



8 February 1995

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 20 February 1995

TIME: 4.00 pm

LOCATION: Unit 46/147-159 Charles Street, West Perth

- AGENDA:
1. Record Attendance
 2. Apologies
 3. Quorum
 4. Appointment of Chairperson for this meeting
 5. Appointment of Council Chairman, Treasurer & Secretary
 6. Confirmation of Minutes of Meeting 7.11.94
 7. Business Arising
 8. Financial Report
 9. Correspondence
 10. Special Business - Extraordinary General Meeting
 - 10.1 Paintwork - Discuss quotations and prepare recommendation for EGM
 - 10.2 Fire Protection Equipment - Discuss quotations/reports obtained and prepare recommendation for EGM
 11. General Business
 12. Next Meeting
 13. 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 20 FEBRUARY 1995 COMMENCING AT 4.05 PM.

1. PRESENT: Mr J. Drake-Brockman Unit 12
Mr T. Clarkin Unit 36
Mr D. Browne Unit 47
Mr P. Munday representing Quin Ballard
2. APOLOGIES: Nil.
3. QUORUM: A quorum was present
4. APPOINTMENT OF CHAIRPERSON: It was unanimously RESOLVED that Mr Clarkin be appointed to the chair for the duration of this meeting.
5. APPOINTMENT OF COUNCIL CHAIRMAN, TREASURER & SECRETARY: It was RESOLVED that Council Members be appointed to the following positions:
- | | |
|-----------|-------------------|
| Chairman | Mr Drake-Brockman |
| Secretary | Mr Clarkin |
| Treasurer | Mr Browne |
6. CONFIRMATION OF MINUTES: It was RESOLVED the minutes of the Council Meeting held on the 7/11/1994 be received and accepted as a true and correct record and these were then signed by the Chairman.
7. BUSINESS ARISING: Leak into Unit 15 from Unit 33
Mr Munday and Mr Browne gave an overview of the position for the information of Mr Clarkin. Mr Munday read aloud a letter from G.A. Perry Plumbers dated 15/2/1995 giving details of checks done relative to water leakage. No leak could be located. Mr Browne gave additional detail regarding the water tests done on 9/2/1995, which were the tests referred to in the letter. He gave information of a recent report by the owner of unit 16 that she had been invited into the unit to see the leak however she could see no water. After discussion it was agreed that managers are to write to the rental agents for unit 33 advising that the leak has now stopped however the silicone repair to the floor waste is probably is only a temporary measure and the Strata Council recommends that a more permanent repair be effected at the cost of the owner of unit 33. Regarding repairs at unit 15 it was RESOLVED that managers are to arrange for a handyman to undertake ceiling repairs, with access to be in liaison with Mr Browne. After the ceiling has been repaired managers are to write to the

owner of unit 15 requesting that he immediately reports details of any further leakage into the unit, or further repairs will be at his cost.

Condition of inside of unit 15

Discussion took place regarding the possible fire risk from the excessive accumulation of materials inside unit 15. Mrs Rizzo of unit 16 reported her concern to Mr Browne regarding this matter and Mr Munday reported that Mr Fuller from G.A. Perry Plumbers rang managers to express his concern and recommended that managers contact the WA Fire Brigade to report the possible fire risk. After discussion it was RESOLVED that managers are to write to the owner of unit 15 to advise of him of the reports of concern regarding the fire risk and requiring removal of all rubbish and other excessive accumulated material within fourteen (14) days, after which Council will inspect and if necessary report to the appropriate authorities. If deemed appropriate the Strata Council will instruct managers to send a written report to those authorities.

**8. FINANCIAL
REPORT:**

Mr Munday reported the following financial information:

Balance of General Trust Account on 20.2.95	\$1845.64
Balance of Commonwealth Bank Account	\$23997.84

Outstanding Levies due 1.1.95: \$1102.96 (5 units)

Reminder notices were sent one week ago and a letter has now been sent, requesting payment.

Next Levy due date: 1.4.95.

Mr Munday advised that Mr Browne receives a monthly statement of all receipts and payments for reference by Council.

Discussion took place regarding transfer of funds from the General Trust Account into the investment account by way of provision towards payment of insurance premiums and it was agreed that managers are to transfer \$1500.00 during April, funds pending. This position will be reviewed at the next Council Meeting or if deemed appropriate by managers, they will transfer another \$1500.00 during July 1995.

9. CORRESPONDENCE: Dated 17/1/1995 from P. Dixon unit 4 regarding damage or theft by former tenants of unit 4.

Mr Munday read this letter aloud, and reported that he had discussed the position with the insurers and with Mr Browne. It was RESOLVED that Council will allow a claim for replacement of a shower screen however all other items are to be attended to at the expense of the unit owner.

Dated 14/12/1994 from H. Maxwell unit 40 requesting permission for installation of an airconditioner in the window of unit 40
Permission was granted via Mr Browne and managers issued letter accordingly.

10. SPECIAL
BUSINESS:

Extraordinary General Meeting

10.1 Paintwork - Discuss quotations and prepare recommendation for EGM

Mr Browne reported that he prepared a detailed specification and invitation to quote, with some assistance from managers, and he invited six painting contractors to quote. Only two have submitted written quotation and one gave a verbal "broad brush" quotation:

PNM - total paint job	\$76,000
- cream only	\$52,000
Suburban Painting - total paint job	\$29,700
- cream only	\$20,700

Verbal quotation was \$50,000 for a total job.

It was agreed that Mr Browne is to pursue a further written quotation from contractors Van Veen who had agreed to submit written quotation for this meeting however this has not yet been received.

It was RESOLVED that managers are to call an Extraordinary General Meeting on the basis of the above quotations. Discussion took place regarding possible change of colours. Council referred to a colour chart and acknowledged that any decision regarding colour changes would need to be made at the General Meeting it was agreed that Council will formulate a recommendation to owners for use at the meeting regarding change of colour. It was agreed that Council will recommend to owners that a total paint job should be done.

Walkway fluorescent light fittings

Mr Browne reported that the condition of many walkway fluorescent light fittings is extremely rusty and in need of replacement. He obtained a quotation to replace 63 fittings at a total cost of \$2340.00. He advised that if the fittings are not changed then after the paintwork is completed the appearance of these fittings would detract markedly from the overall appearance of the property. After discussion it was agreed that this item is to be included for decision making and expenditure approval at the EGM. Mr Browne reported that he will check and confirm with managers any dramatic variation to the number of fittings needing replacement in order for inclusion on the Notice of Meeting.

Discussion took place regarding funding of the paintwork and fluorescent light fitting project and it was agreed that a sum of \$20,000 is to be used from existing reserve funds with the balance to be raised by Special Levy as follows:

Total cost of paintwork	\$29,700
Less existing funds	\$20,000
	<hr/>
Balance	\$ 9,700
Plus fluoro change	\$ 2,300
	<hr/>
Total Special Levy to be raised	\$12,000
	=====

\$12,000 divided by 186 = \$64.52 per U.E.

So raise levies at:

U.E. 4 = \$258.00 U.E. 3 = \$193.50

It was noted that the quotations for paintwork do not include the repainting of any doors or door frames.

If Van Veen will not submit quotation, it was agreed that managers are to request an additional quotation from another contractor.

10.2 Fire protection equipment - Discuss quotations/reports obtained and prepare recommendation for EGM

Mr Browne tabled a letter dated 20.12.1994 from the WA Fire Brigades Board. Copy of that letter forms part of and is an attachment to these minutes. It was agreed that the copy of the letter is to go with the notice of the Extraordinary General Meeting, for the information of all owners. In view of the contents of the letter it was agreed that no quotations are to be obtained at this time.

11. GENERAL BUSINESS:

Owners list

After discussion it was agreed that a current list of owners and agents be sent to Mr Clarkin and Mr Browne.

Roof repair

Mr Browne referred to a report and quotation from Paul's Maintenance Company, dated 23.11.1994 at a cost of \$220.00 relative to rebedding of some verge tiles. Mr Browne reported that he requested Western Maintenance Service to submit quotation for this work however they reported that a different scope of work was required near that area and quoted \$180.00 to undertake that work. After discussion it was RESOLVED that Mr Browne is to request Paul's Maintenance to reattend the property to query the need for both recommendations and it was agreed that Mr Browne may make any decisions deemed appropriate regarding work to be done.

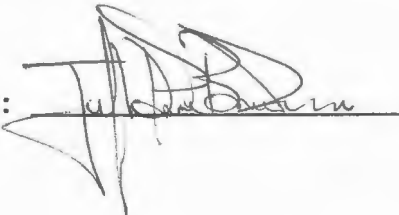
Three duct doors

Mr Browne reported that he obtained quotation for replacement of three duct doors at a total cost of \$543.00 which included painting. It was RESOLVED that these doors are to be replaced and

Mr Browne is authorised to arrange replacement but not paintwork as this will be attended to in the main painting project. It was agreed that Mr Browne may choose to obtain another quotation if he deems it appropriate.

12. NEXT MEETING: The Extraordinary General Meeting is to be Monday 27 March 1995 at the offices of Quin Ballard commencing at 6.00 pm. The next Council Meeting is to be at a date to be decided.

13. CLOSURE: Mr Munday thanked Councillors for their attendance. There being no further business the meeting closed at 6.20 pm.

CONFIRMED:  THIS ^{FAB} 10 DATE OF July 1995



9th March 1995

The Owners
Strata Plan 5629
147 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 Extraordinary General Meeting of the Owners of "The Mews", 147 Charles Street, West Perth Strata Plan 5629 will be held:-

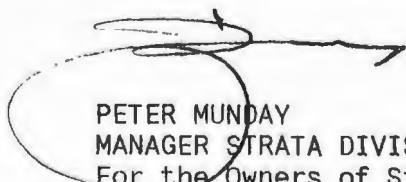
DATE: Monday 27th March 1995 TIME: 6.00 pm

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

AGENDA:
Welcome
Record Attendance
Proxies verified
Apologies
Quorum
Appointment of Chairperson
Special Business See Annexure "A"
Close

Where you cannot attend, please complete the attached proxy form and return it as soon as possible. It is important 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)).

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 CHARLES STREE, COMO, STRATA PLAN 5629

EXTRAORDINARY GENERAL MEETING 27/3/95

AGENDA ITEM: SPECIAL BUSINESS - ANNEXURE "A"

1. Exterior Paintwork

Further to resolution passed at last Annual General Meeting, to consider quotations, choose successful contractor and resolve for work to be done; to determine the level of Special Levy to be raised towards costs and the level of that levy. To receive and consider recommendation from Strata Council regarding conservative colour change. Council recommends that walkway light fittings should be changed as part of this overall project. Fittings are badly rusted and in poor repair and if not replaced would detract markedly from the overall appearance of the property, following completion of paintwork.

Details of proposed Special Levy

Paintwork costs	\$29700
Fluro fittings	2300
	<hr/>
	32000
Less existing reserves	20000
	<hr/>
Special Levy	\$12000
	=====

\$12000.00 - 186 = \$64.52 per U.E.

Levies recommended:

U.E. 4	:	\$258.00
U.E. 3	:	\$193.50

Cont'd Page 2.

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Special Business - Annexure "A"

2. Fire Protection Equipment

Further to resolution passed at last Annual General Meeting, Strata Council sought written confirmation of requirements from the W.A. Fire Brigades Board. Copy of their response is attached to this notice of meeting.

To resolve any further action deemed appropriate.



Western Australian Fire Brigades Board

Our Ref. ATM:AF:330273 Your Ref.

Phone Enquiries: 323 9300 Mr AT McDowell

480 Hay Street,
Perth,
Western Australia, 6000
[DX 60103 Hay Street, Perth]

Telephone : (09) 323 9300
Facsimile : (09) 221 1935

Fax 323 9495 Fire Safety Branch
20 December, 1994

Mr David Brown
Council of Owners
47/147 Charles Street
WEST PERTH WA 6005

Dear Sir,

PREMISES: APARTMENTS
147 CHARLES STREET
WEST PERTH

In response to your enquiry regarding fire safety requirements for the above premises, a member of the Fire Safety Branch inspected the premises on 19 December 1994.

The apartment complex was built approximately seventeen years ago and would have been built to the requirements of the 1974 Uniform Building By-Laws.

Under these By-Laws there was no requirement for fire hose reels or fire extinguishers.

You are advised that the above premises comply with the fire safety By-Laws of the day.

Should you wish further advice on improving the fire safety of the above premises, please contact the Fire Safety Branch on 323 9300.

Yours faithfully,

FOR BP DUCK
CHIEF OFFICER

cc: File

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 Extraordinary General Meeting of the Owners of "The Mews", 147 Charles Street, West Perth Strata Plan 5629 to be held on 27/3/95 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

SPECIAL NOTE: 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 General Meeting. 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.

MINUTES OF THE EXTRAORDINARY 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 27 MARCH 1995 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:

Mr C. Poublon representing	
Angola Pty Ltd	Unit 7
Mr J. Drake-Brockman	Unit 12
Mr P. Smith representing	Unit 23
Mr J. Blaszczyk	Unit 31
Mr T. Clarkin	Unit 36
Mr & Mrs T Browne	Unit 42
Mr D. Browne	Unit 47
Mr P. Munday representing Quin Ballard.	

PROXIES:

Mrs T. Ivory	Units 2 & 3
Mr J. Sloan	Unit 11
Mr & Mrs K & C Gudem	Unit 29
Miss P. Dixon	Unit 34
Mr & Mrs DJ & JM Ponnambalam	Unit 48
All to Mr D. Browne	

Ms C. Bashford	Unit 4
Mr T. Dickson	Unit 6
Mr P. Tye	Unit 13
Mr N. Kearton	Unit 18
Misses ES & DE Alcock	Unit 22
Mr A. Profitlich	Unit 24
Mr & Mrs TA & GH Knight	Unit 25
Ms R. Tripodi	Unit 28
Prof. M. Skully	Unit 32
Mr M. Perdeck	Unit 35
Ms H. Maxwell	Unit 40
Mr B. Verity	Unit 41
Mr T. Mitchell	Unit 51
All to Quin Ballard	

Mr A.P. Smith	Unit 23 to Mr P. Smith
Ms C. Browne	Unit 38 to Mrs Browne
Mrs D. Gilbert	Unit 46 to Chairperson
Mr & Mrs N & Y Nikolic	Unit 52 to Mr T. Clarkin

APOLOGIES: Nil.

QUORUM: A quorum was present.

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

SPECIAL BUSINESS: 1. Exterior paintwork

Mr Munday reported that in accordance with the resolution at the Annual General Meeting held 28.11.1994 the Strata Council prepared specifications and obtained quotations relative to exterior paintwork at the property. Mr Munday thanked Council members for their efforts and in particular he applauded the extensive time contributed by Mr Browne relative to preparation of specifications and meeting on-site with contractors. Mr Munday reported that Council had noted the condition of many walkway fluorescent light fittings as being extremely rusty and in need of replacement. Council felt that if the fittings were not changed then after paintwork is completed the appearance of those fittings would detract markedly from the overall appearance of the property. Accordingly Council obtained quotation for replacement of light fitting and again Mr Munday made special mention of the time and effort contributed by Mr Browne in checking and inspecting over 60 light fittings. Mr Munday reported that managers have received various telephone enquiries from owners regarding the paintwork contract however no owner has indicated that they did not want for the project to proceed. Mr Munday invited Mr Browne to give additional comment relative to the drawing up of specifications and the calling of quotations and Mr Browne responded in this regard. He reported that all contractors who were recommended and referred by other owners were given the opportunity to quote. In all 6 contractors were invited to quote of whom only 3 submitted written quotation. Mr Browne reported that the specification did not call for the repainting of front doors and frames to units and these will not be included.

Regarding changes of colour Mr Browne reported that advice was sought from painting contractors, the matter was considered by the Strata Council, and the recommendation is to change everything currently cream to a colour of 75% Rich Apricot and for everything which is currently either brown or white, in accordance with the specification, to be changed to Deep Brunswick Green. Various owners, after enquiry to the Strata Council have viewed samples of the paint colours and have agreed with Council recommendation. Mr Browne referred to a sample board which he brought to the meeting which exhibited an area of Rich Apricot with a capping piece of Deep Brunswick Green. This exhibit was clearly visible to all persons present at the meeting.

Mr Munday called for enquiries from the meeting and discussion took place regarding matters such as guarantee of workmanship, clean up after work being finished and the expected life of the paint product. Mr Clarkin read aloud various details from the quotation from Suburban Painting Company including the guarantee of workmanship of 2 years. Mr Browne reported that the paint manufacturer Berger guaranteed their product for a period of 10 years. Mr Browne also gave details of progress payments and retention monies as mentioned in the quotations and he reported that Suburban Painting Company had requested a variation of progress payments as per specification and Mr Browne gave details in this regard.

Details of quotations:

Hank Van Veen	\$65,140.00
PNM Painting Contractors	\$76,160.00
Suburban Painting Service	\$29,700.00
GAF Services	did not quote
Flexi Painters	did not quote
G Mascaro	did not quote

It was moved Mr Drake-Brockman, seconded Mr Clarkin that the quotation from Suburban Painting Service of \$29,700.00 be accepted with the payment of progress payments during the course of work, to be made at the discretion of Mr Browne of unit 47 and that replacement of walkway fluorescent light fittings takes place as part of the project. On a show of hands the motion was CARRIED.

It was moved Mr Poublon, seconded Mr Drake-Brockman that a Special Levy of \$12,000.00 at the recommended rates of U.E. 3 \$193.50 and U.E. 4 \$258.00 be raised towards the cost of this project to be due and payable 15.5.1995. On the show of hands the motion was CARRIED.

It was moved Mr Drake-Brockman, seconded Mr Poublon that the recommended colour change take place that is to 75% Rich Apricot and Deep Brunswick Green. On the show of hands the motion was CARRIED.

Mr Munday recommended that the meeting authorise for Mr Browne to obtain a supply of spare wall paint for use at the property, such as for removal of graffiti and this was agreed.

Discussion took place regarding the repainting of the timber fence around the drying area near unit 13 as this fence had not been included in the specification for work. Mr Browne confirmed that a number of pieces of timber need replacement prior to any repaintwork. Mr Munday recommended that the replacement of the timber should take place and that Council should obtain a cost from the painters to attend to the repainting of these fences at the time of the major paintwork project, and this was agreed. It was RESOLVED that Mr Browne be authorised to obtain quotations for timber repairs and negotiate with

the painting contractor for repaintwork at this area, at additional cost.

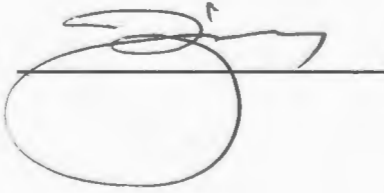
2. Fire Protection Equipment

Mr Munday referred to the written advice from W.A. Fire Brigades Board and those present noted the comments contained in that letter relative to the 1974 Uniform Building By-laws. Under those By-laws there was no requirement for fire hose reels or fire extinguishers to be installed.

Discussion took place regarding the risks and expenses associated with vandalism. In response to enquiry Mr Browne reported that Council did not obtain quotations for the supply of fire protection equipment. After discussion it was agreed to let the matter rest. It was noted that the Strata Council and the Strata Company have acted responsibly to learn of any statutory obligation that may have existed, and this matter has now been addressed.

CLOSURE: Mr Poublon extended a vote of thanks to Mr Browne for the extensive time contribution he has given in the paintwork project. There being no further business the meeting closed at 6.55 pm.

CONFIRMED:

CHAIRMAN:  THIS 4 DAY OF Dec 199 5

47/147 Charles St.
WEST PERTH
6005
29/1/95

The Manager
GAF Services (ET AL)
14/147 Charles St.
West Perth
W.A. 6005

INVITATION TO QUOTE ON
REPAINTING EXTERIOR OF THE BUILDINGS
147-159 CHARLES ST. WEST PERTH

Dear Sir,

The Owners of "The Mews", 147-159 Charles St. West Perth, Strata Plan 5629, invite you to quote based on the following details :-

Please note that there are two separate residential buildings. The first comprises of 21 Units and is situated on the Charles St. boundary. The second, situated at the rear, consists of 33 Units.

QUOTATION "A" (Everything currently Cream.)

- Paint all walls of both buildings, including walls of stairwells and the inside of each individual balcony.
- Paint all ceilings of all ground and first floor walkways, stairwells and individual balconies.
- Paint downpipes which are currently Cream.
- Paint all metal gas meter boxes.
- Paint all electrical fuse boxes.
- Paint two garden walls on South side of Front building.
- Paint letter boxes.
- Paint brick block with "THE MEWS" on it.
- Paint two garden walls on Rear building near clothes drying areas.
- Paint brick utility shed at front right hand side of Charles St. driveway.

WORK SPECIFICATION QUOTATION "A"

All walls to be checked for paint soundness.

All surfaces to be thoroughly cleaned of dust cobwebs etc.

Loose or flaking paint to be scraped and where necessary sealed with an oil based sealer.

All mould growth to be treated with anti-mould.

All holes or cracks are to be repaired with a cement based filler.

Repaint with a minimum of two coats of Watty Paints Sun Fast Low Sheen Acrylic or similar, subject to approval of the Council of Owners.

The colour will remain as is, or change to a suitable pastel shade.

QUOTATION "B" (Everything currently either Brown or White.)
Carports NOT included.

Paint all gutters.

Paint all downpipes which are currently Brown.

Paint all metal balustrades on stairways and walkways.

Paint all timber facias, bargeboards etc.

Paint all rafters on ceilings of top floor walkways stairwells and each individual balcony.

Paint all Plumbing Duct doors and their frames for each Unit.(Front doors and frames are NOT included.)

Paint all ceilings White on top floor walkways stairwells and individual balconies.

WORK SPECIFICATION QUOTATION "B"

All steel balustrades are to be checked for rust and where necessary, treated.

Gutters and downpipes to be washed and sanded and any bare metal primed.

Repaint balustrades, gutters and downpipes with an oil based undercoat where necessary and at least one coat of gloss enamel.

Repaint all timber with two coats of Acrylic Timber finish.

Ceilings are to be cleaned and where necessary sealed, prior to repainting with at least two coats of Sun Fast Low Sheen.

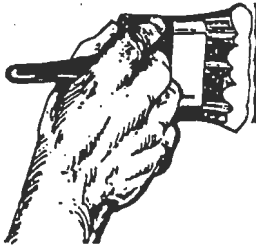
Please note the following conditions which will apply to the successful tenderer:-

- * Current registration with the Painters Registration Board is required.
- * Confirmation that adequate Insurance is held.
- * Work is to commence within 60 days of being awarded the contract or the contract becomes void.
- * Quotations are to stand for a period of 90 days.
- * Progress payments will be allowed on a monthly basis based on the percentage of the contract completed and subject to 10% of the total contract amount being retained until satisfactory completion of the contract and subject to a further 2.5% being retained for a period of 8 weeks from the date of completion.

Please supply full details of the workmanship guarantee you will provide, together with any ongoing service contract you may wish to offer.

Yours sincerely

D.A. Browne
(Council of Owners)



SUBURBAN PAINTING SERVICE

PAINTING & DECORATING

3 Myra Place,
Shelley WA 6148

Harry Wilson: Reg. Painter 1912

Phone: (09) 457 1961
Mobile 018 905 781

3 February 1995

Mr David Browne
"The Mews"
147 Charles Street
WEST PERTH WA 6005

Dear David

RE: "THE MEWS"

Please find enclosed our Quotation for the exterior painting for "The Mews" complex.

All work will follow your supplied work specification for Quotes A & B.

All work will be guaranteed for a period of 2 years as required by the Painters Registration Board.

We would be happy to carry out any on going maintenance to the complex on the basis of \$30.00 per hour plus materials.

QUOTATION A

- Paint all walls of both buildings, including walls of stairwells and the inside of each individual balcony.
- Paint all ceilings of all ground and first floor walkways, stairwells and individual balconies.
- Paint downpipes which are currently Cream.
- Paint all metal gas meter boxes.
- Paint all electrical fuse boxes.
- Paint two garden walls on South side of front building.
- Paint letter boxes
- Paint brick block with "THE MEWS" on it.
- Paint two garden walls on rear building near clothes drying areas.
- Paint brick utility shed at front right hand side of Charles St., driveway.

PRICE - \$20,700.00

QUOTATION B

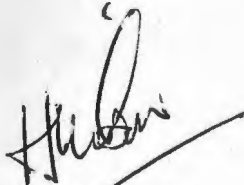
- Paint all gutters.
- Paint all downpipes which are currently Brown.
- Paint all metal balustrades on stairways
- Paint all timber facias, bargeboards etc
- Paint wall rafter on ceilings of top floor walkways stairwell and each individual balcony.
- Paint all Plumbing Duct door and their frames for each Unit. (Front doors and frames are NOT included).
- Paint all ceilings white on top floor walkways stairwell and individual balconies.

PRICE - \$9,000.00

Quotation does not include Carports or Front Doors.

We recommend Berger, Wattyl and Supalux Paints.

With Compliments



H WILSON

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 10 JULY 1995 COMMENCING AT 4.40 PM.

1. PRESENT: Mr J. Drake-Brockman Unit 12
Mr T. Clarkin Unit 36
Mr D. Browne Unit 47
Mr P. Munday representing Quin Ballard

2. APOLOGIES: Nil.

3. QUORUM: A quorum was present

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

5. CONFIRMATION OF MINUTES HELD 20/2/95: It was RESOLVED the minutes of the Council Meeting held on the 20/2/1995 be received and accepted as a true and correct record and these were then signed by the Chairman.

6. BUSINESS ARISING: Leak into Unit 15 from Unit 33
Mr Browne reported that no further reports of leakage have been made, and that the ceiling in unit 15 has been repaired.

Condition of the inside of unit 15
Mr Munday read aloud a letter dated 28/2/1995 as forwarded by managers to the owner of unit 15, and he confirmed that no response has been received. Members present confirmed that no attendance by Council has taken place at unit 15. After discussion it was RESOLVED that another letter is to be forwarded by managers to the owner of unit 15 advising that Council wish to inspect the repairs of the bathroom ceiling and to check that the previously reported potential fire risk is gone and that a time of Monday 7/8/1995 at 5.00 pm has been set for this inspection. It was further RESOLVED that in the absence of co-operation by the owner of unit 15, the matter will be handed over by Council to the appropriate authorities for further action.

Three duct doors
Mr Browne confirmed that this work was completed.

7. FINANCIAL REPORT: Mr Munday distributed to those present a summary of financial information as follows:

Balance of General Trust Account at 10.7.95	\$17615.11
Balance of Commonwealth Bank Account	\$ 7426.59

Outstanding Levies due 1.7.95: \$3543.88 (17 units)

Outstanding levy due pre 1.7.95:

Unit 30 due	1.4.95	\$245.10
"	15.5.95	73.71 (balance of paint. levy)
	Interest	20.03
Total owing		<u>\$338.84</u>

Painting levies not paid (due 15.5.95)

Unit 20	\$193.50
" 39	258.00
	<u>\$451.50</u>

Paintwork project

Payments made to date:

- install 63 new flouro fittings	2339.60
- progress payment for paintwork (first progress claim \$11500.00 less 12.5% retention money)	10060.00
- bulk purchase of paint supplies	4000.00
	<u>\$16399.60</u>

A sum of \$20,000.00 has been transferred from the investment account to the general trust account per EGM agreed funding for this project.

Summary of tree management plan to date:

Work and expenses to be per quarter commencing 1.10.94.

Quart. commenc.	Estim. Cost	Actual Cost
<u>1.10.94</u>	<u>\$350.00</u>	<u>\$260.00</u>
1.1.95	360.00	400.00
1.4.95	370.00	610.00

Water consumption

Usage for the year ended May 1995 was a bit higher than previous two years. Copy of report and account provided to Council Members.

End of Report.

Mr Browne explained the reason for the bulk purchase of paint, that is to avoid a price increase and tax increase. Mr Browne reported that the paintwork is to be resumed in the first week of August.

It was RESOLVED that the financial report, as distributed, be received.

8. CORRESPONDENCE: Dated 11/5/1995 from Tuart Hill Pool Supplies regarding the swimming pool at The Mews

It was noted that a new filter was required, and this has been fitted.

Dated 27/3/1995 from Sheridan's of 14 Florence Street, West Perth regarding their concern with large Eucalyptus trees against the dividing fence line

Mr Munday read this letter aloud. Mr Browne referred to the tree management plan and confirmed that the large tree is not scheduled to be attended to until the quarter commencing January 1996. It was RESOLVED that managers are to advise Sheridan's that the tree is scheduled for attention at that time and that the Strata Company budget does not provide for earlier action. However Sheridan's may choose to effect cutback or removal at their expense if desired, with the prior approval of the Council.

Dated 10.4.95 letters to all painting contractors advising result of quotations

Dated 10.7.95 from David Browne requesting vacation leave of 7 days from 21.7.95 to 31.7.95 inclusive

Mr Browne confirmed details of relief caretaker arrangements which are available, to be provided by Mrs Browne of unit 47 and he tabled a list of relief caretaking duties to be attended to in his absence. It was RESOLVED that Mr Browne's vacation leave be approved. The list of duties was noted by those present and discussion took place regarding appropriate remuneration. It was RESOLVED that Mrs Browne is authorised to attend to the caretaking duties at a total fee of \$180.00, with an invoice to be submitted to managers for payment.

9. GENERAL BUSINESS:

Unit 28

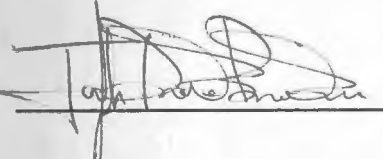
Mr Browne reported that the hot water system is leaking into the service duct and is dripping onto the hot water system of the unit underneath. It was RESOLVED that managers are to request the rental agent of unit 28 to repair/replace the hot water system as soon as possible as this matter is urgent.

Unit 15

Mr Drake-Brockman reported that Mr McDougall of unit 15 requested for him to report to the meeting that rusted gutters cause water to sometimes be blown or splashed onto his front door. Mr Browne confirmed that a section of gutter needs replacement and that he is seeking quotations for this work.

10. NEXT MEETING: The next Council Meeting is to be Monday 16 October 1995 commencing at 4.00 pm at unit 47.

11. CLOSURE: Mr Munday thanked Mr Browne for the kind use of his unit for the meeting and he apologised to Mr Browne for the late start of the meeting due to the late arrival of others present. There being no further business the meeting closed at 5.40 pm.

CONFIRMED:  THIS 23 DATE OF Oct 1995

ADDENDUM TO MINUTES

Leak into Unit 15

Subsequent to the meeting Mr Browne reported to managers that the leak from unit 33 into unit 15 has resumed. Mr Browne has inspected at both units 33 and unit 15 and he obtained agreement from the owner of unit 33 that he will repair the waterproofing of the shower in unit 33 at his expense.



28 September 1995

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 23 October 1995 (Please note meeting is one week later than 16.10.95 as previously planned)

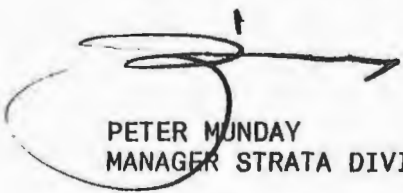
TIME: 4.00 pm

LOCATION: Unit 47/147-159 Charles Street, West Perth

- AGENDA:
1. Record Attendance
 2. Apologies
 3. Quorum
 4. Appointment of Chairperson for this meeting
 5. Confirmation of Minutes of Meeting 10/7/95
 6. Business Arising
 7. Financial Report
 8. Correspondence
 9. General Business
 10. Next Meeting
 11. Close

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

Yours faithfully



PETER MUNDAY
MANAGER STRATA DIVISION

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 23RD OCTOBER 1995 COMMENCING AT 4.15PM.

1. PRESENT: Mr J Drake-Brockman Unit 12
Mr D Browne Unit 47
Mr P Munday representing Quin Ballard
2. APOLOGIES: Mr T Clarkin Unit 36
3. QUORUM: A quorum was present.
4. CHAIRPERSON: It was unanimously RESOLVED that Mr Drake-Brockman be appointed to the chair for the duration of the meeting.

5. CONFIRMATION OF MINUTES OF MEETING

- 10.7.95: It was RESOLVED that the minutes of the Council Meeting held on 10th July 1995 be received and accepted as a true and correct record and these were then signed by the Chairperson.

6. BUSINESS ARISING:

Condition of the Inside of Unit 15

Mr Browne confirmed that no inspection has yet taken place. Mr Munday reported that the owner of Unit 15 rang Managers to request a delay in inspection due to his health problems. Mr Browne reported that the owner of Unit 15 wrote to the Strata Council in early October reporting his ill health. Mr Browne reported that he has requested the owner to commence clean up albeit on a bit by bit basis. Council members acknowledged the concerns as previously expressed by owners and contractors and it was noted that the potential fire risk has not been diminished. It was RESOLVED that Managers are to write to Mr McDougall the owner of Unit 15, advising that the Strata Council is sympathetic to his health problems however there is to be an initial inspection by Council followed by a further inspection in one months time. If there is not adequate progress with clean up of the inside of the unit then the matter will be placed into the hands of the authorities. Mr Browne agreed to contact Mr McDougall to arrange the initial inspection, and he requested that Managers forward to him copies of correspondence to Mr McDougall.

Unit 28 Leak into Unit below

Mr Browne confirmed that a new electrical hot water system was installed in place of the gas unit in the duct.

Rusted gutters above Unit 15

Mr Browne reported that quotations were obtained from:

Paul's Maintenance Company \$435.00

Steve's Carpentry Service \$420.00

For replacement of approximately 20 metre section of rusted out gutter.

The quotation from Steve's Carpentry included to repair a ridgecap tile and to level an extra section of guttering.

Mr Browne reported that he arranged for Steve's Carpentry to attend to the work which has been completed, however an account has not yet been submitted.

Mr Browne reported that the replacement section of gutter needs to be painted and that he will enquire quotation cost from the painters - cost unknown at this time.

FINANCIAL REPORT: Mr Munday distributed to those present summary of financial information as follows:

BALANCE OF GENERAL TRUST ACCOUNT AT 23.10.95 \$14976.05

BALANCE OF COMMONWEALTH BANK ACCOUNT \$ 9655.55
(REFER ATTACHED COPY)

OUTSTANDING LEVIES DUE 1.10.95 \$2682.94 (14 UNITS)

OUTSTANDING LEVY DUE PRE 1.10.95 NIL

OUTSTANDING PAINT LEVIES: NIL

PAINTWORK PROJECT

Total paintwork quoted \$29700-00

Paid to date \$14060-00

Balance yet to be paid \$15640.00

=====

NOTE In accordance with EGM decision, a sum of \$20,000.00 was transferred from the investment account into the general trust account.

SUMMARY OF TREE MANAGEMENT PLAN TO DATE:

Work and expenses to be per quarter commencing 1/10/94.

Quart. commenc.	Estim. Cost	Actual Cost
1.10.94	\$350.00	\$260.00
1.01.95	360.00	400.00
1.04.95	370.00	610.00
1.07.95	370.00	445.00

PROVISION FOR CARETAKERS VACATION LEAVE

Currently the caretaker has an accumulated vacation leave entitlement of 33 days (6 weeks and 3 days). On 30.10.95 a further 20 days is due making the total debt to the Strata Company 53 days (10 weeks and 3 days).

During the past few years, as a relatively small amount of leave has been taken, there was little or no provision for relief Caretaking made into the budget.

Managers recommend that adequate provision be made of say 11 weeks relief caretaking, into the budget for consideration at the AGM.

End of report.

Mr Browne reported that replacement of the garden shed as authorised at the last Annual General Meeting, has been completed at a cost of \$1850.00 and he advised that payment of this expense was made during Mr Munday's recent absence on leave. It was noted that 50% of this cost is to be transferred from the investment account to the general trust account, in line with the decision at the AGM.

Mr Browne tabled an account for progress payment for painting of \$6,000.00 and it was RESOLVED that this account is to be paid without any retention monies. Mr Browne reported that an excellent job is being done by the painters.

Mr Munday referred to the matter of provision for Caretaker's vacation leave and Mr Browne advised that he may wish to be paid out the leave monies rather than take the time and he enquired if this is acceptable. Mr Munday responded that he is unsure if this is legally or statutorily acceptable and advised that Manager's may not be able to give a definitive response in this regard. He requested Mr Browne to obtain advice in the matter and Mr Browne agreed to do so. Mr Munday agreed to make some inquiries in this regard.

It was agreed that another Council Meeting will be required to decide on a budget for presentation to the Annual General Meeting and it was agreed that at that time further discussion can take place regarding the matter of accumulated leave entitlements and the need for adequate budget provision for future relief caretaking.

Timber fence around drying area near Unit 13

Mr Browne reported that, in line with the decision at the Annual General Meeting he obtained a quotation as follows:

Replacement of timbers \$533.00 - Steve's Carpentry
Repainting of replacement timbers \$390.00 - Suburban Painting Service.

Mr Browne recommended that the timbers not be replaced but repaired by refixing them to the support beams with the refixed timbers to be repainted. He recommended that a further quotation be obtained in addition to the one supplied by Suburban Painting Service. It was

agreed that inspection will take place at the end of this meeting to make final decision.

CORRESPONDENCE:

18.9.95 from Mr A P Smith of Unit 23 regarding replacement of front door of that Unit

After discussion it was RESOLVED that Council considers the condition of this door is not in need of replacement at this time. However should the owner wish to do so at his expense it is agreed that he may do so.

19.9.95 from Mr R Hainsworth regarding dampness at Unit 1

Mr Browne reported that he inspected the unit together with Western Maintenance Service contractors and in their joint opinion the dampness is caused by condensation within the unit resulting from inadequate ventilation of it. Suggestion is the occupants open the windows for ventilation, especially in the bedroom at night and that an exhaust fan be fitted into the bathroom. Managers to respond to the owner of Unit 1 accordingly.

GENERAL BUSINESS:

Gas Hot Water System Fitment at Unit 5

Mr Browne reported that the Strata Council gave permission for the installation of a new gas hot water system inside unit 5 with an "internal balanced flue". In this case, in place of a gas hot water system being fitted into the existing service duct, one has been fitted inside the bathroom of the unit with a flue fitted through the wall. This results in a vent cover showing on the outside wall of the unit, above head height. Measurements of the external flue vent are 270mm x 370mm x 150mm deep. It was agreed that this appears adequate and may be used as an example for future fitment of new gas hot water systems. One stipulation is that the flue vent must be installed higher than 2.1 metres from floor level so as to prevent the vent cover hitting the heads of passers by. It was agreed that this fitment will be inspected at the end of the meeting.

List of Owners

Mr Munday gave to Mr Browne a current list of owners, for his information, and Council use.

10. NEXT MEETING: The Annual General Meeting is to be Monday 4th December 1995 commencing at 6.00 pm. The next Council Meeting is to be Monday 13th November 1995 commencing at 4.00 pm in Unit 47 to discuss the budget for presentation to the AGM.

11. CLOSURE: Mr Munday thanked Mr Browne for the use of his unit for the meeting. There being no further business the meeting closed at 5.40 pm.

ADENDUM NOTE:

Those present left the meeting room and inspected the new garden shed, the timber fence around the drying area near Unit 13, and the installation of the flue vent at Unit 5.

Timber Fence

It was agreed that the recommendation be adopted that the timbers not be replaced and Mr Browne will obtain quotations for refixing of timbers and repainting of them.

Flue vent at Unit 5

It was noted that it appears water ingress may be possible due to the vent cover not being notched or chased into the brickwork and Mr Browne agreed to investigate this aspect.

CONFIRMED:

CHAIRMAN:



THIS

13 DAY OF November 1995

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 13 NOVEMBER 1995 COMMENCING AT 4.10 PM.

1. PRESENT: Mr J Drake-Brockman Unit 12
Mr T Clarkin Unit 36
Mr D Browne Unit 47
Mr P Munday representing Quin Ballard
2. APOLOGIES: Nil.
3. QUORUM: A quorum was present.
4. CHAIRPERSON: It was unanimously RESOLVED that Mr Drake-Brockman be appointed to the chair for the duration of the meeting.

5. CONFIRMATION OF MINUTES OF MEETING

23.10.95: It was RESOLVED that the minutes of the Council Meeting held on 23/10/95 be received and accepted as a true and correct record and these were then signed by the Chairperson.

6. BUSINESS ARISING:

Inside of Unit 15

Mr Browne reported that the inspection by Council has not yet been arranged and it was agreed that Mr Browne will make an appointment with the owner of unit 15 for this inspection to take place.

Gutter replaced above Unit 15

Mr Browne confirmed that this work has been completed however no quotation has been obtained from the painters for painting of the new gutters. Mr Browne to follow through for paintwork to be done.

Timber fence around drying area near Unit 13

Mr Browne reported that quotations for repairs have not yet been obtained.

Gas hot water system fitment at Unit 5

Regarding possible water ingress at the flue vent, Mr Browne reported that he checked with the hot water system suppliers and also with the fitment contractor who both advised that the style of fitment of the flue vent is adequate and that this will not allow water ingress at that area.

FINANCIAL REPORT: Mr Munday distributed to those present a summary of financial information as follows:

BALANCE OF GENERAL TRUST ACCOUNT AT 13.11.95	\$9807.02
BALANCE OF COMMONWEALTH BANK ACCOUNT	\$9655.55
- refer attached copy	
- a sum of \$925.00 yet to be transferred to general trust a/c. (Garden shed 50%)	
OUTSTANDING LEVIES DUE 1.10.95	\$1289.19 (7 UNITS)
<u>OUTSTANDING LEVY DUE PRE 1.10.95</u>	NIL
<u>OUTSTANDING PAINT LEVIES:</u>	NIL
<u>PAINTWORK PROJECT</u>	
Total paintwork quoted	\$29700.00
Paid to date	\$20060.00

Balance yet to be paid	\$9640.00
	=====

End of report.

Mr Browne reported that the paintwork project has been completed but a final account has not yet been submitted. It was RESOLVED that Mr Browne is authorised to approve payment of the final account, less appropriate retention monies.

CORRESPONDENCE:

25.10.95 to Mr A P Smith re wooden front door Unit 23

Mr Browne reported that he was asked to inspect the door by the owner and found that the interior panel needed repair/replacement. The owners father reported that he since effected fitment of a new solid core door however no claim has been made to date on the Strata Company for any reimbursement.

25.10.95 to Mr R Hainsworth regarding dampness at Unit 1

Mr Clarkin enquired regarding possible cause of the problem and discussion took place regarding condensation and moisture inside various units. It was agreed to monitor the position at unit 1.

8.11.95 to all Council Members from managers enclosing application from owner Unit 18 regarding painting of front door and requesting permission to erect lattice at the balcony of Unit 18

Council Members inspected the balcony area of unit 18 and also considered the colour of the door. It was RESOLVED that the door may be repainted in Watty1 Deep Brunswick Green - full gloss.

Regarding installation of lattice Council agreed that the installation of lattice at the ends of the balcony as per the application is approved subject to that lattice being painted the same colour as the walls of the building that is Watty1 75% Rich Apricot. Council did not grant permission for installation of lattice along the underside of the balcony above.

Managers to advise the owner of unit 18 accordingly.

3.11.95 from Ian Fraser & Co regarding Unit 41 water damage to ceiling, with request that the roof be re-evaluated and the ceiling repainted.

It was noted by Council that the leak in July 95 occurred after the ridge cap was repaired in June 95 and Mr Browne recommended that the roof be inspected and possibly water tested. It was RESOLVED Paul's Maintenance Company is to be asked by managers to contact Mr Browne to make appointment to attend. Managers to advise Ian Fraser & Co that investigation is being made.

GENERAL BUSINESS:

Leak at Unit 38

Mr Browne reported a leak into unit 38 and which has caused a hole to appear in the ceiling. It was agreed that he will ask Paul's Maintenance Company to inspect when he attends relative to unit 41.

Swimming pool

Mr Browne reported that trespassers from the property at 10C Florence Street have been using the pool late at night, doing bombs into the pool and making loud noise. This has caused disturbance to other residents, together with causing undue water wastage. Mr Browne reported that residents have advised that the trespassers were jumping from the top of the fence. Mr Clarkin volunteered to determine the details of the owners at 10C Florence Street and advise managers accordingly. It was agreed that managers are to write to those owners requesting that they control their tenants/residents and prevent their entry into The Mews. Should the problem continue those owners will be asked to raise the level of the fence to contain their tenants.

Caretakers leave entitlement accumulation

Discussion took place regarding the level of accumulated leave entitlements and Mr Browne requested for the following to occur:

Four weeks of leave which fell due on 30.10.1995 to be taken during the year ahead together with a further two weeks and three days of previous accumulated leave. The remaining balance of four weeks of previous accumulated leave be paid to Mr Browne, with no time being taken off work. Mr Munday confirmed that managers have made appropriate enquiries and it is in order for this payment to be made.

It was noted by Council that the payment in lieu of time taken provides a form of cost savings to the Strata Company, whereby there is no need for provision of relief caretaking in that case.

Council RESOLVED to endorse the application by Mr Browne for payment of four weeks accumulated leave entitlements and it was agreed that recommendation be made to the AGM that funds be provided from existing accumulated reserves to cover the payment.

It was also agreed that the cost of relief caretaking for the two weeks and three days additional leave being take during the coming year be paid from existing reserves - managers to note recommendation in notice of AGM.

Establishment of policy

Mr Browne suggested that the policy be established that the caretaker is to take four weeks annual leave which is due each year, within twelve months of that leave falling due. Council agreed that the recommendation be included with the notice of AGM that this be established as a policy.

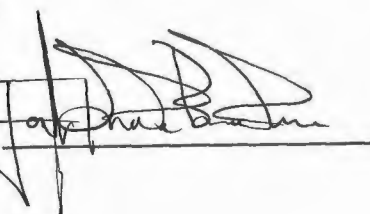
Prospective tenant Unit 1

Mr Browne reported that a prospective tenant for unit 1 requested that a form of ramp be provided at the steps near unit 1 to enable him to have access with a wheel chair. Mr Browne reported however that the prospective tenant did not keep an appointment with him to discuss details. Council Members inspected the areas around unit 1 and considered the possible options for installation of a form of ramp either through the garden or down the steps and it was acknowledged by Council that in any event installation, even if undertaken at the tenants expense could provide inconvenience to other tenants. Mr Munday recommended that, as the prospective tenant did not keep appointment with Mr Browne, should further contact be made by the tenant he be asked to lodge written application for any assistance, with that application to include suitable indemnities relative to any request. This recommendation was endorsed by Council.

10. NEXT MEETING: The next Council Meeting is to be at a date to be decided. The Annual General Meeting is scheduled to be held 4.12.1995.

11. CLOSURE: There being no further business the meeting closed at 6.25 pm.

CONFIRMED:

CHAIRMAN:  THIS 12 DAY OF Feb. 1996



14 November 1995

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

Dear Owners

RE: USE OF GENERAL PROXIES - GENERAL MEETINGS OF "THE MEWS"

We draw to the attention of all owners, the matter of forms of proxy. A few years ago problems were experienced in reaching the number required to establish a quorum at General Meetings. To assist overcome that situation managers advised owners that the by-laws provide that an instrument appointing a proxy maybe a general one. This means it is for recurrent use and continues until rescinded by the owner. General proxies assist greatly to form a quorum and allow a meeting to proceed. Should owners who have issued general proxies wish for specific voting on any matter, they may advise the proxy holder at any time to vote a particular way.

As a number of owners who previously issued general proxies have since sold their unit, the number of general proxies available for use at meetings has somewhat diminished. Accordingly managers now request that all owners give consideration in this important matter and if unsure regarding ability or desire to attend future meetings, please complete and forward the attached form of general proxy to our office.

This request is made with the endorsement of the Strata Council.

As usual, the notice of meeting attaches a form of proxy for use specifically at the forthcoming AGM, should you wish for only that form to be used.

Managers request all owners give consideration to use of the enclosed general proxy form, as attached to the notice of meeting.

Thank you for your consideration in this important matter.

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

FORM OF GENERAL PROXY

I/We being the Owner/s of Unit Number _____ in Strata Plan Number 5629 at 147-159 Charles Street West Perth ("The Mews")

Hereby appoint:

* A representative from Quin Ballard

or

* Other person

Name

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 Strata Plan 5629, or at any adjournment thereof. I/we understand that this form of proxy will remain in force until rescinded in writing.

SIGNATURE/S OF ALL CO-PROPRIETORS: _____

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.



14 November 1995

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 4 December 1995

TIME: 6.00 pm

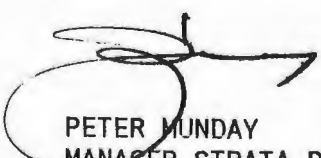
LOCATION: At the Office of Quin Ballard, 175 Labouchere Road, Como
(Corner Labouchere Road & Preston Street, upstairs on 1st Floor)

AGENDA - See Annexure "A"

Where you cannot attend, please complete the attached proxy form and return it as soon as possible. It is **IMPORTANT** 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 4/12/95

ANNEXURE "A"

AGENDA

1. Welcome
 2. Record Attendance
 3. Proxies verified
 4. Apologies
 5. Quorum
 6. Appointment of Meeting Chairman
 7. Confirmation of Minutes - AGM 28.11.95
- EGM 27.3.95
 8. Business Arising - AGM 28.11.95
- EGM 27.3.95
 9. Report from Manager
 10. Financial Report
 11. Appointment of Managers
- proposal from Quin Ballard - refer attached summary
 12. Election of Council of Owners
 13. Special Business: See Annexure "B"
 14. General Business
 15. Budget/Levy
 16. Next Meeting
 17. Close
-

"THE MEWS"
 STRATA PLAN NUMBER 5629
 STATEMENT OF INCOME & EXPENDITURE - 1/10/94 - 30/9/95

INCOME

Levies to 30/9/95	40520.50
Interest on overdue Levies	20.03
Special Levy Paintwork	11997.00
Recoup Insurance claims (*)	658.00
	53195.53

EXPENDITURE

GENERAL ADMINISTRATION

Management fees	3747.51
Postage & petties	432.00
AGM fee	125.00
EGM fee	65.00
Govt charges - FID/BAD	93.86
Insurance premiums	3856.64
Council meeting attendances	353.50
Caretaker - remuneration	18048.20
Caretaker - superannuation	656.20
- holiday relief	180.00
- Exp's - tel/petrol	405.85
Income tax - invest a/c	176.55
Water consumption	1135.65
	29275.96

GROUNDS MAINTENANCE

Lawns	210.07
Lighting - incl. repl project	2493.65
Garden rubbish removal	485.00
Gardening	547.30
Pool (Incl. new filter)	1361.84
Tree work per tree Mgmt plan	1805.00
	6902.86

REPAIRS & MAINTENANCE

Gutter cleaning	615.00
Cleaning - supplies	83.75
Electrical repairs	103.80
Shower screens U46,34,42,54 and 52	658.00
Hardware	144.99
Plumbing	48.00
Painting project (part payment)	14060.00
Reticulation repairs	210.50
Roof repairs	290.00
Maintenance building	725.69
	16939.73

SEC - common lighting & power	2889.60
	2889.60

TOTAL EXPENDITURE FOR THE PERIOD	56008.15	56008.15
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DEFICIT OF EXPENDITURE OVER INCOME	- 2812.62
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PLUS BALANCE AS AT 30/9/1994	2430.71
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PLUS FUNDS FROM INVESTMENT ACCOUNT	21500.00
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PLUS PRE-PAID LEVIES TO 31/12/95	3438.31
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PLUS PRE-PAID LEVIES TO 31/3/96	245.10
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LESS FUNDS TO INVESTMENT ACCOUNT	- 9473.50
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BALANCE OF TRUST A/C AS AT 30/9/1995	\$15328.00
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LEVY ARREARS AT 30/9/95: QUARTERLY \$68.32; PAINT \$138.00

STRATA PLAN 5629

"THE MEWS"

147 - 159 CHARLES STREET, WEST PERTH

SUMMARY OF INVESTMENT FUNDS 1.10.94 - 30.9.95

=====

Commonwealth Bank South Perth Account No. 6124.5006020

Balance at 30.9.94	\$19279.48
plus invested funds (2 quarters @ \$1422.50)	\$ 2845.00
(3 quarters @ \$1709.50)	\$ 5128.50
plus interest	\$ 699.18
less Gov't duty	\$ 6.11
	<hr/>
	\$27946.05
plus insurance provision	\$ 1500.00
less insurance provision	\$ 1500.00
Less transfer to general a/c (paint)	\$20000.00
	<hr/>
Balance at 30.9.95	\$ 7946.05
	=====



APPOINTMENT OF MANAGERS

The Owners of "The Mews" 147-159 Charles Street, West Perth, 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 \$3750.00
Postage & Petties \$ 432.00

Total \$4182.00 p.a. (\$348.50 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.

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 4.12.95

AGENDA ITEM: SPECIAL BUSINESS - ANNEXURE "B"

CARETAKERS VACATION LEAVE

Currently the Caretaker has a total accumulated vacation leave entitlement of 53 days (10 weeks and 3 days). This includes 20 days (4 weeks) which fell due on the 30.10.1995. During the past few years, as a relatively small amount of leave has been taken, there has been little or no provision for relief caretaking made into the budget.

The matter of dealing with the accumulated leave entitlement has been discussed by the Strata Council and the caretaker Mr Browne requested that the matter be dealt with as follows:

Four weeks of leave which fell due on 30.10.1995 is to be taken during the year ahead together with a further two weeks and three days of previous accumulated leave.

The remaining balance of four weeks of previous accumulated leave be paid to Mr Browne, with no time being taken off work. Managers have made appropriate enquiries and confirm it is in order for this payment to be made.

It was noted by the Strata Council that the payment in lieu of time taken provides a form of cost savings to the Strata Company, whereby there is no need for provision of relief caretaking in that case.

The Strata Council endorses the application by Mr Browne for payment of the four weeks accumulated leave entitlements and recommends that funds be provided from existing accumulated reserves to cover the payment.

The Strata Council recommends that the Strata Company approves the application for payment, as detailed above.

Establishment of Policy

Based on suggestion by Mr Browne, the Strata Council recommends that the policy be established that the caretaker is to take four weeks annual leave which is due each year, within twelve months of that leave falling due.

"THE MEWS"
 STRATA PLAN NUMBER 5629
 147-159 CHARLES STREET, WEST PERTH
 PROPOSED BUDGET - 1995-96

Management fees	\$3750.00
Postage & Petties	432.00
Provision for attendance @ Council meetings	195.00
Provision for income tax on investments	200.00
AGM fee	125.00
Govt. charges (FID/BAD)	100.00
Insurance premiums - General & Public Liability	2600.00
- Workers Compensation	930.00
- Office Bearers Liability	310.00
Power - common	2900.00
Caretaker - Remuneration	18720.00
- Superannuation	936.00
- Telephone, petrol, petties	520.00
- Relief Caretaker (4 wks @ 50%)	720.00
Pool - chemicals & supplies	600.00
- equipment replacement	300.00
Lawns/gardens	900.00
Water consumption	1200.00
Tree management plan	2000.00
Garden rubbish collection	500.00
Cleaning requisites	100.00
General repairs & maintenance	2700.00
	\$40738.00
Funds for future major maintenance	4852.00
	\$45590.00
TOTAL PROPOSED BUDGET	=====

\$45590.00 = \$145.10 per U.E. p.a. (186 total U.E.) quarterly in advance to continue from 1.1.96.

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

ie. No increase in levies is recommended at this time.

NOTE: Provision for Relief Caretaker

The above budget provides for 4 weeks relief Caretakers remuneration. As no previous special provision has been made, and as the Caretaker has advised intention of taking approximately 6 1/2 weeks leave during the coming year, a further provision of approximately 2 1/2 weeks for relief Caretaking needs to be made. The Strata Council recommends that, if applicable, that provision be provided from existing accumulated reserves, and that the AGM resolves to accept that recommendation.

"THE MEWS"
STRATA PLAN 5629
147-159 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 4.12.95.

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 4.12.95.

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 4/12/95 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: _____

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 4 DECEMBER
1995 COMMENCING AT 6.03 PM.

WELCOME: Mr Peter Munday Manager Strata Division 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 D. Browne	Unit 3 & 47
Miss C. Bashford	Unit 4
Mr & Mrs J & A Jamieson	Unit 5
Mr J. Sloan	Unit 11
Mr J. Drake-Brockman	Unit 12
Mr C. McDougall	Unit 15
Mr N. Kearton	Unit 18
Mr P. Smith representing	Unit 23
Ms G. Hourigan	Unit 43
Mr T. Mitchell	Unit 51
Mr P. Munday representing Quin Ballard	

PROXIES:

Mr T.J. Dickson	Unit 6
Mrs C. Chapman	Unit 7
Mr P. Tye	Unit 13
Mr A. Profitlich	Unit 24
Mr R.M. Kanter	Unit 26
Mr & Mrs J & P McLuckie	Unit 27
Prof. M.T. Skully	Unit 32
Mr S. Clarkin	Unit 36
Ms H. Maxwell	Unit 40
Ms P. Tutt	Unit 41
Mr A. Manners	Unit 49
Mr B. Temperley	Unit 50
All to Quin Ballard	

Mrs T. Ivory	Units 2
Mrs F. Rizzo	Unit 16
Misses ES & DE Alcock	Unit 22
Mr & Mrs K & C Gudem	Unit 29
Miss P. Dixon	Unit 34
Mr & Mrs DJ & JM Ponnambalam	Unit 48
All to Mr D. Browne	

Mr A.P. Smith	Unit 23 to Mr P. Smith
Mrs D. Gilbert	Unit 46 to Chairperson

APOLOGIES: Mr T. Clarkin Unit 36
 Miss C. Browne Unit 38
 Mr T. Browne Unit 42

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:

AGM 28/11/94

Mr Munday reported a typing error on the agenda whereby the AGM date 28/11/95 should read 28/11/94.

It was RESOLVED that the minutes of the Annual General Meeting held on 28/11/1994 be received and accepted as a true and correct record and were signed by the Chairman.

EGM 27/3/95

It was resolved that the minutes the Extraordinary General Meeting held on the 27/3/95 be received and accepted as a true and correct record and these were then signed by the Chairman.

BUSINESS
ARISING:

AGM 28/11/94

Removal of Barbecue and replacement of Garden Shed

Mr Munday reported that this work was satisfactorily completed.

EGM 27/3/95

Mr Browne confirmed that the paintwork project was satisfactorily completed and in response to enquiry he confirmed that he has received only positive feedback regarding the change of colours used in the project. Mr Munday also reported that he has received only positive feedback in that regard.

Regarding the repainting of the timber fence around the drying area near unit 13, Mr Browne reported that the Strata Council has investigated the options of replacing some timbers and also refixing and repainting existing timber. Decisions in this matter to be finalised at the next Council Meeting.

REPORT FROM
MANAGER:

Mr Munday gave his report and it contained the following:

1. He confirmed that "The Mews" is governed by the Strata Titles Act 1985. He reported that proposed amendments of the act have passed the second reading in the house and that they are expected to be proclaimed early 1996, and he gave details of some proposed amendments.

2. The past year has been a busy at "The Mews" with the Strata Council dealing with various matters, notably the repaintwork project. Other items include attention to the ongoing Tree Management Plan, the usual variety of maintenance requirements and the consideration of an alternative form of installation of gas hot water system by the use of what is known as an "Internal Balanced Flue". In this case, in place of a gas hot water system being fitted into the existing service duct, one is fitted inside the bathroom of the unit, with a flue fitted through the wall to the outside. This results in a vent being visible on the outside wall of the unit, above head height. Both the system suppliers and the fitment contractors have advised that this style of fitment of flue vent is adequate and will not allow water ingress at that area.

We extend thanks to council members David Browne, Joe Drake-Brockman and Tommy Clarkin for their time given on council matters and in meetings. We make special mention of David Browne who fulfills the role of caretaker. With the added involvement of the repaintwork project, which included replacement of fluorescent light fittings in the walkways, the past year has been a particularly busy one for David. To David and to Joe and Tommy we say again a big thankyou on behalf of all owners.

3. Corporate Home Unit Underwriting Agencies Pty Ltd insures the property to expire 1/10/96, with the insurer being QBE Insurance Ltd.

As agents of 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:	\$2,515,000.00
Common Contents	\$12,000
Public Liability	\$5 MILLION
Office Bearers Liability	\$2 MILLION
Workers Compensation	AS PER ACT

Mr Munday reported that an additional cover was included into the strata company insurances, being storm damage to gates and fences at an additional annual premium of \$40. He reported that he believes this to be an excellent addition to the covers.

End of report.

FINANCIAL REPORT: Mr Munday referred to the report for the year ending 30.9.95, and he advised that managers have received no enquiries regarding this report prior to the meeting.

He noted that there were some levy arrears at 30/9/95 and he reported that these have since been paid.

He referred to the summary of investment funds and it was noted that the balance of the Commonwealth Bank Investment Account at 30/9/95 was \$7946.05.

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 1/12/1995 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 \$3750.00 (\$312.50 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. Carvolth	Unit 33
Mr T. Clarkin	Unit 36
Miss G. Hourigan	Unit 43
Mr D. Browne	Unit 47

Positions of Chairman, Secretary and Treasurer to be decided at the next council meeting.

SPECIAL BUSINESS

Caretakers Vacation Leave

Mr Munday referred to the detail as contained in the notice of meeting and he reported that managers confirmed with the Chamber of

Commerce and Industry, that the "Minimum Conditions of Employment Act, 1993", effective 1/12/93, provides that an employer and employee may agree that the employee foregoes taking of vacation time and they are given an equivalent benefit. The employee should submit written application for remuneration in lieu of time and this should include a statement that the employee recognises that payment as being an equivalent benefit. Leave loading applies to such payments.

Mr Munday noted that the Strata Council recommends that the application for payment be approved.

It was RESOLVED that the recommendation of the Strata Council be adopted, that the amount of four weeks accumulated leave be paid to Mr Browne in lieu of time taken with funds to be provided from the accumulated reserves in the investment account.

Establishment of Policy

Mr Munday referred to the detail contained in the notice of meeting and some discussion took place regarding this item.

It was RESOLVED that the policy be established that the caretaker is to take four weeks annual leave which is due each year, within 12 months of that leave falling due.

GENERAL BUSINESS:

Thankyou

Mr Smith thanked everyone concerned with the paintwork project at the property.

Tree Management Plan

Mr Smith enquired if the tree management plan is progressing satisfactorily? Mr Browne responded that the plan is on track and confirmed that the plan includes provision for replacement of flora and that this is happening.

Bicycles

Mr Smith reported that he has noticed that a number of bicycles are being stored on walkways and he enquired if the installation of a bike rack would stop this from happening? Discussion took place and there was a variety of opinion regarding the benefit of a bike rack.

All owners are requested to consider this matter and to send any written comment in this regard to managers, before the first of February 1996.

Gas Hot Water Systems

Mr McDougall inquired regarding the internal fitment of gas hot water systems, as mentioned in the Report from Manager and Mr Munday confirmed the previous information he gave. Some discussion took place

regarding the installation at Unit 5 which included the "Internal Balanced Flue". Mr Munday requested that the owners of unit 5 carefully watch for any signs of water ingress at Unit 5, and this request was acknowledged.

New Door Unit 23

Mr Smith thanked the Council for permission to change the front door at Unit 23 and he recommended that owners take care to monitor the condition of front doors, especially if they are not under areas of walkway.

BUDGET/LEVY:

Mr Munday referred to the proposed budget as attached to the Notice of Meeting and he noted that no increase in Levies is recommended at this time.

It was RESOLVED that the proposed budget of \$45,590 for the year ending 1995 be received and adopted and that the proposed Levies of \$245.10 per quarter for unit entitlements 4 and \$183.83 per quarter for unit entitlements 3 be adopted payable quarterly in advance to continue from the 1/1/96.

Provision for Relief Caretaker

Mr Munday referred to the note as included on the proposed budget page and it was RESOLVED that the extra provision of approximately 2 and a half weeks for relief caretaking, for the coming year, is to be made with payment for that provision to be provided from accumulated reserves in the investment account.

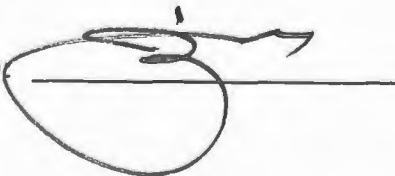
NEXT MEETING:

The next council meeting is to be Monday 12 February 1996 commencing at 5.30pm in Unit 47.

CLOSURE:

Mr Munday thanked those present for their attendance. There being no further business the meeting closed at 7.30pm.

CONFIRMED



THIS 27 DATE OF NOV 1996