

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF THE MEWS, 147-159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD AT THE OFFICE OF JONES BALLARD PROPERTY GROUP, 25 PRESTON STREET, COMO, ON MONDAY 24<sup>TH</sup> NOVEMBER, 2008, COMMENCING AT 6.00PM.**

**1. WELCOME:**

Mr D Weatherdon of Jones Ballard Property Group, Strata Manager of the property welcomed all persons present. He enquired if everyone was recorded on to the Attendance Register and requested that any written proxies held, be handed in. Mr D Weatherdon welcomed Mr R Ballard, General Manager of Strata Division. Mr D Weatherdon briefly explained that Mrs R Dunn had left the Jones Ballard and that he was now assigned to this property. He thanked Mrs R Dunn for her hard work and promised to diligently follow in her footsteps. He requested that in the matter of voting, a clear indication be given by the raising of one hand, and he requested that in the course of the meeting, there be no cross current of conversation and that all comments be directed through the Chair.

**2. RECORD**

**ATTENDANCE:**

Mr S Mailey	Unit 1
Ms K Silverstone	Unit 2
Mr D Browne	Units 3, 47
Mr B Stanley	Unit 4
Mr A Smith	Unit 2
Mr S Tanascev	Unit 13
Mr R Holland	Units 17, 19 and 28
Mr P & Mrs J Smith	Unit 23
Mr S Saunders	Unit 48
Mr D Weatherdon representing Jones Ballard Property Group.	
Mr R Ballard representing Jones Ballard Property Group.	

**3. PROXIES:**

Mr D, Mr T, Mr G & Ms E Browne	Unit 3
To David Browne	
Ms C Haddad	Unit 5
To Jones Ballard Property Group	
Mr J Daebritz	Unit 6
To Jones Ballard Property Group	
Mrs C Chapman	Unit 7
To Jones Ballard Property Group	
Mr J Sloan	Unit 11
To Jones Ballard Property Group	
Mr M Quin & Mrs K Ballard	Unit 14
To Jones Ballard Property Group	
Ms S Beale	Unit 17
To Jones Ballard Property Group	
Mr R Jones	Unit 22
To Jones Ballard Property Group	
Ms J Dancer	Unit 27

To Jones Ballard Property Group  
 Ms N Browne Unit 37  
 To Mr D Browne  
 Ms E Foston Unit 42  
 To Jones Ballard Property Group  
 Mr M Wesley Unit 44  
 To Jones Ballard Property Group  
 Mr D & Mrs T Browne Unit 47  
 To Mr D Browne  
 Mr J Jurkov Unit 54  
 To Jones Ballard Property Group

**4. APOLOGIES  
 FOR ABSENCE:**

Nil

**5. QUORUM:**

Mr D Weatherdon reported that 50% of financial members are required for quorum. 9 owners werer not financial at the date of the meeting therefore number for quorum was 23.. A quorum was present.

**6. CHAIRPERSON:**

It was unanimously **RESOLVED** that Mr D Weatherdon be appointed to the Chair for the duration of the meeting. Mr D Weatherdon explained he needed to depart at 6:20pm to attend his step-daughter's graduation. Mr Ballard agreed to continue to chair the meeting.

**7. CONFIRMATION  
 OF MINUTES:**

It was **RESOLVED** that the Minutes of the Annual General Meeting held on 17/12/07 be received and accepted as a true and correct record and were signed by the Chairperson.

**8. BUSINESS  
 ARISING:**

Nil.

Mr R Ballard commented the strata council was very active and would have dealt with any issues arising.

**9. REPORT FROM  
 MANAGER:**

The strata managers report included in the Notice of Meeting was accepted.

**10. FINANCIAL  
 REPORT:**

It was **RESOLVED** that the financial report for the period ending 30/09/08 be received and adopted as a true and correct record.

**11. ELECTION OF  
 COUNCIL OF  
 OWNERS:**

Mr D Weatherdon gave a brief description of the responsibilities of the Council of Owners. It was noted that the owners of council of the property was very active. He thanked the council for their participation, and added that this active participation makes the strata manager's role a lot easier.

### 11.1 Determine Number of Council Members

It was **RESOLVED** that the number of members of whom the Council shall consist shall be 6, with 1 casual vacancy.

### 11.2 Hold Election

The Chairman received 3 written nominations and called for other nominations. The written nominations were received from;

Mr S Mailey	Unit 1
Mr A Smith	Unit 9
Mr P Smith	Unit 23

Nominations from the Floor included;

Mr S Tanascev	Unit 13
Mr R Holland	Unit 17
Mr S Saunders	Unit 48

With these written and verbal nominations the Chairman declared those members to be elected to the Council with one casual vacancy.

Positions of Chairman, Treasurer and Secretary to be appointed at the first Council Meeting after this Annual General Meeting.

The Chairman departed at 6.20 and Mr R Ballard assumed the chair.

Mr R Ballard thanked Mr D Weatherdon for the first section of the Annual General Meeting and referred to item 12, Appointment of Managers, as the next item of discussion.

## 12. APPOINTMENT OF MANAGERS:

The Deputy Chairman Mr R Ballard referred to the proposal submitted by the Jones Ballard Property Group to continue as Strata Company Agent Managers for the following 12 months.

Mr R Ballard advised owners in attendance in process a proposal for Teys Group to become the owners of the Strata Centre and that this action will be taken within one to two weeks duration.

Mr R Ballard outlined the issue of packages to owners to all strata companies and enquired if there were any questions relating to the new ownership of the Strata Centre.

On discussion as to the benefits provided by Teys Group, owners in attendance agreed that Jones Ballard Property Group in the interim are accepted as Strata Company agent Managers. From the date of take over Teys group will become the responsible firm for further strata company actions for The Mews.

ALL FEES MENTIONED BELOW INCLUDE GST
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Annual Management fee \$7, 300.00 (\$608.33 charged monthly in advance) plus Annual General Meeting fee charged at hourly rate. Adjourned Meeting fee \$99.00 - 9.00 a.m. - 5.00 p.m. and \$143.00 otherwise, cost of postage, petties and storage of records \$101.83 per month.

Extra duties which are performed at the rate of \$99.00 per hour during office hours and \$143.00 per hour otherwise, include compliance with The New Tax System, attendance at Extraordinary and Council Meetings, and registration of By-laws, collection of Special Levies, legal actions as required and property inspections. Fees collected in accordance with Section 43 of the Act are payable to Managers, being for preparation of Certificates providing information or arranging inspection of Strata Company records.

### 13. INSURANCE COVERS:

The chairman referred to the information included in the Notice of Meeting under this item number.

It was noted that the following levels of cover apply, via CHU Underwriting Agencies Pty Ltd to expire on 01/10/09.

#### 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 Act
Excess to Building	\$50.00 per claim

I was noted by the owners in attendance the previous level of cover \$5, 705, 000. 00 on level of buildings insurance cover had been increased to the figure of \$6,420,000.00.

It was agreed by owners in attendance that this is adequate insurance cover for the strata property.

The Chairman referred to the renewal notice, to be received in Sept. 2009. It was agreed by owners in attendance that the renewal notice is to be issued to the council of owners. This is for the consideration and notification to managers, as to the insurance required for the Strata Company.

### 14. SPECIAL BUSINESS:

#### 14.1 Various Items

The Chairman referred to the written request by the owner of Unit 1. It was confirmed by owners in attendance that these various maintenance issues are to be reviewed by the incoming council of owners and that action will be taken with regards to those items as listed. At the first council meeting these items will be reviewed and appropriate action will be taken.

**15. GENERAL BUSINESS:**

The Chairman advised as to any general business items and owners in attendance agreed there is none as at the time of the Annual General Meeting. However, any further matters will be raised at a time and attended to by the council of owners.

**16. BUDGET/LEVY:**

After discussion, it was **RESOLVED** that the proposed budget of \$59, 892.00 be accepted and that the levy be payable in accordance with the unit entitlements. This will be listed on the proposed budget statement for the period 2008/2009. It was accepted by Mr R Holland and supported by Mr P Smith that the budget be accepted.

**17. NEXT MEETING:**

The first meeting of Council of Owners will take place on the 20th January 2009.  
The Strata Managers to arrange a Notice of Meeting to Council Members and communicate with Mr S Saunders as to a venue and time for this meeting to take place.

The next General Meeting will be in approximately twelve months. Details to be advised by Managers at least fourteen days prior.

The Deputy Chairman Mr R Ballard wished to place on record with owners support the very good work carried out by the departing Strata Manager, Mrs R Dunn. Mr S Saunders agreed that the outgoing council of owners were very well supported by Mrs R Dunn.

All proprietors are notified herewith that if any proprietor wishes for an item to be included onto the agenda for the next Annual General Meeting, details should be submitted in writing to Jones Ballard Property Group by 30/09/09.

**18. CLOSURE:**

Mr R Ballard thanked those present for their attendance and input at the meeting. There being no further business the meeting closed at 6.45pm.

**CONFIRMED:** \_\_\_\_\_ **THIS** \_\_\_\_\_ **DAY OF** \_\_\_\_\_ **200**

ADDENDUM

PROPOSED BUDGET 2008/2009  
 QUARTERLY LEVIES PER UNIT ENTITLEMENT

LOT NO	U/E	LEVY per 1/4	LOT NO	U/E	LEVY per 1/4
1	3	\$ 241.50	28	3	\$ 241.50
2	3	\$ 241.50	29	4	\$ 322.00
3	4	\$ 322.00	30	4	\$ 322.00
4	4	\$ 322.00	31	4	\$ 322.00
5	3	\$ 241.50	32	3	\$ 241.50
6	3	\$ 241.50	33	3	\$ 241.50
7	3	\$ 241.50	34	3	\$ 241.50
8	3	\$ 241.50	35	4	\$ 322.00
9	4	\$ 322.00	36	4	\$ 322.00
10	3	\$ 241.50	37	3	\$ 241.50
11	4	\$ 322.00	38	3	\$ 241.50
12	4	\$ 322.00	39	4	\$ 322.00
13	4	\$ 322.00	40	4	\$ 322.00
14	3	\$ 241.50	41	3	\$ 241.50
15	3	\$ 241.50	42	3	\$ 241.50
16	3	\$ 241.50	43	3	\$ 241.50
17	4	\$ 322.00	44	3	\$ 241.50
18	4	\$ 322.00	45	4	\$ 322.00
19	3	\$ 241.50	46	3	\$ 241.50
20	3	\$ 241.50	47	4	\$ 322.00
21	4	\$ 322.00	48	4	\$ 322.00
22	4	\$ 322.00	49	4	\$ 322.00
23	3	\$ 241.50	50	3	\$ 241.50
24	3	\$ 241.50	51	3	\$ 241.50
25	3	\$ 241.50	52	3	\$ 241.50
26	3	\$ 241.50	53	4	\$ 322.00
27	4	\$ 322.00	54	4	\$ 322.00