

7th July 2009
The Council of Owners
"The Mews"
147-159 Charles Street
WEST PERTH WA 6005

NOTICE OF MEETING

NOTICE is hereby given in accordance with the provisions of the Strata Titles Act 1985 that a Council of Owners Meeting of "The Mews" (Strata Plan 5629), will be held:

DATE: MONDAY JULY 13th 2009
TIME: 6.00 pm
LOCATION: TBA

AGENDA:

1. Record Attendance
2. Apologies for Absence
3. Quorum
4. Appointment of Chairman
5. Confirmation of Council Minutes
6. Business Arising from Minutes of Last Meeting
7. Correspondence
8. Financial Report
9. Special Business
10. General Business
11. Next Meeting
12. Comments from Office Bearers
13. Closure

Should you be unable to attend, please contact the undersigned to register your apologies.

Yours faithfully

Saxon Mailey
STRATA COMPANY CHAIRMAN
saxon@themewswestperth.com.au

6. BUSINESS ARISING FROM MINUTES OF LAST MEETING

6.1. Completed Items

- a) Gate Fault (Charles Street)
A faulty motor on this gate has been replaced. The gate appears to be working without fault since this change.
- b) Painting of railings in common areas
A contractor completed the painting of all railings and light poles in the common areas mid June.
- c) Pool Repairs
A new salt water chlorination system has been installed. This system replaces the very old chlorinator that failed last year.
- d) Roofing Repairs
Several sections of worn out and damaged guttering and downpipe have been replaced.
A section of damaged roof was identified when the roofing contractor was performing repairs. The contractor has returned and repaired this section of roof. An insurance claim will be made for this work.
- e) Removal of Satellite dish U36
The dish on the side wall of U36 at the front of the building has finally been removed by the tenant after many communications with the owner.
- f) Removal of unsuitable trees
Professional Tree Surgeons attended site on 26th June and remove the three unsuitable trees. They also removed any remaining tree stumps from the main grass areas.

6.2. In Progress

- a) Planting of 4 new trees
As agreed at the last meeting 4 small trees will be planted to replace the ones that were cut down in June. Quotes are currently being sourced for this work, more information will be presented when available.
- b) External Lighting Repairs
Repairs to several of the external lighting poles is required. Contractor selection has been finalised and we expect a contractor to attend site over the next couple of weeks to perform this work.
- c) Insurance Valuation
This is still happening, more information will be available at the meeting

7. CORRESPONDENCE

- 7.1. U49 – Leaking hot water system
Letter sent to owner (09/03/2009)
Water system replaced (07/06/2009)
- 7.2. U35 - Unlicensed vehicle in visitor parking area (Green Hyundai Excel)
Letter sent to owner (05/2009)
Car taken away (15/06/2009)

8. FINANCIAL REPORT

8.1. Half Year Report (01/01/2009 – 30/06/2009)

INCOME	CONTRIBUTIONS INCOME		
	Strata levy	\$33,540.00	
	Interest paid on overdue levies	\$144.05	
			\$33,684.05
	INSURANCE		
	INSURANCE	\$453.18	
			\$453.18
	TAXATION RECEIPTS		
	Income tax refund	\$3.10	
			\$3.10
			<hr/>
			\$34,140.33
EXPENSES	GENERAL ADMINISTRATION		
	Council member – expenses	\$695.92	
	Management fee – council meetings	\$911.60	
			\$1,607.52
	CONTRACTED SERVICES		
	Bin cleaning	\$351.00	
	Electrical repairs	\$730.00	
	Fence repairs / replacement	\$526.36	
	Garden maintenance	\$120.00	
	Gates – general	\$1,438.28	
	Gates – security	\$1,796.90	
	Graffiti removal	\$115.77	
	Gutter and downpipe cleaning	\$630.00	
	Gutter and downpipe repairs	\$2,310.00	
	Lawn and garden maintenance	\$3,692.00	
	Painting	\$3,181.82	
	Pest control service	\$227.00	
	Plumbing	\$1,250.00	
	Pool maintenance	\$1,987.01	
	Pool equipment / repairs	\$1,640.91	
	Reticulation repairs	\$113.00	
	Roof Repairs	\$170.00	
	Rubbish Removal	\$109.09	
	Signs	\$136.36	
	Tree Removal	\$150.00	
			\$20,675.50
	FIXED FEES		
	Management fee – base	\$3,318.18	
	Postage, petties & storage of records	\$555.42	
			\$3,873.60
	UTILITIES		
	Electricity – Common Areas	\$1,146.90	
	Water consumption	\$2,399.70	
			\$3,546.60
	GST & PAYG		
	GST – in	-\$3,581.57	
	GST – out	\$2,817.61	
	PAYG – out – income tax	\$253.00	
	BAS – payments	\$1,474.00	
			\$963.04
			<hr/>
			\$30,666.26

8.2. Investment Accounts

The strata company maintains the following term investments

- Westpac Term Investment (ac 23-0018) \$TBA
- Westpac Term Investment (ac 21-3480) \$TBA

8.3. Outstanding Strata Levies

- a) A report detailing outstanding strata levies will be presented (TEYS).
- b) Council to decide if further action is required to recover outstanding funds.

8.4. Treasurers Report

The Treasurer will give a brief summary of accounts since the last report.

9. SPECIAL BUSINESS

9.1. Gas Flues (Hot Water Systems): There has been much discussion and quite a bit of groundwork going on around the gas flues. The gas inspector has been on site and has advised us of our obligations.

- a) A list of problem flues will be presented for discussion (Roger)

9.2. Digital Television Reception: The current television reception equipment is not designed for digital TV. Reception equipment needs to be upgraded to support the full range of digital offerings. (Sheki)

9.3. Plumbing Duct Doors: Over the last 3 years the plumbing duct doors have been gradually repaired/replaced. (Saxon)

- a) Note to all present: doors need to be opened using keys, and not by pulling vents off. Damage was done to one of the vents this month when it was forcibly removed.
- b) VOTE: We have a quote to do the final batch of duct doors from AMS Building Maintenance. Total cost is \$3410 (GST Inc)

9.4. Plumbing Leaks: We have had several reports of running water throughout the complex, most likely from toilets. Given the council pays all water consumption charges is it prudent for us to arrange for all apartments to be inspected and reported on once per year? (Saxon)

9.5. Parking Signage: We are still having issues with the visitor parking area with residents leaving cars parked for long periods of time. We have also received a complaint from the vincent council regarding access to the rubbish bins. (Saxon)

9.6. Taxation: According to the ABR we have been registered for GST since its inception in 2000. Given our turnover is less than \$75,000 are we still required to be registered? (Saxon)

9.7. Electrical Safety Legislation: New legislation has recently passed requiring mains powered smoke detectors and 2 safety switches to be installed in all properties. Compliance dates vary. (Saxon)

- a) Safety Switch - Rental Properties
- b) Safety Switch - Owner Occupied
- c) Safety Switch - Common Property
- d) Smoke Detectors
- e) VOTE: Should we send a letter to all owners advising of their obligations.

9.8. Driveway Mirror: There is a blind spot at the end of the driveway leading in from the Charles St gate. Installing a driveway mirror will increase visibility and reduce the risk of an accident. This may also reduce the risk of fence damage that has been caused by reversing vehicles in the past. (Sean)

- a) VOTE: should we install a driveway mirror at the bend of the Charles St driveway to reduce the risk of an accident.

10. GENERAL BUSINESS

11. NEXT MEETING

The next meeting will be held in the first week of October. Confirm whether Tuesday October 6th is convenient with everyone.

12. COMMENTS FROM OFFICE BEARERS

13. CLOSURE