



28 January, 1999

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

Dear Council Member

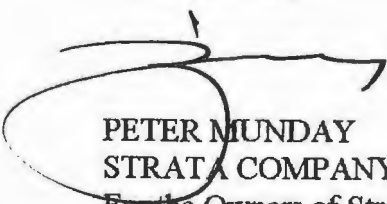
**NOTICE OF MEETING**

NOTICE is hereby given in accordance with 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 February, 1999
- TIME:** 5.30 pm
- LOCATION:** Unit 43/147-159 Charles Street, West
- AGENDA:**
1. Record Attendance
  2. Apologies
  3. Quorum
  4. Appointment of Council Chairman, Secretary and Treasurer.
  5. Confirmation of Minutes of Meetings 12 October 1998 and 23 November 1998
  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  
STRATA COMPANY MANAGER  
For the Owners of Strata Plan 5629

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

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 - P.O. Box 221, Como, W.A. 6952  
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: (08) 9474 1302 Phone (08) 9474 1533 E-mail: quibal@inet.net.au

**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 8 FEBRUARY 1999, COMMENCING AT 5:30PM.**

**1. RECORD**

**ATTENDANCE:** Ms G Hourigan Unit 43  
Mr R Holland Units 19 and 28  
Mr D Browne Unit 3 and 47  
Mr Peter Munday Representing Quin Ballard.

**2. APOLOGIES:** Nil.

**3. QUORUM:** A quorum was present.

**4. APPOINTMENT OF  
COUNCIL CHAIRMAN,  
SECRETARY AND  
TREASURER:**

It was resolved that the following office bearers be appointed:

Chairman	Mr R Holland
Treasurer	Mr D Browne
Secretary	Ms G Hourigan

**5. CONFIRMATION  
OF MINUTES:**

12/10/98

It was resolved that the minutes of the Council Meeting held on 12 October 1998 be received and accepted as a true and correct record and these were then signed by the chairperson.

23/11/98

It was resolved that the minutes of the Council Meeting held on 23 November 1998 be received and accepted as a true and correct record and these were then signed by the chairperson.

**6. BUSINESS  
ARISING:**

Leak into Unit 46

Mr Browne confirmed that the repair work has been booked in to be done on 15 February 1999.

Smartpower Meter - Common Lighting/Power

It was noted that some investigation has been done however, after discussion it was agreed that Mr Holland and Mr Browne will do some further calculations

regarding possible benefits with details to be reported to the next Council Meeting.

Signs

It was noted that the signs have been installed and there appears to be an improvement relative to persons wandering on the property.

Access onto roof of block facing Charles Street

Mr Browne advised that he has yet to obtain a quotation and it was agreed that Managers are to refer contractors for Mr Brown's use in that respect.

Application from Owner - Unit 16

Managers advised the owner of unit 16 the outcome of his application which was considered at the Council Meeting of 23/11/98. Regarding inspection of the front door of unit 16, Mr Browne reported that he has not yet arranged for that to happen, however he will request the maintenance contractor who attends on the 15th February 1999 to inspect and report on the door.

**7. FINANCIAL  
REPORT:**

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

Balance of general trust account as at 8/2/99	\$ 4,594.68
Balance of Investment account at 13/1/99 (date of statement closure)	\$20,638.40

Note: A deposit of \$1,213.00, being regular quarterly transfer, was made on 20/1/99 after statement closure date.

OUTSTANDING LEVIES

Due 1/10/98	Unit 15	\$183.83
	Unit 42	\$183.83
	Unit 53	\$245.10
Due 1/1/99	Unit 10	\$194.00
	Unit 14	\$194.00
	Unit 15	\$194.00
	Unit 33	\$194.00
	Unit 38	\$194.00
	Unit 42	\$194.00
	Unit 48	\$258.70 (also int \$21.35 o/s)
	Unit 53	\$258.70 (also int \$28.56 o/s)
Total Unpaid		<u>\$2,334.99</u>

END OF REPORT

It was noted that 3 units have levies outstanding from 1 October 1998 and it was agreed that Managers are to forward stern letter to those owners, to request prompt payment.

**8. CORRESPONDENCE:** 23/10/98 From Blackburne Real Estate Regarding crack in wall Unit 13

Mr Munday advised that a copy of the agents report was forwarded to Mr Browne who then inspected the crack in the bedroom wall.

Mr Browne requested that a qualified person inspect, in conjunction with the rental agent in order to report to council on the matter.

Mr Browne confirmed to members present that the crack in the wall at Unit 13 is also evident on the outside of the building. It was agreed a qualified person should inspect and report back to council.

23/11/98 From JJ Burns Regarding a hole in the ceiling of Unit 54

Mr Browne confirmed that a roof leak above unit 54 was fixed the day it was reported and the hole in the ceiling was present at that time. As the problem had not previously been reported and the hole was tacitly permitted to develop, it was agreed that repair of the hole in the ceiling is the owners responsibility. Managers to advise agent accordingly.

23/1/99 From Roy Weston Cottesloe Regarding cracks in various positions, water marks and other maintenance matters at Unit 44

Mr Browne confirmed that the roof above unit 44 was previously repaired as soon as it was reported.

Roy Weston also reported that on the balcony, there are cracks right through the mortar and in some places, one can see through the grouting. Mr Browne reported that he inspected the bathroom at Unit 44. In his view, the condensation marks in the bathroom are due to inadequate ventilation and he noted that a drier is kept in the bathroom. It was agreed that minor cracks in the unit are to be treated as a decoration matter to be fixed by the owner at that time. Regarding the balcony grouting, it was agreed that this will be repaired at Strata Company expense.

25/1/99 From Mr A Ballard, owner of Unit 16 regarding various maintenance items

Council discussed the possibility of removal of carport gutters and discussion took place regarding cleaning of carport gutters. Mr Browne reported that some needle syringes were found in the gutters however he agreed he will pay more attention to cleaning of them. It was agreed that the possibility of removal of the carport gutters will be given further consideration by council and if appropriate, an item will be included on to the agenda for the next AGM. Regarding repair of the driveway, Mr Browne advised that he will obtain quotations for repair and if appropriate will arrange this to be effected. Regarding water run off from the gutter above unit 16, it was agreed that the incident was a freak storm and that other down pipes would normally have coped with the water flow off.

5/2/99 From Tenant Unit 20 Regarding Noise at Unit 38

Mr Browne reported that he attended unit 38 however there was no noise. The next day he checked with another nearby resident who reported they were not disturbed by the residents of unit 38 on that night. Mr Browne confirmed that he did later speak to the residents at Unit 38.

**9. GENERAL  
BUSINESS:**

Noise at Pool

Mr Hourigan reported some noise disturbances from the pool area especially at night. It was agreed she will monitor the position and deal with disturbances on a case by case basis.

Signage at carports

Mr Munday reported details of a complaint from the owner of unit 31 regarding unauthorised parking in the carport for unit 31 and the recommendation by that owner that signs be installed to improve awareness of proper parking in the carports. It was agreed that council will inspect the carports after the close of this meeting in order to give the matter further consideration.

Caretaker Holidays

It was noted that vacation entitlements have accumulated and Mr Browne agreed to take 2 months leave between now and the end of June 1999. It was agreed that Mr Holland and Ms Hourigan will organise a replacement caretaker for the two months and it was noted that the two months leave are not to be taken consecutively.

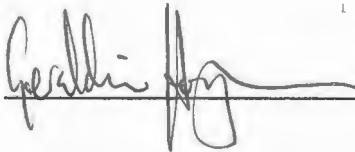
**10. NEXT  
MEETING:**

The next council meeting is to Monday 10 May 1999 commencing at 5:00pm in unit 47.

**11. CLOSURE:**

Mr Munday thanked Ms Hourigan for the kind use of her unit for the meeting. There being no further business, the meeting closed at 7:25pm.

CONFIRMED:



THIS 10 DAY OF May 1999

STRATA PLAN 5629

KNOWN AS " THE MEWS "

147 - 159 CHARLES STREET WEST PERTH WA

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AGENDA FOR STRATA COUNCIL MEETING

MONDAY 10 MAY 1999 AT 5.00PM IN UNIT 47

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1. RECORD ATTENDANCE
2. APOLOGIES FOR ABSENCE
3. QUORUM
4. APPOINTMENT OF CHAIRMAN IF THE APPOINTED CHAIRMAN IS NOT PRESENT.
5. CONFIRMATION OF MINUTES OF MEETING 08 FEB 1999
6. BUSINESS ARISING
7. FINANCIAL REPORT
8. CORRÉSPONDENCE
9. GENERAL BUSINESS
10. NEXT MEETING
11. CLOSURE

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MINUTES OF THE COUNCIL MEETING OF THE OWNERS OF "THE MEWS", 147-159 CHARLES STREET WEST PERTH, STRATA PLAN 5629, HELD IN UNIT 47 ON MONDAY 10TH MAY 1999, COMMENCING AT 5.00PM

1. RECORD

ATTENDANCE: Ms G Hourigan - Unit 43  
Mr D Browne - Unit 3 & 47  
Mr P Munday representing Quin Ballard

2. APOLOGIES

FOR ABSENCE: Mr R Holland - Units 19 & 28

3. QUORUM:

A quorum was present.

4. CHAIRPERSON:

In the absence of the appointed Chairman, Mr Holland, it was RESOLVED that Ms Hourigan be appointed to the chair for the duration of this meeting.

5. CONFIRMATION OF MINUTES:

It was RESOLVED that the minutes of the Council Meeting held on the 08/02/99 be received and accepted as a true and correct record and these were then signed by the Chairperson.

6. BUSINESS ARISING: 6.1 Repair Work At Unit 46

Mr Browne reported that this repair work has not yet been done, however it will be done at a date to be agreed upon by the unit owner.

6.2 Smart Power Meter - Common Lighting/Power

Mr Browne reported that Mr Holland advised he has done calculations and that he believes the Strata Company can save approximately \$1,200.00 per annum by the installation of a Smart Power Meter. It was agreed that a Smart Power Meter is to be installed at an approximate cost of \$800.00 with costs to come from the reserve funds in the investment account. Mr Browne reported that Mr Holland volunteered to undertake appropriate arrangements and Mr Browne agreed to pass details of this decision onto Mr Holland. Mr Munday advised that Managers will draw a cheque from the investment account, on request.

6.3 Access Onto Roof Of Block Facing Charles Street

Mr Browne reported that he had obtained a quotation from Western Maintenance for \$330.00 and he confirmed that the provision of an access hatch will prove beneficial as there are a number of reasons for need. It was agreed that this work is to be done with costs to come from the general trust account. Mr Browne agreed to contact Western Maintenance to proceed with the work.

6.4 Front Door - Unit 16

Mr Browne tabled a quotation from Western Maintenance to replace the front door at a cost of \$185.00. It was agreed to defer any decision in this matter to a later time till the cause of the problem (overflowing gutter) is repaired.

6.5 Crack in Wall - Unit 13

Mr Munday gave details of persons qualified to inspect the crack, being either a Consulting Engineer or a Building Consultancy Company. It was agreed that Managers are to request the Building Consultancy Company to contact Mr Browne to arrange access, inspection and report on the crack.

6.6 Caretaker Holidays

It was noted that Mr Browne took four weeks leave commencing on the 3rd March 1999. A relief caretaker was arranged for that period and Mr Browne reported that the arrangement was satisfactory.

6.7 Signage At Carport

It was noted that Council members inspected the carports following the last Council Meeting. After discussion, it was agreed that Mr Holland is to be asked by Mr Browne to investigate the installation of numbers in carbays on the rear beams of each bay, together with signs at each bank of bays to read along the lines of "Resident parking only in unit bay". Discussion took place regarding the need for re-marking of lines on the ground and Ms Hourigan volunteered to obtain quotations in that respect.

## 7. FINANCIAL REPORT:

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

Balance of General Trust Account as at 10th May 1999	\$5,076.74
Current Creditors	\$1,190.00

Balance of Investment Account as at 28th April 1999	\$23,143.00
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Outstanding Levies Due - 01/01/99

Unit 14	\$194.00
Unit 48	\$258.70

Outstanding Levies Due - 01/04/99

11 units totalling \$2,430.32 (including interest).

END OF REPORT



8. CORRESPONDENCE 09/03/99 from Mr A P Smith regarding installation of air-conditioner and other items at unit 9.

11/03/99 to Council Treasurer requesting Council conference and response to Mr Smith's request.

11/03/99 to Mr Smith advising of request to Council to confer and advise.

It was noted that Council did not confer and make a decision in this matter and discussion took place regarding the request from Mr Smith. Regarding installation of the air conditioner, it was agreed that permission be granted. Regarding security screens and doors it was agreed permission be granted provided a colour is in keeping with others nearby. Regarding installation of a vent to the outside from the shower, it was agreed that permission be granted.

Managers to advise Mr Smith of the above responses.

15/03/99 to Roy Weston Cottesloe regarding unit 44 as per previous minutes.

11/03/99 from D Browne regarding annual leave.

15/03/99 to JJ Burns regarding unit 54 as per previous minutes.

10/05/99 - letter from Mrs T Ivory of unit 2 as tabled at the meeting by Mr Browne. This letter requested permission for alteration to the balcony and garden area adjacent to unit 2. After discussion it was agreed that no decision is to be made in this matter tonight and that a copy of the letter is to be forwarded to Mr Holland for his information, with any decision in the matter to be made at the next Council Meeting.

9. GENERAL BUSINESS: 9.1 TV Reception at Unit 31

It was noted that the owner of unit 31 recently complained regarding poor television reception at his unit and Mr Browne investigated the matter. It was found that the TV wall connection plate in unit 49 had been interfered with and this caused the diminished reception to unit 31. Mr Browne reported that he took the initiative and arranged for repair of the connection plate at unit 49. It was agreed that the account for \$85.00 is to be forwarded to the owners of unit 49 with a request for them to effect payment of the said account with managers to follow through.

Unit 14

Miss Hourigan reported that a white Nissan Patrol belonging to the occupants of unit 14 is leaking an excessive amount of oil and leaving oil trails around the property. Further, a derelict unlicensed Land Cruiser has been parked for an extended period believed to be in excess of one year in the visitors carbay and this should be removed. It was agreed that managers are to contact the representative for unit 14 to request attention in these matters.

10. NEXT MEETING: The next Council meeting is to be Monday 9th August 1999 commencing at 5.00pm in unit 43.

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 6.45pm.

CONFIRMED: R. Holland THIS 9 DAY OF August ~~2000~~ 1999



23 July 1999

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 9 August 1999

TIME: 5.00 pm

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

AGENDA:

1. Record Attendance
2. Apologies
3. Quorum
4. Appointment of Chairperson if Mr Holland, the appointed Chairman is not present
5. Confirmation of Minutes of Meeting 10/05/99
6. Business Arising 10/05/99
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  
STRATA COMPANY MANAGER

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

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 - P.O. Box 221, Como, W.A. 6952  
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: (08) 9474 1302 Phone (08) 9474 1533 E-mail: quibal@iinet.net.au

**MINUTES OF THE COUNCIL MEETING OF THE OWNERS OF THE MEWS, 147 - 159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD IN UNIT 47, 147 - 149 CHARLES STREET, WEST PERTH ON MONDAY 09/08/99, COMMENCING AT 5.00 PM**

**1. RECORD**

**ATTENDANCE:** Mr R Holland Units 19 & 28  
Mr D Browne Units 3 & 47  
Mr P Munday representing Quin Ballard

**2. APOLOGIES** Ms G Hourigan

**3. QUORUM:** A quorum was present.

**4. CHAIRPERSON:** Mr Holland the appointed Chairman, presided for the duration of the meeting.

**5. CONFIRMATION OF MINUTES:**

It was **RESOLVED** that the minutes of the Council Meeting held on 10/05/99 be received and accepted as a true and correct record and these were then signed by the Chairperson.

**6. BUSINESS ARISING:** 6.1 Repair work at unit 46  
Mr Browne reported that this repair work has not yet been done, however it will soon be done at a date to be agreed upon by the unit owner/tenant.

6.2 Smart Power Meter - Common Lighting/Power

Mr Browne confirmed that the Smart Power meter has been installed and is operating. It was noted that some timing adjustments are required eg: the bore

6.3 Front Door - Unit 16

Mr Browne reported that a maintenance contractor cleaned the gutter on the roof above, in order to positively affect unit 16, however the contractor found another section of rusted out gutter. Mr Browne recommended that repair work wait until other gutter work is required and that was agreed. It was agreed to defer repair or replacement of the front door of unit 16, until a later time.

6.4 Crack in the Wall - Unit 13

A report was obtained from Building Consultancy Company and this indicated that there is no need for concern and that the repair of the crack is a maintenance matter. It was agreed that a copy of the report is to be sent to the Rental Manager for unit 13.

6.5 Signage at Carport

Mr Holland reported that he drafted the wording for a sign and he obtained quotations for provision of signs and also for numbering of carbays.

## Quotation 1:

To supply self adhesive numbers to all carports	\$125.00
To supply three metal signs	\$190.00
To install all signs	\$150.00

(Plus 22.5% Sales Tax for all costs).

## Quotation 2:

Cost of \$4.58 per carport for signage plus three signs totaling \$411.60 plus \$60.00 for erection.

Mr Holland volunteered to inspect the work places of the companies who offered quotations, in order to view the quality of their work. It was agreed that subject to Mr Holland's inspection and satisfaction, the self adhesive numbers are to fitted in an iridescent white in the centre of the back purlin of each carpark in numbers as large as possible.

Regarding line marking, it was agreed that quotations are to be considered at next Council Meeting. It was agreed that Mr Holland will contact Ms Hourigan with a view of quotations being finalised.

6.6 Television Reception - Unit 31

Mr Munday reported that reimbursement of \$85.00 was received from the owners of unit 49 further to inspection and action by Mr Browne.

6.7 Alterations to Balcony and Garden - Unit 2

Mr Holland confirmed that he received the documents as forwarded per the minutes of the meeting held 10/05/99. He reported that he does not agree with the alterations of the balcony structure or the installation of brick paving or lattice work at that unit.

It was noted that although there may an improvement to the amenity and the use by the owner of lot 2, the changes could provide future concerns for the total property, together with the creation of a precedent. It was **RESOLVED** that the application be denied.

Managers to advise the owner of unit 2 accordingly.

6.8 Unit 14 - Vehicles

Mr Munday reported that he contacted the representative of the owners of unit 14 in line with the requirements of minutes of the last Council Meeting. Mr Browne reported that Unit 14 has been sold and that the former tenant has vacated however, the Landcruiser has not yet been removed. He reported that the former tenant advised that he will arrange for removal of the vehicle. It was agreed that if this does not happen, Managers will make contact with the representative of the former owners in order to arrange removal of the vehicle.

## 7. FINANCIAL REPORT:

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

Balance of General Trust Account as at 9 August 1999	\$6,632.81
Current Creditors	\$1,190.00
Balance of Investment Account as at 12 July 1999	\$22,434.62
<u>Outstanding Levies Due 01/07/99</u>	
10 Units totalling	\$2,198.77

### NOTE:

Investment account cheque number one was issued for \$794.00 being fee for installation of a Western Power "Smart Power" meter.

END OF REPORT

8. **CORRESPONDENCE:** 13/05/99 to the owners of Unit 49 regarding TV Antenna repair.  
 13/05/99 to owners of Unit 9 regarding permission relative to air-conditioning.  
 13/05/99 to the owners of Unit 2 being interim response regarding application for alterations of unit 2.  
 20/05/99 from Mr Holland regarding payment for installation of Smart Power Meter.  
 05/07/99 from the owners of unit 49 regarding re-imburement for TV Antenna connection repairs.

## 9. GENERAL BUSINESS:

### 9.1 Items for AGM / Budget

It was agreed that items are to be finalised at the next council meeting for the Annual General Meeting. In the interim period all Council Members will give consideration to needs/priorities and an informal Council Meeting will be called in that respect.

### 9.2 Caretaker Holidays

Mr Browne reported that he would like to take leave from Monday 11/10/99 through to Friday 05/11/99 inclusive this was agreed and it was further agreed that Mr Browne and Mr Munday will jointly arrange a relief caretaker for the period.

### 9.3 Water Leak into Unit 2

Mr Munday tabled a report from Mr Browne regarding a water leak into unit 2, from unit 20. It was noted that to date no report has been received from the plumber who attended and Mr Browne reported that the leak has not resumed since that date. It was noted that the Strata Titles Act provides in section 39 for entry into any part of the parcel in times of need, for maintenance to the common property. It was agreed that the ceiling panel which has currently been removed in order for water penetration to be monitored, may be replaced at any time on request to Council by the Owner of Unit 2.

**10. NEXT MEETING:** The next Council meeting is to be Thursday 07/10/99 commencing at 11.30 am, Unit 47.  
The Annual General Meeting will be Monday 22/11/99 commencing at 6.00 pm in the office of Quin Ballard.

**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 6.55 pm.

**CONFIRMED:** Q. Holland THIS 7 DAY OF OCTOBER 1999



28 September 1999

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~~ <sup>THURS</sup> 7 October 1999

TIME: 11.30 am


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

AGENDA:

1. Record Attendance
2. Proxies
3. Quorum
4. Appointment of Chairperson if Mr Holland the appointed Chairperson is not present.
5. Confirmation of Minutes of Meeting 09/08/99
6. Business Arising 09/08/99
7. Financial Report (Including Proposed Budget for AGM)
8. Correspondence
9. General Business
10. Next Meeting
11. Closure

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

Yours faithfully

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

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

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 - P.O. Box 221, Como, W.A. 6952  
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: (08) 9474 1302 Phone (08) 9474 1533 E-mail: quibal@inet.net.au



**MINUTES OF THE COUNCIL MEETING OF THE OWNERS OF THE MEWS, 147 - 159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD IN UNIT 47, THE MEWS ON THURSDAY 7 OCTOBER 1999, COMMENCING AT 11.40 AM**

**1. RECORD**

**ATTENDANCE:** Mr R Holland Units 19 & 28  
 Mr D Browne Units 3 & 47  
 Ms G Hourigan Unit 43  
 Mr P Munday representing Quin Ballard

**2. PROXIES:** Nil

**3. QUORUM:** A quorum was present.

**4. CHAIRPERSON:** Mr Holland the appointed Chairman, presided for the duration of the meeting.

**5. CONFIRMATION OF MINUTES:**

It was **RESOLVED** that the minutes of the Council Meeting held on 09/08/99 be received and accepted as a true and correct record and these were then signed by the Chairperson.

**6. BUSINESS ARISING:** 6.1 Repair Work at Unit 46

Mr Browne reported that repair work has been done to the living area ceilings. Regarding a report from the owner of apparent leakage into the bathroom causing paint to flake, Mr Browne reported that he, a contractor, and the tenant all inspected the bathroom and all agreed that although a fan is present, the problem is caused by moisture from usage, not from a leak. It was agreed that Managers are to write to the owner to advise same.

6.2 Crack in Wall - Unit 13

Mr Munday confirmed that a copy of the report was sent to the rental Manager.

6.3 Signage

Mr Holland reported that he arranged for work to be done however, the contractor has been delayed in attendance and if there is further unreasonable delay, Mr Holland will make other arrangements.

Regarding line marking, Ms Hourigan reported she obtained three verbal quotations at an average price of \$680.00 for all marking except kerb painting which is \$194.00. She confirmed that the quotations can be confirmed in writing. Ms Hourigan recommended the quotation from Road & Traffic Services for \$600.00 plus \$194.00 for kerbing, be accepted. It was agreed that Mr Browne is to seek alternative quotations for labour from two sources, with Council to supply paint, brushes and stencils. It was agreed that a telephone conference will take place between Council Members to take a final decision regarding line marking.

6.4 Alterations to Balcony and Garden - Unit 2

Mr Munday confirmed that Managers wrote to the owner of unit 2 in accordance with the minutes.

6.5 Unit 14 - Landcruiser

Mr Browne confirmed that the Landcruiser has been removed from the property.

6.6 Caretaker Holidays

Mr Munday reported that a relief caretaker, Mr Raymond Norrish has been arranged for the period during which Mr Browne is on leave.

## 7. FINANCIAL REPORT:

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

SUMMARY OF FINANCIAL INFORMATION FOR COUNCIL MEETING  
7 OCTOBER 1999

Balance of general trust account as at 07/10/99	\$ 4,511.37
Current creditors	\$ 2,403.00
Balance of investment account as at 10/09/99	\$23,708.98
Outstanding levies due 01/07/99 \$905.37 (4 units)	
Outstanding levies due 01/10/99 \$5,142.42 (23 units)	

Annual General Meeting

Attached is a financial report for the year ending 30/09/99 together with a draft budget proposal. A provision for GST has been included and that with a few other minor increases requires an increase in the levies for the year ahead. This is necessary for the level of reserve funds to continue to be accumulated. Further an element for GST needs to be included into reserve funds as provided in the budget.

### END OF REPORT

Consideration was given to the financial report for the year ending 30/09/99 and to the proposed budget for the year 1999/2000. It was noted that a provision for GST was included together with some other minor increases, bringing a total of the proposed budget to \$50,592.00, Council agreed to present the Financial Report and the proposed budget of \$50,592.00 to the Annual General Meeting.

8. **CORRESPONDENCE:** 12/08/99 to Blackburne Real Estate regarding crack in wall at unit 13.  
 12/08/99 to owner of unit 2 regarding application for changes at unit 2.  
 29/09/99 from Clarkin & Co. regarding water leaks in ceiling at lounge and bedroom in unit 52. Mr Munday rang the rental manager at Clarkin & Co. who advised him that the leaks appear to be recent as painting was completed only a number of months ago. It was agreed that Mr Browne will inspect the leak to determine further action required.

9. **GENERAL  
 BUSINESS:**

9.1 Leaks

Ms Hourigan reported there is a leak in the ceiling at unit 43. Mr Browne gave details of a report obtained from a maintenance contractor whereby ridgetapping and at least 60 broken tiles need attention on the rear block, which includes unit 43. Mr Browne reported that he has requested a quotation for repair of the ridgetap and replacement of tiles but that is not yet to hand. Mr Browne reported details of a previous leak at unit 49 and that he arranged for a contractor to repair the cause of that problem.

9.2 Leaks into Units 20 & 2

Mr Browne reported that a leak occurred from unit 38 and after attendance and test by plumbers it was found that the leak occurs at the drain hole of the shower - bath of unit 38 and this needs to be resealed at that drain hole. A test at unit 20 showed water was seeping through the tiles of the roman bath and that needs water proofing of tiles or replacement of tiles to fix the problem. It was agreed that Managers are to write to the owners of units 38 and 20 to request for them to arrange appropriate remedial action at their expense.

It was agreed that an item of special business is to be included onto the agenda for the Annual General Meeting regarding leaks. That is to receive a report from the Strata Council regarding water seepage from Roman baths at the property.

9.3 Noise Disturbance - Unit 39

Ms Hourigan reported that some noise disturbance from the tenants at unit 39 has been experienced. It was agreed that she will monitor the position and will speak to the tenants if necessary.

9.4 Lattice at Unit 9

It was noted that a lattice coloured white has been installed on the balcony of unit 9. It was agreed that Managers are to write to the owners of unit 9 advising that the lattice may remain subject to it being painted the same colour as the building.

9.5 Air Conditioner at Unit 21

It was noted that un-serviceable air conditioner is in the window of the dining room at unit 21 and it is unsightly and poses a potential hazard. It was agreed that Managers are to write to the owners of unit 21 to request removal of the air conditioner and for those owners to make good the brickwork where the retaining bolts were fitted to secure the unit.

9.6 List of Maintenance Items

Mr Holland tabled a list of maintenance items where work is required, which resulted from an inspection of the property by all Council Members on the 26/08/99. It was agreed that this is to form an addendum to the minutes of this meeting. It was agreed that Council will give consideration to priority needs and plan which items are to be attended to during the year ahead, with quotations to be obtained as may be appropriate.

**10. NEXT MEETING:** The next Annual General Meeting will be on Monday 22 November 1999 commencing at 6.00 pm at the Offices of Quin Ballard. Details to be advised by Managers at least fourteen days prior. The date of the next Council Meeting is to set at the Annual General Meeting.

**17. CLOSURE:** Mr Munday thanked Mr Browne for the kind use of his unit for the meeting and for his hospitality. There being no further business, the meeting closed at 1.20 pm.

**CONFIRMED:**  THIS 24 DAY OF JAN, <sup>2000</sup>~~1999~~

Venue: The Mews

Date: Thursday, August 26th 1999.

Present: David Browne, Geraldine Hourigan & Roger Holland

Subject: Exterior Property Inspection.

The following itemised list is work that needs to be carried out in the Financial Year January 2000 budget.

1. Replace three "Extenderline" washing lines on the South side of unit 18, two between units 5 and 6 and 2 between units 2 and 3.

2. Build a two tier retaining wall between the carport and pathway running alongside unit 17 to stop soil and water collecting on the side wall of unit 17.

3. Concrete walkway area between units 12 and 13. No plants are able to grow in that area owing to wind and lack of light. A small soakwell will need to be installed to take water from those particular unit bathroom floor drains.

4. Remove dead tree from in front of unit 9 and behind carpark bay number 5. Possibly replace tree with a shrub.

5. Remove flaking paintwork under the first floor walkways and repaint, this problem is not confined to any one particular complex.

6. Unit 5 requires the balcony wall to be totally repointed and some bricks to be re-cemented. Unit 43 also requires repointing but this has been noted in previous minutes.

7. Gutter renewal is required above parking space number 6 and 25.

8. Flaking paint on West side of unit 19 overlooking the pool and stairway to same unit complex. West side of units 44 and 9 have the same problem.

9. Broken downpipe outside unit 1. Repair costs for this to be charged to person responsible. David Browne has the details.



1 November, 1999

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 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 22 November 1999  
**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.


If you cannot attend, please complete the attached Proxy Form and return it as soon as possible. It is important to have the 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, Schedule 1, By-Law 14-6).

Please note that if your unit (lot) is in joint names, all co-proprietors are welcome to attend the meeting, however when voting on a show of hands, only one of the co-proprietors can vote, provided a form of proxy has been completed and signed by all co-proprietors nominating the party entitled to vote.

Completed forms of proxy may be returned to this office at any time before the meeting, or handed in before commencement of the meeting.

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

**STRATA PLAN 5629**

**ANNUAL GENERAL MEETING OF THE OWNERS OF  
"THE MEWS", 147 - 159 CHARLES STREET, WEST PERTH**

**22/11/99**

**AGENDA**

1. Welcome
2. Record Attendance
3. Proxies verified
4. Apologies for absence
5. Quorum
6. Appointment of Meeting Chairperson
7. Confirmation of Minutes - AGM 23/11/98
8. Business Arising - AGM 23/11/98
9. Report from Manager
10. Financial Report
11. Election of Council of Owners
12. Re-appointment of Managers
  - Refer attached proposal from Quin Ballard
13. Special Business - See Annexure "A" for details
  - 13.1 Leakage from Bathrooms
14. General Business
15. Budget/Levy (Periodic Contributions)
16. Next Meeting
17. Closure

STRATA PLAN 5629  
OWNERS OF 147 CHARLES STREET, WEST PERTH  
STATEMENT OF INCOME & EXPENDITURE - 01/10/98 - 30/09/99

**INCOME**

Maintenance Levies to 30/09/99	42,769.32	
Interest on overdue levy	28.56	
Reimburse maintenance expense	85.00	
Insurance Recoup	(*)523.43	43,406.31
<b>TOTAL INCOME</b>		<u>\$43,406.31</u>

**EXPENDITURE**

**GENERAL ADMINISTRATION**

Management Fees - Regular services	4,437.50	
Postage, petties and storage of records	522.00	
AGM Fee	288.35	
Council Meeting Fees	887.35	
Caretaker - remuneration	18,972.00	
- superannuation	1,310.40	
- exp's - tel/petrol	520.00	
- relief caretaker	830.00	
Consultant fee - building	230.00	
Income Tax	44.64	
Govt. Charges - FID/BAD	99.48	
Insurance Premiums	3,419.29	
Signage	645.00	<u>\$32,206.01</u>

**GROUNDS MAINTENANCE**

Garden equipment & supplies	52.35	
Garden rubbish removal	618.00	
Lawn supplies	47.50	
Reticulation	16.15	
Hardware	27.40	
Tree Lopping	1,120.00	
Purchase Lawnmower	520.00	<u>\$2,401.40</u>

**REPAIRS AND MAINTENANCE**

Driveways	365.00	
Electrical	199.00	
Glass (*523.43)	523.43	
Globes & tubes	142.80	
Building	115.00	
Roof	120.00	
Pool - Maintenance	150.00	
- Supplies & chemicals	357.50	<u>\$1,972.73</u>

**ELECTRICITY - common areas**

\$2,748.35

**WATER CONSUMPTION**

\$2,174.05

<b>TOTAL EXPENDITURE FOR THE PERIOD</b>	<u>\$41,502.54</u>	<u>\$41,502.54</u>
<b>SURPLUS OF INCOME OVER EXPENDITURE</b>		\$1,903.77
<b>PLUS PRE-PAID LEVIES TO 31/12/99</b>		\$4,268.30
<b>LESS FUNDS TO INVESTMENT A/C</b>		\$4,852.00
<b>PLUS BALANCE AS AT 30/09/98</b>		<u>\$3,661.68</u>
<b>BALANCE OF TRUST A/C AT 30/09/99</b>		<u>\$4,981.75</u>
Levies in arrears as at 30/09/99	\$905.37	



STRATA PLAN 5629

"THE MEWS"

147 - 159 CHARLES STREET, WEST PERTH

SUMMARY OF INVESTMENT FUNDS 01/10/98 - 30/09/99

Commonwealth Bank South Perth Account No. 6124 1011 4390

Balance at 30/09/98	\$19,326.59
plus investment funds transferred from General Trust a/c	\$ 4,852.00
plus interest	\$ 329.01
less government duty	\$ 4.62
less purchase Smart Power Meter	<u>\$ 794.00</u>
BALANCE AT 30 SEPTEMBER 1999	<u>\$23,708.98</u>



## RE-APPOINTMENT OF MANAGERS

### PROPOSAL FROM QUIN BALLARD TO THE OWNERS OF "THE MEWS" 147 - 159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629

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Our proposal is for us to continue 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 re-appoint us for that period or in the absence of an elected Council, that the proprietors in general meeting re-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 re-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 by-laws. Documents relative to amendment, repeal or addition to existing by-laws 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.

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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. 6952

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: (08) 9474 1302 Phone (08) 9474 1533 E-mail: quibal@inet.net.au



**FEES FOR REGULAR SERVICES**

Our Annual fee for Regular Services will be \$4,575.00 plus postage, petties and storage of records \$540.00. Total \$5,115.00 payable \$426.25 monthly in advance.

**FEES FOR 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. \$75.00 per hour
- outside the hours of 9.00 a.m. to 5.00 p.m. \$105.00 per hour

Adjourned meeting fee \$75.00 9.00 a.m. to 5.00 p.m. \$105.00 otherwise

**FEES FOR 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.

**GOODS AND SERVICES TAX (GST)**

\* On July 1, 2000 the Commonwealth Government will introduce a goods and services tax ("GST") of ten per cent which will be levied or assessed and become payable in the connection with the supply of the Agents services or any goods, facilities or other things supplied by the Agent to the Strata Company ("the Principal").

\* The agreed Agent's fees and expenses referred to in this agreement do not already include GST and the GST must be paid in addition to the Agent's fee.

\* If the agreed Agent's fees and expenses are due and payable after July 1, 2000 and the agreed Agent's fees and expenses do incur a GST component, then the Principal shall pay to the Agent any GST payable by the Agent in accordance with the requirements of the GST. Payment must be made prior to the date for payment of the GST by the Agent, and the Principal hereby indemnifies the agent in relation to any payment of the GST pursuant to the agreement.

\* A certificate given by the Agent to the Principal of the amount payable shall be conclusive as between the Agent and the Principal except in the case of manifest error.



- 3 -

**APPLICATION FOR ALTERATION TO LOTS OR COMMON PROPERTY**

Any applications for alterations to the lot or to common property should be made in writing to the Strata Company.

The matter of dealing with such applications falls outside the scope of both Regular and Special Services. Separate management fees for time and disbursements will apply and are payable by the lot proprietor and not by the Strata Company. Enquiries in this regard should be made direct to Managers, in the first instance.

**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 re-appoint Quin Ballard as Strata Company Agent Managers from 22/11/99 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 re-appointed as Strata Company Agent Managers from 22/11/99 to the date of the next Annual General Meeting in accordance with their proposal as attached to the Notice of Meeting".

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Fax: (08) 9474 1302 Phone (08) 9474 1533 E-mail: quibal@iinet.net.au

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

**ANNUAL GENERAL MEETING 22/11/99**

**AGENDA ITEM NO. 13 ANNEXURE "A" SPECIAL BUSINESS**

**13.1 Leakage from Bathrooms**

To receive a report from the Strata Council regarding water seepage from Roman baths in unit bathrooms and regarding the need for adequate waterproofing of wet areas.

**STRATA PLAN 5629  
OWNERS OF "THE MEWS"  
147 - 159 CHARLES STREET, WEST PERTH  
PROPOSED BUDGET - 1999 - 2000**

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Management fees	4,575.00
Postage, petties and storage of records	540.00
Provision for attendance @ Council Meetings	900.00
Provision for income tax on investments	100.00
AGM Fee	300.00
Govt. charges - FID/BAD	100.00
Insurance premiums	3,900.00
Common lighting and power	2,900.00
Caretaker - Remuneration	18,720.00
Caretaker - Superannuation @ 7.0%	1,310.00
Caretaker - telephone , petrol, petties	520.00
Caretaker - relief caretaker (4wks @ 50%)	720.00
Pool - chemicals & supplies	800.00
Lawns/gardens	900.00
Water consumption	2,200.00
Tree Management	800.00
Garden rubbish collection	600.00
General repairs and maintenance	3,800.00
Provision for G.S.T. (Goods & Services Tax)	1,150.00
<b>TOTAL</b>	<u>\$44,835.00</u>
Finds for future maintenance	<u>\$5,757.00</u>
<b>TOTAL PROPOSED BUDGET</b>	<u><u>\$50,592.00</u></u>

\$50,592.00 = \$272.00 per unit entitlement per annum (186 total unit entitlement) quarterly in advance to commence from 01/01/2000.

24 units @ UE4 = \$272.00 per qtr

30 units @ UE3 = \$204.00 per qtr

**NOTE:** This budget includes provision for GST and it is recommended by the Strata Council in the interests of proper management.

**"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: \_\_\_\_\_

- \* Where a company is the nominee, the person authorised by the company to act on its behalf on council is.....

DATE: \_\_\_\_\_

2. I wish to nominate the following party 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)

- \* Where a company is the nominee, the person authorised by the company to act on its behalf on council is.....

NAME OF NOMINATOR (PRINT) \_\_\_\_\_

UNIT NO: \_\_\_\_\_

DATE: \_\_\_\_\_

**NOTE:**

\*

Where a Company is the lot proprietor then in accordance with Section 45 of the Strata Titles Act 1985, the Company is eligible to be a member of the Council. The Company may then authorise an individual to act on its behalf on Council and may later revoke that authority. Nomination by the Company for its election to Council together with advice of details of the authorised individual should be completed by the signing/sealing procedures of the Company as may be appropriate.

- # 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 (or lot number/s) \_\_\_\_\_ in Strata Plan Number 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", 147 - 159 Charles Street, West Perth, Strata Plan 5629 to be held on 22 November 1999 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. Only one co-proprietor of a unit (lot) can vote at a general meeting on a show of hands provided a form of proxy has been completed and signed by all co-proprietors nominating the party entitled to vote.
2. A Company may appoint a nominee as its Proxy and the Form of Proxy should, where applicable, have the company seal affixed.
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 MONDAY 22 NOVEMBER 1999, COMMENCING AT 6:12 PM.

1. 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.
2. RECORD  
ATTENDANCE:
- |                                       |                  |
|---------------------------------------|------------------|
| Mr D Browne                           | Unit 3 & 47      |
| Mr & Mrs T & D Clarke                 | Unit 8           |
| Mr A Smith                            | Unit 9           |
| Mr J Sloan                            | Unit 11          |
| Mr & Mrs P & A Wrightson              | Unit 16          |
| Mr R Holland                          | Unit 17, 19 & 28 |
| Mr P Smith                            | Unit 23          |
| Mr R Kanter                           | Unit 26          |
| Mr T Clarkin representing             | Unit 36          |
| Mr R Ballard representing             | Unit 42 & 14     |
| Mr P Munday representing Quin Ballard |                  |
3. PROXIES:
- |   |         |
|---|---------|
| Mrs T Ivory   | Unit 2  |
| Mr & Mrs DA & T Browne<br>& Mr & Mrs GJ & EA Browne<br>all to Mr D Browne | Unit 3  |
| Ms C Bashford   | Unit 4  |
| Mr TJ Dickson   | Unit 6  |
| Mrs C Chapman<br>all to the representative from Quin Ballard              | Unit 7  |
| Ms T Boyd<br>to Mr D Browne   | Unit 10 |
| Mr P Tye<br>to the representative from Quin Ballard                       | Unit 13 |
| Mr M Quin & Mrs K Ballard<br>to Mr R Ballard                              | Unit 14 |
| Mr & Mrs PA & AM Wrightson<br>to Mr P Wrightson                           | Unit 16 |
| Mrs J McDonald  | Unit 20 |
| Mr R Jones<br>both to the representative from Quin Ballard                | Unit 22 |
| Mr & Mrs PH & JC Smith<br>to Mr P Smith                                   | Unit 23 |
| Mr & Mrs JN & PM Luckie   | Unit 27 |

Professor M Skully	Unit 32
both to the representative from Quin Ballard	
Miss P Dixon	Unit 34
to Mr D Browne	
Mr S Clarkin	Unit 36
to Mr T Clarkin	
Ms H Maxwell	Unit 40
to the representative from Quin Ballard	
Mrs EM Foston	Unit 42
to Mr R Ballard	
Mr S Sams & Ms M Thompson	Unit 44
to the Chairperson	
Mrs D Gilbert	Unit 46
to Mr D Browne	
Mr & Mrs DJ & JM Ponnambalem	Unit 48
Mr A Manners	Unit 49
Mr T Mitchell	Unit 51
all to the representative from Quin Ballard	
Mr G Sturke	Unit 53
to Mr D Browne	

**4. APOLOGIES FOR ABSENCE:**

Mrs J McDonald	Unit 20
Mrs EM Foston	Unit 42

**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.

**7. CONFIRMATION OF MINUTES:**

It was **RESOLVED** that the minutes of the Annual General Meeting held on 23/11/98 be received and accepted as a true and correct record and these were then signed by the Chairperson.

**8. BUSINESS ARISING:** Nil.

**9. REPORT FROM MANAGER:**

Mr Munday gave his report and it contained the following:

1. Strata Titles Act 1985

The Strata Titles Act 1985 continues to govern the property and Managers advise that there have been no significant amendments to the Act since the last Annual General Meeting.

2. Strata Council

The strata council met on a number of occasions to handle various items of property management, with Mr Roger Holland acting as chairman, Mr David Browne as treasurer and Ms Geraldine Hourigan as secretary. To council

members managers extend a special vote of thanks on behalf of all owners for their very considerable efforts. A number of matters were addressed including the installation of Smart Power meter which provides a good cost saving on electricity, installation of improved signage plus the re-numbering of carbays. Line marking and a list of ongoing maintenance items are on the agenda to be addressed. Well done to council members.

### 3. Insurance

CHU Underwriting Agencies Pty Ltd continues to insure the property to expire on 1/10/2000.

As agents of CHU, Managers advise that we receive a commission on volume business, however this does not effect the Strata Company Insurance premium in any way.

#### Levels of Cover:

Building	\$3,080,000.00
Common Contents	\$14,000.00
Legal Liability	\$10,000,000.00
Office Bearers Liability	\$2,000,000.00
Workers Compensation	As Per Act

#### Name Change

Managers advise that a name change occurred during the year whereby *Corporate Home Unit Underwriting* changed to *CHU Underwriting*. There was no change in company structure - the change was only one of a shortened name.

#### Legal Liability

With regard to the legal liability cover, the insurer forwarded a memo relative to increased cover from \$5 million to \$10 million with the following comments included.

*"Increased litigation and compensation awarded by the Courts, place an onus on insurers, underwriters and owners to ensure Legal Liability protection is adequate.*

*We believe it is now both prudent and imperative that our policy holders' Legal Liability protection is increased. As such, we are doubling the Legal Liability protection for a nominal premium.*

*We strongly urge you to accept the additional Legal Liability cover included in your renewal. However, if you do not wish this additional protection to be afforded to your owners, delete the premium noted at the base of the Renewal Notice".*

In line with the recommendation, managers adopted the increased level, to \$10 million and will vary that level on instructions from the strata company if it so chooses.

Copy of the memo relative to legal liability will form an attachment to the minutes of this meeting.

#### END OF REPORT

#### FINANCIAL REPORT:

Mr Munday referred to the report for the year ending 30/9/99 and he advised that Managers received no enquiries regarding the report prior to the meeting.

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** the financial report for the period ending 30/9/99 be received and adopted as a true and correct record.

#### 1. COUNCIL OF OWNERS:

Mr Munday gave a brief overview of the role of the Strata Council. He reported that two written nominations were received and he called for further nominations. It was **RESOLVED** that the following owners be appointed to the Council:

Mr A Smith	Unit 9
Mr P Smith	Unit 23
Mr R Holland	Unit 17, 19 & 28
Ms G Hourigan	Unit 43
Mr D Browne	Units 3 & 47

Positions of Chairman, Treasurer & Secretary to be appointed at the next Council Meeting.

#### 12. APPOINTMENT OF MANAGERS:

Mr Munday referred to the proposal from Quin Ballard as attached to the Notice of Meeting and he confirmed that Quin Ballard are happy to continue in the role of Strata Managers.

Mr Clarkin recommended that additional quotations be obtained by the Strata Council for consideration and that Managers should be appointed by the Council. It was noted that under the Strata Company by-laws, the Council may appoint agents. Mr Munday confirmed that the proposal from Quin Ballard was to manage from this Annual General to the date of the next Annual General Meeting as directed by the company to the council. It was noted that the

incoming Council may choose to obtain future alternative quotations for Strata Company Management if Council deems it appropriate.

It was **RESOLVED** that the Strata Council be directed to appoint Quin Ballard to manage the Strata Company from 22/11/99 to the date of the next Annual General Meeting in accordance with the proposal as attached to the Notice of Meeting.

Annual Management fee \$4,575.00 (\$381.25 charged monthly) plus Annual General Meeting fee charged at hourly rate. Adjourned Meeting fee \$75.00 - 9.00 a.m. - 5.00 p.m. and \$105.00 otherwise, cost of postage, petties & storage of records \$45.00 per month.

Extra duties which are performed at the rate of \$75.00 per hour during office hours and \$105.00 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.

**13. SPECIAL BUSINESS:** 13.1 Leakage from Bathrooms

Mr Browne reported details of the wearing down of the grouting in Roman baths at the property and confirmed that the Strata Council recommends that all owners need to check and ensure adequate water proofing of wet areas. It was noted that tap spindles should also be checked to avoid water leakage.

**14. GENERAL BUSINESS:**

Nil.

**15. BUDGET/LEVY:**

Mr Munday referred to the proposed budget as attached to the Notice of Meeting. He confirmed that the proposed budget was recommended by the Strata Council and it was noted that provision for GST (Goods and Services Tax) was included. Some discussion took place regarding the adequacy of the GST provision and it was acknowledged that the provision included may be inadequate. It was agreed that any shortfall in that respect is to come from accumulated reserves.

It was **RESOLVED** that the proposed Budget of \$50,592.00 for the year ending 2000, be received and adopted and that the levy of \$272.00 per quarter for unit entitlements 4 and \$204.00 per quarter per unit entitlements 3, be adopted, payable quarterly in advance commencing from 1/1/2000.

**16. NEXT MEETING:**

The next Council meeting is to be Monday 24 January 1999, commencing at 10:00am, in Unit 47.

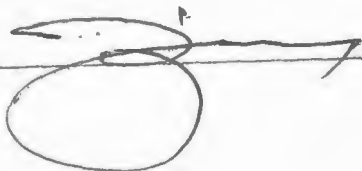
The next General Meeting will be in approximately twelve months. Details to be advised by Managers at least fourteen days prior.

All proprietors are notified herewith that if any proprietor wishes for an item to be included onto the agenda for the next Annual General Meeting, details should be submitted in writing to Quin Ballard by 30/9/2000.

CLOSURE:

Mr Munday thanked those present for their attendance; there being no further business, the meeting closed at 7:05pm.

CONFIRMED:

A handwritten signature in black ink, appearing to be 'S. Munday', written over a horizontal line.

THIS

4

DAY OF

December

2000