



29 January 1996

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 Owner Meeting of Strata Plan 5629, 147-159 Charles Street West Perth 6005 will be held:

DATE: Monday 12 February 1996

TIME: 5.30 p.m.

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. Appointment of Council Chairman, Treasurer & Secretary
  6. Confirmation of Minutes of Meeting 13.11.95
  7. Business Arising
  8. Financial Report
  9. Correspondence
  10. General Business
  11. Next meeting
  12. Close.

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

Yours faithfully



PETER MUNDAY  
MANAGER STRATA DIVISION.

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

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

MINUTES OF THE COUNCIL MEETING OF THE OWNERS OF THE MEWS 147 - 159 CHARLES STREET WEST PERTH, STRATA PLAN 5629, HELD AT UNIT 47 THE MEWS ON MONDAY 12/2/96 COMMENDING AT 5.42PM

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1. RECORD

ATTENDANCE: Mr J Drake-Brockman Unit 12  
Ms G Hourigan Unit 43  
Mr D Browne Unit 47  
Mr P Munday representing Quin Ballard

2. APOLOGIES: Mr T Carvolth Unit 33

4. QUORUM: A quorum was present.

4. APPOINTMENT OF  
CHAIRPERSON FOR THIS  
MEETING:

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

5. APPOINTMENT OF  
COUNCIL CHAIRMAN  
TREASURER AND  
SECRETARY:

It was RESOLVED that the following office bearers be appointed:

Chairman	Mr Drake-Brockman
Treasurer	Mr Browne
Secretary	Ms Hourigan

6. CONFIRMATION  
OF MINUTES:

It was RESOLVED that the minutes of the Council Meeting held on 13/11/95 be received and accepted as a true and correct record and were signed by the chairperson.

7. BUSINESS  
ARISING:

1. Inside of Unit 15

Mr Browne reported that he inspected the interior of Unit 15 on the 19 January 1996 and found that there was a significant improvement, whereby a lot of accumulated material and rubbish has been removed. Mr Browne reported that he believes the current position to be such that council need not take any further action at this time. After discussion it was RESOLVED that this recommendation be adopted. It was agreed that Managers are to forward a letter to the owner of Unit 15 to thank him for his efforts in removal of material and to request his ongoing attention to future removal of materials and rubbish and to advise him that should any further complaints be received by council from owners or tradesman, the matter will be referred direct to the formal authorities.

2 Gutter Above Unit 15

Mr Browne confirmed that the painting of the new section of gutter was completed.

3. Timber Fence Around Drying Area Near Unit 13

Mr Browne reported that quotations for repairs and repainting were received as follows:

Western Maintenance -	\$340.00
Suburban Painting Service -	\$390.00 (painting only)
Mr D Browne -	\$390.00 (verbal quotation)

It was RESOLVED to accept the quotation from Western Maintenance for \$340.00 with Mr Browne to request for work to proceed.

4. Installation of Lattice at Balcony Unit 18

Mr Munday confirmed that Managers forwarded a letter of conditional approval, in line with council decision.

5. Water Damage To Ceiling Unit 41

Mr Browne confirmed that Paul's Maintenance Company inspected the roof above Unit 41 and quoted to repair ridge capping and weep holes, however this work has not yet commenced. Mr Munday tabled quotation recently received from Suburban Painting Service for resealing and repainting of water damaged ceilings \$225-00.

Mr Browne confirmed the extent of ceiling damage in the unit and reported that he believes the quotation is reasonable for the work involved. It was RESOLVED that the quotation of \$225-00 from Suburban Painting Service be accepted, with Mr Browne to arrange for work to proceed after roof repairs have been completed by Paul' Maintenance Company. It was agreed that Managers are to advise the rental agent for Unit 41 details of the above works.

6. Leak at Unit 38

Mr Browne confirmed that Paul's Maintenance Co. have quoted to replace a broken tile under the ridgetapping above Unit 38 and this work will be done at the time of work above Unit 41.

7. Trespassers into Swimming Pool

Mr Munday confirmed that Managers wrote to the owners of 10C Florence Street, requesting contact with Mr Browne, and Mr Browne confirmed that this happened. The problems experienced with the trespassers have eased and the position is now satisfactory.

**8. FINANCIAL REPORT:**

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

Balance of general trust account as at 12.2.96	\$3579.79
Balance of Commonwealth Bank reserve account	\$7116.81
Outstanding levies due 1.1.96	\$1286.79 (6 units)
Outstanding levies pre 1.1.96	\$ 138.00 (U.39)

Notes

1. Copy of Commonwealth Bank passbook page is attached.
2. Withdrawal entry "net" \$3392.10 was for long service leave payment \$1392.00 per AGM approval plus \$2000.00 needed to meet current finance commitments. To be repaid from general trust account when funds permit - antic. to be after receipt of levies due 1.4.96.

END OF REPORT

9. **CORRESPONDENCE** 8/2/96 (Received 12/2/96) from Mr T Clarkin being resignation from Strata Council. Council accepted the resignation with regret.  
24/1/96 (Received 12/2/96) from Mr J Blaszczyk being request for change of parking bay from No.31 to No.50.  
Discussion took place regarding this request and it was noted that the registered Strata Plan identifies which car bay is allocated to each unit. After discussion it was RESOLVED managers are to respond to Mr Blaszczyk to advise that any change of parking bay must be a private arrangement between the parties involved and is not to include the changing of numbers as displayed at the parking bay.  
2/2/96 from Town of Vincent being Swimming Pool Inspection Report. It was noted that no faults or problems were noted on the report and there was no requirement for Council to undertake any actions.  
4/1/96 from Managers to Mr Browne relative to leak into Unit 19 and confirming receipt of \$50.00 contribution from the owner of Unit 19 towards ceiling repair work at that unit. Mr Browne reported that he has arranged for the repair work to be undertaken at a total cost of \$90-00 that is \$40-00 Strata Company nett expenditure.

10. **GENERAL  
BUSINESS:**

Water Treatment - Swimming Pool

Mr Browne recommended that the swimming pool should be closed for a period at the time of cleaning and treatment of the water with chemicals. He reported that some risk exists where persons may use the pool soon after chemical treatment and he gave details regarding need for proper treatment being both at night and in the morning. Mr Browne also reported that noise disturbance has occurred whereby persons use the pool late at night and in the early hours of the morning and he noted that currently there is no provision for closure times of the pool. After discussion it was agreed that the matter of closure times at night for the pool, be addressed under notice at the next Annual General Meeting. In the interim, and with respect to safety during chemical treatment time, it was RESOLVED that Mr Browne is authorised to arrange for a sign for display purposes along the lines "pool closed for chemical treatment - by order Strata Council" and that this sign be displayed during the times of water treatment.

11. NEXT MEETING: The next Council Meeting is to be Monday 10th June 1996 commencing at 5.30 p.m. in Unit 43.
12. CLOSURE: Mr Munday thanked Mr Browne for the kind use of his unit for the meeting. There being no further business the meeting closed at 7.00 p.m.

CONFIRMED: Geraldine Gray THIS 8 DAY OF July 1996



17 June 1996

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 will be held:-

DATE: Monday 8 July 1996


TIME: 5.30pm

LOCATION: Unit 43/147-159 Charles Street, West Perth

- AGENDA:
1. Record Attendance
  2. Apologies
  3. Quorum
  4. Appointment of Meeting Chairperson
  5. Confirmation of Minutes of Meeting 12.2.96
  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 undersigned to register your apologies.

Yours faithfully



PETER MUNDAY  
MANAGER STRATA DIVISION

MINUTES OF THE COUNCIL MEETING OF THE OWNERS OF THE MEWS, 147-159 CHARLES STREET, WEST PERTH STRATA PLAN 5629 HELD AT UNIT 43 THE MEWS ON MONDAY 8TH JULY 1996 COMMENCING AT 5.52 PM.

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RECORD ATTENDANCE: Mr T Carvolth Unit 33  
Miss G Hourigan Unit 43  
Mr D Browne Unit 47  
Mr P Munday representing Quin Ballard

APOLOGIES: Nil.

QUORUM: A quorum was present.

APPOINTMENT OF MEETING

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

CONFIRMATION OF MINUTES OF MEETING 12.2.96:

It was RESOLVED that the minutes of the Council Meeting held on 12th February 1996 be received and accepted as a true and correct record and were signed by the Chairperson.

BUSINESS ARISING:

Inside of Unit 15

Mr Munday confirmed that a letter was forwarded to the owner of Unit 15 and that no further complaints have been received to date.

Timber Fence Around Drying Area Near Unit 13

Mr Browne confirmed that this work was satisfactorily completed.

Water Damage to Ceiling Unit 41

Mr Munday confirmed that a letter was forwarded to the rental agent for Unit 41. Mr Browne confirmed that work to the roof has been completed but paint work to the ceiling has yet to be done, and he agreed to follow through.

Leak at Unit 38

Mr Browne confirmed that roof repair work was completed.

Change of Parking Bay Unit 31

Mr Munday confirmed that a letter was forwarded to the owner of Unit 31.

Ceiling Repair Unit 19

Mr Browne confirmed that this work was completed.

Water Treatment - Swimming Pool

Mr Browne reported that he has deferred this action until the appropriate time/weather.

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

Balance of General Trust Account 8.7.96	\$2490.89
Balance of Commonwealth Bank Reserve Account	\$8931.32
Outstanding levies due 1.7.96	\$5342.98 (26 units)
Outstanding levies due 1.4.96	\$183.83 (Unit 19)

END OF REPORT

**CORRESPONDENCE:**

Dated 7.6.96 from Mr J Drake-Brockman being Resignation from the Strata Council due to the sale of his unit.

Council regretfully acknowledged the resignation of Mr Drake-Brockman and it was noted that he provided many years of service to the Strata Council and that he will be very much missed from Council activities.

**GENERAL BUSINESS:**

Appointment of Council Chairperson

Mr Munday advised that a new Chairperson should be appointed, following the resignation of Mr Drake-Brockman. Mr Carvolth volunteered, and it was RESOLVED that he be appointed to the position of Strata Council and Company Chairman.

Victa Vac

Mr Browne reported that the Victa Vac is badly worn and that an estimate of repair cost is a minimum of \$850.00. He reported that the Victa Vac was in a worn condition when he arrived at the property several years ago and that he has obtained brochures and details relative to replacement models and costs. He then tabled some brochures and gave details which were considered by Council. It was RESOLVED that a new machine is to be purchased, rather than repair the existing old machine and Mr Browne was authorised to spend approximately \$1500.00 to purchase a new machine as decided by him. Further he was authorised to dispose of the old machine by sale and it was acknowledged that this may include some advertising costs.

Caretakers Leave

Mr Browne requested permission to take 6 days leave from the 15th July 1996 to the 22nd July 1996 inclusive. He reported that only minor items will need to be attended to during that period including bin handling 3 times per week.

It was RESOLVED that a relief caretaker is to be arranged by Mr Browne at cost. Discussion took place regarding annual leave entitlements



being taken and cleared by the due date of 30.10.96 in line with discussion at the last Annual General Meeting and it was agreed that Mr Munday would confirm the position with Mr Browne on his return from leave.

Attempted Theft from Carpark

Miss Hourigan reported the recent attempted theft of her car radio while the car was parked in the carport, although at the time the car was not locked.

Paintwork to Ceiling of Bathroom Unit 43

Miss Hourigan reported that she has observed a few bubbles in the paintwork of the ceiling in her bathroom after recent rain however the bubbles have receded. Miss Hourigan agreed to monitor the position and Mr Browne agreed to arrange a check of the roof above Unit 43.

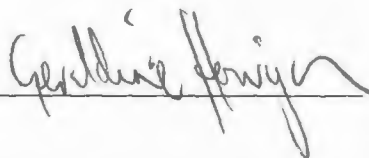
**NEXT MEETING:**

The next Council meeting is to be Monday 14th October 1996 commencing at 5.30 pm. in Unit 47. It was agreed that Managers will post the financial statement for the year ended September 1996, together with a draft budget for consideration at that Council meeting.

**CLOSURE:**

Mr Munday thanked Miss Hourigan for the kind use of her unit for the meeting. There being no further business the meeting closed at 6.50 pm.

**CONFIRMED:**

CHAIRMAN:  THIS 14 DAY OF 10 1996



4 October 1996

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 will be held:

**DATE:** Monday 14 October 1996

**TIME:** 5.30pm


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

**AGENDA:**

1. Record Attendance
2. Apologies
3. Quorum
4. Appointment of Meeting Chairperson
5. Confirmation of Minutes of Meeting 8.7.96
6. Business Arising
7. Financial Report - includes consideration of Annual accounts and future Budget
8. Correspondence
9. General Business
10. Next Meeting
11. Close

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

Yours faithfully



PETER MUNDAY  
MANAGER STRATA DIVISION

MINUTES OF THE COUNCIL MEETING OF THE OWNERS OF THE MEWS, 147-159 CHARLES STREET WEST PERTH STRATA PLAN 5629 HELD AT UNIT 47 THE MEWS ON MONDAY 14 OCTOBER 1996 COMMENCING AT 5.45PM

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1. PRESENT: Ms G Hourigan Unit 43  
Mr D Browne Unit 47  
Mr P Munday representing Quin Ballard
2. APOLOGIES: Nil
3. QUORUM: A quorum was present.
4. CHAIRPERSON: It was RESOLVED that Miss Hourigan be appointed to the chair for the duration of the meeting.
5. CONFIRMATION OF MINUTES: It was RESOLVED that the minutes of the Council Meeting held on the 8/7/96 be received and accepted as a true and correct record and these were then signed by the Chairperson.
6. BUSINESS ARISING:
- VACUUM/BLOW MACHINE  
Mr Browne confirmed that a "Toro" vacuum/blow machine was purchased at a cost of \$1600 less trade in of \$350 for the old Victavac bringing the net cost to \$1250. Mr Munday confirmed that the machine is covered by the strata insurance for fire and theft but not for machinery breakdown.
- WATER DAMAGE UNIT 41  
Mr Browne reported that the painter has been requested to do the work but it appears that this has not yet been completed. Ms Hourigan volunteered to follow up with the painter and this was agreed.
7. FINANCIAL REPORT:
- Mr Munday distributed to those present a summary of financial information as follows:
- |   |             |
|---|-------------|
| Balance of general trust account as at 14.10.96 | \$5205.97   |
| Balance of Commonwealth Bank Passbook account   | \$10708.07  |
| Outstanding levies due 1.10.96                  | : \$3277.48 |
- END OF REPORT
- Mr Munday distributed to each member present a summary of receipts of payments for the year ending 30/9/96 together with summary of the investment account activity and a draft proposed budget for the year ending 1997. After some minor changes to the budget, which did not affect the total it was agreed that the proposed budget totalling \$45590.00 be recommended to the Annual General Meeting. It was noted that no increase in levies is recommended at this time.

8. CORRESPONDENCE 23.8.96

From Managers to agent of Unit 13 regarding abandoned car.

13.8.96

From Managers to agent of Unit 50 regarding roof repairs and balcony drainage.

16.8.96

From owner of Unit 40 regarding exclusive use of balcony and carbay.

26.8.96

From Managers acknowledging letter from owner Unit 40.

27.8.96

From owner Unit 48 regarding exclusive use of carbay of that unit.

16.9.96

From owner Unit 13 with an inquiry regarding exclusive use areas.

25.9.96

From Managers acknowledging receipt of letter from owner Unit 13.

2.10.96

From owner of Unit 49 regarding exclusive use of carport.

9. GENERAL  
BUSINESS:

LEVEL OF BUILDING SUM INSURED

Mr Munday drew to the attention of members that the renewal notice for the Strata Company insurance has been processed with the level of building sum insured at \$2,515,000.00. Renewal of insurance was due on the 1/10/96. He referred to a suggested cover from insurers of \$2,690,000.00 and he inquired of council if any adjustment is to be made. It was RESOLVED that the level of building sum insured be increased to \$2,690,000.00 with Managers to arrange with insurers.

EXCLUSIVE USE OF AREAS OF COMMON PROPERTY

Discussion took place regarding the correspondence received and regarding whether any rights of exclusive use were granted prior to the 30/6/85. It was believed that no prior rights have ever been granted however it was agreed that Managers are to inspect the minute records and respond to the 4 owners who inquired as per Correspondence Item to advise if any pre-existing rights do exist.

It was further agreed that Managers are to report on the position at the Annual General Meeting under the item of Report from Manager, for the general information of all owners.

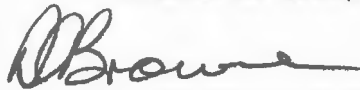
ANNUAL GENERAL MEETING - USE OF PROXIES

Mr Munday referred to the need for general proxies to be held for a quorum to be achieved and he referred to past needs in that regard. He gave details regarding Section 50A of the Strata Titles Amendment Act 1995 and the need for inclusion of a further paragraph onto the Form of General Proxy relative to the proxy holder having no financial interest in the management contract or arrangement with the Strata Company. It was agreed that Managers are to reissue a letter to all owners requesting completion of a general proxy if unable to attend a general meeting.

10. NEXT MEETING: The next Annual General Meeting is to be Wednesday 27/11/96 commencing at 6.00pm in the offices of Quin Ballard. The next Council Meeting is to be at a date to be set at the Annual General Meeting.

11. 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 6.30pm.

CONFIRMED:



THIS

1

DAY OF

Sept

1997



4 November 1996

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

Dear Owner

**NOTICE OF MEETING**

**NOTICE** is hereby given in accordance with the provisions of the Strata Titles Act 1985 that an Annual General Meeting of the Owners of The Mews Strata Plan 5629 will be held:-

**DATE:** Wednesday 27 November 1996

**TIME:** 6.00pm

**LOCATION:** At the office of Quin Ballard, 175 Labouchere Road, Como  
(corner Labouchere Road & Preston Street, upstairs on 1st floor)

**AGENDA:** As per attached page.

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  
STRATA COMPANY MANAGER  
For the Owners of Strata Plan 5629



APPOINTMENT OF MANAGERS

PROPOSAL FROM QUIN BALLARD TO THE OWNERS OF "THE MEWS" STRATA PLAN 5629

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Our proposal is for us to act as Strata Managers from the date of the Annual General Meeting until the date of the following Annual General Meeting.

We request that the Strata Company gives an expressed direction to the Strata Council to appoint us for that period or in the absence of an elected Council, that the proprietors in general meeting appoint us for that period.

As Agent Managers of your Strata Company, our role is to provide a financial, accounting and secretarial management service, and to assist the elected Council to carry out its decisions. Our regular management service is designed to assist the Strata Council to abide by the statutory obligations of the Strata Company in line with the Strata Titles Act 1985. During our term of appointment we shall perform all Regular Services and in addition when directed by the Strata Company or Council, perform Special Services as instructed.

**REGULAR SERVICES INCLUDE:**

Assisting Council to effect routine property maintenance and repairs, payment of accounts, keeping record of accounts, invoicing and collection of periodic contributions (levies), arranging insurance covers, preparing an annual statement of receipts and payments, attendance to correspondence and instructing a registered taxation agent in relation to lodgement of Income Tax Returns (Tax agent fee is an additional fee). Preparing and issuing notices of the Annual General Meeting and attending and preparing and distributing minutes of that meeting. (Additional fees apply - refer note under Management Fees). Under Section 43 (1) of the Act, preparing and issuing certificates, furnishing information and supervising inspections of records (applicable costs are to be payable to managers by the initiating party).

**SPECIAL SERVICES INCLUDE:**

Preparing and issuing notices of Extraordinary General Meetings and Council meetings and attending, and preparing and distributing minutes of those meetings, attending at the property for any purpose which is not a Regular Service, arranging non-routine maintenance, repair and replacement of the Common Property and liaising with consultants and builders. Preparing and serving notices levying Special Contributions and collecting and banking Special Contributions, Lodgement of documentation at the Titles Office relative to changes to bylaws. Documents relative to amendment, repeal or addition to existing bylaws should be prepared by a legal practitioner on instructions from the Strata Council. Instructing and attending conferences with lawyers; this includes legal actions on instruction from Council, relative to outstanding contributions. Implementing the decisions of the Strata Company and Council which the Agent is not required to do as part of the Regular Services as listed.



**MANAGEMENT FEES**

Our strata management fee structure is based on that provided in the Real Estate and Business Agents Act 1978 (as amended).

**REGULAR SERVICES**

Our Annual fee for Regular Services will be \$3750.00 plus postage and petties \$432.00. Total \$4182.00 payable \$348.50 monthly in advance.

**SPECIAL SERVICES AND ANNUAL GENERAL MEETING**

To prepare and issue notices, attend the meeting and prepare and distribute minutes of the Annual General Meeting, and to provide Special Services hourly rates apply as follows:

- during the hours of 9.00 a.m. to 5.00 p.m. \$ 55.00 per hour
- outside the hours of 9.00 a.m. to 5.00 p.m. \$ 85.00 per hour

Adjourned meeting fee \$55.00 9.00 a.m. to 5.00 p.m. \$ 85.00 otherwise.

**EXTERNAL SERVICES**

Fees payable for external services such as Tax Agents and Auditors are separate fees payable by the Strata Company. Other external services involving Strata Managers such as purchase of Common Seals and title searches at the Land Titles Office will be performed on the basis of cost price plus a nominal \$10.00 per item for Managers time.

**PRE-AGM INSPECTION**

A pre-AGM inspection of Common Property grounds and buildings is available and is designed to give owners the opportunity to view the Common Property together in readiness for possible decision-making at the Annual General Meeting. Attendance by us at this inspection is an additional service which we are happy to perform on an ex-gratia basis, but is available only at the discretion of the assigned Strata Manager.

**PLEASE NOTE**

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

**RESOLUTION SOUGHT**

# "The Strata Company resolves that the Council be directed to appoint Quin Ballard as Strata Company agent managers from 27 November 1996 to the date of the next Annual General Meeting in accordance with their proposal as attached to the notice of meeting".

or

# "In the absence of an elected Council, the proprietors in general meeting resolve that Quin Ballard be appointed as Strata Company agent managers from 27 November 1996 to the date of the next Annual General Meeting in accordance with their proposal as attached to the notice of meeting".



**"THE MEWS"**  
**STRATA PLAN NUMBER 5629**  
**STATEMENT OF INCOME & EXPENDITURE - 1/10/95 - 30/9/96**

**INCOME**

Levies to 30/9/96		41286.80
Interest on overdue Levies		14.70
Special Levy Paintwork		12.90
Recoup Insurance claims (*)		160.07
Reimbursement maintenance costs		<u>50.00</u>
		41524.47

**EXPENDITURE**

**GENERAL ADMINISTRATION**

Management fees	3742.50	
Postage & petties	432.00	
AGM fee	125.00	
Govt. charges - FID/BAD	76.03	
Insurance premiums- paid after 30.9.96	-	
Council meeting attendances	317.00	
Caretaker - remuneration	19776.60	
Caretaker - superannuation	1072.80	
- holiday relief	540.00	
- Exp's - tel/petrol	520.00	
Income tax - invest a/c	247.50	
Water consumption	<u>1577.65</u>	
		28427.08

**GROUNDS MAINTENANCE**

Lawns	290.46	
Garden rubbish removal	486.00	
Gardening	624.40	
Pool	532.30	
Tree work per tree Mgmt plan	2075.00	
Purchase vacuum/blow machine	<u>1250.00</u>	
		5258.16

**REPAIRS & MAINTENANCE**

Electrical repairs	52.00	
Shower screen U6 (*)	160.07	
Fences	340.00	
Hardware	129.66	
Painting project (final payment)	15770.00	
Reticulation repairs	58.94	
Roof repairs	1060.00	
Maintenance building	1997.10	
		19567.77

SEC - common lighting & power	2814.80	2814.80
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TOTAL EXPENDITURE FOR THE PERIOD	\$ 56067.81	<u>56067.81</u>
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DEFICIT OF EXPENDITURE OVER INCOME		14543.34 DR
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PLUS BALANCE AS AT 30/9/1995		15328.00
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PLUS PRE-PAID LEVIES TO 31/12/96		3860.67
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PLUS FUNDS FROM INVESTMENT ACCOUNT		4317.00
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LESS FUNDS TO INVESTMENT ACCOUNT		<u>6838.00</u>
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BALANCE OF TRUST A/C AS AT 30/9/1996		<u><u>\$ 2124.33</u></u>
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**NOTES:**

1. LEVY ARREARS AT 30/9/96: NIL
2. INSURANCE PREMIUM OF \$2890.29 WAS PAID AFTER 30.9.96

STRATA PLAN 5629

"THE MEWS"

147 - 159 CHARLES STREET, WEST PERTH

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SUMMARY OF INVESTMENT FUNDS 1.10.95 - 30.9.96

Commonwealth Bank South Perth Account No. 6124.5006020

Balance at 30.9.95	\$7946.05
plus invested funds transferred from General Trust Account	6838.00
plus interest	245.38
less Gov't duty	<u>4.36</u>
	15025.07
Less 50% garden shed per AGM 1994	925.00
Less caretaker leave payment per AGM 1995	1392.00
Less funds transferred to General Trust Account	<u>2000.00</u>
BALANCE AT 30.9.96	<u>\$10708.07</u>

**"THE MEWS"**  
**STRATA PLAN NUMBER 5629**  
**147-159 CHARLES STREET, WEST PERTH**  
**PROPOSED BUDGET - 1996-97**

Management fees	3750.00
Postage & petties	432.00
Provision for attendance @ Council meetings	300.00
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	700.00
- Office Bearers Liability	310.00
Power - common	2900.00
Caretaker - Remuneration	18720.00
- Superannuation @ 6%	1126.00
- Telephone, petrol, petties	520.00
- Relief Caretaker (4 wks @ 50%)	720.00
Pool - chemicals & supplies	600.00
Lawns/gardens	900.00
Water consumption	1435.00
Tree management plan	2000.00
Garden rubbish collection	500.00
Cleaning requisites	100.00
General repairs & maintenance	2700.00
	<hr/>
<b>TOTAL</b>	<b>\$ 40738.00</b>
Funds for future major maintenance	4852.00
	<hr/>
<b>TOTAL PROPOSED BUDGET</b>	<b>\$ 45590.00</b>
	<hr/> <hr/>

\$45590.00 = \$145.10 per U.E. p.a. (186 total U.E.) quarterly in advance to continue from 1.1.97.

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.

**"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

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.

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

UNIT NO: .....

I ACCEPT NOMINATION: .....  
(SIGNATURE OF NOMINEE)

NAME OF NOMINATOR (PRINT) .....

UNIT NO: .....

DATE: .....

- # Please forward completed nomination forms to Managers prior to the meeting date.

FORM OF PROXY

I/We being the Owner/s of unit number/s \_\_\_\_\_  
in Strata Plan 5629 hereby appoint:

\* A representative from Quin Ballard

OR \_\_\_\_\_

\* Other person  
\_\_\_\_\_

to be my/our proxy to vote on my/our behalf at the Annual General Meeting of the Owners of "THE MEWS", Strata Plan 5629 to be held on 27/11/1996 or any adjournment thereof.

Where the nominated proxy has a financial interest in a management contract or arrangement with the Strata Company, I/We expressly authorise the proxy to vote on the motion under notice relative to that appointment and I/We specify herewith that the proxy is to vote for that motion.

SIGNATURES OF ALL CO-PROPRIETORS: \_\_\_\_\_

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:

**NOTE**

1. Co-proprietors of a unit (e.g. Mr/Mrs) cannot vote at a General Meeting on a show of hands unless a Form of Proxy has been completed nominating the party entitled to vote.
2. A Company may appoint a nominee as its Proxy and the Form of Proxy must be signed under the Company Common Seal.
3. A Proxy need not be a member of the Strata Company. The Strata Manager, the Chairman or any other person may act as proxy.

MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF "THE MEWS" 147 - 159 CHARLES STREET, WEST PERTH STRATA PLAN 5629, HELD AT THE OFFICE OF QUIN BALLARD, 175 LABOUCHERE ROAD, COMO ON WEDNESDAY 27/11/1996 COMMENCING AT 6.05 P.M.

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1. WELCOME: Mr Peter Munday, Manager Strata Division 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.

2. RECORD

ATTENDANCE:

Mr & Mrs D & T Clarke	Unit 8
Mr C L McDougall	Unit 15
Mr P Smith	Unit 23
Mr R Kantor	Unit 26
Ms G Hourigan	Unit 43
Mr D Browne	Unit 47
Mr P Munday representing Quin Ballard	

3. PROXIES:

Mrs T Ivory	Unit 2
Ms T A Boyd	Unit 10
Mrs F Rizzo	Unit 16
Misses E S & D E Alcock	Unit 22
Mr & Mrs K & C Gundem	Unit 29
Mr J Błaszczyk	Unit 31
Miss P Dixon	Unit 34
Mr & Mrs T J & K D Browne	Unit 42
Mr & Mrs D J & J M Ponniambalam	Unit 48
all to Mr D Browne	

Mrs D Gilbert to Chairperson	Unit 46
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Ms C M Bashford	Unit 4
Mr T J Dickson	Unit 6
Mrs C M Chapman	Unit 7
Mr P T P Tye	Unit 13
Mr A Profitlich	Unit 24
Mr & Mrs J N & P McLuckie	Unit 27
Prof. M Skully	Unit 32
Mr M Perdeck	Unit 35
Mr D I Calder	Unit 39
Ms H Maxwell	Unit 40
Mr D J Geldart	Unit 44
Mr A C Manners	Unit 49
all to Quin Ballard	
Mrs T Clarke to Mr D A Clarke	Unit 8

4. APOLOGIES: Nil

5. QUORUM: A quorum was present.

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

**STRATA PLAN 5629**  
**ANNUAL GENERAL MEETING OF THE OWNERS OF "THE MEWS"**  
**147-159 CHARLES STREET, WEST PERTH**  
**27/11/96**

**A G E N D A**

1. Welcome
2. Record Attendance
3. Proxies verified
4. Apologies for absence
5. Quorum
6. Appointment of Meeting Chairperson
7. Confirmation of Minutes - AGM 4.12.95
8. Business Arising - AGM 4.12.95
9. Report from Manager
10. Financial Report
11. Election of Council of Owners
12. Appointment of Managers  
- Proposal from Quin Ballard, refer attached Summary.
13. General Business
14. Budget/Levy (Periodic Contributions)
15. Next Meeting
16. Closure

7. CONFIRMATION OF MINUTES:

It was RESOLVED that the minutes of the Annual General Meeting held on the 4/12/1995 be received and accepted as a true and correct record and these were then signed by the Chairman.

8. BUSINESS ARISING:

AGM 4/12/1995  
Nil

9. REPORT FROM MANAGER:

Mr Munday gave his report and it contained the following:

1. STRATA TITLES ACT 1985

The provisions of the Strata Titles Amendment Act 1995 became effective 14/4/96 and amended the Strata Titles Act 1985 which continues as the principal Act. Managers see no adverse implications in the amendment provisions relative to The Mews. Further amendments have been passed by Parliament this month and are expected to be proclaimed in January 1997. Managers have not yet had time to analyse those amendments which appear somewhat complex and therefore we are unable to offer any further comments on them, at this time.

2. STRATA COUNCIL

Managers extend a thank you on behalf of all owners to the Strata Council members who have contributed time and effort during the year as the representative body for all owners. With two resignations from Council during the year, the load fell onto a few and we make special mention of the two Council members who are resident Owners, being Miss Geraldine Hourigan and Mr David Browne. A number of Council meetings were held with various matters being satisfactorily attended to. The ancient Victavac garden machine finally died and Council negotiated replacement of it with a Toro machine at a very good deal of \$1,600-00 cost less trade-in of Victavac \$350-00 net changeover price \$1,250-00. Well done to David Browne for obtaining that deal.

3. ENDURING (GENERAL) PROXY FORMS

Managers record a thank you to all Owners who forwarded enduring (General) forms of proxy for use at General Meetings. These greatly assist in a quorum being achieved and thus enable meetings to proceed, which is particularly pleasing to those Owners who are able to attend the meeting. Thank you to applicable Owners.

4. EXCLUSIVE USE OF COMMON PROPERTY

The Strata Company received a number of items of correspondence relative to this matter and the Strata Council responded to each item. Council believe that no prior rights were ever granted and Managers agreed as a special matter, to inspect the Minute records to clarify the position. Managers report herewith to all Owners that inspection of the official Strata Company records found that no formal rights of Exclusive Use were granted in respect of any areas of common property. Accordingly, no preservation action is applicable.



5. Insurance. Corporate Home Unit Underwriting Agencies Pty Ltd insure the property to expire 1/10/1997 with the Insurer being QBE Insurance Limited.

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	\$2,690,000-00
Common Contents	\$ 12,000-00
Public Liability	\$5,000,000-00
Office Bearers Liability	\$2,000,000-00
Workers Compensation	As per Act

On instructions from the Strata Council, Managers arranged increase of building sum insured from \$2,515,000-00 to \$2,690,000-00.

END OF REPORT

**10. FINANCIAL REPORT:**

Mr Munday referred to the report for the year ending 30/9/1996 and he advised that Managers received no enquiries regarding the report prior to the meeting. He noted that there were no levy arrears as at 30/9/1996.

He confirmed that a monthly statement is forwarded to the Strata Council Treasurer and that financial reports are provided by Managers for Council meetings.

It was resolved that the financial report for the period ending 30/9/1996 be received and accepted as a true and correct record.

**11. ELECTION OF COUNCIL OF OWNERS:**

Mr Munday reported receipt of one written nomination to Council being Mr T T Nguyen representing Unit 12 and 18. Nominations were received at the meeting from Ms G Hourigan and Mr D Browne and the Chairman declared the following to be elected to the Strata Council.

Homeswest	Units 12 & 18
with Mr T T Nguyen authorised to act for Homeswest on Council	
Ms G Hourigan	Unit 43
Mr D Browne	Unit 47

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

**12. APPOINTMENT OF MANAGERS:**

Mr Munday referred to the proposal as attached to the Notice of Meeting. He reported that there was no proposed increase

in base management fees however there was some increase in hourly rates for meeting attendance and special services.

It was **RESOLVED** that Quin Ballard be appointed to manage the Strata Company from 27/11/1996 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 \$3,750-00 (\$312-50 charged monthly) plus Annual General Meeting fee charged at hourly rate. Adjourned Meeting fee \$55.00. 9.00 a.m. - 5.00 p.m. and \$85 otherwise, cost of postage & petties \$36-00 per month.

Extra duties which are performed at the rate of \$55.00 per hour during office hours and \$85.00 per hour otherwise, include attendance at Extraordinary and council meetings, and registration of By-laws, collection of Special Levies, legal actions 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.

Mr Munday reported that some increase in base management fees will be proposed next year, and this was acknowledged by those present.

13. GENERAL  
BUSINESS:

STRATA TITLES AMENDMENTS

Mr Kantor made a general enquiry to Mr Munday regarding the amendments to the Strata Titles Act which were proclaimed earlier this year and Mr Munday responded with some details. Further to comments contained in the report from Manager, Mr Munday agreed to advise all Owners if Managers consider any aspect of the further amendments to be significant relative to "The Mews".

PAINTING THE OUTSIDE OF FRONT DOORS/DOOR FRAMES

Mr Browne reported that he has received some enquiries relative to the need for repainting of some front doors and frames. He reported that he obtained an indicative price for repainting of the outside of the door, frame and step - price to paint a number, say 10 is \$30.00 each including cost of paint. Mr Browne recommended that the Strata Council be authorised to review this matter and take appropriate action and he further recommended that a colour such as offwhite be used for all doors/frames. After some discussion it was **RESOLVED** that the Strata Council is authorised to take appropriate action within the ambit of the budget and it was acknowledged that this may take the form of a number being repainted over staggered intervals.

14. 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 \$45,590-00 for the year ending 1997, 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 1/1/1997.

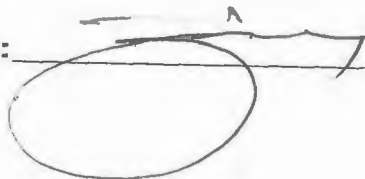
Discussion took place regarding the need for future additional provision into the budget for priorities such as roof maintenance and review of the Tree Management Plan and Mr Munday recommended that Strata Council review the budget position for recommendation to the next Annual General Meeting, and this was agreed.

15. NEXT MEETING: The next council meeting is to be at a date to be decided.

The next General Meeting will be in approximately twelve months with details to be advised by Managers at least fourteen days prior.

16. CLOSURE: There being no further business, the meeting closed at 7.30pm.

CONFIRMED:

A handwritten signature, possibly "A", is written over a horizontal line. Below the line is a large, hand-drawn oval.

THIS

5

DAY OF

DEC

1997