

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 MONDAY 15TH FEBRUARY 1993 COMMENCING AT 6.03 PM.

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PRESENT: Mr J. Standfort Unit 35  
Mr P. St. John Unit 19  
Mr D. Browne Unit 47  
Mr J. Drake-Brockman Unit 12  
Mr P. Munday representing Quin Ballard

APOLOGIES: Miss M. Letts Unit 53

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 17th November 1992 be received and accepted as a true and correct record and were signed by the Chairman.

BUSINESS ARISING:

Verge Upgrade

Mr Standfort reported that this work has been satisfactorily completed, however two trees are to be replaced with a suitable type, with Mr Browne to arrange.

Plumbing duct doors Units 7 and 53

After discussion regarding previous quotes and costs regarding this repair it was RESOLVED that Mr Browne will requote and/or report to the next meeting.

Front door Unit 53

Mr Munday reported that the door has been replaced with a solid core door, to the satisfaction of Miss Letts. Miss Letts has paid the additional cost of \$66.00 which was above the cost of the hollow core door, for a solid core fitment.

Parking problems

Mr Standfort reported that bollards have been fitted at the bin area and at each of two areas being near the top of steps near Units 13 and 17.

Water runoff near Unit 27

Mr Browne reported that the stain has been cleaned away however the work to instal an adequate runoff gutter and piping as near Unit 47, has not yet been done. Mr Browne to attend to this work as soon as possible, as per quote.

Unit 15 water entry

For the benefit of new Council Members Mr Munday gave a brief overview of the problem as per the Council minutes on the 17th November. He reported that Managers had written on 24th November 1992 to the owner of Unit 33 C/- The Rental Agent, requesting that

appropriate remedial action be taken to stop the water passage from Unit 33 and Unit 15. He further reported that Managers wrote on the 11th December 1992 to the owner requesting reimbursement on the cost of investigation of \$165.00 as invoiced by Five Star Plumbers.

He reported that response dated 17th December 1992 was received from the rental Agent of Unit 33, David Alexander & Associates, advising that they are not prepared to pay the account from Five Star Plumbers, due to various reasons as detailed in the letter.

Mr Standfort reported that plumbers had been heard doing work in Unit 33 and that the problem appears to have been fixed. After discussion it was RESOLVED that Managers are to effect a title search of Unit 33 to determine the address of the owner and are to write to the owner appealing for refund of the plumbers costs for investigation work.

**FINANCIAL  
REPORT:**

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

Balance of General Trust Account 15.2.93	\$2315.34
Balance of Investment Account No. 6124.5006020 with Commonwealth Bank - South Perth	\$21169.98

OUTSTANDING LEVIES DUE 1.1.93

<u>UNIT</u>	<u>SPEC.</u>	<u>QTR</u>	<u>TOTAL</u>
13	189.00	204.00	393.00
15	71.00	83.67 CR	12.67 CR
18	189.00	204.00	393.00
42	142.00	203.00	345.00
43	94.00	1.86 CR	92.14
51		5.00 CR	5.00 CR
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	685.00	520.47	1205.47

NOTES

A. Managers recommend the following regarding recovery of outstanding levies:

1. Interest be added
2. "Strong" letter sent, threatening legal action.
3. Legal action if unpaid 14 days after letter.

B. Photocopy of investment passbook attached.

Discussion took place regarding outstanding levies for Units 14, 18 and 42 and it was RESOLVED that Managers are to add interest to the outstanding levies, and are to forward a strong letter requesting payment and threatening legal action for non payment of levies and interest. It was further RESOLVED that if outstandings are not paid within 21 days Managers are to arrange for a letter of demand to be forwarded by Solicitors at a cost of approximately \$105.00 per letter. Managers to liaise with Treasurer in this regard.

**CORRESPONDENCE:** Mr Munday tabled a letter dated 27.1.1993 from Miss M. Letts of Unit 53, wherein she tenders her resignation from the Strata Council, due to travel and work outside the state. Council accepted the resignation with regret.

**SPECIAL BUSINESS:** Appointment of Council Office Bearers  
After discussion it was RESOLVED that the following office bearers be appointed:

Mr P. St. John	Chairman
Mr J. Standfort	Treasurer
Mr J. Drake-Brockman	Secretary

Mr Standfort to continue to receive the monthly property owners financial statement.

**GENERAL BUSINESS:** Repainting of speed humps, no parking signs and bollards  
After discussion it was RESOLVED that Mr Browne is to attend to repainting of all items as per his previous quotation.

Oil spills carport Unit 18  
Mr Standfort reported that oil continues to be spilled in the carport of Unit 18 and threatens to lift the bitumen. It was RESOLVED that Managers are to request the agent to take immediate action to clean the bitumen and to stop the spillage or action will be taken by The Mews at the cost of owner of Unit 18. Mr Standfort commented that if oil spills continued, vehicles should be parked in the street. Mr Browne reported that in his capacity as Caretaker, he has spoken to the occupants of Unit 18 and they have said they will fix the oil leaks. Mr Browne recommended that in future Newsletters mention be made that no oil spills are permitted. Mr Standfort further recommended that the Newsletter advise that balconies and carports are not private property but are Strata Company common property.

Installation of security lighting - per AGM Special Levy  
Mr Munday tabled quotations for the following scope of work as arranged by Council in liaison with contractors:

1. One only pole mounted light fitting
2. Six sensors and flood lights wired to PE circuits.
3. One sensor and flood light wired to PE circuit.

The following prices were received

R & J Hunter	Item 1	\$693.00
	Item 2	\$1680.00
	Item 3	\$224.00

Alliance Electrics	Item 1	\$1130.00
	Item 2	\$2130.00
	Item 3	\$310.00

After discussion it was RESOLVED that the quotation from R & J Hunter be accepted for Items 1 and 2 for a total price of \$2373.00. Managers are to request Ray Hunter to attend to the work as soon as possible in liaison with either Mr Browne or Mr Standfort.

Brickwork for retaining walls and garden landscaping - as per AGM Special Levy

Mr Munday advised that quotations were received from Construct WA and Atwell Building Services, however after discussion it was RESOLVED by Council that further quotations are to be obtained for additional work with Construct WA to review and add to their original quote and for Managers to request P & J Homes to attend to quote. Mr Browne offered to invite a further contractor to quote. On receipt of all quotations Council will hold a special meeting to choose a successful contractor.

Caretaker leave

Mr Browne requested leave of one week from 9th April 1993 and advised that another week or so would be requested for July 1993. Mr Standfort agreed to again act as relief Caretaker for these periods in April and July, at cost.

Installation of hand rail

Mr Standfort reported that a hand rail has been installed at the steps to the carport near Unit 16.

Installation of Street Numbers

Mr Browne reported that additional street numbers had been fitted on the wall of the electrical building at the Charles Street entrance to the property.

**NEXT MEETING:**

The next Council Meeting is to Tuesday 1st June 1993 commencing at 6.00 pm in Unit 47.

CLOSURE:

Mr Munday thanked all present for their attendance and thanked Mr Standfort for the kind use of his unit for the meeting. There being no further business the meeting closed at 7.40 pm.

CONFIRMED:     *DBrowne*     THIS *1<sup>ST</sup>* DATE OF *JUNE* 199*3*

MINUTES OF THE COUNCIL MEETING OF THE OWNERS OF STRATA PLAN 5629 THE MEWS 147 - 159 CHARLES STREET, WEST PERTH HELD AT UNIT 47 THE MEWS ON TUESDAY 1ST JUNE 1993 COMMENCING AT 6.00 PM.

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PRESENT: Mr J. Standfort Unit 35  
Mr D. Browne Unit 47  
Mr P. Munday representing Quin Ballard

APOLOGIES: Mr P. St. John Unit 19

QUORUM: A quorum was present

CHAIRPERSON: It was unanimously RESOLVED that Mr Browne 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 15th February 1993 be received and accepted as a true and correct record and were signed by the Chairman.

BUSINESS ARISING:

Plumbing duct doors Units 7 and 53

It was agreed Mr Browne will obtain a quotation from Co-ordinated Maintenance Company - to be considered at the next meeting.

Water runoff near Unit 27

This work has been completed.

Water entry to Unit 15

Managers have written to the owner of unit 33 appealing for payment of plumbers investigative work. Mr Munday reported that no response has been received to this letter and it was agreed that Managers are to write a further letter advising that legal action may be taken in the event of non payment.

Repainting of speed humps, no parking signs and bollards

This work was completed.

Installation of security lighting and brickwork for retaining walls and garden landscaping as per AGM Special Levy

This work has all been completed satisfactorily.

Caretaker leave

Mr Browne reported that he will be absent on leave from Monday 19 July to Tuesday 27 July, that is finish work Friday 16th July and resume Wednesday 28th July - period of leave 7 days. Mr Standfort agreed to again agreed to act as relief caretaker for this period at cost.

**FINANCIAL  
REPORT:**

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

Balance of General Trust Account 1.6.93	\$2211.26
Balance of Investment Account No. 6124.5006020 with Commonwealth Bank - South Perth	\$15952.35

OUTSTANDING LEVIES DUE 1.4.93

Unit 51 \$148.00 (Reminder letter has been sent)

NOTE: Copy of Commonwealth Bank passbook is attached.

Mr Munday reported that regarding outstanding levies as discussed at the last Council Meeting, there was no need to undertake legal recovery action as all levies were paid soon after the meeting.

**CORRESPONDENCE:**

Date 11.5.93 from Roy Weston West Perth requesting permission to instal exhaust fan in bathroom window Unit 9, due to very bad mould problem. After discussion it was RESOLVED that approval for installation of a fan be granted subject to satisfactory details of colour, size and fitment being agreed by Council. Rental agents to forward information direct to Mr Standfort who will then liaise with Mr Browne and advise Managers final decision.

**GENERAL  
BUSINESS:**

Oil spills carport Unit 34

Mr Standfort reported that the tenant has been requested to repair oil leaks, and an oil drip tray has been placed in position but this is unsatisfactory as oil spills over the tray. Mr Browne to request that the old car with the leaking oil be fixed or kept off the property, and for the unsatisfactory drip tray to be removed.

Incorrect parking - Unit 36

Mr Standfort reported inadequate parking by visitors to Unit 36 whereby vehicles straddle 2 bays. Also a noisy party was held on 31st May til 1.30 am and the front door is slammed loudly for example 1.25 am and 1.50 am. These tenants have had verbal warning. It was RESOLVED Managers are to write to the residents to give a final warning and to enclose copy of the by-laws.

Garden Bags

Mr Munday reported the garden bag contractor has advised of an increase in charges from \$8.00 to \$9.00 per sack effective beginning of March 1993.

Gutter cleaning

Mr Munday tabled an account for \$310.00 from AA Home & Garden Maintenance. Mr Standfort expressed his general dissatisfaction with the work and reported that contractors arrived at 10.00 am and left at 4.00 pm which included a lunch break with most of the time being spent on the carports, although there was no charge for the carport work. It was agreed that Mr Browne will inspect the roof area on Wednesday 2nd June with advice to Mr Standfort on the condition of the gutters and downpipes. Mr Standfort suggested that quotations be obtained for next time the gutters and downpipes are required to be cleaned.

Maintenance items

Mr Browne reported the need, and it was agreed that he is to obtain quotations for the following work

- ceiling leak at Unit 52
- downpipes outside Units 9 and 16 appear blocked and in need of clearing
- gutter above Unit 15 has 2 rust holes - need repair
- gutter end above Unit 14 needs fitment of end piece
- a number of gutters appear to run the wrong way
- cracked tiles on general roof area above Unit 37

It was RESOLVED that Mr Browne and Mr Standfort will liaise regarding quotations and are authorized to approve for work to be done subject to availability of funds.

Fence at swimming pool

Mr Browne reported the fence has been levelled upright by the builder of the adjacent development, but the soil is loose and the fence may again lean over due to the level being higher on the other side. Currently the fence is braced but requires a retaining wall of sleepers, about 18" high, to be installed by removing some paving bricks in that area. It was agreed that the soil needs to be level on both sides of the fence to avoid future leaning of the fence. It was agreed Mr Browne to obtain quotations and subject to his liaison with and approval of Mr Standfort, this work may proceed.

Flyscreens to some Unit bathrooms

Mr Browne reported the need for replacement of these screens in some units. It was agreed that Mr Browne will obtain quotations and subject to agreement by Mr Standfort this work may proceed.

Security screens/doors

Discussion took place regarding the fitment of security screens/doors and Mr Munday advised on the need for compatibility at the property. Mr Standfort recommended that the style of



screens at Unit 6 be used as a form of standard. Mr Browne requested permission to instal security door and screens at Unit 47 and this was approved subject to colour and design being in keeping with the building.

**NEXT MEETING:** The next Council Meeting is to be at 6.00 pm at a date to be decided in mid October, as arranged by Mr Browne.

**CLOSURE:** Mr Munday thanked Mr Browne for the kind use of his unit for the meeting. There being no further business the meeting closed at 7.00 pm.

CONFIRMED:



THIS



DATE

OF

Jan

1994.

Branch Name SOUTH PERTH WA

Account Identification Number 6124 5006020

**Commonwealth Bank**  
Owners of the Mews



Name Strata Plan 5629

Date	Particulars/Deposit in words	Deposits
19	FORWARD	
1	31DEC92 CHEQUE <i>RETURN \$2500.00</i> <i>QTR Comm 1.1.93 \$1422.50</i>	3922.50
2	11FEB93 CHEQUE <i>S/L DUE 1.1.93</i>	6765.00
3	MAR93INT	131.36
4	1MAR93 GOVT DUTY	
5	16APR93 CHEQUE <i>QTR Comm 1.4.93</i>	1422.50
6	29APR93 WDL <i>RETURN S/L FUNDS TO TRUSTEE</i>	
7		
8		
9		
10		
11		
12		
13		
14		
15		

Withdrawals	Balance	Verification
	10482.48	
C4	14404.98	612419 1
C4	21169.98	612417 2
	21301.34	08 610203 3
6.49	21294.85	08 610203 4
C4	22717.35	08 610203 5
6765.00	15952.35	612415 6

Ask us about our range of investment services.

A wide selection of interest options is available.



FORMERLY BILL CROSSE & COMPANY

16 November 1993

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

Dear Owners

**RE: NOTICE OF ANNUAL GENERAL MEETING**

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Further to our previous interim advice regarding the above meeting to be held 1.12.93 we attach herewith full notice of meeting including financial reports.

Please note there are two types of form of proxy for your possible use:

Regular proxy - for use only for this meeting.

General proxy - for use at this and future general meetings, in accordance with our letter dated 29.10.93.

Please forward a form of proxy if you are unable to attend the AGM.

Looking forward to seeing you at the meeting or receiving a completed form of proxy.

Yours faithfully



PETER MUNDAY  
STRATA MANAGER

P.S. Thank you to those owners who have already returned a completed form of general proxy.

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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

16 November 1993

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 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: Wednesday 1st December 1993 TIME: 6.00 pm

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

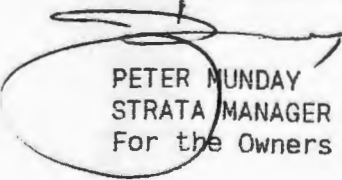
**AGENDA:**

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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Fax: (09) 474 1302 Phone: (09) 474 1533

OWNERS OF THE MEWS, STRATA PLAN 5629

ANNUAL GENERAL MEETING 1/12/93

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AGENDA ITEM: SPECIAL BUSINESS - ANNEXURE "A"

CARPORT GUTTERS AND DOWNPIPES:

To consider and approve recommendation by Strata Council to replace the front section of the carport gutters and downpipes with Colourbond. Four quotations were obtained, the cheapest being \$2988.00. Cost of work to come from existing reserve funds so no Special Levy will be required.

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FORM OF GENERAL PROXY

I/We being the owner of Unit Number \_\_\_\_\_ (lot number \_\_\_\_\_) in Strata Plan 5629 hereby appoint:

\* A representative from Quin Ballard

or

\* Other person

\_\_\_\_\_

Contact address

\_\_\_\_\_

\_\_\_\_\_

Telephone Number

\_\_\_\_\_

or failing him, the Chairman of the meeting, to be my/our general proxy to vote on my/our behalf at any future General Meeting of The Owners of 147-159 CHARLES ST., WEST PERTH Strata Plan 5629 or at any adjournment thereof.

\_\_\_\_\_

SIGNATURE

\_\_\_\_\_

SIGNATURE

DATE \_\_\_\_\_

\_\_\_\_\_

SIGNATURE OF PROXY

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 and insert name of proxy.

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 1/12/93 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, 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  
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 - \$125.00  
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.

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Fax: (09) 474 1302 Phone: (09) 474 1533



**THE MEWS**  
**STRATA PLAN NUMBER 5629**  
**147 - 159 CHARLES STREET, WEST PERTH**  
**STATEMENT OF INCOME & EXPENDITURE - 1.10.92 TO 30.9.93**

**INCOME**

Quarterly levies to 30.9.93	\$34343.83
Ins. Refund	340.00
Special Levy	8796.00
Reimburse cost of broken sprinkler	25.00
Reimburse cost of dishonoured cheque	18.00
Neighbour contribution to fence repair	54.15
Reimburse extra cost for solid core door	66.00
	<u>\$43642.98</u>

**EXPENDITURE**

**GENERAL ADMINISTRATION**

Management fees	3580.02	
Postage & petties	432.00	
AGM fee	75.00	
Govt charges - FID/BAD	75.79	
Insurance premiums	493.52	
Council meeting attendances	308.50	
Caretaker remuneration	<del>4348.91</del> 1389.31	
Caretaker Superannuation	413.40	
Holiday relief Caretaker	508.22	
Caretaker exp's - tel, petrol	510.00	
Income tax on investment	<del>653.61</del> 171.21	
Title search	10.50	
Treasurer's exp's - tel, stat & printing	149.01	
Dishonoured cheque fee	18.00	
		\$20636.48

**GROUNDS MAINTENANCE**

Lawns	401.12	
Gardens	476.05	
Pool requisites	498.35	
Garden bags	681.00	
Globes	130.00	
Retic. repairs	232.85	
New motor to lawnmower	270.00	
		\$ 2689.37

REPAIRS & MAINTENANCE

Clean gutters & downpipes	310.00	
Gutter repairs/replacement	292.00	
Door replacements	511.50	
Fence repairs	108.30	
Building repairs (minor)	122.50	
Plumbing repairs	165.00	
Electrical repairs	58.55	
Hardware supplies	233.50	
Cleaning supplies	19.95	
Fit handrail	266.40	
Install 3 bollards	454.00	
Paint bollards, speed signs and humps	110.00	
Construct concrete path	273.00	
Construct retain wall near pool	713.00	
		\$ 3637.70

SPECIAL PROJECTS

Instal security lighting	2373.00	
Brickwork	5408.00	
Construct rock retain wall	450.00	
Garden upgrade/landscape	951.90	
		\$ 9182.90

SEC - common lighting & power \$ 2750.55

TOTAL EXPENDITURE FOR THE PERIOD \$38897.00

SURPLUS OF INCOME OVER EXPENDITURE \$ 4745.98

PLUS BALANCE AS AT 30/9/1992 \$ 803.63

LESS TRANSFER TO INVESTMENT ACCOUNT \$ 5613.50

PLUS PRE-PAID LEVIES PERIOD 1.10.93 - 31.12.93 \$ 4236.92

1.1.94 - 31.3.94 \$ 204.00

BALANCE OF TRUST A/C AS AT 30/9/1992 \$ 4377.03

LEVY ARREARS AS AT 30.9.93 NIL

STRATA PLAN 5629

THE MEWS

147 - 159 CHARLES STREET, WEST PERTH

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SUMMARY OF INVESTMENT FUNDS

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Commonwealth Bank South Perth Account No. 6124.5006020

Balance at 30.9.92	\$11525.70
plus invested funds	\$ 5613.50
plus interest	\$ 559.37
less Gov't duty	\$ 9.25
	<hr/>
Balance at 30.9.93	\$17689.32
	=====

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 Hrs)	195.00
Provision for income tax on investments	200.00
AGM Fee	125.00
Govt. Charges (FID/BAD)	80.00
Insurance - General	3300.00
- Workers Compensation	500.00
- Office Bearers Liability	320.00
SEC - common lighting & power	2800.00
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
General repairs & maintenance	3800.00
	<hr/>
	\$32243.00
Funds for future major maintenance	5690.00
	<hr/>
TOTAL PROPOSED BUDGET	\$37933.00
	=====

\$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

No increase recommended in levies, to continue as above.

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 QUIN BALLARD COMO ON TUESDAY 1ST  
DECEMBER 1993 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 J. Drake-Brockman	Unit 12
Mr W. Czyz	Unit 17
Mrs J.A. MacDonald	Unit 20
Mr A.P. Smith and	
Mr & Mrs Smith (Senior)	Unit 23
Mr R. Kanter	Unit 26
Mr J. Standfort	Unit 35
Mr D. Browne	Unit 47
Dr H & Mrs J. Kirkman	Unit 54
Mr P. Munday representing Quin Ballard	

**PROXIES:**

Mr & Mrs A & N Ngeow	Unit 5
Mr T.J. Dickson	Unit 6
Mr J.P. Harrison	Unit 8
Mr P. Tye	Unit 13
Mr N. Kearton	Unit 18
Mr A. Profitlich	Unit 24
Miss F.L. Griffith	Unit 31
Prof. M.T. Skully	Unit 32
Mr & Mrs D & T Milevski	Unit 36
Ms H.A. Maxwell	Unit 40
Mr B.C. Verity	Unit 41
Ms M. Rich	Unit 44
Mr A.C. Manners	Unit 49
Mr B.A. Temperley	Unit 50
All to Quin Ballard	
Mrs T. Ivory	Units 2 & 3
Mr J. Sloan	Unit 11
Misses ES & DE Alcock	Unit 22
Mr & Mrs K & C Gudem	Unit 29
Miss P. Dixon	Unit 34
Miss K.F. Trewavas	Unit 45
All to Mr D. Browne	

Mrs D. Gilbert Unit 46  
Mr & Mrs N & Y Nikolic Unit 52  
Both to Chairperson

Mrs F. Rizzo Unit 16 to Mr J. Standfort

APOLOGIES: Mr J. Sloan Unit 11

QUORUM: A quorum was present Mr Munday reported good response was received to the requests for completed forms of proxy and he commented that a number of forms of General Proxy were received. The originals of the General Proxy forms are held by Managers in a separate file for use at future General Meetings, in addition to this meeting tonight. Thank you to all owners who forwarded completed forms of proxy.

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 Annual General Meeting held on 19/12/1992 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 although the wheels turned slowly, the City of Perth finally assisted in the upgrade of the verge area with the laying of cement, installation of reticulation, lawns and shrubs at no cost to the Strata Company. This area currently looks greatly improved compared to its previous appearance.

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 the Strata Council members for their efforts during the year and we especially mention Mr David Browne and Mr John Standfort for the tremendous time input they have given for the benefit of all owners. Many owners may be unaware of the voluntary time involvement by Councillors in dealing with the following matters during the year:

- Liaison with the Perth City Council regarding verge upgrade
- Special Project management including installation of security lighting, brickwork and upgrade of garden areas
- dealing with parking problems
- dealing with resident behavioural problems
- installation of retaining wall at pool area to arrest leaning fence problem
- various property maintenance matters such as gutter cleaning and repainting of speed humps, no parking signs and bollards

These items all take considerable time to deal with and Managers ask owners present to show their appreciation to John, David and other Councillors in the usual way.

(At this point a round of applause was given.)

5. Corporate Home Unit Underwriting Agencies Pty Ltd insures the property to expire on 1/10/1994

As agents for Corporate Home Unit Managers advise that we receive a commission on volume business, however this does not affect the Strata Company insurance premium.

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

Managers advise owners that the Act requires the Strata Company to keep the building insured for replacement value, unless otherwise Unanimously Resolved by the Company. We are unsure when the last insurance valuation was undertaken at "The Mews" and we recommend that a valuation by a Licensed Valuer be undertaken.

Managers can arrange an independent insurance valuation to be done for a very conservative fee of \$175.00 and we enquire if owners wish for us to proceed in this regard. We charge no fee ourselves for our part and we receive no commission whatsoever from the valuer. We undertake this recommendation in the interest of prudent management.

This matter may be addressed under the item of General Business.

End of Managers report.

FINANCIAL REPORT: Mr Munday referred to the report for the year ended 30.12.93, as attached to the Notice of Meeting and he gave the following comments:

\* General expenditure levels reflect operation for the year to be fairly well in line with the budget as set at the last AGM.

He referred to the actual expenses versus budgetted expenses for the categories of grounds and repairs and maintenance and he gave comment that the total of actual expenditure, after adjustment for Special Levies and transfer of funds to investment accounts, showed an effective adjusted total of \$35,328 compared to a budget of \$37,933.

\* The General trust account balance at the 30.12.1993 (end of Strata Company financial year) reflects prudent and frugal financial management and Managers extend a thanks to Mr John Standfort the Strata Company Treasurer and Mr David Browne, Strata Company Councillor and Caretaker, for their liaison and care in dealing with general maintenance expenditure.

\* Again this year levy arrears are nil and Managers are pleased to report that at Quin Ballard, through various internal cost accounting control measures, we maintain a vigilant watch on any overdue contributions.

\* The special projects which were authorised at the last Annual General Meeting were carefully controlled by the Strata Council and Managers have generally inspected the various work done and we believe there has been considerable enhancement to the overall value of the property. Well done everyone.

Mr Munday reported that he had received only one enquiry regarding the financial statement and that he would respond to this in writing.

It was RESOLVED that the report for the period ending 30/9/1993 be received and adopted as a true and correct record.

#### APPOINTMENT OF MANAGERS:

Mr Munday referred to the summary of information as attached to the Notice of Meeting and he gave a brief overview of the role of Managers.

It was RESOLVED that Quin Ballard be appointed to manage the Strata Company from 1/12/1993 to the date of the next Annual General Meeting in accordance with the Summary of Duties as 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 and the following persons accepted nomination and were declared elected to be the Strata Council:

Mr J. Drake-Brockman	Unit 12
Mr J. Standfort	Unit 35
Mr D. Browne	Unit 47

Mr Munday advised that the appointment of Chairman, Treasurer and Secretary should be attended to at the next Council Meeting, in accordance with the by-laws.

SPECIAL BUSINESS: Carport Gutters and Downpipes - to consider and approve recommendation by the Strata Council to replace the front section of the carport gutter and downpipes with Colourbond

Four quotations were obtained, the cheapest being \$2988. Cost of work to come from existing reserve funds so no Special Levy will be required. Discussion took place and it was agreed for this work to be done and it was acknowledged that there may be some price variation since the date of receipt of the quotations.

It was RESOLVED that authority be granted for the Council of Owners to arrange for work to be done and to approve any reasonable increase in the cost of this work, at Council discretion.

GENERAL BUSINESS: Gas Hot Water Systems

Mrs Kirkman reported her concern regarding the condition of the hot water systems and that continuing maintenance patchwork will not be satisfactory forever and that she had obtained conflicting reports from gas plumbers regarding the legality of the existing systems. Mr Standfort reported that he had also received conflicting comments regarding the systems compared with current regulations. Mrs Kirkman recommended that the SEC inspect the systems and that generally the Council of Owners investigates the matter of adequate hot water system replacement. This was agreed.

Gum Trees

Mr Smith reported that some gum trees are causing damage to kerbing and also hitting the building and roof tiles. Mr Browne agreed that some trees cause problems and reported that there are approximately 35 trees on the property, many along fence lines. He recommended that consideration be given to the replacement of some trees with

appropriate flora, perhaps at the rate of a few per year. After discussion it was RESOLVED that the Council of Owners is to arrange replacement with appropriate flora of those trees causing damage to common property, at Council discretion.

Litter at Letterboxes

Mr Standfort referred to the nuisance and unsightliness of junk mail which is both thrown on the ground and left on top of the letterboxes and which blows around and he enquired if the Caretaker could be instructed to remove junk mail from letterboxes. Various discussion took place and concern was expressed regarding the removal of any mail from letterboxes however it was acknowledged that the improper disposal of junk mail poses an ongoing problem.

Thoroughfare traffic via Ivy Street

Mr Standfort referred to the thoroughfare of non resident traffic through "The Mews" and suggested that once a year Ivy Street be blocked off to show that this is not a public thoroughfare. Some present expressed concern that this may not be a legally sound action to take. Various discussion took place regarding the restriction of traffic flow through the area and it was acknowledged that the passage of non resident traffic is an ongoing problem.

(At this point Mrs MacDonald of Unit 20 excused herself from the meeting.)

Mr Munday recommended caution regarding the blocking of passage of traffic and recommended that the Council investigate the matter for example survey of residents for input. It was agreed to leave this matter in the hands of the Strata Council for further investigation.

Insurance Valuation

After discussion it was RESOLVED that Managers are to arrange for a valuation for insurance purposes and are to adjust the level of building cover according to the valuation obtained.

**BUDGET/LEVY:**

After discussion it was RESOLVED that the proposed Budget of \$37,933.00 for the year ending 1994 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 continue from 1st January 1994.

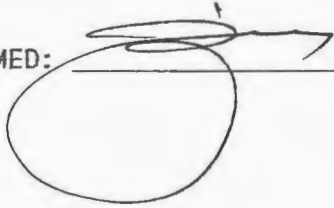
**NEXT MEETING:**

The next Council meeting is to be Wednesday 19/1/1994 commencing at 6.00 pm at a place to be decided. The next Annual General Meeting will be in approximately twelve months. Details to be advised by the Managers at least seven days prior.

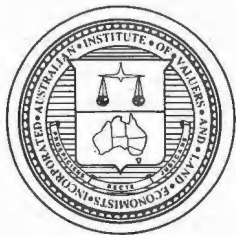
CLOSURE:

Mr Munday thanked those present for their attendance. There being no further business the meeting closed at 7.08 pm.

CONFIRMED:

A handwritten signature, possibly "Munday", written in black ink. The signature is somewhat stylized and includes a large circular flourish at the bottom.

THIS 28 DATE OF NOV 1994



# G.M. HEGNEY & ASSOCIATES

GAVIN MICHAEL HEGNEY A.V.L.E.(VAL) LICENSED VALUER WA

21 DEC 1993

GM Hegney and Associates  
239 Marmion Street  
COTTESLOE WA 6011

16 December 1993

Mr P Munday  
Quin Ballard  
PO Box 221  
COMO WA 6152

Dear Sir

**RE: INSURANCE VALUATION**  
**147-159 CHARLES STREET - WEST PERTH**  
**THE MEWS**

Following your recent request, we have inspected the above mentioned property and carried out the necessary investigations to complete the insurance value assessment.

Confirming the property to be the whole of the land on Strata Plan 5629 known as Portion of Perth Town Lots Y270 and Y271 on Diagram 51165.

We, GM Hegney and Associates, Licensed Valuers, ascertain the insurance value of the above mentioned property to be \$2,350,000 including demolition and removal of debris in the event of destruction.

Yours faithfully

ROD DAVIDSON AVLE (VAL)  
Licensed Valuer No 594

GAVIN M HEGNEY AVLE (VAL)  
Licensed Valuer No 519

in the State of Western Australia in the State of Western Australia

sf

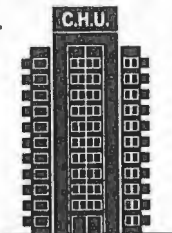
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INSURANCE VALUATION

THE MEWS  
147-159 CHARLES STREET - WEST PERTH

Main Building	3,078 sqm @ \$700/sqm	\$2,154,000
Carparking	480 sqm @ \$100/sqm	48,000
Balconies	210 sqm @ \$100/sqm	21,000
Concrete Pool	\$12,000	
Front Brick Wall	4,000	
Fencing	6,000	
Gardens	8,000	
Drive	20,000	
Clothes Lines	<u>2,000</u>	<u>52,000</u>
		\$2,275,000
Add Demolition and Removal of Debris		<u>75,000</u>
		\$2,350,000

ADOPT \$2,350,000



# Corporate Home Unit Underwriting Agencies Pty. Ltd.

A.C.N. 001 580 070

1050 HAY ST WEST PERTH WA 6005 (PO BOX 686 WEST PERTH 6872) PH (09) 322 1722 FAX (09) 481 6017  
ON BEHALF OF THE INSURER: QBE INSURANCE LIMITED  
ACN 000 157 899

- 5 JAN 1994

INSURED & THE PROPRIETORS - S P 5629 [COPY] POLICY No. 860638  
SITUATION "THE MEWS"  
147-159 CHARLES STREET WEST PERTH WA 6005

PERIOD OF INSURANCE  
QUIN BALLARD  
POSTAL P O Box 221 EFFECTIVE DATE 16/12/93  
ADDRESS Como  
WA 6152 DUE DATE 01/10/94

## ENDORSEMENT

We have altered our records in accordance with your recent instructions.  
This acknowledgement (with any attachment) constitutes an endorsement  
and should be attached to the Policy.  
In all other respects the Policy remains unaltered.

THIS POLICY IS ENDORSED TO DECREASE THE BUILDING SUM  
INSURED FROM \$2,980,000 TO \$2,350,000.

ENDORSEMENT DESCRIPTION	Decreased Sum Insured	Refunded Premium
Decrease for Building Cover	\$ 630000	\$ 490.12

*cheque received  
5/1/94*

CHU Administration: \$0.00  
TOTAL AMOUNT PAID: \$490.12 (Includes \$89.69 FSL and \$0.00 stamp duty)

SIGNED:

DATE: 29/12/93

(Corporate Home Unit Underwriting Agencies Pty. Ltd. on behalf of the Insurer)

Summary for Period 01-October-1993 to 30-September-1994																
	OCT.93	NOV.93	DEC.93	JAN.94	FEB.94	MAR.94	APR.94	MAY.94	JUN.94	JUL.94	AUG.94	SEPT.94		BUDGETED	BALANCE	
ADJF													0.00		0.00	ADJF
AGM			125.00										125.00	125	0.00	AGM
CARE	899.20	899.20	899.20										2697.60	11852	-9154.40	CARE
CPAYE	482.4												482.40	1928	-1445.60	CPAYE
CEXP	100.00		70.00										170.00	520	-350.00	CEXP
CFEE													0.00		0.00	CFEE
CREN													0.00		0.00	CREN
CRTX	3.91	1.76	1.86										7.53		7.53	CRTX
CTAX													0.00		0.00	CTAX
DRTX	3.80	4.20	2.20										10.20		10.20	DRTX
FERT													0.00		0.00	FERT
GLOB			18.70										18.70		18.70	GLOB
GUTT													0.00		0.00	GUTT
INSUR	4099.29			1440.00			1440.00			1440.00			8419.29	4320	4099.29	INSUR
INVEST	1422.50			1422.50			1422.50			1422.50			5690.00	5690	0.00	INVEST
ITAX													0.00	250	-250.00	ITAX
LAWN	43.23		44.59										87.82	700	-612.18	LAWN
LOCK													0.00		0.00	LOCK
MBLD													0.00	3500	-3500.00	MBLD
MCLN													0.00	100	-100.00	MCLN
MELEC			56.00										56.00	150	-94.00	MELEC
MF	304.17	304.17	366.17										974.51	3845	-2870.49	MF
MGDN	41.25	418.24	19.25										478.74		478.74	MGDN
MGLA			75.00										75.00		75.00	MGLA
MHARD	11.30		18.40										29.70		29.70	MHARD
MPAINT													0.00		0.00	MPAINT
MPLUM													0.00		0.00	MPLUM
POOL			125.00										125.00	550	-425.00	POOL
PP	36.00	36.00	36.00										108.00	432	-324.00	PP
RELIEF													0.00		0.00	RELIEF
RETIC	39.05		21.65										60.70	300	-239.30	RETIC
RENBUR													0.00		0.00	RENC
RMOW													0.00		0.00	RMOW
ROOF													0.00		0.00	ROOF
RUBB		63.00											63.00	640	-577.00	RUBB
SECC			405.10										405.10	2480	-2074.90	SECC
SIGN													0.00		0.00	SIGN
SUPER	71.55		31.80										103.35	551	-447.65	SUPER
	7557.65	1726.57	2315.92	2862.50	0.00	0.00	2862.50	0.00	0.00	2862.50	0.00	0.00	20187.64	37933	17745.36	