



FORMERLY BILL GROSSE & COMPANY

7 January 1994

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

Dear Council Member

NOTICE OF MEETING

NOTICE is hereby given in accordance with the provisions of the Strata Titles Act 1985, that a Council of Owners Meeting of Strata Plan 5629, 147-159 Charles Street, West Perth 6005 will be held:

DATE: Wednesday 19 January 1994
TIME: 6.00 pm
LOCATION: Unit 12/147-159 Charles Street, West Perth
AGENDA: Record Attendance
Apologies
Quorum
Chairperson
Confirmation of Minutes of Meeting 1.6.93
Business Arising
Financial Report
Correspondence
General Business
Close

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

Yours faithfully



PETER MUNDAY
STRATA MANAGER

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

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 WEDNESDAY 19TH JANUARY 1994 COMMENCING AT 6.00 PM.

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

APOLOGIES: Nil.

QUORUM: A quorum was present

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

APPOINTMENT OF OFFICE BEARERS: It was RESOLVED that the following office bearers be appointed:

Mr J. Drake-Brockman Chairman
Mr J. Standfort Treasurer/Secretary

CONFIRMATION OF MINUTES: It was RESOLVED the minutes of the Council Meeting held on the 1st June 1993 be received and accepted as a true and correct record and were signed by the Chairman.

BUSINESS ARISING:

Exhaust fan - Unit 9
An exhaust fan has been installed in bathroom window.

Gutter cleaning
Quotations were obtained as following:

Topline Roofing \$570.00
AA Home & Garden Maintenance \$375.00
or \$315.00 per visit if done twice per year.

It was RESOLVED that subject to Managers confirming the price of \$315.00 for two six monthly visits then AA Home & Garden Maintenance is to be requested by Managers to proceed with cleaning and flushing of all gutters, downpipes and valleys on all main buildings.

Maintenance items
Ceiling leak at Unit 52 - this has been fixed.

Downpipes outside Units 9 and 16 - these have been cleared.

Gutter above Unit 15 - this has been repaired.

Gutter end above Unit 14 - end piece has been fitted

Various gutters

Some gutters have been fixed from running the wrong way.

Cracked tiles on roof above Unit 37

As the contractor who reported the alleged cracked tiles did not return it was decided that at this point no further action be taken.

Fence at Swimming Pool

Quotations were obtained and this fence was levelled upright and a retaining wall was installed, with all work being well done.

Flyscreens to some unit bathrooms

It was noted that replacement of some screens is still required. It was agreed that Mr Browne will follow up to obtain quotations and subject to agreement by Mr Standfort this work is to proceed.

**FINANCIAL
REPORT:**

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

| | |
|--|------------|
| Balance of General Trust Account 19.1.94 | \$2143.03 |
| Balance of Investment - Cwlth Bank | \$19241.00 |
| Plus cheque on hand awaiting deposit into it | \$1422.50 |

OUTSTANDING LEVIES

\$2130.47 all due 1.1.94 except Unit 39 which has levy due 1.10.93 also due. Letter has been sent.

Mr Standfort tabled a financial spread sheet and he recommended that three provision amounts of \$1440.00 each be set aside into the investment account to enable the payment of the insurance premium during September, that is before the end of the financial year. This was agreed by all present - Managers to diarise and action.

CORRESPONDENCE:

Date 13.8.93 application for skylight at Unit 45. Council reported that they requested further information from the owner of Unit 45 but this had not yet been received - no further action.

Date 4.11.93 from Olifents Real Estate regarding bathroom window flyscreen at Unit 8. Managers responded 8.11.93 that the matter is pending.

Date 4.10.93 report from D. Browne regarding leak into Unit 2. Mr Browne inspected the damage at Unit 2 and as a result made a drawing of all his findings. There seems to be a drainage problem from Unit 20 into Unit 2, and there is no sign of water coming from the outside. It was RESOLVED Managers are to forward a

letter to the owner of Unit 20 requesting them to arrange for a plumber to inspect and if appropriate re waterproof the shower recess or deal with the water basins as may be appropriate. It was agreed that this is not a Strata Company responsibility and concern was expressed by the Council at possible concrete spalling which may occur due to water retention in the concrete. Mr Browne may assist for access into Unit 2.

**GENERAL
BUSINESS:**

Insurance valuation

Mr Munday reported that further to the resolution at the Annual General Meeting Managers arranged for valuation for insurance purposes to be done at a very reasonable fee of \$175.00. He tabled the valuation obtained and copy of this valuation report forms part of and is an attachment to these minutes. In accordance with the AGM resolution Managers arranged decrease in the building sum insured from \$2,980,000 to \$2,350,000, resulting in a refund of premium of \$490.12. Copy of insurer's endorsement also forms an attachment to these minutes.

Tree removal

As a result of the AGM decision, Mr Browne recommended replacement of a few trees. One at the corner near Unit 13 - it was agreed that this is to be removed and the stump ground out if deemed cost efficient. Mr Browne to arrange. It was agreed that approximately three replacement trees are to be planted near this area. After discussion it was agreed Mr Browne is to prepare a plan/diagram of all trees which need future attention and it was agreed prior to the next Council Meeting all Councillors will inspect all trees for decision making at the meeting.

Carport gutters and downpipes per AGM Resolution

Mr Browne reported a problem with availability of a compatible colour of colourbond material and he is currently seeking to obtain reviewed price for fitment of painted zincalume. It was agreed that Council Members are authorised to make a decision and to forward written details to Managers.

Gas hot water system replacement

Various discussion took place regarding the problem of replacement, and it was RESOLVED that Council will investigate the matter further.

Thoroughfare traffic via Ivy Street

After discussion it was agreed that Council Members will investigate this matter further.

NEXT MEETING:

The next Council Meeting at which Managers are to attend is to be held in mid June in Unit 47 at a date to be decided. A meeting of Council Members only is likely to take place in mid April, with minutes of this meeting to be forwarded to Managers.

CLOSURE:

Mr Munday thanked Mr Drake_Brockman for the kind use of his unit for the meeting. There being no further business the meeting closed at 7.30 pm.

CONFIRMED:

A handwritten signature in dark ink, appearing to be 'JTB', written over a horizontal line.

THIS

8

DATE OF

July 1994

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 FRIDAY 8TH JULY 1994 COMMENCING AT 3.30 PM.

PRESENT: Mr J. Drake-Brockman Unit 12
Mr D. Browne Unit 47
Mr P. Munday representing Quin Ballard

APOLOGIES: Nil.

QUORUM: A quorum was present

CHAIRPERSON: It was unanimously RESOLVED that Mr Drake-Brockman 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 19th January 1994 be received and accepted as a true and correct record and were signed by the Chairman.

BUSINESS ARISING:

Gutter cleaning

Mr Browne confirmed that this work was completed, however he reported receipt of complaints regarding some elements of the work done. These complaints have since been followed up and answered. It was agreed that further gutter work is not to be done without further Council discussion.

Flyscreens to some unit bathrooms

Mr Browne reported that some work has been done however a few are still awaiting treatment.

Leak into unit 2 from unit 20

Mr Munday confirmed that a letter was sent to the owner of unit 20 requesting their attention however it is not know if any work has yet been done. Mr Browne agreed to check with the residents of unit 2 regarding any further leaks.

Tree removal

Mr Browne displayed a large plan which he had prepared, showing details of buildings and trees at the property, together with a priority listing of removal and/or pruning required. Mr Browne estimated the removal of two trees and the pruning of two trees to be an approximate cost of \$350.00. After discussion it was agreed that Mr Browne is to arrange for this work to proceed. It was further agreed that in order for the Strata Council and the Strata Company to establish an ongoing project for tree management - removal/replacement at the property that Mr Browne is to arrange for the supply of a further five plans for retention by Managers and Council. Costs of preparation and supply of these plans to be reimbursed to Mr Browne.

Carport gutters and downpipes

This replacement project was satisfactorily completed.

Gas hot water system replacement

After discussion it was RESOLVED that Mr Drake-Brockman is to follow up this matter with SECWA, in early August, to obtain report for consideration at the next Council Meeting.

Thoroughfare traffic via Ivy Street

It was noted there was nothing further to report at this time and it was agreed to let the matter rest.

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

| | |
|---|------------|
| Balance of General Trust Account 8.7.94 | \$3955.41 |
| Balance of Investment - Cwlth Bank | \$19983.24 |
| (Cheque on hand awaiting deposit \$2000.00) | |

OUTSTANDING LEVIES

14 units unpaid for levy due 1.7.94 total \$2499.00
1 unit paid in advance till 31.3.95 credit \$306.00

Nil levies in arrears beyond 1.7.94

Insurance provision

In accordance with decision at last Council Meeting, Managers have deposited sums of \$1440.00 following levy due dates of 1.1.94 and 1.4.94.

Provision for 1.7.94 not yet deposited pending further payment of levies.

Payment for carport gutter/downpipe replacement

Payment was made following receipt of approved account and the sum of \$3325.00 transferred from the investment account into the general account in reimbursement.

Mr Browne reported that he has cancelled the garden bag service (at \$21.00 per fortnight) and has replaced this with a single metal bin service from Midwaste Pty Ltd (at \$40.00 per month). He reported that this provides a more efficient service.

**FINANCIAL
REPORT:**

CORRESPONDENCE IN: Date 26.6.94 From Susan Edwards from a neighbouring property being notice of application to use or develop land situated at 141 Charles Street. Mr Browne expressed concern regarding the proposed use of that property as a therapeutic massage centre and residence and commented on possible parking problems and possible problems with wanderers entering onto the property of The Mews.

It was RESOLVED Managers are to write to the City of Perth to lodge objection of the Strata Company to the proposal. Mr Browne reported that he had personally written a letter of objection to the City of Perth and Mr Drake-Brockman indicated that he would do likewise.

GENERAL
BUSINESS:

Caretaker leave

Mr Browne reported he will be on leave from Monday 11.7.1994 to Friday 22.7.1994 inclusive - that is two weeks. Mr Browne reported that Mr Standfort, resident of unit 35 has offered to act as Caretaker during this period, at cost, and this was agreed. It was further agreed that Mr Munday is to confirm Workers Compensation cover and write to Mr Standfort to confirm his appointment as Acting Caretaker.

TV antennae

Mr Browne reported wide spread poor television reception and it was RESOLVED that he is to arrange for Hills Industries to check and improve reception as may be appropriate.

Leak into unit 15 from unit 33

Mr Browne reported on the poor timing of attendance by Five Star Plumbers, which was not in accordance with the request for telephone communication for appointments. After discussion it was RESOLVED that Managers are to cancel the request to Five Star and to arrange for another plumber to attend.

NEXT MEETING:

The next Council Meeting is to be in mid September at a date to be confirmed. At that meeting the AGM agenda items and possibly the budget will be discussed.

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 5.00 pm.

CONFIRMED:



THIS 12 DATE OF Sept. 1994.

ADDENDUM NOTE

Subsequent to the meeting Mr Drake-Brockman contacted Managers to advise that any of the dates of the 8th, 9th, 12th or 13th September will be suitable for him. Managers have chosen the following, and will forward notice of meeting in due course: Meeting to be Friday 9th September 1994 at 3.30 pm in Unit 47.



31 August 1994

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

Dear Council Member

NOTICE OF MEETING

NOTICE is hereby given in accordance with the provisions of the Strata Titles Act 1985, that a Council of Owners Meeting of Strata Plan 5629, 147-159 Charles Street, West Perth 6005 will be held:

DATE: Monday 12 September 1994
TIME: 3.30 pm
LOCATION: Unit 47/147-159 Charles Street, West Perth
AGENDA: Record Attendance
Apologies
Quorum
Chairperson
Confirmation of Minutes of Meeting 8.7.94
Business Arising
Financial Report
Correspondence
General ~~Meeting~~ *BUSINESS*
Next Meeting
Close

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

Yours faithfully



PETER MUNDAY
MANAGER STRATA DIVISION

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

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 MONDAY 12TH SEPTEMBER 1994 COMMENCING AT 3.42 PM.

PRESENT: Mr J. Drake-Brockman Unit 12
Mr D. Browne Unit 47
Mr P. Munday representing Quin Ballard

APOLOGIES: Nil.

QUORUM: A quorum was present

CHAIRPERSON: It was unanimously RESOLVED that Mr Drake-Brockman 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 8/7/1994 be received and accepted as a true and correct record and were signed by the Chairman.

BUSINESS ARISING:

Flyscreens to some unit bathrooms

Mr Browne reported that a few are still awaiting treatment.

Leak into unit 2 from unit 20

Mr Browne reported that he has inspected at unit 2 and that there is no sign of any further leak.

Tree removal

Three trees have been removed and one pruned, at a total cost of \$370.00. Mr Browne reported that he has not yet finalized preparation of a further five drawings relative to tree management at the property. Mr Munday recommended that the drawings be finalized and a report including recommendations be prepared for discussion and adoption at the next Council Meeting and then to be placed onto the agenda for endorsement at the Annual General Meeting. This was agreed and Mr Drake-Brockman offered to assist with production of the tree management drawings and report.

Gas hot water system replacement

Mr Drake-Brockman reported that he contacted SECWA who were reluctant to send an inspector and they recommended referral to licenced gas fitters for comment. Mr Drake-Brockman also obtained a book of Gas Standards Regulations. Mr Browne reported that gas fitters have advised that the flues are adequate for proper fitment of a new similar size hot water system. Mr Drake-Brockman reported that the Gas Standards booklet seems to confirm that the shafts are adequate for same sized units. It was acknowledged that owners may arrange fitment of an electric hot water system either inside the unit or possibly inside the plumbing duct. Council to prepare a report on this matter for presentation at the next Annual General Meeting.

TV Reception

Mr Browne reported that Hills Industries attended and realigned an antenna and did some minor repairs. It seems that boosters are required to markedly improve reception however this would be quite expensive.

Leak into unit 15 from unit 33

Mr Munday reported that managers arranged for GA Perry Plumbers to attend to find and fix the cause of leak from unit 33. GA Perry attended at unit 33 and supplied and installed new tap spindles over the bath and shower recess, complete with new handles and reported on their invoice they were unable to locate a leak from unit 33 into unit 15. Mr Browne reported that previously, he and the rental agent for unit 33 had inspected and removed the tap handles and at that time there was no evidence of leaking from this area. After discussion it was RESOLVED that managers are to return the invoice to GA Perry advising that they were not asked to replace the tap spindles and handles at unit 33 and noting that plumbers were unable to locate the leak and that it seems inappropriate to pay the account as forwarded. Managers are to request GA Perry to again attend but only in liaison with Mr Browne.

**FINANCIAL
REPORT:**

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

| | |
|--|------------|
| Balance of General Trust Account 12.9.94 | \$1131.11 |
| Balance of Investment account - Cwlth Bank | \$21983.24 |

OUTSTANDING LEVIES DUE 1.7.94

| | |
|---------|----------|
| Unit 42 | \$153.00 |
| Unit 48 | \$204.00 |

Nil in arrears beyond 1.7.94

Insurance renewal

The insurance renewal notice is to hand, with total amount payable being \$2888.15 - adjusted workers comp. premium yet to come. With the adjustment to reduce the level of building cover, in line with council decision based on insurance valuation, the premium is somewhat less than budgetted at the AGM. Funds of \$2880.00 are currently held in the investment account towards payment of the insurance premiums.

It was agreed that Council will consider the implementation of an interest penalty for late payment of levies - to be discussed at the next Council Meeting.

At the next Council Meeting the budget for presentation to the Annual General Meeting is to be discussed.

CORRESPONDENCE IN: Date 3.9.94 from Woodville Properties requesting permission for installation of fan at unit 18. It was RESOLVED that permission be granted subject to all costs of initial installation and ongoing maintenance to be at the owners expense. Style and colour of the fan to be generally compatible with the property. Managers to advise Woodville accordingly.

Date 21.7.94 from M. Rich of unit 44 regarding condition of stairwell railing leading to unit 44.

**GENERAL
BUSINESS:**

Paintwork

Discussion took place regarding the need for repainting most of the previously painted exterior surfaces at the property and it was RESOLVED that this item is to be included on the agenda for discussion at the Annual General Meeting. It was agreed that Mr Browne is to obtain quotation in readiness for the next Council Meeting and Mr Munday recommended that Council members draw up a specification for paintwork, to which quotations can be called, and this was agreed.

NEXT MEETING:

The next Council Meeting is to be Monday 31 October 1994 commencing at 3.30 pm at unit 47. The General Meeting is to be Monday 28 November 1994 commencing at 6.00 pm at the offices of Quin Ballard.

CLOSURE:

Mr Munday thanked Mr Browne for his hospitality and for the kind use of his unit for the meeting. There being no further business the meeting closed at 5.00 pm.

CONFIRMED:



THIS

31

DATE OF

10

1994

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 MONDAY 31ST OCTOBER 1994 COMMENCING AT 4.00 PM.

PRESENT: Mr J. Drake-Brockman Unit 12
Mr D. Browne Unit 47
Mr P. Munday representing Quin Ballard

APOLOGIES: Nil.

QUORUM: A quorum was present

CHAIRPERSON: It was unanimously RESOLVED that Mr Drake-Brockman 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 12/9/1994 be received and accepted as a true and correct record and were signed by the Chairman.

BUSINESS ARISING:

Flyscreens to unit bathrooms

Mr Browne reported that there is one more to be done.

Tree management plan

Mr Browne tabled a recommended plan for a three year tree management project to be advised under notice for adoption at the Annual General Meeting. It was agreed that Mr Drake-Brockman will meet with Mr Browne on site to finalize the proposal for recommendation to the AGM. The Agenda to seek endorsement of the proposal as submitted by Council. A copy of the plan is to be held by Mr Browne on site and a copy held in the office of managers.

Gas hot water system

Council members reported they have yet to prepare and to submit to managers a report for use at the Annual General Meeting however this will be done.

Leak into unit 15 from unit 33

Mr Munday read aloud the letter dated 20/9/1994 from managers to GA Perry Plumbing and he read the fax from Perry to managers dated 4/10/1994. Mr Browne confirmed that although plumbers attended he did not enter the unit with them. It was RESOLVED that managers are to advise the owner of unit 33 of the details in the fax report from GA Perry and request the owners to refer to Mr Browne regarding details of recommended remedial work at the unit.

Paintwork of buildings at property

Council members reported that specification and quotations are not yet to hand. It was RESOLVED Mr Browne and Mr Drake-Brockman will meet to prepare specification and obtain quotation in order that

the matter of major paintwork may be shown as an item for decision making on the Agenda for the Annual General Meeting.

**FINANCIAL
REPORT:**

Mr Munday reported the following financial information:

| | |
|---|------------|
| Balance of General Trust Account 31.10.1994 | \$1651.95 |
| Balance of Investment account - Cwllth Bank | \$22124.48 |

OUTSTANDING LEVIES DUE 1.10.94 \$1802.14

OUTSTANDING LEVIES 1.7.94 \$153.00

Mr Munday reported that recently managers transferred \$2880.00 from the investment account to the general trust account being funds previously provided for insurance premium payment.

CORRESPONDENCE:

Letter received 5.10.94 from owners unit 48 regarding various maintenance items. It was agreed that managers are to request Paul's Maintenance Company to check and replace any tiles above unit 48. Managers to advise the owner of unit 48 that any repainting inside the unit is his own responsibility.

Verbal contact unit 38. Mr Browne reported receiving verbal advice of a leak into 38 and it was agreed that managers are to request Paul's Maintenance to check the roof area above that unit.

Letter from J.J. Burns dated 17.10.94 regarding unit 41 - condition of some ceilings. It was agreed that managers are to request Paul's Maintenance to check the roof above unit 41 and to advise the agents that repainting work is the owners responsibility.

Managers to request Paul of Paul's Maintenance to attend the property only in liaison with Mr Browne.

Mr Browne tabled an SEC account received and addressed to the owners of The Mews. It was noted on the account that a change to the SECWA computer should provide improved service - ? Mr Munday took the account and advised that he would contact the SEC to ask them to send further future accounts to the office of managers.

**GENERAL
BUSINESS:**

AGM

Mr Munday distributed the annual financial report and a proposed budget for consideration by Council. Mr Browne tabled a proposal for demolition of the BBQ and replacement of the garden shed for inclusion onto the AGM Agenda.

It was agreed that the following are to be Agenda items:

1. Removal of BBQ and replacement of garden shed.
2. Building repaintwork.
3. Adoption of tree management plan.
4. Discuss provision of fire fighting equipment - Council to report recommendations from WA Fire Brigade.

Regarding the proposed budget it was agreed that Council will meet with managers to finalize the budget and Agenda item details on Monday 7 November 1994 commencing at 8.30 am in the offices of Quin Ballard.

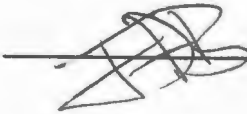
NEXT MEETING:

The next Council Meeting is to be Monday 7 November 1994 commencing at 8.30 pm at offices of Quin Ballard.

CLOSURE:

Mr Munday thanked Mr Browne for the kind use of his home for the meeting. There being no further business the meeting closed at 6.25 pm.

CONFIRMED:



THIS

7

DATE

OF

Nov

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4

MINUTES OF THE COUNCIL MEETING OF THE OWNERS OF STRATA PLAN 5629 THE MEWS 147 - 159 CHARLES STREET, WEST PERTH HELD AT THE OFFICES OF QUIN BALLARD, COMO ON MONDAY 7 NOVEMBER 1994 COMMENCING AT 8.30 AM.

PRESENT: Mr J. Drake-Brockman Unit 12
Mr D. Browne Unit 47
Mr P. Munday representing Quin Ballard

APOLOGIES: Nil.

QUORUM: A quorum was present

CHAIRPERSON: It was unanimously RESOLVED that Mr Drake-Brockman 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 31/10/1994 be received and accepted as a true and correct record. (It was overlooked for these minutes to be signed at this point by the Chairman - to be attended to at the next Council Meeting.)

BUSINESS ARISING: Leak into Unit 15 from Unit 33
Mr Munday reported that the manager of GA Perry Plumbing, Mr Kevin Buller had contacted managers to request details of the owner of unit 33, in order to forward an account for the fitment of taps at that unit. During the conversation Mr Munday questioned with Mr Buller the quotation received relative to re-tiling at unit 33 and Mr Munday suggested that better investigative process or measures should have been taken to determine the actual cause of the leak from unit 33 into unit 15. Mr Buller agreed to meet with Mr Browne on-site to seek to determine the actual cause of the leak in order for it to be properly dealt with.

Roof leaks - units 48, 38, 41
Mr Munday reported that Paul's Maintenance Company has been requested to attend, in liaison with Mr Browne.

AGM Agenda items

1. Removal of BBQ and replacement of garden shed .
To be an agenda item as previously discussed.

2. Building re paintwork

Mr Browne reported that contact has been made with the painters however specification and indicative pricing has not yet been obtained. After discussion it was agreed that a plan of the buildings and areas to be painted is to be prepared, including walls, balustrades, gutters/downpipes/fascia/soffits/walkway undersides. It was agreed that Mr Drake-Brockman and Mr Browne will, after meeting with the painter, prepare a full report and projected time frame for a re paintwork project, together with

anticipated costs. This report to be forwarded with the notice for the AGM.

3. Adoption of tree management plan

It was agreed that a full copy of the plan is to be forwarded with the notice of meeting.

4 Firefighting equipment

Mr Drake-Brockman reported that the WA Fire Brigade will inspect the property and give recommendations for installation of firefighting equipment. Council will present a report in this regard, at the Annual General Meeting. If the WA Fire Brigade places an order for installation of fire equipment Mr Browne will advise managers who will then issue an addendum note to the Annual General Meeting notice, should there be a need to raise special monies for this work.

Interim notice of Meeting

It was agreed that an interim notice of meeting is to be forwarded by managers giving details of date, time and place and advising that a full notice of meeting will be forwarded to all owners approximately mid November.

General proxies for AGM

Mr Munday referred to the number of general proxies which are held by managers and he suggested that although these may be used for quorum purposes, owners should be requested to give specific comments/instructions relative to items of Special Business.

Budget/Levy

It was agreed that the proposed budget totalling \$45,590.00 as previously tabled is to be submitted to the AGM.

Gas hot water systems

It was agreed that Mr Drake-Brockman will prepare a written statement of information regarding the statutory position relative to replacement of hot water systems at the property.

NEXT MEETING: The next Council Meeting is to ^{be} at a date to be agreed at the Annual General Meeting.

CLOSURE: Mr Munday thanked those present for their attendance. There being no further business the meeting closed at 9.30 am.

CONFIRMED:



THIS

20

DATE OF

Feb

1995



7 November 1994

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

Dear Owner

RE: ANNUAL GENERAL MEETING - STRATA PLAN 5629
"THE MEWS" 147-159 CHARLES STREET, WEST PERTH

We advise that the above meeting will take place as follows:

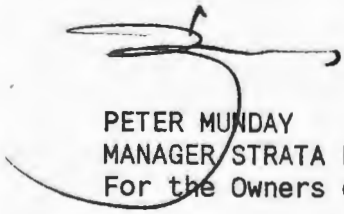
DATE: Monday 28 November 1994

TIME: 6.00 pm

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

A complete Notice of Meeting, together with Financial Report and Proposed Budget for 1994/95 will be forwarded to all owners approximately mid November 1994.

Yours faithfully,



PETER MUNDAY
MANAGER STRATA DIVISION
For the Owners of Strata Plan 5629

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



14 November 1994

The Owners of The Mews
Strata Plan 5629
147-159 Charles Street
WEST PERTH WA 6008

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 28 November 1994 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
MANAGER STRATA DIVISION
For the Owners of Strata Plan 5629

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

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

ANNUAL GENERAL MEETING 28/11/04

AGENDA ITEM: SPECIAL BUSINESS - ANNEXURE "A"

1. REMOVAL OF BBQ AND REPLACEMENT OF GARDEN SHED:

Refer recommendation per attached page

2. ADOPTION OF TREE MANAGEMENT PLAN

The Strata Council has formulated a recommended three year tree management plan, for consideration and adoption - refer attached proposal.

3. REPAINTING OF BUILDING

Discuss generally, repainting of building and resolve for Strata Council to prepare specification, obtain quotations and call an Extraordinary General Meeting to further deal with the matter.

4. FIRE PROTECTION EQUIPMENT

Receive report from Strata Council regarding WA Fire Brigade recommendations for provision of fire protection equipment.

PROPOSAL

DEMOLISH BBQ and REPLACE GARDEN SHED

I recommend that the BBQ be removed because of the following :-

- It has not been used for at least 3 years.
- The area is too close to Unit No. 2 Car Parking Bay.
- I don't believe we should encourage activities which could affect the peace at The Mews.
- If a fire was lit it would most likely deposit ash in the swimming pool.

I recommend that the existing Garden Shed be replaced for the following reasons :-

- The existing shed is an eyesore and detracts from the general appearance of The Mews.
- It is too small to be of any practical use.
- It leaks water.
- The Caretakers storage area below the stairs near Unit 11 is too small.
- Any repair work carried out by the Caretaker is currently carried out close to this storage area which is sometimes noisy and disturbing to residents. The proposed shed could include a small work bench for this purpose.
- Petrol, Paint etc. are currently stored under the stairs and are a considerable fire risk.

The cost of these proposals is approximately \$1500.00. I recommend that 50% be utilised from our Building Maintenance Investment account and the balance from our current years Building Maintenance budget.

DAVID BROWNE
(Caretaker)
Unit 47

THE MEWS
STRATA PLAN 5629
147-159 CHARLES STREET - WEST PERTH
ANNUAL GENERAL MEETING 28.11.94

GENERAL NOTES OF COMMENT BY MANAGERS RELATIVE TO SOME AGENDA ITEMS

1. Repainting of Building

The Strata Council had hoped to arrange specification and quotations for the repainting of previously painted exterior surfaces at the property, in order for decisions to be made in this regard at this meeting. Unfortunately, unexpected delays did not allow for this to happen. However Council considers that the time is appropriate for this important maintenance matter to be considered by all owners, and so Council will pursue and collate the necessary information and an Extraordinary General Meeting will be called to deal with the matter. You will, in due course, receive a notice for that meeting, together with relevant details.

2. Tree Management

Proper maintenance of trees at the property is another important matter. We do not need to explain the importance and amenity benefits of having appropriate trees at The Mews. However trees can be the cause of various expenses including not only the cost of tree care itself but repairs to building and grounds resulting from lack of care or from the presence of the wrong type of tree in the wrong position.

The Strata Council has undertaken to spend considerable time in preparing a comprehensive and forward thinking plan for general tree management at The Mews, and we endorse their efforts in this regard.

3. Proposed Budget/Levy for Year Ended 1995

A number of changes have resulted in a proposed considerable increase in quarterly levies and we offer these comments:

- (A) Water Consumption - with the removal by the Water Authority of any water allowance, this means that the property now pays for all water consumed. This has resulted in an estimated annual cost of \$1100.00 which is based on the newly released cost rates and also based on the historical annual consumption levels at the property.
- (B) Tree Management - refer previous comments and details contained in plan as presented. An allowance for work has been made in the budget.
- (C) Caretakers Wages - the current caretaker David Browne was employed in October 1990. His wages of \$265.00 before tax for a 30 hour week have not been increased since that time. We have received numerous positive comments regarding the very high standard of care and attention which has been given to the property by the caretaker and the many items of grounds improvements which Council has approved have often resulted from suggestions made by him. We feel the recommended increase to be both overdue and well deserved and we advise that the recommended level is in line with earnings for similar positions/duties at comparable properties.

4. Use of General Proxies

We remind owners that a number of general proxies were forwarded by owners in 1993, nominating Quin Ballard to vote on their behalf at all General Meetings. We remind those owners that general proxies stand and remain until revoked in writing and will be used for voting purposes at this AGM. Should any owner who has already forwarded a form of General Proxy wish for us to vote in a particular way on a particular matter, please forward written detail in that regard. If not, send nothing further and we will vote positively on your behalf on all agenda items.



PETER MUNDAY
MANAGER STRATA DIVISION
QUIN BALLARD



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 \$3720.00
Postage & Petties \$ 432.00

Total \$4152.00 p.a. (\$346.00 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 - At Hourly Rate
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.

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

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THE MEWS
STRATA PLAN 5629
147 CHARLES STREET WEST PERTH

NOMINATION FOR ELECTION TO COUNCIL

1. I wish to nominate myself for election to the Council of Owners at the forthcoming Annual General Meeting of Strata Plan 5629 on 28.11.94

NAME (PRINT):.....

UNIT NO:.....

SIGNATURE:.....

DATE:.....

2. I wish to nominate the following person for election to the Council of Owners at the forthcoming Annual General Meeting of Strata Plan 5629 on 28.11.94

NAME OF NOMINEE (PRINT):.....

UNIT NO:.....

I ACCEPT NOMINATION:.....

(SIGNATURE OF NOMINEE)

NAME OF NOMINATOR (PRINT):.....

UNIT NO:.....

SIGNATURE:.....

DATE:.....

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, West Perth Strata Plan 5629 to be held on 28/11/94 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

MY VOTE REGARDING THE FOLLOWING SPECIAL BUSINESS:

- | | | | | |
|------------------------------------|-----|--------------------------|----|--------------------------|
| 1. Removal of BBQ and replace shed | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 2. Adopt tree management plan | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |

THE MEWS
STRATA PLAN NUMBER 5629
147 - 159 CHARLES STREET, WEST PERTH
PROPOSED BUDGET - 1994/1995

| | |
|--|------------|
| Management fees | \$3720.00 |
| 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 | 2800.00 |
| - Workers Compensation | 500.00 |
| - Office Bearers Liability | 320.00 |
| SEC - common lighting & power | 2800.00 |
| Caretaker - remuneration | 18720.00 |
| - Superannuation | 750.00 |
| - Telephone, petrol, petties | 520.00 |
| Pool chemicals/supplies | 550.00 |
| Lawns & Gardens | 900.00 |
| Water consumption | 1100.00 |
| Tree management plan | 1440.00 |
| Gardening rubbish collection | 500.00 |
| Cleaning requisites | 100.00 |
| General repairs & maintenance | 3000.00 |
| | <hr/> |
| | \$38752.00 |
| Funds for future major maintenance | 6838.00 |
| | <hr/> |
| TOTAL PROPOSED BUDGET | \$45590.00 |
| | ===== |

\$45590.00 = \$145.10 per U.E. p.a. (186 total U.E.)

24 UNITS @ U.E.4 - \$245.10/qtr
30 UNITS @ U.E.3 - \$183.83/qtr

STRATA PLAN 5629

THE MEWS

147 - 159 CHARLES STREET, WEST PERTH

SUMMARY OF INVESTMENT FUNDS 1.10.93 - 30.9.94

=====

Commonwealth Bank South Perth Account No. 6124.5006020

| | |
|--------------------------------------|------------|
| Balance at 30.9.93 | \$17689.32 |
| plus invested funds (3 quarters) | \$ 4267.50 |
| plus interest | \$ 655.04 |
| less Gov't duty | \$ 7.38 |
| | <hr/> |
| | \$22604.48 |
| less payment for carport work | 3325.00 |
| | <hr/> |
| | \$19279.48 |
| plus insurance provisions | 2880.00 |
| less insurance premiums | 2880.00 |
| less transfer to general trust a/c | 4500.00 |
| plus transfer from general trust a/c | 4500.00 |
| | <hr/> |
| Balance at 30.9.94 | \$19279.48 |
| | ===== |

NOTE: Fourth quarter of investment funds desposited after 30.9.94

THE MEWS
 STRATA PLAN NUMBER 5629
 147 - 159 CHARLES STREET - WEST PERTH
 STATEMENT OF INCOME & EXPENDITURE - 1.10.93 TO 30.9.94

INCOME

| | |
|-----------------------------|-------------------|
| Quarterly Levies to 30.9.94 | \$33367.53 |
| Insurance Refunds * | 1114.96 |
| | <u>\$34482.49</u> |

EXPENDITURE

GENERAL ADMINISTRATION

| | | |
|--------------------------------|----------|------------|
| Management fees | 3650.04 | |
| Postage & petties | 432.00 | |
| AGM fee | 125.00 | |
| Govt charges - FID/BAD | 68.74 | |
| Insurance premiums (2 years) | 6497.32 | |
| Council meeting attendances | 232.50 | |
| Caretaker remuneration | 14355.15 | |
| Caretaker Superannuation | 490.25 | |
| Holiday relief Caretaker | 333.50 | |
| Caretaker exp's - tele, petrol | 600.00 | |
| Income tax on investment | 184.86 | |
| Sec/Treas exp's tele, post | 75.65 | |
| Insurance valuation fee | 175.00 | |
| Change address on S/Plan | 62.00 | |
| Water consumption | 316.55 | |
| | | \$27598.56 |

GROUNDS MAINTENANCE

| | | |
|---------------------------|---------|------------|
| Lawns | 322.78 | |
| Gardens | 566.89 | |
| Pool requisites | 468.75 | |
| Garden rubbish collection | 427.00 | |
| Globes | 269.20 | |
| Retic. repairs | 147.30 | |
| Tree pruning/removal | 1040.00 | |
| | | \$ 3241.92 |

REPAIRS & MAINTENANCE

| | | |
|--|--------|------------|
| Clean gutters & downpipes | 315.00 | |
| Glass repairs * | 404.96 | |
| Electrical and lighting repairs (* \$260.00) | 584.00 | |
| Hardware supplies | 123.45 | |
| Cleaning supplies | 26.40 | |
| Overhaul Victa Vac | 418.24 | |
| Repair brush cutter | 99.15 | |
| Replace pool pump * | 360.00 | |
| Replace roof tiles * | 90.00 | |
| Inspect TV antenna | 45.00 | |
| | | \$ 2466.20 |

SPECIAL PROJECTS

| | | |
|----------------------------|---------|------------|
| Replace c/port-gutts/downs | 3325.00 | |
| | | \$ 3325.00 |

SEC - common lighting & power \$ 2666.10

TOTAL EXPENDITURE FOR THE PERIOD \$39297.78

DEFICIT OF EXPENDITURE OVER INCOME \$ 4815.29 DR

PLUS BALANCE AS AT 30/9/1993 \$ 4377.03

PLUS TRANSFER FROM INVESTMENT A/C \$10705.00

LESS TRANSFER TO INVESTMENT ACCOUNT \$11647.50

PLUS PRE-PAID LEVIES PERIOD 1.10.94 - 31.12.94 \$ 3454.47

STRATA PLAN 5629
THE MEWS
147 - 159 CHARLES STREET, WEST PERTH
REPORT BY STRATA COUNCIL REGARDING REPLACEMENT
OF GAS-FIRED HOT WATER SYSTEMS IN PLUMBING DUCTS

The council contacted the Gas Division of SECWA and were informed by them; that a licensed gas fitter has the authority to decide on the safety and the compliance with the Gas Regulations of any individual gas fitting. Additionally the council were advised to purchase a copy of the Gas Regulations, which was subsequently done.

Council has examined the regulations pertaining to domestic gas fittings and are of the opinion that the gas fittings and the plumbing ducts installed in the units at The Mews complies with the regulations.

Inspections of the units by a licensed gas fitter resulted in the same conclusion with the proviso that the exhaust ducting is only suitable for the present size of gas burner. Installation of a larger gas burner could necessitate the installation of larger diameter ducting pipes. This would involve three significant problems:

- 1) Cost of installation.
- 2) Lack of space within the plumbing ducts and the need to fit in with the other two units that use the duct.
- 3) The present exhaust systems are constructed from asbestos pipes, hence any changes could well involve replacement of all asbestos piping with galvanized pipes. This would probably involve the removal and disposal of the asbestos under strict dust control which would make for an expensive operation.

Hence council has decided that each individual owner can replace the old gas hot water systems with a system of similar size that complies with the exhaust system presently in place. Owners are recommended to contact the caretaker David Browne before undertaking such work as we can advise on the availability of suitable gas hot water systems and on contractors that are prepared to fit them.

Council is not prepared to allow the installation of larger external gas hot water systems on the outside walls of the units. Such installations would impinge upon the common property and detract markedly from the overall attractive appearance of the units.

Council is prepared to allow the installation of electrical gas hot water systems within the laundry/shower room of each unit, providing that written notice is given to the council before work is undertaken to divert the present hot water plumbing system.

STRATA COUNCIL
NOVEMBER 1994

MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF "THE MEWS" 147-159 CHARLES STREET,
WEST PERTH STRATA PLAN 5629 HELD AT THE OFFICES OF QUIN BALLARD COMO ON MONDAY 28 NOVEMBER
1994 COMMENCING AT 6.05 PM.

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:

| | |
|---|---------|
| Miss C. Bashford | Unit 4 |
| Mr C.E. Poublon representing Angola P/L | Unit 7 |
| Mr J. Drake-Brockman | Unit 12 |
| Mr C. McDougall | Unit 15 |
| Mr P. Smith representing | Unit 23 |
| Mr R. Kantor | Unit 26 |
| Mr M. Perdeck | Unit 35 |
| Mr T. Clarkin | Unit 36 |
| Mr D. Browne | Unit 47 |
| Mr G. Sturke | Unit 53 |
| Mr P. Munday representing Quin Ballard | |

PROXIES:

| | |
|------------------------------|-------------|
| Mr T.J. Dickson | Unit 6 |
| Mr P. Tye | Unit 13 |
| Mr N. Kearton | Unit 18 |
| Mrs J. MacDonald | Unit 20 |
| Mr A. Profitlich | Unit 24 |
| Ms R. Tripodi | Unit 28 |
| Prof. M.T. Skully | Unit 32 |
| Ms H. Maxwell | Unit 40 |
| Ms M. Rich | Unit 44 |
| Mr & Mrs DJ & JM Ponnambalam | Unit 48 |
| Mr & Mrs N & Y Nikolic | Unit 52 |
| All to Quin Ballard | |
| Mrs T. Ivory | Units 2 & 3 |
| Mr J. Sloan | Unit 11 |
| Mrs F. Rizzo | Unit 16 |
| Misses ES & DE Alcock | Unit 22 |
| Mr G. Galyer | Unit 27 |
| Mr & Mrs K & C Gudem | Unit 29 |
| Miss P. Dixon | Unit 34 |
| Ms G.M. Hourigan | Unit 43 |
| All to Mr D. Browne | |
| Miss K. Bawden | Unit 33 |
| Mrs D. Gilbert | Unit 46 |
| Both to Chairperson | |

Mr A.P. Smith Unit 23 to Mr P. Smith

APOLOGIES: Mrs J. McDonald Unit 20

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 Annual General Meeting held on 1/12/1993 be received and accepted as a true and correct record and were signed by the Chairman.

BUSINESS ARISING: Gas hot water systems
Mr Munday read aloud a report prepared by the Strata Council regarding replacement of gas-fired hot water systems in plumbing ducts. Copy of this report forms part of and is an attachment to these minutes.

Insurance valuation
Mr Munday reported that further to resolution at the last Annual General Meeting, managers arranged for a valuation for insurance purposes to be undertaken at the very reasonable fee of \$175.00. He referred to the valuation, the original of which is in the Strata Company minute book. In accordance with the AGM resolution managers arranged decrease in the building sum insured from \$2,980,000.00 to \$2,350,000.00 resulting in reduction of premium of some \$490.00.

Carport gutters and downpipes
Mr Munday reported that this work was satisfactorily completed, as arranged by the Council of Owners.

REPORT FROM MANAGER: Mr Munday gave his report and it contained the following:

1. He advised that "The Mews" 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. He reported various details regarding the Strata Titles Amendment Bill 1994 and he advised that the period of public input and comment closed on the 5/9/1994. Currently the Bill is with the Standing Committee on Legislation of the Legislative Council. Depending on the extent of further amendments the Bill may become proclaimed during 1995.

2. Managers take this opportunity to extend thanks to the remaining members of the Strata Council for their time and efforts during the year. Half way through the year Mr John Standfort, a long standing Council member, sold his unit and with a reduced number on Council this left a heavier load on the shoulders of the remaining members, Mr Drake-Brockman and Mr Browne. Some owners may be unaware of the very considerable time which Council Members contribute on behalf of all owners in the control, maintenance and management of the common property. Being on Council is generally a thankless affair and managers urge all owners to give their support and co-operation to Council Members throughout the year. We ask those present to show their appreciation to David Browne and Joe Drake-Brockman in the usual way.

(At this point a round of applause was given)

3. Corporate Home Unit Underwriting Agencies Pty Ltd insure the property to expire on 1/10/1995

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: | \$2,350,000.00 |
| Common Contents | \$11,000 |
| Public Liability | \$5 MILLION |
| Office Bearers Liability | \$2 MILLION |
| Workers Compensation | AS PER ACT |

End of report.

FINANCIAL REPORT: Mr Munday referred to the report for the year ending 30.9.94, and he reported that he has received nil enquiries. He noted that as at 30 September levy arrears were \$153.00. He referred to the summary of information regarding the Commonwealth Bank investment account and he gave comment regarding the deposit of insurance provisions and also regarding the need to transfer some funds from this account in times of need, to the general trust account, prior to some levy receipt periods. These amounts were later returned to the investment account.

It was RESOLVED that the report for the period ending 30/9/1994 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 1/12/1994 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 \$3720.00 (\$310.00 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.

ELECTION OF

COUNCIL OF OWNERS: Mr Munday gave a brief explanation of the responsibilities of the Council of Owners. The following persons accepted nomination and were declared elected to be the Strata Council:

| | |
|----------------------|---------|
| Mr J. Drake-Brockman | Unit 12 |
| Mr T. Clarkin | Unit 36 |
| 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.

SPECIAL BUSINESS: 1. Removal of BBQ and replacement of garden shed - Refer recommendation per attached page

Mr Munday referred to the proposal as attached to the notice of meeting and after discussion it was RESOLVED that the recommendation to demolish the BBQ and replace the garden shed be adopted.

2. Adoption of tree management plan - The Strata Council has formulated a recommended three year tree management plan, for consideration and adoption - refer attached proposal.

Mr Munday referred to the tree management plan as attached to the notice of meeting and he gave comment regarding the extensive time contributed by Council members in preparation of this plan. It was RESOLVED that the tree management plan as recommended be adopted.

3. Repainting of building - Discuss generally, repainting of building and resolve for Strata Council to prepare specification, obtain quotations and call an Extraordinary General Meeting to further deal with the matter.

Mr Munday reported that, during the year, he had received some telephone enquiries from owners asking when the building will be

repainted. Various discussion took place regarding the need for repainting of the property and it was generally agreed that this matter should not be deferred for another year. It was RESOLVED that the Strata Council is authorised to prepare specification, obtain quotations and call an Extraordinary General Meeting to be held in approximately three to four months time to deal with the matter of repainting of the building.

Some owners present offered to provide details of painting contractors and estimators to assist Council in the preparation of specification and calling of quotations for this project, and these offers were acknowledged.

4. Fire protection equipment - Receive report from Strata Council regarding WA Fire Brigade recommendations for provision of fire protection equipment

Mr Munday read aloud the following page of information:

"FIRE FIGHTING REGULATIONS

At a recent Council Meeting the matter of fire fighting equipment was discussed.

Telephone contact with the W.A. Fire Brigade has since revealed that if our building was constructed during or after 1974 we should have had fire extinguishers available at all times.

In their opinion, 54 units would require approximately 6 extinguishers. They then advised that extinguishers were not practical as they always get stolen.

New building regulations state that Fire Hoses be installed. The hoses are 36m long and should reach to all parts of the buildings.

If these hoses are installed there is no need for extinguishers.

D. Browne"

Mr Poublon recommended that the Strata Council obtain quotations for the installation of fire hoses at the property and that this matter be further addressed at the coming Extraordinary General Meeting, and this was agreed.

GENERAL BUSINESS: Nil.

BUDGET/LEVY: Mr Munday referred to the proposed budget as attached to the notice of meeting and to the general notes of comment by managers relative to figures contained in the proposed budget. Mr Munday referred to the increased level of proposed funds for future major maintenance and confirmed that this would provide increased accumulated reserves.

It was RESOLVED that the proposed budget of \$45,590.00 for the year ending 1995 be received and adopted and that the proposed levies of \$245.10 per quarter for UE 4 and \$183.83 per quarter for UE 3 be adopted, payable quarterly in advance to commence from 1st January 1995.

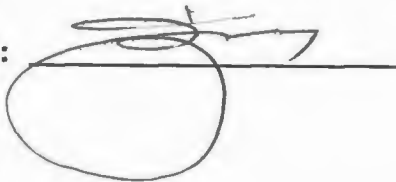
NEXT MEETING:

The next Council meeting is to be at a date to be decided. The next General Meeting will be an Extraordinary General Meeting in approximately three to four months. The next Annual General Meeting will be in approximately twelve months with details to be advised by managers at least seven days prior.

CLOSURE:

Mr Munday thanked those present for their attendance and he commented on the extremely good input at the meeting. There being no further business the meeting closed at 7.05 pm.

CONFIRMED:



THIS

4

DATE OF

Dec 1995

"THE MEWS"

TREE

MANAGEMENT

PLAN

**3 YEAR PLAN
COMMENCING
1/10/94**

"THE MEWS" TREE MANAGEMENT PLAN

This plan has been prepared by the committee to ensure that the trees on the property are maintained in reasonable order. Factors taken into consideration are :-

- Summer shade.
- Winter sunshine.
- Damage to buildings and carports.
- Damage to kerbing and paving.
- Damage to plumbing and reticulation.
- Leaves, branches and nuts blocking gutters.
- Leaves, branches and nuts fouling the pool.
- Cost of regular maintenance compared to rectifying urgent problems.
- Cost of regular maintenance compared to the cost of possible damage to property or persons.
- The aesthetic value of the trees to The Mews.

Attached find the following :-

Numbered list of all the medium and large trees on the property. As at 1/10/94

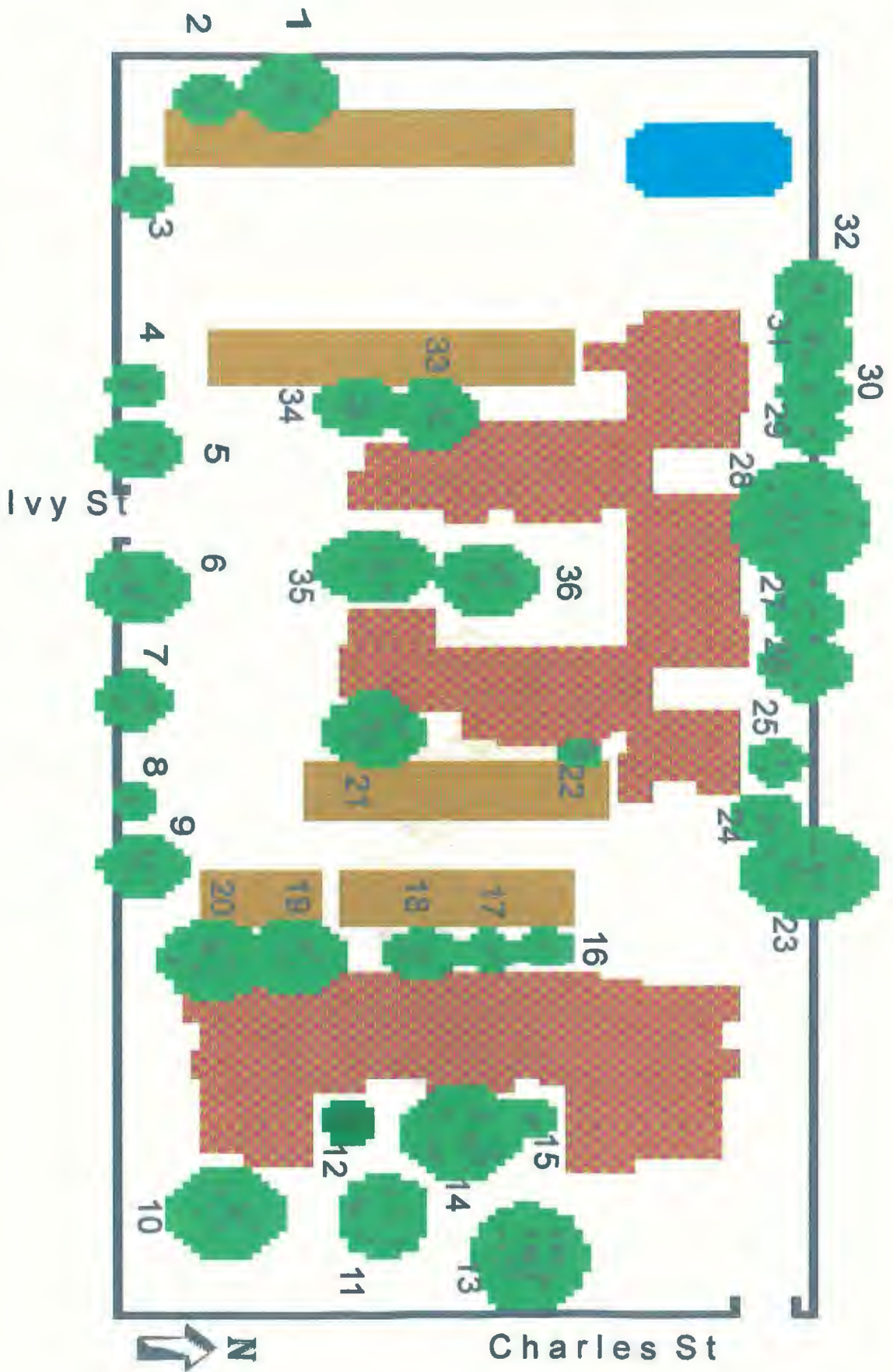
Plan of the trees on the property.

Quarterly action plan with estimated costs.

The average estimated cost of this plan is \$1300.00 per annum.

LIST OF TREES

1. Large Eucalypt. Damage to fence and kerb. Over hangs carport. Needs severe prune.
2. Medium Eucalypt. Damage to fence. Needs light prune.
3. Small Eucalypt. Currently okay.
4. Large Eucalypt. Currently okay.
5. Large Eucalypt. Needs light prune.
6. Large Eucalypt. Needs light prune.
7. Large Eucalypt. Damage to fence and kerb. Needs removal.
8. Small Eucalypt. Okay.
9. Large Eucalypt. Damage to kerb. Needs light prune.
10. Large Eucalypt. Over hangs building. Needs severe prune.
11. Large Eucalypt. Damage to paving. Needs removal.
12. Medium Eucalypt. Over hangs building. Needs severe prune.
13. Large Eucalypt. Needs severe prune.
14. Large Eucalypt. Over hangs building. Needs severe prune.
15. Small Eucalypt. Useless. Needs removal.
16. Medium Almond. Okay.
17. Medium Almond. Okay.
18. Large Umbrella. Notorious for drain damage. Needs removal.
19. Large Eucalypt. Damage to kerb. Overhangs carport. Needs severe prune.
20. Large Eucalypt. Over hangs building. Damage to retic. Needs severe pruning.
21. Large Eucalypt. Over hangs carport. Needs light prune.
22. Medium Paper-bark. Overhangs carport. Okay.
23. Large Morton Bay Fig. Damage to fence and retic. Needs removal.
24. Large Eucalypt. Damage to kerb. Needs severe prune.
25. Medium Vergilia. Okay.
26. Medium Eucalypt. Okay.
27. Medium Eucalypt. Okay.
28. Large Eucalypt. Damage to fence. Over hangs building. Needs removal.
29. Medium Eucalypt. Okay.
30. Medium Eucalypt. Needs light prune.
31. Medium Eucalypt. Needs light prune.
32. Medium Eucalypt. Close to pool. Needs severe prune.
33. Medium Eucalypt. Over hangs building. Needs severe prune.
34. Medium Eucalypt. Over hangs carport. Needs light prune.
35. Large Eucalypt. Needs light prune.
36. Large Eucalypt. Needs light prune.



QUARTERLY ACTION PLAN COMMENCING 1/10/94

| QTR | ACTION | EST. COST |
|-------|---|-----------|
| 1st. | No.18 Remove. Replace with 2 Shrubs No.32 Severe prune. No.31 Light prune. | \$350.00 |
| 2nd. | No. 23 Remove. Replace with 2 Conifers. No.1 Severe prune. No.33 Severe prune | \$360.00 |
| 3rd. | No.14 Severe prune. No.19 Severe prune. No.35Light prune. | \$370.00 |
| 4th. | No.7 Remove. Replace with 2 Conifers. No.12 Severe prune. No.34 Light prune. | \$370.00 |
| 5th. | No.20 Severe prune. No.36 Light prune. No.11 Remove. | \$320.00 |
| 6th. | No.28 Remove. Replace with 2 Conifers. No.30 Light prune. No.21 Light prune. | \$370.00 |
| 7th. | No.2 Light prune. No.5 Light prune. No.6 Light prune. | \$280.00 |
| 8th. | No.9 Light prune. No.10 Severe prune. No.13 Severe prune. | \$370.00 |
| 9th. | No.24 Severe prune No.3 Light prune. No.4 Light prune. | \$320.00 |
| 10th. | No.8 Light prune. No. 15 Remove. No.26 Light prune. | \$280.00 |
| 11th. | No.16 Light prune. No. 17 Light prune. No. 27 Light prune. | \$250.00 |
| 12th. | No.22 Light prune. No. 25 Light prune. No. 29 Light prune. | \$240.00 |