

MINUTES OF THE COUNCIL MEETING OF THE OWNERS OF STRATA PLAN 5629 THE MEWS 147 -  
159 CHARLES STREET, WEST PERTH HELD AT UNIT 12 THE MEWS ON THURSDAY 12TH MARCH  
1992 COMMENCING AT 6.00 PM.

**INSPECTION:** Prior to the commencement of the meeting a general inspection of the outside areas at the property took place with Miss Letts, Mr McDougall, Mr Drake-Brockman, and Mr Munday, being joined by Mr Standfort during latter part of the inspection. All persons then returned to Unit 12.

**PRESENT:** Miss M. Letts Unit 53  
Mr C. McDougall Unit 15  
Mr J. Standfort Unit 35  
Mr J. Drake-Brockman Unit 12  
Mr P. Munday representing Quin Ballard

**PROXIES:** Nil.

**APOLOGIES:** Nil.

**QUORUM:** A quorum was present.

**CHAIRPERSON:** It was unanimously RESOLVED that Mr Standfort be appointed to the chair for the duration of the meeting.

**MINUTES:** It was RESOLVED that the minutes of the Council Meeting held on the 2nd September 1991 be received and accepted as a true and correct record and were signed by the Chairperson.

**BUSINESS ARISING:** Signage  
This has now been installed.

Loose Bricks Balcony - Unit 10  
This work has been completed.

Cleaning of Gutters  
Gutters were last cleaned in July 1991 and after discussion it was RESOLVED that Managers are to arrange for A A Home & Garden Maintenance (Andy Atrill) to again attend to the cleaning of the gutters, in the near future. The cost for this work is to be no more than the cost of cleaning in July 1991.

Office Bearers Liability Insurance

This cover has been effected to a level of \$2 million.

Carport Gutter Repairs

The work as quoted has been satisfactorily completed, and at the request of Mr Standfort, Managers have arranged for one extra area of gutter to be repaired, at cost.

**FINANCIAL REPORT:**

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

Balance of General Trust Account	-	\$ 422.34
Balance of Investment Savings Account	-	\$8571.29

(Commonwealth Bank A/C 6124.5006020 which replaces R&I A/C as required by Council).

Outstanding Quarterly Levies Due 1.4.92

Outstanding Levies	-	\$9023.47
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(One Unit No 48 levies due 1.1.92 not yet paid - Letter sent).

Mr Munday reported that as per the written direction of Council the R & I Savings Account has been closed and Commonwealth Bank Account has been opened and he has given photocopies of the passbook details to Mr Standfort.

Mr Standfort reported that he has advised the Caretaker to hold back on expenditure other than items of pool chemicals and lawn mower supplies. However in cases deemed necessary the Caretaker may request to Mr Standfort for special items of expenditure. Mr Munday reported that David Browne the Caretaker has expressed his concern that he may be criticized in future for an apparent fall back in the overall condition of the property, due to the cut back in expenditure for general caretaking items.

Mr Standfort tabled a request from the Caretaker for reimbursement for expenditure for \$289.41, which he approved for payment. He then spoke on the need for cut back on general caretaking expenditure in order to provide additional funds towards unexpected expenses incurred such as the repairs to the roof above unit 53. After discussion it was agreed that the matter of general caretaking expenditure be left for liaison between Mr Standfort and David Browne the Caretaker, and Mr Standfort will report on this matter to the next Council meeting.

Mr Standfort tabled a quotation he had obtained from Professional Tree Surgeons for various items of work at the property and he reported that a tentative date of the 20 March 1992 had been set aside for some work. After discussion it was RESOLVED all items of tree lopping are to be deferred pending another general tree lopping program next year. It was agreed that an item for tree lopping should be provided as a regular item in the Strata Company budget.

Mr Munday reported that during a recent visit to Mr Standfort he was shown water damage that had occurred to the bedroom ceiling of unit 53, due to heavy rains. The entire bedroom ceiling had been saturated with water and Mr Munday was told that water had been dripping through the central light fitting causing sparks and Mr Standfort had removed the electrical fuses as a matter of safety. As this matter required emergency action Mr Munday rang the insurers for advice of a suitable contractor and subsequently Construct WA (Mr Michael Byrne) met with Mr Standfort and these two inspected the roof top above unit 53. A quotation from Construct WA to carry out work to repair and rectify water entry problem and damage to roof and bedroom area was received as follows:

1. Supply and instal new 900 mm wide valley tray to replace the existing valley tray in 0.6 mm zinc alum.
2. Repair, seal and paint ceiling bedroom.
3. Seal and paint one water damaged wall.

Total quote \$644.00. In this emergency situation Mr Standfort authorised for work to proceed. As the problem was the result of poor roof valley design, this matter was not covered by insurance. Mr Munday extended a vote of thanks to Mr Standfort for his prompt action and time spent in resolution of this problem.

CORRESPONDENCE:

Nil.

OTHER BUSINESS:

Verge Upgrade

After discussion it was agreed that Managers are to write to the City of Perth requesting that they contribute to the verge upgrade, including the supply of medium height trees. Discussion then took place regarding the style of verge upgrade based on a rough sketch which all members viewed. Mr Standfort volunteered to provide an accurate drawing to Managers showing specification of detail, for use by quoting contractors. It was agreed that if the City of Perth replied in the negative they be invited to quote on the verge upgrade. When all responses are received, Council will have a Special Council Meeting to resolve this item only, to accept a quotation and to raise a Special Levy in accordance with the Annual General Meeting Resolution.

Caretaker Duties

Mr Standfort reported that the Caretaker seems not to be in attendance on a regular basis, and items that should be receiving attention are not being noticed. Managers are to remind the Caretaker of the need for regular daily attendance.

Oil Stains in Carports 20, 8, 51

Mr Standfort reported heavy oil stains are present. Managers to write to owners requesting a cleanup.

Removal of Ladders and Wire

Mr Standfort reported that he believed two wooden ladders which are kept at the property may be unsafe. After discussion it was agreed that Mr Drake-Brockman will if possible arrange for the removal of these ladders

together with some wire which has been left near the bin area. If necessary Managers to assist, as advised by Mr Drake-Brockman.

Hosing Down Driveway Near Bins

Discussion took place regarding the need for the driveway near the bins to be hosed down after the bins have been cleared. Managers to request the Caretaker to attend to this item.

Vehicle Disturbances At Night

Following a report of disturbances Managers recently wrote to three Taxi firms requesting that no sounding of horns take place by Taxis visiting The Mews. Also a circular has been distributed to all residents requesting their assistance in not slamming car doors loudly and waiting for Taxi's in a conspicuous place. Subsequently Swan Taxi's rang Managers to report that a resident asked for the Taxi to sound it's horn on arrival, however the Taxi firm will abide by Managers request.

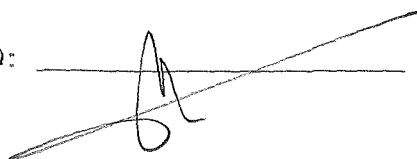
**NEXT MEETING:**

The next Council meeting is anticipated to be towards the end of July at a date to be decided, in unit 15.

**CLOSURE:**

Mr Munday thanked Mr Drake-Brockman for the use of his unit for the meeting. There being no further business the meeting closed at 8.05 pm.

CONFIRMED:



THIS

16

DATE

OF

July

1992

MINUTES OF THE COUNCIL MEETING OF THE OWNERS OF STRATA PLAN 5629 THE MEWS 147 - 159  
CHARLES STREET, WEST PERTH HELD AT UNIT 53 THE MEWS ON THURSDAY 16TH JULY 1992  
COMMENCING AT 6.00 PM.

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**PRESENT:** Miss M. Letts Unit 53  
Mr J. Standfort Unit 35  
Mr J. Drake-Brockman Unit 12  
Mr P. Munday representing Quin Ballard

**PROXIES:** Nil

**APOLOGIES:** Nil

**QUORUM:** A quorum was present

**CHAIRPERSON:** It was unanimously RESOLVED that Mr Standfort be appointed to the chair for the duration of the meeting.

**CONFIRMATION OF MINUTES:** It was RESOLVED the minutes of the Council Meeting held on the 12th March 1992 be received and accepted as a true and correct record and were signed by the Chairperson.

**BUSINESS ARISING:**

Verge Upgrade

Mr Munday reported that Managers wrote to the Engineering Department of the City of Perth requesting assistance with verge upgrade, and enclosing copy of diagram prepared by Mr Standfort. Further to follow up telephone contact by Managers, Mr John Tomich of the Engineering Department met with Mr Standfort on site. Mr Standfort reported to the meeting that Mr Tomich agreed that the City of Perth will arrange for the upgrade of the verge to include paving bricks, buffalo lawn, and three trees or shrubs to the right hand side and one to the left hand side with reticulation to be connected to The Mews reticulation. This work to be completed at nil cost to The Mews. Mr Munday thanked Mr Standfort for his time spent in liaison with Mr Tomich. Mr Standfort then recommended that an area in front of unit 12 be upgraded to improve soil retention and to improve its visual appearance. He also recommended that an area near unit 1 needs a small retaining wall to stop soil erosion at that point. After discussion it was RESOLVED that other Council members will inspect these areas with Mr Standfort and that Managers are to refer brick laying contractors to Mr Standfort after Monday 24th August for two quotations to be obtained for each of these two areas for presentation at the Annual General Meeting.

Cleaning/Repair of Gutters

This work was completed.

Removal of Ladders and Wire

Mr Drake-Brockman reported that he has removed these items.

**FINANCIAL REPORT:**

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

Balance of General Trust Account 16.7.92	\$3201.33
Balance of Investment Account No. 6124.5006020 with Commonwealth Bank - South Perth (Includes transfer Qtr comm 1.7.92)	\$11418.66
Outstanding Quarterly Levies Due 1.7.92	\$2429.97
Nil Outstanding Levies Beyond 1.7.92	

Note: Attached is photocopy of passbook account for investment account as detailed above.

**CORRESPONDENCE:**

Dated 9.7.92 letter of resignation from Council member Mr C.L. McDougall. 9.7.92 letter from Managers acknowledging resignation.

Mr McDougall cited his reason for resignation from Council to be imminent elective surgery on his knees.

**GENERAL  
BUSINESS:**

Retaining Wall at Units 1,2,6,7

Mr Standfort tabled a quotation from David Browne, the Caretaker, as follows:

"Retain the wall for garden outside of units 1,2,6 and 7.  
Supply and erect treated pine poles, fixed with galvanized bolts and nuts.  
Arrange reticulation as necessary.  
Plant bare areas with suitable shrubs.  
Apply suitable soil mix to enrich the soil.

Total cost \$563.00."

After discussion it was RESOLVED that this quotation be accepted, however the Caretaker is not to proceed with this work without first speaking to Mr Standfort.

Painting, Plumbing Duct Doors Units 7 and 52

Mr Standfort tabled a quotation for \$123.00 from David Browne the Caretaker to:

"Repair and repaint plumbing duct doors for units 7 and 52 as discussed." Discussion took place and it was agreed that this cost appears too high. It was agreed that Mr Drake-Brockman will discuss the matter with David Browne and offer his assistance in the preparation of a new quotation using equipment supplied by Mr Drake-Brockman. This quotation to be tabled by Mr Drake-Brockman at the next Council meeting.

Erect Gutter to Stairway Outside Unit 47

Mr Standfort tabled quotation from David Browne the Caretaker to:

"Supply and erect gutter to stairway outside unit 47 as discussed \$147.00." Mr Standfort reported that he had given permission for this work to proceed as he considered that the work was necessary.

Front Door of Unit 53

Miss Letts reported that her front door is need of replacement, and opened the door for those present to view the condition. It was RESOLVED that a quotation is to be obtained for replacement of the door. Miss Letts reported that she would prefer to pay an additional cost for a better quality door, and it was agreed that Managers are to arrange quotations for:

- a) replacement of standard door.
- b) replacement of solid (better quality) door.

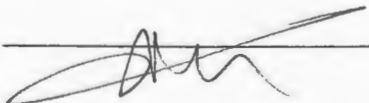
Both quotations to include painting of exterior surface. Quotations to be tabled at the next Council meeting.

Through Traffic from Ivy Street

Mr Standfort reported that vehicles are transitting The Mews from Ivy Street through to Charles Street. He tabled a sample of a previous advice, with recommended alterations, and requested Managers to produce 20 copies and forward them to the Caretaker for his use.

**NEXT MEETING:** The next Council Meeting is to be approximately mid October at a date and venue to be decided.

**CLOSURE:** Mr Munday thanked Miss Letts for the kind use of her unit for the meeting. There being no further business the meeting closed at 7.10 pm.

**CONFIRMED:**  THIS 17<sup>th</sup> DATE OF NOV 1992



MINUTES OF THE COUNCIL MEETING OF THE OWNERS OF STRATA PLAN 5629 THE MEWS 147 - 159 CHARLES STREET, WEST PERTH HELD AT UNIT 35 THE MEWS ON TUESDAY 17TH NOVEMBER 1992 COMMENCING AT 6.05 PM.

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PRESENT: Miss M. Letts Unit 53  
Mr J. Standfort Unit 35  
Mr J. Drake-Brockman Unit 12  
Mr P. Munday representing Quin Ballard

PROXIES: Nil

APOLOGIES: Nil

QUORUM: A quorum was present

CHAIRPERSON: It was unanimously RESOLVED that Mr Standfort be appointed to the chair for the duration of the meeting.

CONFIRMATION OF MINUTES: It was RESOLVED the minutes of the Council Meeting held on the 16th July 1992 be received and accepted as a true and correct record and were signed by the Chairperson.

BUSINESS ARISING:

Verge Upgrade

Today cement has been laid at either end of the verge area however no reticulation work or grass laying or shrub planting has taken place. Mr Munday reported that he has made numerous phone calls to Mr Tomich at the Engineering Department at the City of Perth and Mr Tomich has continually apologised for the delay in work being carried out. Mr Munday reminded those present that as there is no charge for the work by the City it may be unwise to push the City too hard in this matter. Mr Standfort requested that Managers write a letter to the City requesting the reticulation, lawn and tree planting work to take place as soon as possible with contact to be maintained with the Caretaker.

Retaining Wall at Units 1,2,6 and 7

Mr Standfort reported that he has an approved invoice to table but that he has not yet checked the work. He will do this and provide the invoice as soon as possible.

Painting, Plumbing Duct Doors Units 7 and 52

Mr Munday read aloud from a letter written by David Brown the Caretaker wherein he suggests that a building maintenance contractor could possibly provide a more cost efficient job. Mr Munday reported that a quotation has been requested from A & P Thurston, and on receipt Managers will forward this quotation to the Council of Owners for their attention.

Erect Gutter to Stairway Outside Unit 47

Mr Standfort reported this work has been satisfactorily completed.

Front Door Unit 53

Mr Munday distributed to each member present copies of quotations received as follows:

To replace existing hollow core door with new hollow core door using all existing hardware and to paint the outside face of the door

A J Saunders	\$105.50
Construct WA	\$280.00

To replace the existing hollow core door with new solid core door using all existing hardware and to paint the outside face of the door

A J Saunders	\$171.50
Construct WA	\$331.00

Miss Letts requested that Managers arrange for A J Saunders to proceed with a fitment of a solid core door to Unit 53 and Miss Letts will reimburse to the Strata Company the difference in cost between solid core and hollow core, being \$66.00.

Through Traffic from Ivy Street

Copies of advices regarding transitting vehicles, were forwarded to the Caretaker for his use.

Retaining Walls Near Units 1 and 12

Mr Standfort reported that he has had one visit from Construct WA and no visit from Mr S. Hillier, being the two bricklayers who were requested to attend to quote on this work. Mr Standfort is awaiting written quotation from Construct WA. Managers are to refer another brick laying contractor to Mr Standfort preferably a small contractor.

**FINANCIAL REPORT:**

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

Balance of General Trust Account 17.11.92	\$1873.89
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Balance of Investment Account No. 6124.5006020 with Commonwealth Bank - South Perth	\$12871.70
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Outstanding Quarterly Levies Due 1.10.92  
Unit 30 \$193.00 (Agent promised to forward payment on 18.11.92  
just painted unit - short of rent money)

He also distributed photocopy of Commonwealth Bank Passbook Account showing details of invested funds.

Mr Munday reminded those present that Mr Standfort receives from Managers a monthly financial statement.

**CORRESPONDENCE:**

1. Dated 18.9.92 from R. Haslam Unit 27 requesting consideration to paint the walls on the staircase and walkway to Unit 27 as condition is below standard.

It was RESOLVED Council will inspect and advise Managers any decision.

2. Dated 12.11.92 from Atwell Building Services invoice for repairs to tap \$48.00 approved for payment by Mr Standfort.

3. Dated 17.11.92 from David Browne the Caretaker re Unit 13 advising damage to reticulation sprinkler by occupants vacating unit and advising flyscreen has been damaged. Managers to contact Agent for Unit 13.

Unit 42 advising repainting of kitchen ceiling for \$50.00 and cost would have been \$35.00 to paint and repair affected area only.

4. Undated letter from Miss Casey Unit 42 requesting reimbursement for repairs to ceiling - RESOLVED by Council to reimburse \$35.00 being cost indicated by Caretaker if only the affected area had been treated. Mr Munday reported the levy for Unit 42 has been short paid by \$50.00. Council RESOLVED Managers to write to Miss Casey advising decision to reimburse \$35.00 towards repair cost and requesting her to pay the outstanding amount of levy.

5. Dated 17.11.92 from David Browne to Mr Standfort regarding disturbance by Unit 50 suggesting no charge for Caretaker time be raised for time and cleanup work. Council RESOLVED not to raise a charge to the owner and to monitor for any future disturbance by the occupants of Unit 50.

**GENERAL  
BUSINESS:**

Parking Problems

Mr Standfort reported that vehicles regularly park near the bin area, obstructing the movement of the bins. He suggested a bollard be installed in this area to disallow further improper parking. He also suggested a smaller bollard be fitted at each of two areas being near the top of the steps near units 13 and 17 to similarly disallow improper parking in these areas. After discussion it was RESOLVED three bollards as recommended be installed and that two quotations are to be obtained and the Council of Owners be authorised to choose the successful contractor. Mr Standfort will request the Caretaker to provide one quotation and Managers are to refer contractor to Mr Standfort for second quotation.

Unit 18 - Mould

Mr Munday reported that the tenants have advised the Caretaker they have a serious mould problem in the bedroom - South East corner of the building. Discussion took place regarding the need for adequate ventilation on ground floor units and Mr Drake Brockman reported that he is constantly mindful of the need to provide adequate ventilation in his Unit number 12. It was RESOLVED Managers are to write to the tenants to request improved efforts with ventilation, and it is expected that especially with the warmer weather coming the situation will improve and the tenants are requested to monitor the situation.

Unit 27 Stains on Exterior of Building

Mr Munday reported that the owner has complained to the Caretaker of the mouldy stains on the building on the stairway outside Units 10, 28 and 46 and that these stains are caused by water dripping off the balcony and running down the building.

At this point all present at the meeting left Unit 35 to inspect the area as described and found a similar water run off problem as was previously rectified near Unit 47. It was RESOLVED Mr Standfort is to request the Caretaker to clean the wall and to install an adequate run off gutter and piping arrangement as near Unit 47. Managers to advise the owners of Unit 27 accordingly.

Unit 15 - Water Entry

While all present were absent from Unit 35 inspecting the water stains as above, they also attended at Unit 15 and inspected the ceiling of the bathroom, where water was seen dripping from Unit 33 above, into Unit 15 in the shower/bath area and also above the hand basin. Mr Standfort reported that he had met with Five Star Plumbers onsite and that he had inspected bathrooms of both Unit 33 and Unit 15. He was advised by Plumbers that this is not a problem caused by any piping but it results from leaking taps spindles in the basin of Unit 33 and from inadequate water proofing of tiles in the shower/bath area of Unit 33. The leaking tap spindles have caused a water build up in the "well" below the basin cabinet and water has seeped along the outside of piping from Unit 33 into 15 below. The appropriate action to remedy the situation requires removal of the basin and cabinet in Unit 33 and for tiling of the floor underneath the cabinet, replacement of basin and cabinet and fitment of new tap spindles. Mr Standfort reported that the condition of the cabinet in Unit 33 is extremely deteriorated and that this is a maintenance item that should have been attended to by the Owners/Agents of Unit 33. Regarding the area in the shower/bath of Unit 33, this needs rewaterproofing (tiling/grouting) in that area. Managers to write to the owners of Unit 33 accordingly, to advise that they should proceed promptly with this rectification work. Further to mention the concern expressed by Council at the potential risk of concrete cancer (spalling) which may result from this protracted water seepage.

Concern was also expressed by Council at the condition of the interior of Unit 15, which was noticed by all persons at this meeting while inspecting the bathroom area, wherein the unit showed an accumulation of various items of paper and plastic products stored in many areas inside the unit. It was noted that a build up of split matter is present on the gas cooker and that items are stored on top of this cooker. Concern was expressed that a fire hazard may exist inside this unit. It was RECOMMENDED by Council that Managers are to write to the owner of Unit 15 requesting a general clean up of the inside of that unit.

Theft and Undesirables

Mr Munday read the following from a letter received from the Caretaker: "We have a continuing problem with clothes from the clothes lines and vandals painting slor

lawns. Recently an attempt was made to steal a car and a number of cars were broken into. Recently a hose and fittings were stolen from the pool area. Please discuss the viability of installing a number of security sensor lights at strategic places on the premises." After discussion it was RESOLVED that Managers are to refer an electrical contractor to provide quotation for consideration at the Annual General Meeting. This matter to be shown as an AGM Agenda item.

Unit 11 - Vehicle

Mr Standfort reported that oil is leaking from a vehicle belonging to Unit 11. Verbal requests to the residents to correct this situation have not proven successful. Managers are to write and request attention to this matter and to advise the cost to clean the oil damage is \$65.00.

AGM Agenda Items

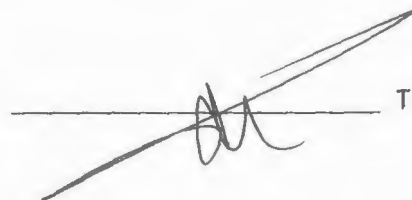
The following are to be included on the AGM Agenda:

- Installation of retaining walls near Units 1 and 12.
- Installation of security sensor lighting.
- Change address on Strata Plan for service of notices to that of Quin Ballard.

**NEXT MEETING:** The next Council Meeting is to at a date to be decided. The Annual General Meeting is to be Monday 14th December 1992 at the offices of Quin Ballard commencing at 6.00 pm.

**CLOSURE:** Mr Munday thanked Mr and Mrs Standfort for the kind use of their unit for the meeting. There being no further business the meeting closed at 8.12 pm.

CONFIRMED:



THIS 15<sup>th</sup> DATE OF FEB. 1993



FORMERLY BILL CROSSE & COMPANY

1 December 1992

All Owners  
The Mews  
Strata Plan 5629  
147 - 159 Charles Street  
WEST PERTH, WA 6005

Dear Owner


RE: NOTICE OF ANNUAL GENERAL MEETING

Further to our previous interim advice dated 18 November 1992 regarding the above meeting to be held Monday 14 December 1992 we attach herewith full notice of meeting including financial reports.

We especially draw your interest to the matter of forms of proxy. Last year, the meeting was adjourned due to a quorum not being present. That is, not sufficient persons OR PROXY VOTES at the scheduled commencement time of the meeting. You are requested to forward a completed form of proxy if you are unable to attend the meeting in person.

Your co-operation in this important matter will be appreciated.

Yours faithfully



PETER MUNDAY  
STRATA MANAGER

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**LICENSED REAL ESTATE AGENTS • PROPERTY MANAGERS • STRATA MANAGERS • MEMBER R.E.I.W.A.**

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 — P.O. Box 221, Como, W.A. 6152  
Licensee: H.U.M. Pty Ltd as Trustee for H.U.M. Unit Trust trading as Quin Ballard — A.C.N. 009 057 103  
Fax: (09) 474 1302 Phone: (09) 474 1533



FORMERLY BILL CROSSE & COMPANY

1st December 1992

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

Dear Owner

**NOTICE OF MEETING**

NOTICE is hereby given in accordance with the 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 14 December 1992 TIME: 6.00 pm

LOCATION: At the Office of Quin Ballard, 175 Labouchere Road, Como  
(Corner Labouchere Road & Preston Street, upstairs on 1st Floor)


**AGENDA:**

Welcome	Appointment of Managers
Record Attendance	- proposal from Quin Ballard
Proxies verified	refer attached Summary
Apologies	Election of Council of Owners
Quorum	Special Business: See Annexure "A"
Appointment of Chairperson	General Business
Confirmation of Minutes	Budget/Levy
Business Arising	Next Meeting
Report from Manager	Close
Financial Report	

Where you cannot attend, please complete the attached proxy form and return it as soon as possible. It is **ESSENTIAL** to have this 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, By-laws 1 (14-6)).

If you have any queries about the annual accounts, please contact the undersigned at least 72 HOURS before the meeting so that the necessary answers can be prepared.

Yours faithfully,

  
PETER MUNDAY  
STRATA MANAGER

For the Owners of Strata Plan 5629

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**LICENSED REAL ESTATE AGENTS • PROPERTY MANAGERS • STRATA MANAGERS • MEMBER R.E.I.W.A.**

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OWNERS OF THE MEWS 147 - 159 CHARLES STREET, STRATA PLAN 5629

ANNUAL GENERAL MEETING 14/12/92

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AGENDA ITEM: SPECIAL BUSINESS - ANNEXURE "A"

1. CHANGE OF STRATA COMPANY'S ADDRESS FOR SERVICE:

To RESOLVE that the address registered for the service of Notices on the Strata Company shall be changed to Quin Ballard.

2. SPECIAL LEVY

Raise a Special Levy of \$8800.00 (at \$189.00 or \$142.00 per unit according to unit entitlement) for the following anticipated property improvements: Installation of security lighting, construction of retaining walls near Units 1 and 12 and garden landscaping and grant authority to Council of Owners to arrange the above work.

Special Levy to be due and payable 1 January 1993.

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FORM OF PROXY

I/We being the Owner/s of unit number/s \_\_\_\_\_

in Strata Plan Number 5629 hereby appoint:

\* A representative from Quin Ballard

\_\_\_\_\_

\* 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 Strata Plan 5629 to be held on 14/12/92 or any adjournment thereof.

SIGNATURE: \_\_\_\_\_

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:

\* Delete as applicable

\* Please insert the name of other person to be your proxy

\_\_\_\_\_  
COUNCIL OF OWNERS

\* I wish to be nominated/I wish to nominate/for election to  
the Council of Owners.

SIGNATURE: \_\_\_\_\_ NOMINEE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_



FORMERLY BILL CROSSE & COMPANY

**APPOINTMENT OF MANAGERS**

The Owners of The Mews, 147 - 159 Charles Street Strata Plan 5629

As Agent Managers of your Strata Company, our role is to provide a financial, accounting and secretarial management service.

Our aim is also to assist you to maintain the capital value of the property and ensure all proprietors receive full enjoyment and benefit of their respective units. To act as Managers of a Strata Company, our fees are charged in accordance with the REIWA recommended scale.

Our fee to manage \$3650.00 (recommended Government scale of fees \$5400.00)  
Postage & Petties \$ 432.00

Total \$4082.00 p.a. (\$340.17 charged monthly)

Our proposal is to manage from the date of the Annual General Meeting until the date of the following Annual General Meeting.

Our management fee includes arranging for normal maintenance and repairs, payment of accounts, records of accounts, invoicing and collection of maintenance levies, arranging insurance cover, preparing Annual Income and Expenditure Statement, compilation and despatch of a monthly statement, attendance to correspondence and submission of the Strata Company tax return.

Annual General Meeting Fee - \$75.00  
Adjourned Meeting Fee - 45.00

Additional Duties

Other duties are also performed at an hourly rate of \$45.00 per hour during office hours and \$65.00 per hour otherwise. These include attendance at Extraordinary and Council meetings, registering of by-laws, arranging quotations (if site attendance required), organisation and collection of special levies, legal action as required and property inspections.

Any function outside the aforementioned will be charged at the rate of \$45.00 per hour.

Section 43

Fees collected in accordance with Section 43 of the Act are payable to managers, being for the preparation of certificates, providing information of arranging inspection of Strata Company records.

PLEASE NOTE

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

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**LICENSED REAL ESTATE AGENTS • PROPERTY MANAGERS • STRATA MANAGERS • MEMBER R.E.I.W.A.**

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 — P.O. Box 221, Como, W.A. 6152  
Licensee: H.U.M. Pty Ltd as Trustee for H.U.M. Unit Trust trading as Quin Ballard — A.C.N. 009 057 103  
Fax: (09) 474 1302 Phone: (09) 474 1533

THE MEWS  
 STRATA PLAN NUMBER 5629  
 147-159 CHARLES STREET WEST PERTH  
 STATEMENT OF INCOME AND EXPENDITURE 1.10.91 TO 30.9.92

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INCOME

Quarterly levies to 30.9.92		\$32275.11
Insurance refunds		
Window U.29	\$ 80.90	
Sliding door U.4	\$367.88	
Bath Window U.11	\$ 74.74	
Exgratia for wall	\$372.50	
Doorlock U17	\$ 75.00	\$ 971.02
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	TOTAL INCOME	\$33246.13

EXPENDITURE

GENERAL ADMINISTRATION

Management fees	\$ 3229.47	
Postage & petties	\$ 405.00	
AGM Fee & Adjourn. fee	\$ 110.00	
Govt. charges - FID/BAD	\$ 41.74	
Insurance premiums (2 Years)	\$ 7247.79	
Council meeting attendances	\$ 195.00	
Caretakers remuneration	\$14146.70	
Caretakers Superannuation	\$ 492.90	
Holiday relief Caretaker	\$ 195.00	
Caretakers exp's - teleph. petrol	\$ 320.00	
Income tax on investment	\$ 3.93	\$26387.53
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GROUNDS MAINTENANCE

Lawns	\$ 320.34	
Gardens	\$ 286.37	
Pool requisites	\$ 492.10	
Garden bags	\$ 640.00	
Garden upgrade	\$ 695.00	
Repair brush cutter	\$ 89.90	\$ 2523.71
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REPAIRS & MAINTENANCE

Gutter cleaning	\$	310.00	
Cleaning requisites	\$	25.35	
Globes	\$	195.36	
Common lighting - repair	\$	90.00	
Glass - U.29	\$	80.90	
U.4	\$	367.88	
U.11	\$	74.74	
			\$ 523.52
Paint & brush	\$	74.90	
Repair wall near Unit 10	\$	192.00	
Supply & instal parking signs	\$	258.05	
Instal handrail	\$	229.95	
Rebuild collapsed wall drying area	\$	824.00	
Repair guttering on carports	\$	304.00	
Roof repairs - replace tiles & instal new valley	\$	840.00	
Plumbing - repair leaking waste pipes	\$	138.98	
Fit extra downpipe & gutter	\$	147.00	
Replace door lock U.17	\$	75.00	
			<u>\$4228.11</u>
SEC - common lighting & power	\$	2362.50	
TOTAL EXPENDITURE FOR THE PERIOD			\$35501.85
DEFICIT OF EXPENDITURE OVER INCOME			(\$2255.72)
PLUS BALANCE AS AT 30/9/1991			\$ 5171.20
LESS TRANSFER TO INVESTMENT ACCOUNT			\$ 5200.52
PLUS PRE-PAID LEVIES TO 31/12/92			\$ 3088.67
BALANCE OF TRUST A/C AS AT 30/9/1992			\$ 803.63
LEVY ARREARS AS AT 30.9.92 NIL			

STRATA PLAN 5629

THE MEWS

147-159 CHARLES STREET, WEST PERTH

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SUMMARY OF INVESTMENT FUNDS  
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R & I Bank South Perth Account No.95-3763-0

Balance at 30.9.91	\$ 5939.64
plus invested funds	1162.52
less "loan" transfer to trust a/c	1000.00
plus interest	123.90
less Gov't duty	.77
	<hr/>
Balance as at 8.1.92	\$ 6225.29
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On instruction from Strata Council, R & I account was closed and account opened with Commonwealth Bank.

Commonwealth Bank South Perth Account No. 6124.5006020

Opening balance	\$ 6225.29
plus "loan" transfer from trust a/c	1000.00
plus invested funds	4038.00
plus interest	269.33
less Gov't duty	6.92
	<hr/>
Balance at 30.9.92	\$ 11525.70
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THE MEWS  
 STRATA PLAN NUMBER 5629  
 147-159 CHARLES STREET WEST PERTH  
 PROPOSED BUDGET 1992/1993

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MANAGEMENT FEE	3650.00
POSTAGE & PETTIES	432.00
PROVISION FOR ATTENDANCE AT COUNCIL MEETINGS (3 HOURS)	195.00
PROVISION FOR INCOME TAX ON INVESTMENTS	200.00
AGM FEE	125.00
GOVT. CHARGES (FID/BAD)	50.00
INSURANCE - general	3500.00
workers' comp.	500.00
Office Bearers Liability	320.00
SEC - common lighting & power	2480.00
CARETAKER - remuneration	13780.00
superannuation	551.00
telephone, petrol, petties	520.00
POOL CHEMICALS/SUPPLIES	550.00
LAWNS & GARDENS	700.00
GARDEN BAGS	640.00
CLEANING REQUISITES	100.00
ELECTRICAL REPAIRS	150.00
GENERAL REPAIRS & MAINTENANCE	3800.00

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 \$32243.00

FUNDS FOR FUTURE MAJOR MAINTENANCE 5690.00

TOTAL PROPOSED BUDGET \$37933.00

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\$37933.00 = \$203.94 per U.E. p.a. (186 total U.E.)

24 UNITS @ U.E.4     -     \$204.00/qtr  
 30 UNITS @ U.E.3     -     \$153.00/qtr

Levies to increase from 1/1/93

Proposed Budget for 1992-93 by J.Standfort Secretary/Treasurer

				Treasurer	Manager			Revised Budget	
	Proposed	Actual	Net effect	Proposal	Proposal	Net effect		on fees>	no fees
	1991-92	1991-92		1992-93					
Management fees	3370	3230	-140	3370	3650	280	increase 8.3%	3650	
Manager's meeting fees	390	195	-195	195	195	0		195	
AGM fee	75	110	35	75	125	50		125	
Postage and petties	648	405	-243	420	432	12		432	
FID/BAD/PROVISION INCOME TAX	50	42	-8	45	250	205	body corporate tax	50	50
Caretakers' remuneration	13780	14147	367	13780	13780	0		13780	13780
Caretakers' (phone/petties)	520	320	-200	520	520	0		520	520
Caretakers' Superannuation	413	493	80	551	413	-138		551	551
Insurance fire bld	3300	3211	-89	3500	3312	-188		3500	3500
Insurance workers comp.	450	494	44	500	500	0		500	500
Insurance OBL	372	310	-62	320	310	-10		320	320
Electricity	2500	2363	-137	2480	2500	20		2480	2480
Pool chemicals/supplies	550	493	-57	550	550	0		550	550
Lawns and gardens	800	607	-193	600	700	100		700	700
Garden bags	550	640	90	640	650	10		640	640
Cleaning requisites	100	25	-75	80	100	20		100	100
Electrical repairs	150	286	136	150	150	0		150	150
General repairs & maintce	3500	4703	1203	4000	3325	-675	16.875% material amount	4000	4000
	31518	32074	556	31776	31462	-314		32243	27841
Insurance (accrual)		3428							
		35502					under estimation for 1992-93		
			actual over	proposed for 1991-92					
First 15% to sinking fund				5607.529	5552.118			5689.941	4913.118
Total levy required				37383.53	37014.12		actual amount	37932.9	32754.12
4 unit entitlement				200.9867	199.0006	19104.06	required financially	203.941	176.0974
3 unit entitlement				150.74	149.2505	17910.06	when taking into	152.955	132.0731
						37014.12	account the increase		
Special levy							in fees by		
Security lights				3000			managing agent, the		
Retaining walls				3800			material amount of		
Landscaping				2000			\$675 and resources		an extra cost of \$1000
Total Special levy required				8800			required by the Mews		above this amount
4 unit entitlement				189.2473			to operate		may be incurred
3 unit entitlement				141.9358					if no agent

MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF "THE MEWS" 147-149 CHARLES STREET,  
WEST PERTH STRATA PLAN 5629 HELD AT THE OFFICES OF QUIN BALLARD COMO ON MONDAY 14TH  
DECEMBER 1992 COMMENCING AT 6.00 PM.

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**WELCOME:** Mr Peter Munday Strata Manager of Quin Ballard introduced himself and welcomed all persons present. He enquired if everyone was recorded onto the attendance register and requested that any written proxies held, be handed in. 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.

**PRESENT:**

Mr C.E. Poublon representing	
Angola Pty Ltd	Unit 7
Mr C. McDougall	Unit 15
Mr P. St. John	Unit 19
Mr A. Smith and	
Mr & Mrs Smith (Snr)	Unit 23
Mr R. Kantor	Unit 26
Ms Rita Tripodi	Unit 28
Miss Trish Dixon	Unit 34
Mr Standfort-Hemmens	Unit 35
Ms G.M. Hourigan	Unit 43
Mr D. Browne	Unit 47
Miss M.J. Letts	Unit 53
Mr P. Munday representing Quin Ballard	

**PROXIES:**

Miss E.R. Gough	Unit 1
Mr C.R. Mayes	Unit 4
Mr & Mrs A & N Ngeow	Unit 5
Mr R.J. Dickson	Unit 6
Mr Z. Savatovic	Unit 9
Mr J Drake-Brockman and	
Ms M.J. Kim	Unit 12
Mr N. Kearton	Unit 18
Miss A.L. McDonald	Unit 20
Misses ES & DE Alcock	Unit 22
Mr A. Profitlich	Unit 24
Miss F.L. Griffith	Unit 31
Mrs EEG Carew-Hopkins	Unit 37
Mr & Mrs GK & G Ireland	Unit 39
Ms H.A. Maxwell	Unit 40
Mr B.C. Verity	Unit 41
Ms M. Rich	Unit 44
Miss K.F. Trewavas	Unit 45
Mr A.C. Manners	Unit 49
Mr B.A. Temperley	Unit 50
All to Quin Ballard	



Mr W. Czyz Unit 17  
Mr & Mrs N & Y Nikolic Unit 52  
Both to Miss M. Letts

Mr & Mrs RG & EA Haslam Unit 27  
Prof M.T. Skully Unit 32  
Mrs D. Gilbert Unit 46  
All to Chairperson

Mrs F. Rizzo Unit 16 to Mr J. Standfort

**APOLOGIES:** Mr J. Sloan Unit 11  
Ms M. Rich Unit 44  
Mrs T. Ivory Units 2 & 3

**QUORUM:** A quorum was present.

**CHAIRPERSON:** It was unanimously RESOLVED that Mr Munday be appointed to the chair for the duration of the meeting.

**CONFIRMATION OF MINUTES:** It was RESOLVED that the minutes of the adjourned Annual General Meeting held on 9/12/1991 be received and accepted as a true and correct record and were signed by the Chairperson.

**BUSINESS ARISING:** Upgrade of Verge Area  
Mr Munday reported that following enquiries by Managers to the City of Perth, the City agreed to assist with the upgrade of the verge area with the laying of cement, installation of reticulation, lawns and shrubs, at no cost to the Strata Company. Accordingly no Special Levy was required to be raised on proprietors. Unfortunately the City has been very slow to undertake any work at the verge area, despite numerous written and telephone contacts having been made by Managers. It was acknowledged that as there will be no cost to the Strata Company, it may be imprudent to push the City too hard for speed in this matter of upgrade.

**REPORT FROM MANAGER:** Mr Munday gave his report and it contained the following:  
1. He advised that 147-159 Charles Street is governed by the Strata Titles Act 1985. He explained various definitions and gave a brief explanation of the boundaries of the lot and the responsibilities of the Strata Company for maintenance of the common property.

2. Managers extend a thank you to all Strata Council members for their efforts during the past year on behalf of the Strata Company. All Council work is voluntary and it involves hours of meeting, discussion and decision-making on behalf of the Strata Company. Councillors also give of their time to meet and liaise with tradespersons in relation to maintenance work at the property. We make special mention of Mr John Standfort, Strata Company Treasurer for his attention to financial affairs and his liaison with the Caretaker with regard to garden projects and maintenance items. We ask all present to show their appreciation to John and other Councillors in the usual way. (At this point a round of applause was given.)

3. Managers extend a thank you to Mr David Browne the resident Caretaker. David has provided a cheerful and helpful service throughout the year and his cost efficiency with regular maintenance and also with special projects has been to the benefit of all owners. David's efforts have greatly contributed to the high standards which are enjoyed at The Mews. David is now a Unit owner and is present at this meeting and Managers ask all present to show their appreciation in the usual way. (At this point a round of applause was given.)

4. Regarding general property maintenance and control, Managers advise that the following has taken place during the past year:

- Correction of roof valley problem above Unit 53
- Repair of sections of carport guttering
- Cleaning of all gutters and downpipes
- Numerous contacts with the City of Perth regarding upgrade of verge area
- Attempts to control taxi cab disturbances at night
- Special garden upgrade near Units 1,2,6 and 7
- Installation of special water run off gutter near Unit 47 walkway
- Attendance to various items of daily routine maintenance

5. Insurance is with Corporate Home Unit Underwriting Agencies Pty Ltd, to expire on 1/10/1993 for the following levels of cover:

Building:	\$2,980,000
Common Contents	\$11,000
Public Liability	\$5 MILLION
Office Bearers Liability	\$2 MILLION
Workers Compensation	AS PER ACT

**FINANCIAL REPORT:** Mr Munday referred to the statement of income and expenditure together with the summary of investment funds, as attached to the Notice of Meeting. It was RESOLVED the report for the period ending 30/9/1992 be received and adopted as a true and correct record.

**APPOINTMENT OF MANAGERS:**

Mr Munday gave a brief explanation of the role of Managers. He referred to the summary of appointment information as attached to the Notice of Meeting and drew attention to a typing error on that sheet whereby AGM fee should read \$125 not \$75.

It was RESOLVED that Quin Ballard be appointed to manage the Strata Company from 14/12/1992 to the date of the next Annual General Meeting in accordance with the Summary of Duties (as corrected) attached to the Notice of Meeting

Annual Management Fee \$3650.00 (\$304.17 charged monthly) plus Annual General Meeting fee \$125.00. Adjourned meeting fee \$45.00. Cost of postage and petties \$36.00 per month.

Extra duties which are performed at the rate of \$45.00 per hour during office hours and \$65.00 per hour otherwise, include attendance at Extraordinary and Council Meetings, registration of By-laws, collection of Special Levies, legal action 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.

**COUNCIL OF OWNERS:** Mr Munday gave a brief explanation of the responsibilities of the Council of Owners. He referred to the By-laws attendant to the Strata Titles Act 1985 wherein a nomination is ineffective unless supported by the consent of the nominee to his nomination, given either in writing to the Chairman at the meeting or orally by a nominee present at the meeting.

The following persons ~~are~~ accepted nomination to Council, either orally or in writing:

Mr J. Drake-Brockman	Unit 12
Mr J. Standfort	Unit 35
Miss M. Letts	Unit 53
Mr P. St. John	Unit 19
Mr D. Browne	Unit 47

Mr Browne expressed concern that there could be seen to be a possible conflict of interest if he acted as Council member, whereby as Caretaker of The Mews, he was from time to time invited to submit quotations on items of maintenance or upgrade at the property. Discussion took place regarding his concern however it was agreed that it would advantageous to have the resident Caretaker, as an owner, to be a representative on Council. After further discussion it was RESOLVED to adopt the convention that on those occasions at Council meetings when quotations are being considered and Mr Browne has submitted one of those quotations, he will leave the meeting while that

matter is being discussed. It was agreed by those present, including Mr Browne, that this should satisfy any concerns.

Mr Munday reported receipt of a telephone call some time prior to the meeting wherein Mrs Ivory of Units 2 and 3 advised her apology for non attendance at the meeting and indicated her interest in nomination to Council. At that time Mr Munday advised Mrs Ivory of the requirement of the nomination to be in writing, however as this was not received prior to this meeting, the requirements of the By-laws must be followed.

There being no further nominations received, the Chairman declared the above five nominees to be Council members for the coming year. He advised that the appointments of Chairman, Treasurer and Secretary are to be attended to at the next Council Meeting, in accordance with the By-laws.

**SPECIAL BUSINESS:** Change of Strata Company's Address for Service of Notices

Mr Munday drew attention to the registered Strata Plan and that the address for service of notices on the Strata Company is shown as a PO Box number in Scarborough. He recommended that consideration be given to changing the address registered on the Strata Plan for the service of notices on the Strata Company to that of Quin Ballard. After discussion it was RESOLVED that the address registered for the service of notices be changed to Quin Ballard PO Box 221, Como. Further it was RESOLVED that the common seal of Strata Plan 5629 be affixed to the notice of change with that document to be signed by two Council members.

Special Levy

Raise a Special Levy of \$8800.00 (at \$189.00 or \$142.00 per unit according to unit entitlement) for the following anticipated property improvements: Installation of security lighting, construction of retaining walls near Units 1 and 12 and garden landscaping and grant authority to Council of Owners to arrange the above work.

Special Levy to be due and payable 1 January 1993.

Various discussion took place regarding the need for security lighting, construction of retaining walls, and garden landscaping. Ms Hourigan enquired further detail of the need for security lighting and Mr Munday responded advising that reports were received from the Caretaker of theft of clothing, theft and attempted theft of vehicles, and the presence of undesirable persons at the property which included unacceptable behaviour. Mr Browne gave further detail regarding break ins to units. Mr Standfort reported that he met with electrical contractors and he gave some description of the areas that need improved lighting at The Mews. Mr Doublon referred to the possibility of using invested funds towards all or part of the cost of these items,

with replacement into the investment account through increase in quarterly levies over the next number of years. Discussion took place regarding the need for retention and build up of investment funds and Mr Standfort gave detail of future major building maintenance required such as repointing of ridge cap mortar, replacement of some downpipes, and repainting of the entire building.

It was RESOLVED that a Special Levy of \$8,800.00 (at \$189.00 or \$142.00 per unit according to unit entitlement) is to be raised for the installation of security lighting, construction of retaining walls nears 1 and 12, and garden landscaping, and authority is granted to the Council of Owners to obtain quotations and to arrange this work. It was RESOLVED this Special Levy is to be due and payable on the 1st January 1993.

**GENERAL BUSINESS:** Reduction of Levy Amount

Mr Standfort reported that the owner of Unit 16 had requested that there be a reduction in her quarterly levy payment. Mr Munday advised that although sympathy may be extended especially in cases where persons may be experiencing hardship, there can be no isolation of payment method - that is all levy payments must be in accordance with the unit entitlement and in accordance with the budget as adopted at the Annual General Meeting.

Carport Numbers

Mr Smith reported that some carport numbers appear to have been painted over. Mr Standfort advised that this resulted from previous agreements between owners whereby they had swapped their carports and had altered the numbers accordingly.

**BUDGET/LEVY:**

After discussion it was RESOLVED that the proposed Budget of \$37,933.00 for the year ending 1993 be received and adopted and that the proposed levies of \$204.00 per quarter for UE 4 and \$153.00 per quarter for UE 3 be adopted, payable quarterly in advance to commence from 1st January 1993.

**NEXT MEETING:**

The next Council meeting is to Monday 15/2/1993 commencing at 6.00 pm in Unit 35. The next Annual General Meeting will be in approximately twelve months. Details to be advised by the managers at least seven days prior.

**CLOSURE:**

Mr Munday thanked those present for their attendance and he advised that a thank you will be recorded in these minutes to all owners who forwarded a form of proxy thereby enabling a quorum to be present and for this meeting to take place. THANK YOU to all those Owners. There being no further business the meeting closed at 7.15 pm.

CONFIRMED:  THIS 1<sup>st</sup> DATE OF Dec 1993