



jonesballard
property group

5th November 2008

The Owners of "The Mews"
Strata Plan 5629
147-159 Charles Street
WEST PERTH WA 6005

Dear Owner

NOTICE OF MEETING

NOTICE is hereby given in accordance with provisions of the Strata Titles Act 1985 that an Annual General Meeting of the Owners of "The Mews" 147-159 Charles Street, West Perth, Strata Plan 5629 will be held:-

DATE: Monday 24th November 2008
TIME: 6.00 pm
LOCATION: At the strata offices of Jones Ballard Property Group, 25 Preston Street, Como (Corner Labouchere Road & Preston Street, upstairs on 1st Floor)
AGENDA: As per attached page.

If you cannot attend, please complete the attached Proxy Form and return it as soon as possible. It is important to have the proxy as without your support, we may not be able to hold this meeting. Furthermore, your levy contribution must be paid to entitle you to vote. (Strata Titles Act 1985, Schedule 1, By-Law 14-6).

Please note that if your unit (lot) is in joint names, only one person can vote, when voting on a show of hands, provided a form of proxy has been completed and signed by all co-proprietors nominating the party entitled to vote. The person entitled to vote may be one of the co-proprietors or any other person as nominated on the form of proxy.

Completed forms of proxy may be returned to this office at any time before the meeting, or handed in before commencement of the meeting.

If you have any general enquiries about the annual accounts, please contact the undersigned at least 72 HOURS before the meeting so that an appropriate response can be prepared.

Yours faithfully

RHONDA DUNN
STRATA COMPANY MANAGER
For the Owners of Strata Plan 5629

STRATA PLAN 5629

**ANNUAL GENERAL MEETING OF THE OWNERS OF
“THE MEWS” 147-159 CHARLES STREET, WEST PERTH WA**

24/11/08

AGENDA

1. Welcome
2. Record Attendance
3. Proxies verified
4. Apologies for absence
5. Quorum
6. Appointment of Meeting Chairperson
7. Confirmation of Minutes - AGM 17/12/07
8. Business Arising - AGM 17/12/07
9. Report from Manager
10. Financial Report
11. Election of Council of Owners
 - 11.1 Determine number of persons of whom council shall consist
 - 11.2 Call for nominations and election of members
12. Re-appointment of Managers
 - Refer attached proposal from Jones Ballard Property Group
13. Insurance Covers - Refer attached Item 13
14. Special Business - See Annexure “A” for details
 - 14.1 Various Items (per request Owner Unit 1)
15. General Business
16. Budget/Levy (Periodic Contributions)
17. Next Meeting
18. Closure

ITEM 9

STRATA MANAGERS REPORT "THE MEWS" 147-159 CHARLES STREET, WEST PERTH WA 24/11/08

1. Strata Titles Act 1985

The Strata Titles Act 1985 continues to govern the property. There have been no significant changes to the strata title legislation during the past year. Managers confirm that the by-laws that apply to the property are those contained in schedules 1 & 2 to the Act. Those by-laws govern procedures and behaviour at the property and all owners and occupants are bound by their requirements.

2. Council of Owners

The strata council met on a number of occasions during the year to deal with various items of property and ground maintenance. Managers extend their thanks on behalf of all owners to the council members who gave of their time.

3. The Past Year

During the past year, the following matters were addressed:

- Pool fencing
- Tree topping
- Roof repairs
- Gutter & downpipe repairs
- Duct doors

4. Gutters and downpipes

By way of reminder, managers recommend that all gutters and downpipes should be checked and cleaned as may be appropriate at least once per annum, before the heavy winter rains.

5. E-mail Communications

With the growth of e-mail we find that increasingly owners use this as their main form of communication. Mail can now be forwarded direct and the new address for your strata manager Rhonda Dunn is rhonda.dunn@jonesballard.com.au.

By way of courtesy we advise that all correspondence including email is dealt with in order of receipt, unless the matter is a genuine emergency. We confirm that your business is important to us and your correspondence will be attended to as promptly as possible.

6. Prearranged Appointments to Strata Management Office

In order to avoid disappointment or delays if you wish to visit our office to see your strata manager, we request owners prearrange the visit and make an appointment.

Many strata meetings are now being held during the day and strata managers are often out of the office at meetings or property visits.

7. The Year Ahead

Managers are pleased to inform owners that as part of our overall management service we independently visited and viewed the common property sometime before the AGM.

Managers congratulate owners on the overall presentation of 147 Charles Street, West Perth.

The preservation and enhancement of your capital investment does not happen by chance and results from a combination of care and good management by the strata council together with the support and sensible financial contribution by owners.

Managers wish all owners well for the year ahead.

END OF REPORT

STRATA PLAN 5629
THE OWNERS OF 147-159 CHARLES STREET, WEST PERTH WA 6005
STATEMENT OF INCOME & EXPENDITURE 01/10/07 – 30/09/08

INCOME

Maintenance Levies to 30/09/08	47483.97
Maintenance Levies Paid In Advance	5635.14
GST In	5339.63
GST Refund – BAS statement	1242.82
Insurance Recoup (*)	2459.12
Security cards/keys reimbursement	190.00
TOTAL INCOME	\$62,350.68

EXPENDITURE

GENERAL ADMINISTRATION

Management Fees - Regular Services	6000.95	
Management Fees – Additional Services	98.80	
Council Meeting Fees	900.70	
Council Member Reimbursement	327.00	
Postage, Petties & Storage of Records	1004.77	
AGM Fee	682.50	
Insurance Premiums	9499.79	
(\$4602.60 01/10/07 & \$4897.19 01/10/08)		
Insurance – Stamp Duty	1020.24	
GST Out	6129.59	
BAS – Payment	1361.00	
PAYG – Income Tax	620.00	\$27,645.34

GROUNDS MAINTENANCE

Gardens	3590.30	
Garden Supplies – fertilizer/chemicals	125.09	
Lawns	2737.10	
Lawns & Gardens	1800.00	
Reticulation Supplies	129.00	
Rubbish Removal	363.13	
Tree Lopping	640.00	\$9,384.62

REPAIRS AND MAINTENANCE

Bin Cleaning	58.50
Building Maintenance (*\$230.00 Unit 3)	3639.92
Building Structural – Minor	763.64
Cleaning Common Areas	1915.90
Driveway	20909.09
Electrical	87.00
Fences	6124.55

Gates – Security	956.27	
Glass (*\$297.71 Unit 28)	297.71	
Gutter & Downpipe	104.55	
Hardware Supplies	165.74	
Lighting Equipment (*\$1554.14)	2207.23	
Line Marking	181.82	
Painting – Interior (*Units 51 & 54)	577.27	
Paving	1600.00	
Plumbing	553.00	
Pool - Maintenance Contract	3450.60	
Pool – repairs/maintenance	102.00	
Pool Supplies – chemicals	653.82	
Pool Equipment	54.45	
Meter Box	282.09	
Roof	215.00	
Security – keys/cards/controllers	71.00	
Television Antenna	268.19	\$45,239.34

ELECTRICITY – common areas	2094.15	\$2,094.15
WATER CONSUMPTION	3870.70	\$3870.70

TOTAL EXPENDITURE FOR THE PERIOD	\$88,234.15	\$88,234.15
EXCESS OF EXPENDITURE OVER INCOME		DR\$25,883.47
PLUS BALANCE AS AT 30/09/07		\$1426.93
PLUS FUNDS TRANSFERRED FROM INVESTMENT ACCOUNT		\$36,801.59
LESS FUNDS TRANSFERRED TO INVESTMENT ACCOUNT		\$10,000.00
BALANCE OF TRUST ACCOUNT AT 30/09/08		\$2,345.05

Levies in arrears at 30/09/08 \$4,076.22
(U2,15,26,32,33,39,49)

INVESTMENT ACCOUNT DETAILS

Westpac Bank – 036-308 230-018 \$10,459.78

Westpac Bank – 036-224 21-3480 \$10,273.25

BALANCE INVESTED FUNDS AS AT 30/09/08 **\$20,733.03** **\$20,733.03**

TOTAL FUNDS OF STRATA COMPANY **\$23,078.08**

ITEM 12
RE-APPOINTMENT OF MANAGERS

PROPOSAL FROM JONES BALLARD PROPERTY GROUP TO THE OWNERS OF
"THE MEWS"
147-159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629

Our proposal is for us to continue to act as Strata Managers from the date of the Annual General Meeting until the date of the following Annual General Meeting.

We request that the Strata Company gives an expressed direction to the Strata Council to re-appoint us for that period or in the absence of an elected Council, that the proprietors in general meeting re-appoint us for that period.

As agent managers of your Strata Company our role is to provide a financial, accounting and secretarial management service, and to assist the elected Council to carry out its decisions. Our regular management service is designed to assist the Strata Council to abide by the statutory obligations of the Strata Company in line with the Strata Titles Act 1985. During our term of re-appointment we shall perform all Regular Services and in addition when directed by the Strata Company or Council, perform Special Services as instructed.

REGULAR SERVICES INCLUDE:

Assisting Council to effect routine property maintenance and repairs, payment of accounts, keeping record of accounts, invoicing and collection of periodic contributions (levies), arranging insurance covers, preparing an annual statement of receipts and payments, attendance to correspondence and instructing a registered taxation agent in relation to lodgement of Income Tax Returns (Tax agent fee is an additional fee). Preparing and issuing notices of the Annual General Meeting and attending and preparing and distributing minutes of that meeting. (Additional fees apply - refer note under Management Fees). Under Section 43 (1) of the Act, preparing and issuing certificates, furnishing information and supervising inspections of records (applicable costs are to be payable to Managers by the initiating party).

SPECIAL SERVICES INCLUDE:

Preparing and issuing notices of Extraordinary General Meetings and Council Meetings and attending, and preparing and distributing minutes of those meetings, attending at the property for any purpose which is not a Regular Service, arranging non-routine maintenance, repair and replacement of the Common Property and liaising with consultants and builders. Preparing and serving notices levying Special Contributions and collecting and banking Special Contributions, Lodgement of documentation at the Titles Office relative to changes to by-laws. Documents relative to amendment, repeal or addition to existing by-laws should be prepared by a legal practitioner on instructions from the Strata Council. Instructing and attending conferences with lawyers; this includes legal actions on instruction from Council, relative to outstanding contributions; where appropriate, complying with requirements relative to The New Tax System; implementing the decisions of the Strata Company and Council which the Agent is not required to do as part of the Regular Services as listed.

MANAGEMENT FEES

PLEASE NOTE THAT ALL FEES QUOTED IN THIS PROPOSAL INCLUDE GST

Where the strata company is registered for GST, Jones Ballard Property Group will supply accounts for fees in a TAX INVOICE format, to assist the strata company to claim the GST included, as an INPUT TAX CREDIT.

FEES FOR REGULAR SERVICES

Our Annual fee for Regular Services will be \$7300.00 plus postage, petties and storage of records \$1222.00. Total \$8522.00 payable \$710.17 monthly in advance.

FEES FOR SPECIAL SERVICES AND ANNUAL GENERAL MEETING

To prepare and issue notices, attend the meeting and prepare and distribute minutes of the Annual General Meeting, and to provide Special Services hourly rates apply as follows:

- during the hours of 9.00 a.m. to 5.00 p.m. \$99.00 per hour
- outside the hours of 9.00 a.m. to 5.00 p.m. \$143.00 per hour

Adjourned meeting fee \$99.00 9.00 a.m. to 5.00 p.m. \$143.00 otherwise

FEES FOR EXTERNAL SERVICES

Fees payable for external services such as Tax Agents and Auditors are separate fees payable by the Strata Company. Other external services involving Strata Managers such as purchase of Common Seals and title searches at the Land Titles Office will be performed on the basis of cost price plus a nominal \$11.00 per item for Managers time.

APPLICATION FOR ALTERATION TO LOTS OR COMMON PROPERTY

Any applications for alterations to the lot or to common property should be made in writing to the Strata Company.

The matter of dealing with such applications falls outside the scope of both Regular and Special Services. Separate management fees for time and disbursements will apply and are payable by the lot proprietor and not by the Strata Company. Enquiries in this regard should be made direct to Managers, in the first instance.

PRE-AGM INSPECTION

A pre-AGM inspection of Common Property grounds and buildings is available and is designed to give owners the opportunity to view the Common Property together in readiness for possible decision-making at the Annual General Meeting. Attendance by us at this inspection is an additional service which we are happy to perform on an ex-gratia basis, but is available only at the discretion of the assigned Strata Manager.

PLEASE NOTE

Except in an emergency such as plumbing or electrical faults, we do require that all comments, complaints or basic maintenance items should be **IN WRITING** to this office.

RESOLUTION SOUGHT

- # "The Strata Company resolves that the Council be directed to re-appoint Jones Ballard Property Group as Strata Company Agent Managers from 24/11/08 to the date of the next Annual General Meeting in accordance with the proposal as attached to the notice of meeting".

or

- # "In the absence of an elected Council, the proprietors in general meeting resolve that Jones Ballard Property Group be re-appointed as Strata Company Agent Managers from 24/11/08 to the date of the next Annual General Meeting in accordance with the proposal as attached to the Notice of Meeting".
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STRATA PLAN 5629
"THE MEWS" 147-159 CHARLES STREET, WEST PERTH WA

ITEM 13 - INSURANCE COVERS

To consider current levels of insurance cover and if considered appropriate, to determine any increase in building sum insured.

Insurance covers for the property are with CHU Underwriting Agencies Pty Ltd.

Period of Insurance : 01/10/08 to 01/10/09. Policy No : 860638

Insured : Owners of Strata Plan 5629

Levels of Cover

Building	\$6,420,000.00
Common area contents	\$27,000.00
Legal Liability	\$10,000,000.00
Office Bearers Liability	\$2,000,000.00
Workers compensation	\$ As per the Act
Excess to building cover	\$50.00 per claim

As agents of CHU, Managers advise that we receive a commission on volume business, however this does not affect the strata company insurance premium.

Increase in Building Sum Insured

Managers advise that when the insurance renewal was received the suggested level of cover for building of \$6,420,000.00 was adopted. The previous level of cover was \$5,705,000.00.

Motions On Notice

- (1) The strata manager is directed to renew the policy when it falls due -
- (a) At the current level of building sum insured or
 - (b) At the level of building sum insured to a figure as determined at this meeting.

OR

- (2) The strata council is directed to arrange a valuation for insurance purposes and if that valuation is higher than the current sum insured, managers are to arrange increase in insurance to that level.

FINANCIAL SERVICES REFORM ACT (FSRA)

The provisions of the FSRA disallow Jones Ballard Property Group to give personal advice relative to insurance covers; only general advice can be given by us.

This means that independent professional advice where applicable should be obtained by the strata company in respect of insurance matters.

- | | | |
|----------------------|-------|---|
| Jones Ballard can | (i) | Provide the Financial Services Guide and Product Disclosure Statement |
| | (ii) | Only give factual information |
| | (iii) | Only give general advice |
| Jones Ballard cannot | (i) | Recommend an insurance company |
| | (ii) | Provide advice on level of Building Replacement Cover |

OWNERS OF "THE MEWS"
STRATA PLAN 5629
147-159 CHARLES STREET, WEST PERTH WA

ANNUAL GENERAL MEETING 24/11/08

AGENDA ITEM NO. 14 ANNEXURE "A" SPECIAL BUSINESS

- 14.1 Various Items (per request Owner Unit 1)
Refer attached.

Could I please request the following be added to the AGM for "The Mews", 147-159 Charles St West Perth.

- Communication of Strata Meeting Minutes to owners (email / postage)
- Maintenance of Building Common Areas
 - Reticulation
 - Installation of rain sensor to avoid frequent watering during rainy days
 - Servicing of reticulation, there are many sprinklers that are broken/leaking leading to wasted water and dead patches.
 - Disposal of hazardous materials (e.g. asbestos)
 - This year when the asbestos pool fence was replaced, several sheets were disposed of in a mini-skip bin clearly marked with "NO ASBESTOS". can we please ensure that the remaining sheets (behind shed) are disposed of according to government regulations. note that some of the remaining fences are also asbestos.
 - Removal of tree stumps
 - Is it possible to have someone remove all the stumps left behind from tree removal?
- Recycling
 - The Council provides recycling services to the complex, however it appears the recycling bins (yellow lid) have been removed from the waste area. More bins need to be ordered from the council, and bins will need to be put out for collection fortnightly.

Thanks again,

Saxon

**STRATA PLAN 5629
OWNERS OF "THE MEWS"
147 CHARLES STREET, WEST PERTH 6005
PROPOSED BUDGET – 2008/2009**

Management fees	7300.00
Postage, petties and storage of records	1222.00
AGM fee contingency	700.00
Council meetings (provision for attendance)	800.00
Income tax (on investments)	500.00
Insurance premiums	6500.00
Common lighting and power	2600.00
Water consumption (common area)	3000.00
Water consumption (pool)	1200.00
Building Maintenance	2000.00
Cleaning Rubbish Bins	500.00
Fence Replacement between 147 & 161 Charles St (1/2)	4000.00
Gutters and downpipes cleaning/repairs	2000.00
Lawn/Garden Maintenance/Reticulation & Supplies	7000.00
Painting (Walls)	3500.00
Plumber/Electrician (Emergency)	1000.00
Pool Maintenance & Equipment Repairs/Replacement	3000.00
Treelopping	1000.00
General maintenance	4070.00
Investment	8000.00
TOTAL	\$59892.00

Note: (1) This budget includes provision for GST where applicable.

Recommended levy to be in accordance with unit entitlement as follows:

<u>UNIT Nos:</u>	<u>U/ENT:</u>	<u>LEVY:</u>	
30 units	3 (90)	\$241.50 quarterly	= \$28980.00 p.a.
24 units	4 (96)	\$322.00 quarterly	= \$30912.00 p.a.
TOTAL	186		\$59892.00 p.a.

Payable quarterly in advance from 01/01/09 and thereafter on 01/4/09, 01/07/09 and 01/10/09.

Motion on Notice:

To resolve to adopt the proposed budget of \$59,892.00 and to adopt a quarterly contribution (levy) as shown above payable in advance from 01/01/09. That is 01/01/09, 01/04/09, 01/07/09 and 01/10/09.

This budget is endorsed by the strata council of 147 Charles Street, West Perth, and was finalised after due consideration of financial needs for the year ahead.

"THE MEWS"
STRATA PLAN 5629
147-159 CHARLES STREET, WEST PERTH WA

NOMINATION FOR ELECTION TO COUNCIL

1. I wish to nominate myself for election to the Council of Owners at the forthcoming Annual General Meeting of Strata Plan 5629.

NAME (PRINT): _____

UNIT NO: _____

SIGNATURE: _____

- * Where a company is the nominee, the person authorised by the company to act on its behalf on council is.....

DATE: _____

2. I wish to nominate the following party for election to the Council of Owners at the forthcoming Annual General Meeting of Strata Plan 5629.

NAME OF NOMINEE: (PRINT) _____

UNIT NO: _____

I ACCEPT NOMINATION: _____

(Signature of Nominee)

- * Where a company is the nominee, the person authorised by the company to act on its behalf on council is.....

NAME OF NOMINATOR (PRINT) _____

UNIT NO: _____

DATE: _____

NOTE:

*

Where a Company is the lot proprietor then in accordance with Section 45 of the Strata Titles Act 1985, the Company is eligible to be a member of the Council. The Company may then authorise an individual to act on its behalf on Council and may later revoke that authority. Nomination by the Company for its election to Council together with advice of details of the authorised individual should be completed by the signing/sealing procedures of the Company as may be appropriate.

Please forward completed nomination forms to Managers prior to the meeting date.

**NOTE: If unable to attend meeting please return completed proxy to fax No. 9367 7044
or post to Jones Ballard Property Group, PO Box 221, Como WA 6952**

FORM OF PROXY

I/We being the Owner/s of unit number/s (or lot number/s) _____ in Strata Plan Number 5629 hereby appoint:

* A representative from Jones Ballard Property Group

OR

* Other person

to be my/our proxy to vote on my/our behalf at the Annual General Meeting of the Owners of "The Mews" 147-159 Charles Street, West Perth, Strata Plan 5629 to be held on 24/11/08 or any adjournment thereof.

Where the nominated proxy has a financial interest in a management contract or arrangement with the Strata Company I/We expressly authorise the proxy to vote on the motion under notice relative to that appointment and I/We specify herewith that the proxy is to vote for that motion.

SIGNATURES OF ALL CO-PROPRIETORS: _____

SIGNATURE OF PROXY: _____ **DATE:** _____

In the case of a Company:

The Common Seal of:

was hereunto affixed by
order of the Board in
the presence of:

NOTE

1. Only one co-proprietor of a unit (lot) can vote at a general meeting on a show of hands provided a form of proxy has been completed and signed by all co-proprietors nominating the party entitled to vote.
2. A Company may appoint a nominee as its Proxy and the Form of Proxy should, where applicable, have the company seal affixed.
3. A Proxy need not be a member of the Strata Company. The Strata Manager, the Chairman or any other person may act as proxy.