

22 January 2002



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 4 February 2002
TIME: 10.00 am
LOCATION: Unit 47/147-159 Charles Street, West Perth

- AGENDA:**
1. Record Attendance
 2. Proxies
 3. Apologies for absence
 4. Quorum
 5. Appointment of Council Chairman, Treasurer & Secretary
 6. Confirmation of Minutes of Meeting 17/9/01
 7. Business Arising - 17/9/01
 8. Financial Report
 9. Correspondence
 10. General Business
 11. Next Meeting
 12. Closure

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

Yours faithfully


ROSS BALLARD
STRATA COMPANY MANAGER
For The Owners of Strata Plan 5629

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

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 - P.O. Box 221, Como, W.A. 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 ABN 85 869 125 509

MINUTES OF A MEETING OF THE COUNCIL OF OWNERS OF "THE MEWS", 147-159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD AT UNIT 47 THE MEWS, ON MONDAY 4 FEBRUARY 2002, COMMENCING AT 10.00AM.

1. RECORD

ATTENDANCE:

Mr A Smith	Unit 9
Mr P Smith	Unit 23
Mr R Holland	Units 17.19 & 28
Mr D Browne	Units 3 & 47
Ms G Hourigan	Unit 43
Mr P Munday representing Quin Ballard	

2. PROXIES: Nil

3. APOLOGIES FOR ABSENCE: Nil

4. QUORUM: A quorum was present

5. CHAIRPERSON, TREASURER & SECRETARY:

It was agreed that the following be appointed:

Mr P Smith	Chairman
Mr R Holland	Treasurer
Ms G Hourigan	Secretary

6. CONFIRMATION OF MINUTES:

It was **RESOLVED** that the minutes of the council meeting held on 17 September 2001 be received and accepted as a true and correct record and these were then signed by the Chairman.

7. BUSINESS ARISING:

7.1 Painting of Carport Gutters -Units 6 & 25 and some Downpipe Unit 17

Mr Browne reported that this work has been completed.

7.2 Roof Repairs/Replacement

It was noted that detail was included in the Chairman's report to the Annual General Meeting.

7.3 Security

This matter was addressed at the Annual General Meeting and at that time it was agreed that an Extraordinary General Meeting should be called to seek approval from the strata company for works to proceed. Mr P Smith distributed to each member present a plan and specification which he used in his contact with fencing contractors and he gave details regarding that contact. Mr Munday distributed copies of some quotations which have been received and Mr Smith reported that further quotations are yet to come.

It was agreed that an additional pedestrian gate should be installed near the western end of the Ivy Street visitor parking area. It was agreed that a special council meeting is to be called for the Extraordinary General Meeting. Mr Munday extended a special thank you to Mr P Smith for the considerable amount of time he has contributed in coordination of this project.

7.4 Concrete Spalling on Walkways

It was agreed that Mr Holland is to seek additional quotations from fencing contractors for the matter to be decided at the next council meeting.

7.5 Resurfacing of Driveway

Mr Holland reported that he will continue to follow through to obtain site plans for confirmation of cost.

7.6 72 Carr Street

Mr Munday reported that Mossensons, solicitors forwarded a letter of demand to the occupiers of 72 Carr Street in respect of the damage to the dividing fence, however no reply was received. After discussion it was agreed to let the matter rest. Mr Browne reported that he will plant a shrub in front of that section of fence.

7.7 Installation of Air Conditioning unit at Unit 47

Mr Browne confirmed that he will forward written application, in line with the minutes of the last council meeting.

8. FINANCIAL REPORT: Mr Munday distributed to each member present a summary of financial information as follows:

Balance of general trust account as at 01/02/02	\$ 5,202.42
Balance of investment a/c as at statement 10/01/02	\$35,609.69

Outstanding levies:

Due 01/10/01	Unit 10	\$210.00
	39	\$280.00

Due 01/01/02	Unit 6	\$237.75
	10	\$237.75
	15	\$237.75
	33	\$237.75
	37	\$237.75
	39	\$317.00
	48	\$317.00
	52	\$237.75
	53	\$317.00

END OF REPORT

9. CORRESPONDENCE:

12/09/01 from owner U48 re painting of ceiling
 23/09/01 from owner U48 re painting of ceiling
 12/12/01 from owner U48 re painting of ceiling
 28/09/01 from D Browne re abandoned cars U30 bay & U48 bay
 15/10/01 to agent U30 re car
 15/10/01 to owner U48 re car
 15/10/01 to Mossensons, solicitors re fence
 19/10/01 from Mossensons to enclose copy of letter of demand
 22/10/01 from agent U50 to report water stain on ceiling
 26/10/01 from Mossensons to advise no reply and to seek further instructions
 16/01/02 to all owners re Ross Ballard to be assigned strata manager
 15/01/02 from D Browne re burst pipe at U42 and resultant ceiling damage at U24.

10. GENERAL BUSINESS:

10.1 Gardens and Trees

Ms Hourigan enquired of Mr Browne regarding the removal of three trees and Mr Browne responded with details of damage being caused to the driveways plus white ants in the Almond tree. Ms Hourigan recommended there should be an improvement to the general cleaning of the property and to grounds maintenance. After discussion it was agreed that a sub committee of three be formed to inspect the grounds and submit a recommendation regarding improvement or changes to gardens and to trees, for consideration at the next council meeting. Members of the sub committee Mr R Holland, Mrs Smith of unit 23 and Ms Hourigan.

10.2 Caretaker/Council Member Role

Ms Hourigan commented on the need for extra care regarding caretaker duties and discussion took place regarding the role of Mr D Browne as both caretaker and council member. It was noted that a considerable amount of time is contributed by Mr Browne in handling council

6. NE

matters. Mr Munday recommended that council members give consideration to the summary of caretaker duties with a view to a review of the position at the next council meeting. It was agreed that a copy of the original caretaker's agreement is to be an attachment to these minutes. Mr Munday confirmed to members present the large amount of time contributed by Mr Browne as a council member and suggested that if this time contribution has impinged on the time required for caretaking duties, that position needs review. His comments were noted.

11. NEXT MEETING:

The next full council meeting is to be on Monday 13 May 2002 commencing at 10 am in Unit 43.

17. CL

A special council meeting regarding fencing/security is to be held on Monday 18 March 2002 commencing at 10 am in Unit 9, with the date of the Extraordinary General Meeting to be decided at that council meeting, to be approximately mid April.

12. CLOSURE:

Mr Munday thanked Mr Browne for the kind use of his unit for the meeting and he thanked all members for their attendance and input. There being no further business the meeting closed at 12.20 pm

CONFI

CONFIRMED: PARSA THIS 27 DAY OF MAY 2002



11 March 2002

The Council of Owners
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 a Special Council of Owners Meeting of the owners of 147-159 Charles Street, West Perth, Strata Plan 5629 will be held:-

DATE: Monday 18 March 2002
TIME: 10.00 am
LOCATION: Unit 9/147-159 Charles Street, West Perth

- AGENDA:**
1. Record Attendance
 2. Proxies
 3. Apologies for absence
 4. Quorum
 5. Appointment of Chairperson, if Mr P Smith the appointed chairperson is not present
 6. Special Business : Fencing/Security
Both reference to minutes of Council meeting held 04/02/02, to
(1) Consider and determine recommendations for an Extraordinary General Meeting (EGM)
(2) Set date for Extraordinary General Meeting
 7. Next Meeting
 8. Closure

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

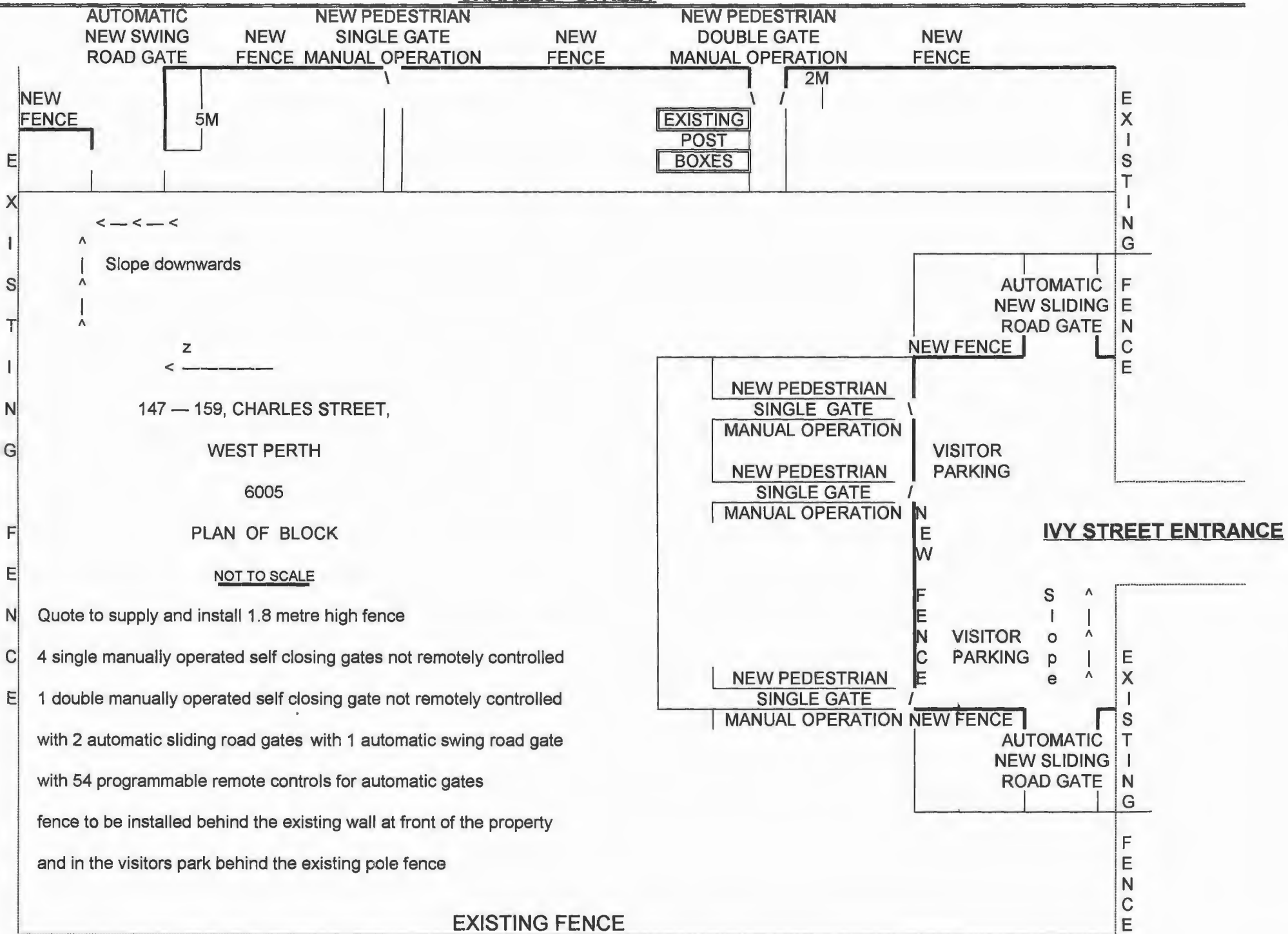
Yours faithfully

ROSS BALLARD
STRATA COMPANY MANAGER
For the Owners of Strata Plan 5629

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

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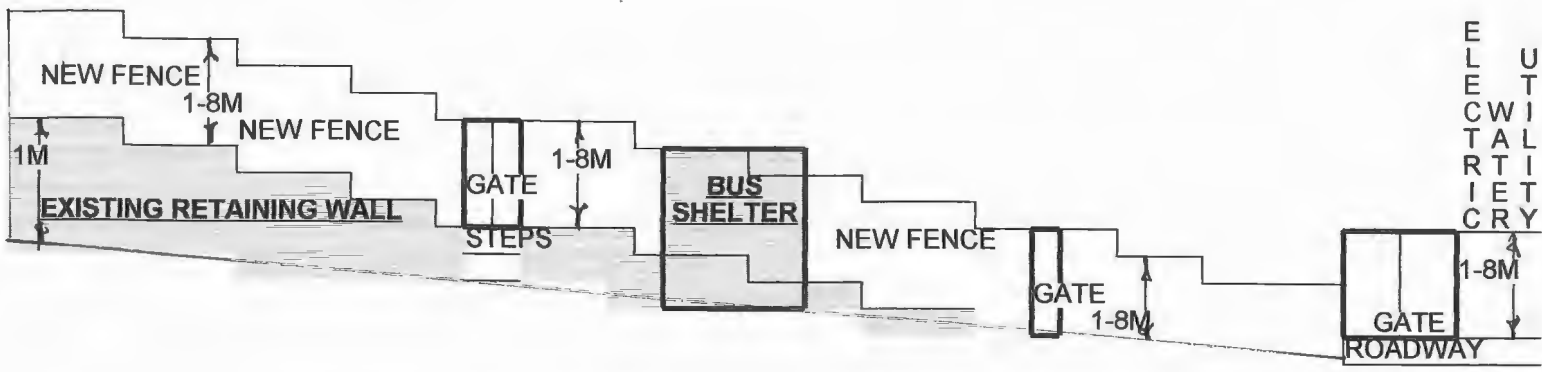
CHARLES STREET



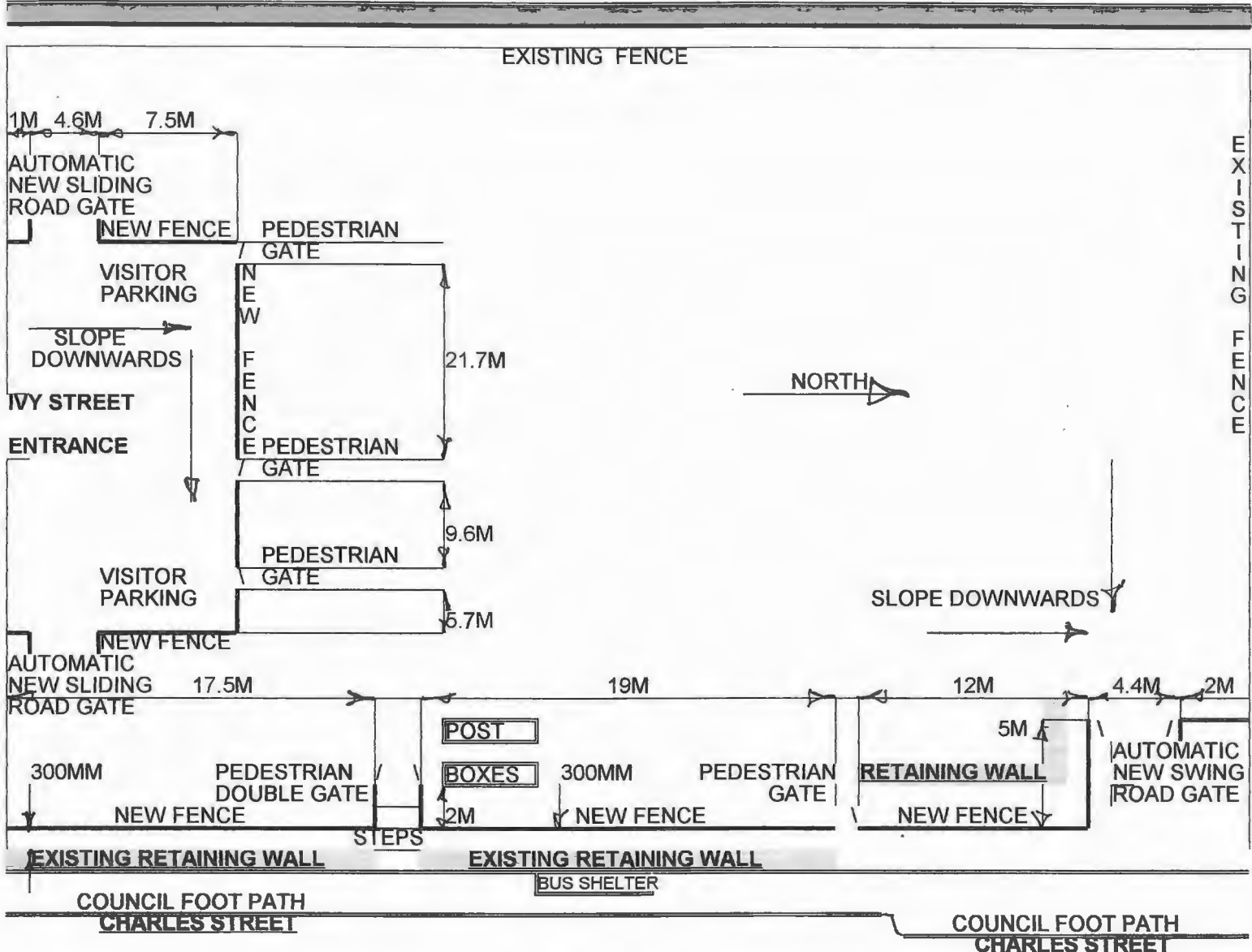
147 — 159, CHARLES STREET,
 WEST PERTH
 6005
 PLAN OF BLOCK
NOT TO SCALE

- Quote to supply and install 1.8 metre high fence
- 4 single manually operated self closing gates not remotely controlled
- 1 double manually operated self closing gate not remotely controlled
- with 2 automatic sliding road gates with 1 automatic swing road gate
- with 54 programmable remote controls for automatic gates
- fence to be installed behind the existing wall at front of the property
- and in the visitors park behind the existing pole fence

EXISTING FENCE



FRONT ELEVATION
FROM
CHARLES STREET



PLAN VIEW

NEW FENCE TYPE: 1-8 METRE HIGH
OPEN STEEL TUBE POWDER COATED
TOP PATTERN OF FENCE IS LOOP AND SPEAR
IS SET BACK FROM EXISTING RETAINING
WALL BY 300MM AT FRONT OF PROPERTY

PLAN OF BLOCK NOT TO SCALE
147-159 CHARLES STREET
WEST PERTH 6005
LOT # 100 STRATA PLAN #5629

MINUTES OF A COUNCIL OF OWNERS SPECIAL MEETING OF THE OWNERS OF "THE MEWS" 147-159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD AT UNIT 9/147-159 CHARLES STREET, WEST PERTH, ON MONDAY 18 MARCH 2002, COMMENCING AT 10.00 AM.

Mr R Ballard welcomed those Owners present and the meeting proceeded as follows: -

1. **ATTENDANCE :**

Mr P Smith	Unit 23
Mr A Smith	Unit 9
Mr D Browne	Units 3 & 47
Mr R Ballard and	
Mr P Munday representing Quin Ballard.	

2. **PROXIES :** Nil.

3. **APOLOGIES :**

Mr R Holland	Units 17, 19 & 28
Ms G Hourigan	Unit 43

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

5. **APPOINTMENT OF CHAIRPERSON :** Mr P Smith, the appointed chairperson presided for the duration of the meeting.

6. **SPECIAL BUSINESS :** 6.1 Fencing/Security
 Mr P Smith referred to a statement he has prepared on the fencing Quotations as at 23 February 2002; including recommendations from the various Sales Representatives (see attached). This has been distributed to all councillors, as a support to the requirements for an Acceptable Program Outcome.

 There are four main sections that were referred to as important to the success of the project.

 A check of the dates for all quotations received since the last Council of Owners meeting on 04/02/02 was made by Mr P Munday.

6.2 Project Over Overview

Mr P Smith provided an overview on action taken with the Town of Vincent (Ms H Coulter) and assistance provided to obtain Council's approval to the Fence/Security proposal. It was noted that the Department of Planning & Infrastructure were also to be informed of the proposal and their approval is necessary prior to construction being undertaken. Forms were supplied for this purpose and the Town of Vincent have advised that formal Council approval is to be provided.

6.3 Project: Application to Town of Vincent

Mr P Munday advised that the application is to be lodged and no cost is applicable to this process, if Council of Owners proceed on behalf of the strata company.

Mr D Browne said that it was important that Council of Owners act on behalf of all Owners, to expedite the approval process.

Mr P Smith confirmed that a building licence is required. Mr P Munday said that the application should include details of the proposed contractor, if this is necessary to gain Council's approval.

6.4 Council of Owners Approved As Follows: -

- * Lodgement of application to the Town of Vincent, including Supporting documentation as to preferred contractor. This is to be in accordance with the Sales Representatives advice.
- * Minutes of Council of Owners meeting held 18/03/02 is to be in accordance with Schematic drawing
- * Electronic Closer - is to be included and an allowance of \$3000.00 made in addition to quotation figure supplied.

It was noted that the Installer of gates is to confirm in writing the installation process, to ensure that a clear undertaking as to the gates operation is stated.

Mr P Smith referred to the colour range for fence/gates and said that in his opinion the colour beige or similar is appropriate to maintenance, visual appearance and in keeping with the strata complex.

6.5 Review of Quotations

Mr P Smith proceeded to advise on the number of quotations as eight received and said that he had reduced the figure down to three quotations as meeting specifications and as per the recommendations of Sales Representatives etc:

The three quotations are:

1. WA Steel Sales

Dated 22/02/02 \$28,085.90

(Electrical Installations to be arranged separately and GST component is not specified)

2. Smart Engineering

Dated 04/02/02 \$32,375.0

(Includes installation & GST but no electrical installation)

3. R & R Pool & Security Fencing

Dated 25/01/02 \$19,779.00

(Includes GST and specifies galvanising of steel/powder coating)

Mr P Smith confirmed that all quotes were based upon the Fence/Security specifications, with the same design outcome. One contractor requires a 50% deposit, whilst the others stated that between 20% - 30% deposit is payable on acceptance of quote.

Heavy duty steel gates would add up to \$9,000.00 to quotes for automation access however, no pedestrian security is included in the proposal.

Mr P Smith confirmed that he has visited a number of sites to view construction of fence/gates.

* WA Steel Sales - visited site at East Perth - opposite oval and work is acceptable.

* R & R Pool and Security Fencing - The design of Fencing/Gates at park adjacent to Ivy Street is not to design required however, Mr Smith is satisfied that work is to a good standard.

* Smart Engineering - Mr Smith was disappointed with the work sighted and noted that gate widths in steel size would not suit their strata complex. He was not able to examine sliding gates and steel in a solid material format which is an important design requirement.

6.6 Council of Owners: Absence of Two Members

Mr P Munday enquired as to other Council of Owners knowledge on proposal to date and had they sighted the quotations for all proposed contractors. Mr P Smith said that both Ms G Hourigan and Mr P Holland had received the quotations and they were fully informed as to work review progress as at 14/02/02.

It was noted that the quotes must include GST and the cost of power to operate is the responsibility of the strata company.

It is important to ensure that the successful contractor must confirm in writing to Mr P Smith, any items that are unclear on costings and specifications.

6.7 Power Source

Discussion ensued on the power supply - whether 3 phase and as to connection/installation points throughout the complex. Costs associated with power access is to be determined.

Mr D Browne is to contact strata company maintenance electrician - Mr Doug Hall - Western Maintenance and meet him on site. A quotation based upon electrical work is to be supplied for Council of Owners consideration.

6.8 Extraordinary General Meeting : Owners

Mr P Smith advised the meeting that he was prepared to recommend the tabling of the three quotations to an Extraordinary General Meeting of owners. Mr D Browne preferred to issue one recommendation only to owners as this is the best means to obtain agreement and proceed with the project installation and resolve the funding allocation.

Mr P Munday confirmed that the correct process is to prepare a report to owners of the 8 quotations and give the reasons for short listing of the 3 acceptable quotations. This would then enable Council of Owners to support the recommended preferred contractor and seek approval to proceed.

6.9 Material: Steel Fabrication

Mr P Smith said that in his view it was important to ensure that all Steel fabrication is galvanised inside of tubing/outside of tubing, as this will provide a maintenance free fencing/gate service to the strata company. The final examination should include the contractors advice as to the fabrication of materials etc.

In Summary:-

* R & R Pool & Security Fencing - good quotation. Price and quality outcome are included. This is the cheapest quote, at \$28,000 inclusive of all costs with all factors examined.

* Mr P Munday enquired as to the control of automatic gates and as to the procedures to be followed, if a controller is lost.

Various aspects of gate controls were discussed and Mr P Munday confirmed that a by-law should be prepared to incorporate a practise for all to follow with the replacement/coding of controllers. By-law cost \$500 (estimate).

* Mr D Browne said that signage costs should also be listed. This is estimated as \$500.00.

* Electrical Installation charges were thought to be in the order of \$2000.00.

* It was noted that speed hump is not required, if sliding gate is installed.

** Overall guide to project costing is \$31,000.00.

6.10 Items : Project Works

Mr P Smith advised that it is apparent that further project works are required with a number of items including, the difference in cost of Hydraulic/electrical functions.

The meeting decided to adjourn its project assessments, that now require further input and to meet again in 3 weeks time.

7. NEXT MEETING :

Next meeting of Council of Owners is set for 10.00 am on Monday 8 April 2002 at unit 9/147 - 159 Charles Street, West Perth.

*Perth
20/5/02.*

8. CLOSURE:

Mr P Smith closed the meeting at 11.45 am. Thanks to Mr A Smith for proving the meeting venue.

Confirmed : *P. Munday*

This 27 Day of May, 02.



17 March 2002

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

Postponed - see 20-5-02

Dear Owner

NOTICE OF MEETING

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

DATE: Monday 8 April 2002
TIME: 10.00 am
LOCATION: Unit 9/147-159 Charles Street, West Perth

- AGENDA:**
1. Record Attendance
 2. Proxies
 3. Apologies for absence
 4. Quorum
 5. Appointment of Chairperson, if Mr P Smith the appointed chairperson is not present
 6. Confirmation of Minutes of Meeting held 04/02/02 & 18/03/02
 7. Business Arising - 04/02/02 & 18/03/02
 8. Financial report
 9. Correspondence
 10. General Business
 11. Next Meeting
 12. Closure

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

Yours faithfully

ROSS BALLARD
STRATA COMPANY MANAGER
For the Owners of Strata Plan 5629

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20 May 2002



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 27 May 2002

TIME: 10.00 am

LOCATION: Unit 9/147-159 Charles Street, West Perth

AGENDA:

1. Record Attendance
2. Proxies
3. Apologies for absence
4. Quorum
5. Appointment of Council Chairman, Treasurer & Secretary
6. Confirmation of Minutes of Meeting held 04/02/02 & 18/03/02
7. Business Arising - 04/02/02. 18/03/02
8. Financial report
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12. Closure

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

Yours faithfully

A handwritten signature in black ink, appearing to read 'Ross Ballard', written over a horizontal line.

ROSS BALLARD
STRATA COMPANY MANAGER
For The Owners of Strata Plan 5629

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

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MINUTES OF A MEETING OF THE COUNCIL OF OWNERS OF THE MEWS, 147-159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD AT UNIT 9 THE MEWS ON MONDAY 27/05/02, COMMENCING AT 10.00 AM.

1. RECORD

ATTENDANCE: Mr A Smith Unit 9
 Mr P Smith Unit 23
 Mr R Holland Units 17,19 & 28
 Mr D Browne Units 3 & 47
 Ms G Hourigan Unit 43
 Mr R Ballard and Mr P Munday representing Quin Ballard

2. PROXIES: Nil

3. APOLOGIES FOR ABSENCE: Nil

4. QUORUM: A quorum was present

5. CHAIRPERSON: Mr P Smith, the appointed Chairperson presided for the duration of the meeting.

6. CONFIRMATION OF MINUTES:

It was **RESOLVED** the minutes of the council meeting held 04/02/02 and the special council meeting held on 18/03/02 be received and accepted as a true and correct record and these were then signed by the Chairperson.

7. BUSINESS ARISING:

(a) Meeting Held 4/2/02

7.1.1 Security

It was noted by those in attendance that this item has been addressed at the meeting held on 18/03/02.

7.1.2 Concrete Spalling on Walkways

Mr R Holland advised that Arkwell had responded to his request and they have arranged a quotation for repairs through Perrott Painting. He reported that 13 walkways are to be fixed.

On consideration, Council of Owners agreed to proceed with the work and funding was budgeted at the last Annual General Meeting to a figure of \$4000.00. Mr P Munday confirmed that funding up to \$5000.00 was approved at the Annual General Meeting, with the balance of \$1000.00 being allocated from the strata company accumulated funds.

Ms G Hourigan advised that a notice is to be issued to residents, as noise and some inconvenience will be present. Managers will issue a circular to all residents and Mr D Browne is to place these into the letter boxes.

Mr R Holland will notify the contractor of approval to proceed up to an anticipated figure of \$5000.00 and he has Council of Owners approval to accept the works completion and authorise payment of final invoice,

7.1.3 Resurfacing of Driveway

Mr R Holland reported that N & K Jackman have visited the property and their recommendation is for the tree roots to be cut and removed. This work is seen as preferable to the removal of trees and is included in their quotation of \$15,000.00, which is based upon a site plan and work details. (The quote does not include remarking of areas).

Mr R Holland is to forward a copy of site plan and detail to managers as a record of action taken with the project. It was decided by those in attendance that Mr R Holland is to provide an additional quotation and submit this to Council of Owners for consideration.

7.1.4 Installation of Air Conditioning Unit at Unit 47

It was noted that this matter is now finalised.

7.1.5 Gardens and Trees

Ms G Hourigan has provided to Council of Owners a list of plants and trees. It was agreed that Council of Owners are to re-visit the property and examine a proposal for improvement to the areas.

Mr R Holland confirmed that an inspection and preliminary report is to be prepared on the driveway and gardens and trees items. This report to be coordinated and considered as a submission for the next Annual General Meeting.

Mr P Munday said a further meeting of Council of Owners would be advisable prior to an Annual General Meeting and this should be listed as on the Notice of Meeting as a special item.

(b) Special Meeting Held 18/03/02

7.2.1 Fencing/Security

Mr P Smith reported the progress with an application to the Dept. of Planning and Infrastructure for approval to install fencing and gates at the strata company. This action takes up to 60 days to consider via D.P.I and then requires the Town of Vincent approval before works are able to proceed.

It was noted that both R & R Pool and Security Fencing and AllSteel contractors have revised their quotations and the figures are now below those originally issued to the strata company.

Discussion centred upon the usage of driveways and security needs of the strata company and further action with regards to this proposal is required by the Council of Owners.

8. FINANCIAL REPORT: Mr R Ballard distributed to each member present a summary of the financial information as follows:-

Balance of general trust account as at 27/5/02	\$ 5,354.25
Balance of investment account as at statement to 9/5/02	\$37,245.17

Outstanding levies :

Due 01/1/02	Unit 37	\$237.75
Due 01/04/02	Unit 15	\$ 259.36
	37	\$ 237.75
	38	\$ 237.75
	39	\$ 317.00
	45	\$ 317.01
	48	\$ 317.00
	53	\$ 317.01
Total Levies Outstanding		\$2240.63

END OF REPORT

- 9. CORRESPONDENCE:** 06/3/02 from owner U47 - air conditioner installation
 08/5/02 from Perth Gas Centre re gas hot water systems
 09/5/02 from Mr P Smith re gas hot water heaters/Alinta Gas
 10/5/02 from Mr P Smith re gas water heaters/flues

**10. GENERAL
 BUSINESS:**

10.1 Gas Hot Water Units

Mr P Smith reported the circumstances that involved the owner of unit 15's installation of a new gas hot water system. There is a problem with replacement units as to size and with the current Alinta Gas regulations concerning the connection to existing flues.

The installation of units in walkways is a matter of concern due to access being impeded and also asbestos piping in the flues, as a safety matter that needs to be addressed.

Advice from a plumber has noted that units 9 and 15 have new type gas units however, this is outside of Alinta Gas regulations. Work is required to correct this anomaly, and 18 flues are the number that will over a period of time require remedial works to be carried out.

required to correct this anomaly, and 18 flues are the number that will over a period of time require remedial works to be carried out.

Mr P Smith has drafted an attachment which is to be recorded into the minute book, as this provides a sketch and description of the flues and hot water units and this information is to be recorded as a matter yet to be resolved.

The gas hot water unit item is a matter of concern and Council of Owners after some deliberation have decided that the driveway project/gardens and trees improvement is to be held pending an outcome.

Mr P Munday referred to the minutes of the Annual General Meeting held in December 1994 and explained that this was documented to show that gas hot water units were to be monitored on likely changes that will be necessary over a period of time.

Council of Owners decided to wait for the plumbers quotation for the remedial works required on the hot water units for Units 9 and 15 and this will act as a guide to additional works on other gas hot water units at the strata property.

The plumbers quotation will be forwarded to managers when received by Mr P Smith.

Mr Holland referred to the option of electric hot water units as apposed to gas ones. There are a number of factors that need to be addressed, including cost to install etc.

10.2 Fencing/Gates

Mr P Munday addressed the need for the Council of Owners to review the position with regards to introduction of a by-law for automatic operation of the gates. A number of ongoing management issues will arise and Council members should be aware that a by-law is a way to support this to a clearly understood outcome.

It was agreed that Messrs R Holland, D Browne and P Smith will examine a proposal to introduce a by-law and to notify the managers of their views. Further action in this regard is awaiting for information to be provided.

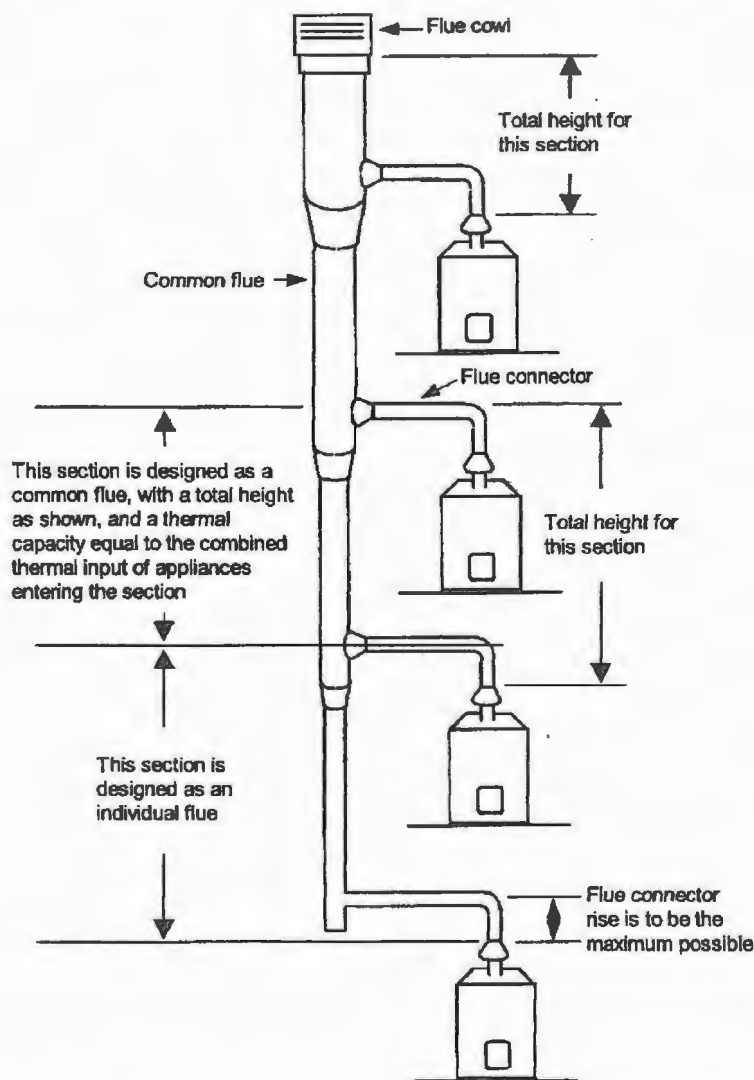
11. NEXT MEETING:

The next full council meeting is to be held on Monday 22 July 2002 commencing at 10.00 am at unit 43, or at 47, depending upon availability.

the meeting. There being no further business the meeting closed at 11.55 am.

CONFIRMED: P.H.S.L. THIS 19 DAY OF AUGUST 2002

FIGURE H2 COMMON FLUE FOR SEVERAL APPLIANCES
INSTALLED AT DIFFERENT LEVELS



Peter Smith,
23/147, Charles Street,
W/Perth 6005. 10/5/02

Att: Ross Ballard,
C/o Quin Ballard Real Estate.

Dear Ross,

Gas water heaters at the "Mews" 147, Charles St.

After our phone conversation of the 8th inst; I got in touch with the Alinta gas inspector to see if it was legal to have a shared flue and the legality of fitting a new gas water heater into the existing ducting, which is alright on both counts.

The problem arises with the size of the flue, the water heaters that were originally fitted were a smaller capacity to the new models. The smaller ones are no longer manufactured. The new models need a larger flue system, the ground floor needs a flue to suit the new heater, the next floor needs a flue to suit a larger capacity then the next floor a larger flue to the roof, to comply with the legal requirements

The cost of replacing the water heater will have to be addressed by the unit owner. The cost of replacing the common flue will have to be borne by the corporate body. The ventilation of the existing ducting may well have to be enlarged to comply with the law.

After our phone conversation this afternoon I got in touch with the plumber who fitted unit 9 water heater to come along to the units and measure the flue system to see if this is a legal standard. If this is not then it will have to be replaced.

I hope this note explains it better than I could on the phone this afternoon,

Regards,

Peter.

Notes for 27th May 2002 Meeting.

To be printed on the reverse side of the Gas water heaters# 2.wps

Friday 1 o'clock 10th May 2002

Peter Farrell the gas inspector from Alinta gas came to view the flue systems at the units he e-mailed me later on with his findings (see attachment).

Monday 12 o'clock 13th May 2002

I got in touch with the plumber at Plumbing Plus to get a rough idea -for this meeting- of the price of replacing a flue system of each duct. He said he would get back to me when he found out how much it would be to remove and replace the existing flue system. As the system is of an asbestos nature it would be very expensive to remove it, then it would have to be either replaced with double steel piping or another type of flue.

Thursday 11-15AM 23rd May 2002

I phoned the plumber at Plumbing Plus to find out about the quote, which he said that he would give me, so that we had some idea of how much it will cost to replace the existing flue system. The Plumber said that he had been in touch with the people to remove the existing asbestos flues, also to get a quote from the new steel-piping manufacturer, when he gets these quotes he will get back in touch with me. He has been in touch with the Alinta gas inspector on another matter, (which was to install a new water heater in unit 15) who gave him permission to install the new water heater on a temporary basis, as this matter was urgent.

Friday 3-15PM 24th May 2002

Peter Farrel the Alinta Gas inspector phoned me to let me know the position for giving permission to install a new water heater into the existing flue system at unit 15. Asked me when we - the corporate body - were going to have a meeting to discuss this matter. He also informed me that there is another type of gas water heater where the flue comes out of the side and maybe able to be fitted into the duct with the flue exhaust into the walkways. So is coming round with a brochure of the water heater and to see if this is at all possible to be fitted in this manor.

Friday 4-30PM 24th May 2002

The Alinta gas inspector came to see that the work done at unit 15 was to his satisfaction. He also brought a brochure to explain a different type of flueing, which could be fitted into the ducting and coming out into the walkways as a way of keeping the cost down. To get an idea of the price we should get in touch with Richard Ford a manufacture of this type of flue fittings. Phone 9479 9479.

We - the corporate body - would still have to remove the existing asbestos fluing, but we would not have to replace it with a double skin steel pipe.

7 August 2002



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 19 August 2002

TIME: 9.30 am

LOCATION: Unit 9/147-159 Charles Street, West Perth

AGENDA:

1. Record Attendance
2. Proxies
3. Apologies for absence
4. Quorum
5. Appointment of Council Chairman, Treasurer & Secretary
6. Confirmation of Minutes of Meeting held 22/05/02.
7. Business Arising - 22/05/02.
8. Financial report
9. Correspondence
10. General business
11. Next Meeting
12. Closure

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

Yours faithfully

A handwritten signature in dark ink, appearing to read 'Ross Ballard', written over a horizontal line.

ROSS BALLARD

STRATA COMPANY MANAGER
For The Owners of Strata Plan 5629

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

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 - P.O. Box 221, Como, W.A. 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 ABN 85 869 125 509

MINUTES OF A MEETING OF THE COUNCIL OF OWNERS OF THE MEWS, 147-159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD AT UNIT 9 THE MEWS, ON MONDAY 19 AUGUST 2002, COMMENCING AT 9.30 AM.

1. RECORD

ATTENDANCE:

Mr A Smith	Unit 9
Mr P Smith	Unit 23
Mr R Holland	Units 17,19 & 28
Mr D Browne	Unit 3 & 47
Mr R Ballard representing Quin Ballard	

2. PROXIES:

Nil

3. APOLOGIES

FOR ABSENCE:

Ms G Hourigan	Unit 43
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4. QUORUM:

A quorum was present

5. CHAIRPERSON:

Mr P Smith the appointed chairperson, presided for the duration of the meeting.

6. CONFIRMATION OF MINUTES:

It was **RESOLVED** that the minutes of the council meeting held on 27/05/02 be received and adopted as a true and correct record and these were then signed by the chairperson.

7. BUSINESS ARISING:

7.1 Concrete Spalling on Walkways

Mr R Holland referred to the various quotations and in particular one that had been submitted by Perrott Painting. Discussion ensued as to the costs of the various quotes as to the other works that are required in terms of areas within the strata property that require urgent attention. There is a need for 13 walkways to be fixed.

On consideration as to the works required, it was decided that a further quote submitted by Australian Surface Restorations (ASR) provided a further quote in regards to the details and necessary works to be undertaken. The quotation provided was for all 31 units at a cost of \$10,000.00 and funds would be necessary in order to prioritise this work.

It was **RESOLVED** that the urgent works for the 13 walkways required a costing of \$5000.00 and this work should proceed as soon as conveniently possible.

Mr R Holland advised that he will work in conjunction with ASR with assistance from Mr D Browne to ensure that adequate notice is provided to all unit occupiers, as to noise and any inconvenience that will result when works commence. The strata manager will be advised as to the start date and time necessary for these works to be undertaken.

7.2 Resurfacing of Driveway

Mr R Holland advised that due to urgent works with the concrete spalling on walkways that this resurfacing proposal for the driveways will be held pending. Upon discussion of the requirement of works for the driveway, it was decided that resurfacing would only be carried out on pot holes and Mr Pot Hole would be required to visit and carry out these works. Strata manager advised this item will be actioned under General Business.

Further discussion in regards to the resurfacing of the driveway will be undertaken at a later date.

7.3 Gardens & Trees

It was noted that Ms G Hourigan is yet to provide a list of plants and trees to other council members. Mr R Holland referred to the proposal to mulch areas as to 27 meters being for the required areas. He referred to shredded pine bark at a cost of \$408.00 for 10 cubic meters and indicated the delivery of this amount would require a decision to be made as to where the shredded pine bark would be located. Discussion took place as to the various quantities and cost that would be required in terms of the mulching of areas. It was decided that Mr R Holland would investigate further into smaller deliveries and also the labour required to spread the mulch in the nominated areas.

Mr D Browne will check with his brother in regards to the supply and delivery costs of mulch and in consultation with Mr R Holland it will then be decided upon the outcome for the mulching of the garden areas.

The proposal to re-plant in various areas will be held pending the mulching proposal and Council of Owners will further decide when works will proceed in this area.

7.4 Fencing Security

Mr P Smith advised that the West Australian Planning Commission had written a letter dated 24/07/02 to the Council of Owners and had followed an earlier letter from the Town of Vincent dated 03/07/02. These two letters were handed to the strata manager as a record that approvals had been provided by both the West Australian Planning Commission and the Town of Vincent.

Mr P Smith referred to the advise to applicant, namely the strata company in regards to area #54 boundary along Charles Street road reserve and that they recommend a licensed land surveyor at the

applicants expense to confirm the location of the front boundary prior to the constructions of the front fence to ensure the fence does not encroach into the road reserve.

Mr P Smith advised the surveyor Links Surveying recommended by the strata manager had estimated a cost of \$550.00 for three hours work plus \$85.00 per hour thereafter. In total the cost for the surveying works will be in the order of \$600.00.

Mr R Holland indicated that he had experience with Midland Surveyors and an estimate should be provided prior to a decision being made in regards to the surveying of the area.

Mr R Holland will arrange to provide the estimate and submit this to the Council of Owners for their consideration.

Mr P Smith advised he will proceed with the building fee and the cost of \$30.00 will be paid by himself with reimbursement being provided by the strata council in due course.

7.5 Gas Hot Water Units

Mr P Smith is yet to have further contact in regards to this matter. As he has not heard from the gas plumber or an Alinta gas representative, it would appear any further action will be held pending their contact.

A letter forwarded to Alinta gas regarding the gas hot water units has reached a stage where there is no response or further action by the plumber in terms of the installation of gas hot water units. The advice received from a representative from Rheem indicates that a modification to each hot water unit in regards to the location can be made with a half door attachment. Mr P Smith referred to the need for upgrading of flues to each of the areas and as per the diagram provided, any further action in regards to the replacement of the hot water units would need to take into account the positioning of the flues and the capacity of the units. He also referred to the asbestos within the existing flues and the need for these to be removed.

It was confirmed by the strata manager that the matter of upgrading the gas hot water units will be an item that should be presented at the next Annual General Meeting and in the interim he will work with Mr P Smith in order that a proposal paper may be presented to owners in terms of the condition and requirements of upgrade to the gas hot water units.

Mr R Holland advised that consideration to the replacement of the flues will require the size of the area and the removal of asbestos to be taken into account, prior to any Council of Owners decision in regards to the works necessary.

7.6 Fencing/Gates By-Law

Mr P Smith referred to the papers that had been presented by the strata manager for the by-law for Council of Owners consideration and referred to his copy of the automatic gates controllers advice and to the different items that will need to be considered. He requested that the strata manager discuss the proposal for automatic gate controllers with

Mr P Munday of Quin Ballard with the view that a by-law can be made for the purposes of ongoing action in regards to the controllers for when the gates are installed.

The question in regards as to how the controllers will be managed, is one where the withholding of monies and to the replacement of the controllers will require a special account to ensure the replacement controller is properly funded.

7.8 Fence - Western Side

Mr D Browne referred to the need for works to occur in regards to the damaged fence, as a result of a tree falling during a recent storm. Mr D Browne said he would follow up with Western Maintenance in regards to a quote; the works will require two sheets to be replaced plus new capping to the damaged area. It was decided by Council of Owners that Riverside Tree Services will meet with Mr D Browne to provide a quote in regards to removal of the trees and or trimming.

Upon receipt of the quotation from Riverside Tree Lopping, Mr D Browne and Mr P Smith will discuss further action in regards to the tree removal/lopping.

8. FINANCIAL REPORT:

Mr R Ballard distributed to each member present a summary of the financial information as follows :-

Balance of general trust account as at 19/08/02	\$10,149.86
Balance of investment account as at statement 09/07/02	\$37,304.65

Outstanding Levies :

Due 01/04/02	Unit 15	\$ 259.36
Due 01/07/02	Unit 15	237.75
	24	237.75
	33	237.75
	48	317.00
	53	317.00

Total Levies Outstanding	\$1,606.61
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END OF REPORT

- 9. CORRESPONDENCE:** 04/06/02 from the owners unit 48 - leaking roof, as repaired on 19/06/02
13/06/02 Mr D Browne - branch on neighbours fence, Council of Owners to consider action.

13/06/02 Mr & Mrs R & B Holland - quotes for driveway resurfacing/balcony rails repair work. For consideration of Council of Owners.

30/06/02 Mr P Smith - West Australian Planning Commission, approval for fencing, subject to survey being carried out.

10. GENERAL BUSINESS:

10.1 Pot Holes/Driveways

Mr D Browne referred to the earlier discussion in regards to the pot holes and as to the need for small pot holes to be repaired. He indicated that the quotations provided by Quin Ballard required the Council of Owners to decide as to remedial work to be carried out on these small holes.

It was decided that the repairs to the small holes should be carried out and that the strata manager is to contact Mr Pot Hole in order to confirm a start time in consultation with Mr D Browne in attendance at the time the works are carried out.

10.2 Mr R Holland - Resignation

Mr R Holland regretted that he is no longer able to continue as a Council of Owner member and he was placing his resignation on notice effective as of today. He indicated that the works in regards to the balustrade, rails and other areas of concern would be undertaken and he will report back to Mr P Smith the actions in regards to these matters.

Mr P Smith advised he was sorry that Mr R Holland would no longer be on Council of Owners and he together with the other members thanked Mr Holland for the work he has undertaken on behalf of the strata company, over a period of years.

11. NEXT MEETING: The next meeting is to be held on Monday 7 October 2002 at 9.30 am in unit 9.

12. CLOSURE: Mr Ballard thanked Mr A Smith for his hospitality and the use of his unit. There being no further business the meeting closed at 11.00 am

CONFIRMED: P. H. Smith THIS 7 DAY OF October 2002

16 September 2002



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 7 October 2002
TIME: 9.30 am
LOCATION: Unit 9/147-159 Charles Street, West Perth

AGENDA:

1. Record Attendance
2. Proxies
3. Apologies for absence
4. Quorum
5. Appointment of Council Chairman, Treasurer & Secretary
6. Confirmation of Minutes of Meeting held 19/08/02
7. Business Arising - 19/08/02
8. Financial report
9. Correspondence
10. General business
11. Next Meeting
12. Closure

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

Yours faithfully

A handwritten signature in black ink, appearing to read "Ross Ballard", written over a horizontal line.

ROSS BALLARD
STRATA COMPANY MANAGER
For The Owners of Strata Plan 5629

MINUTES OF A MEETING OF THE COUNCIL OF OWNERS OF THE MEWS, 147 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD AT UNIT 9 THE MEWS ON MONDAY 07/10/02, COMMENCING AT 9.30 AM.

1. RECORD

ATTENDANCE: Mr A Smith Unit 9
 Mr P Smith Unit 23
 Mr D Browne Units 3 & 47
 Mr R Ballard representing Quin Ballard

2. PROXIES: Nil

3. APOLOGIES FOR ABSENCE: Nil

4. QUORUM: A quorum was present

5. CHAIRPERSON: Mr P Smith the appointed chairperson presided for the duration of the meeting.

6. CONFIRMATION OF MINUTES: It was **RESOLVED** that the minutes of the council meeting held on 19/08/02 be received and adopted as a true and correct record and these were then signed by the chairperson.

7. BUSINESS ARISING:

7.1 Concrete Spalling on Walkways

Mr D Browne referred to the quotation submitted by All Surface Restoration (ASR) and advised that the work are to proceed within 2 weeks. He advised further that the shrubs and bushes adjacent to the area for scaffolding erection will be cleared in order access be made available to the contractor. Strata manager referred to assistance such as "Hire a Hubby" for Mr D Browne should he feel this is required.

It was also noted that ASR will require a 10% deposit prior to works commencing. Mr D Browne advised he will contact all residents within the area of works to ensure they are informed as to the works proceeding.

7.2 Resurfacing of Driveway

Mr D Browne reported that the pot holes have been completed and a satisfactory outcome was achieved.

7.3 Garden and Trees

Mr D Browne advised that contact with his brother in regards to mulch for the garden beds was not a viable option due to the mulch being of a too fine texture. Mr R Holland had advised Mr D Browne that 10 bags of sheep manure and 5 cubic meters of mulch would be suitable for the upgrade of the garden areas.

Mr D Browne will follow up and ensure that this work is completed over a period of time.

7.4 Fencing Security

Mr P Smith advised he had been in contact with Ms H Coulter of the Town of Vincent. Ms Coulter confirmed to Mr Smith that it was not necessary at this point in time to apply for a building license. The meeting discussed the actual cost of \$40.00 as being an amount that will be payable once the contractor has been accepted for the works to proceed. Mr P Smith referred to the matter as being on the agenda for the Annual General Meeting to be held soon and indicated that revised quotes will be made available to the strata manager to include with the Notice of Meeting to ensure that all owners are aware of the costs involved with the fencing security proposal. This will also include a quotation for electrical works which is separate to the erection of fencing security and that all quotes will be made available by 1/11/02. Mr P Smith then advised that a figure of \$30,000.00 plus \$5,000.00 for the electrical works will be necessary, say \$35,000.00 as an estimate and that is was proposed through previous meetings and discussions at council that 80% of the cost for the works would be derived from the special investment account. The balance of 20% will be payable by all owners as a Special Levy and this amount would need to be received by 30/03/03. It was proposed, subject to approval that the works will commence in April 2003 and on current figures the amounts of \$100.00 special levy for 1 bedroom units and \$150.00 special levy for 2 bedroom units are likely to be the amounts required to be paid by owners. As a final note it was seen that \$28,000.00 is within the reserve fund and this is available to be allocated for the fencing security gates works.

7.5 Gas Hot Water Units

Mr P Smith confirmed that no further action has take place with this item. He advised this matter is to be held pending any further advice as to the replacement of existing gas hot water units.

7.6 Fencing Gates/By-Law

The strata manager referred to a draft of the by-law security gates/controllers and provided a copy to each of the councillors. He referred to this document as a starting point for council to seek further advice preferably from a legal area in order the by-law can be drawn to ensure that proper control procedures are in place. The strata manger advised he will provide a legal firms name in order to assist the Council

of Owners in determining and framing the by-law which will be incorporated once the approval is provided to the fencing and security gates proposal.

7.8 Fence - Western Side

Strata manger referred to the action taken in regards to a quotation by Western Maintenance and that the contractor had preferred not to provide his quotation on this occasion. It was noted Austwest Fencing contractor had supplied a quotation and Mr D Browne advised in his opinion that the figure of \$577.50 was too high. On discussion it was **RESOLVED** that Austwest Fencing should be contacted in order they be given the opportunity to provide a revised quote based on two sheets of fencing and other repairs. Strata manager to arrange this and request a re-quote.

Mr D Browne referred to the quotation provided by Riverside Tree Services and confirmed that the works had been carried out to a satisfactory outcome. In commenting on the costs for the work of \$869.00 inclusive of GST, it was approved by Council of Owners the strata manager is to arrange payment once a Tax invoice has been received from the contractor.

7.9 Pot Holes

Mr D Browne confirmed works have been completed to a satisfactory standard.

7.10 R Holland Resignation

It was noted by Council of Owners Mr R Holland had issued his resignation and this had been revived by the strata manager.

8. FINANCIAL REPORT:

Mr R Ballard distributed to each member present a summary of the financial information as follows:

Balance of Trust A/c at 07/10/02	\$10,149.86
Balance of Invest A/c at 10/09/02	\$38,919.63
Outstanding levies due 01/10/02, U15	\$ 734.36
Total levies outstanding	\$ 734.36

Strata manger advised that the deceased estate of R McDougall, owner of unit 15 required follow up take place in regards to payment of outstanding levies. He further advised that a follow up letter for payment would be issued to the unit 15 address and a request that action be taken to clear the outstanding levies within a 14 day period.

Mr D Browne moved that the financial report be accepted, supported by Mr A Smith. Carried.

- 9. CORRESPONDENCE:** 1. From -Mr D Browne re tenants unit 28/147 Charles Street. Mr D Browne advised that action had been taken through Roy WestonCo and any further action would depend on their action.
2. from Mr R Holland - formal notice of resignation letter dated 16/09/02.

10. GENERAL BUSINESS:

10.1 Units 27/32

Mr D Browne commented upon the number of young people accessing units 27 & 32 and requested that the strata manager check with Quin Ballard rental manager as to the numbers of people allowed to be in occupancy at a point in time.

Council of Owners support the action in regards to the movement of people within these two units and their concern in regards to the numbers allowed by law to reside in the unit (s) for extended periods of time.

- 11. NEXT MEETING:** Mr P Smith referred to the Annual General Meeting of the strata company as being the next available time for the fencing/gates proposals and other issues to be resolved. Strata manager advised he will contact Mr P Smith with a view that all items will be placed on the Notice of Meeting together with quotations in order that owners are fully informed prior to the meeting date.

- 12. CLOSURE:** Mr R Ballard thanked Mr A Smith for his hospitality and the use of his unit. There being no further business the meeting closed at 10.50 am

CONFIRMED:

PA Smith

THIS

17

DAY OF

FEB

2003



31 October 2002

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, Strata Plan 5629 will be held:-

DATE: Monday 18 November 2002
TIME: 6.00 pm
LOCATION: At the office of Quin Ballard, 175 Labouchere Road, Como (Corner Labouchere Road & Preston Street, upstairs on 1st Floor)
AGENDA: 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

ROSS BALLARD
STRATA COMPANY MANAGER
For the Owners of Strata Plan 5629

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

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 - P.O. Box 221, Como, W.A. 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 ABN 85 869 125 509

STRATA PLAN 5629

**ANNUAL GENERAL MEETING OF THE OWNERS OF
147-159 CHARLES STREET, WEST PERTH WA 6005**

18/11/02

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 19/11/01
8. Business Arising - AGM 19/11/01
9. Report from Chairman
- 9A. Report from Manager
10. Financial Report
11. Election of Council of Owners
12. Re-appointment of Managers
 - Refer attached proposal from Quin Ballard
13. Insurance Covers - Refer attached Item 13
14. Special Business - See Annexure "A" for details
 - 14.1 Fencing Gates
 - 14.2 Display of Strata Management Sign
15. General Business
16. Budget/Levy (Periodic Contributions)
17. Next Meeting
18. Closure

CHAIRMAN'S REPORT

147-159, Charles Street, West Perth. Strata Plan 5629.

This year has been a very busy year for your committee, beside the normal maintenance of the complex your council has looked into:

- (1) The concrete cancer at the bottom stumps of the Fencing on the walkways.
- (2) The security fencing of the complex.
- (3) The Mulching and the improvement of the gardens.
- (4) The resurfacing of the roadways in the complex.
- (5) The asbestos flueing of the hot water systems.

1. Concrete Cancer.

The Committee obtained several quotations from firms that are more than qualified in the cure this problem. The quote that was accepted was to repair the damage and seal the walkways in the worst areas. The rest of the work (which is not urgent) will be done as the need arises. Unfortunately during the work there will be some noise, residents will be notified of this in advance.

2. Security Fencing.

The West Australian Planning Commission and the Town of Vincent have now - AT LAST - approved the plans of the security fencing. The strata council has chosen the best quotation for the fence and have viewed this company's previous work. Putting this to you at the AGM for you to decide upon. The West Australian Planning Commission advised that we should get a licensed surveyor to check the front boundary before commencement of building the fencing.

3. Improvements to the gardens.

The committee looked into getting some large pine chip mulch delivered, to put onto the garden beds. As the work would be too much for our caretaker to handle, the committee decided to look into contracting the work to a "sheltered workshop" for laying the mulch onto the garden beds. Buying a large amount delivered in one truckload as opposed to several small truckloads could save the money spent on this. A subcommittee was formed to find various ways of upgrading the gardens. As yet the report is incomplete.

4. Resurfacing the roadways.

Several quotes were obtained from roadway sealing contractors. (a) Spray emulsion and to cover with 10mm stones. (b) Resurface with 20mm asphalt. The quotes ranged from \$5,000 to \$15,000. To have a

good surface that will last 15 to 20 years we will be recommending option (b) when we get sufficient Funds.

5. Asbestos gas flueing in the ducting.

The committee is in consultation with plumbers and Alinta Gas about the removal and replacement of the old asbestos flueing as and when it becomes necessary.

Advice to all owners of units in the Mews.

I would like to draw your attention to the managing of your complex. Our strata manager is Quin Ballard Real Estate property manager Ross Ballard. Who is a very capable and experienced strata manager. Helping your committee to reach decisions and advising on the requirements of the Strata Titles Acts, also carrying out the instructions of the full body of owners, "The strata company"

To be a well run complex the strata company should appoint a council of owners, a group of interested owners who will represent the strata company by making decisions about the everyday running of the complex, setting fees, levy's and seeing to the general maintenance of the property. Also with a view to making general improvements so that the complex dose not fall into disrepair.

It would be a shame if your investments were to decay and lose value because of the lack of interest shown in the activities of your council, which would be improved by **you** becoming a member of the Council.

Conclusion.

The Committee believes the security proposal is a very worthwhile in this day and age. Your committee in conjunction with the Town of Vincent Council and the Western Australian Planning Commission have been working diligently all year to get the planning approval for the proposed fence In the year 2002 - 2003 the incoming committee should prioritise the maintenance issues. Owners must realise that in order to fund these expenses it may be necessary to use a special levy to complete these major tasks on a timely basis.

I would like to thank the members of the committee for all their efforts. I would like to take this opportunity to especially thank Mr Roger Holland for all the work he has preformed for the benefit of us all. His leaving will be a big loss to the council. Also I would like to thank Mr Peter Munday and Mr Ross Ballard of Quin Ballard Real Estate for their professional assistance during the year.

On behalf of the council I wish all owners " The compliments of the Season and a prosperous 2003"

**STRATA PLAN 5629
OWNERS OF "THE MEWS"
147-159 CHARLES STREET, WEST PERTH
STATEMENT OF INCOME & EXPENDITURE - 1/10/01 - 30/09/02**

INCOME

Maintenance Levies to 30/9/02		48,973.32
GST IN		5375.51
Interest on Overdue Levy		36.82
Insurance Recoup (*)		456.33
Repayment of loan to Quin Ballard		20.00
TOTAL INCOME		<u>\$54,861.98</u>

EXPENDITURE

GENERAL ADMINISTRATION

Management Fees	4956.25	
Additional Fees - Special Services	110.00	
Postage, petties and storage of records	540.00	
AGM Fee	425.00	
EGM Fee	285.12	
Council Meeting Fees	1055.47	
Govt. Charges -BAD	70.00	
GST - Management Fee/Postage & Petties	2180.38	
Insurance Premiums	8067.16	
Application Fee	100.00	
Business Activity Statement(BAS)Payment	4135.00	
Caretaker Wages	14532.00	
Caretaker expenses	520.00	
Caretaker Tax on Wages (PAYG)	3330.00	
Caretaker Superannuation Fund	1414.80	
Income Tax	187.00	
Income Tax Instalment	83.00	<u>\$41,991.18</u>

GROUNDS MAINTENANCE

Garden Equipment & Supplies	178.32	
Garden rubbish bag	607.00	
Lawns	23.59	
Lawn Supplies & Fertilizer	17.50	
Reticulation	4.77	
Rubbish Removal	50.00	
Tree Lopping	1560.00	<u>\$2,441.18</u>

REPAIRS AND MAINTENANCE

Building	219.25
Driveways	345.00
Globes & Tubes	76.25

Gutter Cleaning	61.88		
Hard Ware	16.64		
Plumbing	161.00		
Pool - Equipment	650.00		
- Supplies & Chemicals	467.28		
Roof	126.50	\$2,123.80	
		<hr/>	
ELECTRICITY - common areas	2209.23	\$2,209.23	
WATER CONSUMPTION	2637.00	\$2,637.00	
		<hr/>	
TOTAL EXPENDITURE FOR THE PERIOD		\$51,402.39	\$51,402.39
SURPLUS OF INCOME OVER EXPENDITURE			\$3,459.59
PLUS PRE-PAID LEVIES TO 31/12/02			\$4,041.81
Less funds Transferred to Investment A/c			\$3,080.50
PLUS BALANCE AS AT 30/9/01			\$504.13
			<hr/>
BALANCE OF TRUST A/C AT 30/9/02			\$4,925.03
Levies in arrears at 1/4/02 - U15	\$734.86		<hr/>

INVESTED FUNDS - See Details Underleaf

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

SUMMARY OF INVESTMENT FUNDS 01/10/01 TO 30/09/02

Commonwealth Bank South Perth - Account No. 6124 1011 4390

Balance as at 30/09/01	\$35,475.46
plus investment funds transferred from General Trust Account	\$ 3,080.50
plus interest	\$ 363.67
BALANCE AT 30 SEPTEMBER 2002	\$38,919.63



**ITEM 12
RE-APPOINTMENT OF MANAGERS**

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

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; where appropriate, complying with requirements relative to The New Tax System; 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.

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 ABN 85 869 125 509



MANAGEMENT FEES

PLEASE NOTE THAT ALL FEES QUOTED IN THIS PROPOSAL INCLUDE GST

Where the strata company is registered for GST, Quin Ballard will supply accounts for fees in a TAX INVOICE format, to assist the strata company to claim the GST included, as an INPUT TAX CREDIT.

FEES FOR REGULAR SERVICES

Our Annual fee for Regular Services will be \$5400.00 plus postage, petties and storage of records \$594.00 Total \$5994.00 payable \$499.50 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. \$82.50 per hour
- outside the hours of 9.00 a.m. to 5.00 p.m. \$115.50 per hour

Adjourned meeting fee \$82.50 9.00 a.m. to 5.00 p.m. \$115.50 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 \$11.00 per item for Managers time.

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.

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Fax: (08) 9474 1302 Phone (08) 9474 1533 E-mail: quibal@iinet.net.au ABN 85 869 125 509



RESOLUTION SOUGHT

“The Strata Company resolves that the Council be directed to re-appoint Quin Ballard as Strata Company Agent Managers from 18/11/02 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 18/11/02 to the date of the next Annual General Meeting in accordance with their proposal as attached to the Notice of Meeting”.

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

ITEM 13 - INSURANCE COVERS

To consider current levels of Insurance cover and if considered appropriate, to determine any increase in building sum insured.

Insurance covers for the property are with CHU Underwriting Agencies Pty Ltd.

Period of Insurance : 01/10/02 to 01/10/03 Policy No : 860 638

Insured : Owners of Strata Plan 5629

Levels of Cover

Building	\$ 3,955,000.00
Common area contents	\$ 17,000.00
Legal Liability	\$ 10,000,000.00
Office Bearers Liability	\$ 2,000,000.00
Workers compensation	\$ As per the Act
Excess to building cover	\$ 50.00

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

Increase in Building Sum Insured

Managers advise that when the insurance renewal was received the suggested level of cover for building of \$3,955,000.00 was adopted. The previous level of cover was \$3,660,000.00

Motions On Notice

- That the current level of building sum insured be retained
- OR
- That the level of building sum insured be increased from the current level to a figure as determined at this meeting.
- OR
- That the strata council be directed to arrange a valuation for insurance purposes and if that valuation is higher than the current sum insured, managers are to arrange increase in insurance to that level.

Note

The insurer has advised that the terrorist attacks in the US coupled with losses following natural disasters, have resulted in the implementation of universal re-insurance rate increases. As a consequence, insurance premiums have increased worldwide. In anticipation of an increase in the premium on the strata company policy, managers have factored an allowance for this increase in the proposed budget.

A further implication of these crises is the global exclusion of terrorism cover to policyholders by re-insurers from 31/12/01. CHU has provided an endorsement to this effect as an attachment to the strata company policy.

**OWNERS OF "THE MEWS"
STRATA PLAN 5629
147-159 CHARLES STREET, WEST PERTH
ANNUAL GENERAL MEETING 18/11/02**

AGENDA ITEM NO. 14 ANNEXURE "A" SPECIAL BUSINESS

14.1 Fencing Gates

Council of Owners have investigated a proposal to install Fencing and gates at the strata property. There has been a considerable time input towards planning and obtaining local authority approvals for the project. Mr P Smith as chairman of Council of Owners is able to provide an overview of the fencing - security project. To enable owners to examine the two recommended quotations, as considered by Council of Owners, the following quotes are enclosed:

- | | |
|----------------------------------|------------------------|
| 1. Allsteel Designs | \$29,190.00 (inc. GST) |
| 2. R & R Pool & Security Fencing | \$20,939.00 (inc. GST) |

A third contractor - Smart Engineering, are not regarded as a suitable fencing gates installer and preference has been given by Council of Owners to the two nominated companies as listed.

Owners are to consider the proposal and to discuss acceptance for this project to proceed. It is to be noted that electrical installation for operation of Automatic Driveway gates is to be included. An estimate for this electrical work is \$4,500.

The total cost of fencing - gates project is to be funded from 80% of monies held in the Special Investment account. It is proposed that the balance of 20% funds will be via owners paying a special levy.

The installation of fencing and gates for the strata property is subject to owners approval and funds being received by 30 March 2003, with works commencing in April 2003.

It is estimated that a Special Levy for one bedrooms units = \$100.00 and \$150.00 for two bedrooms units will be levied.

MOTION:

Owners to consider and approve for the fencing - gates project to proceed as outlined.

14.2 Display of Strata Management Sign

Managers advise that a sign is available from them at no charge for possible display at the strata scheme. Display of this sign assists various parties such as maintenance contractors, settlement agents, service utilities (power, gas, water) and neighbours, to know that Quin Ballard provides management services to the strata company. That assistance has proved to be very helpful to many, over time.

The strata council may choose to arrange installation or alternatively, managers are happy to arrange installation at a suitable point chosen by council.



4th November, 2002

Quinn Ballard,
Cnr Labouchere & Preston Street,
COMO

ATT: Ross Ballard

RE: THE MEWS 147 CHARLES STREET, WEST PERTH
REVISED QUOTE: 1040BB

I have pleasure in submitting the following quote for the fence and gates for the Mews area as directed by Peter Smith on 4/11/02, this does not include prices for electrics or electricity for automated gates.

Revised Total (incl G.S.T.) = \$29,190.00

If you have any queries please do not hesitate to contact me on 9279 1911 or 0417 926 872.

Kind Regards,

A handwritten signature in black ink, appearing to read 'Brian Beattie', is written over a faint, circular stamp or watermark.

Brian Beattie
Manager/Sales Production

Quote OK requires Tony

Jeggo Industries Pty. Ltd.
ABN 36 085 676 964 T/A

R. & R. POOL & SECURITY FENCING

36 Owen Road, Kelmscott WA 6111

TEL: 9497 1189

FAX: 9497 7113

FACSIMILE MESSAGE

ROSS BALLARD

ATTENTION:

~~Peter Munday~~
Quin Ballard Real Estate

FAX:

9474 1302

FROM:

Tony Jeggo - R & R Pool Security Fencing

No. of Pages:1....

Date: 3rd April, 2002

AMENDED QUOTE

147-159 Charles Street, West Perth

To supply and install LOOP & SPEAR style fencing x 1.8mtrs. high installed with 19mm. verticals:

- Approx. 110.7 lin.mtrs. fencing
- 2 x sliding gates, suitable for automation
- 2 x sliding gates (one opening) 1/3 - 2/3
- 1 x set of swing gates
- 4 x single gates
- Posts to suit
- All in pre-galvanised steel
- All zinc phosphated prior to powder coating to colour of your choice.
-

TOTAL: \$20,939.00

(Inc.GST)

If you have any questions, please contact me on my mobile 0413 430 496.

Regards, Tony.

STRATA PLAN 5629
OWNERS OF "THE MEWS"
147-159 CHARLES STREET, WEST PERTH
PROPOSED BUDGET - 2002-2003

Management fees	5,400.00
Postage, petties and storage of records	594.00
Provision for attendance @ Council Meeting	1,100.00
Provision of income tax on investment	190.00
Annual General Meeting Fee	450.00
Govt. charges BAD	70.00
Insurance premiums	4,900.00
Common lighting & power	2200.00
Caretaker - remuneration	19000.00
Caretaker - Superannuation @ 9.0%	1500.00
Caretaker - telephone, petrol, petties	550.00
Caretaker - relief caretaker (4 weeks @50%)	650.00
Pool - chemicals & supplies	700.00
Lawns / gardens	1100.00
Water consumption	2600.00
Tree management	1456.00
Garden rubbish collection	650.00
Concrete cancer repairs - per Chairmans report	4000.00
General repairs and maintenance	4000.00
SUB TOTAL	51110.00
Funds for future maintenance (15% of sub total)	7666.00
TOTAL (Inclusive of GST where applicable)	\$58776.00

\$58,776.00 = \$316.00 per unit entitlement per annum (186 total unit entitlement) quarterly in advance to commence from 01/01/03.

24 units @ UE 4 = 316.00 per quarter

30 units @ UE 3 = 237.00 per quarter

NOTES

1. This budget includes provision for GST were applicable and it is recommended in the interest of prudent management.
2. Council recommends inclusion in the above budget a provision for concrete cancer repairs, rather than use existing reserve funds which will be needed for other major works in the near future.

**"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.

NOTE: If unable to attend meeting please return completed proxy to fax No. 9474 1302

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 18/11/02 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.



Quin Ballard

19 November 2002

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

Dear Owner

RE: NOTICE OF ADJOURNED MEETING

NOTICE is hereby given that the ADJOURNED Annual General Meeting of the Owners of "The Mews" 147 - 159 Charles Street, Strata Plan 5629 will be held:-

DATE: Tuesday 26 November, 2002

TIME: 6.00 pm

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

This adjournment results from a quorum not being present for the meeting which was scheduled for Monday 18 November, 2002.

Owners are encouraged to send their nomination for Election to Council, as it is important for a Council of Owners to be appointed to manage the ongoing matters of a large Strata Property.

Yours faithfully

Ross Ballard
For and behalf of the
Owners of Strata Plan 5629

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

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 - P.O. Box 221, Como, W.A. 6952
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Fax: (08) 9474 1302 Phone (08) 9474 1533 E-mail: quibal@inet.net.au ABN 85 869 125 509



19 November 2002

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

Dear Owners

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

We draw to the attention of all owners, the matter of forms of proxy. The by-laws provide that an instrument appointing a proxy may be a general one. This means it is for recurrent use and continues until rescinded by the owner. General or enduring proxies assist greatly to for a quorum and allow a meeting to proceed. Should owners who have issued general proxies wish for specific voting on any matter, they may advise the proxy holder at any time to vote a particular way.

As a number of owners who previously issued general proxies have since sold their units, the number of general proxies available for use at meetings has somewhat diminished. Accordingly managers now request that all owners give consideration in this important matter and if unsure regarding attendance at future meetings, please complete and forward the attached form of general proxy to our office. If you have previously provided a general or enduring proxy, then disregard this letter and we thank you for your past assistance.

The Notice of Meeting for Annual General Meeting's includes a form of proxy for use, however this is specific to the Annual General Meeting dated 18/11/02.

Managers request all owners give consideration of the enclosed enduring proxy form and thank you for your consideration in this important matter.

Yours faithfully

ROSS BALLARD
Strata Company Manager

ENDURING FORM OF PROXY FOR GENERAL MEETINGS

I/We, being the proprietor/s of Unit Number _____ (lot number _____) in Strata Plan number 5629.

Name of Scheme: Known as "The Mews".

Street address of Scheme: 147-159 Charles Street, West Perth WA.

Hereby appoint:

* A representative from Quin Ballard

or

* Other person: Name: _____

Contact Address: _____

Telephone Number: _____

* delete as applicable

to be my/our general proxy to vote on my/our behalf at any future General Meeting of The Owners of Strata Plan Number 5629, or at any adjournment thereof. I/We understand that this form of proxy will remain in force until rescinded in writing.

I/We expressly authorise the proxy to vote on the resolution under notice relative to appointment of Strata Company Managers and I/We specify herewith that the proxy is to vote for that motion.

(Delete the above paragraph if appropriate).

SIGNATORIES 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:

NOTES:

1. Co-proprietors of a unit (eg Mr/Mrs) cannot vote, 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 ADJOURNED 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 26 NOVEMBER 2002, COMMENCING AT 6.00 PM.

- 1. WELCOME:** Mr Ross Ballard of Quin Ballard, Strata Manager of the property welcomed all persons present. He enquired if everyone was recorded on to 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 Zappavigna & Miss J Dennis | Unit 4 |
| Mr J Daebritz | Unit 6 |
| Mr A Smith | Unit 9 |
| Mr S Tanascev | Unit 13 |
| Mr P & Mrs J Smith | Unit 23 |
| Mrs Y Hill | Unit 35 |
| Mr R Ballard representing Quin Ballard. | |
- 3. PROXIES:**
- | | |
|---|---------|
| Mr A J Fraser | Unit 1 |
| Mr T Dickson | Unit 6 |
| Mr C Chapman | Unit 7 |
| Mrs K Ballard & Mr M Quin | Unit 14 |
| Ms S Beale | Unit 16 |
| Mr A McDonald | Unit 20 |
| Mr R Kantor | Unit 26 |
| Mr L Dyer | Unit 17 |
| Mr M Skully | Unit 32 |
| Mr T Carvolth | Unit 33 |
| Ms E Foston | Unit 42 |
| Ms G Hourigan | Unit 43 |
| All to Mr R Ballard representing Quin Ballard | |
| Mr D A & Ms T Browne | Unit 10 |
| Mr & Mrs P & J Smith | Unit 23 |
| Mr T Machin | Unit 24 |
| Mr D A & Mrs T Browne | Unit 47 |
| Ms D Wilson | Unit 49 |
| All to Mr P Smith | |

- 4. APOLOGIES FOR ABSENCE:**
- | | |
|---------------|---------------|
| Mr D Browne | Units 10 & 47 |
| Ms G Hourigan | Unit 43 |
- 5. QUORUM:** Due to the meeting being an adjourned meeting and on the proxies and those owners in attendance the meeting proceeded.
- 6. CHAIRPERSON:** It was unanimously **RESOLVED** that Mr R Ballard 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 19/11/01 be received and accepted as a true and correct record and were signed by the Chairperson.
- Moved Mr P Smith, Seconded Mr A Smith. Carried.
- 8. BUSINESS ARISING:**
- Strata Manager referred to the then manager Mr Peter Munday's minutes of the meeting held on 19/11/01 and in particular to the Special Business item Future Installation of fences and gates.
- Strata Manager referred to this item as on the agenda for the Special Business under 14 as an item to be discussed at this meeting.
- 8.2 Cleaning and Care of Grounds
- Strata manager referred to the general business items and it was confirmed by Mr P Smith that in general the grounds and cleaning is to the standard required.
- 9. REPORT FROM CHAIRMAN:**
- Strata Manager referred to the chairman's report attached to the notice of meeting and enquired as to any matter that required discussion by owners. Mr P Smith indicated that the report contained all the main items of business over the past 12 months and as such all owners have been kept informed with matters obtaining to the strata property. The Chairman's report was accepted as a record for matters pertaining to the strata property.

**9A. REPORT FROM
MANAGER:**

Mr Ballard gave his report and it contained the following:

1. Strata Titles Act 1985

The Strata Titles Act 1985 continues to govern the property. It was advised that the Strata Titles Act 1985 is currently under review and that any changes to the Act will be notified to owners of the strata property.

2. Change of Owners

There have been 5 changes of owners since the last Annual General Meeting, and managers welcome Ms C May - Unit 2, Mr J Daebritz - Unit 6, Ms N Godwin - Unit 8, Mr & Mrs D & T Browne - Unit 10 and Ms S Beale - Unit 16 to the strata company.

3. Gutters & Downpipes

Managers recommend that all gutters and downpipes should be checked and cleaned as may be appropriate at least once per annum, before the heavy winter rains. Mr P Smith confirmed that gutter repairs had been carried out during the year and that the gutter area hadn't been cleaned as at the time of the repairs. It was noted that the Council of Owners should consider the cleaning of all gutters and down pipes within the year to ensure that the strata property does not have on going service concerns.

4. On-Site Inspection

The strata manager referred to the meetings he had attended with Council of Owners at the strata property and as to an inspection that had been made to damage to a rear fence adjoining the strata property. It was noted that action to repair the fence has been taken and this will be carried out shortly.

5. Council of Owners

The strata council met on 5 occasions during the year to deal with various items of property and ground maintenance. Managers extend their thanks to the chairman Mr Peter Smith who worked extensively with Government and Local Agencies on the fencing gates project. Without this input owners would not have been advanced with the project and through the able assistance of Mr D Browne with general items of the strata property, there has been a concerted effort by the Council of Owners to ensure that all property matters are attended to.

A vote of thanks was extended to both Mr P Smith and to Mr D Browne and other council members for their interests and work during the past 12 months.

END OF REPORT

**10. FINANCIAL
REPORT:**

It was **RESOLVED** that the financial report for the period ending 03/09/02 be received and adopted as a true and correct record. Moved Mr A Smith, seconded Mr P Smith. Carried.

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

Mr Ballard gave a brief description of the responsibilities of the Council of Owners and it was **RESOLVED** that the following owners be elected to the Council.

Mr A Smith - Unit 9, Mr P Smith - Unit 23 and Ms Y Hill - Unit 35

Positions of Chairman, Treasurer and Secretary to be appointed at the first Council Meeting.

**12. APPOINTMENT
OF MANAGERS:**

It was **RESOLVED** that the Council be directed to appoint Quin Ballard as Strata Company Agent Managers from the 26/11/02 to the date of the next Annual General Meeting in accordance with their proposal as attached to the Notice of Meeting.

ALL FEES MENTIONED BELOW INCLUDE GST

Annual Management fee \$5400.00 (\$450.00 charged monthly in advance) plus Annual General Meeting fee charged at hourly rate. Adjourned Meeting fee \$82.50 - 9.00 a.m. - 5.00 p.m. and \$115.50 otherwise, cost of postage, petties and storage of records \$49.50 per month.

Extra duties which are performed at the rate of \$82.50 per hour during office hours and \$115.50 per hour otherwise, include compliance with The New Tax System, 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.

The Strata Manager referred to the management fees for regular services as not being increased for two years and as to the ongoing costs with regards to the management of the strata property. In this regard, the management fee has been increased to ensure that adequate management and service is provided to the strata property. This was noted by those in attendance.

**13. INSURANCE
COVERS:**

The chairman referred to the information included in the Notice of Meeting under this item number.

It was noted that the following levels of cover apply, via CHU Underwriting Agencies Pty Ltd to expire on 01/10/03.

Levels of Cover:

Building	\$ 3,955,000.00
Common Area Contents	\$ 17,000.00
Legal Liability	\$10,000,000.00
Office Bearers Liability	\$ 2,000,000.00
Excess Building Cover per claim	\$ 50.00
Workers Compensation	As Per Act

It was RESOLVED that the level of building sum insured by maintained at the increased figure of \$3,955,000.00 as determined at this meeting.

Moved Mr A Smith, seconded Mr J Daebritz. Carried.

14. SPECIAL BUSINESS:

14.1 Fencing Gates

Strata Manager referred to the Special Business item as recorded and Mr P Smith commented on the various aspects with regards to the fencing gates project. Mr Smith advised that from the quotations provided to Council of Owners that the number of five quotes had been reduced to two, namely All Steel Designs and R & R Pool and Security Fencing as the two preferred contractors.

In referring to these two quotations Mr P M Smith advised that a preferred contractor R & R Pool & Security Fencing quote of \$29,939.00 was to also include the electrical work for automation of the gates as to vehicular traffic. The then amended quotation of an estimate of \$29,000.00 compares with the All Steels Design quotation \$29,190.00 (Inclusive of GST)

Mr P Smith commented further on the need for cabling and electrical work to be carried out in order that power is supplied to the automatic driveway gates and that an estimate for this work is \$4,500.00. In total the estimate for the works to proceed is approximately a figure of \$35,000.00.

It was RESOLVED by those in attendance that the fencing gates proposal is to proceed and that the funding for this project is to be derived from 80% monies held in the special investment account with the balance of 20% funds to be via owners paying a special levy.

The installation of the fencing and gates would depend upon the special levy monies being paid by 30/03/03 with the works commencing in April 2003.

The Special Levy to be raised on unit entitlements and this one off levy is to be paid by no later than 30/03/03. It is anticipated that the works will commence in either April or May 2003 depending on the total funding outcome.

Mr P Smith advised the meeting that the successful tender/contractor R R Pool and Security Fencing will be contacted by himself in order that the quotation is confirmed and to ensure this figure will remain the cost for the fencing gates installation.

14.2 Display of Strata Management Sign

The strata manager referred to this sign as being a benefit to all owners with regards to any enquiries being directed to the office of Quin Ballard.

Those in attendance agreed that a sign preferable placed by the letter box area will assist with all enquiries and as such this is to be installed via Mr A Smith who will arrange through the caretaker for the sign to be fixed.

15. GENERAL BUSINESS:

15.1 By-Laws - Draft

Mr P Smith advised the meeting as to Council of Owners action to formulate By-Law for the fencing gates proposal. He had engaged the services of Mr John Angus who is appropriately experienced with the formulation of By-laws and a draft had been provided to those in attendance for consideration. In his view, Mr Smith confirmed that further work is required by Mr Angus in order that a final draft may be considered by Council of Owners in the first instance and then submitted with a recommendation to owners to ensure that on a further meeting of owners, the By-laws would be accepted as a document for this particular fencing gates project and the strata property.

Strata Manager referred to the need for the By-laws to be endorsed on the strata plan and for Council of Owners to issue a notice to all owners and tenants as to the various conditions with regards to the use of controllers and as to access and the availability of vehicle movement within the strata property.

Mr P Smith advised that Council of Owners at their meeting in February 2003 will discuss further By-laws matter.

15.2 Concrete Cancer

Mr P Smith advised on works that is required for the areas that are subject to concrete cancer and as to the need for the budgeted figure to be increased to an amount of \$6,000.00. He advised that the former estimate of \$4,000.00 was not adequate in order to carry out the works necessary and that Council of Owners will be reviewing the costs to ensure that all areas have remedial works carried out.

It was agreed by those owners in attendance that this item is to be reviewed by Council of Owners and action taken in order that these works are to proceed.

15.3 Gas Hot Water Units

Mr P Smith referred for owners information the recent change to regulations with regards to maintenance and replacement of gas hot water units at the strata property

It was noted that the existing flu arrangement with regards to asbestos and to size of flu is a matter that will require the attention of Council of Owners, however at this point in time, the matter does not require any further action.

16. BUDGET/LEVY:

After discussion, it was **RESOLVED** that the proposed Budget of \$58,776.00 for the period 2002/2003, as per unit entitlement (\$186.00 unit entitlement) quarterly in advance from 01/01/03, 24 units at unit entitlement 4 equals \$316.00 per quarter. 30 units at unit entitlement 3 is equal to \$237.00 per quarter be adopted payable quarterly in advance commencing from 01/03/03.

17. NEXT MEETING:

The next Council meeting is to be at a date to be decided.

It was noted that this meeting will be held sometime during the month of February 2003.

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 30/09/03.

18. CLOSURE:

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

CONFIRMED: _____

PBS

THIS _____

7

DAY OF _____

APRIL 2002