit of the Strata Company
8. Request, receive and bank any other monies due to the Strata Company
9. Importation of banking transaction details
10. Provision of multiple levy payment methods
11. Pay creditors invoices on behalf of the Strata Company
12. Pay disbursements and expenses incurred in connection with the Strata Manager's management.
13. Provide statutory reconciled accounts including balance sheet ,statement of income and expenditure and contribution status report, once per annum
14. Maintain a proper set of financial records in relations to trust accounts
15. Maintain records and provide evidence of all financial transactions
16. Liaison regarding enquires from contractors and other creditors
17. Receipting of invoices
18. Coding and approving invoices on behalf of the Strata Company
19. Prepare certificates in accordance with Section 43 (1) (c & d) of the Act
20. Invoice Strata Company for disbursements and charges, including all photocopying, postage and petties

#### **Insurance**

1. Prepare and lodge routine insurance claims ▪
2. Arrange insurance valuation as instructed by the Strata Company
3. Obtain quotes for insurance renewal
4. Submit quotes to Council
5. Seek instructions to renew insurances
6. Renew insurances in accordance with instructions received



# **LIBERO PROPERTY**

## **SCHEDULE A**

### **AGREED SERVICES (cont'd )**

#### **Secretarial**

1. Maintain strata roll and minute book
2. Maintain correspondence file
3. Record and retain notices required under the Act
4. Maintain custody of common seal
5. Attend to routine communication ▪
6. Attend to Council correspondence , inquiries, complaints and requests for information from proprietors, residents and others who may have dealings with the Strata Company ▪
7. Provide reasonable assistance and advice to Strata Council ▪
8. Issue all necessary notices and receipt and display of notices

#### **Meetings**

1. Prepare and distribute notices of Annual General Meetings
2. Prepare minutes of Annual General Meetings
3. Distribute minutes of Annual General Meetings to Proprietors
4. Arrange for venue for meetings (cost of venue to be borne by Strata Company). In most cases a meeting room may be available at the Strata Manager's premises, free of charge during office hours

#### **By-laws**

1. Answer queries from the Council about By-laws ▪

#### **Other**

1. Provision for after hours emergency telephone service
2. Obtain quotes for and arrange for routine maintenance and repairs to common property ▪

- Up to 30 minutes is allowed for each occasion

# **LIBERO PROPERTY**

## **SCHEDULE B**

### **ADDITIONAL SERVICES**

#### **Initial set up**

1. Perform all tasks necessary to facilitate the initial setting up of Strata Company, or further stages of a planned development
2. Perform all tasks necessary to facilitate the issue of titles
3. Receive records and create new files from previous Strata Manager

#### **Annual General Meetings**

1. Attend Annual General meetings
2. Attend re-convened Annual General meetings

#### **Council Meetings**

1. Prepare and distribute notices and minutes of Council meetings
2. Attend Council meetings
3. Attend re-convened Council meetings
4. Distribute minutes of Council Meetings to Councillors

#### **Extraordinary General Meetings**

1. Prepare and distribute notices and minutes of Extraordinary General meetings
2. Attend Extraordinary General meetings
3. Attend re-convened Extraordinary General meetings

#### **Repairs and maintenance of Common property**

1. Arrange building and site inspections and reports on non-routine repairs
2. Arrange routine repairs and maintenance in excess of Schedule A provisions **2**
3. Obtain quotes and liaise with suppliers re non-routine repair, maintenance, renewal or replacement of common property

#### **Insurance**

1. Prepare and lodge insurance claims in excess of Schedule A provisions **2**
2. Administer claims and other activities involved in minimisation of loss, liaison with loss adjustors and other related activities

#### **Accounting**

1. Prepare additional financial reports or reports to specific requirements
2. Monitor and arrange for recovery of contribution arrears
3. Assist auditor in providing accounts and records for audit
4. Coordinate the preparation and submission of the Strata Company tax requirements (income and GST) via a registered /licensed tax agent
5. Administration of the Reserve Fund account

# **LIBERO PROPERTY**

## **SCHEDULE B**

### **ADDITIONAL SERVICES (cont'd)**

#### **By-laws and legal**

1. Serve notices to comply with by-laws
2. Attend the scheme for by-law enforcement
3. Prepare and issue notices for breaches of by-laws
4. Represent the Strata Company in tribunal, referee or court proceedings
5. Prepare and lodge the applications for referee or tribunal orders, briefing lawyers and /or relevant attendances
6. Arrange drafting of by-laws amendments to by-laws and/or by-law reviews
7. Liaise with solicitors and give instructions in accordance with resolutions of the Strata Company regarding by-laws
8. Arrange for registration of by-laws
9. Provide copies of by-laws to Councillors, proprietors and tenants and/or letting agents

#### **Other Services**

1. Arrange security and concierge services
2. Arrange for, and manage, the ongoing services of a caretaker (includes recruitment, payroll, management and supervision, performance management, leave coverage)
3. Arrange building services
4. Arrange access for contractors
5. Manage a great volume of inquiries from proprietors than is reasonable
6. Review essential services such as fire safety and health
7. Solicit building condition surveys and scheduled maintenance programs
8. Arrange and supply archiving facility
9. Any other services (that are not Agreed Services) that can be provided by the Strata Manager including but not limited to;
  - hiring and management of Strata Company employees
  - co-ordination of facility management services
  - liaison with developer, builder, consultants, etc on building defect and operational matters
10. Prepare records for hand-over to new (incoming) Strata Manager or direct to the Strata Company

**2** Means time spent in excess of that allowed under Schedule A

# LIBERO PROPERTY

## SCHEDULE C

### MANAGEMENT SERVICES FEES

16% of all due levies \* *general*

**PROMOTIONAL INTRODUCTORY OFFER – 14% IN THE 1<sup>ST</sup> YEAR OF MANAGEMENT  
plus personal Manager's visits twice in the first year to discuss all pertaining  
issues of the strata complex**

### ADDITIONAL SERVICES FEES

Item	Charge *	Unit
Staff hourly rate (senior/Principal)	\$120	per hour (min of 15 minutes)
Staff hourly rate (junior/other)	\$70	per hour (min of 15 minutes)
Photocopying	40c	per copy
Postage & petties	90c	per item
Email	50c	per item
Banking transaction fees (incl EFT, cheques, deposits)	90c	per item

\*All rates exclude GST