

MINUTES OF THE COUNCIL MEETING OF THE OWNERS OF STRATA PLAN 5629 THE MEWS 147 - 149 CHARLES STREET, WEST PERTH HELD AT UNIT 53 147 - 149 CHARLES STREET ON MONDAY 29TH APRIL, 1991 COMMENCING AT 6.15 PM.

PRESENT: Miss M. Letts Unit 53  
Mrs T. Ivory Units 2 & 3  
Mr C. McDougall Unit 15  
Mr J. Standfort Unit 35  
Mr P. Munday representing Bill Crosse & Company

APOLOGIES: Mr Drake-Brockman Unit 12

QUORUM: A quorum was present.

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

CONFIRMATION OF MINUTES: It was RESOLVED that the minutes of the Council Meeting, held on the 18th February 1991, be received and accepted as a true and correct record and were signed by the Chairperson.

BUSINESS ARISING:

Garden Areas

Including sections (Ground level) beneath the stairways. Discussion took place regarding the planting of shrubs beside the retaining wall to the front of the complex. It was agreed to spend upto \$50.00 on shrubs which are to be planted from the boundary area (house side) back towards the path and letterboxes. This is to be a trial section, plants to have a small root system, reasonably quick growing to approximately 2 metres. Caretaker is to attend to this planting. Managers are to request him to purchase shrubs as per previous minutes to \$50.00 to be taken from petty cash.

Tree Lopping

This work has now been completed. Invoice number 4596 from Professional Tree Service showed additional work being full prune almond and umbrella trees \$175.00. After discussion it was resolved this additional amount is approved for payment.

Accessway via Ivy Street

Further to a request for a "No Through Road" sign and a "One Way" sign. The City of Perth have written to advise that all road signs fall under the control of Main Roads Department and the request from the Mews has been referred to this department for their attention and reply direct to Managers.

Clothes Drying Area

This work has been satisfactorily completed.

Verge Area

Discussion took place regarding refurbishment of the verge area which is currently unsightly due to the previous road works. The following quotations were tabled: Swan Irrigation - to extend the existing reticulation \$386.00. Bridge Irrigation - to extend the existing reticulation \$331.00. A quotation was also tabled from Initial Gardening Service - to cover the verge area with rolls of cooch lawn to prepare, supply and lay lawn, water, fertilizer \$335.00. A letter dated 6th March, 1991 from David Brown the Caretaker advised the following: His quote to cover the verge and transmission enclosure with roll on buffalo lawn and to extend a suitable reticulation \$910.00. He points out that planting runners rather than roll on lawn would reduce the quote by about \$250.00. Further the verge is prone to cars and trucks driving over it, he feels that the lawn and reticulation would be regularly damaged. He believes his recommendation of shrubs (with a couple of big rocks) would be more suitable. His quote for the landscaping was \$503.00, it would be probably wise to provide "trickle reticulation" to the area which would increase the quote by \$120 to a total of \$623.00. Mr Munday enquired if Councillors had actually made a decision regarding what they wanted on the verge and the answer was no. He recommended and it was agreed that all Council members are to inspect the verge area to consider exactly what style of refurbishment is to take place. This decision is to be resolved at the next council meeting.



Caretaking Duties

After discussion Council agreed that the Caretaker seemed to be settling in well and the grounds are being well maintained. Council are very pleased with the standard of Caretaking.

FINANCIAL REPORT:

Summary of Balances

General Trust Account	\$5,265.57
R & I Golden Account	\$3,273.99
Outstanding levies	\$1,651.95

Managers to arrange transfer of \$1,162.52 from Trust Account to R & I Account being for quarter commencing 1st April and to adjust \$138.28 into this Account for the quarter commencing 1st October 1991.

Mr Munday displayed the computerized statement format. He recommended that a copy per month be forwarded to the Treasurer of the Strata Company Mr Standfort for his information and for reference by other Councillors as required. It was agreed this is to happen and that future Council meetings Mr Munday will provide Summary of Balances as above.

Managers to forward to Mr Standfort copies of Financial Statements for the months of February, March and April 1991.

CORRESPONDENCE:

Nil.

GENERAL BUSINESS:

Strata-Company Minute Book

Mr Munday advised that a new Minute Book is required for the Mews and it was agreed Managers are to purchase this book.

Familiarization Tour By Managers

Mr Munday advised that a recent familiarization tour took place at the property by representatives of Bill Crosse & Company and he extended a vote of thanks to Mr Standfort for accompanying Managers on this tour.

Road Marking

This work is underway.

Signage

Mr Munday recommended improved signage for visitor parking. Further that the existing sign be doubled in size and an additional sign be placed on the curb at the entrance to the property. Managers to obtain quotation to supply and fit 2 new signs, with reflective paint if possible.

Removal of Ivy

Mr Munday recommended that the Ivy be removed from outside the balcony area of Unit 10. Managers will request the Caretaker to tidy up the shrubs in this area and Councillors will inspect the Ivy for discussion at next meeting.

Areas Under Stairways

Previously it was agreed these areas are to be upgraded. Tonight Council RESOLVED to gradually plant suitable shrubs and plants into these areas. Managers are to request the Caretaker to commence this program in liason with Mr Standfort.

Loose-Bricks at Balcony of Unit 10

On the recent tour of inspection of the property Managers noted that bricks are loose on the top row of the balcony of Unit 10 and also loose along the top of the retaining wall in the front of Unit 10 balcony. Managers are to obtain 2 quotations for re-cementing of these bricks, with the assistance of Mr Standfort.

Cleaning of Roof Gutters

Managers to arrange ~~two~~ quotations with the assistance of Mr Standfort. The cheaper quote is to be accepted and work is to proceed. Council agree with the removal of the gutter guard.

Cleaning of Carparking Areas

After discussion it was agreed that Managers are to request the Caretaker to hose all carparking areas once per month to maintain a high standard of tidyness. Painted areas are to be treated carefully in order that paintwork not be damaged.

Rat Seen Near Unit 53

Miss Letts reported that a rat was seen on the top of the dividing fence next to Unit 53. She will monitor any further sightings.

Stains from Cars

Caretakers letter the 11/4 advised that the following carparking bays have fresh oil stains, Units 5, 9, 13, 43, 38 and 39. Managers to request occupants of these units to clean and remove these stains.

Balcony of Unit 40

Caretaker advised in his letter 11/4 that Unit 40 has painted the walls and ceiling of their balcony white and this is not in keeping with the rest of the building. Managers to request owners to restore balcony to its previous condition.

Lattice at Unit 10

Caretaker reported that a piece of lattice on the front balcony is unsightly. Managers are to write to the owners requesting them to remove it.

Flywire Doors Needing Rewiring

Caretaker reported Units 51, 52 and 24 have flywire doors which require rewiring. Managers are to request these owners to rewire their doors.

Circular Letter to Occupants

Managers to supply fifty copies of the previously distributed Newsletter to the Caretaker.

Caretakers Leave

Caretaker advised he is taking leave in the week commencing 17th June. Council approval granted.

Extra Expense for Ground Marking

Caretaker advised he was not satisfied with the extra \$10.00 for marking the 30 mm strip and suggested a sum of \$60.00 would be more appropriate. Council approved the additional \$50.00 making a total of \$60.00 for this item of work.

**NEXT MEETING:**

The next Council Meeting is to be Monday the 5th August 1991 at 6.15 pm at Unit 53.

**CLOSURE:**

Mr Munday thanked Miss Letts for the kind use of her Unit for the meeting. There being no further business the meeting closed at 8.35 p.m.

CONFIRMED: Charles W. Jayoll THIS DATE OF: <sup>2</sup> 8/9/91 199

MINUTES OF THE COUNCIL MEETING OF THE OWNERS OF STRATA PLAN 5629 "THE MEWS" 147  
- 159 CHARLES STREET, WEST PERTH HELD AT UNIT 53 "THE MEWS" ON MONDAY 2ND  
SEPTEMBER 1991 COMMENCING AT 6.25 PM.

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PRESENT: Miss M. Letts Unit 53  
Mr C. McDougall Unit 15  
Mr J. Standfort Unit 35  
Mr J. Drake-Brockman Unit 12  
Mr P. Munday representing Bill Crosse & Co.

PROXIES: Nil.

APOLOGIES: Nil.

QUORUM: A quorum was present.

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

MINUTES: It was RESOLVED that the minutes of the Council Meeting held on 28/4/1991 be received and accepted as a true and correct record and were signed by the Chairperson.

BUSINESS ARISING: Garden Area  
This has now been planted.

Access Way Via Ivy Street

A letter dated 6/5/1991 was received from the Main Roads Department concerning the installation on May 1st 1991 of the "No Through Road" sign on Ivy Street and a "One Way" direction sign on the median strip in Charles Street.

Verge Area

After discussion is RESOLVED by those present to recommend to the Annual General Meeting the following:

1. The verge be laid with red bricks in keeping with those in the median strip at the intersection of Carr and Charles Streets.



2. Two Bollards be installed at the driveway entrance to deter verge parking.

3. Three trees to be planted inside ground grilles (as per Subiaco style). Trees to have approximately 5" base diameter.

Managers to refer two contractors to Mr Standfort to obtain quotations for the above (Caretaker may also quote). It was noted the trees are to be evergreen and of a style to grow no higher than approximately 4 metres.

#### Signage

Quotations were obtained from Brookes Maintenance Service and Altona Industries. For two visitor parking signs one approximately 18" x 12" the other 36" x 24" both to be black letters on white in reflective paint in 1.6 millimetre aluminium cost approximately \$43 each. It was RESOLVED managers to arrange supply of signs and to request the Caretaker to erect them on poles to be cemented into the ground with positioning of signs to be confirmed by Mr Standfort.

#### Loose Bricks Balcony Unit 10

Managers obtained two quotations for repairs AA Home and Garden Maintenance \$220, Brookes Maintenance \$192. It was RESOLVED the quotation from Brookes be accepted, managers to request Brookes to undertake work and ensure bricks are cleaned and that the property is left in a clean condition after work.

#### Cleaning of Gutters

This work has been completed by AA Home and Garden Maintenance (Andy Attrill). Mr McDougall suggested the gutters be cleaned twice per year. After discussion it was agreed Mr Attrill had done a good job and that the work is to be undertaken twice per year by AA Home and Garden with the next clean to be in December 1991 - managers to arrange.

It was noted that the cost of work in December should be less than the work done in July 1991.

Cleaning of Carparking Areas

After discussion it was agreed that the hosing of all carparking areas is to continue on a monthly basis. Managers to advise Caretaker accordingly.

Oil Stains Unit 51 Carbay

Council had noted large stains from the car. Managers to request the Caretaker to diplomatically draw the owners attention to removal of these stains.

Balcony of Unit 40

Mr Munday reported the owner of Unit 40 Ms Maxwell is making arrangements with the tenant regarding the balcony area being restored to its former condition.

Lattice at Unit 18

Managers had previously requested for this to be removed, however the meeting felt this has not happened. Managers to follow through.

(Addendum Note: Subsequent to the meeting Mr McDougall and Mr Munday inspected this area and found that, in fact, the lattice has been removed.)

Flywire Doors

Further to managers recent visit to the property it was noted that only Unit 51 door required rewiring, managers requested Caretaker to contact owner. This work has now been completed.

Circular Letter to Occupants

Managers have supplied 50 copies of Newsletter to the Caretaker for distribution to new occupants.

FINANCIAL REPORT:

Summary of Balances as at 2/9/91

General Trust Account	\$4194.25
R & I Golden Account	\$5737.31
Outstanding Levies	\$209.85

R & I Golden Account balance at last meeting on 29 April 1991	\$3273.99
Plus adjustment to quarter commencing 1/10/90	\$ 138.28
Plus transfer for quarter commencing 1/4/91	\$1162.52
Plus transfer for quarter commencing 1/7/91	\$1162.52
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AS ABOVE	\$5737.31
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Next transfer due quarter commencing 1/10/91

The Strata Company Treasurer, Mr J. Standfort, receives a detailed monthly financial statement, each calendar month.

Outstanding Levies

Mr Munday reported Unit 48 still had the levy due 1/7/1991 outstanding, and a courtesy reminder letter has been forwarded. After discussion it was RESOLVED that a stronger letter of request be forwarded for payment of this levy.

Proposed Budget for AGM

After discussion it was RESOLVED that Mr Munday and Mr Standfort are to prepare on behalf of Council the proposed Budget for presentation at the Annual General Meeting.

It was RESOLVED that the financial statement for the period ended 31/7/1991 be received and accepted as a true and correct record.

CORRESPONDENCE:

Nil.

OTHER BUSINESS:

Drain Affecting Unit 6 Toilet

Mr Munday advised that Five Star Plumbers reported the following: "30/4/1991 Cleared tree roots from blocked drain approximately 10 feet down from base of stack affecting Unit 6 toilet, drain could be broken".

After discussion it was RESOLVED Mr Standfort will investigate further as a matter of preventative maintenance.

Office Bearers Liability

Discussion took place regarding the availability of insurance cover for Council members and it was RESOLVED that cover is to be effected. Mr Munday to Liaise with Mr Standfort regarding level of cover.

Retaining Wall/Landscaping of Garden - Units 3, 4, 9 and 10

Discussion took place regarding the poor condition of the lawn outside the front door of Unit 10 and the matter of sand continually washing over walkway. A quotation was received from Mr Browne the Caretaker to install a retaining wall using treated pine poles which are rot and ant proof. The total cost including landscaping the garden beds outside Units 3, 4, 9 and 10 would be \$695. Another alternative would be a stone wall which done properly would cost over \$1,000.

After discussion it was RESOLVED that Mr Browne is to proceed with this upgrade work at a cost of \$695, managers to advise Caretaker accordingly.

Carport Gutter Repairs

Following a recent visit by managers to the property it was noted that some areas of carport gutters are in need of repair. Mr Munday recommended this matter be attended to without further delay.

It was RESOLVED the Caretaker is to make up a list of areas needing repair, with managers to obtain two quotations and it was RESOLVED managers are to choose the cheaper of the two quotations and to arrange for this work to proceed as soon as possible.

Replacement of Hibiscus at New Laundry Drying Area

After discussion it was RESOLVED that Mr Standfort will arrange with the Caretaker the re-location of the hibiscus plant in this area.

NEXT MEETING:

The Annual General Meeting is to be Monday the 2nd December, 1991 commencing at 5.45 pm in the offices of Bill Crosse & Co.

CLOSURE:

Mr Munday thanked Miss Letts for the kind use of her Unit for the meeting. There being no further business the meeting closed at 8.20 pm.

CONFIRMED:

A large, stylized handwritten signature in dark ink, appearing to be 'C.A.', is written over a horizontal line.

THIS

12<sup>th</sup> DATE OF March 1992





H.U.M. PTY LTD (INC. IN W.A.) ACTING AS TRUSTEE FOR H.U.M. UNIT TRUST TRADING AS  
ACN 009 057 103

# Bill Crosse & Company

PRINCIPALS: MICHAEL QUIN AND KAREENA BALLARD

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

13th November 1991

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

Dear Owner

## NOTICE OF MEETING

NOTICE is hereby given in accordance with the provisions of the Strata Titles Act 1985 that an Annual General Meeting of the Owners of Strata Plan No. 5629, "The Mews" - 147-159 Charles Street, West Perth will be held:-

DATE: Monday 2nd December 1991

TIME: 5.45pm

LOCATION: Offices of Bill Crosse & Company, 1st floor, Cnr Preston Street and Labouchere Road, Como.


### AGENDA:

Proxies verified	Appointment of Managers
Apologies	- proposal from Bill Crosse &
Quorum	Company. Refer attached Summary
Appointment of Chairperson	Council of Owners
Confirmation of Minutes	Special Business: See attached
Business Arising	Annexure "A"
Report from Manager	Other Business
Financial Report	Budget/Levy
	Next Meeting
	Close

Where you cannot attend, please complete the attached Proxy Form and return it as soon as possible. It is ESSENTIAL to have this proxy as without your support, we may not be able to hold this meeting. Furthermore, your levy contribution must be paid to entitle you to vote, (Strata Titles Act 1985, By-laws 1 (14) (16)).

If you have any queries about the annual accounts, please contact the undersigned at least 72 HOURS before the meeting so that the necessary answers can be prepared.

Yours faithfully,

  
Peter Munday  
STRATA COMPANY MANAGER  
For the Owners of Strata Plan 5629

THE MEWS  
 STRATA PLAN NUMBER 5629  
 147-159 CHARLES STREET, WEST PERTH  
 STATEMENT OF INCOME & EXPENDITURE - 1st OCT, 90 to 30th SEPT, 91

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INCOME

SPECIAL LEVIES	- previous year	180.00	
	- this year	2674.50	
QUARTERLY LEVIES	- previous year	220.00	
	- this year	<u>29568.12</u>	\$32642.62
INSURANCE REFUNDS			
Lawnmower & whipper snipper		898.00	
Lock to mower		16.70	
Reglaze toilet window U19		105.00	
Reglaze shower screen U41		145.00	
Reglaze " " U7		<u>145.00</u>	\$ 1309.70
Interest on overdue levies			\$ 8.26
TOTAL INCOME			<u>\$33960.58</u>

EXPENDITURE

Management fees		2808.00
Postage & petties		324.00
Govt Charges (FID/BAD)		42.24
AGM fee		75.00
Insurance - w/comp		403.92
SEC - common light & power		2377.50
Prepare U47 for caretaker		192.50
Caretaker's remuneration		12982.73
Caretaker's superannuation		238.50
Tree lopping	70.00	
	175.00	
	<u>2675.00</u>	2920.00
Replace mower & whippersnipper		898.00
Pool chemicals/supplies		523.55
Lawns & gardens		
Mower fuel & parts	132.79	
Garden requisites	735.36	
Garden bags	528.00	
Contract gardening	435.00	
Spray weeds	40.00	1871.15
Cleaning requisites		52.35
Electrical repairs		178.00
Architects fee		80.00
Petty cash float		50.00

Repairs & maintenance			
Fluoro tubes & globes	173.83		
Repair door - duct U47	192.00		
Fill in behind front wall	380.00		
Paint water damage U53	310.00		
Replace roof tiles U37,41 & 42	48.00		
Repair roof above U53	290.00		
Clean gutters & downpipes	365.00		
Repair duct door U50	75.00		
Repair gutter U18	65.00		
Reglaze window U19	105.00		
Reglaze shower screen U41	145.00		
Reglaze " " U7	145.00		
Rework of clothes drying area	593.00		
Remark carbays	483.00		
Clear tree roots U6	60.00		
Remove wall paper U35	95.00		
Supply of plastic vent covers	60.00		
Purchase ladder	<u>75.00</u>	3659.83	
New company minute book		<u>45.00</u>	
TOTAL EXPENDITURE			\$ 29722.27
SURPLUS of income over expenditure			4238.31
PLUS Trust A/C balance 30.9.90			3164.61
PLUS levies paid in advance for period 1.10.1991 - 31.12.1991			2418.36
LESS monies transferred to R & I investment A/C			<u>4650.08</u>
BALANCE OF TRUST A/C AT 30.9.91			<u>5171.20</u> =====
LEVIES IN ARREARS \$166.67			
SPECIAL LEVIES IN ARREARS \$ NIL			
BALANCE R & I INVESTMENT SAVINGS A/C NO 95.3763.0			\$5939.64

THE MEWS  
STRATA PLAN 5629  
147-159 CHARLES STREET, WEST PERTH  
PROPOSED BUDGET 1991/1992

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MANAGEMENT FEE	3,370.00
POSTAGE & PETTIES	432.00
PROVISION FOR ATTENDANCE AT MEETINGS (3 HOURS)	195.00
AGM FEE	75.00
GOVT. CHARGES (FID/BAD)	50.00
INSURANCE - general	3,300.00
- workers' comp.	450.00
- Office Bearers Liability	372.00
SEC - common lighting & power	2,500.00
CARETAKER - remuneration	13,780.00
- superannuation	413.00
- telephone, petrol, petties	520.00
POOL CHEMICALS/SUPPLIES	550.00
LAWNS & GARDENS	800.00
GARDEN BAGS	550.00
CLEANING REQUISITES	100.00
ELECTRICAL REPAIRS	150.00
GENERAL REPAIRS & MAINTENANCE	2,907.00
	<u>\$30,514.00</u>
FUNDS FOR FUTURE MAJOR MAINTENANCE	<u>\$5,384.00</u>
TOTAL PROPOSED BUDGET	<u>\$35,898.00</u> =====

\$3,5898.00 = \$193.00 per U.E p.a. (186 total U.E)

24 UNITS \$772.00 P.A. - \$193.00/qtr.

30 UNITS \$579.00 P.A. - \$144.75/qtr.

Levies to increase from 1/1/1992.

MINUTES OF THE ADJOURNED ANNUAL GENERAL MEETING OF THE OWNERS OF THE MEWS 147 TO 159 CHARLES STREET, WEST PERTH STRATA PLAN 5629 HELD AT THE OFFICES OF BILL CROSSE & COMPANY, COMO ON MONDAY 9TH DECEMBER, 1991 COMMENCING AT 5.52 PM.

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PRESENT:

Mr J Drake-Brockman and  
Ms Mijeong Kim Unit 12  
Mr C McDougall Unit 15  
Mr A Smith Unit 23  
Mr R Kantor Unit 26  
Ms G Hourigan Unit 43  
Miss M J Letts Unit 53  
Mr P Munday representing Bill Crosse & Company  
Mr & Mrs Smith visitors of Unit 23

PROXIES:

Mr C R Mayes Unit 4  
Mr & Mrs A & N Ngeow Unit 5  
Mr P Tye Unit 13  
Mrs F Rizzo Unit 16  
Miss A L McDonald Unit 20  
Mr & Mrs M & C Lahtov Unit 21  
Misses E S & D E Alcock Unit 22  
Mr A Profitlich Unit 24  
Mr & Mrs R G & E A Haslam Unit 27  
Mr M Skully Unit 32  
Mr J Standfort and  
Ms V Hemmens Unit 35  
Mr & Mrs D & T Milevski Unit 36  
Mr & Mrs G K & G Ireland Unit 39  
Ms H Maxwell Unit 40  
Miss K F Trewavas Unit 45  
Mrs D Gilbert Unit 46  
Mr A C Manners Unit 49  
Mr B A Temperly Unit 50

All in favour of Bill Crosse & Company.

Mr & Mrs M & C Lahtov Unit 21 in favour of a committee member: Miss Letts

APOLOGIES:

Mrs T Ivory Units 2 & 3  
Mr J Standfort Unit 35  
Ms M Rich Unit 44

QUORUM:

This being an adjourned meeting a quorum was present.

CHAIRPERSON:

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



MINUTES:

It was RESOLVED that the minutes of the Annual General Meeting held on 4th November 1990 be received and accepted as a true and correct record and signed by the Chairperson.

BUSINESS ARISING:

Nil.

REPORT FROM MANAGER:

Mr Munday gave his report and it contained the following:

1. He advised that The Mews is governed by the Strata Titles Act 1985. He explained various definitions and gave a brief explanation of the boundaries of the lot and the responsibilities of the Strata Company for maintenance of the common property.

2. Managers extend a thank you to those Council members who have actively participated in Strata Company affairs this year. In particular we thank Mr John Standfort, the Strata Company treasurer for his attention to financial affairs, and also for his liaison in the various maintenance matters which are an ongoing part of any Strata Company. At a property the size of The Mews, it is easy for standards to slip and John has been a keen advocate of the building and grounds being maintained to the high standard that they are today. John, again - thank you.

3. The year has been a busy one at The Mews, with the following being attended to:

- # extensive tree topping
- # upgrade of areas of lawn and gardens
- # an upgrade program of areas under stairwells.
- # re-marking of carbays and painting of driveway kerbing
- # upgrade of clothes drying area, including laying of concrete slabs
- # successful application resulting in Main Roads Dept. installing a NO THROUGH ROAD sign on Ivy Street and a ON WAY direction sign on the median strip in Charles Street.
- # installation of improved directional signage for VISITOR PARKING
- # cleaning of all gutters and downpipes, plus attendance to the many and varied items of

routine maintenance which are an ongoing matter

4. Managers endorse the inclusion of the item of "funds for future major maintenance" which is part of the overall budget. Every three months, a quarter of the annual total of this item is transferred from the general Trust A/c into a special savings A/c with the R & I Bank, and awaits Strata Company use with major maintenance in the future. Our aim in this regard is to assist you to maintain the capital value of your property, and we believe that accumulating reserve funds, the way you are doing, is sensible property management.

5. We wish to make special mention of the resident cartaker, Mr David Browne. Since commencing his duties in October 1990, David has maintained a responsible and positive attention to his duties. His willingness to assist with additional work on a quotation basis has enabled Council to achieve a cost efficiency which is beneficial to the strata company. David has indicated he is happy to continue his employment at his existing rate of pay. However, to assist him to recover out of pocket expenses such as petrol and vehicle expenses, telephone, stationery and postage, a provision has been included for this in the proposed 1991/92 budget.

6. Regarding election of Council of Owners for the year ahead, we encourage all owners to consider making themselves available for voluntary work as a council member. However we do point out that you must be available to assist with on-site affairs such as opinions regarding maintenance matters, and also be available to attend Council meetings which although not frequent, are generally held in the evening. If all council members are not easily available then the overall work load tends to fall to a few, which is unfair and also can cause adjourned meetings which is inconvenient for everyone.

Insurance Corporate Home Unit Underwriting

Agencies Pty. Ltd., insure the property to expire 1/10/92 and covers the following:

Building:	\$2,635,000.00
Common Contents	\$ 10,000.00
Public Liability	\$2 Million
Personal Accident-	
voluntary workers	\$ 40,000/\$400
Fidelity Guarantee	\$ 30,000/\$300
Workers Compensation -	per Act
Office Bearers Liability	\$2 Million expiry 9/10/92

**FINANCIAL REPORT:**

It was RESOLVED the report for the period ending 30th September, 1991 be received and adopted as a true and correct record.

**APPOINTMENT OF MANAGERS:**

It was RESOLVED that Bill Crosse & Company be appointed to manage the Strata Company from 9th December 1991 to the date of the next Annual General Meeting in accordance with the Summary of Duties attached to the Notice of Meeting.

Annual Management Fee (including postage and petties) \$3802.00 (\$316.83) charged monthly plus Annual General Meeting fee \$75.00. Adjourned meeting fee \$45.00.

Extra duties which are performed at the rate of \$45.00 per hour during office hours and \$65.00 per hour otherwise, include attendance at Extraordinary and Council Meetings, creation and registration of By-laws, arranging quotations, organisation and collection of Special Levies, legal action as required and property inspections. Fees collected in accordance with Section 43 of the Act are payable to Managers, being for preparation of Certificates providing information or arranging inspection of Strata Company records.

**COUNCIL OF OWNERS:**

Mr Munday gave a brief explanation of the responsibilities of the Council of Owners and it was RESOLVED that the following owners be appointed to the Council:

Mr John Standfort	- Unit 35
Miss Marion Letts	- Unit 53
Mr Charles McDougall	- Unit 15
Mr Joe Drake-Brockman	- Unit 12

Office bearers to be appointed at the next Council meeting.

SPECIAL BUSINESS:

Upgrade of Verge Area

The Council of owners had intended to recommend the verge be upgraded by the laying of paving bricks in keeping with the meridian strip, the installation of evergreen trees and the installation of bollards to prevent verge parking. However in the course of preparing quotations, contractors learned that the City of Perth will allow only 1/3rd of the verge area to be brick paved or sealed, bollards are not allowed and only shrubs can be planted to a height of 0.75 metre. If trees are required, it is necessary to contact the parks and gardens section of the City of Perth and if approved, the City will plant trees. It had been anticipated an expenditure of \$2000-\$3000 would be involved in the intended upgrade. Discussion took place regarding an economic and aesthetic resolution to the verge upgrade and Mr Munday reported a recommendation by Mr Standfort (who was present last week but unable to attend this adjournment) that paving bricks be layed at either end of the verge area with lawn planted in the middle section, with reticulation extended from the property. Approximately 4 sprinklers would be required in this section of lawn, no concrete need be broken and shrubs (approximately 3) could be the same style and height as the property next door. After discussion, it was resolved that authority be granted to the Council of Owners to attend to the upgrade of the verge as deemed appropriate, determine the level and raise a Special Levy accordingly, and to set a date due and payable for this levy.

OTHER BUSINESS:

Rental of Units

Mr Munday reported that Mr Standfort had requested him to make the following recommendation, in order to provide increased control of tenant behaviour which has posed

some problems during the past year. Mr Standfort recommended that all owners consider placing the rental management of their unit with Bill Crosse & Company, thus providing both Strata and rental managements to remain with the one agent.

Gutter Repairs

Mr Munday reported that some carport gutter repairs are currently being undertaken. Discussion took place regarding the condition of the gutters, and it was acknowledged that all carport gutters will require replacement within the next few years, and this will be a reasonably major item of expense.

Stain at Carport Unit 5

Mr Smith (senior) reported a heavy stain on the bitumen in the carport of Unit 5. Mr Smith volunteered to endeavour to remove this stain, while cleaning/removing the stains from his sons carport - Unit 23. Mr Munday thanked Mr Smith for his kind offer and requested him to proceed.

Standard of Garden/Ground Maintenance

Mr Munday reported that a number of owners had recently advised how impressed they are with the improvement in the condition of the gardens/ground maintenance. Mr Munday reported he believed credit was due to the current caretaker Mr David Browne - well done David.

**BUDGET/LEVY:**

After discussion it was RESOLVED that the proposed Budget of \$35,898-00 for the year ending 1992 be received and adopted and that the proposed levies as follow be adopted per unit payable quarterly in advance to commence from the 1st January, 1992.

24 units at unit entitlement of 4 - \$193-00 per quarter

30 units at unit entitlement of 3 - \$144-75 per quarter.

**NEXT MEETING:**

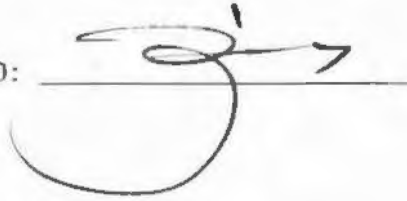
The next Council meeting is to be on a date to be decided. The next General Meeting will be in approximately twelve months. Details to be advised by the managers at least seven days prior.



CLOSURE:

Mr Munday thanked those present for their attendance. There being no further business the meeting closed at 6.45 PM.

CONFIRMED:

A large, stylized handwritten signature in black ink, written over a horizontal line. The signature is cursive and appears to be the name of the person confirming the document.

THIS 14<sup>th</sup> DATE OF Dec 1992

MINUTES OF THE COUNCIL MEETING OF THE OWNERS OF STRATA PLAN 5629 THE MEWS 147 -  
159 CHARLES STREET, WEST PERTH HELD AT UNIT 12 THE MEWS ON THURSDAY 12TH MARCH  
1992 COMMENCING AT 6.00 PM.

**INSPECTION:** Prior to the commencement of the meeting a general inspection of the outside areas at the property took place with Miss Letts, Mr McDougall, Mr Drake-Brockman, and Mr Munday, being joined by Mr Standfort during latter part of the inspection. All persons then returned to Unit 12.

**PRESENT:** Miss M. Letts Unit 53  
Mr C. McDougall Unit 15  
Mr J. Standfort Unit 35  
Mr J. Drake-Brockman Unit 12  
Mr P. Munday representing Quin Ballard

**PROXIES:** Nil.

**APOLOGIES:** Nil.

**QUORUM:** A quorum was present.

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

**MINUTES:** It was RESOLVED that the minutes of the Council Meeting held on the 2nd September 1991 be received and accepted as a true and correct record and were signed by the Chairperson.

**BUSINESS ARISING:** Signage  
This has now been installed.

Loose Bricks Balcony - Unit 10  
This work has been completed.

Cleaning of Gutters  
Gutters were last cleaned in July 1991 and after discussion it was RESOLVED that Managers are to arrange for A A Home & Garden Maintenance (Andy Atrill) to again attend to the cleaning of the gutters, in the near future. The cost for this work is to be no more than the cost of cleaning in July 1991.

Office Bearers Liability Insurance

This cover has been effected to a level of \$2 million.

Carport Gutter Repairs

The work as quoted has been satisfactorily completed, and at the request of Mr Standfort, Managers have arranged for one extra area of gutter to be repaired, at cost.

**FINANCIAL REPORT:**

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

Balance of General Trust Account	-	\$ 422.34
Balance of Investment Savings Account	-	\$8571.29

(Commonwealth Bank A/C 6124.5006020 which replaces R&I A/C as required by Council).

Outstanding Quarterly Levies Due 1.4.92

Outstanding Levies	-	\$9023.47
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(One Unit No 48 levies due 1.1.92 not yet paid - Letter sent).

Mr Munday reported that as per the written direction of Council the R & I Savings Account has been closed and Commonwealth Bank Account has been opened and he has given photocopies of the passbook details to Mr Standfort.

Mr Standfort reported that he has advised the Caretaker to hold back on expenditure other than items of pool chemicals and lawn mower supplies. However in cases deemed necessary the Caretaker may request to Mr Standfort for special items of expenditure. Mr Munday reported that David Browne the Caretaker has expressed his concern that he may be criticized in future for an apparent fall back in the overall condition of the property, due to the cut back in expenditure for general caretaking items.

Mr Standfort tabled a request from the Caretaker for reimbursement for expenditure for \$289.41, which he approved for payment. He then spoke on the need for cut back on general caretaking expenditure in order to provide additional funds towards unexpected expenses incurred such as the repairs to the roof above unit 53. After discussion it was agreed that the matter of general caretaking expenditure be left for liaison between Mr Standfort and David Browne the Caretaker, and Mr Standfort will report on this matter to the next Council meeting.

Mr Standfort tabled a quotation he had obtained from Professional Tree Surgeons for various items of work at the property and he reported that a tentative date of the 20 March 1992 had been set aside for some work. After discussion it was RESOLVED all items of tree topping are to be deferred pending another general tree topping program next year. It was agreed that an item for tree topping should be provided as a regular item in the Strata Company budget.

Mr Munday reported that during a recent visit to Mr Standfort he was shown water damage that had occurred to the bedroom ceiling of unit 53, due to heavy rains. The entire bedroom ceiling had been saturated with water and Mr Munday was told that water had been dripping through the central light fitting causing sparks and Mr Standfort had removed the electrical fuses as a matter of safety. As this matter required emergency action Mr Munday rang the insurers for advice of a suitable contractor and subsequently Construct WA (Mr Michael Byrne) met with Mr Standfort and these two inspected the roof top above unit 53. A quotation from Construct WA to carry out work to repair and rectify water entry problem and damage to roof and bedroom area was received as follows:

1. Supply and instal new 900 mm wide valley tray to replace the existing valley tray in 0.6 mm zinc alum.
2. Repair, seal and paint ceiling bedroom.
3. Seal and paint one water damaged wall.

Total quote \$644.00. In this emergency situation Mr Standfort authorised for work to proceed. As the problem was the result of poor roof valley design, this matter was not covered by insurance. Mr Munday extended a vote of thanks to Mr Standfort for his prompt action and time spent in resolution of this problem.

CORRESPONDENCE:

Nil.

OTHER BUSINESS:

Verge Upgrade

After discussion it was agreed that Managers are to write to the City of Perth requesting that they contribute to the verge upgrade, including the supply of medium height trees. Discussion then took place regarding the style of verge upgrade based on a rough sketch which all members viewed. Mr Standfort volunteered to provide an accurate drawing to Managers showing specification of detail, for use by quoting contractors. It was agreed that if the City of Perth replied in the negative they be invited to quote on the verge upgrade. When all responses are received, Council will have a Special Council Meeting to resolve this item only, to accept a quotation and to raise a Special Levy in accordance with the Annual General Meeting Resolution.

Caretaker Duties

Mr Standfort reported that the Caretaker seems not to be in attendance on a regular basis, and items that should be receiving attention are not being noticed. Managers are to remind the Caretaker of the need for regular daily attendance.

Oil Stains in Carports 20, 8, 51

Mr Standfort reported heavy oil stains are present. Managers to write to owners requesting a cleanup.

Removal of Ladders and Wire

Mr Standfort reported that he believed two wooden ladders which are kept at the property may be unsafe. After discussion it was agreed that Mr Drake-Brockman will if possible arrange for the removal of these ladders

together with some wire which has been left near the bin area. If necessary Managers to assist, as advised by Mr Drake-Brockman.

Hosing Down Driveway Near Bins

Discussion took place regarding the need for the driveway near the bins to be hosed down after the bins have been cleared. Managers to request the Caretaker to attend to this item.

Vehicle Disturbances At Night

Following a report of disturbances Managers recently wrote to three Taxi firms requesting that no sounding of horns take place by Taxis visiting The Mews. Also a circular has been distributed to all residents requesting their assistance in not slamming car doors loudly and waiting for Taxi's in a conspicuous place. Subsequently Swan Taxi's rang Managers to report that a resident asked for the Taxi to sound it's horn on arrival, however the Taxi firm will abide by Managers request.

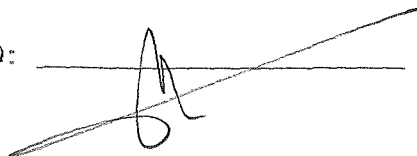
**NEXT MEETING:**

The next Council meeting is anticipated to be towards the end of July at a date to be decided, in unit 15.

**CLOSURE:**

Mr Munday thanked Mr Drake-Brockman for the use of his unit for the meeting. There being no further business the meeting closed at 8.05 pm.

CONFIRMED:



THIS

16

DATE

OF

July

1992



MINUTES OF THE COUNCIL MEETING OF THE OWNERS OF STRATA PLAN 5629 THE MEWS 147 - 159  
CHARLES STREET, WEST PERTH HELD AT UNIT 53 THE MEWS ON THURSDAY 16TH JULY 1992  
COMMENCING AT 6.00 PM.

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PRESENT: Miss M. Letts Unit 53  
Mr J. Standfort Unit 35  
Mr J. Drake-Brockman Unit 12  
Mr P. Munday representing Quin Ballard

PROXIES: Nil

APOLOGIES: Nil

QUORUM: A quorum was present

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

CONFIRMATION OF MINUTES: It was RESOLVED the minutes of the Council Meeting held on the 12th March 1992 be received and accepted as a true and correct record and were signed by the Chairperson.

BUSINESS ARISING:

Verge Upgrade

Mr Munday reported that Managers wrote to the Engineering Department of the City of Perth requesting assistance with verge upgrade, and enclosing copy of diagram prepared by Mr Standfort. Further to follow up telephone contact by Managers, Mr John Tomich of the Engineering Department met with Mr Standfort on site. Mr Standfort reported to the meeting that Mr Tomich agreed that the City of Perth will arrange for the upgrade of the verge to include paving bricks, buffalo lawn, and three trees or shrubs to the right hand side and one to the left hand side with reticulation to be connected to The Mews reticulation. This work to be completed at nil cost to The Mews. Mr Munday thanked Mr Standfort for his time spent in liaison with Mr Tomich. Mr Standfort then recommended that an area in front of unit 12 be upgraded to improve soil retention and to improve its visual appearance. He also recommended that an area near unit 1 needs a small retaining wall to stop soil erosion at that point. After discussion it was RESOLVED that other Council members will inspect these areas with Mr Standfort and that Managers are to refer brick laying contractors to Mr Standfort after Monday 24th August for two quotations to be obtained for each of these two areas for presentation at the Annual General Meeting.

Cleaning/Repair of Gutters

This work was completed.

Removal of Ladders and Wire

Mr Drake-Brockman reported that he has removed these items.

FINANCIAL REPORT:

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

Balance of General Trust Account 16.7.92	\$3201.33
Balance of Investment Account No. 6124.5006020 with Commonwealth Bank - South Perth (Includes transfer Qtr comm 1.7.92)	\$11418.66
Outstanding Quarterly Levies Due 1.7.92	\$2429.97
Nil Outstanding Levies Beyond 1.7.92	

Note: Attached is photocopy of passbook account for investment account as detailed above.

**CORRESPONDENCE:** Dated 9.7.92 letter of resignation from Council member Mr C.L. McDougall. 9.7.92 letter from Managers acknowledging resignation.

Mr McDougall cited his reason for resignation from Council to be imminent elective surgery on his knees.

**GENERAL  
BUSINESS:**

Retaining Wall at Units 1,2,6,7

Mr Standfort tabled a quotation from David Browne, the Caretaker, as follows:

"Retain the wall for garden outside of units 1,2,6 and 7.  
Supply and erect treated pine poles, fixed with galvanized bolts and nuts.  
Arrange reticulation as necessary.  
Plant bare areas with suitable shrubs.  
Apply suitable soil mix to enrich the soil.

Total cost \$563.00."

After discussion it was RESOLVED that this quotation be accepted, however the Caretaker is not to proceed with this work without first speaking to Mr Standfort.

Painting, Plumbing Duct Doors Units 7 and 52

Mr Standfort tabled a quotation for \$123.00 from David Browne the Caretaker to:

"Repair and repaint plumbing duct doors for units 7 and 52 as discussed." Discussion took place and it was agreed that this cost appears too high. It was agreed that Mr Drake-Brockman will discuss the matter with David Browne and offer his assistance in the preparation of a new quotation using equipment supplied by Mr Drake-Brockman. This quotation to be tabled by Mr Drake-Brockman at the next Council meeting.

Erect Gutter to Stairway Outside Unit 47

Mr Standfort tabled quotation from David Browne the Caretaker to:

"Supply and erect gutter to stairway outside unit 47 as discussed \$147.00." Mr Standfort reported that he had given permission for this work to proceed as he considered that the work was necessary.

Front Door of Unit 53

Miss Letts reported that her front door is need of replacement, and opened the door for those present to view the condition. It was RESOLVED that a quotation is to be obtained for replacement of the door. Miss Letts reported that she would prefer to pay an additional cost for a better quality door, and it was agreed that Managers are to arrange quotations for:

- a) replacement of standard door.
- b) replacement of solid (better quality) door.

Both quotations to include painting of exterior surface. Quotations to be tabled at the next Council meeting.

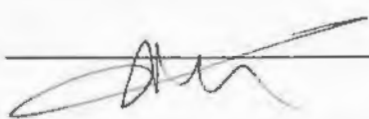
Through Traffic from Ivy Street

Mr Standfort reported that vehicles are transitting The Mews from Ivy Street through to Charles Street. He tabled a sample of a previous advice, with recommended alterations, and requested Managers to produce 20 copies and forward them to the Caretaker for his use.

**NEXT MEETING:** The next Council Meeting is to be approximately mid October at a date and venue to be decided.

**CLOSURE:** Mr Munday thanked Miss Letts for the kind use of her unit for the meeting. There being no further business the meeting closed at 7.10 pm.

CONFIRMED:



THIS 17<sup>th</sup> DATE OF Nov 1992

MINUTES OF THE COUNCIL MEETING OF THE OWNERS OF STRATA PLAN 5629 THE MEWS 147 - 159 CHARLES STREET, WEST PERTH HELD AT UNIT 35 THE MEWS ON TUESDAY 17TH NOVEMBER 1992 COMMENCING AT 6.05 PM.

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PRESENT: Miss M. Letts Unit 53  
Mr J. Standfort Unit 35  
Mr J. Drake-Brockman Unit 12  
Mr P. Munday representing Quin Ballard

PROXIES: Nil

APOLOGIES: Nil

QUORUM: A quorum was present

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

CONFIRMATION OF MINUTES: It was RESOLVED the minutes of the Council Meeting held on the 16th July 1992 be received and accepted as a true and correct record and were signed by the Chairperson.

BUSINESS ARISING:

Verge Upgrade

Today cement has been laid at either end of the verge area however no reticulation work or grass laying or shrub planting has taken place. Mr Munday reported that he has made numerous phone calls to Mr Tomich at the Engineering Department at the City of Perth and Mr Tomich has continually apologised for the delay in work being carried out. Mr Munday reminded those present that as there is no charge for the work by the City it may be unwise to push the City too hard in this matter. Mr Standfort requested that Managers write a letter to the City requesting the reticulation, lawn and tree planting work to take place as soon as possible with contact to be maintained with the Caretaker.

Retaining Wall at Units 1,2,6 and 7

Mr Standfort reported that he has an approved invoice to table but that he has not yet checked the work. He will do this and provide the invoice as soon as possible.

Painting, Plumbing Duct Doors Units 7 and 52

Mr Munday read aloud from a letter written by David Brown the Caretaker wherein he suggests that a building maintenance contractor could possibly provide a more cost efficient job. Mr Munday reported that a quotation has been requested from A & P Thurston, and on receipt Managers will forward this quotation to the Council of Owners for their attention.

Erect Gutter to Stairway Outside Unit 47

Mr Standfort reported this work has been satisfactorily completed.

Front Door Unit 53

Mr Munday distributed to each member present copies of quotations received as follows:

To replace existing hollow core door with new hollow core door using all existing hardware and to paint the outside face of the door

A J Saunders	\$105.50
Construct WA	\$280.00

To replace the existing hollow core door with new solid core door using all existing hardware and to paint the outside face of the door

A J Saunders	\$171.50
Construct WA	\$331.00

Miss Letts requested that Managers arrange for A J Saunders to proceed with a fitment of a solid core door to Unit 53 and Miss Letts will reimburse to the Strata Company the difference in cost between solid core and hollow core, being \$66.00.

Through Traffic from Ivy Street

Copies of advices regarding transitting vehicles, were forwarded to the Caretaker for his use.

Retaining Walls Near Units 1 and 12

Mr Standfort reported that he has had one visit from Construct WA and no visit from Mr S. Hillier, being the two bricklayers who were requested to attend to quote on this work. Mr Standfort is awaiting written quotation from Construct WA. Managers are to refer another brick laying contractor to Mr Standfort preferably a small contractor.

**FINANCIAL  
REPORT:**

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

Balance of General Trust Account 17.11.92	\$1873.89
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Balance of Investment Account No. 6124.5006020 with Commonwealth Bank - South Perth	\$12871.70
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Outstanding Quarterly Levies Due 1.10.92	
Unit 30 \$193.00 (Agent promised to forward payment on 18.11.92 just painted unit - short of rent money)	

He also distributed photocopy of Commonwealth Bank Passbook Account showing details of invested funds.

Mr Munday reminded those present that Mr Standfort receives from Managers a monthly financial statement.

**CORRESPONDENCE:**

1. Dated 18.9.92 from R. Haslam Unit 27 requesting consideration to paint the walls on the staircase and walkway to Unit 27 as condition is below standard.



It was RESOLVED Council will inspect and advise Managers any decision.

2. Dated 12.11.92 from Atwell Building Services invoice for repairs to tap \$48.00 approved for payment by Mr Standfort.

3. Dated 17.11.92 from David Browne the Caretaker re Unit 13 advising damage to reticulation sprinkler by occupants vacating unit and advising flyscreen has been damaged. Managers to contact Agent for Unit 13.

Unit 42 advising repainting of kitchen ceiling for \$50.00 and cost would have been \$35.00 to paint and repair affected area only.

4. Undated letter from Miss Casey Unit 42 requesting reimbursement for repairs to ceiling - RESOLVED by Council to reimburse \$35.00 being cost indicated by Caretaker if only the affected area had been treated. Mr Munday reported the levy for Unit 42 has been short paid by \$50.00. Council RESOLVED Managers to write to Miss Casey advising decision to reimburse \$35.00 towards repair cost and requesting her to pay the outstanding amount of levy.

5. Dated 17.11.92 from David Browne to Mr Standfort regarding disturbance by Unit 50 suggesting no charge for Caretaker time be raised for time and cleanup work. Council RESOLVED not to raise a charge to the owner and to monitor for any future disturbance by the occupants of Unit 50.

GENERAL  
BUSINESS:

Parking Problems

Mr Standfort reported that vehicles regularly park near the bin area, obstructing the movement of the bins. He suggested a bollard be installed in this area to disallow further improper parking. He also suggested a smaller bollard be fitted at each of two areas being near the top of the steps near units 13 and 17 to similarly disallow improper parking in these areas. After discussion it was RESOLVED three bollards as recommended be installed and that two quotations are to be obtained and the Council of Owners be authorised to choose the successful contractor. Mr Standfort will request the Caretaker to provide one quotation and Managers are to refer contractor to Mr Standfort for second quotation.

Unit 18 - Mould

Mr Munday reported that the tenants have advised the Caretaker they have a serious mould problem in the bedroom - South East corner of the building. Discussion took place regarding the need for adequate ventilation on ground floor units and Mr Drake-Brockman reported that he is constantly mindful of the need to provide adequate ventilation in his Unit number 12. It was RESOLVED Managers are to write to the tenants to request improved efforts with ventilation, and it is expected that especially with the warmer weather coming the situation will improve and the tenants are requested to monitor the situation.



Unit 27 Stains on Exterior of Building

Mr Munday reported that the owner has complained to the Caretaker of the mouldy stains on the building on the stairway outside Units 10, 28 and 46 and that these stains are caused by water dripping off the balcony and running down the building.

At this point all present at the meeting left Unit 35 to inspect the area as described and found a similar water run off problem as was previously rectified near Unit 47. It was RESOLVED Mr Standfort is to request the Caretaker to clean the wall and to instal an adequate run off gutter and piping arrangement as near Unit 47. Managers to advise the owners of Unit 27 accordingly.

Unit 15 - Water Entry

While all present were absent from Unit 35 inspecting the water stains as above, they also attended at Unit 15 and inspected the ceiling of the bathroom, where water was seen dripping from Unit 33 above, into Unit 15 in the shower/bath area and also above the hand basin. Mr Standfort reported that he had met with Five Star Plumbers onsite and that he had inspected bathrooms of both Unit 33 and Unit 15. He was advised by Plumbers that this is not a problem caused by any piping but it results from leaking taps spindles in the basin of Unit 33 and from inadequate water proofing of tiles in the shower/bath area of Unit 33. The leaking tap spindles have caused a water build up in the "well" below the basin cabinet and water has seeped along the outside of piping from Unit 33 into 15 below. The appropriate action to remedy the situation requires removal of the basin and cabinet in Unit 33 and for tiling of the floor underneath the cabinet, replacement of basin and cabinet and fitment of new tap spindles. Mr Standfort reported that the condition of the cabinet in Unit 33 is extremely deteriorated and that this is a maintenance item that should have been attended to by the Owners/Agents of Unit 33. Regarding the area in the shower/bath of Unit 33, this needs rewaterproofing (tiling/grouting) in that area. Managers to write to the owners of Unit 33 accordingly, to advise that they should proceed promptly with this rectification work. Further to mention the concern expressed by Council at the potential risk of concrete cancer (spalling) which may result from this protracted water seepage.

Concern was also expressed by Council at the condition of the interior of Unit 15, which was noticed by all persons at this meeting while inspecting the bathroom area, wherein the unit showed an accumulation of various items of paper and plastic products stored in many areas inside the unit. It was noted that a build up of split matter is present on the gas cooker and that items are stored on top of this cooker. Concern was expressed that a fire hazard may exist inside this unit. It was RESOLVED by Council that Managers are to write to the owner of Unit 15 requesting a general clean up of the inside of that unit.

Theft and Undesirables

Mr Munday read the following from a letter received from the Caretaker: "We have a continuing problem with clothes from the clothes lines and vandals painting slo..."

lawns. Recently an attempt was made to steal a car and a number of cars were broken into. Recently a hose and fittings were stolen from the pool area. Please discuss the viability of installing a number of security sensor lights at strategic places on the premises." After discussion it was RESOLVED that Managers are to refer an electrical contractor to provide quotation for consideration at the Annual General Meeting. This matter to be shown as an AGM Agenda item.

Unit 11 - Vehicle

Mr Standfort reported that oil is leaking from a vehicle belonging to Unit 11. Verbal requests to the residents to correct this situation have not proven successful. Managers are to write and request attention to this matter and to advise the cost to clean the oil damage is \$65.00.

AGM Agenda Items

The following are to be included on the AGM Agenda:

- Installation of retaining walls near Units 1 and 12.
- Installation of security sensor lighting.
- Change address on Strata Plan for service of notices to that of Quin Ballard.

**NEXT MEETING:** The next Council Meeting is to at a date to be decided. The Annual General Meeting is to be Monday 14th December 1992 at the offices of Quin Ballard commencing at 6.00 pm.

**CLOSURE:** Mr Munday thanked Mr and Mrs Standfort for the kind use of their unit for the meeting. There being no further business the meeting closed at 8.12 pm.

**CONFIRMED:**  THIS 15<sup>th</sup> DATE OF FEB. 1993



FORMERLY BILL CROSSE & COMPANY

1 December 1992

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

Dear Owner

RE: NOTICE OF ANNUAL GENERAL MEETING

Further to our previous interim advice dated 18 November 1992 regarding the above meeting to be held Monday 14 December 1992 we attach herewith full notice of meeting including financial reports.

We especially draw your interest to the matter of forms of proxy. Last year, the meeting was adjourned due to a quorum not being present. That is, not sufficient persons OR PROXY VOTES at the scheduled commencement time of the meeting. You are requested to forward a completed form of proxy if you are unable to attend the meeting in person.

Your co-operation in this important matter will be appreciated.

Yours faithfully



PETER MUNDAY  
STRATA MANAGER

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

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



FORMERLY BILL CROSSE & COMPANY

1st December 1992

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

Dear Owner

### NOTICE OF MEETING

NOTICE is hereby given in accordance with the provisions of the Strata Titles Act 1985 that an Annual General Meeting of the Owners of The Mews, 147 - 159 Charles Street, West Perth Strata Plan 5629 will be held:-

DATE: Monday 14 December 1992      TIME: 6.00 pm  
LOCATION: At the Office of Quin Ballard, 175 Labouchere Road, Como  
(Corner Labouchere Road & Preston Street, upstairs on 1st Floor)


#### AGENDA:

Welcome	Appointment of Managers
Record Attendance	- proposal from Quin Ballard
Proxies verified	refer attached Summary
Apologies	Election of Council of Owners
Quorum	Special Business: See Annexure "A"
Appointment of Chairperson	General Business
Confirmation of Minutes	Budget/Levy
Business Arising	Next Meeting
Report from Manager	Close
Financial Report	

Where you cannot attend, please complete the attached proxy form and return it as soon as possible. It is **ESSENTIAL** to have this proxy as without your support, we may not be able to hold this meeting. Furthermore, your levy contribution must be paid to entitle you to vote, (Strata Titles Act 1985, By-laws 1 (14-6)).

If you have any queries about the annual accounts, please contact the undersigned at least 72 HOURS before the meeting so that the necessary answers can be prepared.

Yours faithfully,

  
PETER MUNDAY  
STRATA MANAGER

For the Owners of Strata Plan 5629

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

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Licensee: H.U.M. Pty Ltd as Trustee for H.U.M. Unit Trust trading as Quin Ballard — A.C.N. 009 057 103  
Fax: (09) 474 1302 Phone: (09) 474 1533

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

ANNUAL GENERAL MEETING 14/12/92

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AGENDA ITEM: SPECIAL BUSINESS - ANNEXURE "A"

1. CHANGE OF STRATA COMPANY'S ADDRESS FOR SERVICE:

To RESOLVE that the address registered for the service of Notices on the Strata Company shall be changed to Quin Ballard.

2. SPECIAL LEVY

Raise a Special Levy of \$8800.00 (at \$189.00 or \$142.00 per unit according to unit entitlement) for the following anticipated property improvements: Installation of security lighting, construction of retaining walls near Units 1 and 12 and garden landscaping and grant authority to Council of Owners to arrange the above work.

Special Levy to be due and payable 1 January 1993.

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FORM OF PROXY

I/We being the Owner/s of unit number/s \_\_\_\_\_

in Strata Plan Number 5629 hereby appoint:

\* A representative from Quin Ballard

\_\_\_\_\_

\* Other person

\_\_\_\_\_

to be my/our proxy to vote on my/our behalf at the Annual General Meeting of the Owners of The Mews, 147 - 159 Charles Street Strata Plan 5629 to be held on 14/12/92 or any adjournment thereof.

SIGNATURE: \_\_\_\_\_

SIGNATURE OF PROXY: \_\_\_\_\_

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

In the case of a Company:

The Common Seal of:

was hereunto affixed by  
order of the Board in  
the presence of:

\* Delete as applicable

\* Please insert the name of other person to be your proxy

\_\_\_\_\_

COUNCIL OF OWNERS

\* I wish to be nominated/I wish to nominate/for election to  
the Council of Owners.

SIGNATURE: \_\_\_\_\_ NOMINEE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_





FORMERLY BILL CROSSE & COMPANY

APPOINTMENT OF MANAGERS

The Owners of The Mews, 147 - 159 Charles Street Strata Plan 5629

As Agent Managers of your Strata Company, our role is to provide a financial, accounting and secretarial management service.

Our aim is also to assist you to maintain the capital value of the property and ensure all proprietors receive full enjoyment and benefit of their respective units. To act as Managers of a Strata Company, our fees are charged in accordance with the REIWA recommended scale.

Our fee to manage \$3650.00 (recommended Government scale of fees \$5400.00)  
Postage & Petties \$ 432.00

Total                      \$4082.00 p.a. (\$340.17 charged monthly)

Our proposal is to manage from the date of the Annual General Meeting until the date of the following Annual General Meeting.

Our management fee includes arranging for normal maintenance and repairs, payment of accounts, records of accounts, invoicing and collection of maintenance levies, arranging insurance cover, preparing Annual Income and Expenditure Statement, compilation and despatch of a monthly statement, attendance to correspondence and submission of the Strata Company tax return.

Annual General Meeting Fee - \$75.00  
Adjourned Meeting Fee - 45.00

Additional Duties

Other duties are also performed at an hourly rate of \$45.00 per hour during office hours and \$65.00 per hour otherwise. These include attendance at Extraordinary and Council meetings, registering of by-laws, arranging quotations (if site attendance required), organisation and collection of special levies, legal action as required and property inspections.

Any function outside the aforementioned will be charged at the rate of \$45.00 per hour.

Section 43

Fees collected in accordance with Section 43 of the Act are payable to managers, being for the preparation of certificates, providing information of arranging inspection of Strata Company records.

PLEASE NOTE

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

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

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 — P.O. Box 221, Como, W.A. 6152

Licensee: H.U.M. Pty Ltd as Trustee for H.U.M. Unit Trust trading as Quin Ballard — A.C.N. 009 057 103

Fax: (09) 474 1302 Phone: (09) 474 1533

THE MEWS  
 STRATA PLAN NUMBER 5629  
 147-159 CHARLES STREET WEST PERTH  
 STATEMENT OF INCOME AND EXPENDITURE 1.10.91 TO 30.9.92

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INCOME

Quarterly levies to 30.9.92		\$32275.11
Insurance refunds		
Window U.29	\$ 80.90	
Sliding door U.4	\$367.88	
Bath Window U.11	\$ 74.74	
Exgratia for wall	\$372.50	
Doorlock U17	\$ 75.00	\$ 971.02
	-----	
	TOTAL INCOME	\$33246.13

EXPENDITURE

GENERAL ADMINISTRATION

Management fees	\$ 3229.47	
Postage & petties	\$ 405.00	
AGM Fee & Adjourn. fee	\$ 110.00	
Govt. charges - FID/BAD	\$ 41.74	
Insurance premiums (2 Years)	\$ 7247.79	
Council meeting attendances	\$ 195.00	
Caretakers remuneration	\$14146.70	
Caretakers Superannuation	\$ 492.90	
Holiday relief Caretaker	\$ 195.00	
Caretakers exp's - teleph. petrol	\$ 320.00	
Income tax on investment	\$ 3.93	\$26387.53
		-----

GROUNDS MAINTENANCE

Lawns	\$ 320.34	
Gardens	\$ 286.37	
Pool requisites	\$ 492.10	
Garden bags	\$ 640.00	
Garden upgrade	\$ 695.00	
Repair brush cutter	\$ 89.90	\$ 2523.71
		-----

REPAIRS & MAINTENANCE

Gutter cleaning	\$	310.00	
Cleaning requisites	\$	25.35	
Globes	\$	195.36	
Common lighting - repair	\$	90.00	
Glass - U.29	\$	80.90	
U.4	\$	367.88	
U.11	\$	74.74	
			\$ 523.52
Paint & brush	\$	74.90	
Repair wall near Unit 10	\$	192.00	
Supply & instal parking signs	\$	258.05	
Instal handrail	\$	229.95	
Rebuild collapsed wall drying area	\$	824.00	
Repair guttering on carports	\$	304.00	
Roof repairs - replace tiles & instal new valley	\$	840.00	
Plumbing - repair leaking waste pipes	\$	138.98	
Fit extra downpipe & gutter	\$	147.00	
Replace door lock U.17	\$	75.00	\$4228.11
			<hr/>
SEC - common lighting & power	\$		2362.50
TOTAL EXPENDITURE FOR THE PERIOD			\$35501.85
DEFICIT OF EXPENDITURE OVER INCOME			(\$2255.72)
PLUS BALANCE AS AT 30/9/1991			\$ 5171.20
LESS TRANSFER TO INVESTMENT ACCOUNT			\$ 5200.52
PLUS PRE-PAID LEVIES TO 31/12/92			\$ 3088.67
BALANCE OF TRUST A/C AS AT 30/9/1992			\$ 803.63
LEVY ARREARS AS AT 30.9.92 NIL			

STRATA PLAN 5629

THE MEWS

147-159 CHARLES STREET, WEST PERTH

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SUMMARY OF INVESTMENT FUNDS

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R & I Bank South Perth Account No.95-3763-0

Balance at 30.9.91	\$ 5939.64
plus invested funds	1162.52
less "loan" transfer to trust a/c	1000.00
plus interest	123.90
less Gov't duty	.77
	<hr/>
Balance as at 8.1.92	\$ 6225.29
	=====

On instruction from Strata Council, R & I account was closed and account opened with Commonwealth Bank.

Commonwealth Bank South Perth Account No. 6124.5006020

Opening balance	\$ 6225.29
plus "loan" transfer from trust a/c	1000.00
plus invested funds	4038.00
plus interest	269.33
less Gov't duty	6.92
	<hr/>
Balance at 30.9.92	\$ 11525.70
	=====

THE MEWS  
 STRATA PLAN NUMBER 5629  
 147-159 CHARLES STREET WEST PERTH  
 PROPOSED BUDGET 1992/1993

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MANAGEMENT FEE	3650.00
POSTAGE & PETTIES	432.00
PROVISION FOR ATTENDANCE AT COUNCIL MEETINGS (3 HOURS)	195.00
PROVISION FOR INCOME TAX ON INVESTMENTS	200.00
AGM FEE	125.00
GOVT. CHARGES (FID/BAD)	50.00
INSURANCE - general	3500.00
workers' comp.	500.00
Office Bearers Liability	320.00
SEC - common lighting & power	2480.00
CARETAKER - remuneration	13780.00
superannuation	551.00
telephone, petrol, petties	520.00
POOL CHEMICALS/SUPPLIES	550.00
LAWNS & GARDENS	700.00
GARDEN BAGS	640.00
CLEANING REQUISITES	100.00
ELECTRICAL REPAIRS	150.00
GENERAL REPAIRS & MAINTENANCE	3800.00

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 \$32243.00

FUNDS FOR FUTURE MAJOR MAINTENANCE 5690.00

TOTAL PROPOSED BUDGET \$37933.00

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\$37933.00 = \$203.94 per U.E. p.a. (186 total U.E.)

24 UNITS @ U.E.4    -   \$204.00/qtr  
 30 UNITS @ U.E.3    -   \$153.00/qtr

Levies to increase from 1/1/93

Proposed Budget for 1992-93 by J.Standfort Secretary/Treasurer

	Proposed	Actual	Net effect	Treasurer	Manager			Revised Budget	
	1991-92	1991-92		Proposal	Proposal	Net effect		on fees>	no fees
	1991-92	1991-92		1992-93					
Management fees	3370	3230	-140	3370	3650	280	increase 8.3%	3650	
Manager's meeting fees	390	195	-195	195	195	0		195	
AGM fee	75	110	35	75	125	50		125	
Postage and petties	648	405	-243	420	432	12		432	
FID/BAD/PROVISION INCOME TAX	50	42	-8	45	250	205	body corporate tax	50	50
Caretakers' remuneration	13780	14147	367	13780	13780	0		13780	13780
Caretakers' (phone/petties)	520	320	-200	520	520	0		520	520
Caretakers' Superannuation	413	493	80	551	413	-138		551	551
Insurance fire bld	3300	3211	-89	3500	3312	-188		3500	3500
Insurance workers comp.	450	494	44	500	500	0		500	500
Insurance OBL	372	310	-62	320	310	-10		320	320
Electricity	2500	2363	-137	2480	2500	20		2480	2480
Pool chemicals/supplies	550	493	-57	550	550	0		550	550
Lawns and gardens	800	607	-193	600	700	100		700	700
Garden bags	550	640	90	640	650	10		640	640
Cleaning requisites	100	25	-75	80	100	20		100	100
Electrical repairs	150	286	136	150	150	0		150	150
General repairs & maintce	3500	4703	1203	4000	3325	-675	16.875% material amount	4000	4000
	31518	32074	556	31776	31462	-314		32243	27841
Insurance (accrual)		3428							
		35502					under estimation for 1992-93		
			actual over proposed for 1991-92						
First 15% to sinking fund				5607.529	5552.118			5689.941	4913.118
Total levy required				37383.53	37014.12		actual amount	37932.9	32754.12
4 unit entitlement				200.9867	199.0006	19104.06	required financially	203.941	176.0974
3 unit entitlement				150.74	149.2505	17910.06	when taking into	152.955	132.0731
						37014.12	account the increase		
Special levy							in fees by		
Security lights				3000			managing agent, the		
Retaining walls				3800			material amount of		
Landscaping				2000			\$675 and resources		an extra cost of \$1000
Total Special levy required				8800			required by the Mews		above this amount
4 unit entitlement				189.2473			to operate		may be incurred
3 unit entitlement				141.9358					if no agent



MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF "THE MEWS" 147-149 CHARLES STREET,  
WEST PERTH STRATA PLAN 5629 HELD AT THE OFFICES OF QUIN BALLARD COMO ON MONDAY 14TH  
DECEMBER 1992 COMMENCING AT 6.00 PM.

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**WELCOME:** Mr Peter Munday Strata Manager of Quin Ballard introduced himself and welcomed all persons present. He enquired if everyone was recorded onto the attendance register and requested that any written proxies held, be handed in. He requested that in the matter of voting, a clear indication be given by the raising of one hand, and he requested that in the course of the meeting there be no cross current of conversation and that all comments be directed through the chair.

**PRESENT:**

Mr C.E. Poublon representing	
Angola Pty Ltd	Unit 7
Mr C. McDougall	Unit 15
Mr P. St. John	Unit 19
Mr A. Smith and	
Mr & Mrs Smith (Snr)	Unit 23
Mr R. Kantor	Unit 26
Ms Rita Tripodi	Unit 28
Miss Trish Dixon	Unit 34
Mr Standfort-Hemmens	Unit 35
Ms G.M. Hourigan	Unit 43
Mr D. Browne	Unit 47
Miss M.J. Letts	Unit 53
Mr P. Munday representing Quin Ballard	

**PROXIES:**

Miss E.R. Gough	Unit 1
Mr C.R. Mayes	Unit 4
Mr & Mrs A & N Ngeow	Unit 5
Mr R.J. Dickson	Unit 6
Mr Z. Savatovic	Unit 9
Mr J Drake-Brockman and	
Ms M.J. Kim	Unit 12
Mr N. Kearton	Unit 18
Miss A.L. McDonald	Unit 20
Misses ES & DE Alcock	Unit 22
Mr A. Profitlich	Unit 24
Miss F.L. Griffith	Unit 31
Mrs EEG Carew-Hopkins	Unit 37
Mr & Mrs GK & G Ireland	Unit 39
Ms H.A. Maxwell	Unit 40
Mr B.C. Verity	Unit 41
Ms M. Rich	Unit 44
Miss K.F. Trewavas	Unit 45
Mr A.C. Manners	Unit 49
Mr B.A. Temperley	Unit 50
All to Quin Ballard	

Mr W. Czyz Unit 17  
Mr & Mrs N & Y Nikolic Unit 52  
Both to Miss M. Letts

Mr & Mrs RG & EA Haslam Unit 27  
Prof M.T. Skully Unit 32  
Mrs D. Gilbert Unit 46  
All to Chairperson

Mrs F. Rizzo Unit 16 to Mr J. Standfort

**APOLOGIES:** Mr J. Sloan Unit 11  
Ms M. Rich Unit 44  
Mrs T. Ivory Units 2 & 3

**QUORUM:** A quorum was present.

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

**CONFIRMATION OF MINUTES:** It was RESOLVED that the minutes of the adjourned Annual General Meeting held on 9/12/1991 be received and accepted as a true and correct record and were signed by the Chairperson.

**BUSINESS ARISING:** Upgrade of Verge Area  
Mr Munday reported that following enquiries by Managers to the City of Perth, the City agreed to assist with the upgrade of the verge area with the laying of cement, installation of reticulation, lawns and shrubs, at no cost to the Strata Company. Accordingly no Special Levy was required to be raised on proprietors. Unfortunately the City has been very slow to undertake any work at the verge area, despite numerous written and telephone contacts having been made by Managers. It was acknowledged that as there will be no cost to the Strata Company, it may be imprudent to push the City too hard for speed in this matter of upgrade.

**REPORT FROM MANAGER:** Mr Munday gave his report and it contained the following:  
  
1. He advised that 147-159 Charles Street is governed by the Strata Titles Act 1985. He explained various definitions and gave a brief explanation of the boundaries of the lot and the responsibilities of the Strata Company for maintenance of the common property.

2. Managers extend a thank you to all Strata Council members for their efforts during the past year on behalf of the Strata Company. All Council work is voluntary and it involves hours of meeting, discussion and decision-making on behalf of the Strata Company. Councillors also give of their time to meet and liaise with tradespersons in relation to maintenance work at the property. We make special mention of Mr John Standfort, Strata Company Treasurer for his attention to financial affairs and his liaison with the Caretaker with regard to garden projects and maintenance items. We ask all present to show their appreciation to John and other Councillors in the usual way. (At this point a round of applause was given.)

3. Managers extend a thank you to Mr David Browne the resident Caretaker. David has provided a cheerful and helpful service throughout the year and his cost efficiency with regular maintenance and also with special projects has been to the benefit of all owners. David's efforts have greatly contributed to the high standards which are enjoyed at The Mews. David is now a Unit owner and is present at this meeting and Managers ask all present to show their appreciation in the usual way. (At this point a round of applause was given.)

4. Regarding general property maintenance and control, Managers advise that the following has taken place during the past year:

- Correction of roof valley problem above Unit 53
- Repair of sections of carport guttering
- Cleaning of all gutters and downpipes
- Numerous contacts with the City of Perth regarding upgrade of verge area
- Attempts to control taxi cab disturbances at night
- Special garden upgrade near Units 1,2,6 and 7
- Installation of special water run off gutter near Unit 47 walkway
- Attendance to various items of daily routine maintenance

5. Insurance is with Corporate Home Unit Underwriting Agencies Pty Ltd, to expire on 1/10/1993 for the following levels of cover:

Building:	\$2,980,000
Common Contents	\$11,000
Public Liability	\$5 MILLION
Office Bearers Liability	\$2 MILLION
Workers Compensation	AS PER ACT

**FINANCIAL REPORT:** Mr Munday referred to the statement of income and expenditure together with the summary of investment funds, as attached to the Notice of Meeting. It was RESOLVED the report for the period ending 30/9/1992 be received and adopted as a true and correct record.

APPOINTMENT OF  
MANAGERS:

Mr Munday gave a brief explanation of the role of Managers. He referred to the summary of appointment information as attached to the Notice of Meeting and drew attention to a typing error on that sheet whereby AGM fee should read \$125 not \$75.

It was RESOLVED that Quin Ballard be appointed to manage the Strata Company from 14/12/1992 to the date of the next Annual General Meeting in accordance with the Summary of Duties (as corrected) attached to the Notice of Meeting

Annual Management Fee \$3650.00 (\$304.17 charged monthly) plus Annual General Meeting fee \$125.00. Adjourned meeting fee \$45.00. Cost of postage and petties \$36.00 per month.

Extra duties which are performed at the rate of \$45.00 per hour during office hours and \$65.00 per hour otherwise, include attendance at Extraordinary and Council Meetings, registration of By-laws, collection of Special Levies, legal action as required and property inspections. Fees collected in accordance with Section 43 of the Act are payable to Managers, being for preparation of Certificates providing information or arranging inspection of Strata Company records.

COUNCIL OF OWNERS: Mr Munday gave a brief explanation of the responsibilities of the Council of Owners. He referred to the By-laws attendant to the Strata Titles Act 1985 wherein a nomination is ineffective unless supported by the consent of the nominee to his nomination, given either in writing to the Chairman at the meeting or orally by a nominee present at the meeting.

The following persons accepted nomination to Council, either orally or in writing:

Mr J. Drake-Brockman	Unit 12
Mr J. Standfort	Unit 35
Miss M. Letts	Unit 53
Mr P. St. John	Unit 19
Mr D. Browne	Unit 47

Mr Browne expressed concern that there could be seen to be a possible conflict of interest if he acted as Council member, whereby as Caretaker of The Mews, he was from time to time invited to submit quotations on items of maintenance or upgrade at the property. Discussion took place regarding his concern however it was agreed that it would be advantageous to have the resident Caretaker, as an owner, to be a representative on Council. After further discussion it was RESOLVED to adopt the convention that on those occasions at Council meetings when quotations are being considered and Mr Browne has submitted one of those quotations, he will leave the meeting while that

matter is being discussed. It was agreed by those present, including Mr Browne, that this should satisfy any concerns.

Mr Munday reported receipt of a telephone call some time prior to the meeting wherein Mrs Ivory of Units 2 and 3 advised her apology for non attendance at the meeting and indicated her interest in nomination to Council. At that time Mr Munday advised Mrs Ivory of the requirement of the nomination to be in writing, however as this was not received prior to this meeting, the requirements of the By-laws must be followed.

There being no further nominations received, the Chairman declared the above five nominees to be Council members for the coming year. He advised that the appointments of Chairman, Treasurer and Secretary are to be attended to at the next Council Meeting, in accordance with the By-laws.

**SPECIAL BUSINESS:** Change of Strata Company's Address for Service of Notices

Mr Munday drew attention to the registered Strata Plan and that the address for service of notices on the Strata Company is shown as a PO Box number in Scarborough. He recommended that consideration be given to changing the address registered on the Strata Plan for the service of notices on the Strata Company to that of Quin Ballard. After discussion it was RESOLVED that the address registered for the service of notices be changed to Quin Ballard PO Box 221, Como. Further it was RESOLVED that the common seal of Strata Plan 5629 be affixed to the notice of change with that document to be signed by two Council members.

Special Levy

Raise a Special Levy of \$8800.00 (at \$189.00 or \$142.00 per unit according to unit entitlement) for the following anticipated property improvements: Installation of security lighting, construction of retaining walls near Units 1 and 12 and garden landscaping and grant authority to Council of Owners to arrange the above work.

Special Levy to be due and payable 1 January 1993.

Various discussion took place regarding the need for security lighting, construction of retaining walls, and garden landscaping. Ms Hourigan enquired further detail of the need for security lighting and Mr Munday responded advising that reports were received from the Caretaker of theft of clothing, theft and attempted theft of vehicles, and the presence of undesirable persons at the property which included unacceptable behaviour. Mr Browne gave further detail regarding break ins to units. Mr Standfort reported that he met with electrical contractors and he gave some description of the areas that need improved lighting at The Mews. Mr Doublon referred to the possibility of using invested funds towards all or part of the cost of these items,



with replacement into the investment account through increase in quarterly levies over the next number of years. Discussion took place regarding the need for retention and build up of investment funds and Mr Standfort gave detail of future major building maintenance required such as repointing of ridge cap mortar, replacement of some downpipes, and repainting of the entire building.

It was RESOLVED that a Special Levy of \$8,800.00 (at \$189.00 or \$142.00 per unit according to unit entitlement) is to be raised for the installation of security lighting, construction of retaining walls nears 1 and 12, and garden landscaping, and authority is granted to the Council of Owners to obtain quotations and to arrange this work. It was RESOLVED this Special Levy is to be due and payable on the 1st January 1993.

**GENERAL BUSINESS:** Reduction of Levy Amount

Mr Standfort reported that the owner of Unit 16 had requested that there be a reduction in her quarterly levy payment. Mr Munday advised that although sympathy may be extended especially in cases where persons may be experiencing hardship, there can be no isolation of payment method - that is all levy payments must be in accordance with the unit entitlement and in accordance with the budget as adopted at the Annual General Meeting.

Carport Numbers

Mr Smith reported that some carport numbers appear to have been painted over. Mr Standfort advised that this resulted from previous agreements between owners whereby they had swapped their carports and had altered the numbers accordingly.

**BUDGET/LEVY:**

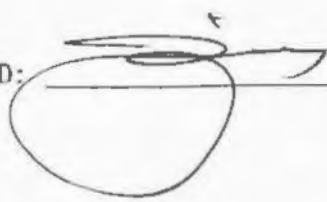
After discussion it was RESOLVED that the proposed Budget of \$37,933.00 for the year ending 1993 be received and adopted and that the proposed levies of \$204.00 per quarter for UE 4 and \$153.00 per quarter for UE 3 be adopted, payable quarterly in advance to commence from 1st January 1993.

**NEXT MEETING:**

The next Council meeting is to Monday 15/2/1993 commencing at 6.00 pm in Unit 35. The next Annual General Meeting will be in approximately twelve months. Details to be advised by the managers at least seven days prior.

**CLOSURE:**

Mr Munday thanked those present for their attendance and he advised that a thank you will be recorded in these minutes to all owners who forwarded a form of proxy thereby enabling a quorum to be present and for this meeting to take place. THANK YOU to all those Owners. There being no further business the meeting closed at 7.15 pm.

CONFIRMED:  THIS 1<sup>st</sup> DATE OF Dec 1993



MINUTES OF THE COUNCIL MEETING OF THE OWNERS OF STRATA PLAN 5629 THE MEWS 147 - 159 CHARLES STREET, WEST PERTH HELD AT UNIT 35 THE MEWS ON MONDAY 15TH FEBRUARY 1993 COMMENCING AT 6.03 PM.

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PRESENT: Mr J. Standfort Unit 35  
Mr P. St. John Unit 19  
Mr D. Browne Unit 47  
Mr J. Drake-Brockman Unit 12  
Mr P. Munday representing Quin Ballard

APOLOGIES: Miss M. Letts Unit 53

QUORUM: A quorum was present

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

CONFIRMATION OF MINUTES: It was RESOLVED the minutes of the Council Meeting held on the 17th November 1992 be received and accepted as a true and correct record and were signed by the Chairman.

BUSINESS ARISING:

Verge Upgrade

Mr Standfort reported that this work has been satisfactorily completed, however two trees are to be replaced with a suitable type, with Mr Browne to arrange.

Plumbing duct doors Units 7 and 53

After discussion regarding previous quotes and costs regarding this repair it was RESOLVED that Mr Browne will requote and/or report to the next meeting.

Front door Unit 53

Mr Munday reported that the door has been replaced with a solid core door, to the satisfaction of Miss Letts. Miss Letts has paid the additional cost of \$66.00 which was above the cost of the hollow core door, for a solid core fitment.

Parking problems

Mr Standfort reported that bollards have been fitted at the bin area and at each of two areas being near the top of steps near Units 13 and 17.

Water runoff near Unit 27

Mr Browne reported that the stain has been cleaned away however the work to instal an adequate runoff gutter and piping as near Unit 47, has not yet been done. Mr Browne to attend to this work as soon as possible, as per quote.

Unit 15 water entry

For the benefit of new Council Members Mr Munday gave a brief overview of the problem as per the Council minutes on the 17th November. He reported that Managers had written on 24th November 1992 to the owner of Unit 33 C/- The Rental Agent, requesting that

appropriate remedial action be taken to stop the water passage from Unit 33 and Unit 15. He further reported that Managers wrote on the 11th December 1992 to the owner requesting reimbursement on the cost of investigation of \$165.00 as invoiced by Five Star Plumbers.

He reported that response dated 17th December 1992 was received from the rental Agent of Unit 33, David Alexander & Associates, advising that they are not prepared to pay the account from Five Star Plumbers, due to various reasons as detailed in the letter.

Mr Standfort reported that plumbers had been heard doing work in Unit 33 and that the problem appears to have been fixed. After discussion it was RESOLVED that Managers are to effect a title search of Unit 33 to determine the address of the owner and are to write to the owner appealing for refund of the plumbers costs for investigation work.

FINANCIAL  
REPORT:

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

Balance of General Trust Account 15.2.93	\$2315.34
Balance of Investment Account No. 6124.5006020 with Commonwealth Bank - South Perth	\$21169.98

OUTSTANDING LEVIES DUE 1.1.93

<u>UNIT</u>	<u>SPEC.</u>	<u>QTR</u>	<u>TOTAL</u>
13	189.00	204.00	393.00
15	71.00	83.67 CR	12.67 CR
18	189.00	204.00	393.00
42	142.00	203.00	345.00
43	94.00	1.86 CR	92.14
51		5.00 CR	5.00 CR
<hr/>			
	685.00	520.47	1205.47
<hr/>			

NOTES

A. Managers recommend the following regarding recovery of outstanding levies:

1. Interest be added
2. "Strong" letter sent, threatening legal action.
3. Legal action if unpaid 14 days after letter.

B. Photocopy of investment passbook attached.

Discussion took place regarding outstanding levies for Units 14, 18 and 42 and it was RESOLVED that Managers are to add interest to the outstanding levies, and are to forward a strong letter requesting payment and threatening legal action for non payment of levies and interest. It was further RESOLVED that if outstandings are not paid within 21 days Managers are to arrange for a letter of demand to be forwarded by Solicitors at a cost of approximately \$105.00 per letter. Managers to liaise with Treasurer in this regard.

**CORRESPONDENCE:** Mr Munday tabled a letter dated 27.1.1993 from Miss M. Letts of Unit 53, wherein she tenders her resignation from the Strata Council, due to travel and work outside the state. Council accepted the resignation with regret.

**SPECIAL  
BUSINESS:**

Appointment of Council Office Bearers

After discussion it was RESOLVED that the following office bearers be appointed:

Mr P. St. John	Chairman
Mr J. Standfort	Treasurer
Mr J. Drake-Brockman	Secretary

Mr Standfort to continue to receive the monthly property owners financial statement.

**GENERAL  
BUSINESS:**

Repainting of speed humps, no parking signs and bollards

After discussion it was RESOLVED that Mr Browne is to attend to repainting of all items as per his previous quotation.

Oil spills carport Unit 18

Mr Standfort reported that oil continues to be spilled in the carport of Unit 18 and threatens to lift the bitumen. It was RESOLVED that Managers are to request the agent to take immediate action to clean the bitumen and to stop the spillage or action will be taken by The Mews at the cost of owner of Unit 18. Mr Standfort commented that if oil spills continued, vehicles should be parked in the street. Mr Browne reported that in his capacity as Caretaker, he has spoken to the occupants of Unit 18 and they have said they will fix the oil leaks. Mr Browne recommended that in future Newsletters mention be made that no oil spills are permitted. Mr Standfort further recommended that the Newsletter advise that balconies and carports are not private property but are Strata Company common property.

Installation of security lighting - per AGM Special Levy

Mr Munday tabled quotations for the following scope of work as arranged by Council in liaison with contractors:

1. One only pole mounted light fitting
2. Six sensors and flood lights wired to PE circuits.
3. One sensor and flood light wired to PE circuit.

The following prices were received

R & J Hunter	Item 1	\$693.00
	Item 2	\$1680.00
	Item 3	\$224.00

Alliance Electrics	Item 1	\$1130.00
	Item 2	\$2130.00
	Item 3	\$310.00

After discussion it was RESOLVED that the quotation from R & J Hunter be accepted for Items 1 and 2 for a total price of \$2373.00. Managers are to request Ray Hunter to attend to the work as soon as possible in liaison with either Mr Browne or Mr Standfort.

Brickwork for retaining walls and garden landscaping - as per AGM Special Levy

Mr Munday advised that quotations were received from Construct WA and Atwell Building Services, however after discussion it was RESOLVED by Council that further quotations are to be obtained for additional work with Construct WA to review and add to their original quote and for Managers to request P & J Homes to attend to quote. Mr Browne offered to invite a further contractor to quote. On receipt of all quotations Council will hold a special meeting to choose a successful contractor.

Caretaker leave

Mr Browne requested leave of one week from 9th April 1993 and advised that another week or so would be requested for July 1993. Mr Standfort agreed to again act as relief Caretaker for these periods in April and July, at cost.

Installation of hand rail

Mr Standfort reported that a hand rail has been installed at the steps to the carport near Unit 16.

Installation of Street Numbers

Mr Browne reported that additional street numbers had been fitted on the wall of the electrical building at the Charles Street entrance to the property.

**NEXT MEETING:**

The next Council Meeting is to Tuesday 1st June 1993 commencing at 6.00 pm in Unit 47.

CLOSURE: Mr Munday thanked all present for their attendance and thanked Mr Standfort for the kind use of his unit for the meeting. There being no further business the meeting closed at 7.40 pm.

CONFIRMED: ABrowne THIS 1<sup>ST</sup> DATE OF JUNE 1993

MINUTES OF THE COUNCIL MEETING OF THE OWNERS OF STRATA PLAN 5629 THE MEWS 147 - 159 CHARLES STREET, WEST PERTH HELD AT UNIT 47 THE MEWS ON TUESDAY 1ST JUNE 1993 COMMENCING AT 6.00 PM.

---

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

APOLOGIES: Mr P. St. John Unit 19

QUORUM: A quorum was present

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

CONFIRMATION OF MINUTES: It was RESOLVED the minutes of the Council Meeting held on the 15th February 1993 be received and accepted as a true and correct record and were signed by the Chairman.

BUSINESS ARISING:

Plumbing duct doors Units 7 and 53

It was agreed Mr Browne will obtain a quotation from Co-ordinated Maintenance Company - to be considered at the next meeting.

Water runoff near Unit 27

This work has been completed.

Water entry to Unit 15

Managers have written to the owner of unit 33 appealing for payment of plumbers investigative work. Mr Munday reported that no response has been received to this letter and it was agreed that Managers are to write a further letter advising that legal action may be taken in the event of non payment.

Repainting of speed humps, no parking signs and bollards

This work was completed.

Installation of security lighting and brickwork for retaining walls and garden landscaping as per AGM Special Levy

This work has all been completed satisfactorily.

Caretaker leave

Mr Browne reported that he will be absent on leave from Monday 19 July to Tuesday 27 July, that is finish work Friday 16th July and resume Wednesday 28th July - period of leave 7 days. Mr Standfort agreed to again agreed to act as relief caretaker for this period at cost.



FINANCIAL  
REPORT:

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

Balance of General Trust Account 1.6.93	\$2211.26
Balance of Investment Account No. 6124.5006020 with Commonwealth Bank - South Perth	\$15952.35

OUTSTANDING LEVIES DUE 1.4.93

Unit 51 \$148.00 (Reminder letter has been sent)

NOTE: Copy of Commonwealth Bank passbook is attached.

Mr Munday reported that regarding outstanding levies as discussed at the last Council Meeting, there was no need to undertake legal recovery action as all levies were paid soon after the meeting.

CORRESPONDENCE:

Date 11.5.93 from Roy Weston West Perth requesting permission to instal exhaust fan in bathroom window Unit 9, due to very bad mould problem. After discussion it was RESOLVED that approval for installation of a fan be granted subject to satisfactory details of colour, size and fitment being agreed by Council. Rental agents to forward information direct to Mr Standfort who will then liaise with Mr Browne and advise Managers final decision.

GENERAL  
BUSINESS:

Oil spills carport Unit 34

Mr Standfort reported that the tenant has been requested to repair oil leaks, and an oil drip tray has been placed in position but this is unsatisfactory as oil spills over the tray. Mr Browne to request that the old car with the leaking oil be fixed or kept off the property, and for the unsatisfactory drip tray to be removed.

Incorrect parking - Unit 36

Mr Standfort reported inadequate parking by visitors to Unit 36 whereby vehicles straddle 2 bays. Also a noisy party was held on 31st May til 1.30 am and the front door is slammed loudly for example 1.25 am and 1.50 am. These tenants have had verbal warning. It was RESOLVED Managers are to write to the residents to give a final warning and to enclose copy of the by-laws.

Garden Bags

Mr Munday reported the garden bag contractor has advised of an increase in charges from \$8.00 to \$9.00 per sack effective beginning of March 1993.



Gutter cleaning

Mr Munday tabled an account for \$310.00 from AA Home & Garden Maintenance. Mr Standfort expressed his general dissatisfaction with the work and reported that contractors arrived at 10.00 am and left at 4.00 pm which included a lunch break with most of the time being spent on the carports, although there was no charge for the carport work. It was agreed that Mr Browne will inspect the roof area on Wednesday 2nd June with advice to Mr Standfort on the condition of the gutters and downpipes. Mr Standfort suggested that quotations be obtained for next time the gutters and downpipes are required to be cleaned.

Maintenance items

Mr Browne reported the need, and it was agreed that he is to obtain quotations for the following work

- ceiling leak at Unit 52
- downpipes outside Units 9 and 16 appear blocked and in need of clearing
- gutter above Unit 15 has 2 rust holes - need repair
- gutter end above Unit 14 needs fitment of end piece
- a number of gutters appear to run the wrong way
- cracked tiles on general roof area above Unit 37

It was RESOLVED that Mr Browne and Mr Standfort will liaise regarding quotations and are authorized to approve for work to be done subject to availability of funds.

Fence at swimming pool

Mr Browne reported the fence has been levelled upright by the builder of the adjacent development, but the soil is loose and the fence may again lean over due to the level being higher on the other side. Currently the fence is braced but requires a retaining wall of sleepers, about 18" high, to be installed by removing some paving bricks in that area. It was agreed that the soil needs to be level on both sides of the fence to avoid future leaning of the fence. It was agreed Mr Browne to obtain quotations and subject to his liaison with and approval of Mr Standfort, this work may proceed.

Flyscreens to some Unit bathrooms

Mr Browne reported the need for replacement of these screens in some units. It was agreed that Mr Browne will obtain quotations and subject to agreement by Mr Standfort this work may proceed.

Security screens/doors

Discussion took place regarding the fitment of security screens/doors and Mr Munday advised on the need for compatibility at the property. Mr Standfort recommended that the style of

screens at Unit 6 be used as a form of standard. Mr Browne requested permission to instal security door and screens at Unit 47 and this was approved subject to colour and design being in keeping with the building.

**NEXT MEETING:** The next Council Meeting is to be at 6.00 pm at a date to be decided in mid October, as arranged by Mr Browne.

**CLOSURE:** Mr Munday thanked Mr Browne for the kind use of his unit for the meeting. There being no further business the meeting closed at 7.00 pm.

CONFIRMED:

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

THIS

A handwritten date '15/1' in dark ink.

DATE

OF Jan

1994.

Branch Name SOUTH PERTH WA

Account Identification Number 6124 5006020

**Commonwealth Bank**  
Owners of the Mews



Name Strata Plan 5629

Date	Particulars/Deposit in words	Deposits
19	FORWARD	
1	31DEC92 CHEQUE <i>RETURN \$2500.00</i> <i>QTR Comm 1.1.93 \$1422.50</i>	3922.50
2	11FEB93 CHEQUE <i>S/L DUE 1.1.93</i>	6765.00
3	MAR93INT	131.36
4	1MAR93 GOVT DUTY	
5	16APR93 CHEQUE <i>QTR Comm 1.4.93</i>	1422.50
6	29APR93 WDL <i>RETURN S/L FUNDS TO TRUST</i>	
7		
8		
9		
10		
11		
12		
13		
14		
15		

Withdrawals	Balance	Verification
	10482.48	
C4	14404.98	612419 1
C4	21169.98	612417 2
	21301.34	OB 610203 3
6.49	21294.85	OB 610203 4
C4	22717.35	OB 610203 5
6765.00	15952.35	612415 6

Ask us about our range of investment services.

A wide selection of interest options is available.



FORMERLY BILL CROSSE & COMPANY

16 November 1993

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

Dear Owners

RE: NOTICE OF ANNUAL GENERAL MEETING

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Further to our previous interim advice regarding the above meeting to be held 1.12.93 we attach herewith full notice of meeting including financial reports.

Please note there are two types of form of proxy for your possible use:


Regular proxy - for use only for this meeting.

General proxy - for use at this and future general meetings, in accordance with our letter dated 29.10.93.

Please forward a form of proxy if you are unable to attend the AGM.

Looking forward to seeing you at the meeting or receiving a completed form of proxy.

Yours faithfully



PETER MUNDAY  
STRATA MANAGER

P.S. Thank you to those owners who have already returned a completed form of general proxy.

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

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



FORMERLY BILL CROSSE & COMPANY

16 November 1993

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

Dear Owner

### NOTICE OF MEETING

NOTICE is hereby given in accordance with the provisions of the Strata Titles Act 1985 that an Annual General Meeting of the Owners of The Mews, 147 - 159 Charles Street, West Perth Strata Plan 5629 will be held:-

DATE: Wednesday 1st December 1993 TIME: 6.00 pm

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

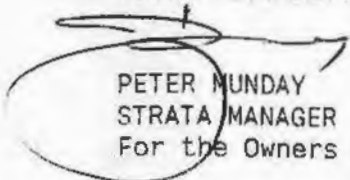
#### AGENDA:

Welcome	Appointment of Managers
Record Attendance	- proposal from Quin Ballard
Proxies verified	refer attached Summary
Apologies	Election of Council of Owners
Quorum	Special Business: See Annexure "A"
Appointment of Chairperson	General Business
Confirmation of Minutes	Budget/Levy
Business Arising	Next Meeting
Report from Manager	Close
Financial Report	

Where you cannot attend, please complete the attached proxy form and return it as soon as possible. It is **ESSENTIAL** to have this proxy as without your support, we may not be able to hold this meeting. Furthermore, your levy contribution must be paid to entitle you to vote, (Strata Titles Act 1985, By-laws 1 (14-6)).

If you have any queries about the annual accounts, please contact the undersigned at least 72 HOURS before the meeting so that the necessary answers can be prepared.

Yours faithfully,

  
PETER MUNDAY  
STRATA MANAGER  
For the Owners of Strata Plan 5629

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

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OWNERS OF THE MEWS, STRATA PLAN 5629

ANNUAL GENERAL MEETING 1/12/93

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AGENDA ITEM: SPECIAL BUSINESS - ANNEXURE "A"

CARPORT GUTTERS AND DOWNPIPES:

To consider and approve recommendation by Strata Council to replace the front section of the carport gutters and downpipes with Colourbond. Four quotations were obtained, the cheapest being \$2988.00. Cost of work to come from existing reserve funds so no Special Levy will be required.

---



FORM OF GENERAL PROXY

I/We being the owner of Unit Number \_\_\_\_\_ (lot number \_\_\_\_\_) in Strata Plan 5629 hereby appoint:

\* A representative from Quin Ballard

or

\* Other person

\_\_\_\_\_

Contact address \_\_\_\_\_

\_\_\_\_\_

Telephone Number \_\_\_\_\_

or failing him, the Chairman of the meeting, to be my/our general proxy to vote on my/our behalf at any future General Meeting of The Owners of 147-159 CHARLES ST., WEST PERTH Strata Plan 5629 or at any adjournment thereof.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE

DATE \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF PROXY

In the case of a Company:

The Common Seal of  
was hereunto affixed by order of the board  
in the presence of:

\_\_\_\_\_

\_\_\_\_\_

\* Delete as applicable and insert name of proxy.

FORM OF PROXY

I/We being the Owner/s of unit number/s \_\_\_\_\_

in Strata Plan Number 5629 hereby appoint:

\* A representative from Quin Ballard

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

\_\_\_\_\_  
to be my/our proxy to vote on my/our behalf at the Annual General Meeting of the Owners of The Mews, 147 - 159 Charles Street, Strata Plan 5629 to be held on 1/12/93 or any adjournment thereof.

SIGNATURE: \_\_\_\_\_

SIGNATURE OF PROXY: \_\_\_\_\_

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

In the case of a Company:

The Common Seal of:

was hereunto affixed by  
order of the Board in  
the presence of:

\* Delete as applicable

\* Please insert the name of other person to be your proxy

\_\_\_\_\_  
COUNCIL OF OWNERS

\* I wish to be nominated/I wish to nominate/for election to  
the Council of Owners.

SIGNATURE: \_\_\_\_\_ NOMINEE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_



FORMERLY BILL CROSSE & COMPANY

APPOINTMENT OF MANAGERS

The Owners of The Mews, Strata Plan 5629

As Agent Managers of your Strata Company, our role is to provide a financial, accounting and secretarial management service.

Our aim is also to assist you to maintain the capital value of the property and ensure all proprietors receive full enjoyment and benefit of their respective units. To act as Managers of a Strata Company, our fees are charged in accordance with the REIWA recommended scale.

Our fee to manage \$3650.00

Postage & Petties \$ 432.00

Total \$4082.00 p.a. (\$340.17 charged monthly)

Our proposal is to manage from the date of the Annual General Meeting until the date of the following Annual General Meeting.

Our management fee includes arranging for normal maintenance and repairs, payment of accounts, records of accounts, invoicing and collection of maintenance levies, arranging insurance cover, preparing Annual Income and Expenditure Statement, compilation and despatch of a monthly statement, attendance to correspondence and submission of the Strata Company tax return.

Annual General Meeting Fee - \$125.00

Adjourned Meeting Fee - \$ 45.00

Additional Duties

Other duties are also performed at an hourly rate of \$45.00 per hour during office hours and \$65.00 per hour otherwise. These include attendance at Extraordinary and Council meetings, registering of by-laws, arranging quotations (if site attendance required), organisation and collection of special levies, legal action as required and property inspections.

Any function outside the aforementioned will be charged at the rate of \$45.00 per hour.

Section 43

Fees collected in accordance with Section 43 of the Act are payable to managers, being for the preparation of certificates, providing information of arranging inspection of Strata Company records.

PLEASE NOTE

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

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

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Fax: (09) 474 1302 Phone: (09) 474 1533

THE MEWS  
 STRATA PLAN NUMBER 5629  
 147 - 159 CHARLES STREET, WEST PERTH  
 STATEMENT OF INCOME & EXPENDITURE - 1.10.92 TO 30.9.93

INCOME

Quarterly levies to 30.9.93	\$34343.83
Ins. Refund	340.00
Special Levy	8796.00
Reimburse cost of broken sprinkler	25.00
Reimburse cost of dishonoured cheque	18.00
Neighbour contribution to fence repair	54.15
Reimburse extra cost for solid core door	66.00
	<u>\$43642.98</u>

EXPENDITURE

GENERAL ADMINISTRATION

Management fees	3580.02	
Postage & petties	432.00	
AGM fee	75.00	
Govt charges - FID/BAD	75.79	
Insurance premiums	493.52	
Council meeting attendances	308.50	
Caretaker remuneration	<del>4348.91</del> / 3891.31	
Caretaker Superannuation	413.40	
Holiday relief Caretaker	508.22	
Caretaker exp's - tel, petrol	510.00	
Income tax on investment	<del>653.61</del> / 171.21	
Title search	10.50	
Treasurer's exp's - tel, stat & printing	149.01	
Dishonoured cheque fee	18.00	
		\$20636.48

GROUNDS MAINTENANCE

Lawns	401.12	
Gardens	476.05	
Pool requisites	498.35	
Garden bags	681.00	
Globes	130.00	
Retic. repairs	232.85	
New motor to lawnmower	270.00	
		\$ 2689.37

REPAIRS & MAINTENANCE

Clean gutters & downpipes	310.00	
Gutter repairs/replacement	292.00	
Door replacements	511.50	
Fence repairs	108.30	
Building repairs (minor)	122.50	
Plumbing repairs	165.00	
Electrical repairs	58.55	
Hardware supplies	233.50	
Cleaning supplies	19.95	
Fit handrail	266.40	
Install 3 bollards	454.00	
Paint bollards, speed signs and humps	110.00	
Construct concrete path	273.00	
Construct retain wall near pool	713.00	
		\$ 3637.70

SPECIAL PROJECTS

Instal security lighting	2373.00	
Brickwork	5408.00	
Construct rock retain wall	450.00	
Garden upgrade/landscape	951.90	
		\$ 9182.90

SEC - common lighting & power \$ 2750.55

TOTAL EXPENDITURE FOR THE PERIOD \$38897.00

SURPLUS OF INCOME OVER EXPENDITURE \$ 4745.98

PLUS BALANCE AS AT 30/9/1992 \$ 803.63

LESS TRANSFER TO INVESTMENT ACCOUNT \$ 5613.50

PLUS PRE-PAID LEVIES PERIOD 1.10.93 - 31.12.93 \$ 4236.92

1.1.94 - 31.3.94 \$ 204.00

BALANCE OF TRUST A/C AS AT 30/9/1992 \$ 4377.03

LEVY ARREARS AS AT 30.9.93 NIL

STRATA PLAN 5629

THE MEWS

147 - 159 CHARLES STREET, WEST PERTH

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SUMMARY OF INVESTMENT FUNDS

=====

Commonwealth Bank South Perth Account No. 6124.5006020

Balance at 30.9.92	\$11525.70
plus invested funds	\$ 5613.50
plus interest	\$ 559.37
less Gov't duty	\$ 9.25
	-----
Balance at 30.9.93	\$17689.32
	=====



THE MEWS  
STRATA PLAN NUMBER 5629  
147 -159 CHARLES STREET WEST PERTH  
PROPOSED BUDGET 1992/1993

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Management fee	3650.00
Postage & petties	432.00
Provision for attendance at Council Meetings (3 Hrs)	195.00
Provision for income tax on investments	200.00
AGM Fee	125.00
Govt. Charges (FID/BAD)	80.00
Insurance - General	3300.00
- Workers Compensation	500.00
- Office Bearers Liability	320.00
SEC - common lighting & power	2800.00
Caretaker - remuneration	13780.00
- Superannuation	551.00
- Telephone, petrol, petties	520.00
Pool chemicals/supplies	550.00
Lawns & Gardens	700.00
Garden bags	640.00
Cleaning requisites	100.00
General repairs & maintenance	3800.00
	<hr/>
	\$32243.00
Funds for future major maintenance	5690.00
	<hr/>
TOTAL PROPOSED BUDGET	\$37933.00
	=====

\$37933.00 = \$203.94 per U.E. p.a. (186 total U.E.)

24 UNITS @ U.E.4 - \$204.00/qtr

30 UNITS @ U.E.3 - \$153.00/qtr

No increase recommended in levies, to continue as above.

MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF "THE MEWS" 147-159 CHARLES STREET,  
WEST PERTH STRATA PLAN 5629 HELD AT THE OFFICE OF QUIN BALLARD COMG ON TUESDAY 1ST  
DECEMBER 1993 COMMENCING AT 6.00 PM.

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**WELCOME:** Mr Peter Munday Strata Manager of Quin Ballard introduced himself and welcomed all persons present. He enquired if everyone was recorded onto the attendance register and requested that any written proxies held, be handed in. He requested that in the matter of voting, a clear indication be given by the raising of one hand, and he requested that in the course of the meeting there be no cross current of conversation and that all comments be directed through the chair.

**PRESENT:**

Mr C.E. Poubion representing	
Angola Pty Ltd	Unit 7
Mr J. Drake-Brockman	Unit 12
Mr W. Czyz	Unit 17
Mrs J.A. MacDonald	Unit 20
Mr A.P. Smith and	
Mr & Mrs Smith (Senior)	Unit 23
Mr R. Kanter	Unit 26
Mr J. Standfort	Unit 35
Mr D. Browne	Unit 47
Dr H & Mrs J. Kirkman	Unit 54
Mr P. Munday representing Quin Ballard	

**PROXIES:**

Mr & Mrs A & N Ngeow	Unit 5
Mr T.J. Dickson	Unit 6
Mr J.P. Harrison	Unit 8
Mr P. Tye	Unit 13
Mr N. Kearton	Unit 18
Mr A. Profitlich	Unit 24
Miss F.L. Griffith	Unit 31
Prof. M.T. Skully	Unit 32
Mr & Mrs D & T Milevski	Unit 36
Ms H.A. Maxwell	Unit 40
Mr B.C. Verity	Unit 41
Ms M. Rich	Unit 44
Mr A.C. Manners	Unit 49
Mr B.A. Temperley	Unit 50
All to Quin Ballard	
Mrs T. Ivory	Units 2 & 3
Mr J. Sloan	Unit 11
Misses ES & DE Alcock	Unit 22
Mr & Mrs K & C Gundem	Unit 29
Miss P. Dixon	Unit 34
Miss K.F. Trewavas	Unit 45
All to Mr D. Browne	

Mrs D. Gilbert Unit 46  
Mr & Mrs N & Y Nikolic Unit 52  
Both to Chairperson

Mrs F. Rizzo Unit 16 to Mr J. Standfort

APOLOGIES: Mr J. Sloan Unit 11

QUORUM: A quorum was present Mr Munday reported good response was received to the requests for completed forms of proxy and he commented that a number of forms of General Proxy were received. The originals of the General Proxy forms are held by Managers in a separate file for use at future General Meetings, in addition to this meeting tonight. Thank you to all owners who forwarded completed forms of proxy.

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

CONFIRMATION OF MINUTES: It was RESOLVED that the minutes of the Annual General Meeting held on 19/12/1992 be received and accepted as a true and correct record and were signed by the Chairperson.

BUSINESS ARISING: Upgrade of Verge Area  
Mr Munday reported that although the wheels turned slowly, the City of Perth finally assisted in the upgrade of the verge area with the laying of cement, installation of reticulation, lawns and shrubs at no cost to the Strata Company. This area currently looks greatly improved compared to its previous appearance.

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

1. He advised that 147-159 Charles Street is governed by the Strata Titles Act 1985. He explained various definitions and gave a brief explanation of the boundaries of the lot and the responsibilities of the Strata Company for maintenance of the common property.
2. Managers extend a thank you to the Strata Council members for their efforts during the year and we especially mention Mr David Browne and Mr John Standfort for the tremendous time input they have given for the benefit of all owners. Many owners may be unaware of the voluntary time involvement by Councillors in dealing with the following matters during the year:

- liaison with the Perth City Council regarding verge upgrade
- Special Project management including installation of security lighting, brickwork and upgrade of garden areas
- dealing with parking problems
- dealing with resident behavioural problems
- installation of retaining wall at pool area to arrest leaning fence problem
- various property maintenance matters such as gutter cleaning and repainting of speed humps, no parking signs and bollards

These items all take considerable time to deal with and Managers ask owners present to show their appreciation to John, David and other Councillors in the usual way.

(At this point a round of applause was given.)

5. Corporate Home Unit Underwriting Agencies Pty Ltd insures the property to expire on 1/10/1994

As agents for Corporate Home Unit Managers advise that we receive a commission on volume business, however this does not affect the Strata Company insurance premium.

Levels of cover:

Building:	\$2,980,000	
Common Contents	\$11,000	
Public Liability	\$5 MILLION	
Office Bearers Liability	\$2 MILLION	
Workers Compensation	AS PER ACT	

Managers advise owners that the Act requires the Strata Company to keep the building insured for replacement value, unless otherwise Unanimously Resolved by the Company. We are unsure when the last insurance valuation was undertaken at "The Mews" and we recommend that a valuation by a Licensed Valuer be undertaken.

Managers can arrange an independent insurance valuation to be done for a very conservative fee of \$175.00 and we enquire if owners wish for us to proceed in this regard. We charge no fee ourselves for our part and we receive no commission whatsoever from the valuer. We undertake this recommendation in the interest of prudent management.

This matter may be addressed under the item of General Business.

End of Managers report.

**FINANCIAL REPORT:** Mr Munday referred to the report for the year ended 30.12.93, as attached to the Notice of Meeting and he gave the following comments:

\* General expenditure levels reflect operation for the year to be fairly well in line with the budget as set at the last AGM.

He referred to the actual expenses versus budgetted expenses for the categories of grounds and repairs and maintenance and he gave comment that the total of actual expenditure, after adjustment for Special Levies and transfer of funds to investment accounts, showed an effective adjusted total of \$35,328 compared to a budget of \$37,933.

\* The General trust account balance at the 30.12.1993 (end of Strata Company financial year) reflects prudent and frugal financial management and Managers extend a thanks to Mr John Standfort the Strata Company Treasurer and Mr David Browne, Strata Company Councillor and Caretaker, for their liaison and care in dealing with general maintenance expenditure.

\* Again this year levy arrears are nil and Managers are pleased to report that at Quin Ballard, through various internal cost accounting control measures, we maintain a vigilant watch on any overdue contributions.

\* The special projects which were authorised at the last Annual General Meeting were carefully controlled by the Strata Council and Managers have generally inspected the various work done and we believe there has been considerable enhancement to the overall value of the property. Well done everyone.

Mr Munday reported that he had received only one enquiry regarding the financial statement and that he would respond to this in writing.

It was RESOLVED that the report for the period ending 30/9/1993 be received and adopted as a true and correct record.

#### APPOINTMENT OF MANAGERS:

Mr Munday referred to the summary of information as attached to the Notice of Meeting and he gave a brief overview of the role of Managers.

It was RESOLVED that Quin Ballard be appointed to manage the Strata Company from 1/12/1993 to the date of the next Annual General Meeting in accordance with the Summary of Duties as attached to the Notice of Meeting.

Annual Management Fee \$3650.00 (\$304.17 charged monthly) plus Annual General Meeting fee \$125.00. Adjourned meeting fee \$45.00. Cost of postage and petties \$36.00 per month.

Extra duties which are performed at the rate of \$45.00 per hour during office hours and \$65.00 per hour otherwise, include attendance at Extraordinary and Council Meetings, registration of By-laws, collection



of Special Levies, legal action as required and property inspections. Fees collected in accordance with Section 43 of the Act are payable to Managers, being for preparation of Certificates providing information or arranging inspection of Strata Company records.

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

Mr J. Drake-Brockman	Unit 12
Mr J. Standfort	Unit 35
Mr D. Browne	Unit 47

Mr Munday advised that the appointment of Chairman, Treasurer and Secretary should be attended to at the next Council Meeting, in accordance with the by-laws.

SPECIAL BUSINESS: Carport Gutters and Downpipes - to consider and approve recommendation by the Strata Council to replace the front section of the carport gutter and downpipes with Colourbond

Four quotations were obtained, the cheapest being \$2988. Cost of work to come from existing reserve funds so no Special Levy will be required. Discussion took place and it was agreed for this work to be done and it was acknowledged that there may be some price variation since the date of receipt of the quotations.

It was RESOLVED that authority be granted for the Council of Owners to arrange for work to be done and to approve any reasonable increase in the cost of this work, at Council discretion.

GENERAL BUSINESS: Gas Hot Water Systems

Mrs Kirkman reported her concern regarding the condition of the hot water systems and that continuing maintenance patchwork will not be satisfactory forever and that she had obtained conflicting reports from gas plumbers regarding the legality of the existing systems. Mr Standfort reported that he had also received conflicting comments regarding the systems compared with current regulations. Mrs Kirkman recommended that the SEC inspect the systems and that generally the Council of Owners investigates the matter of adequate hot water system replacement. This was agreed.

Gum Trees

Mr Smith reported that some gum trees are causing damage to kerbing and also hitting the building and roof tiles. Mr Browne agreed that some trees cause problems and reported that there are approximately 35 trees on the property, many along fence lines. He recommended that consideration be given to the replacement of some trees with



appropriate flora, perhaps at the rate of a few per year. After discussion it was RESOLVED that the Council of Owners is to arrange replacement with appropriate flora of those trees causing damage to common property, at Council discretion.

Litter at Letterboxes

Mr Standfort referred to the nuisance and unsightliness of junk mail which is both thrown on the ground and left on top of the letterboxes and which blows around and he enquired if the Caretaker could be instructed to remove junk mail from letterboxes. Various discussion took place and concern was expressed regarding the removal of any mail from letterboxes however it was acknowledged that the improper disposal of junk mail poses an ongoing problem.

Thoroughfare traffic via Ivy Street

Mr Standfort referred to the thoroughfare of non resident traffic through "The Mews" and suggested that once a year Ivy Street be blocked off to show that this is not a public thoroughfare. Some present expressed concern that this may not be a legally sound action to take. Various discussion took place regarding the restriction of traffic flow through the area and it was acknowledged that the passage of non resident traffic is an ongoing problem.

(At this point Mrs MacDonald of Unit 20 excused herself from the meeting.)

Mr Munday recommended caution regarding the blocking of passage of traffic and recommended that the Council investigate the matter for example survey of residents for input. It was agreed to leave this matter in the hands of the Strata Council for further investigation.

Insurance Valuation

After discussion it was RESOLVED that Managers are to arrange for a valuation for insurance purposes and are to adjust the level of building cover according to the valuation obtained.

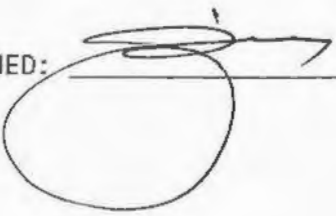
**BUOGET/LEVY:**

After discussion it was RESOLVED that the proposed Budget of \$37,933.00 for the year ending 1994 be received and adopted and that the proposed levies of \$204.00 per quarter for UE 4 and \$153.00 per quarter for UE 3 be adopted, payable quarterly in advance to continue from 1st January 1994.

**NEXT MEETING:**

The next Council meeting is to be Wednesday 19/1/1994 commencing at 6.00 pm at a place to be decided. The next Annual General Meeting will be in approximately twelve months. Details to be advised by the Managers at least seven days prior.

CLOSURE: Mr Munday thanked those present for their attendance. There being no further business the meeting closed at 7.08 pm.

CONFIRMED:  THIS 28 DATE OF NOV 1994



# G.M. HEGNEY & ASSOCIATES

GAVIN MICHAEL HEGNEY A.V.L.E.(VAL) LICENSED VALUER WA

21 DEC 1993

GM Hegney and Associates  
239 Marmion Street  
COTTESLOE WA 6011

16 December 1993

Mr P Munday  
Quin Ballard  
PO Box 221  
COMO WA 6152

Dear Sir

**RE: INSURANCE VALUATION  
147-159 CHARLES STREET - WEST PERTH  
THE MEWS**

Following your recent request, we have inspected the above mentioned property and carried out the necessary investigations to complete the insurance value assessment.

Confirming the property to be the whole of the land on Strata Plan 5629 known as Portion of Perth Town Lots Y270 and Y271 on Diagram 51165.

We, GM Hegney and Associates, Licensed Valuers, ascertain the insurance value of the above mentioned property to be \$2,350,000 including demolition and removal of debris in the event of destruction.

Yours faithfully

ROD DAVIDSON AVLE (VAL)  
Licensed Valuer No 594  
in the State of Western Australia

GAVIN M HEGNEY AVLE (VAL)  
Licensed Valuer No 519  
in the State of Western Australia

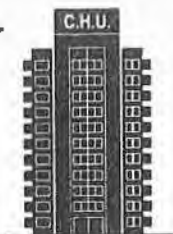
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INSURANCE VALUATION

THE MEWS  
147-159 CHARLES STREET - WEST PERTH

Main Building	3,078 sqm @ \$700/sqm	\$2,154,000
Carparking	480 sqm @ \$100/sqm	48,000
Balconies	210 sqm @ \$100/sqm	21,000
Concrete Pool	\$12,000	
Front Brick Wall	4,000	
Fencing	6,000	
Gardens	8,000	
Drive	20,000	
Clothes Lines	<u>2,000</u>	<u>52,000</u>
		\$2,275,000
Add Demolition and Removal of Debris		<u>75,000</u>
		\$2,350,000
ADOPT	\$2,350,000	



# Corporate Home Unit Underwriting Agencies Pty. Ltd.

A.C.N. 001 580 070

1050 HAY ST WEST PERTH WA 6005 (PO BOX 686 WEST PERTH 6872) PH (09) 322 1722 FAX (09) 481 6017  
ON BEHALF OF THE INSURER: QBE INSURANCE LIMITED  
ACN 000 157 899

- 5 JAN 1994

<b>INSURED &amp; SITUATION</b>	THE PROPRIETORS - S P 5629 "THE MEWS" 147-159 CHARLES STREET WEST PERTH WA 6005	[COPY] POLICY No.	860638
<b>POSTAL ADDRESS</b>	QUIN BALLARD P O Box 221 Como WA 6152	<b>PERIOD OF INSURANCE</b>	<b>EFFECTIVE DATE</b> 16/12/93 <b>DUE DATE</b> 01/10/94

## ENDORSEMENT

We have altered our records in accordance with your recent instructions.  
This acknowledgement (with any attachment) constitutes an endorsement  
and should be attached to the Policy.  
In all other respects the Policy remains unaltered.

THIS POLICY IS ENDORSED TO DECREASE THE BUILDING SUM  
INSURED FROM \$2,980,000 TO \$2,350,000.

ENDORSEMENT DESCRIPTION	Decreased Sum Insured	Refunded Premium
Decrease for Building Cover	\$ 630000	\$ 490.12

*Receipt received 5/1/94*

CHU Administration: \$0.00  
TOTAL AMOUNT PAID: \$490.12 (Includes \$89.69 FSL and \$0.00 stamp duty)

SIGNED:

DATE: 29/12/93

(Corporate Home Unit Underwriting Agencies Pty. Ltd. on behalf of the Insurer)

Summary for Period 01-October-1993 to 30-September-1994																
	OCT.93	NOV.93	DEC.93	JAN.94	FEB.94	MAR.94	APR.94	MAY.94	JUN.94	JUL.94	AUG.94	SEPT.94		BUDGETED	BALANCE	
ADJF													0.00		0.00	ADJF
AGM			125.00										125.00	125	0.00	AGM
CARE	899.20	899.20	899.20										2697.60	11852	-9154.40	CARE
CPAYE	482.4												482.40	1928	-1445.60	CPAYE
CEXP	100.00		70.00										170.00	520	-350.00	CEXP
CFEE													0.00		0.00	CFEE
CREN													0.00		0.00	CREN
CRTX	3.91	1.76	1.86										7.53		7.53	CRTX
CTAX													0.00		0.00	CTAX
DRTX	3.80	4.20	2.20										10.20		10.20	DRTX
FERT													0.00		0.00	FERT
GLOB			18.70										18.70		18.70	GLOB
GUTT													0.00		0.00	GUTT
INSUR	4099.29			1440.00			1440.00			1440.00			8419.29	4320	4099.29	INSUR
INVEST	1422.50			1422.50			1422.50			1422.50			5690.00	5690	0.00	INVEST
ITAX													0.00	250	-250.00	ITAX
LAWN	43.23		44.59										87.82	700	-612.18	LAWN
LOCK													0.00		0.00	LOCK
MBLD													0.00	3500	-3500.00	MBLD
MCLN													0.00	100	-100.00	MCLN
MELEC			56.00										56.00	150	-94.00	MELEC
MF	304.17	304.17	366.17										974.51	3845	-2870.49	MF
MGDN	41.25	418.24	19.25										478.74		478.74	MGDN
MGLA			75.00										75.00		75.00	MGLA
MHARD	11.30		18.40										29.70		29.70	MHARD
MPAINT													0.00		0.00	MPAINT
MPLUM													0.00		0.00	MPLUM
POOL			125.00										125.00	550	-425.00	POOL
PP	36.00	36.00	36.00										108.00	432	-324.00	PP
RELIEF													0.00		0.00	RELIEF
RETIC	39.05		21.65										60.70	300	-239.30	RETIC
RENBUR													0.00		0.00	RENC
RMOW													0.00		0.00	RMOW
ROOF													0.00		0.00	ROOF
RUBB		63.00											63.00	640	-577.00	RUBB
SECC			405.10										405.10	2480	-2074.90	SECC
SIGN													0.00		0.00	SIGN
SUPER	71.55		31.80										103.35	551	-447.65	SUPER
	7557.65	1726.57	2315.92	2862.50	0.00	0.00	2862.50	0.00	0.00	2862.50	0.00	0.00	20187.64	37933	17745.36	





FORMERLY BILL CROSSE & COMPANY

7 January 1994

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

Dear Council Member


**NOTICE OF MEETING**

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

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

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

Yours faithfully



PETER MUNDAY  
STRATA MANAGER

---

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

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

MINUTES OF THE COUNCIL MEETING OF THE OWNERS OF STRATA PLAN 5629 THE MEWS 147 - 159 CHARLES STREET, WEST PERTH HELD AT UNIT 12 THE MEWS ON WEDNESDAY 19TH JANUARY 1994 COMMENCING AT 6.00 PM.

---

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

APOLOGIES: Nil.

QUORUM: A quorum was present

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

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

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

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

BUSINESS ARISING:

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

Gutter cleaning  
Quotations were obtained as following:

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

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

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

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

Gutter above Unit 15 - this has been repaired.

Gutter end above Unit 14 - end piece has been fitted

Various gutters

Some gutters have been fixed from running the wrong way.

Cracked tiles on roof above Unit 37

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

Fence at Swimming Pool

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

Flyscreens to some unit bathrooms

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

**FINANCIAL  
REPORT:**

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

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

OUTSTANDING LEVIES

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

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

**CORRESPONDENCE:**

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

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

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

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

GENERAL  
BUSINESS:

Insurance valuation

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

Tree removal

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

Carport gutters and downpipes per AGM Resolution

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

Gas hot water system replacement

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

Thoroughfare traffic via Ivy Street

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

NEXT MEETING:

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

CLOSURE:

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

CONFIRMED:

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

THIS

8

DATE OF

July

1994

MINUTES OF THE COUNCIL MEETING OF THE OWNERS OF STRATA PLAN 5629 THE MEWS 147 - 159 CHARLES STREET, WEST PERTH HELD AT UNIT 47 THE MEWS ON FRIDAY 8TH JULY 1994 COMMENCING AT 3.30 PM.

---

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

APOLOGIES: Nil.

QUORUM: A quorum was present

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

CONFIRMATION OF MINUTES: It was RESOLVED the minutes of the Council Meeting held on the 19th January 1994 be received and accepted as a true and correct record and were signed by the Chairman.

BUSINESS ARISING:

Gutter cleaning

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

Flyscreens to some unit bathrooms

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

Leak into unit 2 from unit 20

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

Tree removal

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



Carport gutters and downpipes

This replacement project was satisfactorily completed.

Gas hot water system replacement

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

Thoroughfare traffic via Ivy Street

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

FINANCIAL  
REPORT:

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

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

OUTSTANDING LEVIES

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

Nil levies in arrears beyond 1.7.94

Insurance provision

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

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

Payment for carport gutter/downpipe replacement

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

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

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

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

GENERAL  
BUSINESS:

Caretaker leave .

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

TV antennae

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

Leak into unit 15 from unit 33

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

NEXT MEETING:

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

CLOSURE:

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

CONFIRMED:

 THIS 12 DATE OF Sept. 1994

ADDENDUM NOTE

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



31 August 1994

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

Dear Council Member


**NOTICE OF MEETING**

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

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

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

Yours faithfully



PETER MUNDAY  
MANAGER STRATA DIVISION

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

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

MINUTES OF THE COUNCIL MEETING OF THE OWNERS OF STRATA PLAN 5629 THE MEWS 147 - 159 CHARLES STREET, WEST PERTH HELD AT UNIT 47 THE MEWS ON MONDAY 12TH SEPTEMBER 1994 COMMENCING AT 3.42 PM.

---

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

APOLOGIES: Nil.

QUORUM: A quorum was present

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

CONFIRMATION OF MINUTES: It was RESOLVED the minutes of the Council Meeting held on the 8/7/1994 be received and accepted as a true and correct record and were signed by the Chairman.

BUSINESS ARISING:

Flyscreens to some unit bathrooms  
Mr Browne reported that a few are still awaiting treatment.

Leak into unit 2 from unit 20  
Mr Browne reported that he has inspected at unit 2 and that there is no sign of any further leak.

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

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

TV Reception

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

Leak into unit 15 from unit 33

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

FINANCIAL  
REPORT:

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

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

OUTSTANDING LEVIES DUE 1.7.94

Unit 42	\$153.00
Unit 48	\$204.00

Nil in arrears beyond 1.7.94

Insurance renewal

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

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

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



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

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

GENERAL  
BUSINESS:

Paintwork

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

NEXT MEETING:

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

CLOSURE:

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

CONFIRMED:



THIS

31

DATE OF

10

1994



MINUTES OF THE COUNCIL MEETING OF THE OWNERS OF STRATA PLAN 5629 THE MEWS 147 - 159 CHARLES STREET, WEST PERTH HELD AT UNIT 47 THE MEWS ON MONDAY 31ST OCTOBER 1994 COMMENCING AT 4.00 PM.

---

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

APOLOGIES: Nil.

QUORUM: A quorum was present

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

CONFIRMATION OF MINUTES: It was RESOLVED the minutes of the Council Meeting held on the 12/9/1994 be received and accepted as a true and correct record and were signed by the Chairman.

BUSINESS ARISING:

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

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

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

Leak into unit 15 from unit 33  
Mr Munday read aloud the letter dated 20/9/1994 from managers to GA Perry Plumbing and he read the fax from Perry to managers dated 4/10/1994. Mr Browne confirmed that although plumbers attended he did not enter the unit with them. It was RESOLVED that managers are to advise the owner of unit 33 of the details in the fax report from GA Perry and request the owners to refer to Mr Browne regarding details of recommended remedial work at the unit.

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

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

**FINANCIAL  
REPORT:**

Mr Munday reported the following financial information:

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

OUTSTANDING LEVIES DUE 1.10.94 \$1802.14

OUTSTANDING LEVIES 1.7.94 \$153.00

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

**CORRESPONDENCE:**

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

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

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

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

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

**GENERAL  
BUSINESS:**

AGM

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

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

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

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

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

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

CONFIRMED:



THIS

7

DATE OF

Nov

1994

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

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

**APOLOGIES:** Nil.

**QUORUM:** A quorum was present

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

**CONFIRMATION OF MINUTES:** It was RESOLVED the minutes of the Council Meeting held on the 31/10/1994 be received and accepted as a true and correct record. (It was overlooked for these minutes to be signed at this point by the Chairman - to be attended to at the next Council Meeting.)

**BUSINESS ARISING:**

Leak into Unit 15 from Unit 33

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

Roof leaks - units 48, 38, 41

Mr Munday reported that Paul's Maintenance Company has been requested to attend, in liaison with Mr Browne.

AGM Agenda items

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

2. Building re paintwork

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

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

3. Adoption of tree management plan

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

4 Firefighting equipment

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

Interim notice of Meeting

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

General proxies for AGM

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

Budget/Levy


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

Gas hot water systems

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

NEXT MEETING: The next Council Meeting is to<sup>be</sup> at a date to be agreed at the Annual General Meeting.

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

CONFIRMED:  THIS 20 DATE OF Feb 1995





7 November 1994

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

Dear Owner

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

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

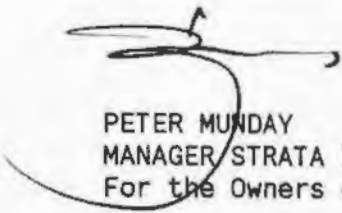
DATE: Monday 28 November 1994

TIME: 6.00 pm

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

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

Yours faithfully,



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

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

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





14 November 1994

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

Dear Owner

**NOTICE OF MEETING**

NOTICE is hereby given in accordance with the provisions of the Strata Titles Act 1985 that an Annual General Meeting of the Owners of The Mews 147-159 Charles Street, West Perth Strata Plan 5629 will be held:-

DATE: Monday 28 November 1994 TIME: 6.00 pm

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

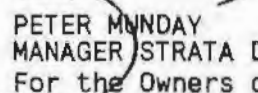
AGENDA:

Welcome	Appointment of Managers
Record Attendance	- proposal from Quin Ballard
Proxies verified	refer attached Summary
Apologies	Election of Council of Owners
Quorum	Special Business: See Annexure "A"
Appointment of Chairperson	General Business
Confirmation of Minutes	Budget/Levy
Business Arising	Next Meeting
Report from Manager	Close
Financial Report	

Where you cannot attend, please complete the attached proxy form and return it as soon as possible. It is **ESSENTIAL** to have this proxy as without your support, we may not be able to hold this meeting. Furthermore, your levy contribution must be paid to entitle you to vote, (Strata Titles Act 1985, By-laws 1 (14-6)).

If you have any queries about the annual accounts, please contact the undersigned at least 72 HOURS before the meeting so that the necessary answers can be prepared.

Yours faithfully,

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

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

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Fax: (09) 474 1302 Phone: (09) 474 1533

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

ANNUAL GENERAL MEETING 28/11/94

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AGENDA ITEM: SPECIAL BUSINESS - ANNEXURE "A"

1. REMOVAL OF BBQ AND REPLACEMENT OF GARDEN SHED:

Refer recommendation per attached page

2. ADOPTION OF TREE MANAGEMENT PLAN

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

3. REPAINTING OF BUILDING

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

4. FIRE PROTECTION EQUIPMENT

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

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## PROPOSAL

### DEMOLISH BBQ and REPLACE GARDEN SHED

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

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

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

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

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

DAVID BROWNE  
(Caretaker)  
Unit 47

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

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GENERAL NOTES OF COMMENT BY MANAGERS RELATIVE TO SOME AGENDA ITEMS

1. Repainting of Building

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

2. Tree Management

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

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

3. Proposed Budget/Levy for Year Ended 1995

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

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

4. Use of General Proxies

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



PETER MUNDAY  
MANAGER STRATA DIVISION  
QUIN BALLARD



APPOINTMENT OF MANAGERS

The Owners of The Mews 147-159 Charles Street, Strata Plan 5629

As Agent Managers of your Strata Company, our role is to provide a financial, accounting and secretarial management service.

Our aim is also to assist you to maintain the capital value of the property and ensure all proprietors receive full enjoyment and benefit of their respective units. To act as Managers of a Strata Company, our fees are charged in accordance with the REIWA recommended scale.

Our fee to manage \$3720.00

Postage & Petties \$ 432.00

Total                      \$4152.00 p.a. (\$346.00 charged monthly)

Our proposal is to manage from the date of the Annual General Meeting until the date of the following Annual General Meeting.

Our management fee includes arranging for normal maintenance and repairs, payment of accounts, records of accounts, invoicing and collection of maintenance levies, arranging insurance cover, preparing Annual Income and Expenditure Statement, compilation and despatch of a monthly statement, attendance to correspondence and submission of the Strata Company tax return.

Annual General Meeting Fee - At Hourly Rate

Adjourned Meeting Fee - \$45.00

Additional Duties

Other duties are also performed at an hourly rate of \$45.00 per hour during office hours and \$65.00 per hour otherwise. These include attendance at Extraordinary and Council meetings, registering of by-laws, arranging quotations (if site attendance required), organisation and collection of special levies, legal action as required and property inspections.

Any function outside the aforementioned will be charged at the rate of \$45.00 per hour.

Section 43

Fees collected in accordance with Section 43 of the Act are payable to managers, being for the preparation of certificates, providing information of arranging inspection of Strata Company records.

PLEASE NOTE

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

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

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THE MEWS  
STRATA PLAN 5629  
147 CHARLES STREET WEST PERTH

NOMINATION FOR ELECTION TO COUNCIL

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

NAME (PRINT):.....

UNIT NO:.....

SIGNATURE:.....

DATE:.....

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

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

UNIT NO:.....

I ACCEPT NOMINATION:.....

(SIGNATURE OF NOMINEE)

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

UNIT NO:.....

SIGNATURE:.....

DATE:.....

FORM OF PROXY

I/We being the Owner/s of unit number/s \_\_\_\_\_

in Strata Plan Number 5629 hereby appoint:

\* A representative from Quin Ballard

\_\_\_\_\_

\* Other person

\_\_\_\_\_

to be my/our proxy to vote on my/our behalf at the Annual General Meeting of the Owners of The Mews 147-159 Charles Street, West Perth Strata Plan 5629 to be held on 28/11/94 or any adjournment thereof.

SIGNATURE: \_\_\_\_\_

SIGNATURE OF PROXY: \_\_\_\_\_

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

In the case of a Company:

The Common Seal of:

was hereunto affixed by  
order of the Board in  
the presence of:

\* Delete as applicable

\* Please insert the name of other person to be your proxy

\_\_\_\_\_

**MY VOTE REGARDING THE FOLLOWING SPECIAL BUSINESS:**

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

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

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Management fees	\$3720.00
Postage & Petties	432.00
Provision for attendance at Council Meetings (3 Hrs)	195.00
Provision for income tax on investments	200.00
AGM Fee	125.00
Govt. charges (FID/BAD)	80.00
Insurance - General	2800.00
- Workers Compensation	500.00
- Office Bearers Liability	320.00
SEC - common lighting & power	2800.00
Caretaker - remuneration	18720.00
- Superannuation	750.00
- Telephone, petrol, petties	520.00
Pool chemicals/supplies	550.00
Lawns & Gardens	900.00
Water consumption	1100.00
Tree management plan	1440.00
Gardening rubbish collection	500.00
Cleaning requisites	100.00
General repairs & maintenance	3000.00
	<hr/>
	\$38752.00
Funds for future major maintenance	6838.00
	<hr/>
TOTAL PROPOSED BUDGET	\$45590.00
	=====

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

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

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

STRATA PLAN 5629

THE MEWS

147 - 159 CHARLES STREET, WEST PERTH

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SUMMARY OF INVESTMENT FUNDS 1.10.93 - 30.9.94  
=====

Commonwealth Bank South Perth Account No. 6124.5006020

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

NOTE: Fourth quarter of investment funds desposited after 30.9.94

THE MEWS  
 STRATA PLAN NUMBER 6029  
 147 - 159 CHARLES STREET - WEST PERTH  
 STATEMENT OF INCOME & EXPENDITURE - 1.10.93 TO 30.9.94

**INCOME**

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

**EXPENDITURE**

**GENERAL ADMINISTRATION**

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

**GROUNDS MAINTENANCE**

Lawns	322.78	
Gardens	566.69	
Pool requisites	468.75	
Garden rubbish collection	427.00	
Globes	269.20	
Retic. repairs	147.30	
Tree pruning/removal	1040.00	
		<u>\$ 3241.92</u>

**REPAIRS & MAINTENANCE**

Clean gutters & downpipes	315.00	
Glass repairs *	404.96	
Electrical and lighting repairs (* \$260.00)	584.00	
Hardware supplies	123.45	
Cleaning supplies	26.40	
Overhaul Victa Vac	418.24	
Repair brush cutter	99.15	
Replace pool pump *	380.00	
Replace roof tiles *	90.00	
Inspect TV antenna	45.00	
		<u>\$ 2466.20</u>

**SPECIAL PROJECTS**

Replace c/port-gutts/downs	3325.00	
		<u>\$ 3325.00</u>

SEC - common lighting & power \$ 2666.10

TOTAL EXPENDITURE FOR THE PERIOD \$39297.78

DEFICIT OF EXPENDITURE OVER INCOME \$ 4815.29 DR

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

PLUS TRANSFER FROM INVESTMENT A/C \$10705.00

LESS TRANSFER TO INVESTMENT ACCOUNT \$11647.50

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

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

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

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

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

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

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

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

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

STRATA COUNCIL  
NOVEMBER 1994



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

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**WELCOME:** Mr Peter Munday Strata Manager of Quin Ballard introduced himself and welcomed all persons present. He enquired if everyone was recorded onto the attendance register and requested that any written proxies held, be handed in. He requested that in the matter of voting, a clear indication be given by the raising of one hand, and he requested that in the course of the meeting there be no cross current of conversation and that all comments be directed through the chair.

**PRESENT:**

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

**PROXIES:**

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

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

APOLOGIES:                      Mrs J. McDonald                      Unit 20

QUORUM:                      A quorum was present.

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

CONFIRMATION OF MINUTES:                      It was RESOLVED that the minutes of the Annual General Meeting held on 1/12/1993 be received and accepted as a true and correct record and were signed by the Chairman.

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

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

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

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

1. He advised that "The Mews" is governed by the Strata Titles Act 1985. He explained various definitions and gave a brief explanation of the boundaries of the lot and the responsibilities of the Strata Company for maintenance of the common property. He reported various details regarding the Strata Titles Amendment Bill 1994 and he advised that the period of public input and comment closed on the 5/9/1994. Currently the Bill is with the Standing Committee on Legislation of the Legislative Council. Depending on the extent of further amendments the Bill may become proclaimed during 1995.

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

(At this point a round of applause was given)

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

As agents for Corporate Home Unit managers advise that we receive a commission on volume business, however this does not affect the Strata Company insurance premium.

Levels of cover:

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

End of report.

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

It was RESOLVED that the report for the period ending 30/9/1994 be received and adopted as a true and correct record.

**APPOINTMENT OF MANAGERS:**

Mr Munday referred to the summary of information as attached to the Notice of Meeting and he gave a brief overview of the role of Managers.

It was RESOLVED that Quin Ballard be appointed to manage the Strata Company from 1/12/1994 to the date of the next Annual General Meeting in accordance with the Summary of Duties as attached to the Notice of Meeting.

Annual Management Fee \$3720.00 (\$310.00 charged monthly) plus Annual General Meeting fee \$125.00. Adjourned meeting fee \$45.00. Cost of postage and petties \$36.00 per month.

Extra duties which are performed at the rate of \$45.00 per hour during office hours and \$65.00 per hour otherwise, include attendance at Extraordinary and Council Meetings, registration of By-laws, collection of Special Levies, legal action as required and property inspections. Fees collected in accordance with Section 43 of the Act are payable to Managers, being for preparation of Certificates providing information or arranging inspection of Strata Company records.

**ELECTION OF**

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

Mr J. Drake-Brockman	Unit 12
Mr T. Clarkin	Unit 36
Mr D. Browne	Unit 47

Mr Munday advised that the appointment of Chairman, Treasurer and Secretary should be attended to at the next Council Meeting.

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

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

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

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

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

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

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

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

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

Mr Munday read aloud the following page of information:

"FIRE FIGHTING REGULATIONS

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

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

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

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

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

D. Browne"

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

GENERAL BUSINESS: Nil.

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



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

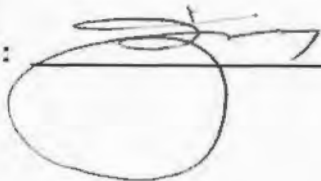
**NEXT MEETING:**

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

**CLOSURE:**

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

CONFIRMED:



THIS

4

DATE OF

Dec 1995



"THE MEWS"

TREE  
MANAGEMENT  
PLAN

3 YEAR PLAN  
COMMENCING  
1/10/94

## **"THE MEWS" TREE MANAGEMENT PLAN**

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

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

Attached find the following :-

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

Plan of the trees on the property.

Quarterly action plan with estimated costs.

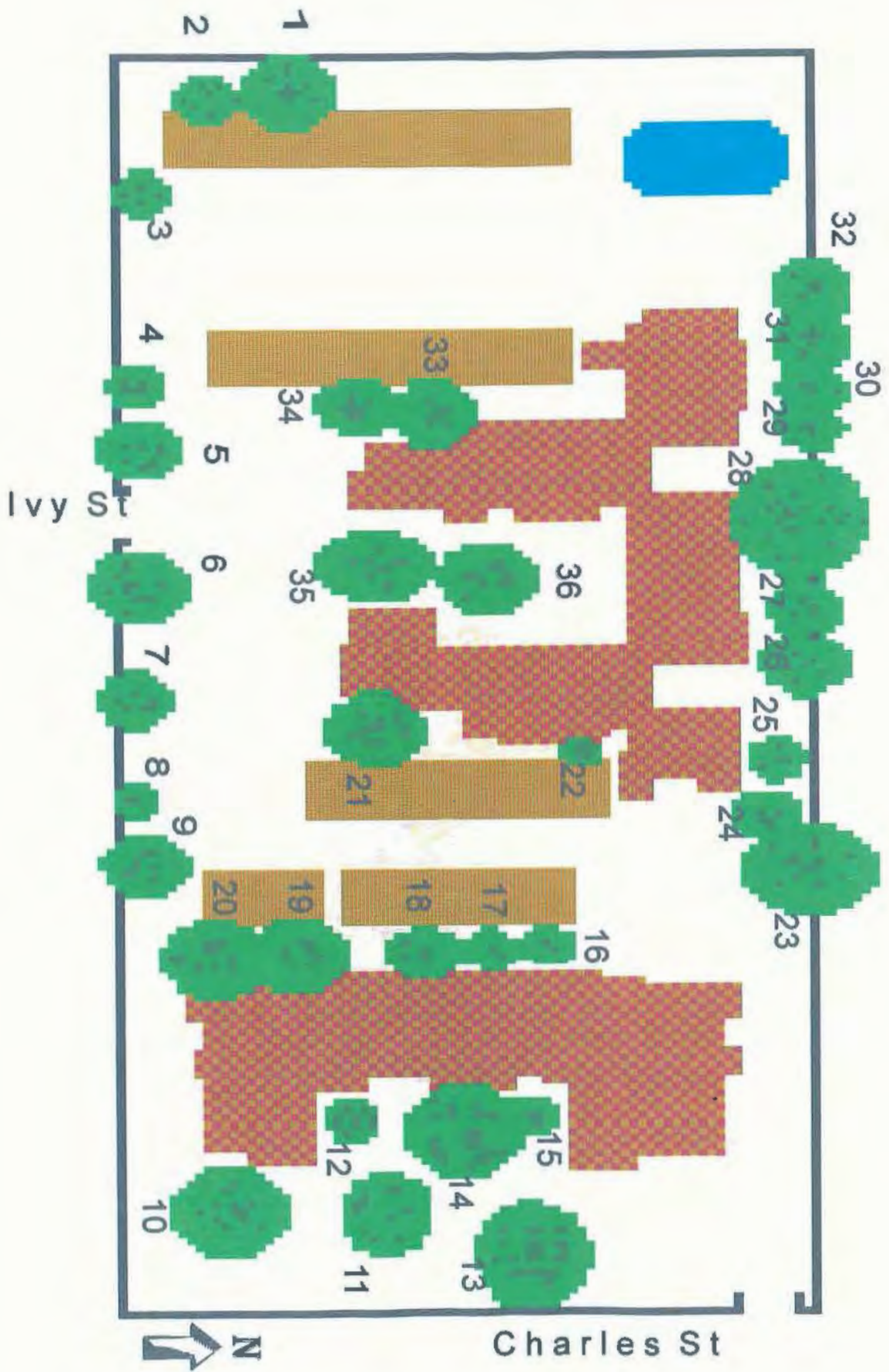
The average estimated cost of this plan is \$1300.00 per annum.

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## LIST OF TREES

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

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QUARTERLY ACTION PLAN COMMENCING 1/10/94

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





8 February 1995

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

Dear Council Member

### NOTICE OF MEETING

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

DATE: Monday 20 February 1995


TIME: 4.00 pm

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

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

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

Yours faithfully



PETER MUNDAY  
MANAGER STRATA DIVISION

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

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



MINUTES OF THE COUNCIL MEETING OF THE OWNERS OF STRATA PLAN 5629 THE MEWS 147 - 159 CHARLES STREET, WEST PERTH HELD AT UNIT 47 THE MEWS ON MONDAY 20 FEBRUARY 1995 COMMENCING AT 4.05 PM.

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

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

Condition of inside of unit 15

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

**8. FINANCIAL  
REPORT:**

Mr Munday reported the following financial information:

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

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

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

Next Levy due date: 1.4.95.

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

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

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

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

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

10. SPECIAL  
BUSINESS:

Extraordinary General Meeting

10.1 Paintwork - Discuss quotations and prepare recommendation for EGM

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

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

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

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

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

Walkway fluorescent light fittings

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

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

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

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

So raise levies at:

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

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

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

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

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

**11. GENERAL BUSINESS:**

Owners list

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

Roof repair

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


Three duct doors

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

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

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

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

CONFIRMED:  THIS <sup>JAB</sup> 10 DATE OF July 1995





9th March 1995

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

Dear Owner

**NOTICE OF MEETING**

NOTICE is hereby given in accordance with the provisions of the Strata Titles Act 1985 that an Extraordinary General Meeting of the Owners of "The Mews", 147 Charles Street, West Perth Strata Plan 5629 will be held:-

DATE: Monday 27th March 1995                      TIME: 6.00 pm  
LOCATION: At the Office of Quin Ballard, 175 Labouchere Road, Como  
(Corner Labouchere Road & Preston Street, upstairs on 1st Floor)

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

Where you cannot attend, please complete the attached proxy form and return it as soon as possible. It is important to have this proxy as without your support, we may not be able to hold this meeting. Furthermore, your levy contribution must be paid to entitle you to vote, (Strata Titles Act 1985, By-laws 1 (14-6)).

Yours faithfully,

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



OWNERS OF "THE MEWS" 147 CHARLES STREE, COMO, STRATA PLAN 5629

EXTRAORDINARY GENERAL MEETING 27/3/95

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AGENDA ITEM: SPECIAL BUSINESS - ANNEXURE "A"

1. Exterior Paintwork

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

Details of proposed Special Levy

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

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

Levies recommended:

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

Cont'd Page 2.

Special Business - Annexure "A"

2. Fire Protection Equipment

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

To resolve any further action deemed appropriate.

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# Western Australian Fire Brigades Board

Our Ref. ATM:AF:330273 Your Ref.

Phone Enquiries: 323 9300 Mr AT McDowell

480 Hay Street,  
Perth,  
Western Australia, 6000

[DX 60103 Hay Street, Perth]

Telephone : (09) 323 9300

Facsimile : (09) 221 1935

Fax 323 9495 Fire Safety Branch

20 December, 1994

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

Dear Sir,

PREMISES: APARTMENTS  
147 CHARLES STREET  
WEST PERTH

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

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

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

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

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

Yours faithfully,

FOR BP DUCK  
CHIEF OFFICER

cc: File

FORM OF PROXY

I/We being the Owner/s of unit number/s \_\_\_\_\_

in Strata Plan Number 5629 hereby appoint:

\* A representative from Quin Ballard

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

to be my/our proxy to vote on my/our behalf at the Extraordinary General Meeting of the Owners of "The Mews", 147 Charles Street, West Perth Strata Plan 5629 to be held on 27/3/95 or any adjournment thereof.

SIGNATURE: \_\_\_\_\_

SIGNATURE OF PROXY: \_\_\_\_\_

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

In the case of a Company:

The Common Seal of:

was hereunto affixed by  
order of the Board in  
the presence of:

\* Delete as applicable

\* Please insert the name of other person to be your proxy

SPECIAL NOTE: Use of General Proxies

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

MINUTES OF THE EXTRAORDINARY GENERAL MEETING OF THE OWNERS OF "THE MEWS" 147-159 CHARLES STREET, WEST PERTH STRATA PLAN 5629 HELD AT THE OFFICES OF QUIN BALLARD, COMO ON MONDAY 27 MARCH 1995 COMMENCING AT 6.05 PM

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WELCOME:

Mr Peter Munday Strata Manager of Quin Ballard introduced himself and welcomed all persons present. He enquired if everyone was recorded onto the attendance register and requested that any written proxies held, be handed in. He requested that in the matter of voting, a clear indication be given by the raising of one hand, and he requested that in the course of the meeting there be no cross current of conversation and that all comments be directed through the chair.

PRESENT:

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

PROXIES:

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

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

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

APOLOGIES: Nil.

QUORUM: A quorum was present.

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

SPECIAL BUSINESS: 1. Exterior paintwork

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

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



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

Details of quotations:

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

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

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

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

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

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

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

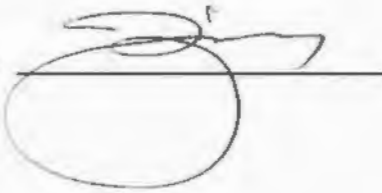
2. Fire Protection Equipment

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

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

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

CONFIRMED:

CHAIRMAN:  THIS 4 DAY OF Dec 1995

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

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

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

Dear Sir,

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

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

QUOTATION "A" (Everything currently Cream.)

Paint all walls of both buildings, including walls of stairwells and the inside of each individual balcony.

Paint all ceilings of all ground and first floor walkways, stairwells and individual balconies.

Paint downpipes which are currently Cream.

Paint all metal gas meter boxes.

Paint all electrical fuse boxes.

Paint two garden walls on South side of Front building.

Paint letter boxes.

Paint brick block with "THE MEWS" on it.

Paint two garden walls on Rear building near clothes drying areas.

Paint brick utility shed at front right hand side of Charles St. driveway.

WORK SPECIFICATION QUOTATION "A"

All walls to be checked for paint soundness.

All surfaces to be thoroughly cleaned of dust cobwebs etc.

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

All mould growth to be treated with anti-mould.

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

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

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

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

Paint all gutters.

Paint all downpipes which are currently Brown.

Paint all metal balustrades on stairways and walkways.

Paint all timber facias, bargeboards etc.

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

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

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

WORK SPECIFICATION QUOTATION "B"

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

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

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

Repaint all timber with two coats of Acrylic Timber finish.

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

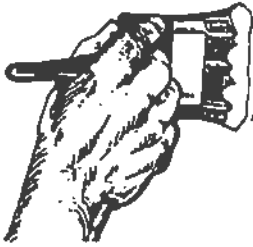
Please note the following conditions which will apply to the successful tenderer:-

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

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

Yours sincerely

D.A. Browne  
(Council of Owners)



# SUBURBAN PAINTING SERVICE

PAINTING & DECORATING

3 Myra Place,  
Shelley WA 6148

Harry Wilson: Reg. Painter 1912

Phone: (09) 457 1961  
Mobile 018 905 781

3 February 1995

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

Dear David

RE: "THE MEWS"

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

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

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

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

## QUOTATION A

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

**PRICE - \$20,700.00**



**QUOTATION B**

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

**PRICE - \$9,000.00**

Quotation does not include Carports or Front Doors.

We recommend Berger, Wattyl and Supalux Paints.

With Compliments



**H WILSON**

MINUTES OF THE COUNCIL MEETING OF THE OWNERS OF STRATA PLAN 5629 THE MEWS 147 - 159 CHARLES STREET, WEST PERTH HELD AT UNIT 47 THE MEWS ON MONDAY 10 JULY 1995 COMMENCING AT 4.40 PM.

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

2. APOLOGIES: Nil.

3. QUORUM: A quorum was present

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

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

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

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

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

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

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

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

Outstanding levy due pre 1.7.95:

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

Painting levies not paid (due 15.5.95)

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

Paintwork project

Payments made to date:

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

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

Summary of tree management plan to date:

Work and expenses to be per quarter commencing 1.10.94.

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

Water consumption

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

End of Report.

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

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

8. CORRESPONDENCE: Dated 11/5/1995 from Tuart Hill Pool Supplies regarding the swimming pool at The Mews  
It was noted that a new filter was required, and this has been fitted.

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

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

Dated 10.4.95 letters to all painting contractors advising result of quotations

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

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

9. GENERAL BUSINESS:

Unit 28

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

Unit 15

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

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

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

CONFIRMED:  THIS 23 DATE OF Oct. 1995

ADDENDUM TO MINUTES

Leak into Unit 15

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



28 September 1995

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

Dear Council Member

**NOTICE OF MEETING**

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

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

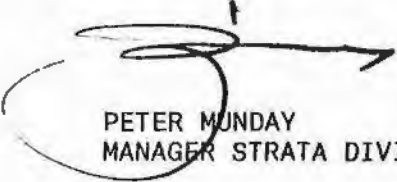
TIME: 4.00 pm

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

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

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

Yours faithfully



PETER MUNDAY  
MANAGER STRATA DIVISION

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

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



MINUTES OF THE COUNCIL MEETING OF THE OWNERS OF STRATA PLAN 5629 THE MEWS, 147-159 CHARLES STREET, WEST PERTH HELD AT UNIT 47 THE MEWS ON MONDAY 23RD OCTOBER 1995 COMMENCING AT 4.15PM.

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

5. CONFIRMATION OF MINUTES OF MEETING

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

6. BUSINESS ARISING:

Condition of the Inside of Unit 15

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

Unit 28 Leak into Unit below

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

Rusted gutters above Unit 15

Mr Browne reported that quotations were obtained from:

Paul's Maintenance Company \$435.00

Steve's Carpentry Service \$420.00

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

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

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

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

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

BALANCE OF GENERAL TRUST ACCOUNT AT 23.10.95 \$14976.05

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

OUTSTANDING LEVIES DUE 1.10.95 \$2682.94 (14 UNITS)

OUTSTANDING LEVY DUE PRE 1.10.95 NIL

OUTSTANDING PAINT LEVIES: NIL

PAINTWORK PROJECT

Total paintwork quoted \$29700-00

Paid to date \$14060-00

Balance yet to be paid \$15640.00

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

SUMMARY OF TREE MANAGEMENT PLAN TO DATE:

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

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

PROVISION FOR CARETAKERS VACATION LEAVE

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

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

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

End of report.

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

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

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

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

Timber fence around drying area near Unit 13

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

Replacement of timbers \$533.00 - Steve's Carpentry  
Repainting of replacement timbers \$390.00 - Suburban Painting Service.  
Mr Browne recommended that the timbers not be replaced but repaired by refixing them to the support beams with the refixed timbers to be repainted. He recommended that a further quotation be obtained in addition to the one supplied by Suburban Painting Service. It was

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

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

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

19.9.95 from Mr R Hainsworth regarding dampness at Unit 1

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

**GENERAL BUSINESS:** Gas Hot Water System Fitment at Unit 5

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

List of Owners

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

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

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

ADENDUM NOTE:

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

Timber Fence

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

Flue vent at Unit 5

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

CONFIRMED:

CHAIRMAN:



THIS

13 DAY OF November 1995



MINUTES OF THE COUNCIL MEETING OF THE OWNERS OF STRATA PLAN 5629 THE MEWS, 147-159 CHARLES STREET, WEST PERTH HELD AT UNIT 47 THE MEWS ON MONDAY 13 NOVEMBER 1995 COMMENCING AT 4.10 PM.

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

5. CONFIRMATION OF MINUTES OF MEETING

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

6. BUSINESS ARISING:

Inside of Unit 15

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

Gutter replaced above Unit 15

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

Timber fence around drying area near Unit 13

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

Gas hot water system fitment at Unit 5

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



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

BALANCE OF GENERAL TRUST ACCOUNT AT 13.11.95	\$9807.02
BALANCE OF COMMONWEALTH BANK ACCOUNT	\$9655.55
- refer attached copy	
- a sum of \$925.00 yet to be transferred to general trust a/c. (Garden shed 50%)	
OUTSTANDING LEVIES DUE 1.10.95	\$1289.19 (7 UNITS)
<u>OUTSTANDING LEVY DUE PRE 1.10.95</u>	NIL
<u>OUTSTANDING PAINT LEVIES:</u>	NIL
<u>PAINTWORK PROJECT</u>	
Total paintwork quoted	\$29700.00
Paid to date	\$20060.00
	-----
Balance yet to be paid	\$9640.00
	=====

End of report.

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

CORRESPONDENCE:

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

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

25.10.95 to Mr R Hainsworth regarding dampness at Unit 1

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

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

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

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

Managers to advise the owner of unit 18 accordingly.

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

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

GENERAL BUSINESS:

Leak at Unit 38

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

Swimming pool

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

Caretakers leave entitlement accumulation

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

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

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

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

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

#### Establishment of policy

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

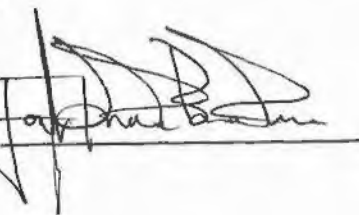
#### Prospective tenant Unit 1

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

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

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

CONFIRMED:

CHAIRMAN:  THIS 12 DAY OF Feb. 1996



14 November 1995

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

Dear Owners

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

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

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

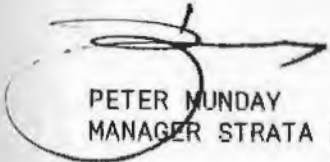
This request is made with the endorsement of the Strata Council.

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

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

Thank you for your consideration in this important matter.

Yours faithfully



PETER MUNDAY  
MANAGER STRATA DIVISION

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

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

FORM OF GENERAL PROXY

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

Hereby appoint:

\* A representative from Quin Ballard

or

\* Other person

\_\_\_\_\_  
Name

Contact address

Telephone Number

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

SIGNATURE/S OF ALL CO-PROPRIETORS: \_\_\_\_\_  
\_\_\_\_\_

DATE \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF PROXY

In the case of a Company:

The Common Seal of  
was hereunto affixed by order of the Board  
in the presence of:

\_\_\_\_\_  
\_\_\_\_\_  
\* Delete as applicable and insert name of proxy.





14 November 1995

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

Dear Owner

**NOTICE OF MEETING**

NOTICE is hereby given in accordance with the provisions of the Strata Titles Act 1985 that an Annual General Meeting of the Owners of "The Mews" 147-159 Charles Street, West Perth Strata Plan 5629 will be held:-

DATE: Monday 4 December 1995

TIME: 6.00 pm

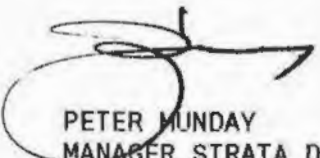
LOCATION: At the Office of Quin Ballard, 175 Labouchere Road, Como  
(Corner Labouchere Road & Preston Street, upstairs on 1st Floor)

AGENDA - See Annexure "A"

Where you cannot attend, please complete the attached proxy form and return it as soon as possible. It is **IMPORTANT** to have this proxy as without your support, we may not be able to hold this meeting. Furthermore, your levy contribution must be paid to entitle you to vote, (Strata Titles Act 1985, By-laws 1 (14-6)).

If you have any queries about the annual accounts, please contact the undersigned at least 72 HOURS before the meeting so that the necessary answers can be prepared.

Yours faithfully



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

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

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Fax: (09) 474 1302 Phone: (09) 474 1533

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

ANNUAL GENERAL MEETING 4/12/95

ANNEXURE "A"

AGENDA

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

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

INCOME

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

EXPENDITURE

GENERAL ADMINISTRATION

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

GROUNDS MAINTENANCE

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

REPAIRS & MAINTENANCE

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

SEC - common lighting & power	2889.60
	<u>2889.60</u>

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

STRATA PLAN 5629

"THE MEWS"

147 - 159 CHARLES STREET, WEST PERTH

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SUMMARY OF INVESTMENT FUNDS 1.10.94 - 30.9.95

=====  
Commonwealth Bank South Perth Account No. 6124.5006020

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



### APPOINTMENT OF MANAGERS

The Owners of "The Mews" 147-159 Charles Street, West Perth, Strata Plan 5629.

As Agent Managers of your Strata Company, our role is to provide a financial, accounting and secretarial management service.

Our aim is also to assist you to maintain the capital value of the property and ensure all proprietors receive full enjoyment and benefit of their respective units. To act as Managers of a Strata Company, our fees are charged in accordance with the REIWA recommended scale.

Our fee to manage \$3750.00

Postage & Petties \$ 432.00

Total \$4182.00 p.a. (\$348.50 charged monthly)

Our proposal is to manage from the date of the Annual General Meeting until the date of the following Annual General Meeting.

Our management fee includes arranging for normal maintenance and repairs, payment of accounts, records of accounts, invoicing and collection of maintenance levies, arranging insurance cover, preparing Annual Income and Expenditure Statement, compilation and despatch of a monthly statement, attendance to correspondence and submission of the Strata Company tax return.

Annual General Meeting Fee - \$125.00

Adjourned Meeting Fee - \$45.00

#### Additional Duties

Other duties are also performed at an hourly rate of \$45.00 per hour during office hours and \$65.00 per hour otherwise. These include attendance at Extraordinary and Council meetings, registering of by-laws, arranging quotations (if site attendance required), organisation and collection of special levies, legal action as required and property inspections.

Any function outside the aforementioned will be charged at the rate of \$45.00 per hour.

#### Section 43

Fees collected in accordance with Section 43 of the Act are payable to managers, being for the preparation of certificates, providing information of arranging inspection of Strata Company records.

#### PLEASE NOTE

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

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

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Fax: (09) 474 1302 Phone: (09) 474 1533

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

ANNUAL GENERAL MEETING 4.12.95

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AGENDA ITEM: SPECIAL BUSINESS - ANNEXURE "B"

CARETAKERS VACATION LEAVE

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

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

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

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

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

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

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

Establishment of Policy

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



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

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

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

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

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

**NOTE:** Provision for Relief Caretaker

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

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

NOMINATION FOR ELECTION TO COUNCIL

1. I wish to nominate myself for election to the Council of Owners at the forthcoming Annual General Meeting of Strata Plan 5629 on 4.12.95.

NAME (PRINT): .....

UNIT NO:.....

SIGNATURE:.....

DATE:.....

2. I wish to nominate the following person for election to the Council of Owners at the forthcoming Annual General Meeting of Strata Plan 5629 on 4.12.95.

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

UNIT NO:.....

I ACCEPT NOMINATION:.....

(SIGNATURE OF NOMINEE)

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

UNIT NO:.....

SIGNATURE:.....

DATE:.....

FORM OF PROXY

I/We being the Owner/s of unit number/s \_\_\_\_\_

in Strata Plan Number 5629 hereby appoint:

\* A representative from Quin Ballard

\_\_\_\_\_

\* Other person

\_\_\_\_\_

to be my/our proxy to vote on my/our behalf at the Annual General Meeting of the Owners of "The Mews" 147-159 Charles Street, West Perth, Strata Plan 5629 to be held on 4/12/95 or any adjournment thereof.

SIGNATURE: \_\_\_\_\_

SIGNATURE OF PROXY: \_\_\_\_\_

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

In the case of a Company:

The Common Seal of:

was hereunto affixed by  
order of the Board in  
the presence of:

\* Delete as applicable

\* Please insert the name of other person to be your proxy .

\_\_\_\_\_

COUNCIL OF OWNERS

\* I wish to be nominated/I wish to nominate/for election to  
the Council of Owners.

SIGNATURE: \_\_\_\_\_ NOMINEE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF "THE MEWS" 147-159 CHARLES STREET,  
WEST PERTH STRATA PLAN 5629 HELD AT THE OFFICES OF QUIN BALLARD COMO ON MONDAY 4 DECEMBER  
1995 COMMENCING AT 6.03 PM.

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**WELCOME:** Mr Peter Munday Manager Strata Division of Quin Ballard introduced himself and welcomed all persons present. He enquired if everyone was recorded onto the attendance register and requested that any written proxies held, be handed in. He requested that in the matter of voting, a clear indication be given by the raising of one hand, and he requested that in the course of the meeting there be no cross current of conversation and that all comments be directed through the chair.

**PRESENT:**

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

**PROXIES:**

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

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

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

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

QUORUM:                A quorum was present.

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

CONFIRMATION OF  
MINUTES:

AGM 28/11/94

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

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

EGM 27/3/95

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

BUSINESS  
ARISING:

AGM 28/11/94

Removal of Barbecue and replacement of Garden Shed

Mr Munday reported that this work was satisfactorily completed.

EGM 27/3/95

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

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

REPORT FROM  
MANAGER:

Mr Munday gave his report and it contained the following:

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



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

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

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

As agents of Corporate Home Unit, managers advise that we receive a commission on volume business, however this does not affect the strata company insurance premium.

Levels of cover:

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

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

End of report.

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



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

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

**APPOINTMENT OF MANAGERS:**

Mr Munday referred to the summary of information as attached to the Notice of Meeting and he gave a brief overview of the role of Managers.

It was RESOLVED that Quin Ballard be appointed to manage the Strata Company from 1/12/1995 to the date of the next Annual General Meeting in accordance with the Summary of Duties as attached to the Notice of Meeting.

Annual Management Fee \$3750.00 (\$312.50 charged monthly) plus Annual General Meeting fee \$125.00. Adjourned meeting fee \$45.00. Cost of postage and petties \$36.00 per month.

Extra duties which are performed at the rate of \$45.00 per hour during office hours and \$65.00 per hour otherwise, include attendance at Extraordinary and Council Meetings, registration of By-laws, collection of Special Levies, legal action as required and property inspections. Fees collected in accordance with Section 43 of the Act are payable to Managers, being for preparation of Certificates providing information or arranging inspection of Strata Company records.

**ELECTION OF**

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

Mr J. Drake-Brockman	Unit 12
Mr T. Carvolth	Unit 33
Mr T. Clarkin	Unit 36
Miss G. Hourigan	Unit 43
Mr D. Browne	Unit 47

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

**SPECIAL BUSINESS**

Caretakers Vacation Leave

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

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

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

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

#### Establishment of Policy

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

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

#### GENERAL BUSINESS:

#### Thankyou

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

#### Tree Management Plan

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

#### Bicycles

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

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

#### Gas Hot Water Systems

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

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

New Door Unit 23

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

**BUDGET/LEVY:**

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

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

Provision for Relief Caretaker

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

**NEXT MEETING:**

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

**CLOSURE:**

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

CONFIRMED



THIS 27 DATE OF NOV 1996



29 January 1996

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

Dear Council Member

**NOTICE OF MEETING**

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

DATE: Monday 12 February 1996

TIME: 5.30 p.m.

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

- AGENDA:
1. Record Attendance
  2. Apologies
  3. Quorum
  4. Appointment of Chairperson for this meeting
  5. Appointment of Council Chairman, Treasurer & Secretary
  6. Confirmation of Minutes of Meeting 13.11.95
  7. Business Arising
  8. Financial Report
  9. Correspondence
  10. General Business
  11. Next meeting
  12. Close.

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

Yours faithfully



PETER MUNDAY  
MANAGER STRATA DIVISION.

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

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

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

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1. RECORD

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

2. APOLOGIES: Mr T Carvolth Unit 33

4. QUORUM: A quorum was present.

4. APPOINTMENT OF  
CHAIRPERSON FOR THIS  
MEETING:

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

5. APPOINTMENT OF  
COUNCIL CHAIRMAN  
TREASURER AND  
SECRETARY:

It was RESOLVED that the following office bearers be appointed:

Chairman	Mr Drake-Brockman
Treasurer	Mr Browne
Secretary	Ms Hourigan

6. CONFIRMATION  
OF MINUTES:

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

7. BUSINESS  
ARISING:

1. Inside of Unit 15

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

2 Gutter Above Unit 15

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



3. Timber Fence Around Drying Area Near Unit 13

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

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

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

4. Installation of Lattice at Balcony Unit 18

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

5. Water Damage To Ceiling Unit 41

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

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

6. Leak at Unit 38

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

7. Trespassers into Swimming Pool

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

8. FINANCIAL REPORT:

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

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



Notes

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

END OF REPORT

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

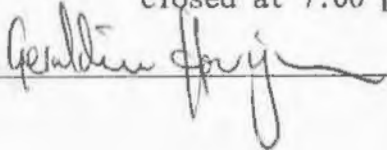
10. GENERAL  
BUSINESS:

Water Treatment - Swimming Pool

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

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

CONFIRMED:



THIS

8

DAY OF

July

1996



17 June 1996

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

Dear Council Member

NOTICE OF MEETING

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

DATE: Monday 8 July 1996

TIME: 5.30pm

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

- AGENDA:
1. Record Attendance
  2. Apologies
  3. Quorum
  4. Appointment of Meeting Chairperson
  5. Confirmation of Minutes of Meeting 12.2.96
  6. Business Arising
  7. Financial Report
  8. Correspondence
  9. General Business
  10. Next Meeting
  11. Close

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

Yours faithfully



PETER MUNDAY  
MANAGER STRATA DIVISION

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

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

APOLOGIES: Nil.

QUORUM: A quorum was present.

APPOINTMENT OF MEETING

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

CONFIRMATION OF MINUTES OF MEETING 12.2.96:

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

BUSINESS ARISING:

Inside of Unit 15

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

Timber Fence Around Drying Area Near Unit 13

Mr Browne confirmed that this work was satisfactorily completed.

Water Damage to Ceiling Unit 41

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

Leak at Unit 38

Mr Browne confirmed that roof repair work was completed.

Change of Parking Bay Unit 31

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

Ceiling Repair Unit 19

Mr Browne confirmed that this work was completed.

Water Treatment - Swimming Pool

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

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

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

END OF REPORT

**CORRESPONDENCE:**

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

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

**GENERAL BUSINESS:**

Appointment of Council Chairperson

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

Victa Vac

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

Caretakers Leave

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

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

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

Attempted Theft from Carpark

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

Paintwork to Ceiling of Bathroom Unit 43

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

**NEXT MEETING:**

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

**CLOSURE:**

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

**CONFIRMED:**

CHAIRMAN: *Geoffrey Hourigan* THIS 14 DAY OF 10 1996





4 October 1996

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

Dear Council Member

**NOTICE OF MEETING**

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

DATE: Monday 14 October 1996

TIME: 5.30pm


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

AGENDA:

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

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

Yours faithfully



PETER MUNDAY  
MANAGER STRATA DIVISION

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

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

8. CORRESPONDENCE 23.8.96

From Managers to agent of Unit 13 regarding abandoned car.

13.8.96

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

16.8.96

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

26.8.96

From Managers acknowledging letter from owner Unit 40.

27.8.96

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

16.9.96

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

25.9.96

From Managers acknowledging receipt of letter from owner Unit 13.

2.10.96

From owner of Unit 49 regarding exclusive use of carport.

9. GENERAL  
BUSINESS:

LEVEL OF BUILDING SUM INSURED

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

EXCLUSIVE USE OF AREAS OF COMMON PROPERTY

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

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

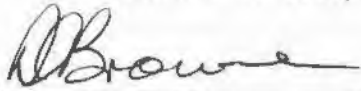
ANNUAL GENERAL MEETING - USE OF PROXIES

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

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

11. CLOSURE: Mr Munday thanked Mr Browne for the kind use of his unit for the meeting. There being no further business the meeting closed at 6.30pm.

CONFIRMED:



THIS

1

DAY OF

Sept 1997



4 November 1996

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

Dear Owner

**NOTICE OF MEETING**

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

**DATE:** Wednesday 27 November 1996

**TIME:** 6.00pm

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

**AGENDA:** As per attached page.

Where you cannot attend, please complete the attached Proxy Form and return it as soon as possible. It is **IMPORTANT** to have this proxy as without your support, we may not be able to hold this meeting. Furthermore, your levy contribution must be paid to entitle you to vote, (Strata Titles Act 1985, By-laws 1 (14-6)).

If you have any queries about the annual accounts, please contact the undersigned at least 72 HOURS before the meeting so that the necessary answers can be prepared.

Yours faithfully,

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





## APPOINTMENT OF MANAGERS

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

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

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

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

#### REGULAR SERVICES INCLUDE:

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

#### SPECIAL SERVICES INCLUDE:

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

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

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 — P.O. Box 221, Como, W.A. 6152

Licensee: H.U.M. Pty Ltd as Trustee for H.U.M. Unit Trust trading as Quin Ballard — A.C.N. 009 057 103

Fax: (09) 474 1302 Phone: (09) 474 1533





- 2 -

**MANAGEMENT FEES**

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

**REGULAR SERVICES**

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

**SPECIAL SERVICES AND ANNUAL GENERAL MEETING**

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

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

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

**EXTERNAL SERVICES**

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

**PRE-AGM INSPECTION**

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

**PLEASE NOTE**

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

**RESOLUTION SOUGHT**

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

or

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

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

**INCOME**

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

**EXPENDITURE**

**GENERAL ADMINISTRATION**

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

**GROUNDS MAINTENANCE**

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

**REPAIRS & MAINTENANCE**

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

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

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

STRATA PLAN 5629

"THE MEWS"

147 - 159 CHARLES STREET, WEST PERTH

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SUMMARY OF INVESTMENT FUNDS 1.10.95 - 30.9.96

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Commonwealth Bank South Perth Account No. 6124.5006020

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

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

Management fees	3750.00
Postage & petties	432.00
Provision for attendance @ Council meetings	300.00
Provision for income tax on investments	200.00
AGM fee	125.00
Govt. charges (FID/BAD)	100.00
Insurance premiums -General & Public Liability	2600.00
- Workers Compensation	700.00
- Office Bearers Liability	310.00
Power - common	2900.00
Caretaker - Remuneration	18720.00
- Superannuation @ 6%	1126.00
- Telephone, petrol, petties	520.00
- Relief Caretaker (4 wks @ 50%)	720.00
Pool - chemicals & supplies	600.00
Lawns/gardens	900.00
Water consumption	1435.00
Tree management plan	2000.00
Garden rubbish collection	500.00
Cleaning requisites	100.00
General repairs & maintenance	2700.00
	<hr/>
<b>TOTAL</b>	<b>\$ 40738.00</b>
Funds for future major maintenance	4852.00
	<hr/>
<b>TOTAL PROPOSED BUDGET</b>	<b>\$ 45590.00</b>
	<hr/> <hr/>

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

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

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

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

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

NOMINATION FOR ELECTION TO COUNCIL

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

NAME (PRINT) .....

UNIT NO: .....

SIGNATURE:.....

DATE: .....

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

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

UNIT NO: .....

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

NAME OF NOMINATOR (PRINT) .....

UNIT NO: .....

DATE: .....

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

FORM OF PROXY

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

\* A representative from Quin Ballard

OR \_\_\_\_\_

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

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

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

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

\_\_\_\_\_  
SIGNATURE OF PROXY: \_\_\_\_\_ DATE: \_\_\_\_\_

In the case of a Company:

The Common Seal of:

was hereunto affixed by  
order of the Board in  
the presence of:

**NOTE**

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



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

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1. WELCOME: Mr Peter Munday, Manager Strata Division Quin Ballard, introduced himself and welcomed all persons present. He enquired if everyone was recorded onto the attendance register and requested that any written proxies held, be handed in. He requested that in the matter of voting, a clear indication be given by the raising of one hand and he requested that in the course of the meeting there be no cross current of conversation.
2. RECORD  
ATTENDANCE: Mr & Mrs D & T Clarke Unit 8  
Mr C L McDougall Unit 15  
Mr P Smith Unit 23  
Mr R Kantor Unit 26  
Ms G Hourigan Unit 43  
Mr D Browne Unit 47  
Mr P Munday representing Quin Ballard
3. PROXIES: Mrs T Ivory Unit 2  
Ms T A Boyd Unit 10  
Mrs F Rizzo Unit 16  
Misses E S & D E Alcock Unit 22  
Mr & Mrs K & C Gundem Unit 29  
Mr J Blaszczyk Unit 31  
Miss P Dixon Unit 34  
Mr & Mrs T J & K D Browne Unit 42  
Mr & Mrs D J & J M Ponnambalam Unit 48  
all to Mr D Browne
- Mrs D Gilbert to Chairperson Unit 46
- Ms C M Bashford Unit 4  
Mr T J Dickson Unit 6  
Mrs C M Chapman Unit 7  
Mr P T P Tye Unit 13  
Mr A Profitlich Unit 24  
Mr & Mrs J N & P McLuckie Unit 27  
Prof. M Skully Unit 32  
Mr M Perdeck Unit 35  
Mr D I Calder Unit 39  
Ms H Maxwell Unit 40  
Mr D J Geldart Unit 44  
Mr A C Manners Unit 49  
all to Quin Ballard  
Mrs T Clarke to Mr D A Clarke Unit 8
4. APOLOGIES: Nil
5. QUORUM: A quorum was present.
6. CHAIRPERSON: It was unanimously RESOLVED that Mr Munday be appointed to the chair for the duration of the meeting.

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

A G E N D A

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

7. CONFIRMATION OF MINUTES:

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

8. BUSINESS ARISING:

AGM 4/12/1995  
Nil

9. REPORT FROM MANAGER:

Mr Munday gave his report and it contained the following:

1. STRATA TITLES ACT 1985

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

2. STRATA COUNCIL

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

3. ENDURING (GENERAL) PROXY FORMS

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

4. EXCLUSIVE USE OF COMMON PROPERTY

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

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

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

Levels of Cover:

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

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

END OF REPORT

10. FINANCIAL  
REPORT:

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

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

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

11. ELECTION OF  
COUNCIL OF  
OWNERS:

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

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

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

12. APPOINTMENT OF  
MANAGERS:

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

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

It was RESOLVED that Quin Ballard be appointed to manage the Strata Company from 27/11/1996 to the date of the next Annual General Meeting in accordance with the summary of duties as attached to the notice of meeting.

Annual Management fee \$3,750-00 (\$312-50 charged monthly) plus Annual General Meeting fee charged at hourly rate. Adjourned Meeting fee \$55.00. 9.00 a.m. - 5.00 p.m. and \$85 otherwise, cost of postage & petties \$36-00 per month.

Extra duties which are performed at the rate of \$55.00 per hour during office hours and \$85.00 per hour otherwise, include attendance at Extraordinary and council meetings, and registration of By-laws, collection of Special Levies, legal actions as required and property inspections. Fees collected in accordance with Section 43 of the Act are payable to Managers, being for preparation of Certificates providing information or arranging inspection of Strata Company records.

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

13. GENERAL  
BUSINESS:

STRATA TITLES AMENDMENTS

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

PAINTING THE OUTSIDE OF FRONT DOORS/DOOR FRAMES

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

14. BUDGET/LEVY:

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




It was RESOLVED that the proposed Budget of \$45,590-00 for the year ending 1997, be received and adopted and that the proposed levies of \$245.10 per quarter for unit entitlements 4 and \$183.83 per quarter for unit entitlements 3 be adopted, payable quarterly in advance to continue from the 1/1/1997.

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

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

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

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

CONFIRMED:  THIS 5 DAY OF DEC 1997





13 August 1997

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 1 September 1997

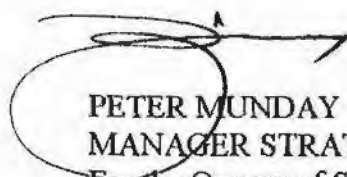
**TIME:** 4.30 pm

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

- AGENDA:**
1. Record Attendance
  2. Apologies
  3. Quorum
  4. Appointment of Chairperson for this meeting
  5. Appointment of Council Chairman, Treasurer & Secretary
  6. Confirmation of Minutes of Meeting 14.10.96
  7. Business Arising
  8. Financial Report
  9. Correspondence
  10. General Business
  11. Next Meeting
  12. Close

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

Yours faithfully



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

MINUTES OF THE COUNCIL MEETING OF THE OWNERS OF "THE MEWS" 147-159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD AT UNIT 47, THE MEWS ON MONDAY 1/9/97

1. RECORD

ATTENDANCE

Ms G Hourigan	Unit 43
Mr D Browne	Unit 47
Mr P Munday representing Quin Ballard	

2. APOLOGIES:

Nil.

3. QUORUM:

A quorum was present.

4. CHAIRPERSON:

It was RESOLVED that Ms Hourigan be appointed to the chair for the duration of the meeting.

5. APPOINTMENT OF  
COUNCIL CHAIRPERSON,  
TREASURER AND  
SECRETARY:

It was RESOLVED that Mr Browne be appointed to the positions of Chairman, Treasurer and Secretary of the Strata Council and Strata Company.

6. CONFIRMATION  
OF MINUTES:

Meeting 14/10/96

It was RESOLVED that the minutes of the council meeting held on 14/10/96 be received and accepted as a true and correct record and these were then signed by the Chairman.

7. BUSINESS ARISING  
FROM MINUTES:

Water Damage - Unit 41

Mr Browne reported that he believes paintwork to the lounge/ceiling has not yet been completed and it was agreed Mr Browne will arrange for this work to be done.

Level of Building Sum Insured

Mr Munday confirmed that Managers arranged with insurers to increase the building sum insured to a level of \$2,690,000.00.

8. FINANCIAL  
REPORT:

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

Balance of general trust account as 01.09.97	\$1036.85
Balance of Commonwealth Bank Passbook account number 766124.5006020 - South Perth	\$15716.80

Unpaid levies due 1.7.97

\$1084.42

Monthly financial statements are forwarded to council member and treasurer, Mr D Browne.

END OF REPORT

**9. CORRESPONDENCE:** 29/5/97 from T & D Clarke - Unit 8 - regarding a problem with the wiring at Unit 8 and the fuse for unit 8 at the main board. Mr Munday confirmed that Managers had acknowledged receipt of the letter and had requested Mr Browne to investigate the matter. Mr Browne reported that he requested an electrician to check some other units, approximately 5 in number but no similar problems have been found. He confirmed that he will continue to arrange for electricians to regularly check units until all have been completed, and he will maintain a register to record progress.

30/4/97 from Managers to owners Unit 17 - regarding security alarm noise causing disturbance to other residents. It was agreed an Annual General Meeting Agenda item is to be included to establish a policy regarding installation of alarms and to seek authorisation for the strata council to arrange cessation of any future disturbances.

24/8/97 from G Gilbert - regarding leaks at Unit 46, and impact damage to the front door. Mr Browne confirmed that the leak into the dining area has been fixed, but repairs to the ceiling are needed. Mr Browne advised that a plumber in attendance at the unit on behalf of the owner, reported that he believes the paint damage to the bathroom ceiling is a result of steam problem (inadequate ventilation) and it was noted by council that, as there is an exhaust fan in the bathroom it appears this is not used adequately and therefore the responsibility for this problem must rest with the owner.

Regarding damage to the front door of the unit, members present left the meeting and inspected the damage through the front security door. Mr Munday recommended that as a locked security door is in place, damage to the front door of the unit could only have been caused when the security door was opened and therefore the responsibility should rest with the owner and this was agreed.

It was agreed that the council would arrange repair and touch up paintwork to the ceiling of the dining room. Managers to advise owner the various responses to the matters addressed.

**10. GENERAL  
BUSINESS:**

Painting to Outside of Front Doors/Door Frames

Mr Browne referred to the detail in the minutes of the last Annual General Meeting and he reported that the painter who submitted the quotation has since withdrawn his offer which was a very reasonable one. It was agreed to include an extra item into the budget to be addressed at the Annual

General Meeting to provide funds for the painting of the outside of front doors/door frames and Mr Browne agreed to obtain a further quotation to enable inclusion of this budget item. It was acknowledged that it is somewhat difficult to organise access to a number of units at one time for such work.

Budget Presentation for AGM

It was agreed that council will give input to the proposed budget in consultation with Managers to be considered at the next Council Meeting, before the Annual General Meeting.

11. NEXT MEETING: The next Council meeting is to be Monday 13/10/97 commencing at 4.00pm in Unit 43.

The next Annual General Meeting is to be held Monday 24 November 1997 commencing at 6.00pm in the offices of Quin Ballard.

12. CLOSURE: Mr Munday thanked Mr Browne for the kind use of his unit for the meeting. There being no further business, the meeting closed at 5.45pm.

CONFIRMED: Browne THIS DAY OF 13-10-97 199



1 October 1997

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 13 October 1997


TIME: 4.30 pm

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

- AGENDA:
1. Record Attendance
  2. Apologies
  3. Quorum
  4. Appointment of Meeting Chairperson
  5. Confirmation of Minutes of Meeting 1.9.97
  6. Business Arising
  7. Financial Report
  8. Correspondence
  9. General Business
  10. Next Meeting
  11. Close

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

Yours faithfully



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

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

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 - P.O. Box 221, Como, W.A. 6152  
Licensee: H.U.M. Pty Ltd as Trustee for H.U.M. Unit Trust trading as Quin Ballard - A.C.N. 009 057 103

MINUTES OF THE COUNCIL MEETING OF THE OWNERS OF "THE MEWS" 147-159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD AT UNIT 43, THE MEWS ON MONDAY 13 OCTOBER, 1997, COMMENCING AT 4.15PM.

1. RECORD ATTENDANCE:

Ms G Hourigan  
Mr D Browne  
Mr P Munday Representing Quin Ballard

Unit 43  
Unit 47

2. APOLOGIES:

Nil.

3. QUORUM:

A quorum was present.

4. CHAIRPERSON:

It was unanimously RESOLVED that Mr Browne be appointed to the Chair for the duration of the meeting.

5. CONFIRMATION OF MINUTES:

It was RESOLVED that the minutes of the Council Meeting held on 1st September, 1997 be received and accepted as a true and correct record and these were then signed by the Chairperson.

6. BUSINESS ARISING:

Water Damage Unit 41

Mr Browne reported that this work has been completed.

Level of Building Sum Insured

Mr Munday reported that Insurance renewals have recently been effected with the level of building sum insured at \$2,880,000.

Check of wiring to units

Mr Browne reported that an electrician has checked a number of units but no problems have been found.

Unit 46

Mr Munday confirmed that Managers wrote to advise the owner details as per minutes.

7. FINANCIAL REPORT: Mr Munday reported details as follows:

Balance of General Trust Account as at 13/10/97	\$2415.90
Unpaid Levies due 1/10/97	\$4545.48

END OF REPORT



8. CORRESPONDENCE: 26/9/97 from Commonwealth Bank regarding choices for managing investment account. It was agreed that the Premium Business Account is to be utilised for the investment account. It was noted that this is an interest bearing transaction account with cheque access for customers who can maintain their credit balance of \$5,000 and over. Up to 50 transactions per month are permitted without a transaction fee applying if the account balance remains above \$5,000. Managers to arrange reclassification.

9. GENERAL BUSINESS: Leak from Unit 20 into Unit 2

Mr Browne reported that he and Mr Hall from Western Maintenance inspected Unit 20 to determine the cause of the leak into Unit 2 and he tabled a written report in that respect. Copy of his report forms part of and is an attachment to these minutes. It was agreed that Managers would advise the owners of Units 2 and 20 details of the contents of the report.

AGM Agenda Items

After discussion it was agreed that the following items are to be included into the Agenda for the Annual General Meeting:

(i) Plumbing Maintenance inside individual units

To report to all owners the need for regular inspections and plumbing maintenance as may be appropriate and to resolve to establish a policy that damage caused as a result of neglect of maintenance of taps, washers and other types of wear and tear from occupancy will be seen to be the liability of the defaulting party.

(ii) Security Alarms

To seek to resolve to establish the policy that no installation of security alarms is permitted without prior expressed consent of the Strata Council and that such permission may only be granted subject to connection of the alarm to a 24 hour monitor service.

(iii) Painting front doors/door frames

It was agreed by Council to defer this maintenance item to a later time and it was agreed that Managers will report this decision to the Annual General Meeting by way of an item in the report from Manager.

(iv) Conversion of Pool to salt water chlorination

To seek to resolve to authorise the Strata Council to arrange conversion of the pool to salt water chlorination in order to achieve long term cost efficiency, with the cost of conversion to be taken from existing accumulated reserve funds. Anticipated cost of conversion \$2,500. Details of conversion costs to be provided by council to the Annual General Meeting.

Proposed Budget 1998

Mr Munday referred to a proposed budget prepared by Managers being a total sum of \$45,590 - that is no increase in budget/levels is recommended at this time. After agreement on adjustment of figures in some cases, it is agreed that a budget total of \$45,590 be recommended by Council to the Annual General Meeting.

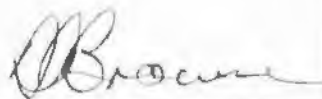
Money Order found in common property

Mr Browne handed to Mr Munday a Money Order showing payee to be Quin Ballard in the sum of \$245.10. He reported this money order was found in the common property garden near the letterbox area and it was noted that this is the sum due for a quarterly levy for a 2 bedroom unit. Mr Browne recommended that the Money Order should be credited to the Strata Company General Trust Account and the Managers await enquiries from the owner who lost it, or observe which levies are outstanding for two bedroom units. Mr Browne reported that he will make enquiries from owner occupiers of two bedroom units, on site.

**10. CLOSURE:**

Mr Munday thanked Ms Hourigan of the kind use of her unit for the meeting and for her hospitality. There being no further business, the meeting closed at 5.35pm.

CONFIRMED:



THIS

19<sup>th</sup>

DAY OF

JANUARY

1998

INSPECTION OF UNITS 2 and 20 TO IDENTIFY HOW WATER WAS  
LEAKING INTO THE CEILING OF UNIT 2 BATHROOM

8/9/97

Western Maintenance and myself inspected Unit 20 and discovered the following :-

The taps above the laundry trough, when turned on, heavily leaked water down the wall ( behind the tiles ) and onto the floor under the trough cabinet. Some also leaked to the inside of the cabinet which has caused it to be heavily rusted and very damp.

From the floor, the water ran down the outside of the waste pipe and into the ceiling below.

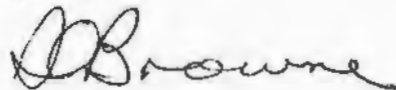
As the leak was causing damage to the ceiling below, I instructed Western Maintenance to renew the washers and "O" rings in the two taps above the trough.

This immediately stopped the leak.

I believe that this matter is not the responsibility of the Strata Company and *I have* requested that the invoice for the repair be sent direct to the owner of Unit 20.

Peter, would you please put this matter of plumbing maintenance on the agenda for the next AGM so that all owners are aware that if normal maintenance is not carried out by them it can cause serious and expensive problems to adjoining Units.

Peter would you please advise the owners of these 2 Units what has taken place.



David Browne



23 October, 1997

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

Dear Owner

**NOTICE OF MEETING**

NOTICE is hereby given in accordance with the provisions of the Strata Titles Act 1985 that an Annual General Meeting of the Owners of The Mews, 147-159 Charles Street, West Perth, Strata Plan 5629, will be held:

DATE: Monday 24 November, 1997  
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.

Where 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)

If you have any queries about the annual accounts, please contact the undersigned at least **72 HOURS** before the meeting so that the necessary answers can be prepared.

Yours faithfully



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

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

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 - P.O. Box 221, Como, W.A. 6952  
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Fax: (08) 9474 1302 Phone (08) 9474 1533

**STRATA PLAN 5629**  
**ANNUAL GENERAL MEETING OF THE OWNERS OF THE MEWS**  
**147 - 159 CHARLES STREET, WEST PERTH 6005**  
**24 NOVEMBER, 1997**

**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 27/11/96
8. Business Arising - AGM 27/11/96
9. Report from Manager
10. Financial Report
11. Election of Council of Owners
12. Appointment of Managers  
- Proposal from Quin Ballard, refer attached Summary
13. Special Business - Refer Annexure "A"
  - 13.1 Plumbing Maintenance inside individual units
  - 13.2 Security Alarms
  - 13.3 Conversion of Pool to salt water chlorination
14. General Business
15. Budget/Levy (Periodic Contributions)
16. Next Meeting
17. Closure

STRATA PLAN 5629,  
OWNERS OF "THE MEWS"

STATEMENT OF INCOME & EXPENDITURE 1/10/96 30/9/97

**INCOME**

Quarterly Levies to 30/9/97		40985.03
Recoup Insurance claims (*)		475.88
Refund insurance premium		11.35
<b>TOTAL</b>		41472.26

**EXPENDITURE**

**GENERAL ADMINISTRATION**

Management Fees	3750.00	
Additional Mgmt fees - Form 26, Bylaws	277.80	
Postage and pettyies	432.00	
AGM Fee	125.00	
Govt. Charges - FID/BAD	69.49	
Insurance Premiums - 1996 and 1997	6375.79	
Council meeting attendances	156.25	
Caretaker - remuneration	18769.20	
Caretaker - superannuation	1123.20	
- holiday relief	360.00	
- Exp's - tel/petrol	520.00	
Income tax - invest a/c	79.20	
Water consumption	1851.60	\$33889.53

**GROUNDS MAINTENANCE**

Lawns	198.90	
Garden rubbish removal	504.00	
Garden requisites	885.23	
Pool	960.05	
Tree work per tree mgmt plan	1535.00	4083.18

**REPAIRS AND MAINTENANCE**

Electrical repairs (*156.00)	298.80	
Glass (*229.88)	229.88	
Globes and tubes	78.20	
Hardware	40.55	
Cleaning supplies	145.00	
Reticulation repairs	198.95	
Roof repairs (*90.00)	172.00	
Maintenance building	265.00	\$1428.38

ELECTRICITY - common areas	2789.90	\$2789.90
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TOTAL EXPENDITURE FOR THE PERIOD	\$42190.99	\$42190.99
DEFICIT OF EXPENDITURE OVER INCOME		\$718.73DR
PLUS BALANCE AS AT 30/9/96		\$2124.33
PLUS PRE-PAID LEVIES TO 31/12/97		\$3554.00
31/3/98		\$245.10
PLUS FUNDS FROM INVESTMENT ACCOUNT		\$1500.00
LESS FUNDS TO INVESTMENT ACCOUNT		\$6352.00
<b>BALANCE OF TRUST A/C AT 30/9/97</b>		<b>\$352.70</b>

Levies in arrears at 30/9/97 - \$909.33



STRATA PLAN 5629

"THE MEWS"

147-159 CHARLES STREET, WEST PERTH

SUMMARY OF INVESTMENT FUNDS 1.10.96 - 30.9.97

Commonwealth Bank South Perth Account No. 6124.5006020

Balance at 30.9.96	10708.07
Less funds transferred to General Trust Account	1500.00
plus funds returned from General Trust Account	1500.00
plus invested funds transferred from General Trust Account	4852.00
plus interest	195.43
less government duty	3.93
BALANCE AT 30.9.97	<u>\$15751.57</u>



## APPOINTMENT OF MANAGERS

### PROPOSAL FROM QUIN BALLARD TO THE OWNERS OF THE MEWS, 147 - 159 CHARLES STREET, WEST PERTH 6005, STRATA PLAN 5629

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

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

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

#### REGULAR SERVICES INCLUDE:

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

#### SPECIAL SERVICES INCLUDE:

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

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

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Fax: (08) 9474 1302 Phone (08) 9474 1533



### MANAGEMENT FEES

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

### REGULAR SERVICES

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

### SPECIAL SERVICES AND ANNUAL GENERAL MEETING

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

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

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

### EXTERNAL SERVICES

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

### PRE-AGM INSPECTION

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

### PLEASE NOTE

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

### RESOLUTION SOUGHT

# "The Strata Company resolves that the Council be directed to appoint Quin Ballard as Strata Company agent managers from 24/11/97 to the date of the next Annual General Meeting in accordance with their proposal as attached to the notice of meeting".

or

# "In the absence of an elected Council, the proprietors in general meeting resolve that Quin Ballard be appointed as Strata Company agent managers from 24/11/97 to the date of the next Annual General Meeting in accordance with their proposal as attached to the Notice of Meeting".

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OWNERS OF THE MEWS, STRATA PLAN 5629

ANNUAL GENERAL MEETING 24 NOVEMBER, 1997

AGENDA ITEM NO. 13 ANNEXURE "A" SPECIAL BUSINESS

13.1 Plumbing Maintenance inside individual units

To report to all owners the need for regular inspections and plumbing maintenance as may be appropriate and to resolve to establish a policy that damage caused as a result of neglect of maintenance of taps, washers and other types of wear and tear from occupancy will be seen to be the liability of the defaulting party.

13.2. Security Alarms

To seek to resolve to establish the policy that no installation of security alarms is permitted without prior expressed consent of the Strata Council and that such permission may only be granted subject to connection of the alarm to a 24 hour monitor service.

13.3 Conversion of Pool to salt water chlorination

To seek to resolve to authorise the Strata Council to arrange conversion of the pool to salt water chlorination in order to achieve long term cost efficiency, with the cost of conversion to be taken from existing accumulated reserve funds. Anticipated cost of conversion \$2,500. Details of conversion costs to be provided by council to the Annual General Meeting.

**"THE MEWS" STRATA PLAN 5629  
OWNERS OF 147 - 159 CHARLES STREET, WEST PERTH  
PROPOSED BUDGET 1997 - 1998**

Management Fees	3750.00
Postage & Petties	432.00
Provision for attendance @ Council Meetings	300.00
Provision for income tax on investments	200.00
AGM Fee	125.00
Govt. charges - FID/BAD	100.00
Insurance Premiums	3610.00
Common lighting & power	2900.00
Caretaker - Remuneration	18720.00
Caretaker - Superannuation	1126.00
Caretaker - Telephone, petrol, petties	520.00
Caretaker - relief Caretaker (4 wks @ 50%)	720.00
Pool - chemicals & supplies	800.00
Lawn/gardens	900.00
Water Consumption	1835.00
Tree management	1500.00
Garden rubbish collection	500.00
Cleaning requisites	100.00
General repairs and maintenance	<u>2600.00</u>
<b>TOTAL</b>	<b>40738.00</b>
Funds for future maintenance	<u>4852.00</u>
<b>TOTAL PROPOSED BUDGET</b>	<b><u>\$45590.00</u></b>

\$45590.00 = \$145.10 per unit entitlement per annum (186 total unit entitlement) quarterly in advance to continue from 1/1/98.

24 Units @ UE4 = \$245.10/qtr

30 Units @ UE3 = \$183.83/qtr

ie No increase in levies recommended at this time.

THE MEWS, 147 - 159 CHARLES STREET, WEST PERTH 6005  
STRATA PLAN 5629

NOMINATION FOR ELECTION TO COUNCIL

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

NAME (PRINT): \_\_\_\_\_

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

SIGNATURE: \_\_\_\_\_

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

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

NAME OF NOMINEE: (PRINT) \_\_\_\_\_

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

I ACCEPT NOMINATION: \_\_\_\_\_

(Signature of Nominee)

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

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

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

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

**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 appropriate.



## FORM OF PROXY

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

\* A representative from Quin Ballard

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 24/11/97 or any adjournment thereof.

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

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

SIGNATURE OF PROXY: \_\_\_\_\_ DATE: \_\_\_\_\_

In the case of a Company:

The Common Seal of:

was hereunto affixed by  
order of the Board in  
the presence of:

### NOTE

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



23 October, 1997

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"

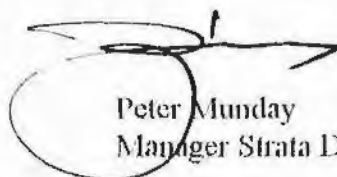
We draw to the attention of all owners, the matter of forms of proxy. The by-laws provide that an instrument appointing a proxy may be a general one. This means it is for recurrent use and continues until rescinded by the owner. General or enduring proxies assist greatly to form a quorum and allow a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

As a number of owners who previously issued general proxies have since sold their 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.

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

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

Yours faithfully



Peter Munday  
Manager Strata Division

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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.



25 November, 1997

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

Dear Owner

RE: NOTICE OF ADJOURNED MEETING

NOTICE is hereby given that the ADJOURNED Annual General Meeting of the Owners of Strata Plan 5629 will be held:-

DATE: Friday 5 December, 1997

TIME: 9.00am

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 24 November, 1997.

Yours faithfully

Peter Munday  
For and behalf of the  
Owners of Strata Plan 5629

MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF "THE MEWS",  
 147-159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD AT THE  
 OFFICES OF QUIN BALLARD, 175 LABOUCHERE ROAD, COMO ON FRIDAY 5  
 DECEMBER, 1997 COMMENCING AT 9.00AM.

THIS MEETING WAS AN ADJOURNMENT OF THE ANNUAL GENERAL MEETING  
 WHICH WAS SCHEDULED TO BE HELD ON MONDAY 24 NOVEMBER, 1997 AT 6.00PM  
 BUT DID NOT PROCEED DUE TO LACK OF A QUORUM.

1. WELCOME: Mr Peter Munday, Manager Strata Division of Quin Ballard welcomed members present. He checked that everyone was recorded onto the attendance register and requested that any written proxies held, be handed in.
  
2. RECORD ATTENDANCE:
 

Mr D Browne	Unit 3 & 47
Mr R Holland	Unit 19 & 28
Mr P Smith representing	Unit 23
Mr P Munday representing Quin Ballard	
  
3. PROXIES VERIFIED:
 

Ms T Ivory	Unit 2
to Mr D Brown	
Ms C Bashford	Unit 4
to Quin Ballard	
Mr T Dickson	Unit 6
to Quin Ballard	
Mrs C Chapman	Unit 7
to Quin Ballard	
Ms TA Boyd	Unit 10
to Mr D Browne	
Mr J Sloan	Unit 11
to Mr D Browne	
Mr PTP Tye	Unit 13
to Quin Ballard	
Mrs F Rizzo	Unit 16
to Mr D Browne	
Mr A Smith	Unit 23
to Mr P Smith	
Mr RM Kanter	Unit 26
to Quin Ballard	
Mr & Mrs JN & P McLuckie	Unit 27
to Quin Ballard	
Prof. M Skully	Unit 32
to Quin Ballard	
Miss P Dixon	Unit 34
to Mr D Browne	

- |  |                              |         |
|--|------------------------------|---------|
|  | Mr M Perdeck                 | Unit 35 |
|  | to Quin Ballard              |         |
|  | Ms H Maxwell                 | Unit 40 |
|  | to Quin Ballard              |         |
|  | Mr & Mrs TJ & KD Browne      | Unit 42 |
|  | to D Browne                  |         |
|  | Ms G Hourigan                | Unit 43 |
|  | to D Browne                  |         |
|  | Mr DJ Geldart                | Unit 44 |
|  | to Quin Ballard              |         |
|  | Mrs D Gilbert                | Unit 46 |
|  | to Chairperson               |         |
|  | Mr & Mrs DJ & JM Ponnambalam | Unit 48 |
|  | to Mr D Browne               |         |
|  | Mr A Manners                 | Unit 49 |
|  | to Quin Ballard              |         |
|  | Mr TCB Mitchell              | Unit 51 |
|  | to Quin Ballard              |         |
4. **APOLOGIES FOR ABSENCE:**
- |  |                 |         |
|--|-----------------|---------|
|  | Miss C Bashford | Unit 4  |
|  | Mrs T Clarke    | Unit 8  |
|  | Mr C McDougall  | Unit 15 |
|  | Ms G Hourigan   | Unit 43 |
|  | Ms T Ivory      | Unit 2  |
|  | Mr G Sturke     | Unit 53 |
5. **QUORUM:** A quorum was present.
6. **CHAIRPERSON:** It was unanimously **RESOLVED** that Mr Munday be appointed to the Chair for the duration of the meeting.
7. **CONFIRMATION OF MINUTES:** It was **RESOLVED** that the minutes of the Annual General Meeting held on 27/11/96 be received and accepted as a true and correct record and these were signed by the Chairperson.
8. **BUSINESS ARISING:** Nil
9. **REPORT FROM MANAGER:** Mr Munday gave his report and it contained the following:
1. Strata Titles Act 1985  
As the result of some amendments to the Strata Titles Act 1985, Managers have forwarded various information to all owners since the last Annual General Meeting, including copies of the standard by-laws. The Strata Titles Act 1985 as amended, continues to govern the property as the principal Act.



## 2. Strata Council

Compared to previous years, this past year has been a relatively quiet one, with the Strata Council needing to meet on only a few occasions. Nevertheless a number of items required attention and we make special mention of Mr David Browne and Ms Geraldine Hourigan who gave their time and efforts to deal with various matters on behalf of all owners, with Mr Browne holding the position of Chairman, Treasurer and Secretary. Thank you to Mr Browne and Ms Hourigan.

## 3. Wiring at fuse boxes at main board

A report was received from an owner that they found the fuse for their unit incorrectly wired at the main board. Council noted that a potential safety hazard could exist if other units had incorrect wiring and council has been methodically arranging for an electrician to check the wiring for other units, when appropriate, in order to check that all units are safe in that respect.

## 4. Painting front doors/door frames

When council followed up this matter after the last AGM, it was found that the painter who submitted the very reasonable quotation had since withdrawn his offer. As it is quite difficult to organise access to a number of units at any one time for such work to be done, council decided to defer this maintenance item to a later time.

## 5. Insurance

Corporate Home Unit Underwriting Agencies Pty Ltd insures the property to expire on 1/10/98.

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

Levels of cover:

Building	\$2,880,000.00
Common Contents	\$13,000.00
Public Liability	\$5,000,000.00
Office Bearers Liability	\$2,000,000.00
Workers Compensation	As per Act

**END OF REPORT**

## **10. FINANCIAL REPORT:**

Mr Munday referred to the report for the year ending 30/9/97 and he advised that managers received no enquiry regarding the report prior to the meeting.

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

It was **RESOLVED** that the financial report for the period ending 30/9/97 be received and accepted as a true and correct record.

**11. ELECTION OF COUNCIL:**

Mr Munday reported one written nomination was received from Ms Hourigan and it was **RESOLVED** that the following owners be appointed to the Council:

Mr R Holland	Unit 19 & 28
Mr D Browne	Unit 3 & 47
Ms G Hourigan	Unit 43

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

**12. APPOINTMENT OF MANAGERS:**

Mr Munday referred to the proposal from Quin Ballard as attached to the notice of meeting. He noted that there was no proposed increase in management fees.

The strata company **RESOLVED** that the council be directed to appoint Quin Ballard as Strata Company agent managers from 5/12/97 to the date of the next Annual General Meeting in accordance with the proposal as attached to the Notice of Meeting.

Annual Management fee \$3,750.00 (\$312.50 charged monthly) plus Annual General Meeting fee charged at hourly rate. Adjourned Meeting fee \$55.00 - 9.00 a.m. - 5.00 p.m. and \$85.00 otherwise, cost of postage & petties \$36.00 per month.

Extra duties which are performed at the rate of \$55.00 per hour during office hours and \$85.00 per hour otherwise, include attendance at Extraordinary and Council Meetings, and registration of By-laws, collection of Special Levies, legal actions as required and property inspections. Fees collected in accordance with Section 43 of the Act are payable to Managers, being for preparation of Certificates providing information or arranging inspection of Strata Company records.

**13. SPECIAL BUSINESS: 13.1 Plumbing maintenance inside individual units**

Mr Munday referred to the detail as attached to this agenda item in the notice of meeting. He confirmed council's concern regarding the need for regular inspection by owners to ensure adequate water proofing in the wet areas of their units. In response to enquiry, Mr Browne gave additional comments.

It was **RESOLVED** that a policy be established that damage caused as a result of neglect of maintenance of taps, washers and other types of wear and tear from occupancy will be seen to be the liability of the defaulting party.

### 13.2 Security Alarms

Mr Munday referred to the details as shown in the notice of meeting for this item and he reported that no enquiries or objections were received by managers relative to this item prior to the meeting. Mr Browne reported details of problems experienced at the property whereby prolonged noise disturbance was experienced due to alarms ringing without any control. Discussion took place regarding the need to protect the peaceful enjoyment of the dwelling, in accordance with the By-laws. It was agreed to amend the proposed policy to include the words "audio-visual".

It was **RESOLVED** that the policy be established that no installation of audio-visual security alarms is permitted without prior expressed consent of the Strata Council and that such permission may only be granted subject to connection of the alarm to a 24hr monitor service.

### 13.3 Conversion of Pool to Salt water chlorination

Mr Munday referred to the detail as shown in the agenda under this item. Mr Browne reported details of council recommendation to improve the pool water safety and he recommended fitment of a "Chemi Gem" automatic monitoring system. He reported that this form of system will soon be mandatory in strata company pools. The approximate cost of this system is \$1,500.00 and Mr Browne recommended that this be installed.

It was **RESOLVED** that the strata council be authorised to arrange conversion of the pool to salt water chlorination in order to achieve long term cost efficiency by the installation of a "Chemi Gem" automatic monitoring system with the approximate cost of \$1,500.00 to be taken from the investment account.

## 14. GENERAL BUSINESS:

### Surface of Driveway

Mr Smith enquired regarding repair work to the driveway and Mr Browne responded that repair work has been planned by the council.

### Recycling Bins

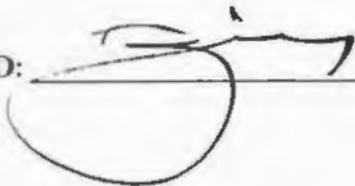
Mr Munday reported of an enquiry regarding the use of recycling bins and Mr Browne reported that problems with recycling bins have been experienced due to misuse and abuse of them. He recommended that individual residents may make other arrangements for recycling of materials. It was noted that recycling is a preferred activity however it must be manageable and it was agreed that individual residents should make appropriate arrangements for recycling of materials.

Discount on levies for pensioners

Mr Browne reported that an enquiry was received from an owner: is a discount on levies available for pensioners?. Mr Munday responded that discounting of levies is not an availability.

15. BUDGET/LEVY: Mr Munday referred to the proposed budget as attached to the notice of meeting and he noted that no increase in levies is recommended at this time. It was RESOLVED that the proposed Budget of \$45,590.00 for the year ending 1998, be received and adopted and that the proposed levy of \$245.10 per quarter for unit entitlements 4 and \$183.83 per quarter for unit entitlements 3 be adopted, payable quarterly in advance to continue from 1/1/98.
16. NEXT MEETING: The next General Meeting will be in approximately twelve months with details to be advised by Managers at least fourteen days prior.
- The next Council meeting is to be Monday 19 January, 1998 commencing at 4.30pm at Unit 47.
17. CLOSURE: Mr Munday thanked those present for their attendance and Mr Browne thanked Mr Munday for his advice and assistance in Strata Company matters. There being no further business, the meeting closed at 9.55am.

CONFIRMED:



THIS

23

DAY OF

Nov

199

8

STRATA PLAN 5629  
147 - 159 CHARLES STREET, WEST PERTH

COUNCIL MEETING 19 JANUARY, 1998

AGENDA

1. Record Attendance
2. Apologies
3. Quorum
4. Appointment of Chairperson for this meeting
5. Appointment of Council Chairman, Treasurer & Secretary
6. Confirmation of Minutes of Meeting 13/10/97
7. Business Arising
8. Financial Report
9. Correspondence
10. General Business
11. Next Meeting
12. Close

MINUTES OF THE COUNCIL MEETING OF THE OWNERS OF THE MEWS, 147 - 159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD AT UNIT 47 THE MEWS, ON MONDAY 19 JANUARY, 1998, COMMENCING AT 4.30PM.

1. RECORD

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

2. APOLOGIES: Nil.

3. QUORUM: A quorum was present.

4. CHAIRPERSON: It was RESOLVED that Mr Browne be appointed to the Chair for the duration of the meeting.

5. APPOINTMENT OF  
COUNCIL CHAIRMAN  
TREASURER AND  
SECRETARY:

It was RESOLVED that Mr Browne be appointed to the positions of Chairman, Treasurer and Secretary. Mr Holland offered to assist Mr Browne as may be required, and his offer was acknowledged.

6. CONFIRMATION OF  
MINUTES:

It was RESOLVED that the minutes of the Council Meeting held on 13/10/97 be received and accepted as a true and correct record and these were then signed by the Chairman.

7. BUSINESS ARISING: Leak from Unit 20 into Unit 2

Mr Munday confirmed that letters were forwarded to the owners of Units 20 and 2 in accordance with the minutes.

Money Order found in common property

Mr Munday confirmed that the owner of the money order was located and the levy account credited accordingly.

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

Balance of General Trust Account as at 19/1/98 \$750.59

Balance of Commonwealth Bank Investment Account \$15,582.43  
(Plus cheque on hand \$1,213.00 awaiting deposit)

Outstanding levies due 1/1/98 : \$3,864.71  
pre 1/1/98 : \$ 624.62



## NOTE:

1. Investment Account

In line with Council decision on 13/10/97 the Commonwealth Passbook Investment Account was closed and an interest bearing cheque account known as "Premium Business Account" was opened at Angelo Street, South Perth.

Passbook Account Number: 766 124 5006020

Cheque Account Number: 066 124 1011 4390

Signatories to the new account are the principals of Quin Ballard, as for the former account.

Monthly financial statements are forwarded to council member/treasurer, Mr D Browne.

END OF REPORT

9. CORRESPONDENCE: 22/12/97 from Managers to The McMahon Real Estate Company regarding the audio/visual alarm at Unit 17, requesting that details of the recently established policy relative to alarms, be advised to any prospective purchaser of Unit 17.

10. GENERAL  
BUSINESS:

Pot holes in driveway

Mr Browne confirmed that some repair work was completed satisfactorily at a cost of \$395.00. Mr Browne commented that the driveway will need resurfacing in say, 2 years and Mr Munday recommended that council obtain an indication of cost of resurfacing of the driveway for budget consideration at the next annual general meeting.

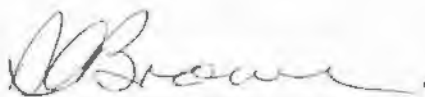
Roof repairs

Mr Browne reported that some roof repairs are overdue and that the roofing contractor will attend soon to that work. His comments were acknowledged.

11. NEXT MEETING: The next Council meeting is to be Monday 27 April, 1998 commencing at 4.30pm at Unit 47.

12. CLOSURE: Mr Munday thanked Mr & Mrs Browne for the kind use of their unit for the meeting. There being no further business, the meeting closed at 5.00pm.

CONFIRMED:



THIS

4<sup>TH</sup>

DAY OF

May

1998



14 April, 1998

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 May, 1998 (Note: Changed from 27 April, 1998 as previously scheduled as that is a public holiday.)

**TIME:** 4.30pm

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

- AGENDA:**
1. Record Attendance
  2. Apologies
  3. Quorum
  4. Appointment of Meeting Chairperson
  5. Confirmation of Minutes of Meeting 19/1/98
  6. Business Arising
  7. Financial Report
  8. Correspondence
  9. General Business
  10. Next Meeting
  11. Close

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

Yours faithfully

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

**MINUTES OF THE COUNCIL MEETING OF THE OWNERS OF THE MEWS, 147 - 159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD AT UNIT 47 THE MEWS ON MONDAY 4 MAY, 1998 COMMENCING AT 4.40PM.**

**1. RECORD**

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

**2. APOLOGIES:** Nil.

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

**4. CHAIRPERSON:** It was **RESOLVED** that Mr Browne be appointed to the Chair for the duration of the meeting.

**5. CONFIRMATION OF MINUTES:**

It was **RESOLVED** that the minutes of the Council Meeting held 19 January, 1998 be received and accepted as a true and correct record and these were then signed by the Chairperson.

**6. BUSINESS ARISING: Roof Repairs**

Mr Browne reported that he has recently discussed repair needs with Mr Ridgecap who advised he will attend to repairs soon.

**7. FINANCIAL REPORT:**

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

Balance of general trust account as at 4/5/98 \$4,222.34

Balance of Commonwealth Bank Investment Account at 14/4/98 (last statement) was \$16,818.78. Since then cheque for \$1,213.00 was deposited.

Outstanding levies due:	1/1/98	\$857.86	(4 Units)
	1/4/98	\$2,773.62	(13 Units)

**NOTE:**

**1. Investment Account - Commonwealth Bank**

Managers have initiated action to create a password for Commonwealth Bank Account in order to be able to obtain current balance for reporting purposes.

**END OF REPORT**

Regarding the four units with levies outstanding from 1/1/98 it was agreed that interest at 15% per annum is to be added to all outstanding levies. Managers

are to write to the owners requesting payment and mentioning that interest is accruing.

It was agreed that no threat of legal action is to be given at this time.

#### 8. CORRESPONDENCE: 4/2/98

From Mrs D Gilbert owner Unit 46 regarding leaks in ceiling. Managers previously forwarded a copy to Mr Browne for his inspection. Mr Browne agreed he will re-inspect at the unit and he commented on the delay in attendance by the roof repair contractor.

30/3/98

From Managers to Mr Browne advising details of changes to Occupational Safety and Health Regulations 1998 and the requirement of Residual Current Devices (RCDs). Council noted the requirements and it was agreed that Mr Browne is to arrange appropriate RCD fitment via a licensed electrician and will report results of actions to the next council meeting.

14/4/98

From Mr D Browne to Managers regarding noise and damage disturbances at Unit 9.

15/4/98

From Managers to McMahon Real Estate regarding disturbances at Unit 9 and requesting various remedial action.

Mr Browne reported that he subsequently rang the rental agent on 24/4/98 to follow up, however the agent appeared somewhat disinterested. It was noted that as at today, glass is still in the garden and shade cloth is still present on the balcony. It was agreed that managers are to write to Mr Brian McMahon requesting action as per managers letter 15/4/98 and requesting written confirmation of action being taken. It was agreed a copy of this letter is to be forwarded direct to the owner together with copies of past correspondence in this matter.

#### 9. GENERAL BUSINESS:

Common lighting/power

Discussion took place regarding the timing of common lighting. Mr Munday recommended investigation regarding a Smart Meter from Western Power in order to obtain savings on electricity consumption. Ms Hourigan volunteered to obtain written information from Western Power and Mr Browne agreed to obtain advice from an electrical contractor.

Noise disturbances

Ms Hourigan referred to regular noise disturbances at the property from loud voices, music, parties, mobile phones and referred to early morning disturbances. After discussion it was agreed that the position is to be monitored by council members rather than any action at this time.

List of owners

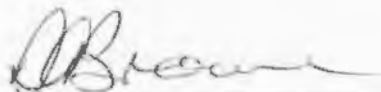
Mr Browne requested a current list of owners be forwarded to him for council use at the property.

Signage

Ms Hourigan commented on the inadequate signage at the property whereby visitors and delivery persons have difficulty in locating the unit they seek. She recommended that consideration be given to the installation of additional signage to the property to assist in this respect. It was agreed consideration is to be given by council. Mr Holland volunteered to make enquiries regarding signs and to forward details of recommendations to Mr Browne for consideration at the next meeting.

10. NEXT MEETING: The next Council meeting is to be Monday 10 August, 1998 commencing at 4.30pm at Unit 43.
11. CLOSURE: Mr Munday thanked Mr Browne for the kind use of his unit for the meeting. There being no further business, the meeting closed at 5.45pm.

CONFIRMED:



THIS

DAY OF

10/8/

1998

David Browne

Telephone 92275917

47/147 Charles St.  
West Perth  
W. A. 6005

10/8/98

Mr. P Munday  
Strata Company Manager  
Quin Ballard  
PO Box 221  
Como  
W. A. 6152

Re: UNIT 44 The Mews

Dear Peter,

In relation to our recent correspondence regarding water leaks into the above Unit, I advise the following.

Approximately three weeks ago I engaged a roof plumber to investigate and repair any leaks in the roof.

He found a cracked tile above the passage and repaired it the same day.

Last Friday, after further complaints from the rental Agent, I re-called "Mr.Ridgecap" to thoroughly check the area above the bathroom.

As the tenants were not home, he removed the tiles to enter the ceiling space and could find absolutely no sign of any leaks.

I then arranged with the tenants for me to personally inspect the bathroom from the inside at 10 am. today.

The bathroom ceiling and most of the walls are very badly affected by mould.

In my opinion the cause is condensation. There is no exhaust fan in the bathroom and the problem is exacerbated by a clothes drier.

"The tenants agreed that the problem is condensation and that there is no evidence of leaks during rain."

They also pointed out that they had a property inspection a month ago and advised the person at that time that the problem was condensation.

The tenants want the mould treated and the bathroom repainted.

I advised them to discuss the matter with their rental Agent again.

Would you please forward this report to the rental Agent,

*yours sincerely.*  
*DBrowne*





29 July, 1998

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 10 August, 1998

**TIME:** 4.30pm


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

**AGENDA:**

1. Record Attendance
2. Apologies
3. Quorum
4. Appointment of Chairperson for this meeting
5. Confirmation of Minutes of Meeting 4 May, 1998
6. Business Arising
7. Financial Report
8. Correspondence
9. General Business
10. Next Meeting
11. Close

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

Yours faithfully



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

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

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 - P.O. Box 221, Como, W.A. 6952  
Licensee: H.U.M. Pty Ltd as Trustee for H.U.M. Unit Trust trading as Quin Ballard - A.C.N. 009 057 103

MINUTES OF THE COUNCIL MEETING OF THE OWNERS OF "THE MEWS" ,  
 147-159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD AT  
 UNIT 43 "THE MEWS" ON MONDAY 10 AUGUST, 1998 COMMENCING AT 4.30PM

1. RECORD

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

2. APOLOGIES: Nil.

3. QUORUM: A quorum was present.

4. CHAIRPERSON: It was RESOLVED that Mr Browne be appointed to the Chair for the duration of the meeting.

5. CONFIRMATION OF MINUTES:

It was RESOLVED that the minutes of the Council Meeting held on 4 May, 1998 be received and accepted as a true and correct record and these were then signed by the Chairperson.

6. BUSINESS ARISING: Roof Repairs

Mr Browne reported that some work has been completed and further work is yet to be done and that should be finalised this week.

Leak into Unit 46

Mr Browne reported that he has had difficulty in gaining access to the unit for inspection however he has spoken to the owner who advised that the matter is not urgent. Mr Browne agreed to follow through to finalise the matter.

Residual Current Devices (RCD's)

Mr Browne confirmed that two RCD's have been installed at the property, by a licensed electrician.

Unit 9

It was noted that after considerable communication between Mr Browne, Mr Munday and McMahon Realty the troublesome tenants in Unit 9 have left the property.

Smart Power Meter - Common lighting/power

Ms Hourigan tabled a brochure from Western Power which Mr Browne agreed to examine to determine possible benefits and he agreed to discuss the matter further with other council members, at a later time.

List of Owners

Mr Munday confirmed that a list of owners was forwarded to Mr Browne for council use.

Signage

Mr Holland tabled a draft sign for possible use and he recommended that the sign be installed at three positions at the property. Discussion took place regarding the details to be included on the sign, including a legend and the inclusion of walk ways. It was agreed that three signs are to be purchased with Mr Holland to obtain quotations, discuss these with other council members and a joint decision will be made to proceed with installation of the signs.

7. **FINANCIAL REPORT:**

Mr Munday advised each member present financial information as follows:

Balance of General Trust Account as at 10/8/98	\$6,652.67
Outstanding Levies:	\$1,597.82

It was noted that Units 24 and 53 have levies outstanding for the quarter commencing 1 April and 1 July, 1998. Mr Munday reported that letters have been sent to those owners seeking payment of outstandings and interest has been added to their account.

It was agreed that a strong letter is to be forwarded to the owners of Unit 24 and 53 requesting payment of outstandings as a matter of urgency.

8. **CORRESPONDENCE:** It was noted there was various correspondence relative to Unit 9 tenant problems and it was agreed not to itemise that correspondence in these minutes.

6/8/98

From Roy Weston Cottesloe regarding damp and mouldy ceiling in bathroom unit 44 and referral to prior report of water dripping. Mr Brown tabled a report dated 10/8/98 and that report forms part of and is an attachment of these minutes. In essence, the report advises that there is no leak into the bathroom of Unit 44, there is no exhaust fan in the bathroom and the problem is exacerbated by a clothes dryer. The report included "the tenants agreed the problem is condensation and that there is no evidence of leaks during rain".

It was noted that there was no external cause of the problem and it appears that the rental agent had not inspected inside the unit before requesting the strata company involvement. It was noted that unnecessary time wastage has occurred on the part of Mr Browne and Managers and that a cost was incurred from Mr Ridgecap inspecting the area above unit 44. It was agreed that managers are to forward the account from Mr Ridgecap for inspection work done on 7 August, 1998 for the attention of Roy Weston Cottesloe for them to arrange reimbursement.

29/7/98

From Mr AP Smith from Unit 23 requesting permission to install an air conditioner at Unit 23. Application included sketch diagram showing proposed position for the air conditioner. Consideration was given to the application including position of the unit relative to aesthetics and noise transmission. It

was agreed that permission be granted subject to a written undertaking being obtained from the owner of Unit 23 accepting responsibility for all costs of initial installation and ongoing maintenance and the statement that that liability will be disclosed on any future sale of the unit.

14. GENERAL  
BUSINESS:

Mice at Unit 43

Ms Hourigan reported recently catching a number of mice at Unit 43 and Mr Browne agreed to install rodent poison to seek to remove the problem.

10. NEXT MEETING:

The next Council meeting is to be Monday 12 October, 1998 commencing at 4.30pm in Unit 47.

The Annual General Meeting is to be held Monday 23 November, 1998 at the offices of Quin Ballard commencing at 6.00pm.

11. CLOSURE:

Mr Munday thanked Ms Hourigan for the kind use of her unit for the meeting and for her hospitality. There being no further business, the meeting closed at 6.10pm.

CONFIRMED:

J. Browne

THIS 12<sup>th</sup> DAY OF OCTOBER 1998



30 September 1998

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 12 October 1998

TIME: 4.30pm

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

- AGENDA:
1. Record Attendance
  2. Apologies
  3. Quorum
  4. Appointment of Chairperson for this meeting
  5. Confirmation of Minutes of Meeting 10 August 1998
  6. Business Arising
  7. Financial Report
  8. Correspondence
  9. General Business
  10. Next Meeting
  11. Close

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

Yours faithfully



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

MINUTES OF THE COUNCIL MEETING OF THE OWNERS OF "THE MEWS" ,  
 147-159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD AT  
 UNIT 47 "THE MEWS" ON MONDAY 12 OCTOBER, 1998 COMMENCING AT 4.30PM

1. RECORD

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

2. APOLOGIES: Nil.

3. QUORUM: A quorum was present.

4. CHAIRPERSON: It was RESOLVED that Mr Browne be appointed to the Chair for the duration of the meeting.

5. CONFIRMATION OF MINUTES: It was RESOLVED that the minutes of the Council Meeting held on 10 August, 1998 be received and accepted as a true and correct record and these were then signed by the Chairman.

6. BUSINESS ARISING: Roof Repairs  
 Mr Browne reported that these were finalised.

Leak into Unit 46  
 Mr Browne reported that this work has yet to be completed.

Smart Power Meter - Common Lighting/Power  
 Mr Browne confirmed that he has the brochure from Western Power to hand however there has not yet been discussion between council members in this matter.

Signage  
 Mr Holland reported that the signs are to be installed within the next few days and he confirmed that he will endorse and forward the account, when approved for payment.

Outstanding Levies Unit 24 & 53  
 Refer Financial Report for this meeting.

Unit 44  
 Managers wrote to the rental agent in line with council decision and Mr Munday read aloud contents of the letter dated 26/8/98 to Roy Weston Cottlesloe. A response dated 27/8/98 was received, acknowledging position.





It was agreed, with the change of the item of cleaning requisites that the proposed budget of \$48,110.00 be presented to the Annual General Meeting as a recommendation by the strata council.

8. CORRESPONDENCE: 21/9/98

From JJ Burns to advise of report from tenant regarding ceiling leak at Unit 54. Mr Browne reported that on receipt of this correspondence from managers, a roof contractor replaced two broken tiles above Unit 54. Mr Browne requested for the tenant to report any further leaks however none have been reported.

9. GENERAL  
BUSINESS:

Access onto Roof of Block facing Charles Street

Mr Browne drew to attention difficulty in obtaining access onto the roof of the block facing Charles Street. He recommended that the access onto the roof be improved and that a small section of roof tiles and eaves lining be removed at a walkway, to leave an open area for access onto the roof. It was noted that this action will possibly result in costs savings to the strata company when obtaining quotations for future roof repairs and it was agreed that Mr Browne will obtain a quotation for this work, for discussion at the next council meeting.

10. NEXT MEETING:

The Annual General Meeting will be on Monday 23 November, 1998 commencing at 6.00pm in the office of Quin Ballard.

The next Council Meeting is to be at a date to be decided at the Annual General Meeting.

Mr Munday reported that managers will issue a special request to all owners for submission of completed forms of proxy to assist a quorum to be achieved at the AGM.

11. CLOSURE:

Mr Munday thanked Mr Browne for the kind use of his unit for the meeting and for his hospitality. There being no further business, the meeting closed at 5.30pm.

CONFIRMED:

*R. Hall*

THIS 8 DAY OF February 1999



20 October, 1998

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"**

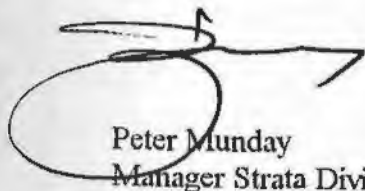
We draw to the attention of all owners, the matter of forms of proxy. The by-laws provide that an instrument appointing a proxy may be a general one. This means it is for recurrent use and continues until rescinded by the owner. General or enduring proxies assist greatly to form a quorum and allow a general 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.

Last year, there was an insufficient number present in person or by proxy for the AGM to take place and it was held over to an adjournment. That can be very inconvenient for the people who make the effort to attend and owners are requested to forward completed proxy forms to assist in that regard.

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

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

Yours faithfully



Peter Munday  
Manager Strata Division

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

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 - P.O. Box 221, Como, W.A. 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

ENDURING FORM OF PROXY  
FOR GENERAL MEETINGS

I/We being the owner of Unit Number \_\_\_\_\_ (lot number \_\_\_\_\_) in  
Strata Plan number \_\_\_\_\_

Name of Scheme if appropriate) \_\_\_\_\_

Street Address of Scheme: \_\_\_\_\_  
\_\_\_\_\_

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 \_\_\_\_\_, 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).

SIGNATURE/S 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.



19 October, 1998

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", Strata Plan 5629 will be held:-

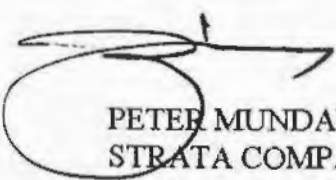
**DATE:** Monday 23 November, 1998  
**TIME:** 6.00pm  
**LOCATION:** At the office of Quin Ballard, 175 Labouchere Road, Como  
(Corner Labouchere Road & Preston Street, upstairs on 1st Floor)  
**AGENDA:** As per attached page.

Where you cannot attend, please complete the attached Proxy Form and return it as soon as possible. It is **IMPORTANT** to have 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).

We bring to your attention that co-proprietors of a unit (eg Mr/Mrs) cannot vote at a General Meeting on a show of hands, unless a Form of Proxy has been completed nominating the party entitled to vote. **THIS APPLIES WHETHER ONE OR BOTH OF THE CO-PROPRIETORS ATTENDS THE MEETING.**

If you have any queries about the annual accounts, please contact the undersigned at least **72 HOURS** before the meeting so that the necessary answers can be prepared.

Yours faithfully



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

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STRATA PLAN 5629

ANNUAL GENERAL MEETING OF THE OWNERS OF  
"THE MEWS"

23 NOVEMBER, 1998

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 5/12/97
8. Business Arising - AGM 5/12/97
9. Report from Manager
10. Financial Report
11. Election of Council of Owners
12. Re-appointment of Managers
  - Proposal from Quin Ballard, refer attached Summary
13. Special Business - Nil, no resolutions sought
14. General Business
15. Budget/Levy (Periodic Contributions)
16. Next Meeting
17. Closure



STRATA PLAN 5629  
OWNERS OF 147 CHARLES STREET, WEST PERTH WA 6005

STATEMENT OF INCOME & EXPENDITURE 1/10/97 - 30/9/98

**INCOME**

Maintenance Levies to 30/9/98	42,033.84	
Interest on overdue levy	52.90	
Insurance Recoup (*)	418.38	<u>42,505.12</u>
<b>TOTAL INCOME</b>		<b>\$42,505.12</b>

**EXPENDITURE**

**GENERAL ADMINISTRATION**

Management Fees - Regular Services	3,750.00	
Adjourned meeting fee	85.00	
Postage and petties	432.00	
AGM Fee	306.40	
Council Meeting Fee	365.35	
Caretaker - remuneration	18,720.00	
Caretaker - superannuation	1,069.20	
Income Tax	74.52	
Govt. Charges - FID/BAD	58.84	
Insurance Premiums	<u>3,830.07</u>	<u>\$28,691.38</u>

**GROUNDS MAINTENANCE**

Garden equipment & supplies	134.25	
Garden rubbish removal	516.00	
Lawn supplies	90.94	
Reticulation	253.50	
Hardware	39.20	
Tree Lopping	<u>695.00</u>	<u>\$1,728.89</u>

**REPAIRS AND MAINTENANCE**

Driveways	395.00	
Electrical	373.65	
Glass (*418.38)	418.38	
Globes & Tubes	150.50	
Building	106.45	
Plumbing	192.00	
Roof	800.00	
Painting	120.00	
Pool supplies and chemicals	<u>754.20</u>	<u>\$3,310.18</u>

ELECTRICITY - common areas

\$2,888.80

WATER CONSUMPTION

\$2,136.75

<b>TOTAL EXPENDITURE FOR THE PERIOD</b>	<b>\$38,756.00</b>	<b><u>\$38,756.00</u></b>
<b>SURPLUS OF INCOME OVER EXPENDITURE</b>		<b>\$3,749.12</b>
<b>PLUS PRE-PAID LEVIES - TO 31/12/98</b>		<b>\$4,166.76</b>
<b>PLUS PRE-PAID LEVIES - TO 31/3/99</b>		<b>\$245.10</b>
<b>LESS FUNDS TO INVESTMENT A/C</b>		<b>\$4,852.00</b>

**PLUS BALANCE AS AT 30/9/97** **\$352.70**

**BALANCE OF TRUST A/C AT 30/9/98** **\$3,661.68**

Levies in arrears at 30/6/98 U48, U52, U53 \$674.03

STRATA PLAN 5629

"THE MEWS"

147-159 CHARLES STREET, WEST PERTH

SUMMARY OF INVESTMENT FUNDS 1/10/97 - 30/9/98

Commonwealth Bank South Perth Account No. 6124 5006 020

Balance at 30/9/97	\$15,751.57
plus investment funds transferred from General Trust a/c	\$1,213.00
plus interest	\$29.60
less government duty	0.74
BALANCE AT 9 JANUARY, 1998	<u>\$16,993.43</u>

(Account closed and balance transferred to higher earning account number 6124 1011 4390)

Commonwealth Bank South Perth a/c No. 6124 1011 4390

Opening Balance 9/1/98	\$16,993.43
plus investment funds transferred from general trust account	\$3,639.00
less purchase of pool equipment as per AGM	\$1,411.00
plus interest	\$122.71
less government duty	\$14.55
less stamp duty on cheque book	\$3.00
BALANCE AS AT 30/9/98	<u>\$19,326.59</u>



## RE-APPOINTMENT OF MANAGERS

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

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

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

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

#### REGULAR SERVICES INCLUDE:

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

#### SPECIAL SERVICES INCLUDE:

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

#### FEES FOR REGULAR SERVICES

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

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### FEES FOR SPECIAL SERVICES AND ANNUAL GENERAL MEETING

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

- during the hours of 9.00 a.m. to 5.00 p.m. \$75.00 per hour
  - outside the hours of 9.00 a.m. to 5.00 p.m. \$105.00 per hour
- Adjourned meeting fee \$75.00 9.00 a.m. to 5.00 p.m. \$105.00 otherwise

### FEES FOR EXTERNAL SERVICES

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

### APPLICATION FOR ALTERATION TO LOTS OR COMMON PROPERTY

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

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

### PRE-AGM INSPECTION

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

### PLEASE NOTE

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

### RESOLUTION SOUGHT

- # "The Strata Company resolves that the Council be directed to re-appoint Quin Ballard as Strata Company agent managers from 23/11/98 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 23/11/98 to the date of the next Annual General Meeting in accordance with their proposal as attached to the Notice of Meeting".

"THE MEWS" STRATA PLAN 5629

OWNERS OF 147-159 CHARLES STREET, WEST PERTH

PROPOSED BUDGET 1998 - 1999

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Management Fees	4,575.00
Postage & Petties	540.00
Provision for attendance @ Council Meetings	300.00
Provision for income tax on investments	100.00
AGM Fee	300.00
Govt. charges - FID/BAD	70.00
Insurance Premiums	3,900.00
Common lighting & power	2,900.00
Caretaker - Remuneration	18,720.00
Caretaker - Superannuation @ 7.0%	1,310.00
Caretaker - telephone, petrol, petties	520.00
Caretaker - relief caretaker (4 wks @ 50%)	720.00
Pool - chemicals & supplies	800.00
Lawn/gardens	900.00
Water Consumption	2,200.00
Tree management	1,500.00
Garden rubbish collection	500.00
General repairs and maintenance	3,100.00
<b>TOTAL</b>	<b>42,955.00</b>
Funds for future maintenance	<u>5,155.00</u>
<b>TOTAL PROPOSED BUDGET</b>	<b><u>\$48,110.00</u></b>

\$48,110.00 = \$258.70 per unit entitlement per annum (186 total unit entitlement) quarterly in advance to commence from 1/1/99.

24 Units @ UE4 = \$258.70 per qtr

30 Units @ UE3 = \$194.00 per qtr

NOTE: This is the first budget/levy increase since 1994 and it is recommended by the Strata Council in the interests of proper management.



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

**NOMINATION FOR ELECTION TO COUNCIL**

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

NAME (PRINT): \_\_\_\_\_

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

SIGNATURE: \_\_\_\_\_

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

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

NAME OF NOMINEE: (PRINT) \_\_\_\_\_

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

I ACCEPT NOMINATION: \_\_\_\_\_  
(Signature of Nominee)

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

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

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

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

**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 appropriate.



## FORM OF PROXY

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

- \* A representative from Quin Ballard

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 Monday 23 November, 1998 or any adjournment thereof.

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

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

\_\_\_\_\_

**SIGNATURE OF**

**PROXY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

In the case of a Company:

The Common Seal of:

was hereunto affixed by  
order of the Board in  
the presence of:

### *NOTE*

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

MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF "THE MEWS"  
 147 -159 CHARLES ST, WEST PERTH, STRATA PLAN 5629, HELD AT THE OFFICE OF QUIN  
 BALLARD, 175 LABOUCHERE ROAD, COMO ON 23/11/98, COMMENCING AT 6.00PM

1. WELCOME: Mr Peter Munday, Manager Strata Division of Quin Ballard, introduced himself and welcomed all persons present. He enquired if everyone was recorded onto the attendance register and requested that any written proxies held, be handed in.
2. PRESENT:
- |                                       |              |
|---------------------------------------|--------------|
| Mr D Browne                           | Unit 3 & 47  |
| Mr D & Mrs T Clarke                   | Unit 8       |
| Mr R Holland                          | Unit 19 & 28 |
| Mr P Smith representing               | Unit 23      |
| Mrs Y Hill                            | Unit 35      |
| Ms G Hourigan                         | Unit 43      |
| Mr P Munday representing Quin Ballard |              |
3. PROXIES:
- |                                |         |
|--------------------------------|---------|
| Mrs T Ivory                    | Unit 2  |
| Messrs DA & T & GJ & EA Browne | Unit 3  |
| Mr J A Sloan                   | Unit 11 |
| Mr C McDougall                 | Unit 15 |
| Miss P Dixon                   | Unit 34 |
| Mr TJ & Mrs KD Browne          | Unit 42 |
| Mr D & Mrs T Browne            | Unit 47 |
| Mr DJ & Mrs JM Pornambalam     | Unit 48 |
| all to Mr D Browne             |         |
| Ms C Bashford                  | Unit 4  |
| Mr TJ Dickson                  | Unit 6  |
| Mrs CM Chapman                 | Unit 7  |
| Mr PTP Tye                     | Unit 13 |
| Mr A Ballard                   | Unit 16 |
| Mr RJ Jones                    | Unit 22 |
| Mr RM Kanter                   | Unit 26 |
| Mr JN & Mrs P McLuckie         | Unit 27 |
| Prof. M Skully                 | Unit 32 |
| Mr DI Calder                   | Unit 39 |
| Ms H Maxwell                   | Unit 40 |
| Mr DJ Geldart                  | Unit 44 |
| Mrs D Gilbert                  | Unit 46 |
| Mr AC Manners                  | Unit 49 |
| Mr TCB Mitchell                | Unit 51 |
| all to Quin Ballard            |         |
| Mrs T Clarke                   | Unit 8  |
| to Mr D Clarke                 |         |
| Mr AP Smith                    | Unit 23 |
| to Mr P Smith                  |         |

4. **APOLOGIES:** Mrs T Ivory Unit 2  
Mr J Sloan Unit 11  
Mr C McDougall Unit 15
5. **QUORUM:** A quorum was present.
6. **CHAIRPERSON:** It was unanimously **RESOLVED** that Mr Munday be appointed to the Chair for the duration of the meeting.
7. **CONFIRMATION OF MINUTES:** It was **RESOLVED** that the minutes of the Annual General Meeting held on 05/12/97 (adjourned from 24/11/97) be received and accepted as a true and correct record and these were then signed by the Chairperson.
8. **BUSINESS ARISING:** Nil
9. **REPORT FROM MANAGER:** Mr Munday gave his report and it contained the following:

1. Strata Titles Act 1985

The Strata Titles Act 1985 continues to govern the property as the principal Act. Managers have previously forwarded to all owners copies of the by-laws applicable to the property.

2. Strata Council

The strata council met on a number of occasions during the year to deal with various items of property and grounds maintenance. Managers extend thanks on behalf of all owners to council members, Ms G Hourigan, Mr R Holland and Mr D Browne who gave of their time, with special thanks to Mr David Browne who acts as Chairman, secretary and treasurer and generally liaises with managers.

3. Insurance

Corporate Homes Unit Underwriting Agencies Pty Ltd continue to insure the property to expire on 01/10/99.

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

**Insurance Policy Improvements**

The Strata Company insurer has advised that from 1/12/97 there was a review of policy wordings with substantial improvements to the existing benefit limits, the addition of new benefits and the availability of new covers. The changes are all positive benefits with no increase in costs unless additional covers are chosen. The main difference between your "old" and "new" covers are summarised on a Residential Strata Insurance Plan which will be attached as an addendum to these minutes.

## Levels of Cover:

Building	\$3,080,000.00
Common Contents	\$14,000.00
Legal Liability	\$5,000,000.00
Office Bearers Liability	\$2,000,000.00
Workers Compensation	\$As per Act

## END OF REPORT

10. FINANCIAL  
REPORT:

Mr Munday referred to the report for the year ending 30/09/98 and he advised that managers received no enquiries regarding the report prior to the meeting.

He confirmed that a monthly statement is forwarded to the strata council treasurer and that financial reports are provided by managers for council meetings.

It was **RESOLVED** the financial report for the period ending 30/09/98 he received and adopted as a true and correct record.

11. ELECTION OF  
COUNCIL OF  
OWNERS:

Mr Munday gave a brief overview of the role of the Strata Council and it was **RESOLVED** that the following owners be appointed to the Council:

Mr R Holland	Unit 19 & 28
Mr D Browne	Unit 3 & 47
Ms G Hourigan	Unit 43

Positions of Chairman, treasurer and secretary to be appointed at the next council meeting.

12. RE-APPOINTMENT  
OF MANAGERS:

Mr Munday referred to the proposal from Quin Ballard as attached to the Notice of Meeting. He brought to attention that there was some increase in the proposed base management fee together with some increase in hourly rates for special services and Annual General Meeting.

It was **RESOLVED** that the strata council be directed to re-appoint Quin Ballard as Strata Company agent managers from 23/11/98 to the date of the next Annual General Meeting in accordance with the proposal as attached to the Notice of Meeting.

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

Extra duties which are performed at the rate of \$75.00 per hour during office hours and \$105.00 per hour otherwise, include attendance at Extraordinary and Council Meetings, and registration of By-laws, collection of Special Levies, legal actions as required and property inspections. Fees collected in accordance with Section 43 of the Act are payable to Managers, being for preparation of Certificates providing information or arranging inspection of Strata Company records.

13. SPECIAL BUSINESS: Nil - no resolutions sought.

14. GENERAL BUSINESS: Nil.

15. BUDGET/LEVY: Mr Munday referred to the proposed budget as attached to the Notice of Meeting. He confirmed that the proposed budget was recommended by the strata council and he noted that there had been no increase in budget/levy for some years.

It was **RESOLVED** that the proposed Budget of \$48,110 for the year ending 1999, be received and adopted and that the levy of \$258.70 per quarter for unit entitlements 4 and \$194.00 per quarter for unit entitlements 3 be adopted, payable quarterly in advance commencing from 01/01/99.

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

The next council meeting is to be Monday February 8, 1999 commencing at 5.30pm in Unit 43.

17. CLOSURE: Mr Munday thanked those present for their attendance and input at the meeting. There being no further business, the meeting closed at 6.15pm.

CONFIRMED:



THIS 22 DAY OF November 199

# Residential Strata Insurance Plan



CORPORATE  
HOME UNIT  
UNDERWRITING  
AGENCIES  
PTY. LTD.  
A.C.N. 001 580 070

## Policy Improvements

Your insurance policy has been substantially improved with increases in existing benefit limits, the addition of new benefits and the availability of new covers. The main differences between your "new" and "old" covers are summarised below.

### POLICY 1 - Building & Common Area Contents

Page	Policy cover or Benefit	"New" Policy	"Old" Policy
10	Common Contents	No age limit.	20 years.
11	Storm damage to fences	Covered.	Not covered.
	Tsunami damage	Covered.	Not covered.
12	Loss of rent/temporary accommodation	No time limit.	24 months.
13	Loss of rent - supply services; infectious diseases	Covered.	Not covered.
	Emergency accommodation (owner occupiers)	Covered.	Not covered.
14	Removal, storage - unit owners contents	Covered.	Not covered.
	Cost of new Title Deeds	Up to \$500	Not covered.
	Damage to electric motors	Up to 4 kw's (5 hp).	Up to 2 kw's.
15	Removal of fallen trees that cause damage	Up to \$2,000.	Not covered.
16	Landscaping	Up to \$1,000.	\$500.
	Maintenance fees	Up to \$1,000.	\$500.
	Money	Up to \$5,000.	Not covered.
	Personal property	Up to \$5,000.	\$1,000.
17	Property in the open air	Up to \$5,000.	\$750.
	Records	Up to \$5,000.	\$2,000.
	Removal, storage - common contents	Up to \$5,000.	Not covered.
	Replacement of keys stolen from a unit	Up to \$1,000.	Not covered.
20	Abandoned undamaged foundations / part of building	Covered.	Not covered.
22	Exclusions:- In keeping with industry practice and wordings the exclusions to your policy have been reworded or added to, to clearly set out what is not covered. You should particularly note Exclusion 9 and "expropriation" under General Exclusions.		

### POLICY 2 - Legal Liability

Page	Policy cover or Benefit	"New" Policy	"Old" Policy
25	Car park liability	Covered.	Not covered.
	Hiring out of sporting & recreational activities	Covered.	Not covered.
26	Legal expenses - common property health/safety breaches	Covered.	Not covered.
	On-site services	Covered.	Not covered.
	Recreational activities	Covered.	Not covered.
27	Exclusions:- In keeping with industry practice and wordings the exclusions to your policy have been reworded or added to, to clearly set out what is not covered. You should particularly note Exclusions 4 & 11.		

New South Wales  
LEVEL 7, 99 MOUNT ST.  
NORTH SYDNEY 2060  
PO Box 507, MILSONS Pt. 2061  
TEL: (02) 9954 1271  
FAX: (02) 9959 3481

Victoria  
LEVEL 3 BUILDING 2  
1 RIVERSIDE QUAY  
SOUTHBANK VIC 3006  
TEL: (03) 9682 1599  
FAX: (03) 9682 6563

Queensland  
4TH FLOOR, 448 UPPER EDWARD ST.  
SPRING HILL 4000  
PO Box 255, SPRING HILL 4004  
TEL: (07) 3832 4880  
FAX: (07) 3832 8367

Western Australia  
1056 HAY ST., WEST PERTH 6005  
PO Box 686, WEST PERTH 6872  
TEL: (08) 9322 1722  
FAX: (08) 9481 6817

South Australia  
12 TUCKER ST.  
ADELAIDE 5000  
TEL: (08) 8232 2922  
FAX: (08) 8232 2924



**MINUTES OF THE SPECIAL COUNCIL MEETING OF THE OWNERS OF "THE MEWS", 147-159 CHARLES ST, WEST PERTH, STRATA PLAN 5629, HELD AT THE OFFICE OF QUIN BALLARD, 175 LABOUCHERE ROAD, COMO ON 23/11/98, COMMENCING AT 6.15PM**

**1. RECORD**

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

**2. APOLOGIES:** Nil

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

**4. CHAIRPERSON:** It was **RESOLVED** that Mr Browne be appointed to the Chair for the duration of the meeting.

**5. GENERAL BUSINESS:**

It was noted that this meeting was called at short notice, with the agreement of all council members, to consider written application from Mr A Ballard the owner of Unit 16 in which he requests permission for certain items.

Council agreed that permission is granted for Mr Ballard to paint at his expense the internal bricks which are the inside of the balcony wall in the colour of the current building colour and the balcony floor Federation Green. All work is to be done by qualified trades persons with no paint to be applied to the top of the brick wall.

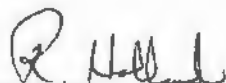
Regarding the request for replacement of the front door, it was agreed that the council will have a maintenance contractor inspect the door - if appropriate it will be repaired or if deemed appropriate by council it will be replaced. It was agreed that Mr Browne is to arrange for attendance by that contractor.

It was agreed that managers are to advise Mr Ballard of the response to his requests.

**6. NEXT MEETING:** It was noted the next council meeting is to be Monday February 8, 1999 commencing at 5.30pm in Unit 43.

**7. CLOSURE:** Mr Munday reported that, as this was a brief meeting there will be no management fee applicable. There being no further business the meeting closed at 6.30pm.

CONFIRMED:



THIS 8 DAY OF FEBRUARY 1999



28 January, 1999

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

Dear Council Member

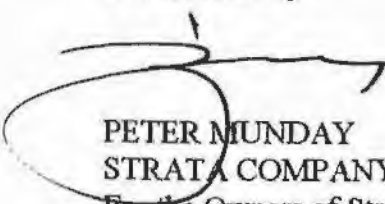
### NOTICE OF MEETING

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

- DATE:** Monday 8 February, 1999
- TIME:** 5.30 pm
- LOCATION:** Unit 43/147-159 Charles Street, West
- AGENDA:**
1. Record Attendance
  2. Apologies
  3. Quorum
  4. Appointment of Council Chairman, Secretary and Treasurer.
  5. Confirmation of Minutes of Meetings 12 October 1998 and 23 November 1998
  6. Business Arising
  7. Financial Report
  8. Correspondence
  9. General Business
  10. Next Meeting
  11. Close

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

Yours faithfully



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

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

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 - P.O. Box 221, Como, W.A. 6952  
Licensee: H.U.M. Pty Ltd as Trustee for H.U.M. Unit Trust trading as Quin Ballard - A.C.N. 009 057 103  
Fax: (08) 9474 1302 Phone (08) 9474 1533 E-mail: quibal@inet.net.au

**MINUTES OF THE COUNCIL MEETING OF THE OWNERS OF "THE MEWS" 147 - 159  
CHARLES STREET, WEST PERTH, STRATA PLAN 5629 HELD AT UNIT 43, "THE MEWS" ON  
MONDAY 8 FEBRUARY 1999, COMMENCING AT 5:30PM.**

**1. RECORD**

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

**2. APOLOGIES:** Nil.

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

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

It was resolved that the following office bearers be appointed:

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

**5. CONFIRMATION  
OF MINUTES:**

12/10/98

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

23/11/98

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

**6. BUSINESS  
ARISING:**

Leak into Unit 46

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

Smartpower Meter - Common Lighting/Power

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

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

#### Signs

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

#### Access onto roof of block facing Charles Street

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

#### Application from Owner - Unit 16

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

## 7. FINANCIAL REPORT:

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

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

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

#### OUTSTANDING LEVIES

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

END OF REPORT

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

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

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

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

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

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

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

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

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

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

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

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



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

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

9. GENERAL BUSINESS:

Noise at Pool

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

Signage at carports

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

Caretaker Holidays

It was noted that vacation entitlements have accumulated and Mr Browne agreed to take 2 months leave between now and the end of June 1999. It was agreed that Mr Holland and Ms Hourigan will organise a replacement caretaker for the two months and it was noted that the two months leave are not to be taken consecutively.

10. NEXT MEETING:

The next council meeting is to Monday 10 May 1999 commencing at 5:00pm in unit 47.

11. CLOSURE:

Mr Munday thanked Ms Hourigan for the kind use of her unit for the meeting. There being no further business, the meeting closed at 7:25pm.

CONFIRMED:  \_\_\_\_\_ THIS 10 DAY OF May 1999



STRATA PLAN 5629

KNOWN AS " THE MEWS "

147 - 159 CHARLES STREET WEST PERTH WA

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AGENDA FOR STRATA COUNCIL MEETING

MONDAY 10 MAY 1999 AT 5.00PM IN UNIT 47

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1. RECORD ATTENDANCE
2. APOLOGIES FOR ABSENCE
3. QUORUM
4. APPOINTMENT OF CHAIRMAN IF THE APPOINTED CHAIRMAN IS NOT PRESENT.
5. CONFIRMATION OF MINUTES OF MEETING 08 FEB 1999
6. BUSINESS ARISING
7. FINANCIAL REPORT
8. CORRESPONDENCE
9. GENERAL BUSINESS
10. NEXT MEETING
11. CLOSURE

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MINUTES OF THE COUNCIL MEETING OF THE OWNERS OF "THE MEWS", 147-159 CHARLES STREET WEST PERTH, STRATA PLAN 5629, HELD IN UNIT 47 ON MONDAY 10TH MAY 1999, COMMENCING AT 5.00PM

1. RECORD

ATTENDANCE: Ms G Hourigan - Unit 43  
Mr D Browne - Unit 3 & 47  
Mr P Munday representing Quin Ballard

2. APOLOGIES

FOR ABSENCE: Mr R Holland - Units 19 & 28

3. QUORUM:

A quorum was present.

4. CHAIRPERSON:

In the absence of the appointed Chairman, Mr Holland, it was RESOLVED that Ms Hourigan be appointed to the chair for the duration of this meeting.

5. CONFIRMATION OF MINUTES:

It was RESOLVED that the minutes of the Council Meeting held on the 08/02/99 be received and accepted as a true and correct record and these were then signed by the Chairperson.

6. BUSINESS ARISING:

6.1 Repair Work At Unit 46

Mr Browne reported that this repair work has not yet been done, however it will be done at a date to be agreed upon by the unit owner.

6.2 Smart Power Meter - Common Lighting/Power

Mr Browne reported that Mr Holland advised he has done calculations and that he believes the Strata Company can save approximately \$1,200.00 per annum by the installation of a Smart Power Meter. It was agreed that a Smart Power Meter is to be installed at an approximate cost of \$800.00 with costs to come from the reserve funds in the investment account. Mr Browne reported that Mr Holland volunteered to undertake appropriate arrangements and Mr Browne agreed to pass details of this decision onto Mr Holland. Mr Munday advised that Managers will draw a cheque from the investment account, on request.

6.3 Access Onto Roof Of Block Facing Charles Street

Mr Browne reported that he had obtained a quotation from Western Maintenance for \$330.00 and he confirmed that the provision of an access hatch will prove beneficial as there are a number of reasons for need. It was agreed that this work is to be done with costs to come from the general trust account. Mr Browne agreed to contact Western Maintenance to proceed with the work.

6.4 Front Door - Unit 16

Mr Browne tabled a quotation from Western Maintenance to replace the front door at a cost of \$185.00. It was agreed to defer any decision in this matter to a later time till the cause of the problem (overflowing gutter) is repaired.

6.5 Crack in Wall - Unit 13

Mr Munday gave details of persons qualified to inspect the crack, being either a Consulting Engineer or a Building Consultancy Company. It was agreed that Managers are to request the Building Consultancy Company to contact Mr Browne to arrange access, inspection and report on the crack.

6.6 Caretaker Holidays

It was noted that Mr Browne took four weeks leave commencing on the 3rd March 1999. A relief caretaker was arranged for that period and Mr Browne reported that the arrangement was satisfactory.

6.7 Signage At Carport

It was noted that Council members inspected the carports following the last Council Meeting. After discussion, it was agreed that Mr Holland is to be asked by Mr Browne to investigate the installation of numbers in carbays on the rear beams of each bay, together with signs at each bank of bays to read along the lines of "Resident parking only in unit bay". Discussion took place regarding the need for re-marking of lines on the ground and Ms Hourigan volunteered to obtain quotations in that respect.

## 7. FINANCIAL REPORT:

Mr Munday distributed to each member present a summary of financial information as follows:

Balance of General Trust Account as at 10th May 1999	\$5,076.74
Current Creditors	\$1,190.00

Balance of Investment Account as at 28th April 1999	\$23,143.00
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Outstanding Levies Due - 01/01/99

Unit 14	\$194.00
Unit 48	\$258.70

Outstanding Levies Due - 01/04/99

11 units totalling \$2,430.32 (including interest).

END OF REPORT

8. CORRESPONDENCE 09/03/99 from Mr A P Smith regarding installation of air-conditioner and other items at unit 9.

11/03/99 to Council Treasurer requesting Council conference and response to Mr Smith's request.

11/03/99 to Mr Smith advising of request to Council to confer and advise.

It was noted that Council did not confer and make a decision in this matter and discussion took place regarding the request from Mr Smith. Regarding installation of the air conditioner, it was agreed that permission be granted. Regarding security screens and doors it was agreed permission be granted provided a colour is in keeping with others nearby. Regarding installation of a vent to the outside from the shower, it was agreed that permission be granted.

Managers to advise Mr Smith of the above responses.

15/03/99 to Roy Weston Cottesloe regarding unit 44 as per previous minutes.

11/03/99 from D Browne regarding annual leave.

15/03/99 to JJ Burns regarding unit 54 as per previous minutes.

10/05/99 - letter from Mrs T Ivory of unit 2 as tabled at the meeting by Mr Browne. This letter requested permission for alteration to the balcony and garden area adjacent to unit 2. After discussion it was agreed that no decision is to be made in this matter tonight and that a copy of the letter is to be forwarded to Mr Holland for his information, with any decision in the matter to be made at the next Council Meeting.

9. GENERAL BUSINESS: 9.1 TV Reception at Unit 31

It was noted that the owner of unit 31 recently complained regarding poor television reception at his unit and Mr Browne investigated the matter. It was found that the TV wall connection plate in unit 49 had been interfered with and this caused the diminished reception to unit 31. Mr Browne reported that he took the initiative and arranged for repair of the connection plate at unit 49. It was agreed that the account for \$85.00 is to be forwarded to the owners of unit 49 with a request for them to effect payment of the said account with managers to follow through.

Unit 14

Miss Hourigan reported that a white Nissan Patrol belonging to the occupants of unit 14 is leaking an excessive amount of oil and leaving oil trails around the property. Further, a derelict unlicensed Land Cruiser has been parked for an extended period believed to be in excess of one year in the visitors carbay and this should be removed. It was agreed that managers are to contact the representative for unit 14 to request attention in these matters.

10. NEXT MEETING: The next Council meeting is to be Monday 9th August 1999 commencing at 5.00pm in unit 43.

11. CLOSURE: Mr Munday thanked Mr Browne for the kind use of his unit for the meeting. There being no further business, the meeting closed at 6.45pm.

CONFIRMED: R. Holland THIS 9 DAY OF August ~~2000~~ 1999



23 July 1999

The Council of Owners  
Strata Plan 5629  
147 - 159 Charles Street  
WEST PERTH WA 6005

Dear Council Member

### NOTICE OF MEETING

NOTICE is hereby given in accordance with the provisions of the Strata Titles Act 1985 that a Council of Owners Meeting of Strata Plan 5629, 147 - 159 Charles Street, West Perth will be held:

DATE: Monday 9 August 1999

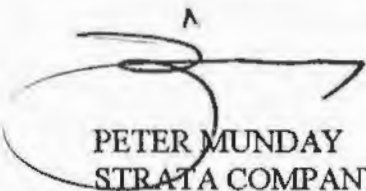
TIME: 5.00 pm

LOCATION: Unit 43/147 - 159 Charles Street, West Perth

- AGENDA:
1. Record Attendance
  2. Apologies
  3. Quorum
  4. Appointment of Chairperson if Mr Holland, the appointed Chairman is not present
  5. Confirmation of Minutes of Meeting 10/05/99
  6. Business Arising 10/05/99
  7. Financial Report
  8. Correspondence
  9. General Business
  10. Next Meeting
  11. Close

Should you be unable to attend, please contact the undersigned to register your apologies.

Yours faithfully



PETER MUNDAY  
STRATA COMPANY MANAGER

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LICENSED REAL ESTATE AGENTS • PROPERTY MANAGERS • STRATA MANAGERS • MEMBER R.E.I.W.A.

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 - P.O. Box 221, Como, W.A. 6952  
Licensee: H.U.M. Pty Ltd as Trustee for H.U.M. Unit Trust trading as Quin Ballard - A.C.N. 009 057 103  
Fax: (08) 9474 1302 Phone (08) 9474 1533 E-mail: quibal@inet.net.au



**MINUTES OF THE COUNCIL MEETING OF THE OWNERS OF THE MEWS, 147 - 159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD IN UNIT 47, 147 - 149 CHARLES STREET, WEST PERTH ON MONDAY 09/08/99, COMMENCING AT 5.00 PM**

**1. RECORD**

**ATTENDANCE:** Mr R Holland Units 19 & 28  
Mr D Browne Units 3 & 47  
Mr P Munday representing Quin Ballard

**2. APOLOGIES**

Ms G Hourigan

**3. QUORUM:**

A quorum was present.

**4. CHAIRPERSON:**

Mr Holland the appointed Chairman, presided for the duration of the meeting.

**5. CONFIRMATION OF MINUTES:**

It was **RESOLVED** that the minutes of the Council Meeting held on 10/05/99 be received and accepted as a true and correct record and these were then signed by the Chairperson.

**6. BUSINESS ARISING:**

6.1 Repair work at unit 46

Mr Browne reported that this repair work has not yet been done, however it will soon be done at a date to be agreed upon by the unit owner/tenant.

6.2 Smart Power Meter - Common Lighting/Power

Mr Browne confirmed that the Smart Power meter has been installed and is operating. It was noted that some timing adjustments are required eg. the bore

6.3 Front Door - Unit 16

Mr Browne reported that a maintenance contractor cleaned the gutter on the roof above, in order to positively affect unit 16, however the contractor found another section of rusted out gutter. Mr Browne recommended that repair work wait until other gutter work is required and that was agreed. It was agreed to defer repair or replacement of the front door of unit 16, until a later time.

6.4 Crack in the Wall - Unit 13

A report was obtained from Building Consultancy Company and this indicated that there is no need for concern and that the repair of the crack is a maintenance matter. It was agreed that a copy of the report is to be sent to the Rental Manager for unit 13.

6.5 Signage at Carport

Mr Holland reported that he drafted the wording for a sign and he obtained quotations for provision of signs and also for numbering of carbays.

## Quotation 1:

To supply self adhesive numbers to all carports	\$125.00
To supply three metal signs	\$190.00
To install all signs	\$150.00

(Plus 22.5% Sales Tax for all costs).

## Quotation 2:

Cost of \$4.58 per carport for signage plus three signs totaling \$411.60 plus \$60.00 for erection.

Mr Holland volunteered to inspect the work places of the companies who offered quotations, in order to view the quality of their work. It was agreed that subject to Mr Holland's inspection and satisfaction, the self adhesive numbers are to be fitted in an iridescent white in the centre of the back purlin of each carpark in numbers as large as possible.

Regarding line marking, it was agreed that quotations are to be considered at next Council Meeting. It was agreed that Mr Holland will contact Ms Hourigan with a view of quotations being finalised.

6.6 Television Reception - Unit 31

Mr Munday reported that reimbursement of \$85.00 was received from the owners of unit 49 further to inspection and action by Mr Browne.

6.7 Alterations to Balcony and Garden - Unit 2

Mr Holland confirmed that he received the documents as forwarded per the minutes of the meeting held 10/05/99. He reported that he does not agree with the alterations of the balcony structure or the installation of brick paving or lattice work at that unit.

It was noted that although there may be an improvement to the amenity and the use by the owner of lot 2, the changes could provide future concerns for the total property, together with the creation of a precedent. It was **RESOLVED** that the application be denied.

Managers to advise the owner of unit 2 accordingly.

6.8 Unit 14 - Vehicles

Mr Munday reported that he contacted the representative of the owners of unit 14 in line with the requirements of minutes of the last Council Meeting. Mr Browne reported that Unit 14 has been sold and that the former tenant has vacated however, the Landcruiser has not yet been removed. He reported that the former tenant advised that he will arrange for removal of the vehicle. It was agreed that if this does not happen, Managers will make contact with the representative of the former owners in order to arrange removal of the vehicle.

## 7. FINANCIAL REPORT:

Mr Munday distributed to each member present a summary of financial information as follows:

Balance of General Trust Account as at 9 August 1999	\$6,632.81
Current Creditors	\$1,190.00
Balance of Investment Account as at 12 July 1999	\$22,434.62
<u>Outstanding Levies Due 01/07/99</u>	
10 Units totalling	\$2,198.77

### NOTE:

Investment account cheque number one was issued for \$794.00 being fee for installation of a Western Power "Smart Power" meter.

END OF REPORT

8. **CORRESPONDENCE:** 13/05/99 to the owners of Unit 49 regarding TV Antenna repair.  
 13/05/99 to owners of Unit 9 regarding permission relative to air-conditioning.  
 13/05/99 to the owners of Unit 2 being interim response regarding application for alterations of unit 2.  
 20/05/99 from Mr Holland regarding payment for installation of Smart Power Meter.  
 05/07/99 from the owners of unit 49 regarding re-imburement for TV Antenna connection repairs.

## 9. GENERAL BUSINESS:

### 9.1 Items for AGM / Budget

It was agreed that items are to be finalised at the next council meeting for the Annual General Meeting. In the interim period all Council Members will give consideration to needs/priorities and an informal Council Meeting will be called in that respect.

### 9.2 Caretaker Holidays

Mr Browne reported that he would like to take leave from Monday 11/10/99 through to Friday 05/11/99 inclusive this was agreed and it was further agreed that Mr Browne and Mr Munday will jointly arrange a relief caretaker for the period.

### 9.3 Water Leak into Unit 2

Mr Munday tabled a report from Mr Browne regarding a water leak into unit 2, from unit 20. It was noted that to date no report has been received from the plumber who attended and Mr Browne reported that the leak has not resumed since that date. It was noted that the Strata Titles Act provides in section 39 for entry into any part of the parcel in times of need, for maintenance to the common property. It was agreed that the ceiling panel which has currently been removed in order for water penetration to be monitored, may be replaced at any time on request to Council by the Owner of Unit 2.

- 10. NEXT MEETING:** The next Council meeting is to be Thursday 07/10/99 commencing at 11.30 am, Unit 47.  
The Annual General Meeting will be Monday 22/11/99 commencing at 6.00 pm in the office of Quin Ballard.
- 11. CLOSURE:** Mr Munday thanked Mr Browne for the kind use of his unit for the meeting. There being no further business, the meeting closed at 6.55 pm.

CONFIRMED: Q. Holland THIS 7 DAY OF OCTOBER 1999



28 September 1999

The Council of Owners  
Strata Plan 5629  
147 - 159 Charles Street  
WEST PERTH WA 6005

Dear Council Member

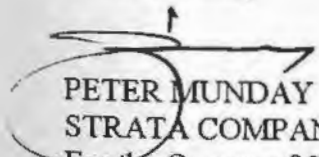
**NOTICE OF MEETING**

NOTICE is hereby given in accordance with the provisions of the Strata Titles Act 1985 that a Council of Owners Meeting of Strata Plan 5629, 147 - 159 Charles Street, West Perth will be held:

- DATE: <sup>THURS</sup>  
~~Monday~~ 7 October 1999
- TIME: 11.30 am
- LOCATION: Unit 47/147 - 159 Charles Street, West Perth
- AGENDA:
1. Record Attendance
  2. Proxies
  3. Quorum
  4. Appointment of Chairperson if Mr Holland the appointed Chairperson is not present.
  5. Confirmation of Minutes of Meeting 09/08/99
  6. Business Arising 09/08/99
  7. Financial Report (Including Proposed Budget for AGM)
  8. Correspondence
  9. General Business
  10. Next Meeting
  11. Closure

Should you be unable to attend, please contact the undersigned to register your apologies.

Yours faithfully

  
PETER MUNDAY  
STRATA COMPANY MANAGER  
For the Owners of Strata Plan 5629

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LICENSED REAL ESTATE AGENTS • PROPERTY MANAGERS • STRATA MANAGERS • MEMBER R.E.I.W.A.

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 - P.O. Box 221, Como, W.A. 6952  
Licensee: H.U.M. Pty Ltd as Trustee for H.U.M. Unit Trust trading as Quin Ballard - A.C.N. 009 057 103  
Fax: (08) 9474 1302 Phone (08) 9474 1533 E-mail: quibal@iinet.net.au

MINUTES OF THE COUNCIL MEETING OF THE OWNERS OF THE MEWS, 147 - 159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD IN UNIT 47, THE MEWS ON THURSDAY 7 OCTOBER 1999, COMMENCING AT 11.40 AM

1. RECORD

ATTENDANCE: Mr R Holland Units 19 & 28  
Mr D Browne Units 3 & 47  
Ms G Hourigan Unit 43  
Mr P Munday representing Quin Ballard

2. PROXIES: Nil

3. QUORUM: A quorum was present.

4. CHAIRPERSON: Mr Holland the appointed Chairman, presided for the duration of the meeting.

5. CONFIRMATION OF MINUTES:

It was **RESOLVED** that the minutes of the Council Meeting held on 09/08/99 be received and accepted as a true and correct record and these were then signed by the Chairperson.

6. BUSINESS ARISING: 6.1 Repair Work at Unit 46

Mr Browne reported that repair work has been done to the living area ceilings. Regarding a report from the owner of apparent leakage into the bathroom causing paint to flake, Mr Browne reported that he, a contractor, and the tenant all inspected the bathroom and all agreed that although a fan is present, the problem is caused by moisture from usage, not from a leak. It was agreed that Managers are to write to the owner to advise same.

6.2 Crack in Wall - Unit 13

Mr Munday confirmed that a copy of the report was sent to the rental Manager.

6.3 Signage

Mr Holland reported that he arranged for work to be done however, the contractor has been delayed in attendance and if there is further unreasonable delay, Mr Holland will make other arrangements.

Regarding line marking, Ms Hourigan reported she obtained three verbal quotations at an average price of \$680.00 for all marking except kerb painting which is \$194.00. She confirmed that the quotations can be confirmed in writing. Ms Hourigan recommended the quotation from Road & Traffic Services for \$600.00 plus \$194.00 for kerbing, be accepted. It was agreed that Mr Browne is to seek alternative quotations for labour from two sources, with Council to supply paint, brushes and stencils. It was agreed that a telephone conference will take place between Council Members to take a final decision regarding line marking.



6.4 Alterations to Balcony and Garden - Unit 2

Mr Munday confirmed that Managers wrote to the owner of unit 2 in accordance with the minutes.

6.5 Unit 14 - Landcruiser

Mr Browne confirmed that the Landcruiser has been removed from the property.

6.6 Caretaker Holidays

Mr Munday reported that a relief caretaker, Mr Raymond Norrish has been arranged for the period during which Mr Browne is on leave.

## 7. FINANCIAL REPORT:

Mr Munday distributed to each present a summary of financial information as follows:

SUMMARY OF FINANCIAL INFORMATION FOR COUNCIL MEETING  
7 OCTOBER 1999

Balance of general trust account as at 07/10/99	\$ 4,511.37
Current creditors	\$ 2,403.00

Balance of investment account as at 10/09/99	\$23,708.98
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Outstanding levies due 01/07/99 \$905.37 (4 units)

Outstanding levies due 01/10/99 \$5,142.42 (23 units)

Annual General Meeting

Attached is a financial report for the year ending 30/09/99 together with a draft budget proposal. A provision for GST has been included and that with a few other minor increases requires an increase in the levies for the year ahead. This is necessary for the level of reserve funds to continue to be accumulated. Further an element for GST needs to be included into reserve funds as provided in the budget.

### END OF REPORT

Consideration was given to the financial report for the year ending 30/09/99 and to the proposed budget for the year 1999/2000. It was noted that a provision for GST was included together with some other minor increases, bringing a total of the proposed budget to \$50,592.00, Council agreed to present the Financial Report and the proposed budget of \$50,592.00 to the Annual General Meeting.

8. **CORRESPONDENCE:** 12/08/99 to Blackburne Real Estate regarding crack in wall at unit 13.  
 12/08/99 to owner of unit 2 regarding application for changes at unit 2.  
 29/09/99 from Clarkin & Co. regarding water leaks in ceiling at lounge and bedroom in unit 52. Mr Munday rang the rental manager at Clarkin & Co. who advised him that the leaks appear to be recent as painting was completed only a number of months ago. It was agreed that Mr Browne will inspect the leak to determine further action required.

9. **GENERAL  
 BUSINESS:**

9.1 Leaks

Ms Hourigan reported there is a leak in the ceiling at unit 43. Mr Browne gave details of a report obtained from a maintenance contractor whereby ridgetapping and at least 60 broken tiles need attention on the rear block, which includes unit 43. Mr Browne reported that he has requested a quotation for repair of the ridgetap and replacement of tiles but that is not yet to hand. Mr Browne reported details of a previous leak at unit 49 and that he arranged for a contractor to repair the cause of that problem.

9.2 Leaks into Units 20 & 2

Mr Browne reported that a leak occurred from unit 38 and after attendance and test by plumbers it was found that the leak occurs at the drain hole of the shower - bath of unit 38 and this needs to be resealed at that drain hole. A test at unit 20 showed water us seeping through the tiles of the roman bath and that needs water proofing of tiles or replacement of tiles to fix the problem. It was agreed that Managers are to write to the owners of units 38 and 20 to request for them to arrange appropriate remedial action at their expense.

It was agreed that an item of special business is to be included onto the agenda for the Annual General Meeting regarding leaks. That is to receive a report from the Strata Council regarding water seepage from Roman baths at the property.

9.3 Noise Disturbance - Unit 39

Ms Hourigan reported that some noise disturbance from the tenants at unit 39 has been experienced. It was agreed that she will monitor the position and will speak to the tenants if necessary.

9.4 Lattice at Unit 9

It was noted that a lattice coloured white has been installed on the balcony of unit 9. It was agreed that Managers are to write to the owners of unit 9 advising that the lattice may remain subject to it being painted the same colour as the building.

9.5 Air Conditioner at Unit 21

It was noted that un-serviceable air conditioner is in the window of the dining room at unit 21 and it is unsightly and poses a potential hazard. It was agreed that Managers are to write to the owners of unit 21 to request removal of the air conditioner and for those owners to make good the brickwork where the retaining bolts were fitted to secure the unit.

9.6 List of Maintenance Items

Mr Holland tabled a list of maintenance items where work is required, which resulted from an inspection of the property by all Council Members on the 26/08/99. It was agreed that this is to form an addendum to the minutes of this meeting. It was agreed that Council will give consideration to priority needs and plan which items are to be attended to during the year ahead, with quotations to be obtained as may be appropriate.

**10. NEXT MEETING:** The next Annual General Meeting will be on Monday 22 November 1999 commencing at 6.00 pm at the Offices of Quin Ballard. Details to be advised by Managers at least fourteen days prior. The date of the next Council Meeting is to set at the Annual General Meeting.

**17. CLOSURE:** Mr Munday thanked Mr Browne for the kind use of his unit for the meeting and for his hospitality. There being no further business, the meeting closed at 1.20 pm.

CONFIRMED:  THIS 24 DAY OF JAN, ~~1999~~ <sup>2000</sup>

Venue: The Mews

Date: Thursday, August 26th 1999.

Present: David Browne, Geraldine Hourigan & Roger Holland

Subject: Exterior Property Inspection.

The following itemised list is work that needs to be carried out in the Financial Year January 2000 budget.

1. Replace three "Extenderline" washing lines on the South side of unit 18, two between units 5 and 6 and 2 between units 2 and 3.

2. Build a two tier retaining wall between the carport and pathway running alongside unit 17 to stop soil and water collecting on the side wall of unit 17.

3. Concrete walkway area between units 12 and 13. No plants are able to grow in that area owing to wind and lack of light. A small soakwell will need to be installed to take water from those particular unit bathroom floor drains.

4. Remove dead tree from in front of unit 9 and behind carpark bay number 5. Possibly replace tree with a shrub.

5. Remove flaking paintwork under the first floor walkways and repaint, this problem is not confined to any one particular complex.

6. Unit 5 requires the balcony wall to be totally repointed and some bricks to be re-cemented. Unit 43 also requires repointing but this has been noted in previous minutes.

7. Gutter renewal is required above parking space number 6 and 25.

8. Flaking paint on West side of unit 19 overlooking the pool and stairway to same unit complex. West side of units 44 and 9 have the same problem.

9. Broken downpipe outside unit 1. Repair costs for this to be charged to person responsible. David Browne has the details.



1 November, 1999

The Owners of "The Mews"  
Strata Plan 5629  
147 - 159 Charles Street  
WEST PERTH WA 6005

Dear Owner

### NOTICE OF MEETING

NOTICE is hereby given in accordance with provisions of the Strata Titles Act 1985 that an Annual General Meeting of the Owners of "The Mews", 147 - 159 Charles Street, West Perth, Strata Plan 5629 will be held:-

DATE: Monday 22 November 1999  
TIME: 6.00pm  
LOCATION: At the office of Quin Ballard, 175 Labouchere Road, Como (Corner Labouchere Road & Preston Street, upstairs on 1st Floor)  
AGENDA: As per attached page.

If you cannot attend, please complete the attached Proxy Form and return it as soon as possible. It is important to have the proxy as without your support, we may not be able to hold this meeting. Furthermore, your levy contribution must be paid to entitle you to vote. (Strata Titles Act 1985, Schedule 1, By-Law 14-6).

Please note that if your unit (lot) is in joint names, all co-proprietors are welcome to attend the meeting, however when voting on a show of hands, only one of the co-proprietors can vote, provided a form of proxy has been completed and signed by all co-proprietors nominating the party entitled to vote.

Completed forms of proxy may be returned to this office at any time before the meeting, or handed in before commencement of the meeting.

If you have any queries about the annual accounts, please contact the undersigned at least 72 HOURS before the meeting so that the necessary answers can be prepared.

Yours faithfully

PETER MUNDAY  
STRATA COMPANY MANAGER  
For the Owners of Strata Plan 5629

STRATA PLAN 5629

ANNUAL GENERAL MEETING OF THE OWNERS OF  
"THE MEWS", 147 - 159 CHARLES STREET, WEST PERTH

22/11/99

AGENDA

1. Welcome
2. Record Attendance
3. Proxies verified
4. Apologies for absence
5. Quorum
6. Appointment of Meeting Chairperson
7. Confirmation of Minutes - AGM 23/11/98
8. Business Arising - AGM 23/11/98
9. Report from Manager
10. Financial Report
11. Election of Council of Owners
12. Re-appointment of Managers  
- Refer attached proposal from Quin Ballard
13. Special Business - See Annexure "A" for details
  - 13.1 Leakage from Bathrooms
14. General Business
15. Budget/Levy (Periodic Contributions)
16. Next Meeting
17. Closure



STRATA PLAN 5629  
OWNERS OF 147 CHARLES STREET, WEST PERTH  
STATEMENT OF INCOME & EXPENDITURE - 01/10/98 - 30/09/99

**INCOME**

Maintenance Levies to 30/09/99	42,769.32	
Interest on overdue levy	23.56	
Reimburse maintenance expense	85.00	
Insurance Recoup	(*)523.43	43,406.31
<b>TOTAL INCOME</b>		<u>\$43,406.31</u>

**EXPENDITURE**

**GENERAL ADMINISTRATION**

Management Fees - Regular services	4,437.50	
Postage, petties and storage of records	522.00	
AGM Fee	288.35	
Council Meeting Fees	887.35	
Caretaker - remuneration	18,972.00	
- superannuation	1,310.40	
- exp's - tel/petrol	520.00	
- relief caretaker	830.00	
Consultant fee - building	230.00	
Income Tax	44.64	
Govt. Charges - FID/BAD	99.48	
Insurance Premiums	3,419.29	
Signage	645.00	<u>\$32,206.01</u>

**GROUNDS MAINTENANCE**

Garden equipment & supplies	52.35	
Garden rubbish removal	618.00	
Lawn supplies	47.50	
Reticulation	16.15	
Hardware	27.40	
Tree Lopping	1,120.00	
Purchase Lawnmower	520.00	<u>\$2,401.40</u>

**REPAIRS AND MAINTENANCE**

Driveways	365.00	
Electrical	199.00	
Glass (*523.43)	523.43	
Globes & tubes	142.80	
Building	115.00	
Roof	120.00	
Pool - Maintenance	150.00	
- Supplies & chemicals	357.50	<u>\$1,972.73</u>

**ELECTRICITY - common areas**

\$2,748.35

**WATER CONSUMPTION**

\$2,174.05

<b>TOTAL EXPENDITURE FOR THE PERIOD</b>	<u>\$41,502.54</u>	<u>\$41,502.54</u>
<b>SURPLUS OF INCOME OVER EXPENDITURE</b>		\$1,903.77
<b>PLUS PRE-PAID LEVIES TO 31/12/99</b>		\$4,268.30
<b>LESS FUNDS TO INVESTMENT A/C</b>		\$4,852.00
<b>PLUS BALANCE AS AT 30/09/98</b>		<u>\$3,661.68</u>
<b>BALANCE OF TRUST A/C AT 30/09/99</b>		<u>\$4,981.75</u>
Levies in arrears as at 30/09/99	\$905.37	

STRATA PLAN 5629

"THE MEWS"

147 - 159 CHARLES STREET, WEST PERTH

SUMMARY OF INVESTMENT FUNDS 01/10/98 - 30/09/99

Commonwealth Bank South Perth Account No. 6124 1011 4390

Balance at 30/09/98	\$19,326.59
plus investment funds transferred from General Trust a/c	\$ 4,852.00
plus interest	\$ 329.01
less government duty	\$ 4.62
less purchase Smart Power Meter	<u>\$ 794.00</u>
BALANCE AT 30 SEPTEMBER 1999	<u>\$23,708.98</u>



## RE-APPOINTMENT OF MANAGERS

### PROPOSAL FROM QUIN BALLARD TO THE OWNERS OF "THE MEWS" 147 - 159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629

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Our proposal is for us to continue to act as Strata Managers from the date of the Annual General Meeting until the date of the following Annual General Meeting.

We request that the Strata Company gives an expressed direction to the Strata Council to re-appoint us for that period or in the absence of an elected Council, that the proprietors in general meeting re-appoint us for that period.

As agent managers of your Strata Company our role is to provide a financial, accounting and secretarial management service, and to assist the elected Council to carry out its decisions. Our regular management service is designed to assist the Strata Council to abide by the statutory obligations of the Strata Company in line with the Strata Titles Act 1985. During our term of re-appointment we shall perform all Regular Services and in addition when directed by the Strata Company or Council, perform Special Services as instructed.

#### REGULAR SERVICES INCLUDE:

Assisting Council to effect routine property maintenance and repairs, payment of accounts, keeping record of accounts, invoicing and collection of periodic contributions (levies), arranging insurance covers, preparing an annual statement of receipts and payments, attendance to correspondence and instructing a registered taxation agent in relation to lodgement of Income Tax Returns (Tax agent fee is an additional fee). Preparing and issuing notices of the Annual General Meeting and attending and preparing and distributing minutes of that meeting. (Additional fees apply - refer note under Management Fees). Under Section 43 (1) of the Act, preparing and issuing certificates, furnishing information and supervising inspections of records (applicable costs are to be payable to Managers by the initiating party).

#### SPECIAL SERVICES INCLUDE:

Preparing and issuing notices of Extraordinary General Meetings and Council Meetings and attending, and preparing and distributing minutes of those meetings, attending at the property for any purpose which is not a Regular Service, arranging non-routine maintenance, repair and replacement of the Common Property and liaising with consultants and builders. Preparing and serving notices levying Special Contributions and collecting and banking Special Contributions, Lodgement of documentation at the Titles Office relative to changes to by-laws. Documents relative to amendment, repeal or addition to existing by-laws should be prepared by a legal practitioner on instructions from the Strata Council. Instructing and attending conferences with lawyers; this includes legal actions on instruction from Council, relative to outstanding contributions. Implementing the decisions of the Strata Company and Council which the Agent is not required to do as part of the Regular Services as listed.

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LICENSED REAL ESTATE AGENTS • PROPERTY MANAGERS • STRATA MANAGERS • MEMBER R.E.I.W.A.

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 - P.O. Box 221, Como, W.A. 6952

Licensee: H.U.M. Pty Ltd as Trustee for H.U.M. Unit Trust trading as Quin Ballard - A.C.N. 009 057 103

Fax: (08) 9474 1302 Phone (08) 9474 1533 E-mail: quibal@inet.net.au



**FEEES FOR REGULAR SERVICES**

Our Annual fee for Regular Services will be \$4,575.00 plus postage, petties and storage of records \$540.00. Total \$5,115.00 payable \$426.25 monthly in advance.

**FEEES FOR SPECIAL SERVICES AND ANNUAL GENERAL MEETING**

To prepare and issue notices, attend the meeting and prepare and distribute minutes of the Annual General Meeting, and to provide Special Services hourly rates apply as follows:

- during the hours of 9.00 a.m. to 5.00 p.m. \$75.00 per hour
- outside the hours of 9.00 a.m. to 5.00 p.m. \$105.00 per hour

Adjourned meeting fee \$75.00 9.00 a.m. to 5.00 p.m. \$105.00 otherwise

**FEEES FOR EXTERNAL SERVICES**

Fees payable for external services such as Tax Agents and Auditors are separate fees payable by the Strata Company. Other external services involving Strata Managers such as purchase of Common Seals and title searches at the Land Titles Office will be performed on the basis of cost price plus a nominal \$10.00 per item for Managers time.

**GOODS AND SERVICES TAX (GST)**

\* On July 1, 2000 the Commonwealth Government will introduce a goods and services tax ("GST") of ten per cent which will be levied or assessed and become payable in the connection with the supply of the Agents services or any goods, facilities or other things supplied by the Agent to the Strata Company ("the Principal").

\* The agreed Agent's fees and expenses referred to in this agreement do not already include GST and the GST must be paid in addition to the Agent's fee.

\* If the agreed Agent's fees and expenses are due and payable after July 1, 2000 and the agreed Agent's fees and expenses do incur a GST component, then the Principal shall pay to the Agent any GST payable by the Agent in accordance with the requirements of the GST. Payment must be made prior to the date for payment of the GST by the Agent, and the Principal hereby indemnifies the agent in relation to any payment of the GST pursuant to the agreement.

\* A certificate given by the Agent to the Principal of the amount payable shall be conclusive as between the Agent and the Principal except in the case of manifest error.



- 3 -

**APPLICATION FOR ALTERATION TO LOTS OR COMMON PROPERTY**

Any applications for alterations to the lot or to common property should be made in writing to the Strata Company.

The matter of dealing with such applications falls outside the scope of both Regular and Special Services. Separate management fees for time and disbursements will apply and are payable by the lot proprietor and not by the Strata Company. Enquiries in this regard should be made direct to Managers, in the first instance.

**PRE-AGM INSPECTION**

A pre-AGM inspection of Common Property grounds and buildings is available and is designed to give owners the opportunity to view the Common Property together in readiness for possible decision-making at the Annual General Meeting. Attendance by us at this inspection is an additional service which we are happy to perform on an ex-gratia basis, but is available only at the discretion of the assigned Strata Manager.

**PLEASE NOTE**

Except in an emergency such as plumbing or electrical faults, we do require that all comments, complaints or basic maintenance items should be **IN WRITING** to this office.

**RESOLUTION SOUGHT**

# "The Strata Company resolves that the Council be directed to re-appoint Quin Ballard as Strata Company Agent Managers from 22/11/99 to the date of the next Annual General Meeting in accordance with their proposal as attached to the notice of meeting".

or

# "In the absence of an elected Council, the proprietors in general meeting resolve that Quin Ballard be re-appointed as Strata Company Agent Managers from 22/11/99 to the date of the next Annual General Meeting in accordance with their proposal as attached to the Notice of Meeting".



OWNERS OF "THE MEWS"  
STRATA PLAN 5629  
147 - 159 CHARLES STREET, WEST PERTH

ANNUAL GENERAL MEETING 22/11/99

AGENDA ITEM NO. 13 ANNEXURE "A" SPECIAL BUSINESS

13.1 Leakage from Bathrooms

To receive a report from the Strata Council regarding water seepage from Roman baths in unit bathrooms and regarding the need for adequate waterproofing of wet areas.



STRATA PLAN 5629  
OWNERS OF "THE MEWS"  
147 - 159 CHARLES STREET, WEST PERTH  
PROPOSED BUDGET - 1999 - 2000

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Management fees	4,575.00
Postage, petties and storage of records	540.00
Provision for attendance @ Council Meetings	900.00
Provision for income tax on investments	100.00
AGM Fee	300.00
Govt. charges - FID/BAD	100.00
Insurance premiums	3,900.00
Common lighting and power	2,900.00
Caretaker - Remuneration	18,720.00
Caretaker - Superannuation @ 7.0%	1,310.00
Caretaker - telephone , petrol, petties	520.00
Caretaker - relief caretaker (4wks @ 50%)	720.00
Pool - chemicals & supplies	800.00
Lawns/gardens	900.00
Water consumption	2,200.00
Tree Management	800.00
Garden rubbish collection	600.00
General repairs and maintenance	3,800.00
Provision for G.S.T. (Goods & Services Tax)	1,150.00
<b>TOTAL</b>	<b>\$44,835.00</b>
Finds for future maintenance	\$5,757.00
<b>TOTAL PROPOSED BUDGET</b>	<b>\$50,592.00</b>

\$50,592.00 = \$272.00 per unit entitlement per annum (186 total unit entitlement) quarterly in advance to commence from 01/01/2000.

24 units @ UE4 = \$272.00 per qtr  
30 units @ UE3 = \$204.00 per qtr

NOTE: This budget includes provision for GST and it is recommended by the Strata Council in the interests of proper management.

**"THE MEWS"**  
**STRATA PLAN 5629**  
**147 - 159 CHARLES STREET, WEST PERTH**

**NOMINATION FOR ELECTION TO COUNCIL**

1. I wish to nominate myself for election to the Council of Owners at the forthcoming Annual General Meeting of Strata Plan 5629.

NAME (PRINT): \_\_\_\_\_

UNIT NO: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

- \* Where a company is the nominee, the person authorised by the company to act on its behalf on council is.....

DATE: \_\_\_\_\_

2. I wish to nominate the following party for election to the Council of Owners at the forthcoming Annual General Meeting of Strata Plan 5629.

NAME OF NOMINEE: (PRINT) \_\_\_\_\_

UNIT NO: \_\_\_\_\_

I ACCEPT NOMINATION: \_\_\_\_\_

(Signature of Nominee)

- \* Where a company is the nominee, the person authorised by the company to act on its behalf on council is.....

NAME OF NOMINATOR (PRINT) \_\_\_\_\_

UNIT NO: \_\_\_\_\_

DATE: \_\_\_\_\_

**NOTE:**       \*  
Where a Company is the lot proprietor then in accordance with Section 45 of the Strata Titles Act 1985, the Company is eligible to be a member of the Council. The Company may then authorise an individual to act on its behalf on Council and may later revoke that authority. Nomination by the Company for its election to Council together with advice of details of the authorised individual should be completed by the signing/sealing procedures of the Company as may be appropriate.

# Please forward completed nomination forms to Managers prior to the meeting date.

## FORM OF PROXY

I/We being the Owner/s of unit number/s (or lot number/s) \_\_\_\_\_ in Strata Plan Number 5629 hereby appoint:

\* A representative from Quin Ballard

OR \_\_\_\_\_

\* Other person  
\_\_\_\_\_

to be my/our proxy to vote on my/our behalf at the Annual General Meeting of the Owners of "The Mews", 147 - 159 Charles Street, West Perth, Strata Plan 5629 to be held on 22 November 1999 or any adjournment thereof.

Where the nominated proxy has a financial interest in a management contract or arrangement with the Strata Company I/We expressly authorise the proxy to vote on the motion under notice relative to that appointment and I/We specify herewith that the proxy is to vote for that motion.

SIGNATURES OF ALL CO-PROPRIETORS: \_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF PROXY: \_\_\_\_\_ DATE: \_\_\_\_\_

In the case of a Company:

The Common Seal of:

was hereunto affixed by  
order of the Board in  
the presence of:

### *NOTE*

1. Only one co-proprietor of a unit (lot) can vote at a general meeting on a show of hands provided a form of proxy has been completed and signed by all co-proprietors nominating the party entitled to vote.
2. A Company may appoint a nominee as its Proxy and the Form of Proxy should, where applicable, have the company seal affixed.
3. A Proxy need not be a member of the Strata Company. The Strata Manager, the Chairman or any other person may act as proxy.

MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF "THE MEWS", 147 - 159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD AT THE OFFICE OF QUIN BALLARD, 175 LABOUCHERE ROAD, COMO ON MONDAY 22 NOVEMBER 1999, COMMENCING AT 6:12 PM.

1. WELCOME: Mr Peter Munday, Manager Strata Division of Quin Ballard, introduced himself and welcomed all persons present. He enquired if everyone was recorded onto the attendance register and requested that any written proxies held, be handed in. He requested that in the matter of voting, a clear indication be given by the raising of one hand, and he requested that in the course of the meeting, there be no cross current of conversation and that all comments be directed through the Chair.
2. RECORD
- ATTENDANCE:
- |                                       |                  |
|---------------------------------------|------------------|
| Mr D Browne                           | Unit 3 & 47      |
| Mr & Mrs T & D Clarke                 | Unit 8           |
| Mr A Smith                            | Unit 9           |
| Mr J Sloan                            | Unit 11          |
| Mr & Mrs P & A Wrightson              | Unit 16          |
| Mr R Holland                          | Unit 17, 19 & 28 |
| Mr P Smith                            | Unit 23          |
| Mr R Kanter                           | Unit 26          |
| Mr T Clarkin representing             | Unit 36          |
| Mr R Ballard representing             | Unit 42 & 14     |
| Mr P Munday representing Quin Ballard |                  |
3. PROXIES:
- |   |         |
|---|---------|
| Mrs T Ivory   | Unit 2  |
| Mr & Mrs DA & T Browne<br>& Mr & Mrs GJ & EA Browne<br>all to Mr D Browne | Unit 3  |
| Ms C Bashford   | Unit 4  |
| Mr TJ Dickson   | Unit 6  |
| Mrs C Chapman<br>all to the representative from Quin Ballard              | Unit 7  |
| Ms T Boyd<br>to Mr D Browne   | Unit 10 |
| Mr P Tye<br>to the representative from Quin Ballard                       | Unit 13 |
| Mr M Quin & Mrs K Ballard<br>to Mr R Ballard                              | Unit 14 |
| Mr & Mrs PA & AM Wrightson<br>to Mr P Wrightson                           | Unit 16 |
| Mrs J McDonald  | Unit 20 |
| Mr R Jones<br>both to the representative from Quin Ballard                | Unit 22 |
| Mr & Mrs PH & JC Smith<br>to Mr P Smith                                   | Unit 23 |
| Mr & Mrs JN & PM Luckie   | Unit 27 |

Professor M Skully	Unit 32
both to the representative from Quin Ballard	
Miss P Dixon	Unit 34
to Mr D Browne	
Mr S Clarkin	Unit 36
to Mr T Clarkin	
Ms H Maxwell	Unit 40
to the representative from Quin Ballard	
Mrs EM Foston	Unit 42
to Mr R Ballard	
Mr S Sams & Ms M Thompson	Unit 44
to the Chairperson	
Mrs D Gilbert	Unit 46
to Mr D Browne	
Mr & Mrs DJ & JM Ponnambalem	Unit 48
Mr A Manners	Unit 49
Mr T Mitchell	Unit 51
all to the representative from Quin Ballard	
Mr G Sturke	Unit 53
to Mr D Browne	

**4. APOLOGIES FOR ABSENCE:**

Mrs J McDonald	Unit 20
Mrs EM Foston	Unit 42

**5. QUORUM:**

A quorum was present.

**6. CHAIRPERSON:**

It was unanimously **RESOLVED** that Mr Munday be appointed to the Chair for the duration of the meeting.

**7. CONFIRMATION OF MINUTES:**

It was **RESOLVED** that the minutes of the Annual General Meeting held on 23/11/98 be received and accepted as a true and correct record and these were then signed by the Chairperson.

**8. BUSINESS ARISING:** Nil.

**9. REPORT FROM MANAGER:**

Mr Munday gave his report and it contained the following:

1. Strata Titles Act 1985

The Strata Titles Act 1985 continues to govern the property and Managers advise that there have been no significant amendments to the Act since the last Annual General Meeting.

2. Strata Council

The strata council met on a number of occasions to handle various items of property management, with Mr Roger Holland acting as chairman, Mr David Browne as treasurer and Ms Geraldine Hourigan as secretary. To council

members managers extend a special vote of thanks on behalf of all owners for their very considerable efforts. A number of matters were addressed including the installation of Smart Power meter which provides a good cost saving on electricity, installation of improved signage plus the re-numbering of carbays. Line marking and a list of ongoing maintenance items are on the agenda to be addressed. Well done to council members.

### 3. Insurance

CHU Underwriting Agencies Pty Ltd continues to insure the property to expire on 1/10/2000.

As agents of CHU, Managers advise that we receive a commission on volume business, however this does not effect the Strata Company Insurance premium in any way.

#### Levels of Cover:

Building	\$3,080,000.00
Common Contents	\$14,000.00
Legal Liability	\$10,000,000.00
Office Bearers Liability	\$2,000,000.00
Workers Compensation	As Per Act

#### Name Change

Managers advise that a name change occurred during the year whereby *Corporate Home Unit Underwriting* changed to *CHU Underwriting*. There was no change in company structure - the change was only one of a shortened name.

#### Legal Liability

With regard to the legal liability cover, the insurer forwarded a memo relative to increased cover from \$5 million to \$10 million with the following comments included.

*"Increased litigation and compensation awarded by the Courts, place an onus on insurers, underwriters and owners to ensure Legal Liability protection is adequate.*

*We believe it is now both prudent and imperative that our policy holders' Legal Liability protection is increased. As such, we are doubling the Legal Liability protection for a nominal premium.*

*We strongly urge you to accept the additional Legal Liability cover included in your renewal. However, if you do not wish this additional protection to be afforded to your owners, delete the premium noted at the base of the Renewal Notice".*



In line with the recommendation, managers adopted the increased level, to \$10 million and will vary that level on instructions from the strata company if it so chooses.

Copy of the memo relative to legal liability will form an attachment to the minutes of this meeting.

#### END OF REPORT

#### FINANCIAL REPORT:

Mr Munday referred to the report for the year ending 30/9/99 and he advised that Managers received no enquiries regarding the report prior to the meeting.

He confirmed that a monthly statement is forwarded to the Strata Council treasurer and that financial reports are provided by Managers for Council Meetings.

It was **RESOLVED** the financial report for the period ending 30/9/99 be received and adopted as a true and correct record.

#### 1. COUNCIL OF OWNERS:

Mr Munday gave a brief overview of the role of the Strata Council. He reported that two written nominations were received and he called for further nominations. It was **RESOLVED** that the following owners be appointed to the Council:

Mr A Smith	Unit 9
Mr P Smith	Unit 23
Mr R Holland	Unit 17, 19 & 28
Ms G Hourigan	Unit 43
Mr D Browne	Units 3 & 47

Positions of Chairman, Treasurer & Secretary to be appointed at the next Council Meeting.

#### 12. APPOINTMENT OF MANAGERS:

Mr Munday referred to the proposal from Quin Ballard as attached to the Notice of Meeting and he confirmed that Quin Ballard are happy to continue in the role of Strata Managers.

Mr Clarkin recommended that additional quotations be obtained by the Strata Council for consideration and that Managers should be appointed by the Council. It was noted that under the Strata Company by-laws, the Council may appoint agents. Mr Munday confirmed that the proposal from Quin Ballard was to manage from this Annual General to the date of the next Annual General Meeting as directed by the company to the council. It was noted that the

incoming Council may choose to obtain future alternative quotations for Strata Company Management if Council deems it appropriate.

It was **RESOLVED** that the Strata Council be directed to appoint Quin Ballard to manage the Strata Company from 22/11/99 to the date of the next Annual General Meeting in accordance with the proposal as attached to the Notice of Meeting.

Annual Management fee \$4,575.00 (\$381.25 charged monthly) plus Annual General Meeting fee charged at hourly rate. Adjourned Meeting fee \$75.00 - 9.00 a.m. - 5.00 p.m. and \$105.00 otherwise, cost of postage, petty & storage of records \$45.00 per month.

Extra duties which are performed at the rate of \$75.00 per hour during office hours and \$105.00 per hour otherwise, include attendance at Extraordinary and Council Meetings, and registration of By-laws, collection of Special Levies, legal actions as required and property inspections. Fees collected in accordance with Section 43 of the Act are payable to Managers, being for preparation of Certificates providing information or arranging inspection of Strata Company records.

**13. SPECIAL BUSINESS:** 13.1 Leakage from Bathrooms

Mr Browne reported details of the wearing down of the grouting in Roman baths at the property and confirmed that the Strata Council recommends that all owners need to check and ensure adequate water proofing of wet areas. It was noted that tap spindles should also be checked to avoid water leakage.

**14. GENERAL BUSINESS:**

Nil.

**15. BUDGET/LEVY:**

Mr Munday referred to the proposed budget as attached to the Notice of Meeting. He confirmed that the proposed budget was recommended by the Strata Council and it was noted that provision for GST (Goods and Services Tax) was included. Some discussion took place regarding the adequacy of the GST provision and it was acknowledged that the provision included may be inadequate. It was agreed that any shortfall in that respect is to come from accumulated reserves.

It was **RESOLVED** that the proposed Budget of \$50,592.00 for the year ending 2000, be received and adopted and that the levy of \$272.00 per quarter for unit entitlements 4 and \$204.00 per quarter per unit entitlements 3, be adopted, payable quarterly in advance commencing from 1/1/2000.

**16. NEXT MEETING:**

The next Council meeting is to be Monday 24 January 1999, commencing at 10:00am, in Unit 47.


The next General Meeting will be in approximately twelve months. Details to be advised by Managers at least fourteen days prior.

All proprietors are notified herewith that if any proprietor wishes for an item to be included onto the agenda for the next Annual General Meeting, details should be submitted in writing to Quin Ballard by 30/9/2000.

CLOSURE:

Mr Munday thanked those present for their attendance; there being no further business, the meeting closed at 7:05pm.

CONFIRMED:

A handwritten signature in black ink, appearing to be 'J. Munday', written over a horizontal line.

THIS

4

DAY OF

December

2000



## LEGAL LIABILITY COVER INCREASES

Dear policy holder,

Australia is now rated after the USA as the second most litigious country in the world.

**The cost and frequency of liability litigation has exploded in the last decade and, as the following cases illustrate, the financial implications for defendants can be significant.**

### Case 1. Multiple injuries - Balcony collapse

On new year's eve 1996, a balcony carrying in excess of 30 people collapsed. The balcony was part of a unit in a residential strata scheme in North Fremantle, WA. 32 people were injured - including 2 severe spinal injuries. 21 writs have been issued against the owner of the apartment, the owners of the strata scheme and the City of Fremantle. The estimated value of these and other pending writs, is \$30 million.

While this case is unusual in terms of its magnitude, the potential for smaller scale multiple injuries is noteworthy - for example, a lift-failure accident, or a balcony railing collapse, could result in multiple injuries.

### Case 2. Spinal injury - Swimming Pool

On December 7, 1994, a 25 year old man dived into the shallow end of a swimming pool in the common area of strata scheme in Potts Point, NSW. The spinal cord injuries he sustained rendered him a quadriplegic. A lack of depth and warning signs, poor lighting and poor water quality were nominated as contributing factors. Writs were issued against the owners, the strata manager and the swimming pool manufacturer. The claimant was awarded \$7 million compensation.

### Case 3. Food Poisoning - Wallace Lake Oysters

While this case does not specifically relate to strata, it is indicative of the shift toward class actions. This type of action results in one, large liability claim (as opposed to multiple lesser claims) which may exceed the defendant's insurance cover. Only seven claimants are required to formulate a class action.

In the Wallace Lake Oyster case, an initial claim has been settled for \$30,000 and another 440 claims are outstanding. Based on this initial settlement, the class action could exceed \$8 million.

**Increased litigation and compensation awarded by the Courts, place an onus on insurers, underwriters and owners to ensure Legal Liability protection is adequate.**

**We believe it is now both prudent and imperative that our policy holders' Legal Liability protection is increased. As such, we are doubling the Legal Liability protection for a nominal premium.**

We strongly urge you to accept the additional Legal Liability cover included in your renewal. However, if you do not wish this additional protection to be afforded to your owners, delete the premium noted at the base of the Renewal Notice.

If you have any further queries, please contact the CHU office in your state.

New South Wales  
1 Northcliff St.  
Milsons Point 2061  
PO Box 507, Milsons Pt. 1565  
Tel: 1300 361 263  
Fax: 1300 361 269

Victoria  
Level 3, Building 2  
4 Riverside Quay,  
Southbank 3006  
Tel: (03) 9682 1599  
Fax: (03) 9682 6563

Queensland  
6th Floor, 445 Upper Edward St.  
Spring Hill 4000  
PO Box 255, Spring Hill 4004  
Tel: (07) 3832 4880  
Fax: (07) 3832 0367

Western Australia  
1050 Hay St., West Perth 6005  
PO Box 686, West Perth 6872  
Tel: (08) 9322 1722  
Fax: (08) 9481 6017

South Australia  
12 Tucker St.  
Adelaide 5000  
Tel: (08) 8232 2922  
Fax: (08) 8232 2924

THE  
SPECIALISTS  
IN STRATA &  
COMMUNITY  
TITLE  
INSURANCE



29 December 1999

The Council of Owners  
Strata Plan 5629  
147-159 Charles Street  
WEST PERTH WA 6005

Dear Council Member

### NOTICE OF MEETING

NOTICE is hereby given in accordance with the provisions of the Strata Titles Act 1985 that a Council of Owners Meeting of Strata Plan 5629, 147-159 Charles Street, West Perth will be held:

DATE: Monday, 24 January 2000

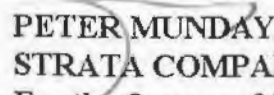
TIME: 4.00 pm

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, Secretary and Treasurer
  6. Confirmation of Minutes of Meeting 7 October 1999
  7. Business Arising - 7 October 1999
  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

  
PETER MUNDAY  
STRATA COMPANY MANAGER  
For the Owners of Strata Plan 5629

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LICENSED REAL ESTATE AGENTS • PROPERTY MANAGERS • STRATA MANAGERS • MEMBER R.E.I.W.A.

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 - P.O. Box 221, Como, W.A. 6952  
Licensee: H.U.M. Pty Ltd as Trustee for H.U.M. Unit Trust trading as Quin Ballard - A.C.N. 009 057 103

Fax: (08) 9474 1300 Phone: (08) 9474 1533 E-mail: quinbal@inet.net.au

MINUTES OF THE COUNCIL MEETING OF THE OWNERS OF THE MEWS, 147 - 159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD IN UNIT 47, 147 - 149 CHARLES STREET, WEST PERTH ON MONDAY 24/01/2000, COMMENCING AT 4.00 PM

1. RECORD

ATTENDANCE: Mr D Browne Units 3 & 47  
 Mr A Smith Unit 9  
 Mr P Smith Unit 23  
 Mr P Munday representing Quin Ballard

2. PROXIES: Nil

3. APOLOGIES Mr R Holland Units 17, 19 and 28  
 Ms G Hourigan Unit 43

4. QUORUM: A quorum was present.

5. APPOINTMENT OF CHAIRPERSON, SECRETARY AND TREASURER:

It was resolved that the following office bearers be appointed:

Mr P Smith	Chairman
Mr A Smith	Treasurer
Mr D Browne	Secretary

6. CONFIRMATION OF MINUTES:

It was **RESOLVED** that the minutes of the Council Meeting held on 07/10/99 be received and accepted as a true and correct record and these were then signed by the Chairperson.

7. BUSINESS ARISING: 7.1 Repair Work at Unit 46

Mr Munday confirmed that Managers wrote to the owner of unit 46 as per the minutes.

7.2 Signage

Mr Browne confirmed that unit numbers and "residents only" signs have been satisfactorily installed.

Regarding line marking, Mr Browne reported that no alternative quotations are yet to hand and it was noted and agreed that kerbs and speed humps are to be included in alternative quotations. It was agreed Managers are to refer 1 or 2 contractors to Mr Browne for quotation purpose. It was agreed that a decision may be made regarding acceptance of quotation after discussion between Messrs Smith and Browne.



7.3 Leak at Unit 52

Mr Browne reported that he spoke to the tenant who advised that the stain appears old and that there is no water leaking into the unit. Mr Browne confirmed he did not inspect inside the Unit.

7.4 Roof Above Rear Block (Above Unit 43)

Mr Browne reported that he will follow up in the matter to obtain quotations for roof repairs.

7.5 Leaks, units 20 and 2

Mr Munday confirmed that he wrote to the respective owners. Mrs McDonald, owner of Unit 20 has responded that she has arranged repair. It was noted that an item was included onto the Annual General Meeting agenda whereby a report was given from the Strata Council regarding water seepage from Roman Baths at the property.

7.6 Lattice at Unit 9

Mr Munday confirmed that Managers wrote to the owner of Unit 9 as per the minutes.

7.7 Air Conditioner at Unit 21

Mr Munday confirmed that Managers wrote to the owner of Unit 21 as per the Minutes.

7.8 List of Maintenance Items

Mr Munday referred to the list as attached to the minutes of the last meeting. Members present addressed items on the list:

7.8.1 "Extenda Lines"

Discussion took place regarding the need to replace the washing lines and was agreed that Mr Browne is to purchase initial appropriate componentry and to discuss the costs with Messrs Smith. It was agreed that those three council members may make any appropriate decision regarding further purchase of Extenda Lines.

7.8.2 Dead Tree at the Front of 9

Mr Browne confirmed that this has since been removed.

7.8.3 Painting Under First Floor Walk Ways & Flaking Paint on West Side of Units, 19,44 & 9.

Quotations are to be obtained by Mr Browne, who will ask Suburban Painting Service and Pretyl and Williams Painting Contractors, to submit quotations for consideration of the next Council Meeting.

7.8.4 Re-pointing of Balcony Walls Unit 5 & 43

It was agreed Managers are to enquire from a brick laying contractor if he is available to provide quotation.

7.8.5 Carport Gutters Unit 6 & 25

It was agreed that Mr Browne is to ask Western Maintenance to renew the gutter above the parking space of numbers 6 & 25

7.8.6 Broken Down-Pipe Outside Unit 1

It was agreed that Mr Browne is to ask Western Maintenance to attend to this repair item at the time of repair of the gutters.

## 8. FINANCIAL REPORT:

Mr Munday distributed to each member present a summary of financial information as follows:

Balance of General Trust Account as at 24/01/00	\$5093.14
Balance of Investment Account as at 13/01/00	\$25057.71
Outstanding Levies Due 01/01/00 17 Units totalling	\$4080.00
Outstanding levies due 01/10/99 4 Units	\$636.18

END OF REPORT

9. CORRESPONDENCE: 29.10.99 to owner Unit 46 regarding leaks.  
 29.10.99 to owner Unit 38 regarding leak. It was noted that no response has been received - Managers to follow up owner for response.  
 29.10.99 to owner Unit 21 regarding air conditioner - it was noted that the owner advised the Unit was sold, it was agreed that Managers are to write to the new owner to request removal of the air conditioner.  
 29.10.99 to owner of 20, regarding a leak.  
 29.10.99 to owner Unit 9 regarding lattice.  
 18.11.99 from owner Unit 20 to advise bath repairs under way.  
 4.11.99 from rental agent Unit 30, regarding noise complaint.  
 29.11.99 to owner Unit 48 regarding noise complaint from Unit 30.  
 17.01.00 from R Holland to advise, inter alia, his availability for future council meetings.  
 21.01.00 from owner Unit 31 regarding damage to his car caused by the car of a visitor to unit 13 and requesting Strata Company assistance. It was agreed that managers are to respond to the owner of unit 31 to advise the damage to his car is to be treated as a private matter with his insurance company or the police as may be appropriate. Also, it was noted by Council, when they inspected that area that the car for Unit 31 is parked to the far left hand side of the car bay for Unit 31. Managers to request their owner to in future please park more centrally in his bay to avoid possible future damage. It was agreed managers are to write to the residents of Unit 13 to advise when they permit their visitors to park in the bay for unit 13, they should park carefully to avoid possible damage to others.

10. GENERAL BUSINESS:

10.1 Pest Control

Mr Browne recommended that an inspection of roof voids, walk ways and outside areas should be undertaken for white ants. Mr Browne advised that he can not recall any previous inspections or treatment. Separately, he raised the matter of possible treatment for spiders and cockroaches in outside areas. It was agreed Mr Browne is to seek quotation only for white ants of areas as mentioned above. Mr P Smith and Managers are each to seek a quotation for white ant treatment as above, for consideration at the next Council Meeting.

11. NEXT MEETING:

The next Council meeting is to be Monday 10/04/00 commencing at 10.00 am, in Unit 47.

12. CLOSURE:

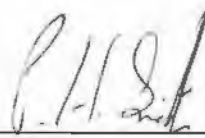
Mr Munday thanked Mr Browne for the kind use of his unit for the meeting, and he thanked all members present for their attendance and input at the meeting.

There being no further business, the meeting closed at 5.55 pm.

AMENDMENT NOTE:

Subsequent to the meeting it was agreed that the meeting date be changed to Monday 17th April at 10.00 am in Unit 47 - All Council members please note this change.

CONFIRMED:



THIS Monday OF 17/4/00 ~~1999~~



6 April 2000

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 17 April 2000

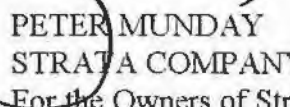
TIME: 10.00 am

LOCATION: Unit 47/147 - 159 Charles Street, West Perth

- AGENDA:
1. Record Attendance
  2. Proxies
  3. Quorum
  4. Appointment of Chairperson if Mr P Smith the appointed Chairperson is not present.
  5. Confirmation of Minutes of Meeting 24/01/00
  6. Business Arising 24/01/00
  7. Financial Report
  8. Correspondence
  9. General Business
  10. Next Meeting
  11. Closure

Should you be unable to attend, please contact the undersigned to register your apologies.

Yours faithfully



PETER MUNDAY  
STRATA COMPANY MANAGER  
For the Owners of Strata Plan 5629

---

LICENSED REAL ESTATE AGENTS • PROPERTY MANAGERS • STRATA MANAGERS • MEMBER R.E.I.W.A.

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 - P.O. Box 221, Como, W.A. 6952  
Licensee: H.U.M. Pty Ltd as Trustee for H.U.M. Unit Trust trading as Quin Ballard - A.C.N. 009 057 103  
Fax: (08) 9474 1302 Phone (08) 9474 1533 E-mail: quibal@inet.net.au

**MINUTES OF THE COUNCIL MEETING OF THE OWNERS THE MEWS  
147-159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629 HELD IN  
UNIT 17 AT THE MEWS ON MONDAY 17 APRIL 2000, COMMENCING  
AT 10.00 AM.**

**1. PRESENT:**

Mr A Smith	Unit 9
Mr P Smith	Unit 23
Mr R Holland	Unit 17, 19 & 28
Ms G Hourigan	Unit 43
Mr D Browne	Unit 3 & 47
Mr P Munday representing	Quin Ballard.

**2. PROXIES:** Nil

**3. QUORUM:** A quorum was present.

**4. CHAIRMAN:** Mr P Smith, the appointed Chairman presided at the meeting.

**5. CONFIRMATION  
OF MINUTES:**

It was resolved that the minutes of the Council meeting held on the 24/01/2000 be received and accepted as a true and correct record and these were then signed by the Chairman.

**6. BUSINESS ARISING  
FROM MINUTES:**

6.1 Line Marking

It was noted that no decision has previously been made and a number of quotations were tabled. It was agreed to accept the quotation from Matthew Browne, total \$1,023.00 with the strata company to supply materials. It was agreed that Mr Browne will co-ordinate for work to proceed.

6.2 Roof Above Rear Block ( Above Unit 43)

Mr Browne reported that he will follow up in the matter to arrange for work to be completed.

### 6.3 Leak into Unit 20 from Unit 38

Mr Munday reported that managers have again written to owner of unit 38 but to date have received no response.

### 6.4 Extenda Lines

Mr Browne reported that he has fitted 3 with a further 2 or 3 yet to be fitted.

### 6.5 Painting under 1st Floor Walkways and Flaking Paint on West Side of Units 19, 44 & 9

Mr Browne reported that only one quotation is to hand. It was noted that the matter of painting was addressed at the extraordinary general meeting held 22/03/1995. It was agreed that Mr Browne is to request for Harry Wilson of Suburban Painting Service, the contractor who provided the painting service in 1995, to attend at the property to give comment on the deteriorated condition of the paintwork. It was agreed that Mr P Smith is to inquire from the painters registration law, regarding responsibilities and he will advise Mr Browne of his findings. If appropriate, painting quotations are to be obtained for consideration at the next council meeting.

### 6.6 Repointing of Balcony Walls, Units 5 & 44

Two quotations were tabled, Perrott Group, \$1,025, JM's Handyman Service \$621. It was agreed to accept the quotation from JM's with Mr Browne to coordinate access to the balconies and to arrange for work to proceed.

### 6.7 Carport Gutters Units 6 & 25

Mr Browne reported that he has yet to ask Western Maintenance to renew the gutter above the parking space of numbers 6 & 25, however he will do so.

### 6.8 Broken Downpipe Outside Unit 1

Mr Browne reported that he will ask Western Maintenance to attend to this repair item at the time of repair of the gutters.

### 6.9 Pest Control - White Ants

Mr P Smith reported that he requested for two quotations however they were not supplied. Mr Browne reported that Mikes Pest Control are not interested in quoting to inspect roof voids. Mr Munday reported that managers requested for Elite Pest Control to provide a quotation relative to inspection and he read aloud details of the quotation as received. It was agreed that Elite Pest



Control be requested by managers to inspect only the walkways, outside areas and all plumbing ducts at ground floor level, in liaison with Mr Browne, that is no inspection in the roof voids. It was noted that a variation in cost from the \$390 as quoted, could be expected.

## 7. FINANCIAL SITUATION:

Mr Munday distributed to each member present a summary of financial information as follows.

Bal of general trust account as at Fri 14/04/00 \$9,459.46

Bal of investment account as at Fri 14/04/00 \$2 6,389.02  
(cheque of \$1,213.00 on hand, to be banked.)

### Outstanding levies

Due 01/10/99	\$ 258.70	unit 48
Due 01/01/00	\$ 680.00	units 15, 24, 48
Due 01/04/00	\$3,000.00	13 units

NOTE: Interest has been added to outstanding for unit 48 and reminder requests for payment have been sent. Managers seek instruction relative to further action as may be directed by council.

### END OF REPORT

Regarding outstandings for unit 48 it was agreed that managers are to write to the owners of Unit 48 to advise that all outstanding are to paid within 14 days or Council intends to meet, with a view to authorise immediate legal action for recovery, at the expense of the owners of unit 48.

8. CORRESPONDENCE: 25/01/00 To Mr D Browne re: extenda lines.  
27/01/00 To W Jahn re: brick paving quotation.  
27/01/00 To Elite Pest Control to request quotation.  
05/02/00 From Elite being quotation for termite inspection.

08/02/00 From Woolley & Assoc, Leederville re: water marks to ceiling Unit 51 (Copy sent to D Browne for attention)  
16/02/00 From Roy Weston Cottesloe re: change of bathroom window Unit 22 ( copy to Mr Browne for comment)  
23/02/00 to the residents of unit 13 re: parking in carbay unit 13  
23/02/00 to owner unit 31 re parking in carbay 31  
22/02/00 To owners unit 21 requesting removal of air condition at unit 21  
29/02/00 To JM's Handyman Service seeking quotation for brick mortar repairs.  
28/02/00 From Perrott Group being quotation for brick mortar repairs (copy to D Browne)  
24/02/00 From Gibson's Home Maintenance being quotation for line marking (copy to D Browne)  
07/03/00 From Perrott Group being quotation for paintwork (copy to D Browne)  
04/03/00 From JM's Handyman service being quotation for brick mortar repairs. (copy to D Browne)  
07/03/00 From Clarkin & Co regarding stains in ceiling Unit 50 (Copy to Mr D Browne)  
10/04/00 From Roy Weston Cottesloe seeking response to letter of 16/02/00

#### Leak Into Unit 51

With reference to the letter of 08/02/00 from Woolley & Associates regarding water marks in unit 51, Mr Browne reported that he inspected at the unit and saw the stains. He further reported that Western Maintenance have inspected the roof above that unit and that the ridgecap needs re-mortaring and a request has been made for this work to be done. It was agreed that Mr Browne will follow up regarding completion of the work.

#### Regarding Leak Into Unit 50

It was agreed that Managers are to respond to Clarkin & Co. to advise that remortaring is being done and to request for Clarkin & Co to arrange repainting of the ceiling but only after completion of re-mortaring work.

#### Request For Change of Window at Unit 22

It was agreed that Managers are to advise Roy Weston Cottesloe that permission is granted for changes to window of the bathroom at unit 22, however council felt that an extractor fan could be fitted as has been done in other units.

#### Leak From Unit 38 into Unit 20

It was agreed that managers are to fax to Terry & Kay Browne, the unit owners mother & father, on fax: 933 79803 to enclose copies of letters from Managers dated 29/10/99 and 23/02/00 and to request for Mr & Mrs Browne to arrange for work to be done and to confirm when that work has been completed in order to avoid further action being taken.

#### Air Conditioner at Unit 21

It was agreed that managers are to send another letter to the owners of unit 21 requesting removal of the air conditioner unit.

### **9. GENERAL BUSINESS :**

#### 9.1 Oil Leak At Carport of Unit 5

Mr P Smith reported that oil is leaking from a vehicle - black Mazda which is currently in the visitors bays. It was agreed that Managers are to write to Clarkin & Co Rental Agents to request removal of the oil of Unit 5 carport and to arrange some form of catchment for the leakage of oil from the Black Mazda.

#### 9.2 Garden Area Outside Balcony of Unit 9

Mr P Smith reported that Mrs Smith has complained about the appearance of the garden outside the balcony of unit 9. It was agreed that Mrs Smith is authorised to plant a few Oleander, with costs to be reimbursed from Strata Company funds.

#### 9.3 Cleaning of Stairwells

Ms Hourigan reported that the stairwells are in need of cleaning and Mr Browne was requested to attend to the matter systematically.

#### 9.4 The New Tax System

Mr Munday gave some details regarding the implementation of TNS from 01/07/99. After discussion it was agreed that Mr Holland is to lodge an application for the Strata Company to register for an Australian Business Number (ABN) and also for Goods and Services Tax (GST). Mr Munday requested that a copy of the application be forwarded to managers.

### **10. NEXT MEETING:**

The next Council Meeting is to be held on Monday 17/07/2000, in Unit 47 commencing at 10.00 am.

11. CLOSURE:

Mr Munday thanked Mr Holland for the kind use of his unit for the meeting. There being no further business the meeting closed at 12.15 pm.

CONFIRMED 10/7/00 THIS DAY OF Monday PUSA 2000



7 July 2000

The Council of Owners  
Strata Plan 5629  
147-159 Charles Street  
WEST PERTH WA 6005

Dear Council Member

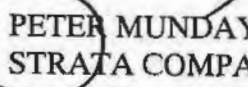
### NOTICE OF MEETING

**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 17 July 2000
- TIME:** 10.00am
- LOCATION:** Unit 47/147-159 Charles Street, West Perth
- AGENDA:**
1. Record Attendance
  2. Proxies
  3. Quorum
  4. Appointment of Chairperson if Mr P Smith the appointed Chairperson is not present
  5. Confirmation of Minutes of Meeting 17/04/00
  6. Business Arising 17/04/00
  7. Financial Report
  8. Correspondence
  9. General Business
  10. Next Meeting
  11. Closure

Should you be unable to attend, please contact the undersigned to register your apologies.

Yours faithfully

  
**PETER MUNDAY**  
**STRATA COMPANY MANAGER**  
For the Owners of Strata Plan 5629

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LICENSED REAL ESTATE AGENTS • PROPERTY MANAGERS • STRATA MANAGERS • MEMBER R.E.I.W.A.

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 - P.O. Box 221, Como, W.A. 6952  
Licensee: H.U.M. Pty Ltd as Trustee for H.U.M. Unit Trust trading as Quin Ballard - A.C.N. 009 057 103  
Fax: (08) 9474 1302 Phone (08) 9474 1533 E-mail: quibal@inet.net.au

**MINUTES OF THE COUNCIL MEETING OF THE OWNERS OF THE MEWS, 147-159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD IN UNIT 47 THE MEWS, ON MONDAY 17 JULY 2000, COMMENCING AT 10.00 AM.**

- 1. PRESENT:**
- |  |                  |
|--|------------------|
| Mr A Smith                             | Unit 9           |
| Mr P Smith                             | Unit 23          |
| Mr R Holland                           | Unit 17, 19 & 28 |
| Mr D Browne                            | Unit 3 & 47      |
| Mr P Munday representing Quin Ballard. |                  |
- 2. PROXIES:** Nil
- 3. QUORUM:** A quorum was present.
- 4. APPOINTMENT OF CHAIRMAN:** Mr P Smith, the appointed Chairman presided for the duration of the meeting.
- 5. CONFIRMATION OF MINUTES:**
- It was resolved that the minutes of the Council meeting held on the 17/04/00 be received and accepted as a true and correct record and these were then signed by the chairman.
- 6. BUSINESS ARISING FROM MINUTES:**
- 6.1 Line Marking  
It was noted that this work was satisfactorily completed.
- 6.2 Roof Above Rear Block (including above unit 43)  
Mr Browne reported that Western Maintenance will be attending this week to effect tile replacement and ridge cap repairs.
- 6.3 Leak From Unit 38 into Unit 20  
Mr Munday confirmed that managers faxed a request to the parents of the owner of unit 38. Mr Browne reported that the tiles in unit 38 have been re-grouted and it is hoped that the problem is rectified.



#### 6.4 Extenda - Lines

Mr Browne reported that another 4 lines have been fitted and these seem to satisfy the needs, at this time.

#### 6.4. Painting under First Floor Walkways and Flaking Paint on West Side of Units 19, 44 & 9

Mr P Smith reported details of verbal enquiries made to the Painters Registration Board and also to some paint manufacturers. He reported details of the results of some informal analysis work he had completed on areas of paintwork at the property, together with the comments made by the analysts. It was noted that the preparation carried out in 1995 was to the specification as prepared by the strata council at that time. It was not known whether the flaking paint which is the subject of current concern is from the areas which were sealed or areas which were not, in 1995. Council considered the quotations obtained for repaint work as follows:

Suburban Painting Service	\$2,760.00
Pretyl & Williams	\$6,706.00
Perrott Group	\$5,408.00

All prices subject to addition of GST.

Discussion took place regarding the need for a total mould and total seal of affected areas.

Discussion also took place regarding the safety requirements relative to performance of the work.

Mr Holland volunteered to make enquiries with Work Safe WA and with the Painters Registration Board and he will seek requotes to include a total mould and total seal to walls. All renewed quotations will be sent by Mr Holland to Quin Ballard for distribution to Council Members in order for a special telephone meeting of Council to be held, for decision making regarding acceptance of quotation.

#### 6.4 Re-pointing of Balcony Walls - Units 5 & 44

Mr Browne reported that he has requested J M's to attend to this work, together with replacement of a few bricks, which have come off the letterbox area.

#### 6.5 Carport Gutters Unit 6 & 25

Mr Browne reported that he will follow up this matter with Western Maintenance.

6.7 Broken Down Pipe Outside Unit 1

Mr Browne reported that he will ask Western Maintenance to attend to this repair item at the time of repair of the gutters.

6.8 Pest Control - White Ants

It was noted this work was finalised and that no termite activity was found in any part of the buildings. Some old inactive evidence was found in a few trees.

6.9 Leak At Unit 51

Mr Browne reported that Ridgecap repair work was completed.

6.10 Leak into Unit 50

Mr Munday confirmed that managers responded to the rental agent.

6.11 Request for Change of Window Unit 22

Mr Munday confirmed that managers wrote to the rental agent.

6.12 Air Conditioner at Unit 21

Mr Munday confirmed that managers wrote to the unit owner.

6.13 Oil Leak at the Carport of Unit 5

Mr Munday confirmed that managers wrote to the rental agent.

6.14 Garden Area Outside Balcony of Unit 9

Mr P Smith confirmed that Oleander plants were planted.

6.15 Cleaning of Stairwells

Mr Browne confirmed that this work is being systematically completed.

6.16 The New Tax System

Mr Munday reported that managers provided assistance to Mr Holland with completion and lodgement of the application for an ABN and GST.

**7. FINANCIAL  
SITUATION:**

Mr Munday distributed to each member present a summary of financial information as follows.

Balance of General Trust Account  
as at 14 July 2000 \$10,316.67

Balance of Investment Account  
as at 11 July 2000 \$27,746.01

Outstanding Levies

Due 01/01/00 \$204.00 Unit 24  
Due 01/04/00 \$204.00 Unit 15  
                  \$204.00 Unit 24  
                  \$272.00 Unit 48  
                  \$272.00 Unit 53  
Due 01/07/00 \$4,964.00 21 Units

**END OF REPORT**

Regarding outstanding Levies for unit 24, it was agreed that managers are to send a stern letter to the owner of unit 24, seeking payment for all outstanding plus interest.

- 8. CORRESPONDENCE:** 05/05/00 To Elite Pest requesting amended quotation  
08/05/00 To T & K Browne requesting attention to waterproofing of bath at unit 38.  
08/05/00 To Clarkin & Co re Oil leak from black Mazda Unit 5  
08/05/00 To Roy Weston Cottesloe re Bathroom window unit 22.  
08/05/00 To Woolley & Assoc's re stains Unit 51  
09/05/00 To owners Unit 21 re: removal of Air conditioner.  
20/06/00 To all owners re: levy notice being issued in a 'tax invoice' format.  
05/07/00 from D Browne re: caretaker leave for 2 weeks from 26/07/00.  
28/06/00 From ATO re their problems in issuing ABN and advising PAYG with holding rate is zero to 31/07/00 for The Mews.  
03/07/00 From Suburban Painting in response to enquiry from Chairman.

Caretakers Leave

It was agreed that Mr Browne is to take two weeks leave from the 26 July and it was noted that there is no

need for payment for a replacement caretaker during that period.

Australian Taxation Office

Mr Munday reported some details regarding the processing of paperwork by the ATO relative to The New Tax System.

**9. GENERAL  
BUSINESS :**

9.1 Visitor Parking

Mr P Smith commented on some recent problems with visitors being confused regarding the location of parking for visitors. After discussion it was agreed that the position is to be monitored and reviewed at the next Council Meeting.

9.2 Roof Repairs/Replacement

Mr Munday suggested that consideration be given by Council to obtaining indicative costs for repair/replacement of the roof, in view of the ongoing problems and costs associated with it. It was noted that the roof has caused considerable expense in repairs and it appears to be getting worse, apparently due to age. Mr Munday referred to the need for adequate accumulation of reserve funds, relative to major items of maintenance, such as roof, driveway resurfacing, and repaint work. Mr Browne offered to obtain an indicative cost for replacement of the roof with either tiles or colourbond metal.

**10. NEXT MEETING:**

The next Council Meeting is to be held on Monday 13/11/00, at 10.00 am in Unit 9.

**11. CLOSURE:**

Mr Munday thanked Mr Browne for the kind use of his unit for the meeting. There being no further business the meeting closed at 1.00 pm.

CONFIRMED: PHS THIS 13 DAY OF 11 2000



27 September 2000

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, 13 November 2000

**TIME:** 10.00 am

**LOCATION:** Unit 9, 147-159 Charles Street West Perth

**AGENDA:**

1. Record Attendance
2. Proxies
3. Quorum
4. Appointment of Chairperson if Mr P Smith the appointed Chairperson is not present.
5. Confirmation of Minutes of Meeting 17/07/00
6. Business Arising 17/07/00
7. Financial Report
8. Correspondence
9. General Business
10. Next Meeting
11. Closure

Should you be unable to attend, please contact the undersigned to register your apologies.

Yours faithfully



**PETER MUNDAY**  
**STRATA COMPANY MANAGER**  
For the Owners of Strata Plan 5629

---

**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 THE COUNCIL MEETING OF THE OWNERS OF THE MEWS,  
147-159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD IN UNIT  
9 THE MEWS, ON MONDAY 13 NOVEMBER 2000, COMMENCING AT 10.00 AM.**

- 1. PRESENT:**
- |              |                  |
|--------------|------------------|
| Mr A Smith   | Unit 9           |
| Mr P Smith   | Unit 23          |
| Mr R Holland | Unit 17, 19 & 28 |
| Mr D Browne  | Unit 3 & 47      |
- Mr P Munday representing Quin Ballard.
- 2. PROXIES:** Nil
- 3. QUORUM:** A quorum was present.
- 4. APPOINTMENT OF CHAIRMAN:** Mr P Smith, the appointed Chairman presided for the duration of the meeting.
- 5. CONFIRMATION OF MINUTES:** It was resolved that the minutes of the Council meeting held on the 17/07/00 be received and accepted as a true and correct record and these were then signed by the chairman.
- 6. BUSINESS ARISING FROM MINUTES:**
- 6.1 Roof above Rear Block (including above unit 43)  
Mr Browne reported that this work has been completed.
- 6.2 Painting Under First Floor Walk Ways & Flaking Paint on West Side of Units 19, 44 and 9  
Mr Holland reported that quotations were obtained by him. A special council meeting was held (not minuted) at which all members except Ms Hourigan were present, to discuss the matter of painting quotations. Mr Holland confirmed quotations were obtained from Pretl and Williams, Perrott Painting and Suburban Painting. Council confirmed that the quotation from Suburban Painting was accepted, to seal and paint areas as per their quotation dated 27 August 2000 - a copy of which will form an attachment to these minutes. Cost of work \$3,996.00 plus 10% GST.  
Mr Holland tabled a copy of the quotation from Suburban



Painting and advised that he will forward other quotations to managers for retention in the strata company records. It was agreed that Mr P Smith and Mr D Browne will jointly approve any invoice for payment, on completion of work. It is anticipated that work will commence in approximately 3 weeks.

#### 6.3 Re-pointing of Balcony Walls - Units 5 and 44

Mr Browne confirmed that this work was satisfactorily completed.

#### 6.4 Carport Gutters Units 6 & 25

Mr Browne reported this work has not yet been done and he further reported there is a leak at a high gutter which is too high for Western Maintenance to reach. It was agreed that managers are to refer roof plumbers to Mr Browne for quotations for the above work.

#### 6.5 Broken Downpipe Outside Unit 1

Mr Browne reported that this work has not yet been completed however it is a minor job and will be attended to soon.

#### 6.6 Airconditioner at Unit 21

Mr Munday reported that managers have received no response to previous letters forwarded to the owner of unit 21. Mr P Smith confirmed that the airconditioner is still in place. It was agreed that managers are to write to the owners of Unit 21 advising that in view of the lack of response to the prior correspondence, they will be held liable for any damages which result from the airconditioner remaining in place.

#### 6.7 Visitor Parking

It was noted that adequate signage is not in place regarding the location of parking for visitors. It was agreed that signage is to be installed "Visitor Parking" with an arrow to indicate location. Mr Holland to arrange supply and fitment of sign.

Sign at Pool - Mr Browne suggested that a sign should be installed at the pool to advise basic rules. It was agreed that a teleconference is to take place between Council Members to determine details of the sign and Mr Holland is to arrange supply and installation of it.

#### 6.8 Roof Repairs/Replacement

Mr Browne reported that indicative costs have not been obtained however he will pursue them.

## 7. FINANCIAL REPORT:

Mr Munday distributed to each member present a summary of financial information as follows:

Balance of General Trust Account as at 10 November 2000  
\$ 4,102.02

Balance of Investment Account as at 10 November 2000  
\$30,369.72

### Outstanding Levies

Due 01.07.00	\$204.00	Unit 15
	\$204.00	Unit 33
	\$ 24.26	Unit 53
Due 01.10.00	\$204.00	Unit 15
	\$204.00	Unit 32
	\$204.00	Unit 33
	\$204.00	Unit 37
	\$204.00	Unit 38
	\$271.27	Unit 48
	\$272.00	Unit 49
	\$272.00	Unit 53

### Preparation and Lodgement of Business Activity Statement (BAS)

As required by The New Tax System, a Business Activity Statement (BAS) was prepared and lodged for the quarter ended 30 September 2000.

Managers contacted Messrs Smith and Browne to seek agreement for the \$200.00 GST Startup Certificate to be used for employment of a taxation agent to check and sign the BAS after preparation by managers. That permission was given and the BAS was finalised and lodged.

### AGM Financial Report and Proposed Budget

1. The financial report for year ended 30.09.00 is attached for Council information and reference.

2. A draft proposed budget for the year ahead is also attached for Council consideration/amendment/ adoption as may be appropriate.

Consideration was given to the financial report for the year ending 30/09/00 and to the proposed budget for the year 2000-2001. It was noted that appropriate provision for GST has been included to give a total proposed budget of \$52,080.00. Council agreed to present the financial report with the proposed budget of \$52,080.00 to the Annual General Meeting.

It was agreed that a note to the budget is to be included: "Council reports that consideration will be given during the coming year to the maintenance items of roof repair/replacement and re-surfacing of the driveway. Council will obtain reports and if appropriate make recommendations to the following Annual General Meeting regarding any proposed increase in reserve fund accumulation. "

Name of Strata Company on Accounts Payable

Mr Munday reported that, following the introduction of The New Tax System, it is a requirement that the name of the strata company appears on invoices received. That is The Owners of 147-159 Charles Street West Perth. His comments were noted.

**END OF REPORT**

- 8. CORRESPONDENCE:** 21.07.00 to owner Unit 24 regarding outstanding levies.  
03.08.00 from agent Unit 50 re condition of front door (copy sent to Mr P Smith)  
31.08.00 to Mr D Browne regarding reports of water entry to ceilings Unit 14 and 42.

Regarding Unit 50 Mr Browne reported he inspected and found that no damage is evident- no further action.

Regarding Unit 42 Mr Browne reported that the roof has since been repaired.

Regarding Unit 14 Mr Browne reported that he has been unable to contact the occupant however he checked the plumbing duct which is dry and it appears no flow of water is coming from above.

**9. GENERAL  
BUSINESS :**

9.1 Annual General Meeting

It was agreed that the Annual General Meeting is to be held on Monday 4th December 2000 commencing at 6.00 pm in the offices of Quin Ballard.

It was agreed that there are no items of Special Business to be included.

9.2 Vehicles Left on Property for Extended Periods

M Browne reported that two vehicles appear to be abandoned on the property:

A: a black Mazda belonging to Unit 5 in the visitors carpark

B. a white Honda which belongs to Unit 21 in their carbay

Mr Browne reported both vehicles are unregistered. It was agreed that managers are to write to the rental agents to alert them of the position and to request that either the vehicles are removed from the property now or at the expiration at the tenancy the vehicles are removed and any appropriate provision is made relative to bond monies.

**10. NEXT MEETING:**

The next meeting will be the next Annual General Meeting to be held on Monday 4 December 2000.

The next Council Meeting is to be Monday 5 February 2001 commencing at 10.00 am in Unit 47.

**11. CLOSURE:**

Mr Munday thanked Mr A Smith for the kind use of his unit for the meeting and for his hospitality and he thanked all members present for their attendance and input at the meeting. There being no further business the meeting closed at 11.35 am.

CONFIRMED: R. H. Dad THIS 5 DAY OF FEB 2001



# SUBURBAN PAINTING SERVICES

INCLUDING OFFICE AND UNIT MAINTENANCE  
3/27 AUGUSTA STREET, WILLETTON, 6155  
Harry Wilson. Mobile: 0418 905 781  
A.B.N. 95 752 656 531 (Reg. Painter 1912)

QUOTE  
27/8.

M. ROGER HOLLAND

FAX 9296 0622

Postcode

27-8-00

"THE MEWS"

147-149 CHARLES STREET, WEST PERTH.

QUOTATION TO CARRY OUT REMEDIAL PAINTING TO  
UNIT COMPLEX.

## SPECIFICATIONS.

LARGE WALL TO SWIMMING POOL AREA.

STAIRWAY WALL

LARGE WALL TO REAR COMPLEX.

LARGE WALLS TO BETWEEN 4-5

LARGE WALLS TO BETWEEN 3-2

WALL NEAR UNIT 8

WALL NEAR UNIT 42

VARIOUS AREAS TO COMPLEX THAT MAY NEED  
SOME ATTENTION.

WALLS TO POWER SUPPLY BOX AND LETTER BOX (3)

REMOVE LOOSE PAINT BY SCRAPING OR HI PRESSURE  
CLEANER.

TREAT MOULD GROWTH TO ALL WALLS WITH  
ANTI-MOULD SOLUTION, SEAL LOOSE AREAS  
AND APPLY TWO COATS OF LOW SHEEN ACRYLIC.

ALL WALK WAY UNDER SIDES TO COMPLEX.  
SCRAPE LOOSE FLAKING PAINT APPLY SEALER AND  
REPAINT WITH TWO COATS OF ACRYLIC FLAT.

WE WILL USE MOBIL SCAFFOLDING AND LADDERS  
TO COMPLY WITH WORK SAFE REQUIREMENTS.

BERGER STARSCREEN PAINT TO WALLS  
FLAT ACRYLIC TO WALK WAY UNDERSIDES.

PRICE \$ 3996.00 PLUS 10% G.S.T.

11/10/00 16:20 FAX

01



**SUBURBAN PAINTING SERVICES**

A.B.N. 95 752 656 533 (H. Wilson Reg. Painter 1912)

Including Office and Unit Maintenance

3/27 Augusta Street, Willetton, 6155. MOB: 0418 905 781

10-10-00

MR ROGER HOLLAND

FAX 92954622

RE. PAINTING AT 147-159 CHARLES ST  
WEST PERTH

I AM HAPPY TO CONFIRM THAT THE WALLS TO BE  
CLEANED DOWN AND RE-PAINTED WILL BE CLEANED  
BY HI-PRESSURE WATER CLEANER.

THE SEALER COAT WILL BE OIL BASED  
PIGMENTED SEALER.

THE CLEANING OF WALK WAYS WILL BE  
BY HAND. THE SEALER OIL BASED.

WITH REGARDS

HARRY WILSON



13 November 2000



The Owners of The Mews  
Strata Plan 5629  
147-159 Charles Street  
WEST PERTH WA 6005

Dear Owner

### NOTICE OF MEETING

NOTICE is hereby given in accordance with provisions of the Strata Titles Act 1985 that an Annual General Meeting of the Owners of The Mews, 147-159 Charles Street, West Perth Strata Plan 6005 will be held:-

**DATE:** Monday, 4 December 2000  
**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

A handwritten signature in black ink, appearing to read 'Peter Munday', written over a circular stamp or mark.

PETER MUNDAY  
STRATA COMPANY MANAGER  
For the Owners of Strata Plan 5629

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LICENSED REAL ESTATE AGENTS • PROPERTY MANAGERS • STRATA MANAGERS • MEMBER R.E.I.W.A.

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 - P.O. Box 221, Como, W.A. 6952  
Licensee: H.U.M. Pty Ltd as Trustee for H.U.M. Unit Trust trading as Quin Ballard - A.C.N. 009 057 103  
Fax: (08) 9474 1302 Phone (08) 9474 1533 E-mail: quibal@inet.net.au ABN 85 869 125 509

**STRATA PLAN 5629**

**ANNUAL GENERAL MEETING OF THE OWNERS OF  
THE MEWS  
147-159 CHARLES STREET, WEST PERTH WA 6005**

**04/12/00**

**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 22/11/99
8. Business Arising - AGM 22/11/99
9. Report from Manager
10. Financial Report
11. Election of Council of Owners
12. Re-appointment of Managers  
- Refer attached proposal from Quin Ballard
13. Special Business - Nil - No resolutions sought
14. General Business
15. Budget/Levy (Periodic Contributions)
16. Next Meeting
17. Closure

**STRATA PLAN 5629**  
**OWNERS OF "THE MEWS"**  
**147 CHARLES STREET WEST PERTH 6005**  
**STATEMENT OF INCOME & EXPENDITURE -01/10/99 - 30/09/00**

**INCOME**

Maintenance Levies to 30/09/00		44,377.33
Interest on overdue levy		39.42
Insurance Recoup (*)		268.00
GST paid in		1,515.05
<b>TOTAL INCOME</b>		<u>\$46,199.80</u>

**EXPENDITURE**

**GENERAL ADMINISTRATION**

Management Fees - Regular Services	4,575.00	
Additional Fees	195.00	
Postage, petties and storage of records	540.00	
AGM Fee	371.65	
Council Meeting Fees	1,333.95	
Caretakers - remuneration	19,098.00	
- superannuation	1,339.20	
- exp's:tel/petrol	1,040.00	
- relief caretaker	720.00	
Council Rates - Pool	30.00	
Govt. Charges - FID/BAD	106.86	
GST - paid out	644.07	
Insurance Premiums	4,203.42	
Income Tax	90.36	<u>\$34,287.51</u>

**GROUNDS MAINTENANCE**

Gardening	1,276.00	
Garden equipment and supplies	302.74	
Garden rubbish removal	589.00	
Lawn supplies and fertiliser	87.78	
Reticulation	114.35	
Tree Lopping	805.00	<u>\$3,174.87</u>

**REPAIRS AND MAINTENANCE**

Building	1,174.85	
Clothesline	699.00	
Electrical	185.35	
Glass (*268.00)	268.00	
Globes and tubes	141.96	
Hardware	276.55	
Painting	1,023.00	
Pest Control Service	300.00	
Pool supplies and chemicals	513.75	
Purchase of equipment for pool	430.00	
Plumbing	182.50	
Roof repairs	200.00	
Signs	691.90	<u>\$6,086.86</u>

**ELECTRICITY - common areas**

2,018.33      \$2,018.33

**WATER CONSUMPTION**

2,172.30      \$2,172.30

<b>TOTAL EXPENDITURE FOR THE PERIOD</b>	<u>\$47,739.87</u>	<u>\$47,739.87</u>
<b>EXCESS OF EXPENDITURE OVER INCOME</b>	Dr	\$1,540.07
<b>PLUS PRE-PAID LEVIES TO 31/12/00</b>		\$5,100.00
<b>LESS FUNDS TO INVESTMENT ACCOUNT</b>		\$4,852.00
<b>PLUS BALANCE AS AT 30/09/99</b>		<u>\$4,981.75</u>

**BALANCE OF TRUST A/C AT 30/09/00**

\$3,689.68

**Levies in arrears at 30/09/00**

\$974.73

**STRATA PLAN 5629**

**"THE MEWS"**

**147-159 CHARLES STREET, WEST PERTH**

**SUMMARY OF INVESTMENT FUNDS 01/10/99 - 30/09/00**

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Commonwealth Bank South Perth Account No. 6124 1011 4390

Balance at 30/09/99	\$23,708.98
plus investment funds transferred from General Trust Account	\$ 4,852.00
plus interest	\$ 498.40
less government duty	\$ <u>3.21</u>
<b>BALANCE AT 30 SEPTEMBER 2000</b>	<b><u>\$29,056.17</u></b>



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**

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Our proposal is for us to continue to act as Strata Managers from the date of the Annual General Meeting until the date of the following Annual General Meeting.

We request that the Strata Company gives an expressed direction to the Strata Council to re-appoint us for that period or in the absence of an elected Council, that the proprietors in general meeting re-appoint us for that period.

As agent managers of your Strata Company our role is to provide a financial, accounting and secretarial management service, and to assist the elected Council to carry out its decisions. Our regular management service is designed to assist the Strata Council to abide by the statutory obligations of the Strata Company in line with the Strata Titles Act 1985. During our term of re-appointment we shall perform all Regular Services and in addition when directed by the Strata Company or Council, perform Special Services as instructed.

**REGULAR SERVICES INCLUDE:**

Assisting Council to effect routine property maintenance and repairs, payment of accounts, keeping record of accounts, invoicing and collection of periodic contributions (levies), arranging insurance covers, preparing an annual statement of receipts and payments, attendance to correspondence and instructing a registered taxation agent in relation to lodgement of Income Tax Returns (Tax agent fee is an additional fee). Preparing and issuing notices of the Annual General Meeting and attending and preparing and distributing minutes of that meeting. (Additional fees apply - refer note under Management Fees). Under Section 43 (1) of the Act, preparing and issuing certificates, furnishing information and supervising inspections of records (applicable costs are to be payable to Managers by the initiating party).

**SPECIAL SERVICES INCLUDE:**

Preparing and issuing notices of Extraordinary General Meetings and Council Meetings and attending, and preparing and distributing minutes of those meetings, attending at the property for any purpose which is not a Regular Service, arranging non-routine maintenance, repair and replacement of the Common Property and liaising with consultants and builders. Preparing and serving notices levying Special Contributions and collecting and banking Special Contributions, Lodgement of documentation at the Titles Office relative to changes to by-laws. Documents relative to amendment, repeal or addition to existing by-laws should be prepared by a legal practitioner on instructions from the Strata Council. Instructing and attending conferences with lawyers; this includes legal actions on instruction from Council, relative to outstanding contributions; 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.

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LICENSED REAL ESTATE AGENTS • PROPERTY MANAGERS • STRATA MANAGERS • MEMBER R.E.I.W.A.

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 - P.O. Box 221, Como, W.A. 6952  
Licensee: H.U.M. Pty Ltd as Trustee for H.U.M. Unit Trust trading as Quin Ballard - A.C.N. 009 057 103  
Fax: (08) 9474 1302 Phone (08) 9474 1533 E-mail: quibal@iinet.net.au ABN 85 869 125 509



- 2 -

### 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 \$5,033.00 plus postage, petties and storage of records \$594.00. Total \$5,627.00 payable \$468.91 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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**RESOLUTION SOUGHT**

- # "The Strata Company resolves that the Council be directed to re-appoint Quin Ballard as Strata Company Agent Managers from 04/12/00 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 04/12/00 to the date of the next Annual General Meeting in accordance with their proposal as attached to the Notice of Meeting".
-

**STRATA PLAN 5629  
OWNERS OF "THE MEWS"  
147 CHARLES STREET WEST PERTH 6005  
PROPOSED BUDGET 2000-2001**

---

**NOTE: THE FOLLOWING FIGURES INCLUDE PROVISION FOR GST, WHERE APPLICABLE**

Management fees	5,033.00
Postage, petties and storage of records	594.00
Provision for attendance @ Council Meeting	1,400.00
Provision of income tax on investment	100.00
AGM Fee	400.00
Govt. charges - FID/BAD	100.00
Insurance premiums	4,300.00
Common lighting and power	2,100.00
Caretaker - Remuneration	19,000.00
Caretaker - Superannuation @ 8.0%	1,500.00
Caretaker - telephone, petrol, petties	572.00
Caretaker - relief caretaker (4 weeks @ 50%)	720.00
Pool - chemicals & supplies	1,000.00
Lawns/gardens	1,500.00
Water consumption	2,200.00
Tree Management	800.00
Garden rubbish collection	600.00
General repairs and maintenance	4,000.00
<b>TOTAL INCLUSIVE OF GST WHERE APPLICABLE</b>	<b>\$45,919.00</b>
Funds for future maintenance	6,161.00
<b>TOTAL PROPOSED BUDGET</b>	<b>\$52,080.00</b>

\$52,080.00 = \$280.00 per unit entitlement per annum (186 total unit entitlement) quarterly in advance to commence from 01/01/2001.

24 units @ UE 4 = \$280.00 per quarter  
30 units @ UE 3 = 210.00 PER quarter

- NOTES:** 1. This budget includes provision for GST where applicable and it is recommended by the Strata Council in the interests of proper management.
2. Council reports that consideration will be given during the coming year, to the maintenance items of roof repairs/replacement and re-surfacing of the driveway. Council will obtain reports and if appropriate, make recommendation to the next AGM regarding any increase in reserve fund accumulation.

**STRATA PLAN 5629  
OWNERS OF "THE MEWS"  
147 CHARLES STREET WEST PERTH 6005  
PROPOSED BUDGET 2000-2001**

**NOTE: THE FOLLOWING FIGURES INCLUDE PROVISION FOR GST, WHERE APPLICABLE**

Management fees	5,033.00
Postage, petties and storage of records	594.00
Provision for attendance @ Council Meeting	1,400.00
Provision of income tax on investment	100.00
AGM Fee	400.00
Govt. charges - FID/BAD	100.00
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2. Council reports that consideration will be given during the coming year, to the maintenance items of roof repairs/replacement and re-surfacing of the driveway. Council will obtain reports and if appropriate, make recommendation to the next AGM regarding any increase in reserve fund accumulation.

**THE MEWS  
STRATA PLAN 5629  
147-159 CHARLES STREET, WEST PERTH**

**NOMINATION FOR ELECTION TO COUNCIL**

1. I wish to nominate myself for election to the Council of Owners at the forthcoming Annual General Meeting of Strata Plan 5629.

NAME (PRINT): \_\_\_\_\_

UNIT NO: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

- \* Where a company is the nominee, the person authorised by the company to act on its behalf on council is ... ..

DATE: \_\_\_\_\_

2. I wish to nominate the following party for election to the Council of Owners at the forthcoming Annual General Meeting of Strata Plan 5629.

NAME OF NOMINEE: (PRINT) \_\_\_\_\_

UNIT NO: \_\_\_\_\_

I ACCEPT NOMINATION: \_\_\_\_\_

(Signature of Nominee)

- \* Where a company is the nominee, the person authorised by the company to act on its behalf on council is ... ..

NAME OF NOMINATOR (PRINT) \_\_\_\_\_

UNIT NO: \_\_\_\_\_

DATE: \_\_\_\_\_

**NOTE:**

\*

Where a Company is the lot proprietor then in accordance with Section 45 of the Strata Titles Act 1985, the Company is eligible to be a member of the Council. The Company may then authorise an individual to act on its behalf on Council and may later revoke that authority. Nomination by the Company for its election to Council together with advice of details of the authorised individual should be completed by the signing/sealing procedures of the Company as may be appropriate.

# Please forward completed nomination forms to Managers prior to the meeting date.

## FORM OF PROXY

I/We being the Owner/s of unit number/s (or lot number/s) \_\_\_\_\_ in Strata Plan Number 5629 hereby appoint:

\* A representative from Quin Ballard

OR \_\_\_\_\_

\* Other person  
\_\_\_\_\_

to be my/our proxy to vote on my/our behalf at the Annual General Meeting of the Owners of The Mews , 147-159 Charles Street, West Perth Strata Plan 5629 to be held on 04/12/00 or any adjournment thereof.

Where the nominated proxy has a financial interest in a management contract or arrangement with the Strata Company I/We expressly authorise the proxy to vote on the motion under notice relative to that appointment and I/We specify herewith that the proxy is to vote for that motion.

**SIGNATURES OF ALL CO-PROPRIETORS:** \_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE OF PROXY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

In the case of a Company:

The Common Seal of:

was hereunto affixed by  
order of the Board in  
the presence of:

### *NOTE*

1. Only one co-proprietor of a unit (lot) can vote at a general meeting on a show of hands provided a form of proxy has been completed and signed by all co-proprietors nominating the party entitled to vote.
2. A Company may appoint a nominee as its Proxy and the Form of Proxy should, where applicable, have the company seal affixed.
3. A Proxy need not be a member of the Strata Company. The Strata Manager, the Chairman or any other person may act as proxy.

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF "THE MEWS", 147 - 159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD AT THE OFFICE OF QUIN BALLARD, 175 LABOUCHERE ROAD, COMO ON MONDAY 4 DECEMBER 2000, COMMENCING AT 6.00 PM**

**1. WELCOME:**

Mr Peter Munday, Manager Strata Division of Quin Ballard, introduced himself and welcomed all persons present. He enquired if everyone was recorded onto the attendance register and requested that any written proxies held, be handed in. He requested that in the matter of voting, a clear indication be given by the raising of one hand, and he requested that in the course of the meeting, there be no cross current of conversation and that all comments be directed through the Chair.

**2. RECORD**

**ATTENDANCE:**

Mr D Browne	Unit 3
Mr D Zappavinga & Miss J Dennis	Unit 4
Mr D & Mrs T Clarke	Unit 8
Mr J Sloan	Unit 11
Mr P & Mrs A Wrightson	Unit 16
Mr R Holland	Units 17,19 & 28
Mr S Allam	Units 21,29 & 34
Ms Y Hill	Unit 35
Mr D Browne	Unit 47
Mr P Munday representing Quin Ballard.	

**3. PROXIES:**

Mrs T Ivory	Unit 2
to Mr D Browne	
Messrs DA, T GJ & EA Browne	Unit 3
to Mr D Browne	
Mr T Dickson	Unit 6
Mrs C Chapman	Unit 7
Mr P Tye	Unit 13
all to the representative from Quin Ballard.	
Mr M Quin & Mrs K Ballard	Unit 14
to the Chairman	
Mr C McDougall	Unit 15
to the representative from Quin Ballard.	
Messrs S Allam & S Saleh	Units 21, 29 & 34
to Mr S Allam	
Mr R Kanter	Unit 26
Prof M Skully	Unit 32
Mr J Legge	Unit 40
Ms G Hourigan	Unit 43
all to the representative from Quin Ballard.	
Mrs D Gilbert	Unit 46



to the chairperson  
 Mr & Mrs D & J Ponnambolam Unit 48  
 Mr D Browne  
 Mr T Mitchell Unit 51  
 to the representative from Quin Ballard.

**4. APOLOGIES FOR ABSENCE:**

Nil

**5. QUORUM:**

A quorum was present.

**6. CHAIRPERSON:**

It was unanimously **RESOLVED** that Mr Munday be appointed to the Chair for the duration of the meeting.

**7. CONFIRMATION OF MINUTES:**

It was **RESOLVED** that the minutes of the Annual General Meeting held on 22/11/99 be received and accepted as a true and correct record and these were then signed by the Chairperson.

**8. BUSINESS ARISING:**

Nil

**9. REPORT FROM MANAGER:**

Mr Munday gave his report and it contained the following:

1 Strata Titles Act 1985

The Strata Titles Act 1985 continues to govern the property and Managers advise that although there have been some minor amendments there have been no significant amendments to the Act since the last Annual General Meeting. Schedule 1 & 2 By-laws continue to be the standard By-laws for the property.

2 Strata Council

The strata council met on a number of occasions to handle various items of property management, with Mr Peter Smith acting as chairman, Mr Andrew Smith as treasurer and Mr David Browne as secretary. To council members managers extend a vote of thanks on behalf of all owners for their time contribution on council matters. In addition to the many routine items of building & grounds maintenance which were addressed, an inspection found no white ant presence at the property. Clotheslines were replaced, signage renewed and pool rules are being formulated. Again well done to all council members.

### 3 Insurance

CHU Underwriting Agencies Pty Ltd continue to insure the property to expire on 01/10/01.

As agents of CHU, Managers advise that we receive a commission on volume business, however this does not affect the Strata Company Insurance premium in any way.

#### Levels of Cover:

Building	\$3390,000.00
Legal Liability	\$10,000,000.00
Common Contents	\$15,000.00
Office Bearers Liability	\$2,000,000.00
Workers Compensation	As per the act

### END OF REPORT

#### 10. FINANCIAL REPORT:

Mr Munday referred to the report for the year ending 30/09/00 and he advised that managers received no queries regarding the report prior to the meeting.

He confirmed that a monthly statement is forwarded to the strata council and that financial reports are provided by managers for Council meetings.

It was **RESOLVED** the financial report for the period ending 30/09/00 be received and adopted as a true and correct record.

#### 11. COUNCIL OF OWNERS:

Mr Munday gave a brief overview of the role 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, Mr R Holland units 17,19 & 28, Ms G Hourigan unit 43, Mr D Browne units 3 & 47.

Positions of chairman, treasurer & secretary to be appointed at the first council meeting following the Annual General Meeting.

#### 12. REAPPOINTMENT OF MANAGERS:

Mr Munday referred to the proposal from Quin Ballard as attached to the notice of meeting and he confirmed that Quin Ballard are happy to continue in the role of strata managers.

It was resolved that the strata council be directed to reappoint Quin Ballard to manage the strata company from the 4 December 2000 to the date of the next

Annual General Meeting in accordance with the proposal as attached to the Notice of Meeting.

ALL FEES MENTIONED BELOW INCLUDE GST

Annual Management fee \$5,033.00 (\$419.42 charged monthly) 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.

**13. SPECIAL BUSINESS:** Nil - no resolutions sought.

**14. GENERAL BUSINESS:**

14.1 Security

Mr Sloan enquired if consideration has previously been given to increased security at the property. Mr Munday responded the matter has not previously been raised.

Discussion took place regarding investigation of possible improvement of security and it was agreed the strata council will give the matter further consideration, make queries and report feedback to the next Annual General Meeting.

**15. BUDGET/LEVY:**

Mr Munday referred to the proposed budget as attached to the notice of meeting. He confirmed that the proposed budget was recommended by the strata council and that appropriate provision for goods and services tax was included. It was **RESOLVED** that the proposed Budget of \$52,080.00 (Including GST) for the year ending 2001, be received and adopted and that the levy of \$210.00 (including GST) per unit entitlement 3 and \$280.00 (inc GST) per unit entitlement 4, be adopted, payable quarterly in advance commencing from 01/01/01.

**16. NEXT MEETING:**

The next Council meeting is to be Monday 05/02/01, commencing at 10.00 am in unit 47.

The next General Meeting will be in approximately twelve months. Details to be advised by Managers at least fourteen days prior.

All proprietors are notified herewith that if any proprietor wishes for an item to be included onto the agenda for the next Annual General Meeting, details should be submitted in writing to Quin Ballard by 30/09/01.

**17. CLOSURE:**

Mr Munday extended Compliments of the Season to all persons present and he thanked them for their attendance and input at the meeting. There being no further business, the meeting closed at 6.40 pm.

CONFIRMED: R. Holland THIS 19 DAY OF NOVEMBER 2001.



2 January 2001

The Council of Owners  
Strata Plan 5629  
147-159 Charles Street  
WEST PERTH WA 6005

Dear Council Member

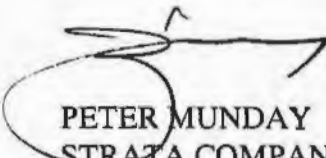
### NOTICE OF MEETING

**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, 5 February 2001
- 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, Secretary and Treasurer.
  6. Confirmation of Minutes of Meeting 13/11/00
  7. Business Arising - 13/11/00
  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



**PETER MUNDAY**  
STRATA COMPANY MANAGER  
For the Owners of Strata Plan 5629

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LICENSED REAL ESTATE AGENTS • PROPERTY MANAGERS • STRATA MANAGERS • MEMBER R.E.I.W.A.

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 - P.O. Box 221, Como, W.A. 6952  
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**MINUTES OF THE COUNCIL MEETING OF THE OWNERS OF THE MEWS, 147-159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD IN UNIT 47 THE MEWS, ON MONDAY, 5 FEBRUARY 2001, COMMENCING AT 10.00 AM.**

- 1. PRESENT:**
- |  |                  |
|--|------------------|
| Mr A Smith                             | Unit 9           |
| Mr P Smith                             | Unit 23          |
| Mr R Holland                           | Unit 17, 19 & 28 |
| Mr D Browne                            | Unit 3 & 47      |
| Mr P Munday representing Quin Ballard. |                  |
- 2. PROXIES:** Nil
- 3. APOLOGIES FOR ABSENCE:**
- |               |         |
|---------------|---------|
| Ms G Hourigan | Unit 43 |
|---------------|---------|
- 4. QUORUM:** A quorum was present.
- 5. APPOINTMENT OF CHAIRMAN, SECRETARY & TREASURER:** It was resolved that the following office bearers be appointed:
- |                         |
|-------------------------|
| Mr R Holland - Chairman |
| Mr P Smith - Secretary  |
| Mr A Smith - Treasurer  |
- 6. CONFIRMATION OF MINUTES:**
- It was resolved that the minutes of the Council meeting held on the 13/11/00 be received and accepted as a true and correct record and these were then signed by the chairman.
- 7. BUSINESS ARISING FROM MINUTES:**
- 7.1 Painting Under 1st Floor Walkways & Flaking Paint on West Side of Unit 19,44 and 9.
- It was noted that although instructions have been issued to the contractor, this work has not yet commenced. It was agreed Mr Holland will follow up with the painting contractor for work to commence as soon as possible.
- 7.2 Carport Gutters Units 6 and 25 and Some Downpipe Near Unit 17
- Mr Browne confirmed that managers referred contractors to him and he is still in the process of obtaining quotations.



It was agreed that Mr Brown is authorised to accept the cheapest quotation and to arrange for work to proceed.

7.3 Broken Downpipe Outside Unit 1

Mr Browne reported that this work is not yet been completed however he will finalise it before the next Council Meeting.

7.4 Airconditioner Unit 21

Mr Munday confirmed that managers wrote, as per the minutes.

7.5 Visitor Parking Signage

Mr Holland confirmed this work was satisfactorily completed.

7.6 Signage at Pool

Mr Holland reported that this signage has been installed however it may require additional fixing at the base of the sign and he requested other members to inspect in that regard.

7.7 Roof Repairs/Replacement

Mr Browne reported that he has not yet obtained quotations as his contact is now not available. It was agreed that Mr A Smith and Mr P Smith will jointly investigate options for roof repairs/replacement as a stand alone project, whereby they will obtain advice and estimation of cost regarding roof treatment. It was noted that council intends to submit a report regarding the roof to the next Annual General Meeting.

7.8 Vehicles Left on Property for Extended Periods

Mr Munday confirmed that managers wrote letters as per the minutes.

**8. FINANCIAL  
SITUATION:**

Mr Munday distributed to each member present a summary of financial information as follows:

Balance of general trust account as at Fri 2 February 2001     \$ 1,715.88

Balance of investment account as at Fri 02 February 2001     \$32,068.05

Outstanding Levies:

Due 01/07/00	\$ 24.26 Unit 53
Due 01/10/00	\$204.00 Unit 38
	\$272.00 Unit 53
Due 01/01/01	Units 3,10,13,15,24,30,32,33,38,40,47,48,50,53
	Total \$3,424.00

**END OF REPORT**

**9. CORRESPONDENCE:**

17/11/00 to Clarkin & Co re vehicle unit 5  
 17/11/00 to owner unit 21 re vehicle unit 21  
 17/11/00 to owner unit 21 re air conditioner unit 21  
 26/11/00 from owner unit 21 re air conditioner unit 21  
 26/11/00 from owner unit 21 re car unit 21  
 05/12/00 fax to Clarkin & Co re paint repair unit 51  
 22/01/01 fax from Clarkin & Co re paint repair unit 50  
 23/01/01 to Clarkin & Co repaint unit 50 enclosing letter to them of 08/05/00

**10. GENERAL  
BUSINESS :**10.1 Paint Repair of Ceiling Unit 51

Mr Munday referred to report from Clarkin & Co regarding need for paint repair of the ceilings at units 51 and Mr Browne confirmed that approval was given for Clarkin & Co to arrange for this work to be completed. Mr Munday tabled an account from G H M General Home Maintenance for a total \$275.00 for this work and it was agreed that the account is approved for payment.

10.2 Mould on Ceiling Unit 17

Mr Holland reported that mould which was present on the ceiling of unit 17 has been removed. He believes that the mould may relate to leakage from the downpipe which is soon to be repaired. He advised that he will monitor the ceiling for return of any mould, during the year ahead.

10.3 Installation of Air-conditioner at Unit 49

It was noted that a split system air-conditioner was installed on the balcony of unit 49, after enquiry to Mr Browne regarding permission to install. It was noted there has been a long standing policy of no items being permitted on walkways and it was agreed that policy is to continue. It was also noted that split system units installed on balconies are approved for installation, subject to low level installation on the balcony. It was agreed that a letter is to be forwarded by managers to the owner/occupier of unit 49 advising that they are fully responsible for maintenance of the unit.

10.4 Security

Mr P Smith referred to the matter of security as raised at the Annual General Meeting. Mr Browne reported that Mr Allam referred a security firm which attended at the property, however a quotation is not yet to hand. Mr Browne reported of various recent incidents of stolen car, stolen clothes from clothesline, trespassers in the swimming pool and syringes found in garden areas. It was agreed that the council will take further advice with a view to improvement of security and subject to information received may call an informal council meeting to discuss the findings.

10.5 Annual Leave for Caretaker

Mr Browne reported that he would like to take 4 weeks annual leave from 02/04/01. It was agreed the leave is approved. Mr Holland will secure a person to attend to the lawns and gardens with a cost to be agreed between Mr Holland and Mr Browne and with reference to the provision in the budget for relief caretaking. Mr P Smith volunteered to deal with checking bins, pool and litter at no cost to the strata company.

10.6 Burn- out at Meter Board - Front Block

Mr Browne reported details of the need to call out an electrician to a burn-out due to a circuit breaker break down and he tabled two accounts for attendance by electricians. He gave details of the need for two attendances in the matter and it was agreed the accounts be approved for payment.

**11. NEXT MEETING:**

Mr Munday reported an enquiry from council member Ms Hourigan regarding council meetings being held after office hours, as she is unable to attend meetings during the day. Consideration was given to convenience of other members attending night time meetings and also the variation in management cost and after discussion it was agreed to retain a daytime meeting time. It was agreed Ms Hourigan, by record in these minutes, is requested to remain on council and to submit input to council on any matters which she feels to be appropriate.

The next council meeting is to be held on Monday 7 May 2001 commencing at 10.00 am unit 47.

**12. CLOSURE:**

Mr Munday thanked Mr Browne for the kind use of his unit for the meeting. There being no further business the meeting closed at 12.00 midday.

CONFIRMED: P. Holland THIS 30 DAY OF APRIL 2001

Addendum Note

Subsequent to the meeting Mr Holland contacted managers and requested a change of meeting date to 30 April 2001 and he confirmed that this was agreed after his contact with other members.



18 April 2001

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, 30 April 2001
- TIME:** 10.00 am
- LOCATION:** Unit 47/147-159 Charles Street, West Perth
- AGENDA:**
1. Record Attendance
  2. Proxies
  3. Quorum
  4. Appointment of Chairperson if Mr Holland the appointed Chairperson is not present.
  5. Confirmation of Minutes of Meeting 05/02/01
  6. Business Arising - 05/02/01
  7. Financial Report
  8. Correspondence
  9. General Business
  10. Next Meeting
  11. Closure

Should you be unable to attend, please contact the undersigned to register your apologies.

Yours faithfully



PETER MUNDAY  
STRATA COMPANY MANAGER

For the Owners of Strata Plan 5629

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LICENSED REAL ESTATE AGENTS • PROPERTY MANAGERS • STRATA MANAGERS • MEMBER R.E.I.W.A.

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 - P.O. Box 221, Como, W.A. 6952

Licensee: H.U.M. Pty Ltd as Trustee for H.U.M. Unit Trust trading as Quin Ballard - A.C.N. 009 057 103

Fax: (08) 9474 1302 Phone (08) 9474 1533 E-mail: quibal@inet.net.au ABN 85 869 125 509

**MINUTES OF THE COUNCIL MEETING OF THE OWNERS OF "THE MEWS" 147 TO 159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD IN UNIT 47 THE MEWS ON MONDAY 30 APRIL 2001, COMMENCING AT 10.00 AM**

- 1. PRESENT:**
- |  |                   |
|--|-------------------|
| Mr P Smith                             | Unit 23           |
| Mr R Holland                           | Unit 17, 19 & 28. |
| Mr D Browne                            | Units 3 & 47      |
| Mr P Munday representing Quin Ballard. |                   |
| Apologies: Mr A Smith      Unit 9      |                   |
- 2. PROXIES:** Nil.
- 3. QUORUM:** A quorum was present.
- 4. APPOINTMENT OF CHAIRPERSON:** Mr Holland, the appointed Chairperson presided for the duration of the meeting.
- 5. CONFIRMATION OF MINUTES:**
- It was resolved that the minutes of the Council Meeting held on the 5 February 2001 be received and accepted as a true and correct record and these were then signed by the Chairman.
- 6. BUSINESS ARISING FROM MINUTES:**
- 6.1 Painting Under First Floor Walkways And Flaking Paint On West Side of Units 19, 44 & 9.  
Mr Holland reported that work has been completed but some areas need a final inspection. It was agreed this would be done following the end of this meeting.
- 6.2 Carport Gutters Units 6 & 25 & Some Downpipe Near Unit 17  
Mr Browne reported that two quotations were obtained :
- |                           |          |
|---------------------------|----------|
| Pauls Maintenance Company | \$506.00 |
| Plumbers WA               | \$832.00 |
- Mr Browne reported that he requested for Pauls Maintenance Company to proceed, however work has not yet been completed and Mr Browne agreed to follow up in the matter.
- 6.3 Broken Down Pipe Outside Unit 1  
Mr Browne reported that this work has been completed.
- 6.4 Signage At Pool  
Mr Smith reported that the fixing is excellent.

6.5 Roof Repairs/Replacement

Mr Smith reported that his investigations are continuing and he anticipates a report will be available for the next meeting.

6.6 Security

Mr Smith reported that he is investigating with a firm called Strata Security. Mr Browne reported that a firm recommended by Mr Allam, which previously inspected at the property, is now uncontactable and no report is to hand. The matter of security is to reported on, later.

6.7 Annual Leave for Caretaker

Mr Smith confirmed that work to lawns and gardens was extremely well done and the contractor was very reliable.

## 7. FINANCIAL REPORT:

Mr Munday distributed to each member present a summary of financial information as follows:

### 147-159 CHARLES STREET WEST PERTH STRATA PLAN 5629

#### FINANCIAL INFORMATION FOR COUNCIL MEETING ON 30/04/01

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Balance of general trust account as at Fri 27/04/01	\$4,857.99
---	------------

Balance of investment account as at Fri 27/04/01	\$33,716.43
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Outstanding levies :

Due 01.10.00	\$204.00 unit 38
	\$272.00 unit 53

Due 01.01.01	\$210.00 unit 38
	\$272.00 unit 53

Due 01.04.01 9 units, including 38 & 53, being total	\$2,088.00
--	------------

#### END OF REPORT

It was noted that unit 53 is being sold. Mr Munday reported that interest has been added to units 38 & 53. It was agreed that, if payment is not received within a few days from unit 38, a letter is to be forwarded to threaten legal action for recovery.



- 8. CORRESPONDENCE:** 12/02/01 To Ms D Wilson Unit 49 Re: Install. of Air Conditioner Unit @ Unit 49.  
 29/03/01 From G A Perry. To advise that toilet blockage @ Unit 15 was caused from within unit and is owner cost.  
 05/04/01 From Clarkin & Co being request for payment of repaint to ceilings @ Unit 50.  
 It was agreed that payment of \$275.00 is to be made, on receipt of appropriate tax invoice.  
 11/04/01 From Clarkin & Co to report leaks into unit 36 when unit above uses shower (ie. Unit 54).  
 Mr Smith advised that he endeavoured to contact the occupants of units 36 & 54 to arrange inspection, however he has been unable to do so. It was agreed that managers are to write to the owners of unit 54 to request their investigative action, in liaison with Clarkin and Co to access unit 36, with a copy of the letter to Clarkin & Co.

**9. GENERAL BUSINESS :**

9.1 Request from owner - Unit 31 Re: Signage for Car Parking

Mr Munday reported regarding a verbal enquiry by the owner of unit 31 whereby he requested installation of a sign advising of a penalty for improper parking. It was agreed that Mr Browne will inquire details of facilities available from the Town of Vincent and will report his findings to the next Council Meeting.

9.2 Resurface of Driveway

Mr Smith confirmed that he is continuing to investigate indicative costs.

9.3 Concrete Spalling on Walkways

Mr Smith brought to attention details of concrete cancer (spalling) on walkways where the balustrade is attached to the edge of the concrete walkway. It is most noticeable on the top floors. He recommended an ongoing maintenance program should be planned and he volunteered to draw up a plan of needs and to report details to the next Council Meeting.

- 10. NEXT MEETING:** The next Council Meeting is to be held on Monday 23 July 2001, at 10.00 am in unit 47.

- 11. CLOSURE:** Mr Munday thanked Mr Browne for the kind use of his unit for the meeting. There being no further business the meeting closed at 11.10 am.

CONFIRMED: R. Holland THIS 30 DAY OF July 2000 2001



18 July 2001

The Council of Owners  
Strata Plan 5629  
147-159 Charles Street  
WEST PERTH WA 600

Dear Council Member

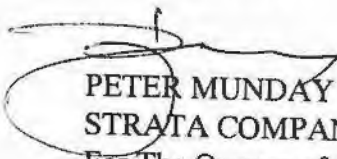
### NOTICE OF MEETING

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 30 July 2001 (Changed from 23 July)
- TIME:** 10.00 am
- LOCATION:** Unit 47/147-159 Charles Street, West Perth.
- AGENDA:**
1. Record Attendance
  2. Proxies
  3. Quorum
  4. Appointment of Chairperson if Mr Holland the appointed Chairperson is not present.
  5. Confirmation of Minutes of Meeting 30/04/01
  6. Business Arising - 30/04/01
  7. Financial Report
  8. Correspondence
  9. General Business
  10. Next Meeting
  11. Closure

Should you be unable to attend, please contact the undersigned to register your apologies.

Yours faithfully

  
PETER MUNDAY  
STRATA COMPANY MANAGER  
For The Owners of Strata Plan 5629

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LICENSED REAL ESTATE AGENTS • PROPERTY MANAGERS • STRATA MANAGERS • MEMBER R.E.I.W.A.

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 - P.O. Box 221, Como, W.A. 6952  
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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 IN UNIT 47, "THE MEWS" ON MONDAY 30 JULY 2001, COMMENCING AT 10.00 AM.**

**1. RECORD**

**ATTENDANCE:**

Mr P Smith	Unit 23
Mr R Holland	Units 17, 19 28
Mr D Browne	Units 3 & 47
Mr P Munday representing Quin Ballard.	
Apologies:	
Mr A Smith	Unit 9

**2. PROXIES:**

Nil.

**3. QUORUM:**

A quorum was present.

**4. CHAIRPERSON:**

Mr Holland the appointed Chairperson presided for the duration of the meeting.

**5. CONFIRMATION OF MINUTES:**

It was RESOLVED that the minutes of Council Meeting held on 30 April 2001 be received and accepted as a true and correct record and these were then signed by the Chairman.

**6. BUSINESS ARISING:**

6.1 Painting on First Floor Walkways and Flaking Paint on West Sides of Units 19, 44 & 9.

It was noted that a final inspection took place after the last Council Meeting and it was agreed that the account be passed for payment, at that time.

6.2 Carport Gutters - Unit 6 & 25 & Some Downpipe Near Unit 17

Mr Browne reported that work was satisfactory completed, however the carport gutters have not yet been painted and he confirmed that he will attend to this work.

6.3 Roof Repairs/Replacement

Mr Smith reported that he discussed the matter of roof replacement with Paul's Maintenance Company and he obtained a verbal indication of cost to replace the existing tile roof with metal: \$25,000 - \$30,000.

It was agreed that council will give further consideration in respect of this item, for recommendation to the next Annual General Meeting.

#### 6.4 Security

Mr Smith reported details of his investigations and he tabled plans to provide possible options for fencing to improve security. He commented on the high costs associated with electronic security. After discussion it was agreed that Mr Smith will seek indications of costs for fences and gates, with letterboxes to be incorporated into the fence for improved security for mail. This matter to be given further consideration at the next Council Meeting with a view to recommendation to the next Annual General Meeting.

#### 6.5 Concrete Spalling On Walkways

Mr Smith reported that he has drawn up a plan of needs and he tabled a summary of his visual inspection of walkways, which provide details of balustrade "stumps" which require attention. It was noted that the stumps are graded into conditions of "very bad", "bad" and "not too bad", however Mr Smith recommended that all listed need attention. He reported that the plan was drawn up based only on his visual inspection. It was agreed that Mr Holland will seek appropriate quotations for repairs based on the report as tabled. Council members thanked Mr Smith for the considerable efforts contributed by him with respect to the items of concrete spalling, security and roof replacement.

#### 6.6 Signage for Carparking

Mr Smith reported on his enquiry on the Town of Vincent and advised that an arrangement is available, however it seems that enforcement may be difficult. After due consideration it was agreed that the very low incidence of problems does not warrant further action at this time.

#### 6.7 Resurfacing of Driveway

Mr Smith reported details of estimated costs per meter to provide a resurface spray with ten millimetre pebbles to the driveway. It was agreed that Mr Holland will confirm costs and report details to the next meeting, in order for consideration and any recommendation to the next Annual General Meeting.

## **7. FINANCIAL REPORT:**

Mr Munday distributed to each member present a summary of financial information as follows:

Balance of general trust account as at Friday 27 July 2001	\$ 3,125.43
Balance of investment account as at Friday 27 July 2001	\$35,385.17

Outstanding levies:

Due 01/04/01           \$210.00           Unit 10  
 Due 01/07/01           \$1,930.51 (inc interest) Eight Units

**END OF REPORT**

- 8. CORRESPONDENCE:** 08/05/01 to owners unit 54 to request remedial action re leak into unit 36
- 22/05/01 to owner unit 35 to advise of water seepage onto walkway near unit 35.
- 22/05/01 to owner unit 53 to request remedial action re leaking hot water system for that unit.
- 22/05/01 to agent unit 6 to request remedial action re leakage onto pathway outside unit 6.  
 Mr Browne reported that the cause of this leak being taps inside unit 6, has been fixed.
- 09/06/01 from owner unit 17 to provide report <sup>on</sup> leak into that unit which came down from unit 53 into unit 35 and then into unit 17.  
 It was noted that the insurer has been advised of the consequential damages to units 5 & 17 and an assessor has been requested by the insurer to attend, to provide quotations and report.
- 19/06/01 to Pauls Maintenance Co. to request reissue of account into strata Co. name.
- 20/06/01 from the owner of unit 35 regarding damage at unit 35 from the leak above in unit 53.  
 Mr Browne reported that he inspected at unit 53 with Tommy Clarkin and confirmed a number of damage spots on the ceiling. Mr Browne reported that he has requested Western Maintenance to fix the roof above unit 53.
- 04/07/01 from D Browne unit 47 to request leave for two weeks commencing on 16/07/01.
- 06/07/01 from agents unit 52 to report water damage spots on ceiling.
- 05/07/01 from owner unit 13 to request permission to install a satellite dish on the roof.
- 06/07/01 to owner unit 13 to advise request referred to council meeting.  
 After discussion council decided that permission was not granted for installation of the satellite dish - managers to advise owner of unit 13.

**9. GENERAL  
BUSINESS:**

9.1 Break-in to Storage Shed

Mr Munday advised that he received a report from Mr Browne that the locked garden/storage shed was broken into on Sunday 1 July. The padlock was broken and a brush cutter and chainsaw were stolen. A bolt cutter resistant padlock has since been installed at the shed and the insurance company has approved a replacement of the stolen goods.

**10. NEXT MEETING:**

The next Council Meeting is to be held on Monday 17 September 2001 commencing at 10.00 am in unit 47.

**11. CLOSURE:**

Mr Munday thanked Mr Browne for the kind use of his unit for the meeting and for his hospitality. There being no further business the meeting closed at 12.05 pm.

CONFIRMED: R. Holland THIS 17 DAY OF SEPTEMBER 2001





6 September 2001

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 17 September 2001

**TIME:** 10.00 am

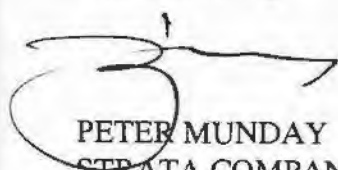
**LOCATION:** Unit 47/147-159 Charles Street, West Perth

**AGENDA:**

1. Record Attendance
2. Proxies
3. Quorum
4. Appointment of Chairperson if Mr Holland the appointed Chairperson is not present.
5. Confirmation of Minutes of Meeting 30/07/01
6. Business Arising - 30/07/01
7. Financial Report
8. Correspondence
9. General Business
10. Next Meeting
11. Closure

Should you be unable to attend, please contact the undersigned to register your apologies.

Yours faithfully



**PETER MUNDAY**  
STRATA COMPANY MANAGER  
For the Owners of Strata Plan 5629

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LICENSED REAL ESTATE AGENTS • PROPERTY MANAGERS • STRATA MANAGERS • MEMBER R.E.I.W.A.

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 - P.O. Box 221, Como, W.A. 6952  
Licensee: H.U.M. Pty Ltd as Trustee for H.U.M. Unit Trust trading as Quin Ballard - A.C.N. 009 057 103  
Fax: (08) 9474 1302 Phone (08) 9474 1533 E-mail: quibal@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 IN UNIT 47, "THE MEWS" ON MONDAY 17 SEPTEMBER 2001, COMMENCING AT 10.05 AM.**

**1. RECORD**

**ATTENDANCE:**

Mr P Smith	Unit 23
Mr R Holland	Units 17, 19 28
Mr D Browne	Units 3 & 47
Mr P Munday representing Quin Ballard.	
Apologies:	
Mr A Smith	Unit 9

**2. PROXIES:**

Nil.

**3. QUORUM:**

A quorum was present.

**4. CHAIRPERSON:**

Mr Holland the appointed Chairperson presided for the duration of the meeting.

**5. CONFIRMATION OF MINUTES:**

It was RESOLVED that the minutes of Council Meeting held on 30 July 2001 be received and accepted as a true and correct record and these were then signed by the Chairman.

**6. BUSINESS ARISING:**

6.1 Painting Carport Gutters - Unit 6 & 25 and some Downpipe near Unit 17

Mr Browne reported that this work has not yet been done, however it will be done soon due to the fine weather.

6.2 Roof Repairs/Replacement

Mr Munday recommended that a report from Council be included for the Annual General Meeting including forward planning for the replacement of the roof.

6.3 Security

Mr P Smith tabled a quotation obtained in respect of installation of fences and gates at the property. He tabled a page of possible options in respect of security and it was agreed that Mr Smith prepare an explanation of option number 4 including replacement of keys, and cost of re-keying. It was agreed to recommend the installation of the fence, to the Annual General Meeting with a view to a later general meeting being held to finalise approval, funding and creation of a By-Law in order for works to proceed.

6.4 Concrete Spalling On Walkways

Mr Holland reported that quotations were obtained and he gave details relative to work involved. To undertake work for the "Bad" and "Very Bad" cost is approximately \$3,800.00. It was agreed to include \$4,000.00 into the proposed budget for the Annual General Meeting to provide for concrete/balustrade work.

#### 6.5 Resurfacing of Driveway

Mr Holland reported that he has not yet been able to obtain site plans or confirmation of cost. He agreed to follow through in the matter.

### **7. FINANCIAL REPORT:**

Mr Munday distributed to each member present a summary of financial information as follows:

Balance of general trust account as at Friday 14 Sept 2001 \$ 816.19  
 Balance of investment account as at Friday 14 Sept 2001 \$35,475.46

#### Outstanding levies:

Due 01/07/01 \$840.00 being units 10,24,38 & 52

### **END OF REPORT**

- 8. CORRESPONDENCE:** 31/07/01 to owners unit 13 regarding application for satellite dish.  
 22/05/01 from D Browne re fence damage  
 01/08/01 to occupiers 72 Carr Street, regarding repairs of dividing fence and removal of litter.

It was agreed that managers are to request solicitors to send a letter of demand at an approximate cost of \$150.00 to the occupiers of 72 Carr Street in respect to repairs to dividing fence and removal of litter.

### **9. GENERAL BUSINESS**

#### 9.1 Renewal of Insurance Cover

Mr Munday table<sup>d</sup> a renewal notice and reported that the insurers provided two options to either re-insure at the current sum insured for building of \$3,390,000 or alternatively for the recommended sum insured for \$3,660,000. It was agreed to renew at the level of \$3,660,000, with managers to pay the premium for that level.

#### 9.2 Unit 17

Mr Holland reported that the insurance company sent an assessor to inspect the damage and it was agreed by the insurer that Mr Holland obtain an additional quotation and that he would liaise direct with the insurer in respect of repair work.

9.3 Annual General Meeting**CHAIRMAN'S REPORT**

It was agreed that Mr Holland would prepare and submit to other members a chairman's report with comment and possible additional items.

**BUDGET**

It was agreed to include an item of concrete repairs of \$4,000, and tree work of \$1,500 (to be included as an item in the budget each year)

**SECURITY**

To be a recommendation, based on council's investigations, it was noted that installation of fences and gates would be approximately \$23,000.

It was agreed that subject to sufficient support in favour of the recommendation, a further general meeting is to be called to finalise approval, funding and a by-law to establish controls for example replacement costs of the transmitters.

Regarding funding of the project to install fences and gates it was recommended that a sum of \$12,000 be raised by way of special levy and the balance of costs approximately \$12,000 come from existing reserves, to be finalised at the Extraordinary General Meeting to be held in February 2002.

9.4 Installation of Air Conditioning Unit at unit 47

Mr Browne requested permission to install a split-level air conditioning system at unit 47 and he confirmed that the unit on the balcony would be installed at a low level, as required. He confirmed that he would submit a written requests to Council in that regard. It was agreed, subject to appropriate written request that permission is granted.

**10. NEXT MEETING:** The Annual General Meeting is to be held on Monday, 19 November 2001 commencing at 6 pm.

The next Council meeting is to be held on 4 February 2002 at 10 am in unit 47.

**11. CLOSURE:** Mr Munday thanked Mr Browne for the kind use of his unit for the meeting. There being no further business the meeting closed at 12.50 pm.

CONFIRMED: PASB THIS 4 DAY OF Feb 2002



1 November 2001

All Owners  
147-159 Charles Street, West Perth WA  
Strata Plan 5629

Dear Owners

**RE: ANNUAL GENERAL MEETING STRATA PLAN 5629**

Enclosed herewith is your notice for the annual general meeting for strata plan 5629.

The financial report and proposed budget will be forwarded under separate cover within the next few days.

We take this opportunity to request you forward a completed form of proxy if you are unable to attend the meeting. This assists to form a quorum for a meeting to proceed and is appreciated by those owners who are in attendance.

Yours faithfully

A handwritten signature in black ink, appearing to be 'Peter Munday', written over a circular stamp or mark.

**PETER MUNDAY  
MANAGER STRATA DIVISION**

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**LICENSED REAL ESTATE AGENTS • PROPERTY MANAGERS • STRATA MANAGERS • MEMBER R.E.I.W.A.**

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 - P.O. Box 221, Como, W.A. 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





1 November 2001

The Owners of "The Mews"  
Strata Plan 5629  
147-159 Charles Street  
**WEST PERTH WA 6005**

Dear Owner

### NOTICE OF MEETING

NOTICE is hereby given in accordance with provisions of the Strata Titles Act 1985 that an Annual General Meeting of the Owners of "The Mews", 147-159 Charles Street, West Perth, Strata Plan 5629 will be held:-

**DATE:** Monday 19 November 2001  
**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.

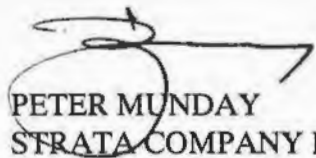
If you cannot attend, please complete the attached Proxy Form and return it as soon as possible. It is important to have the proxy as without your support, we may not be able to hold this meeting. Furthermore, your levy contribution must be paid to entitle you to vote. (Strata Titles Act 1985, Schedule 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

  
**PETER MUNDAY**  
STRATA COMPANY MANAGER  
For the Owners of Strata Plan 5629

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LICENSED REAL ESTATE AGENTS • PROPERTY MANAGERS • STRATA MANAGERS • MEMBER R.E.I.W.A.

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Fax: (08) 9474 1302 Phone (08) 9474 1533 E-mail: quibal@inet.net.au ABN 85 869 125 509



**STRATA PLAN 5629**

**ANNUAL GENERAL MEETING OF THE OWNERS OF  
"THE MEWS", 147-159 CHARLES STREET, WEST PERTH 6005**

**19/11/01**

**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 04/12/00
8. Business Arising - AGM 04/12/00
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. Special Business - See Annexure "A" for details
  - 13.1 Possible Future Installation of Fences & Gates
  - 13.2 Application for Installation of Blinds on Balcony - Unit 47
14. General Business
15. Budget/Levy (Periodic Contributions)
16. Next Meeting
17. Closure

## CHAIRMAN'S REPORT 2001

147-159 Charles Street, West Perth.      Strata Plan 5629

This year the committee has investigated four areas of concern for the complex.

1. Security.
2. Condition of Roofs.
3. Deterioration of Driveway.
4. Concrete Cancer.

### 1. Security.

It was agreed at the December 2000 AGM that the incoming committee would investigate possible security options for the complex. The following options were considered: -

- A. Individual carport bollards.
- B. Cable gates at each vehicle entrance.
- C. Retractable bollards on each vehicle entrance.
- D. Security fencing
- E. Fencing without full security.

The committee recommends option E for the following reasons: -

1. The price, which is very competitive with the other types of security assessed.
2. The convenience of allowing tradesmen and visitors pedestrian access to all units.
3. Eliminates the re-positioning of the mailboxes within the fence line.
4. Aesthetically pleasing.

### Advantages.

No visitor car access through complex.  
Visitor parking area not affected.  
Increase capital value of units.  
Access for garbage collection.  
Access to post boxes.  
Existing post boxes become more secure.  
Improve rental opportunities

### Disadvantages.

Pedestrian gates not secure. Manual operation only.  
Ongoing maintenance cost.  
Ongoing power costs.  
Manual operation of gates needed during power failure.

### Fence Description and Cost.

Fence the front of the property and the visitors' car park with 1.8 metre high aluminium powder coated fencing. 3 matching single and 1 double self-closing pedestrian manually operated gates. 2 sliding automatic road gates and 1 swing automatic front road gate. See Drawing. Cost including 54 remote key fobs, installation and G.S.T. \$22,169-40 as of August 2001.

Should owners show sufficient support for this security proposal a further general meeting will be called to finalise approval, funding and a by-law to establish controls for such items as replacement transmitters.

We suggest a sum of \$12,000 be raised by way of special levy and \$12,000 drawn from existing reserves. An Extraordinary General Meeting would be held in February 2002 to finalise this matter.

## **2. Roofing.**

In the past 18 months a number of units have been damaged as a result of a leaking roof. Ridge cappings have been re-pointed. Roof tiles have been replaced. With the age of the roof this problem can only get worse.

The committee has made an initial enquiry with Paul's Maintenance for the cost to replace the tile roof with steel. A figure of between \$25,000 and \$30,000 has been indicated. The committee envisages forming a 5 year plan to replace the roofs.

## **3. Deterioration of Driveway.**

The committee addressed the matter of the deteriorating sealed driveway and carports. Verbal quotes have been given for two types of material.

Hot Mix involves spraying bitumen and covering with 10mm stones and has a life expectancy of 5 years. The cost is approximately \$2.60 per square metre plus G.S.T. Approximate area 2000 square metres.

Black Asphalt is laid at 25mm thickness giving a life expectancy of 12 to 15 years. Cost \$7-50 per square metre plus G.S.T.

## **4. Concrete Cancer.**

It was noted during the year that the stumps of the walkway handrails in some areas of the complex were rusting and breaking the concrete. The committee received a report saying it could cost approximately \$5000 to find how far the rust has progressed into the walkways, and to replace the 13 stumps. See Drawing marked as 'very bad' and 'bad'. The committee requests that this amount of money be approved at the AGM on November 19<sup>th</sup>.

## **Garden Watering.**

Mr. David Browne, our caretaker, will mulch the gardens to assist with water conservation.

## **Conclusion.**

The committee believes the security proposal would be very worthwhile in this day and age. In the year 2001-2002 the incoming committee should prioritise the maintenance issues. Owners must realise that in order to fund these expenses it may be necessary to increase levies and also use special levies to complete these major tasks on a timely basis. A costing proposal will be included in the Chairman's report for the 2002 AGM.

I would like to thank the members of the committee for all their efforts and also Mr. Peter Munday of Quin Ballard for his professional assistance during the year.

On behalf of the council I wish all owners 'Compliments of the Season and a Prosperous 2002.'

Yours faithfully,

Roger Holland  
Chairman of council  
Strata plan 5629

**CHARLES STREET**

NEW SWING  
ROAD GATE  
AUTOMATIC

NEW  
FENCE

NEW PEDESTRIAN  
SINGLE GATE  
MANUAL OPERATION

NEW  
FENCE

NEW PEDESTRIAN  
DOUBLE GATE  
MANUAL OPERATION

NEW  
FENCE

2M

4.4M

12M

1.3M

19M

2M

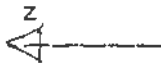
17.5M

EXISTING  
POST  
BOXES

5M

< - - - <

Slope downwards



147 — 159, CHARLES STREET,  
WEST PERTH  
6005

PLAN OF BLOCK

NOT TO SCALE

DIMENSIONS GIVEN  
AS GUIDE ONLY

ALUMINIUM POWDER COATED FENCING  
ROAD GATES WILL BE AUTOMATIC OPERATION  
PEDESTRIAN GATES WILL BE MANUAL OPERATION

TOP OF FENCE PATTERN

i n i n i n i n i n

41M

5.7M

NEW PEDESTRIAN  
SINGLE GATE

MANUAL OPERATION

9.6M

NEW PEDESTRIAN  
SINGLE GATE

MANUAL OPERATION

1.3M

NEW FENCE

7.2M

4.6M

AUTOMATIC  
NEW SLIDING  
ROAD GATE

VISITOR  
PARKING

**IVY STREET ENTRANCE**

N  
E  
W

F  
E  
N  
C  
E

VISITOR  
PARKING

7.5M

NEW FENCE

AUTOMATIC  
NEW SLIDING  
ROAD GATE

E  
X  
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S  
T  
I  
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F  
E  
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C  
E

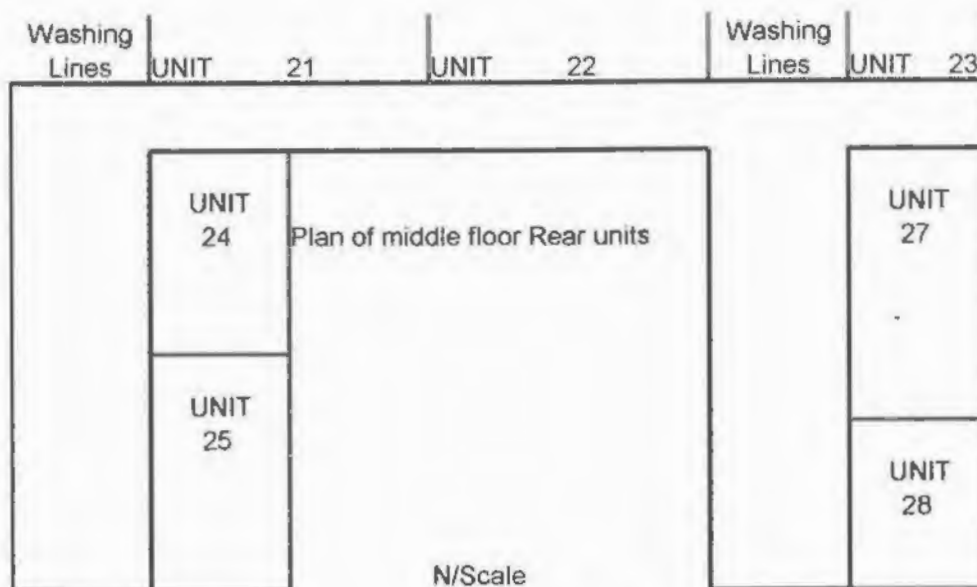
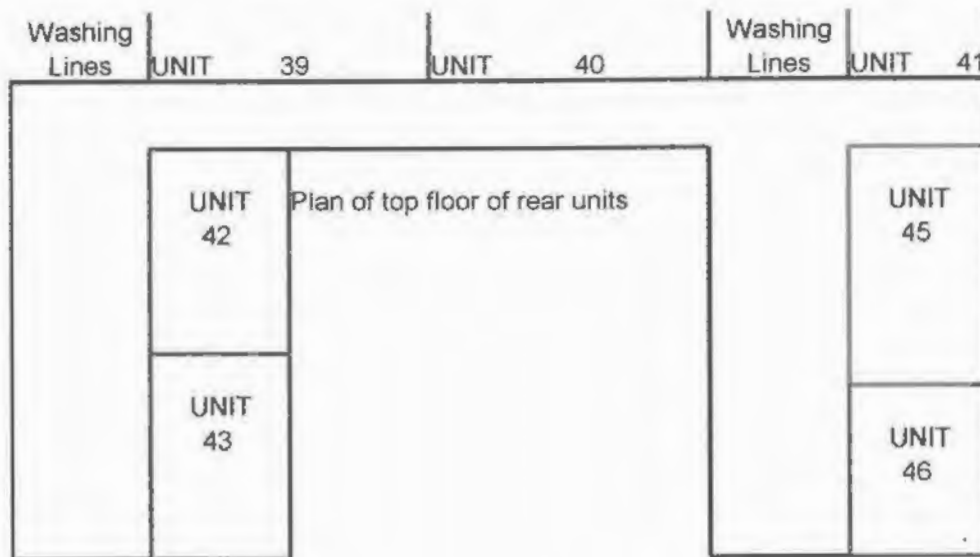
E  
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EXISTING FENCE

# 147, Charles St, Concrete Cancer in Walkways

## Visual inspection of walkways

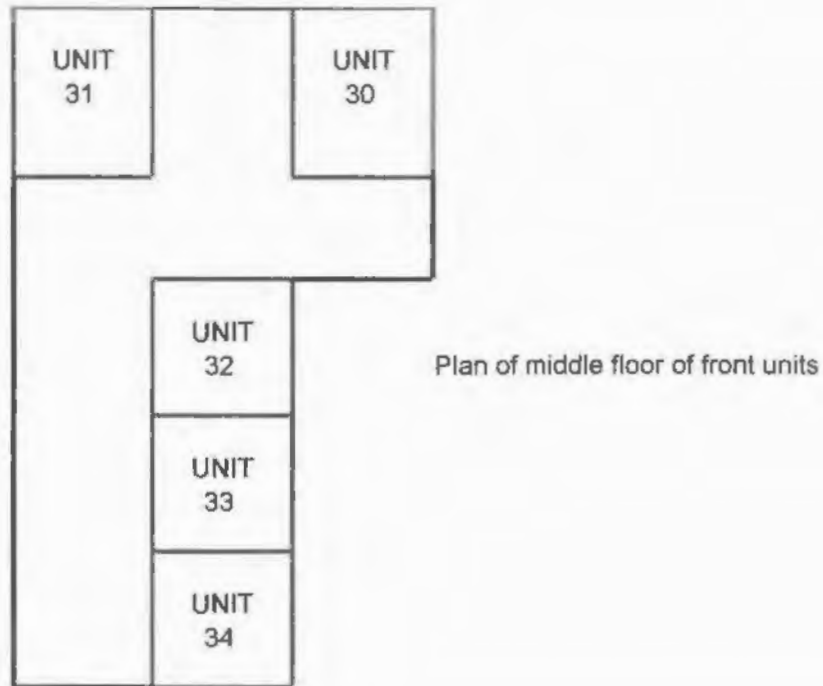
UNIT #	45	2 Stumps	Very Bad
UNIT #	21	2 Stumps	Very Bad
UNIT #	Between 20&21	1 Stump	Very Bad
UNIT #	40	2 Stumps	Bad
UNIT #	Between 22&23	1 Stump	Bad
UNIT #	22	2 Stumps	Bad
UNIT #	32	2 Stumps	Bad See page # 2 for Plan
UNIT #	Between 31&32	1 Stump	Bad See page # 2 for Plan
UNIT #	46	1 Stump	Not to Bad
UNIT #	27	4 Stumps	Not to Bad
UNIT #	28	2 Stumps	Not to Bad
UNIT #	20	1 Stump	Not to Bad
UNIT #	25	1 Stump	Not to Bad



N/Scale

N/Scale

## 147, Charles St, Concrete Cancer in Walkways



I noted while I was inspecting the stumps, that the stumps which were not built into the concrete were not rusted. So that when they are replaced it would be an idea not to have them buried in the concrete, just 'Dyna Bolted' on the top.





**ITEM 12  
RE-APPOINTMENT OF MANAGERS**

**PROPOSAL FROM QUIN BALLARD TO THE OWNERS OF "THE MEWS"  
147-159 CHARLES STREET, WEST PERTH 6005, STRATA PLAN 5629**

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Our proposal is for us to continue to act as Strata Managers from the date of the Annual General Meeting until the date of the following Annual General Meeting.

We request that the Strata Company gives an expressed direction to the Strata Council to re-appoint us for that period or in the absence of an elected Council, that the proprietors in general meeting re-appoint us for that period.

As agent managers of your Strata Company our role is to provide a financial, accounting and secretarial management service, and to assist the elected Council to carry out its decisions. Our regular management service is designed to assist the Strata Council to abide by the statutory obligations of the Strata Company in line with the Strata Titles Act 1985. During our term of re-appointment we shall perform all Regular Services and in addition when directed by the Strata Company or Council, perform Special Services as instructed.

**REGULAR SERVICES INCLUDE:**

Assisting Council to effect routine property maintenance and repairs, payment of accounts, keeping record of accounts, invoicing and collection of periodic contributions (levies), arranging insurance covers, preparing an annual statement of receipts and payments, attendance to correspondence and instructing a registered taxation agent in relation to lodgement of Income Tax Returns (Tax agent fee is an additional fee). Preparing and issuing notices of the Annual General Meeting and attending and preparing and distributing minutes of that meeting. (Additional fees apply - refer note under Management Fees). Under Section 43 (1) of the Act, preparing and issuing certificates, furnishing information and supervising inspections of records (applicable costs are to be payable to Managers by the initiating party).

**SPECIAL SERVICES INCLUDE:**

Preparing and issuing notices of Extraordinary General Meetings and Council Meetings and attending, and preparing and distributing minutes of those meetings, attending at the property for any purpose which is not a Regular Service, arranging non-routine maintenance, repair and replacement of the Common Property and liaising with consultants and builders. Preparing and serving notices levying Special Contributions and collecting and banking Special Contributions, Lodgement of documentation at the Titles Office relative to changes to by-laws. Documents relative to amendment, repeal or addition to existing by-laws should be prepared by a legal practitioner on instructions from the Strata Council. Instructing and attending conferences with lawyers; this includes legal actions on instruction from Council, relative to outstanding contributions; 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.

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**LICENSED REAL ESTATE AGENTS • PROPERTY MANAGERS • STRATA MANAGERS • MEMBER R.E.I.W.A.**

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 - P.O. Box 221, Como, W.A. 6952  
Licensee: H.U.M. Pty Ltd as Trustee for H.U.M. Unit Trust trading as Quin Ballard - A.C.N. 009 057 103  
Fax: (08) 9474 1302 Phone (08) 9474 1533 E-mail: quibal@inet.net.au 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 \$5033.00 plus postage, petties and storage of records \$594.00. Total \$5627.00 payable \$468.91 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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-3-

**RESOLUTION SOUGHT**

# "The Strata Company resolves that the Council be directed to re-appoint Quin Ballard as Strata Company Agent Managers from 19/11/01 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 19/11/01 to the date of the next Annual General Meeting in accordance with their proposal as attached to the Notice of Meeting".

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**OWNERS OF "THE MEWS"**  
**STRATA PLAN 5629**  
**147-159 CHARLES STREET, WEST PERTH 6005**  
**ANNUAL GENERAL MEETING 19/11/01**

**AGENDA ITEM NO. 13 ANNEXURE "A" SPECIAL BUSINESS**

13.1 Possible Future Installation of Fences and Gates

With reference to the Report from Chairman as attached to this Notice of Meeting - refer agenda item 9 - to discuss the possibility of future installation of additional fences and gates at the property to improve security. The matter of security was raised at the last Annual General Meeting and accordingly the strata council has undertaken investigations in the matter. It should be noted that no resolutions are on notice and that no decisions regarding works or funding are proposed for this meeting. The purpose for this meeting is only preliminary discussion.

13.2 Application for Installation of Blinds on Balcony - Unit 47

The owners of unit 47 have requested permission to install plastic roll-up blinds on the balcony for that unit, and they have submitted the following :

- The reason for this is that the wind and rain make the area damp and unbearable and therefore of no use during the winter months.
- During pleasant weather, the blinds would be rolled up and virtually un-noticeable from the outside.
- We agree to be responsible for all ongoing maintenance of the blinds and we also agree that the blinds will be removed at our cost whenever we sell the unit.

To resolve whether permission is granted, based on the above submission.

**"THE MEWS"**  
**STRATA PLAN 5629**  
**147-159 CHARLES STREET, WEST PERTH 6005**

**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 6005, Strata Plan 5629 to be held on 19/11/01 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.





5 November 2001

All Owners  
147-159 Charles Street, West Perth WA  
Strata Plan 5629

Dear Owners

**RE: ANNUAL GENERAL MEETING STRATA PLAN 5629**

Further to our recent letter in this respect, we now enclose the annual financial report and proposed budget for the above strata scheme.

Please include these with the documents recently forwarded to you for the annual general meeting.

Thank you.

Yours faithfully

A handwritten signature in black ink, appearing to read 'PETER MUNDAY', written over a circular stamp or mark.

PETER MUNDAY  
MANAGER STRATA DIVISION

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**STRATA PLAN 5629**  
**147-159 CHARLES ST, WEST PERTH 6005**  
**STATEMENT OF INCOME & EXPENDITURE - 01/10/00 - 30/09/01**

**INCOME**

Maintenance Levies to 30/09/01		\$45237.93
GST IN		4581.07
Interest on overdue levy		33.59
Reimbursement of expense		826.49
Insurance Recoup(*)		1174.55
<b>TOTAL INCOME</b>		<u>\$51,853.63</u>

**EXPENDITURE**

**GENERAL ADMINISTRATION**

Management Fees	4193.75	
Postage, petties and storage of records	585.00	
AGM Fee	295.00	
Council Meeting Fee	822.50	
Caretaker Wages	19,098.00	
- Superannuation Fund	1641.60	
Govt. charges - FID/BAD	112.35	
GST - Out	4935.25	
Income Tax	139.68	
Insurance Premiums (\$3588.51 paid post 1/10/01)	1800.04	
Replace Stolen Grounds Equip (*879.08)	879.08	\$34,502.25

**GROUNDS MAINTENANCE**

Garden Equipment & Supplies	430.16	
Garden rubbish bag	710.91	
Lawn supplies & fertilizer	226.71	
Reticulation	92.00	
Tree Lopping	1065.00	<u>\$2524.78</u>

**REPAIRS AND MAINTENANCE**

Building	76.70	
Electrical	908.58	
Fencing	238.60	
Lock & Keys (*95.47)	240.91	
Painting	4495.45	
Pool supplies & chemicals	394.94	
Roof	1269.34	
Signs	140.00	<u>\$7764.52</u>

ELECTRICITY - common areas	2022.68	\$2022.68
----------------------------	---------	-----------

WATER CONSUMPTION	2440.70	\$2440.70
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<b>TOTAL EXPENDITURE FOR THE PERIOD</b>	<u>\$49,254.93</u>	<u>\$49,254.93</u>
---	--------------------	--------------------

<b>SURPLUS OF INCOME OVER EXPENDITURE</b>		2598.70
---	--	---------

<b>LESS FUNDS TRANSFERRED TO INVESTMENT A/C</b>		5833.75
---	--	---------

<b>PLUS BALANCE AS AT 30/09/00</b>		<u>\$3689.68</u>
------------------------------------	--	------------------

<b>BALANCE OF TRUST A/C AT 30/09/01</b>		<u>\$454.63</u>
---	--	-----------------

Levies in arrears at 30/09/01:	\$840.00	
--------------------------------	----------	--

**STRATA PLAN 5629**  
**"THE MEWS"**  
**147-159 CHARLES STREET, WEST PERTH**

**SUMMARY OF INVESTMENT FUNDS 01/10/00 - 30/09/01**

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Commonwealth Bank South Perth - Account No. 6124 1011 4390

Balance as at 30/09/00	\$29056.17
plus investment funds transferred from General Trust Account	\$ 5833.75
plus interest	\$ 588.43
less government duty	<u>\$ 2.89</u>
<b>BALANCE AT 30 SEPTEMBER 2001</b>	<b><u>\$35475.46</u></b>

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**STRATA PLAN 5629  
OWNERS OF "THE MEWS"  
147-159 CHARLES ST, WEST PERTH 6005  
PROPOSED BUDGET - 2001-2002**

Management fees	5033.00
Postage, petties and storage of records	594.00
Provision for attendance @ Council Meeting	1000.00
Provision of income tax on investment	150.00
Annual General Meeting Fee	400.00
Govt. charges - BAD	103.00
Insurance Premiums	4900.00
Common lighting and power	2100.00
Caretaker - Remuneration	19000.00
Caretaker - Superannuation @ 8.0%	1500.00
Caretaker - telephone, petrol, petties	572.00
Caretaker - relief caretaker (4 weeks @ 50%)	720.00
Pool - chemicals & supplies	1000.00
Lawns/gardens	1500.00
Water consumption	2500.00
Tree Management	1500.00
Garden rubbish collection	700.00
Concrete cancer repairs - per Chairman's Report	4000.00
General repairs and maintenance	4000.00
<b>SUB TOTAL</b>	51272.00
Funds for future maintenance (15% of sub total)	7690.00
<b>TOTAL (Inclusive of GST where applicable)</b>	\$58962.00

\$58962.00 = \$317.00 per unit entitlement per annum (186 total unit entitlement)  
quarterly in advance to commence from 01/~~02~~/<sup>01</sup>02

24 units @ UE 4 = \$317.00 per quarter

30 units @ UE 3 = \$237.75 per quarter

- NOTES:**
1. This budget includes provision for GST where applicable and it is recommended in the interests 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.

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF "THE MEWS" 147-159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD AT THE OFFICE OF QUIN BALLARD, 175 LABOUCHERE ROAD, COMO ON 19 NOVEMBER 2001, COMMENCING AT 6.00 PM**

- 1. WELCOME:** Mr Peter Munday, Manager Strata Division of Quin Ballard, introduced himself and welcomed all persons present. He enquired if everyone was recorded onto the attendance register and requested that any written proxies held, be handed in. He requested that in the matter of voting, a clear indication be given by the raising of one hand, and he requested that in the course of the meeting, there be no cross current of conversation and that all comments be directed through the Chair.
- 2. RECORD**
- ATTENDANCE:**
- |  |                 |
|--|-----------------|
| Mr D Zappavigna & Miss J Dennis        | Unit 4          |
| Mr & Mrs D A & T Clarke                | Unit 8          |
| Mr A Smith                             | Unit 9          |
| Mr C McDougall                         | Unit 15         |
| Mr R Holland                           | Unit 17,19 & 28 |
| Mr P Smith                             | Unit 23         |
| Mr R Kantor                            | Unit 26         |
| Mrs Y Hall                             | Unit 35         |
| Ms G Hourigan                          | Unit 43         |
| Mr D Browne                            | Unit 3 & 47     |
| Mr P Munday representing Quin Ballard. |                 |
- 3. PROXIES:**
- |  |         |
|--|---------|
| T Ivory                                    | Unit 2  |
| to D Browne                                |         |
| D A, T, G J & E A Browne                   | Unit 3  |
| to D Browne                                |         |
| D Zappavigna & J Dennis                    | Unit 4  |
| to D Zappavigna                            |         |
| J J & A I Jamieson                         | Unit 5  |
| to Chairman                                |         |
| T J Dickson                                | Unit 6  |
| C M Chapman                                | Unit 7  |
| both to a representative from Quin Ballard |         |
| T Clarke                                   | Unit 8  |
| to D A Clarke                              |         |
| M Quin & K Ballard                         | Unit 14 |
| P A & A M Wrightson                        | Unit 16 |
| M Skully                                   | Unit 32 |
| all to a representative from Quin Ballard  |         |
| S Clarkin                                  | Unit 36 |
| to D Browne                                |         |

J R D Legge	Unit 40
to a representative from Quin Ballard	
S J Sams & M J Thompson	Unit 44
to Chairman	
D Gilbert	Unit 46
D J & J M Ponnambalam	Unit 48
both to D Browne	
D Wilson	Unit 49
to a representative from Quin Ballard	

**4. APOLOGIES FOR ABSENCE:**

Mr & Mrs Tanascev	Unit 13
Mr S Clarkin	Unit 36

**5. QUORUM:**

A quorum was present.

**6. CHAIRPERSON:**

Mr R Holland the appointed Chairman presided for the duration of the meeting.

**7. CONFIRMATION OF MINUTES:**

It was **RESOLVED** that the minutes of the Annual General Meeting held on 4 December 2000 be received and accepted as a true and correct record and these were then signed by the Chairperson.

**8. BUSINESS ARISING:** Nil.

**9. REPORT FROM CHAIRMAN:**

Mr Munday referred to the Report from Chairman as attached to the notice of meeting and he enquired if Mr Holland wished to make any additional comments in the respect of the report, however he did not.

It was **RESOLVED** that the Report from the Chairman be received and accepted.

**10. REPORT FROM MANAGER:**

Mr Munday gave his report and it contained the following.

1. Strata Titles Act 1985

The Strata Titles Act 1985 continues to govern the property and the by-laws which apply to the property are those contained in schedules 1 & 2 to that Act.



## 2. Strata Council

The strata council had a busy year and met on a number of occasions to address various matters on behalf of the strata company. Mr Roger Holland acted as chairman, Mr Peter Smith as secretary and Mr Andrew Smith as treasurer. Some items which were addressed include paintwork maintenance, improved signage at the pool area, visitor parking signage, replacement of equipment stolen from a shed break-in, repair of the usual roof leaks together with investigation of the matters mentioned in the Chairman's Report. To all council members managers extend a vote of thank you on behalf of all owners for the valuable time contribution given by them to council matters.

## 3. Insurance Covers

CHU Underwriting Agencies Pty Ltd continue to insure the property to expire on 01/10/02.

As agents of CHU, managers advise that we receive a commission on volume business, however this does not affect the strata company premium in any way.

### Levels of Cover:

Building	\$3,660,000.00
Common Contents	\$16,000.00
Legal Liability	\$10,000,000.00
Office Bearers Liability	\$2,000,000.00
Workers Compensation	As per Act

## END OF REPORT

## 10. FINANCIAL REPORT:

Mr Munday referred to the report for the period ending 30/09/01 and he informed members present that managers responded satisfactorily to some enquiries received prior to the meeting.

He confirmed that a monthly statement is forwarded to the strata council and that financial reports are provided by managers for council meetings.

It was **RESOLVED** that the financial report for the period ending 30/09/01 be received and adopted as a true and correct record.

## 11. COUNCIL OF OWNERS:

Mr Munday gave a brief overview of the role 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, Mr R Holland - Units 17,19 & 28  
Ms G Hourigan - Unit 43, Mr D Browne - Units 3 & 47

Positions of Chairman, Treasurer & Secretary to be appointed on the first council meeting following the Annual General Meeting, in accordance with the By-laws.

**12. REAPPOINTMENT OF MANAGERS:**

Mr Munday referred to the proposal from Quin Ballard as attached to the notice of meeting and confirmed that Quin Ballard are happy to continue in the role of strata managers.

It was **RESOLVED** that the Strata Council be directed to reappoint Quin Ballard to manage the Strata Company from 19/11/01 to the date of the next Annual General Meeting in accordance with the proposal as attached to the Notice of Meeting.

ALL FEES MENTIONED BELOW INCLUDE GST
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Annual Management fee \$5,033.00 (\$419.42 charged monthly) 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.

**13. SPECIAL BUSINESS:** 13.1 Possible Future Installation of Fences & Gates

Mr Munday referred to the information shown on the agenda under this item and also to the information contained in the chairman's report.

Council member, Mr P Smith gave additional information in respect of investigations with fencing contractors including comments on the various aspects of the proposed gate and fence installation. It was noted that the combination of automatic sliding gates and manually operated pedestrian gates removes the need for expensive intercom installations, continues to enable visitor parking in the appropriate area and provides improved security of parking bays for residents. Discussion took place regarding the advantages and disadvantages of installation of gates and fences and comments were made regarding the visual enhancement of the property and the possible positive effect on property values and rental of units.

It was noted that a number of car thefts have occurred during the year, together with problems associated with itinerant wanderers onto the property and it was considered that the installation of fences would provide a good visual deterrent. The Chairman called for an indication from members present whether council should progress the possibility of gate and fence installation, with an Extraordinary General Meeting to be called in the early new year to formally address the matter. The Chairman noted that only one comment of opposition to the proposed project had been received in writing with no verbal opposition at the meeting. It was the unanimous wish of members present at the meeting that an Extraordinary General Meeting should be called in the early new year with a view with the project being progressed and it was noted that there were no members present at the meeting who did not agree with the proposed installations.

#### 13.2 Application for Installation of Blinds on Balcony - Unit 47

Mr Munday referred to the information contained on the agenda for this item. After discussion it was resolved that permission is granted, based on the submission included in the notice of meeting.

It was recommended that the strata council circulate a notification to all residents and non resident owners that any additions or alterations must be subject to written application and appropriate approval.

### **14. GENERAL BUSINESS:**

#### 14.1 Cleaning

Ms Hourigan requested that extra care be taken with the cleaning of common property areas and she gave examples of areas where she felt that the standard is currently inadequate. Her comments were noted.

#### 14.2 Care of Grounds

Ms Hourigan requested that additional care be taken with grounds care, including improved installation of plants in some areas of the common property. Her comments were noted.

### **15. BUDGET/LEVY:**

Mr Munday referred to the proposed budget as circulated to all owners prior to the meeting and he noted that there is a proposed increase in budget and a proposed increase in level of contributions. Mr P Smith commented on the possible need for additional funds for concrete repairs which may exceed the level of \$4,000 as included in the budget. It was agreed that any additional needs for this work be taken from existing reserve funds.

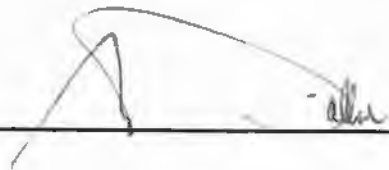
It was **RESOLVED** that the proposed Budget of \$58,962.00 (including GST) for the year ending 2002 be received and that the levy of \$317.00 (including GST) per unit entitlement 4 and \$237.75 (including GST) per unit entitlement 3, be adopted payable quarterly in advance commencing from 01/01/02.

**16. NEXT MEETING:** The next Council meeting is to be on Monday 4 February 2002, commencing at 10.00 am in unit 47. An Extraordinary General Meeting will be called in the early new year to deal with the matter of installation of gates and fences.

The next General Meeting will be called in approximately twelve months with 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 30/09/02.

**17. CLOSURE:** Mr Munday thanked those present for the attendance and input at the meeting and he thanked Mr Holland for his chairmanship of the strata company. There being no further business, the meeting closed at 7.10 pm.

**CONFIRMED:**  **THIS** 26<sup>th</sup> **DAY OF** March **20**02

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:

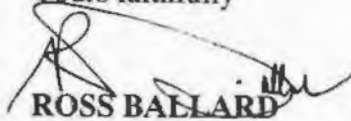
**DATE:** Monday 4 February 2002  
**TIME:** 10.00 am  
**LOCATION:** Unit 47/147-159 Charles Street, West Perth

**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

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LICENSED REAL ESTATE AGENTS • PROPERTY MANAGERS • STRATA MANAGERS • MEMBER R.E.I.W.A.

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 - P.O. Box 221, Como, W.A. 6952  
Licensee: H.U.M. Pty Ltd as Trustee for H.U.M. Unit Trust trading as Quin Ballard - A.C.N. 009 057 103  
Fax: (08) 9474 1302 Phone (08) 9474 1533 E-mail: quibal@inet.net.au 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**

<b>ATTENDANCE:</b>	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: PASA 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

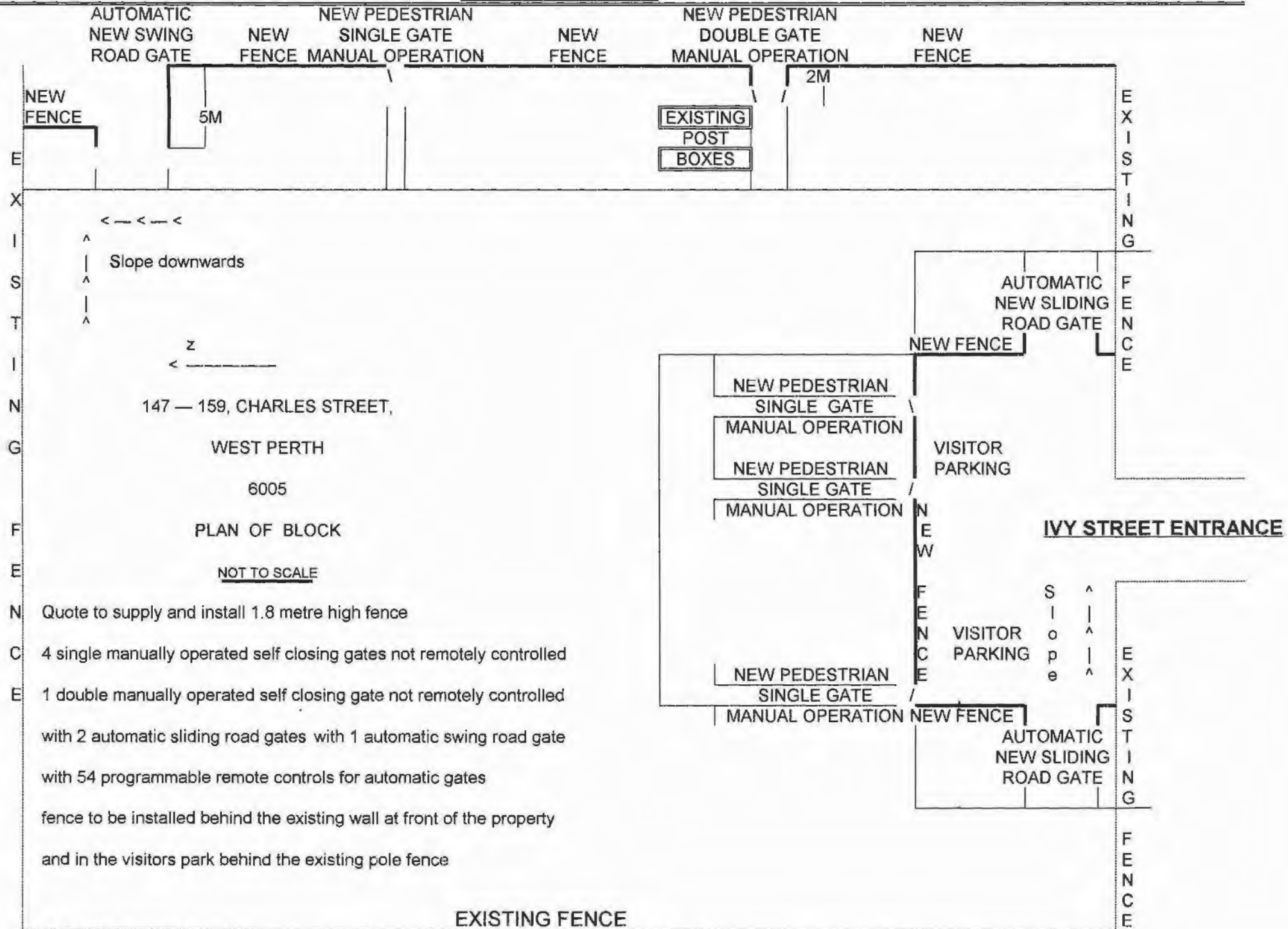
**ROSS BALLARD**  
STRATA COMPANY MANAGER  
For the Owners of Strata Plan 5629

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LICENSED REAL ESTATE AGENTS • PROPERTY MANAGERS • STRATA MANAGERS • MEMBER R.E.I.W.A.

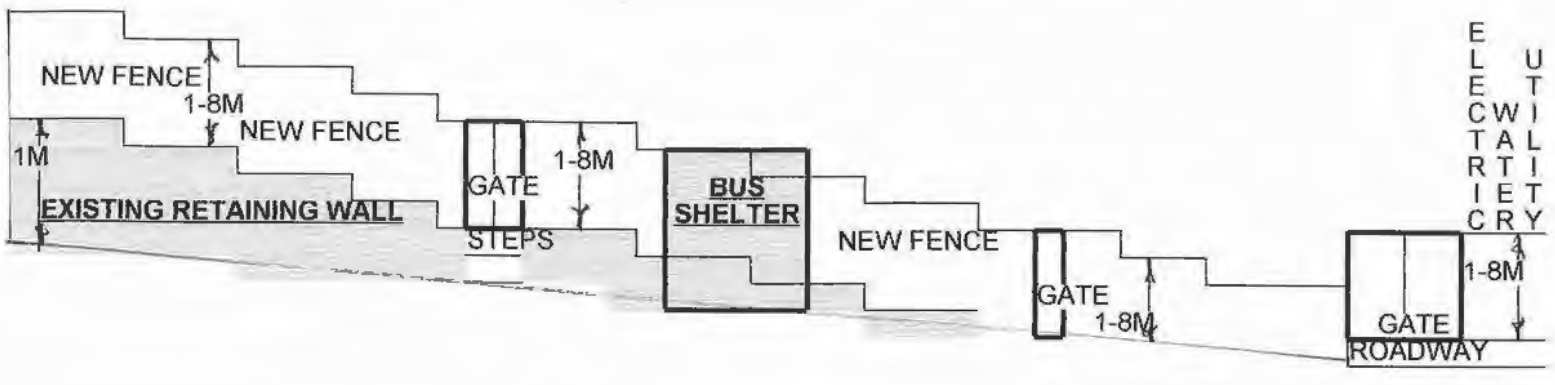
Corner Labouchere Road & Preston Street, Como, Western Australia 6152 - P.O. Box 221, Como, W.A. 6952  
Licensee: H.U.M. Pty Ltd as Trustee for H.U.M. Unit Trust trading as Quin Ballard - A.C.N. 009 057 103  
Fax: (08) 9474 1302 Phone (08) 9474 1533 E-mail: quibat@inet.net.au ABN 85 869 125 509

**CHARLES STREET**

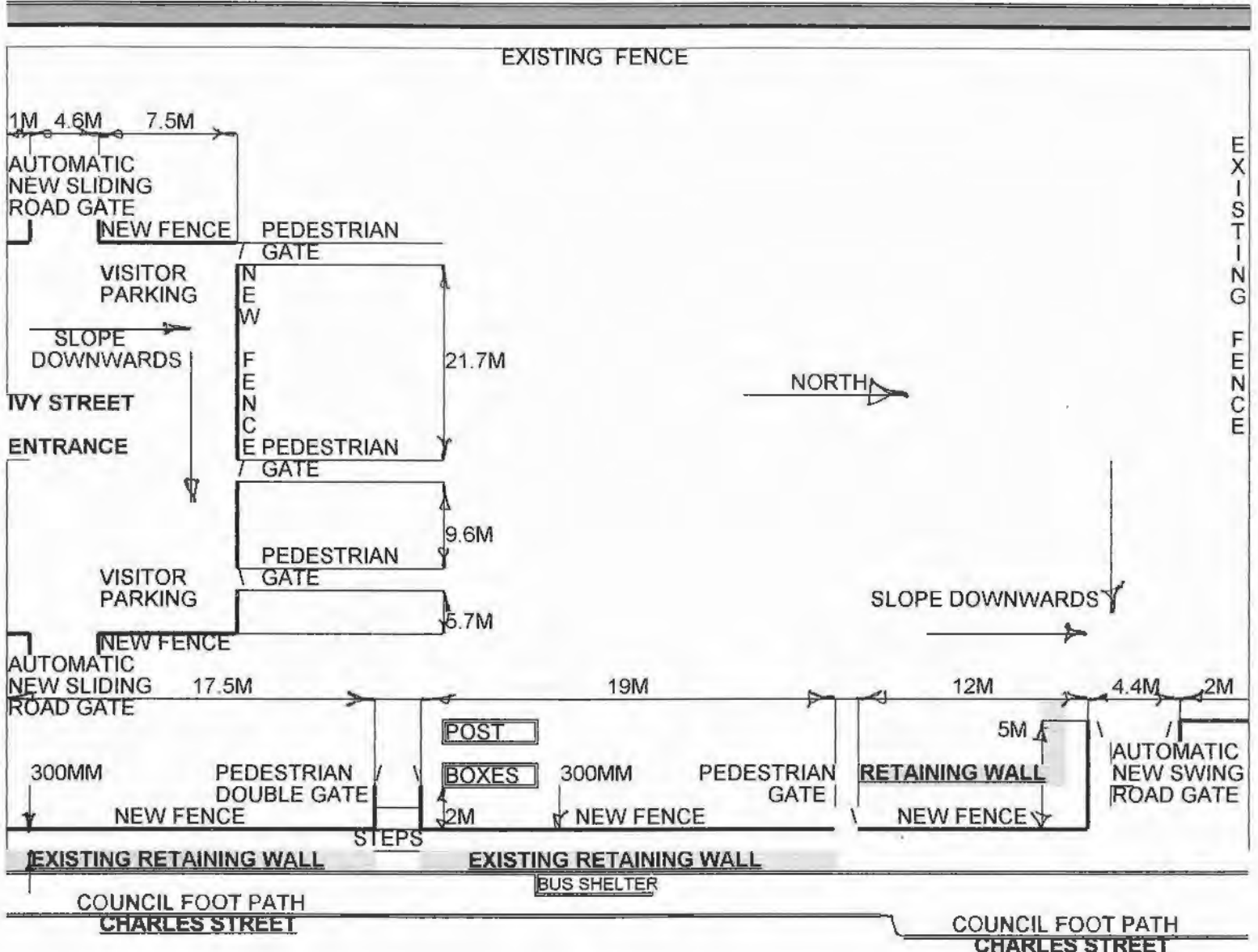


- Quote to supply and install 1.8 metre high fence
- 4 single manually operated self closing gates not remotely controlled
- 1 double manually operated self closing gate not remotely controlled with 2 automatic sliding road gates with 1 automatic swing road gate with 54 programmable remote controls for 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.

*Approved  
see 20/5/02.*

#### 8. CLOSURE:

Mr P Smith closed the meeting at 11.45 am. Thanks to Mr A Smith for providing the meeting venue.

Confirmed : *P. H. H.*

THIS 27 DAY OF MARCH, 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



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
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

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LICENSED REAL ESTATE AGENTS • PROPERTY MANAGERS • STRATA MANAGERS • MEMBER R.E.I.W.A.

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 - P.O. Box 221, Como, W.A. 6952  
Licensee: H.U.M. Pty Ltd as Trustee for H.U.M. Unit Trust trading as Quin Ballard - A.C.N. 009 057 103  
Fax: (08) 9474 1302 Phone (08) 9474 1533 E-mail: quibal@iinet.net.au 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 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:**

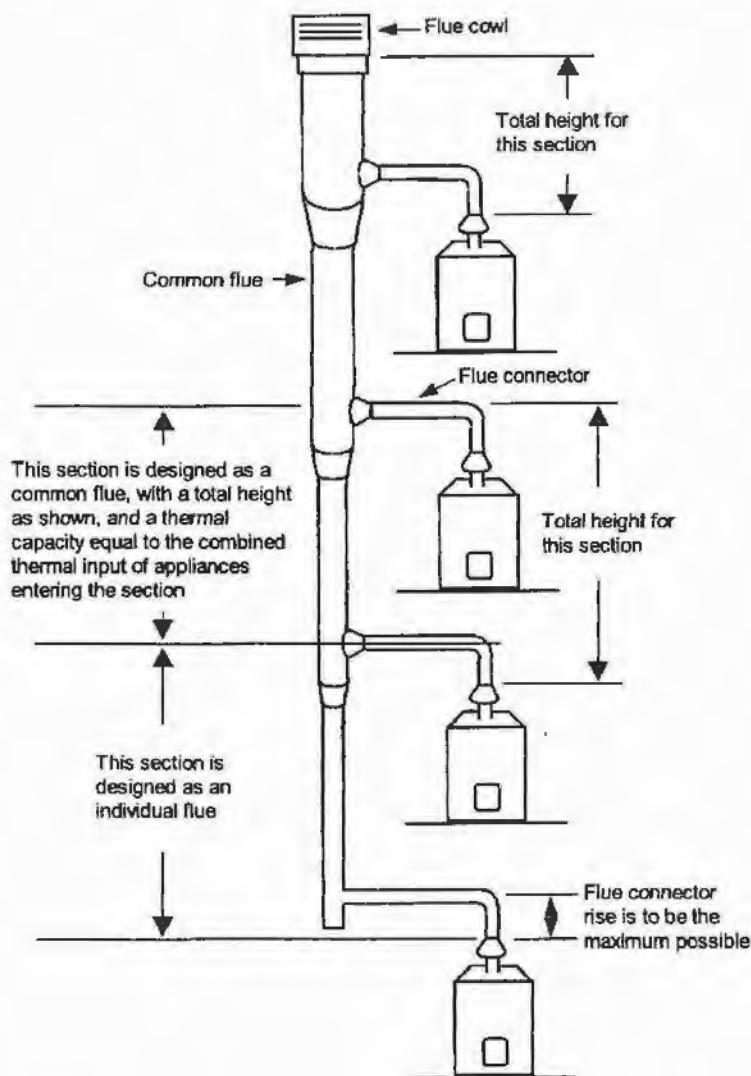
The next full council meeting is to be held on Monday 22 July 2002 commencing at 10.00 am at unit 43, or at 47, depending upon availability.

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 27<sup>th</sup> 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 23<sup>rd</sup> 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 24<sup>th</sup> 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 24<sup>th</sup> 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 light-colored background.

**ROSS BALLARD**  
STRATA COMPANY MANAGER  
For The Owners of Strata Plan 5629

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**LICENSED REAL ESTATE AGENTS • PROPERTY MANAGERS • STRATA MANAGERS • MEMBER R.E.I.W.A.**

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 - P.O. Box 221, Como, W.A. 6952  
Licensee: H.U.M. Pty Ltd as Trustee for H.U.M. Unit Trust trading as Quin Ballard - A.C.N. 009 057 103  
Fax: (08) 9474 1302 Phone (08) 9474 1533 E-mail: quibal@inet.net.au 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**

<b>ATTENDANCE:</b>	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

**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:  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'.

**ROSS BALLARD**  
STRATA COMPANY MANAGER  
For The Owners of Strata Plan 5629

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LICENSED REAL ESTATE AGENTS • PROPERTY MANAGERS • STRATA MANAGERS • MEMBER R.E.I.W.A.

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 - P.O. Box 221, Como, W.A. 6952  
Licensee: H.U.M. Pty Ltd as Trustee for H.U.M. Unit Trust trading as Quin Ballard - A.C.N. 009 057 103  
Fax: (08) 9474 1302 Phone (08) 9474 1533 E-mail: quibal@inet.net.au ABN 85 869 125 509

**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 \$40,000.00 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: PH 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: quibat@inet.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
<b>TOTAL INCOME</b>	<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/>
<b>BALANCE OF TRUST A/C AT 30/9/02</b>			<b>\$4,925.03</b>
Levies in arrears at 1/4/02 - U15	\$734.86		<hr/> <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
<b>BALANCE AT 30 SEPTEMBER 2002</b>	<b>\$38,919.63</b>



**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**

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Our proposal is for us to continue to act as Strata Managers from the date of the Annual General Meeting until the date of the following Annual General Meeting.

We request that the Strata Company gives an expressed direction to the Strata Council to re-appoint us for that period or in the absence of an elected Council, that the proprietors in general meeting re-appoint us for that period.

As agent managers of your Strata Company our role is to provide a financial, accounting and secretarial management service, and to assist the elected Council to carry out its decisions. Our regular management service is designed to assist the Strata Council to abide by the statutory obligations of the Strata Company in line with the Strata Titles Act 1985. During our term of re-appointment we shall perform all Regular Services and in addition when directed by the Strata Company or Council, perform Special Services as instructed.

**REGULAR SERVICES INCLUDE:**

Assisting Council to effect routine property maintenance and repairs, payment of accounts, keeping record of accounts, invoicing and collection of periodic contributions (levies), arranging insurance covers, preparing an annual statement of receipts and payments, attendance to correspondence and instructing a registered taxation agent in relation to lodgement of Income Tax Returns (Tax agent fee is an additional fee). Preparing and issuing notices of the Annual General Meeting and attending and preparing and distributing minutes of that meeting. (Additional fees apply - refer note under Management Fees). Under Section 43 (1) of the Act, preparing and issuing certificates, furnishing information and supervising inspections of records (applicable costs are to be payable to Managers by the initiating party).

**SPECIAL SERVICES INCLUDE:**

Preparing and issuing notices of Extraordinary General Meetings and Council Meetings and attending, and preparing and distributing minutes of those meetings, attending at the property for any purpose which is not a Regular Service, arranging non-routine maintenance, repair and replacement of the Common Property and liaising with consultants and builders. Preparing and serving notices levying Special Contributions and collecting and banking Special Contributions, Lodgement of documentation at the Titles Office relative to changes to by-laws. Documents relative to amendment, repeal or addition to existing by-laws should be prepared by a legal practitioner on instructions from the Strata Council. Instructing and attending conferences with lawyers; this includes legal actions on instruction from Council, relative to outstanding contributions; 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.

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**LICENSED REAL ESTATE AGENTS • PROPERTY MANAGERS • STRATA MANAGERS • MEMBER R.E.I.W.A.**

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 - P.O. Box 221, Como, W.A. 6952  
Licensee: H.U.M. Pty Ltd as Trustee for H.U.M. Unit Trust trading as Quin Ballard - A.C.N. 009 057 103  
Fax: (08) 9474 1302 Phone (08) 9474 1533 E-mail: quibal@inet.net.au 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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-3-

**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".

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**LICENSED REAL ESTATE AGENTS • PROPERTY MANAGERS • STRATA MANAGERS • MEMBER R.E.I.W.A.**

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**STRATA PLAN 5629**  
**"THE MEWS", 147-159 CHARLES STREET, WEST PERTH**

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**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.



4<sup>th</sup> 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,

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: 3<sup>rd</sup> 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
<b>SUB TOTAL</b>	<b>51110.00</b>
Funds for future maintenance (15% of sub total)	7666.00
<b>TOTAL (Inclusive of GST where applicable)</b>	<b>\$58776.00</b>

\$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.





*Minutes Book*

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

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**LICENSED REAL ESTATE AGENTS • PROPERTY MANAGERS • STRATA MANAGERS • MEMBER R.E.I.W.A.**

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 - P.O. Box 221, Como, W.A. 6952  
Licensee: H.U.M. Pty Ltd as Trustee for H.U.M. Unit Trust trading as Quin Ballard - A.C.N. 009 057 103  
Fax: (08) 9474 1302 Phone (08) 9474 1533 E-mail: quibal@inet.net.au 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:



THIS

7

DAY OF

APRIL 2002



17 February 2003

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, 17 February 2003

**TIME:** 4.00 PM

**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 7/10/02
  7. Business Arising - 7/10/02
  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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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 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD AT UNIT 9 THE MEWS, 147 CHARLES STREET, WEST PERTH ON MONDAY 17 FEBRUARY 2003, COMMENCING AT 4. 00 PM.**

**1. RECORD**

**ATTENDANCE:** Mr A Smith Unit 9  
 Mr P Smith Unit 23  
 Ms Y Hill Unit 35  
 Mr R Ballard representing Quin Ballard

Mr Ballard referred to a meeting of Council of Owners scheduled for the 11/02/03 and as to the attendance at that meeting. He advised that as only two of the councillor's were present including himself, that the meeting was deferred until such time as the full council membership was in attendance. This was due to the need for a full council to make decision regarding the fencing/gates project and to ensure all owners were aware of the full council meeting that had taken place in regards to this matter.

The informal meeting of those in attendance is recorded and various items were discussed in order an understanding be gained as to the full council meeting to be held at a later date. This meeting as at 17/02/03 is in fact a follow on from the earlier meeting date.

**2. PROXIES:** Nil.

**3. APOLOGIES FOR ABSENCE:** Nil.

**4. QUORUM:** A quorum was present.

**5. CHAIRPERSON:** Mr R Ballard referred to this as the first meeting of Council of Owners for the year 2003 and of the necessity to elect a chairperson, treasurer and secretary to ensure the committee positions are appointed. It was decided that Mr P Smith would be appointed as chairman, Ms Y Hill as treasurer and Mr A Smith as secretary.

**6. CONFIRMATION OF MINUTES:** Mr P Smith advised that as the former chairman of the Council of Owners he was in a position to confirm that these minutes were true and correct for the meeting held on 07/10/02.



It was **RESOLVED** that the minutes of the council meeting held on 07/10/02 be received and adopted as a true and correct records and these were then signed by the chairperson.

**7. BUSINESS  
ARISING:**

7.1 Concrete Spawlings on Walkways

Mr P Smith confirmed that these concrete works were completed. Strata manger advised that Mr Smith had contacted him with the approval for payment of the account and this had been duly carried out.

7.2 Garden and Trees (7.3)

As the previous caretaker Mr D Browne was involved with mulching of gardens and trees it was reported to the meeting by Mr P Smith that the works have been completed satisfactorily.

7.3 (7.4) Fencing/Gate Security

Strata manager confirmed this item was to be discussed under "General Business" and further comments will be made by Mr P Smith as to the progress of the project.

7.4 Fencing gates/By-law

Strata manager advised that the draft of the by-law for security gates and controllers had in fact been drafted by Mr J Angus and that discussion of this draft would be a follow on matter for Council of Owners to consider in due course. Strata manager referred to the instance where he had provided a contact namely Mr J Angus, in order that the draft by law could be formulated.

7.5 Fence - Western Side (7.8)

Strata manger advise action had been taken by the then caretaker (Mr D Browne) for replacement of fencing on the western side of the strata company. It was pointed out that the earlier quote provided by Auswest Fencing and due to the lack of materials had not been awarded to that company and that the works had been carried out by a contractor employed by Mr D Browne. This work has been finalised and the account paid.

7.6 Units 27-32 (10.1)

Upon request of Mr D Browne the strata manager had enquired as to the number of young people seen accessing units 27 and 32 and the property manager of Quin Ballard determined that these persons had been students and they had been actively engaged in studies during the time in question. Mr P Smith advised that these students were no longer in occupancy and there is no need for any further discussion in this matter.

## 8. FINANCIAL REPORT:

Strata manager distributed to each member present a summary of the financial information as follows :

Balance of trust account at 11/02/03	\$ 780.99
Balance of investment account at 10/01/03	\$40,611.35
Outstanding levies due 31/12/02 (T Carvolth unit 33)	\$ 587.66
Total levies outstanding	\$ 587.66

Strata manager advised for the information of Miss Y Hill, the purpose of the financial information for council meetings and as treasurer it was confirmed that a periodical statement would be issued on behalf of the strata company for any information that may be required as to the finances for the property.

The financial report was accepted by those in attendance.

## 9. CORRESPONDENCE: 9.1 Town of Vincent - Application for Swimming Pool Exemption

Strata manager advised that Mr D Browne had received a letter whilst caretaker from the Town of Vincent indicating new regulations as to the management of swimming pools, were now in force. He confirmed it was necessary for the strata company to ensure that adequate management provision had been made with the swimming pool and its operations within the strata company. There is for consideration of council a request for exemption for the ongoing full time management of the swimming pool and the application had been received for details to be provided to the Town of Vincent as to the level of operation of the swimming pool. Mr D Browne has assisted the strata company by providing details on the swimming pool as to the pool usage and the area where the swimming pool is located on the strata plan.

Strata manager will ensure this information is included on the application for management exemption and that the Town of Vincent receives this advice by 28/02/03.

## 9.2 Fire Emergency Authority (FESA) Report

Strata manager advised that he had received a building inspection check list forwarded on by Mr D Browne as to the FESA review of the strata company in regards to the various safety items in regards to the safety of the strata property.

It was noted on the report that a recommendation for smoke alarm installation in all units and procedures be implemented to various safety measures for the building.

Mr P Smith confirmed that a number of units have smoke alarms installed and in his opinion the advice should be issued to owners as a general notice to owners to have smoke alarms installed if necessary. Strata manager will provide a suitably worded advice to owners and this advice will be issued with the levy notices. It is intended that this means

of notifying the owners will convey the information in regards to smoke alarms.

#### 9.3 Estate - C McDougall

Strata manager advised that the Public Trustee has contacted the strata company in regards to the estate of C L McDougall and confirmed action is taking place to establish next of kin in Scotland, as to the estate and issue of probate will be followed up once information has been given as to next of kin.

Strata manager confirmed he had forwarded to the Public Trustee office a copy of the owner debtors card in the name of C McDougall (deceased) and confirmed that once probate has been set and administrator confirmed for the estate, action will be taken to collect the outstanding levies on the property. Ms Y Hill queried as to the follow up action taken in regards to outstanding levies and the strata manager confirmed the legal and recovery processes which take place for outstanding levies.

#### 9.4 Email - Concrete Cancer

Strata manager referred to an email received from Mr P Smith confirming that repair work of the concrete cancer had been completed and was now in a position to ensure the account be finalised. Mr P Smith also referred to the new caretaker, Mr Tim Berry and the strata manager confirmed Mr Berry is now the appointed caretaker for The Mews.

#### 9.5 Letter (24/01/03) - Mr P Smith

Strata manager confirmed this letter referred to draft proposals of the by-laws of the gate controllers from Mr J Angus. He confirmed the action that required input prior to the next meeting to ensure the by-laws and house rules were at a level which could be considered by the Council of Owners. Mention was also made to the account issued by Mr J Angus as to the work of putting forward the drafts and that Mr P Smith had been successful having Mr J Angus reduce the interim account to a figure of \$630.00 which had been approved for payment.

It was noted the rules of the strata company and the draft of the proposed by-laws would be considered by Council of Owners under the item of General Business.

#### 9.5 R & R Pool - Plan of Footing Sizes

Strata manager advised Mr P Smith that he had received a faxed copy of the diagram showing footings and sizes. He handed this fax to Mr P Smith as a record and to assist in regards to the survey work that will be carried out prior to the installation of the gates and fencing.

## 10. GENERAL BUSINESS:

### 10.1 Caretaker - Petty cash

Mr P Smith has requested the new caretaker Mr T Berry be provided with a petty cash impress for the purchase of items on behalf of the strata company. Strata manger advised that upon discussion with Mr P Munday, that Council of Owners should consider a limit of \$300.00 in petty cash, and Mr T Berry be issued with a cheque initially for \$300.00 and that he provide documentation ie a statement of expenditure and receipts in order a recoup could be made to ensure the petty cash balance of \$300.00 is maintained.

Council of Owners considered this request of necessity and instructed the strata manager to arrange for the petty cash imprest to be implemented.

### 10.2 Gates - Fencing Project

Mr P Smith confirmed that R & R Pools quotation for the supply and installation of gates and fencing had been maintained and there would be no variation as to the figures previously provided.

He confirmed that ABA Automatic Gates the providers of gates automation and controller units would need to be followed up in regards to quotation provided at an earlier date. Mr G Catzow is to be contacted by Mr Smith in regards to a re-quotation for the automatic gates to confirm the cost prior to commencement of the works.

Strata manager referred to the need for some confirmation as to the number of control units being issued to owners. Mr P Smith confirmed that the units at the rear would only have access to their parking zone, whilst the front units would be similarly placed in terms of access to the secured car park area. As a result there would be the issue of one controller by the strata company at its cost and additional unit to be issued at the owners cost.

Mr P Smith confirmed that an inventory of controllers would be maintained by himself to ensure that issues of controllers were noted within the strata company records. He confirmed that the initial program was to obtain 100 controllers and in the event of a unit being vacated by a tenant, the resulting hand in of a controller would be for re-issue. He confirmed also that a means to reprogram the controllers to be issued would be provided by an on-site, unit to ensure ease of operation with the issue of all controllers.

By-laws proposed as issued by Mr J Angus required a special meeting of Council of Owners to confirm as to the final by-laws and rules of the strata company prior to the operation of the security measures for the strata property. Strata manager confirmed that Council of Owners were now to review the proposed by-laws and house rules and at their next

meeting in April 2003 should confirm the final issue of by-laws and rules of the strata company. This is to be timed to suit the installation of the gates and fencing at the strata property.

It was agreed that Mr P Smith is to proceed with the confirmation of quotes as previously noted and the Town of Vincent building application fee would require the expenditure of between \$40-\$90 depending on the charges in order that the installation of the gates and fencing may proceed. Mr P Smith is to confirm at the April 2003 meeting the revised quote for the automatic gates as well as the under ground power revised quote as supplied earlier by Western Maintenance Pty Ltd.

**11. NEXT MEETING:** It was decided the next Council of Owners meeting, which is a special meeting of council to confirm the gates and fences, installation will be held on Tuesday 8 April 2003 commencing at 7 pm and to be held 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 5.10 pm

CONFIRMED: P.H.S.T. THIS 15<sup>th</sup> DAY OF June, 2003





25 March 2003

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 April 2003
- TIME:** 7.00 PM
- 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 17/02/03
  7. Business Arising - 17/02/03
  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 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD AT UNIT 9 THE MEWS, 147 CHARLES STREET, WEST PERTH ON MONDAY 7 APRIL 2003, COMMENCING AT 7.00 PM.**

**1. RECORD**

**ATTENDANCE:** Mr A Smith Unit 9  
Mr P Smith Unit 23  
Ms Y Hill Unit 35  
Mr R Ballard representing Quin Ballard

**2. PROXIES:** Nil.

**3. QUORUM:** A quorum was present.

**4. APPOINTMENT OF CHAIRPERSON:**

Mr P Smith, the appointed Chairman presided for the duration of the meeting.

**5. CONFIRMATION OF MINUTES:**

It was RESOLVED that the minutes of the Council Meeting held on 17 February 2003 be received and accepted as a true and correct record and these were then signed by the Chairman.

**6. BUSINESS ARISING:**

Mr R Ballard referred to a number of items that had been attended to as to the previous meeting and these are itemised as follows.

6.1 Statements to Treasurer

Mr R Ballard advised that the Treasurer Ms Y Hill had been issued with financial statements. Mr P Smith referred to a copy that had been provided by Mr D Browne, the previous treasurer.

6.2 9.1 Town of Vincent - Application for Swimming Pool Exemption

Strata manager advised that he had attended to the application for management exemption and that the Town of Vincent have been issued with the suitable advice as of 25 February 2003. This was noted by those in attendance. Strata Manger confirmed that the current Caretaker, Mr T Berry will be the manager for actions with regards to the Swimming Pool and that any issues would be referred back to the Strata Council.

6.3 9.2 Fire Emergency Authority (FESA) Report

Mr R Ballard referred to a draft of a letter with regards to smoke alarms being issued to all owners following advice from FESA with the installation of units throughout the strata property. The Chairman, Mr P Smith confirmed that in his view the draft letter was to the level necessary to notify owners and that the Council of Owners approve of this letter being issued to owners. Strata Manager will arrange for this to be issued to owners.

#### 6.4 9.5 Letter (24/01/03 - Mr P Smith)

Mr R Ballard confirmed that action had taken place with the By-laws and that the meeting would discuss the draft proposal put forward by Mr J Angus. It was agreed that this would take the form of a General Business Item.

#### 6.5 10.1 Caretaker - Petty Cash

Strata Manager advised that Mr T Berry as caretaker had been issued with a petty cash imprest of \$300.00. He confirmed that Mr Berry should be reimbursed no later than after two months for any payments or purchases that he had made and that the re-coup would be made for the balance of monies expended.

A Council of Owners confirmed that this proposal is necessary in order that items may be purchased for the strata property.

#### 6.6 Electrical Quote - Town of Vincent Building Application Fee

It was noted by those in attendance that Mr P Smith had obtained a quotation from Scarborough Electrics for electrical fittings to be installed with the automatic gates proposal. Strata manager referred to contact made by Western Maintenance Pty Ltd saying that they were not interested to proceed with their quote with regards to this project. Mr P Smith confirmed that Mr T Berry would be involved with the removal of trees along the route for the laying of electric cables and that he had provided a quote of \$850.00 for this work to be done. Strata Manager advised that Mr T Berry should place in writing this quotation as a record of his work and that a tax invoice would need to be issued quoting an ABN for payment when works are completed.

Mr P Smith advised that he would notify Mr T Berry of this requirement.

With regards to the Town of Vincent building application fee, it was noted by Council members that this had been attended to in order that all approvals are in place for the project to proceed.

## **7. 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 7 March 2003	\$ 6,240.41
Balance of Investment account as at 11 March 2003	\$42,228.84

**Outstanding Levies**

Due 01/04/03 unit 15	\$ 1,208.88
Extra ordinary levy	\$ 112.90
Interest	\$ 81.20
Estate of C L McDougall	
Due 01/01/03 to 01/03/03 Unit 39	\$ 316.01
Extraordinary Levy	<u>\$ 150.54</u>
Total	<u>\$ 466.55</u>

Owner Mya Kay Khaing Nyunt

- 8. CORRESPONDENCE:** 02/04/03 A fax transmission from Clarkin and Co, with regards to Unit 50/147 Charles Street, West Perth was noted, as to the front door peeling and wearing away with a request for this to be repaired.

Copy of this fax transmission was handed to Mr P Smith who will arrange with the caretaker to inspect and report on this doorway. Strata manager is to be notified on the outcome.

- 15/03/03 Email from Mrs B Holland on behalf of R & B Holland as to their email address whilst in England. This was noted by those in attendance and Mr P Smith confirmed that this should remain as a record for the strata property in order that future communications may be maintained.

**9. GENERAL BUSINESS:**

**9.1 Gates/Security Fencing Project**

Strata Manager confirmed that Mr P Munday had viewed the drafted By-laws, submitted by Mr J Angus and that in his view there was certain sections that required consideration towards amendments.

It was decided that the By-laws draft should be reviewed line by line in order that the Council of Owners can arrange for suitable terminology and outcomes to be reached with regards to these by-laws.

Mr R Ballard confirmed that in the instance where a bond or deposit is required, that this as an inclusion in the by-laws, is not recommended due to the confusion and additional work load that will be required on the strata council and the management for on-going control of the security keys. It was confirmed that two examples provided by Mr P Munday assist the council in order that a simple point by-point By-laws

may be drafted and that this would assist the strata property to ensure that security of all entry's into the property by vehicles is maintained.

It was resolved that with information to hand that Mr P Smith and Ms Y Hill will confirm and prepare a suitable amendment to the by-laws (draft) and that this will serve as the document for consideration by owners at a time when the gates/fencing project is completed.

Strata manager advised that the Council of Owners will need to issue the final draft of the by-laws to all owners with a view that these may be approved prior to the forwarding onto DOLA for registration and acceptance as to the strata plan. He further advised that it may be possible subject to a check for a letter to be issued to all owners in order that their agreement may be reached and that this may obviate the need for a special meeting of owners to confirm their approval for the by-laws to be incorporated

As the gates/fencing project is to be commenced during May 2003, there is sufficient time up to June 2003 for the By-laws to be redrafted and action taken for these to be endorsed on the strata plan.

Strata manager advised that in his view the rules for application as to the security of the strata property would be set by Council of Owners and that these need not to be included as word for word within the proposed by-laws.

Mr P Smith confirmed that there are a number of issues that need to be discussed with regards to the ongoing operation as to loss of a security key and the council will need to closely monitor the issue of a replacement key which will be subject to the owner being responsible for payment of this device. It was agreed by those in attendance that this action will be a follow on from the review of the current by-laws and that proper procedures will be in place to ensure that the gates/fencing security is supported by all parties.

**10. NEXT MEETING:** The next meeting will be at a time to be decided.

**11. CLOSURE:** Mr Ballard thanked Mr A Smith for the kind use of his unit for the meeting and for his hospitality and he thanked all members present for their attendance and input at the meeting. There being no further business the closed at 8.20 pm.

CONFIRMED: PKH THIS 15 DAY OF Sept 2003



27 May 2003



The Owners "The Mews"  
Strata Plan 5629  
147-159 Charles Street  
**WEST PERTH WA 6005**

Dear Owner

### NOTICE OF MEETING

**NOTICE** is hereby given in accordance with the provisions of the Strata Titles Act 1985 that an Extraordinary General Meeting of the Owners of "The Mews", 147-159 Charles Street, West Perth, Strata Plan 5629 will be held: -

**DATE:** Monday 23/06/03                      **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:


1. Welcome
2. Record Attendance
3. Proxies verified
4. Apologies for absence
5. Quorum
6. Appointment of meeting Chairperson
7. Special Business See Annexure "A"
8. Closure

Where you cannot attend, please complete the attached proxy form and return it as soon as possible. It is **IMPORTANT** to have this proxy as without your support, we may not be able to hold this meeting. Furthermore, your levy contribution must be paid to entitle you to vote, (Strata Titles Act 1985, By-laws 1 (14-6)).

Please note that if your unit (lot) is in joint names, only one person can vote, when voting 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. The person entitled to vote may be one of the co-proprietors or any other person as nominated on the form of proxy.

Completed forms of proxy may be returned to this office at any time before the meeting, or handed in before commencement of the meeting.

Yours faithfully

  
**ROSS BALLARD**  
STRATA COMPANY MANAGER  
For the Owners of Strata Plan 5629

**OWNERS OF "THE MEWS", 147-159 CHARLES STREET, WEST PERTH,  
STRATA PLAN 5629  
EXTRAORDINARY GENERAL MEETING 23/06/03**

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**AGENDA ITEM: SPECIAL BUSINESS - ANNEXURE "A"**

**7.1 FENCING AND SECURITY PROJECT**

Further to decisions made at the last Annual General Meeting, the strata council has progressed the fence installation project together with preparation of a draft proposal by-law to address security controller devices.

**7.1.1 SECURITY GATE CONTROLLERS**

Council of Owners have determined that an additional 50 security gate controllers are required in support to the operation of the security service. It is anticipated that funding of \$2,750.00 as additional costs are needed for this purpose.

**Motion:**

To raise a special levy of \$55.00 per unit to enable the issue of two controllers per unit owner. This levy is due and payable on 28/07/03.

**7.1.2 ADDITIONAL SCHEDULE 2 BY-LAWS No 15 & 16**

To resolve by special resolution that the proposed by-law numbered 15 and 16 as per attached Annexure "B" be added as additional strata company by-laws to be schedule 2 by-laws numbered 15 and 16.

**7.2 ADDITIONAL MEMBERS ONTO COUNCIL**

As a large strata company it is important that a Council of Owners body should be represented by a number of persons - not exceeding 7 in total.

There is currently only 3 Council of Owners and the chairman is seeking nominations from other owners to increase owner representations. Nomination form is enclosed.

**NOTE: The by-laws provide that only the items of business on the agenda can be resolved at this meeting.**

**It is not appropriate for other matters to be raised.**



## ANNEXURE "B"

Proposed BY-LAWS.

### ADDITIONAL SCHEDULE 2 BY-LAW NUMBERED 15

#### 15. SECURITY

##### 15.1 Security gate and access.

Proprietors, tenants or other occupiers shall ensure that any gate affixed at the entrance to the common property lot is closed and properly secured at all times when not in use.

##### 15.2 Security key devices

1. A proprietor, occupiers or other resident of a lot shall remain responsible at all times for security controller devices (controller) supplied to him by the strata company and must take all reasonable steps to ensure that the controller is not lost or handed to any person other than another proprietor, occupier or other resident, and is not disposed of otherwise than by returning it to the proprietor or the strata company.
2. Supply of any controller shall only be made to a proprietor, occupier or other resident during the hours of 9.00 am to 5.00 pm weekdays or such other times as may be decided from time to time by the council of the strata company.
3. A proprietor must exercise a high degree of caution and responsibility in making a controller available for use by an occupier or resident of the lot and must take all reasonable steps including, without limitation, an appropriate agreement in any lease or license of a lot to an occupier, to ensure the return of the controller to that proprietor or the strata company.
4. A proprietor, occupier or other residents of the lot shall within fourteen days of demand reimburse the strata company for all costs of replacing a controller and the recoding of the security system, if a controller is lost or damaged, however that occurs.
5. A proprietor, occupier or other resident of a lot must promptly notify the strata company if a controller is lost or destroyed.
6. If the loss or damage is covered by a policy of insurance effected by the strata company, the strata company shall remit to the proprietor, occupier or other resident of a lot (as the case may be) such amount as the strata company receives under the policy of insurance.
7. The Strata company may recover all amounts payable pursuant to this by-law as a liquidated debt in any Court of competent jurisdiction and interest shall be paid on such amounts due but not paid, as if such monies were an unpaid levy raised pursuant to section 36 of the Strata Titles Act 1985.
8. The strata company is to provide to each proprietor two original controllers together with any further controllers that the strata council may approve to enable a proprietor, occupier or other resident of a lot to operate the security gates. The cost of supply of any additional controllers is to be determined from time to time by the council and is to be the expense of the proprietor, occupier or other resident who requests the additional controller.
9. The council of the strata company may appoint a proprietor, occupier or other resident as a key-caretaker (referred to as 'key caretaker') of the controller as it sees fit. The appointee shall maintain a register of all proprietors, tenants or other occupiers who have been given any controllers. Upon sale of a lot or upon cessation of residence of tenant or other occupier within the parcel, any controllers issued to them shall be returned forthwith to the key-caretaker or other nominated person.

ADDITIONAL SCHEDULE 2 BY-LAW NUMBERED 16

16. Strata Company may make rules.

The council of the strata company shall be entitled from time to time to make and prescribe rules and regulations relating to the use of the common property (not inconsistent with any of the Schedule 1 or Schedule 2 by-laws or these by-laws), for the proper management of the strata scheme or any improvements thereon and may display signs or circularise these rules as council thinks fit. Without limiting the generality of this clause the council of the strata company may make regulations.

**"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  
or post to Quin Ballard, PO Box 221, Como WA 6152**

**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 Extra Ordinary General Meeting of the  
Owners of "The Mews", 147-159 Charles Street, West Perth, Strata Plan 5629 to be held on  
23/06/03 or any adjournment thereof.

**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.

EXTRA ORDINARY

MINUTES OF THE ADJOURNED ANNUAL GENERAL MEETING OF THE OWNERS OF 147-159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, KNOWN AS "THE MEWS" HELD AT THE OFFICE OF QUIN BALLARD, 175 LABOUCHERE ROAD, COMO, ON MONDAY 30 JUNE 2003, COMMENCING AT 6.00 PM. THIS MEETING WAS THE ADJOURNMENT OF THE MEETING SCHEDULED FOR MONDAY 23 JUNE, 2003 AT WHICH A QUORUM WAS NOT PRESENT.

**1. WELCOME,  
ATTENDANCE :**

Mr Ross Ballard of Quin Ballard, Strata Manager of the property was the only person present at this adjourned meeting.

He noted that at the meeting scheduled for 23 June, Mr P Smith, chairman of Council of Owners expressed his disappointment at the lack of interest by many owners to attend the meeting and also noted the low number of proxy forms submitted for the meeting.

It was stated at that time by the strata manager that upon a count of unit entitlements (ue) for "The Mews" and based upon persons present and proxies held, the voting on strata by-laws as a Special Business Item could not proceed.

It was agreed by those owners present on 23 June, that this adjourned meeting be re scheduled to Monday 25 August 2003 commencing at 6.00 pm. to deal with all items of business on the original agenda. All owners are to be requested to attend and consider all items of business as listed on the agenda. Strata manager is to forward a Notice of Meeting to owners at least sixteen days prior to 25 August 2003.

In the interim period, a letter is to be sent to owners conveying Council of Owners concerns as to the general apathy of some owners and a need for their input to achieve strata company business issues. Strata manager is to prepare a draft letter in consultation with chairman Mr P Smith.

**2. PROXIES :**

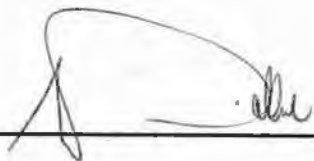
D & T & C & E Browne to David Browne	Unit 3
J Dennis & D Zappavigna	Unit 4
Mr J Daebritz	Unit 6
Ms C Chapman	Unit 7
Ms N Godwin	Unit 8
all to Mr R Ballard from Quin Ballard	
Mr & Mrs d & P Browne to Mr D Browne	Unit 10
Mr & Mrs S & B Tanascena	Unit 13
Mrs K Ballard & Mr M Quin	Unit 14
Mr G Beale	Unit 16
all to Mr R Ballard representing Quin Ballard	
Mr & Mrs R & B Holland	Unit 17

Mr & Mrs R & B Holland enduring proxy	Unit 19
Mr T Mackin	Unit 24
Ms S Dwyer	Unit 27
Mr M Skully	Unit 32
all to Mr R Ballard representing Quin Ballard	
Ms N Browne	Unit 37
to Mr D Browne	
Ms E Foston	Unit 42
Ms G Hourigan	Unit 43
both to Mr R Ballard representing Quin Ballard	
Mr D Gilbert	Unit 46
Mr & Mrs D & P Browne	Unit 47
to Mr D Browne	
Mr & Mrs D & J Ponnam Balam	Unit 48
all to Mr D Browne	
Mr & Mrs K & J Von Knoll	Unit 50
to Mr R Ballard representing Quin Ballard	

**3. CLOSURE:**

The meeting closed at 6.05 pm.

CONFIRMED: \_\_\_\_\_



THIS

24 November

DAY OF

2003





29 July 2003

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 Extraordinary General Meeting of the Owners of "The Mews", 147-159 Charles Street, West Perth, Strata Plan 5629 will be held:-

**DATE: Monday 25 August 2003**

**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 23/06/03.

Please note: For this meeting to proceed, you are requested to **COMPLETE AND SEND YOUR PROXY FORM.** (Thank you to those owners who have already forwarded their Proxy form.)

Yours faithfully

A handwritten signature in black ink, appearing to read 'Ross Ballard', written over a horizontal line.

Ross Ballard  
For and behalf of the  
Owners of Strata Plan 5629

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LICENSED REAL ESTATE AGENTS • PROPERTY MANAGERS • STRATA MANAGERS • MEMBER R.E.I.W.A.

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 - P.O. Box 221, Como, W.A. 6952  
Licensee: H.U.M. Pty Ltd as Trustee for H.U.M. Unit Trust trading as Quin Ballard - A.C.N. 009 057 103  
Fax: (08) 9474 1202 Phone (08) 9474 1533 E-mail: quibal@inet.net.au ARN 85 869 125 509

**NOTE: If unable to attend meeting please return completed proxy to fax No. 9474 1302  
or post to Quin Ballard, PO Box 221, Como WA 6952**

**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 Extraordinary General Meeting of the Owners of "The Mews", 147-159 Charles Street, West Perth, Strata Plan 5629 to be held on 25/08/03 or any adjournment thereof.

Where the nominated proxy has a financial interest in a management contract or arrangement with the Strata Company I/We expressly authorise the proxy to vote on the motion under notice relative to that appointment and I/We specify herewith that the proxy is to vote for that motion.

**SIGNATURES OF ALL CO-PROPRIETORS:** \_\_\_\_\_

**SIGNATURE OF PROXY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

In the case of a Company:

The Common Seal of:

was hereunto affixed by  
order of the Board in  
the presence of:

**NOTE**

1. Only one co-proprietor of a unit (lot) can vote at a general meeting on a show of hands provided a form of proxy has been completed and signed by all co-proprietors nominating the party entitled to vote.
2. A Company may appoint a nominee as its Proxy and the Form of Proxy should, where applicable, have the company seal affixed.
3. A Proxy need not be a member of the Strata Company. The Strata Manager, the Chairman or any other person may act as proxy.

**MINUTES OF THE ADJOURNED EXTRA ORDINARY GENERAL MEETING OF THE OWNERS OF "THE MEWS", 147-159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD AT THE OFFICE OF QUIN BALLARD, 175 LABOUCHERE ROAD, COMO, ON MONDAY 25 AUGUST 2003 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 A Smith	Unit 9
Mr S Tanascev	Unit 13
Mr A MacDonald	Unit 20
Mr S Allam	Units 21, 29, 34 & 51
Mr P & Mrs J Smith	Unit 23
Mr T Machin	Unit 24
Mr S Knight	Unit 25
Mr M Caplin	Unit 30
Mrs Y Hill	Unit 35
Ms N Browne	Unit 37
Mr G Peter	Unit 46
Mr D Browne	Unit 47
Mr R Ballard representing Quin Ballard	

**3. PROXIES:**

A J Fraser	Unit 1
D Zappavigna & J Dennis	Unit 4
J Daebritz	Unit 6
C Chapman	Unit 7
N Godwin	Unit 8
J Sloan	Unit 11
S & K Tanascev	Unit 13
K Ballard & Mr M Quin	Unit 14
S Beale	Unit 16
J McDonald	Unit 20
R Jones	Unit 22
T Machin	Unit 24
R Kanter	Unit 26
S Dwyer	Unit 27
Prof. M Skully	Unit 32
T Carvolth	Unit 33
A Legge	Unit 40

E Foston	Unit 42
G Hourigan	Unit 43
M Thompson & S Sams	Unit 44
D & J Ponnambalam	Unit 48
D Wilson	Unit 49
K J Von Knoll	Unit 50
all to Ross Ballard representing Quin Ballard	
C May	Unit 2
D, T G & E Browne	Unit 3
D & T Browne	Unit 10
J Blazcenjek	Unit 31
N Browne	Unit 37
D & T Browne	Unit 47
all to D Browne	
R Holland	Unit 17, 19 & 28
to P Smith	
T & G Knight	Unit 25
to S Knight	
D Gilbert	Unit 46
to G Peter	

**4. APOLOGIES  
FOR ABSENCE:**

Nil.

**5. QUORUM:**

The strata manager referred to the numbers as recorded on the attendance register, together with the proxy register and it was noted by those in attendance that there was sufficient proxies in hand to ensure that the meeting was able to commence and also that the unit entitlement ie; more than 93 UE was present for the decisions and voting to be carried out as per the Special Business items.

In addition Mr R Ballard referred to the minute notes which had been prepared with regards to the adjourned meeting scheduled for 23 June 2003 and that a copy had been provided by hand to the chairman Mr P Smith. He also advised that the minutes will be recorded in the minutes file.

**6. CHAIRPERSON:**

It was **RESOLVED** that Mr R Ballard be appointed to the Chair. Moved Mr P Smith, seconded Mr A Smith. Carried.

**7. SPECIAL BUSINESS  
ANNEXURE A:**

7.1 Fencing and Security Project

Mr R Ballard referred to the item as being a matter which required those in attendance to review and to proceed with the action following the fence and

gates and also for the preparation of the draft proposal by-law to address security controlling devices.

The chairman of Council of Owners, Mr P Smith, commented upon the various matters with regards to the draft proposal and answered a number of questions that were raised with regards to the ongoing security needs and for the issue of security controlling devices.

#### 7.1.1 Security Gate Control

Mr P Smith referred to the need for an additional 50 security gate controllers in order to support the operation of the security service for the strata property. In doing so it was noted by owners that additional funds amounting to \$2,750 are required as further costs to ensure that there are adequate security gate controllers for issue as and when necessary.

Mr S Allam owner of 4 units requested that further information be provided as to the issue of two controllers per unit owner. Mr P Smith advised that this was necessary due to the need for more than one person to operate the gates within the strata property and also to ensure that for ease of operation a controller is available without having to proceed with a request for replacement controller in numerous instances.

The meeting was advised with regards to the reasons and support for the issue of two controllers and it was accepted that in the interim period ie: 6 months the operation of the automatic gates, that it would be in the interest to ensure that owners receive two controllers as planned.

#### 7.1.2 Security Gate Controllers

The strata manager referred to the need for 50 security gate controllers and referred to the motion on notice ie: to raise a special levy of \$55.00 per unit to enable the issue of two controllers per unit owner. It was agreed that the date the levy is due and payable 30/09/03.

It was **RESOLVED** that the motion as proposed be passed. Moved Mr D Browne, seconded Mr T Machin. Carried.

#### 7.1.3 Additional Schedule 2 By-Laws Numbers 15 & 16

The strata manager referred to the need by special resolution that the proposed Schedule 2 by-law number 15 & 16 as per the attached annexure B to the Notice of Meeting be added as additional strata company by-laws and for the meeting to consider and approve for these particular additional by-laws.

The strata manager advised the background as to the registration of the schedule 2 by-laws numbers 15 & 16 and as to the need for the strata properties to be governed with regards to the matters as pertained with the security gate and fencing project.

It was confirmed that at this time of the meeting a sufficient quorum as defined by section 3C of the Strata Titles Act 1985 was present.



After some discussion it was **RESOLVED** that the additional by-laws as proposed, be made. Moved Mr A Smith, seconded Mr P Smith. Carried. All persons present and all proxies except for one, voted in favour of the motion.

Strata Manager advised that on the show of hands for both item 7.1.1 - security Gate Controllers and 7.1.3 Additional schedule 2 by-laws numbers 15 & 16 that this had been passed by a majority, based on both the proxy and show of hands for those attending the meeting. The strata manager referred to the position as pointed out to Mr P Smith, Chairman of the Council of Owners that the Act requires a waiting period of 28 days. On completion of the 28 day period action will be taken by the strata manager to raise the levies of \$55 per unit for the issue of two controllers and to ensure that this levy is due and payable as of 30/09/03, prior to the issue of controllers to owners. It is proposed that a register of controllers be held and also the care taker is to have responsibility for the recording of issue of any replacement controllers and only to arrange so on authority of Council of Owners.

The strata manager further advised that on the completion of the 28 day period action will be taken to submit the additional schedule 2 by-laws numbers 15 & 16 to the Department of Land Information to be recorded on the strata plan.

#### 7.2 Additional Members Onto Council

The following nominations for election of additional members to council were recorded:

Mr A McDonald - Unit 20, Ms G Hourigan - Unit 43, Mr S Allam - Units 21, 29, 34 & 51.

The presentation of the nominations were considered by those in attendance and support was provided for the three additional members to be on council. The strata manager advised that the additional members will assist the chairman and the two other council members in order to make decisions based on ongoing actions with regards to this strata property.

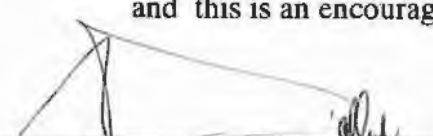
He congratulated the new members and look forward to them working towards the interest of the strata company.

#### 8. CLOSURE:

The meeting closed at 7.00 pm.

Mr R Ballard thanked those owners for their attendance and commented on the position with regards to the numbers that had attended this evenings meeting and this is an encouragement for ongoing actions of the strata company.

CONFIRMED:



THIS

24<sup>th</sup>

DAY OF

Nov

2003



9 September 2003



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 15 September 2003

**TIME:** 7.00 PM

**LOCATION:** Unit 9/147-159 Charles Street, West Perth

**AGENDA:**

1. Record Attendance
2. Proxies
3. Apologies for absence
4. Quorum
5. Appointment of meeting Chairman
6. Confirmation of Minutes of Meeting held 07/04/03
7. Business Arising - 07/04/03
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

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LICENSED REAL ESTATE AGENTS • PROPERTY MANAGERS • STRATA MANAGERS • MEMBER R.E.I.W.A.

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 - P.O. Box 221, Como, W.A. 6952  
Licensee: H.U.M. Pty Ltd as Trustee for H.U.M. Unit Trust trading as Quin Ballard - A.C.N. 009 057 103

**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 15 SEPTEMBER 2003, COMMENCING AT 7.00 PM.**

**1. RECORD**

**ATTENDANCE:** Mr A Smith Unit 9  
 Mr A MacDonald Unit 20  
 Mr P Smith Unit 23  
 Mrs Y Hill Unit 35  
 Ms H Hourigan Unit 43  
 Mr R Ballard representing Quin Ballard

**2. PROXIES:** Nil.

**3. APOLOGIES**

**FOR ABSENCE:** Mr S Allam Units 21,29, 34 & 51

**4. QUORUM:** A quorum was present

**5. CHAIRPERSON:** Mr R Ballard referred to the appointment of chairman for the meeting and it was agreed by those in attendance that he would proceed as chairman.

**6. CONFIRMATION OF MINUTES:**

It was **RESOLVED** that the minutes of the council meeting held on 7 April 2003 be received and accepted as a true and correct record and these were then signed by the chairman. Moved Mr P Smith, seconded Mr A Smith. Carried.

**7. BUSINESS ARISING:**

Mr R Ballard referred to a number of items that had been attended to as to the previous meeting as these are itemised as follows:

7.1 Statements to Treasurer

The chairman confirmed that statements had been issued as requested.

7.2 Town of Vincent - Application for Swimming Pool Exemption

It was confirmed by the strata manager that the application for management exemption to the Town of Vincent had been carried out. Mr P Smith referred to the caretaker Mr T Berry as the manager

responsible for the swimming pool and that any issue will be referred back to the strata council.

### 7.3 Fire Emergency Authority (FESA) Report

Strata Manager advised letter had been issued to owners indicating the outcome of the FESA report. Mr P Smith confirmed that this is necessary in order for Council of Owners to ensure all owners were notified of the report.

### 7.4 Letter 24/01/03 - Mr P Smith

Mr P Smith confirmed that the by-laws had been presented based on a draft proposal put forward by Mr J Angus. The Extraordinary General Meeting recently had noted that the final copy of the by-laws draft had been past at that meeting.

### 7.5 Caretaker - Petty Cash

Strata manager advised that a petty cash impressed of \$300 had been set up and that Mr T Berry was operating this for the benefit of the strata property.

### 7.6 Electrical Quote

Strata manager advised that the caretaker Mr T Berry had forwarded a quotation for electrical works to proceed in that he would be involved with the trenches for laying of electrical cables to the various areas of the fence/gates project. Mr P Smith confirmed the work had been done and the quotation of \$850 provided by Mr T Berry had since been paid.

### 7.7 Unit 50 - Front Door Deterioration

Strata manager advised that a new door had been fitted to the front entrance of unit 50. It was confirmed that the deterioration of the existing door could not be repaired and a new door was necessary at approximately \$200.00.

### 7.8 Gates - Security Fencing Project

Strata manager advised that the Council of Owners had proceeded with the drafted by-laws as submitted by Mr J Angus and that adjustments by Mr P Munday as to the final draft had in fact been presented to the Extraordinary General Meeting and approved.

## **8. FINANCIAL REPORT:**

Strata manager advised there was only one copy of the financial report available and that he would read from this one report but also ensure that each council member received a copy with these minutes.

Balance of general trust a/c as at 15/09/03                      \$ 101.15

Balance of investment a/c as at 11/08/03 statement    \$22,355.20

Outstanding Levies

Due 01/04/03 to 30/06/03 - unit 12	\$ 316.01
01/07/03 to 30/09/03	\$ 316.01
Interest	\$ 40.07
Overdue days - 164	\$ <u>672.09</u>
Due 01/04/03 to 30/06/03 - unit 18	\$ 316.01
01/07/03 to 30/09/03	\$ 316.01
Interest	\$ 40.07
Overdue days	\$ <u>672.09</u>

S Nguhen - as owner

**END OF REPORT****9. CORRESPONDENCE:** 11/09/03Letter to strata manager from Mr D Browne

1. Enquiries in regards to the issues of invoices to unit 3 and a request that advice be forwarded regarding the position of levy payments. Strata manager confirmed arrangements are being made through the accounts officer for a response to this request.
2. Reference by Mr D Browne as to a split system air conditioner having been installed on the outside wall of unit 31. Mr Browne requests Council of Owners review and ensure that permission has been granted for this installation, in accordance with the guide lines as set. Mr P Smith confirmed he was unaware that the owner of unit 31 Mr A Blazcenjek having made application for installation of an air conditioner and the strata manager confirmed there were no requests received in terms of an application for this to be carried through. Mr P Smith confirmed the owner of unit 31 should place information in writing to Council of Owners to ensure proper procedure has been followed regarding the installation, as the only permission been granted is to install split system air conditioners on the balconies of units.
3. Reference was made by Mr D Browne as to a nomination put forward by Mr A MacDonald as being a member of the Council of Owners. Mr Brown has queried Mr A MacDonald as being a non owner on the record and as such requests that advice be forwarded regarding the legality on Mr MacDonald's position on the Council of Owners. Strata manager requested Mr A MacDonald to forward in writing information in support of his management of the affairs of his late wife in regards to the property, this was agreed to. Strata manager will ensure that proper practice is followed in terms of membership to council.

12/09/03

Facsimile transmission forwarded by Clarkin & Co in regards to a damaged door at unit 36/147 Charles Street, West Perth. Request has been received for the replacement of the damaged door due to weather

and it was noted similar action was taken with unit 50 recently. A copy of this facsimile transmission from Clarkin & Co was handed to Mr P Smith who in turn will request the caretaker Mr T Berry to inspect and report back to the council in regards to replacement of this door. Strata manager confirmed that only on the receipt of this information will action be taken to repair/replace the door.

12/09/03

Message received from Mr T Clarkin in regard to the issue of controllers to owners for the operation of the automatic gates. It was noted the payment for the additional controller is yet to be received; this will be due and payable by 30 September 2003. Until such time as the controllers and processes are in place and collection of monies is available the issue of controllers to owners/tenants will not proceed. Information has been passed to Mr T Clarkin to indicate that at this point in time the matter is held pending.

27/08/03 & 30/07/03

Mr P Smith handed to the strata manager tax invoices for Midwaste and requested that a check be made in terms of payment. Strata manager advised that it seemed one amount may have been paid however, he would check the accounts to ensure that only outstanding Midwaste accounts are paid.

## 10. GENERAL BUSINESS:

### 10.1 Gates/Security Fencing Project

Mr P Smith confirmed that as per the listing of all units there is a requirement for 75 controllers to operate the rear strata company complex and 75 controllers to operate the front units facing Charles Street. Upon discussion as to the issue of controllers it was noted that until such time as funds are available a letter will need to accompany information to all owners in regards to the authority for property ownerships that involve agents, to be aware of their responsibility of the authority to act on owners behalf. Issue of a second controller will not be issued until such time as the authority process has been formalised.

Ms G Hourigan confirmed that there may well arise a problem with tenants leaving the property and removing controllers and as such the owner/agent will need to be made aware and to ensure a bond to cover the controller issue is in place for reimbursement for controllers that go astray. This is an owner/agent matter and not a strata company concern. Mr P Smith advised it was most important that owners and agents take responsibility to ensure that all controls are managed to the level necessary. Mr A MacDonald advised that a section of the letter for the owner/agent to sign agreeing to the proposal as outlined is required and the strata manager should ensure that this information is made available to the caretaker who will be responsible for issue of the controllers.

Mrs Y Hill asked as to the ongoing maintenance of the controllers, ie battery replacement and as to the responsibility for this matter. Strata manager confirmed that as a maintenance issue owners will be required



to ensure that the batteries are supplied and in the order of \$3.00 - \$5.00 for a replacement battery is likely for the ongoing use of the controllers. The caretaker will have a small holding of batteries for emergency consideration for tenants and owners to utilise, however the issue and replacement of any battery becomes a cost for the unit owner.

Mr P Smith confirmed that the house rules - regulations as prepared by Council of Owners will set out all matters pertaining to the operation of the automatic gates together with the use of controllers and as to the responsibility of owners to ensure satisfactory service operations.

Strata manager is to prepare a letter to owners/agents for Mr P Smith to review and it was noted that the issue of the controllers is to be made around 15 October 2003 to ensure that the operation of the gates is to take place soon after. Owners are to be advised that failure on their part not to adhere to the conditions as set will result in the non issue of controllers.

#### 10.2 Gas Hot Water Units

Mr P Smith confirmed previous action had taken place with Council of Owners on the basis of replacement of gas hot water units as and when necessary and this information is in the Annual General Meeting minutes of 26 November 2002.

Upon discussion it was decided the Council of Owners are to review all hot water services that require attention by the strata company as and when necessary and that owners will be responsible to ensure a request is issued for any gas hot water unit replacement.

#### 10.3 Concrete Cancer

Mr P Smith advised that urgent works were completed in various areas where concrete had deteriorated throughout the strata property and it is to be noted that non urgent works are to be listed for further attention as and when required. It was agreed that this would be a matter for ongoing attention of Council of Owners.

#### 10.4 Unit Keys

Ms G Hourigan asked as to the whereabouts of the key board as held by the then caretaker Mr D Browne. Strata manager advised he was unaware of any transfer of keys on a board to the current caretaker Mr T Berry and that he would notify Mr D Browne in order to ascertain if the keys are still available and of there whereabouts.

- 11. NEXT MEETING:** Mr P Smith confirmed the next meeting will be the Annual General Meeting is to be held in November 2003.
- 12. CLOSURE:** Mr R Ballard thanked Mr A Smith for the use of his unit. There being no further business the meeting closed at 8.30 pm.

CONFIRMED: W J Taylor THIS 4-3-2004 DAY OF 200



147 - 159 CHARLES STREET, WEST PERTH

" THE MEWS" STRATA PLAN 5629

FINANCIAL INFORMATION FOR COUNCIL MEETING ON MONDAY 15 SEPT 2003

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Balance of general trust account as at 15 September 2003 \$ 101.15

Balance of investment account as at statement to 11 August 2003 \$ 22,355.20

Outstanding levies :

Due 1.04.03 to 30.06.03 Unit 12	\$ 316.01
1.07.03 to 30.09.03	316.01
Interest	<u>40.07</u>
overdue days 164	<u>672.09</u>

Due 1.04.03 to 30.06.03 Unit 18	\$ 316.01
1.07.03 to 30.09.03	316.01
Interest	<u>40.07</u>
overdue days 164	<u>672.09</u>

S Nguhen - as owner

**END OF REPORT**

20 October 2003



The Owners of "The Mews"  
Strata Plan 5629  
147-149 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", Strata Plan 5629 will be held:-

**DATE:** Monday 24/11/03  
**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, only one person can vote, when voting 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. The person entitled to vote may be one of the co-proprietors or any other person as nominated on the form of proxy.

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 general enquiries about the annual accounts, please contact the undersigned at least **72 HOURS** before the meeting so that an appropriate response can be prepared.

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

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LICENSED REAL ESTATE AGENTS • PROPERTY MANAGERS • STRATA MANAGERS • MEMBER R.E.I.W.A.

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 - P.O. Box 221, Como, W.A. 6952  
Licensee: H.U.M. Pty Ltd as Trustee for H.U.M. Unit Trust trading as Quin Ballard - A.C.N. 009 057 103  
Fax: (08) 9474 1302 Phone (08) 9474 1533 E-mail: quibal@inet.net.au ABN 85 869 125 509

**STRATA PLAN 5629**

**ANNUAL GENERAL MEETING OF THE OWNERS OF THE MEWS  
147-159 CHARLES STREET, WEST PERTH WA 6005**

**24/11/03**

**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 26/11/02 & EGM 25/08/03
8. Business Arising - AGM 26/11/02 & EGM 25/08/03
9. Chairman Report
- 9 a. 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 - Nil. No resolutions sought.
15. General Business
16. Budget/Levy (Periodic Contributions)
17. Next Meeting
18. Closure

# The Mews Strata council report for 2003.

147-159, Charles Street, West Perth.

Strata Plan 5629.

This year your council has been predominately occupied with the security fence project, which has now been finally completed. The feedback from owners and residents has been in the main most favourable. Beside the normal maintenance of the complex your council has seen various items Completed:

- (1) The security fencing of the complex for vehicle parking.
- (2) The concrete cancer at the bottom stumps of the Fencing on the walkways.
- (3) Garden Improvements.
- (4) The resurfacing of the roadways in the complex.
- (5) The asbestos flueing of the hot water systems.
- (6) The water damage in units from the leaking roofs

## **1. Security Fencing.**

The council arranged a licensed surveyor to check the front boundary before commencement of building the fencing, as advised by the West Australian Planning Commission. The council also had to get the by-laws drawn up for your approval and registered with D.L.I. Also the rules for the issue of the controllers to owners/residents and ongoing maintenance.

## **2. Concrete Cancer.**

Work was finalised in repairing the damage and sealing the walkways in the worst effected areas. The rest of the work (which is not urgent) will be done as and when the need arises.

## **3. Garden Improvements**

A special thanks to our previous caretaker David Browne for the mammoth task in getting large pine chip mulch delivered, laying it around all of the garden beds. The subcommittee's report on upgrading the gardens has been passed on to the new caretaker Tim Berry.

## **4. Resurfacing the roadways.**

Several quotes were obtained from roadway sealing contractors also to remove the speed humps from the roadways, now that the security road gates are fitted. (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.

## **6. Water damage in some units.**

The roof of the complex has had some more repairs because of leaks during this years winter rains. In consequence some units have had to have a great deal of repairs.

## **Conclusion**

The Committee believes the security gates and fencing has been very worthwhile in this day and age. In the year 2004 the incoming committee should prioritise the maintenance and upgrading issues of the complex. Owners must realise that in order to fund these expenses it may be necessary to use a special levy from time to time to complete major tasks on a timely basis.

I would like to thank the members of the committee for all their efforts in the past twelve months. I would like to take this opportunity to especially thank our former caretaker David Browne for all the work he has performed over the last twelve years for the benefit of us all.

I would also like to welcome to the community of the Mews, our new caretaker Mr Tim Berry. Also I will thank Ross Ballard of Quin Ballard Real Estate for his professional assistance during the course of this year.

On behalf of your council of owners I wish all owners " The compliments of the Season and a very happy and prosperous 2004"

**STRATA PLAN 5629**  
**OWNERS OF "THE MEWS"**  
**147-159 CHARLES STREET, WEST PERTH**  
**STATEMENT OF INCOME & EXPENDITURE - 01/10/02 TO 31/09/03**

**INCOME**

Maintenance Levies to 30/09/03	48350.54
Special Levy	6516.34
Funds from investment account	2200.00
GST in	6282.62
Interest on overdue levy	73.82
Reimbursement on maintenance cost	200
Reimbursement for security cards keys	1400.00
<b>TOTAL INCOME</b>	<b>\$65,023.32</b>

**EXPENDITURE**

**GENERAL ADMINISTRATION**

Management Fees	4830.45	
Additional Fees - Special Services	68.18	
Postage, petties and storage of records	540.00	
AGM Fee	471.60	
Adjourned Meeting Fee	438.10	
Council Meeting Fees	831.35	
Extraordinary General Meeting	222.90	
Advertising	113.10	
Application fee	186.41	
BAS payment	4097.00	
Bin handling - Put out and bring in	51.25	
Caretaker expenses	765.45	
Caretaker - Income tax instalments	64.00	
Caretaker - Superannuation fund	1360.80	
Caretaker - PAYG- tax on caretaker wages	2808.00	
Caretaker wages	17621.00	
Caretaker - workers compensation	392.85	
Consultant fee	572.73	
Govt. Charges - BAD	106.60	
GST - Management fee/ Postage petties	3064.41	
Insurance premiums	4997.61	
Legal fees	20.00	
Petty cash	300.00	
Stamp duty	454.94	<b>\$44,378.73</b>

**GROUNDS MAINTENANCE**

Gardens - Fertiliser	705.91
Garden equipment & supplies	1234.63
Garden rubbish bag	461.25
Lawns	11.82
Lawn supplies & fertiliser	13.73

Reticulation	803.04	
Repairs to lawn mower	89.05	
Rubbish removal	18.18	\$3,337.61

**REPAIRS AND MAINTENANCE**

Building	5330.32	
Concrete repairs	418.18	
Door	242.00	
Electrical	337.19	
Fencing	803.64	
Globes & tubes	15.00	
Hardware	53.27	
Pest control service	235.00	
Plumbing	390.00	
Roof	719.09	
Security gate	2000.00	
Swimming pool - supplies and chemicals	463.09	\$11,006.78

ELECTRICITY - common areas	2233.95	\$2,233.95
WATER CONSUMPTION	2662.65	\$2,662.65

TOTAL EXPENDITURE FOR THE PERIOD		\$63,619.72
SURPLUS OF INCOME OVER EXPENDITURE		\$1,403.60
PLUS PRE-PAID LEVIES TO 31/12/02		\$5,530.00
PLUS BALANCE AS AT 30/09/03		\$4,925.03
LESS FUNDS TO INVESTMENT A/C		\$6,161.00
<b>BALANCE OF TRUST A/C AT 30/09/03</b>		<b>\$5,697.63</b>

Levies in arrears at 30/09/03 U12, 18, 49 & 53 \$1,113.48

INVESTED FUNDS - Commonwealth Bank \$22,374.09





**ITEM 12  
RE-APPOINTMENT OF MANAGERS**

**PROPOSAL FROM QUIN BALLARD TO THE OWNERS OF "THE MEWS"  
147-149 CHARLES STREET, WEST PERTH, STRATA PLAN 5629**

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Our proposal is for us to continue to act as Strata Managers from the date of the Annual General Meeting until the date of the following Annual General Meeting.

We request that the Strata Company gives an expressed direction to the Strata Council to re-appoint us for that period or in the absence of an elected Council, that the proprietors in general meeting re-appoint us for that period.

As agent managers of your Strata Company our role is to provide a financial, accounting and secretarial management service, and to assist the elected Council to carry out its decisions. Our regular management service is designed to assist the Strata Council to abide by the statutory obligations of the Strata Company in line with the Strata Titles Act 1985. During our term of re-appointment we shall perform all Regular Services and in addition when directed by the Strata Company or Council, perform Special Services as instructed.

**REGULAR SERVICES INCLUDE:**

Assisting Council to effect routine property maintenance and repairs, payment of accounts, keeping record of accounts, invoicing and collection of periodic contributions (levies), arranging insurance covers, preparing an annual statement of receipts and payments, attendance to correspondence and instructing a registered taxation agent in relation to lodgement of Income Tax Returns (Tax agent fee is an additional fee). Preparing and issuing notices of the Annual General Meeting and attending and preparing and distributing minutes of that meeting. (Additional fees apply - refer note under Management Fees). Under Section 43 (1) of the Act, preparing and issuing certificates, furnishing information and supervising inspections of records (applicable costs are to be payable to Managers by the initiating party).

**SPECIAL SERVICES INCLUDE:**

Preparing and issuing notices of Extraordinary General Meetings and Council Meetings and attending, and preparing and distributing minutes of those meetings, attending at the property for any purpose which is not a Regular Service, arranging non-routine maintenance, repair and replacement of the Common Property and liaising with consultants and builders. Preparing and serving notices levying Special Contributions and collecting and banking Special Contributions, Lodgement of documentation at the Titles Office relative to changes to by-laws. Documents relative to amendment, repeal or addition to existing by-laws should be prepared by a legal practitioner on instructions from the Strata Council. Instructing and attending conferences with lawyers; this includes legal actions on instruction from Council, relative to outstanding contributions; 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.

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**LICENSED REAL ESTATE AGENTS • PROPERTY MANAGERS • STRATA MANAGERS • MEMBER R.E.I.W.A.**

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 - P.O. Box 221, Como, W.A. 6952  
Licensee: H.U.M. Pty Ltd as Trustee for H.U.M. Unit Trust trading as Quin Ballard - A.C.N. 009 057 103  
Fax: (08) 9474 1302 Phone (08) 9474 1533 E-mail: quibal@inet.net.au ABN 85 869 125 509

# Quin Ballard

## 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 \$924.00 Total \$6,324.00 payable \$527.00 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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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



**RESOLUTION SOUGHT**

- # "The Strata Company resolves that the Council be directed to re-appoint Quin Ballard as Strata Company Agent Managers from 24/11/03 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 24/11/03 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 WA 6005**

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**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 (via Broker if applicable) with CHU Underwriting Agencies Pty Ltd (Insurance company details).

Period of Insurance : 29/09/02 to 26/09/03      Policy No : 860638  
Insured :                      Owners of

Levels of Cover

Building	\$ 4,270,000.00
Common area contents	\$ 18,000.00
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 Per Claim

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 \$4,270,000.00 was adopted. The previous level of cover was \$3,955,000.00.

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.

Fire Services Levies and Charges in Western Australia

As you may already be aware the WA State Government has passed legislation to introduce a new system to fund the fire services and the State Emergency Service.

At the present time, 75% of the cost of operating the career fire services (Perth metropolitan area and major WA regional centres) is financed by the insurance industry, which raises this amount through levies and other charges placed on the premiums paid by policy holders. Under the new Emergency Services Levy, these charges will terminate on 30 December 2003.

The removal of the insurance-based fire service levies and charges will occur gradually during 2003. Policies that are issued after 1 January 2003 will include the fire service levies and charges only to the portion of the premium covering the period up to 30 December 2003. Any cover from 1 January 2004 onwards will not be subject to these changes.



**STRATA PLAN 5629  
OWNERS OF "THE MEWS"  
147-159 CHARLES STREET, WEST PERTH  
PROPOSED BUDGET - 2003/2004**

Management fees	5400
Postage, petties and storage of records	600
Provision for attendance @ Council Meeting	1,100
Provision for income tax on investment	100
Annual General Meeting fee	480
Govt. charges - BAD	110
Insurance premiums (Inc. Workers Compensation)	5,500
Common lighting and power	2,300
Caretaker - remuneration	19,000
Caretaker - Superannuation @ 9.0%	1,500
Caretaker - telephone, petrol, petties	600
Caretaker - relief caretaker (4 weeks @ 50%)	600
Caretaker - PAYG Tax on Wages	2,900
Pool - chemical and supplies	500
Lawns & Gardens	2,000
Water consumption	2,700
Tree management	800
Garden rubbish collection	650
Concrete cancer repairs	1,000
General repairs and maintenance	3,270
<b>SUBTOTAL</b>	<b>51,110</b>
Funds for future major maintenance (15% of sub total)	7,666
<b>TOTAL (Inclusive of GST where applicable)</b>	<b>\$58,776</b>

\$58,776.00 = \$316.00 per unit entitlement per annum (186 total unit entitlement) quarterly in advance to commence from 01/01/04.

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 application 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.

**"THE MEWS"**  
**STRATA PLAN 5629**  
**147-159 CHARLES STREET, WEST PERTH WA 6005**

**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  
or post to Quin Ballard, PO Box 221, Como WA 6952**

**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 Monday 24 November 2003 or any adjournment thereof.

Where the nominated proxy has a financial interest in a management contract or arrangement with the Strata Company I/We expressly authorise the proxy to vote on the motion under notice relative to that appointment and I/We specify herewith that the proxy is to vote for that motion.

**SIGNATURES OF ALL CO-PROPRIETORS:** \_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE OF PROXY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

In the case of a Company:

The Common Seal of:

was hereunto affixed by  
order of the Board in  
the presence of:

**NOTE**

1. Only one co-proprietor of a unit (lot) can vote at a general meeting on a show of hands provided a form of proxy has been completed and signed by all co-proprietors nominating the party entitled to vote.
2. A Company may appoint a nominee as its Proxy and the Form of Proxy should, where applicable, have the company seal affixed.
3. A Proxy need not be a member of the Strata Company. The Strata Manager, the Chairman or any other person may act as proxy.

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF "THE MEWS", 147-159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD AT THE OFFICE OF QUIN BALLARD, 175 LABOUCHERE ROAD, COMO, ON 24 NOVEMBER 2003 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 Browne	Unit 3, 10 & 47
Mr A Smith	Unit 9
Mr A MacDonald	Unit 20
representing The Estate of J A MacDonald	
Mr P Smith	Unit 23
Ms Y Hill	Unit 35
Mr R Ballard representing Quin Ballard	

**3. PROXIES:**

Mr A Fraser	Unit 1
Mr J Dennis & Ms D Zappavigna	Unit 4
Mr J Debraez	Unit 6
Ms C Chapman	Unit 7
Mr S & Mrs K Tanasceva	Unit 13
Mr M Quin & Mrs K Ballard	Unit 14
Ms S Beale	Unit 16
Mr J Kantor	Unit 26
Ms S Dwyer	Unit 27
Mr M Caplin	Unit 30
Mr J Blaszczyic	Unit 31
Professor M Skully	Unit 32
Mr T Carvolth	Unit 33
Ms J Legge	Unit 40
Ms E Foston	Unit 42
Ms G Hourigan	Unit 43
Mr M Thomson & Ms L Sams	Unit 44
Mr Ponnambalam	Unit 48
Mr D Wilson	Unit 49
all to Mr R Ballard representing Quin Ballard	
Mr R Holland	Unit 17, 19 & 28
to Mr P Smith	
Mr T & Mrs G Knight	Unit 25

to Mr S Knight (not in attendance)  
 Ms C Ryan Unit 38  
 Ms D Gilbert Unit 46  
 to Mr D Browne

It was noted that units 38 and unit 48 were in arrears hence there was no voting rights for the owners of these two units or on behalf of the owners of these two units.

**4. APOLOGIES  
 FOR ABSENCE:**

Mr M Caplin Unit 30  
 Ms G Hourigan Unit 43

**5. QUORUM:**

A quorum was present.

**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 noted by Mr R Ballard that an adjourned Annual General Meeting of the owners of "The Mews" had been held on 26 November 2002 together with an Extraordinary General Meeting held on 25/08/03.

It was **RESOLVED** that the minutes of the Adjourned Annual General Meeting held on 26 November 2002 be received and accepted as a true and correct record and were signed by the chairperson. It was also **RESOLVED** that the minutes of the Extraordinary General Meeting held on the 25/08/03 be received and accepted as a true and correct and were signed by the chairperson.

**8. BUSINESS  
 ARISING:**

The minutes of both the adjourned Annual General Meeting and the Extraordinary General Meeting were accepted without comment. Moved Mr P Smith, seconded Ms Y Hill. Carried.

**9. REPORT FROM  
 CHAIRMAN:**

The strata manager referred to the chairmans 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 that had been discussed by the Council of Owners during the past 12 months and that all owners had been kept informed with matters that relate to the strata property. It was agreed that Mr P Smith and the Council of Owners had

worked well with regards to the security gates project and that Mr Smith is to be congratulated for the effort provided towards the provision of the project.

The strata manager indicated to those in attendance that Mr Smiths efforts had been very well received and that he is to be congratulated for the effort towards ensuring that all matters were properly documented and that the by-laws had been instituted for the proper management of the security for the strata property. Mr A MacDonald confirmed that in his view Mr Smith had acted in a very appropriate manner towards all items.

## 9A. MANAGERS REPORT:

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.

### 2. Change of Owners

There have been no change of owners since the last Annual General Meeting.

### 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.

### 4. On-Site Inspection

The strata manager advised that he had been in attendance at the Council of Owners meetings and as such an inspection of the property at the times of the visits were undertaken to ensure that all matters of management were attended to. Mr Ballard referred to the meeting with the caretaker, Mr T Berry in regards to the garden and other facilities that operate within the strata property.

### 5. Strata Council

The strata council met on a number of occasions during the year to deal with various items of property and grounds maintenance. This had been recorded with the chairman and as such all matters had been attended to.

Managers extend their thanks on behalf of all owners to the council members who gave their time with special thanks to Mr P Smith who attended to the actions with regards the property and generally acted as the liaison person with the managers.

### 6. Prearranged Visits To Strata Management Office

In order to avoid disappointment or delays if you wish to visit our office to see your strata manager, we request owners prearrange the visit and make an appointment.

Many strata meetings are now being held during the day and strata managers are often out of the office at meetings or inspections.

7. Email Communications.

With the growth of email as an important form of written communication, there is a possible expectation by owners that an instant response will be received. By way of courtesy we advise that all correspondence is dealt with in order of receipt, unless the matter is a genuine emergency. We confirm that your business is important to us and your correspondence will be attended to as promptly as possible.

**END OF REPORT**

**10. FINANCIAL  
REPORT:**

It was **RESOLVED** that the financial report for the period ending 31/09/03 be received and adopted as a true and correct record.

Moved Mr A MacDonald, seconded Mr D Browne. Carried.

Mr Ballard referred to the costs associated with the gates security project and that an additional amount for costs was required to be taken from the investment account due to insufficient funds being available to meet 1 or 2 items within the budget. He explained to Mr P Smith that on receipt of additional levies into the trust account an adjustment will be made in order to recoup the investment account to a figure required and as approved by Council of Owners at the Extraordinary General Meeting for approved funding for the project. Mr Ballard will notify the incoming Council of Owners as to the position with regards to both the investment account and trust account.

**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 M Caplin - Unit 30, Ms Y Hill - Unit 35 and Ms G Hourigan - Unit 43.

In addition to the three nominations, Mr A MacDonald presented to the chairman a letter indicating his intention to transfer the property of his late wife ie : Unit 20 into his name and would then enable himself to be considered for council nomination. On discussion by those in attendance it was agreed that Mr MacDonald should provide assistance to the council in the interim period and that on transfer of property into his name that he be considered as a council member for ongoing business for the strata company.



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 24 November 2003 to the date of the next Annual General Meeting in accordance with their proposal as attached to the Notice of Meeting.

Annual Management fee \$5,400 (\$450 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 \$77.00 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.

## 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 01/10/04.

### Levels of Cover:

Building	\$ 4,270,000
Common Area Contents	\$ 18,000
Legal Liability	\$10,000,000
Office Bearers Liability	\$ 2,000,000
Workers Compensation	As Per Act
Excess to Building Cover	\$50.00 per claim

It was **RESOLVED** that the level of Building Sum Insured be maintained at the increased figure of \$4,270,000.00 as determined at this meeting. Mr D Browne indicated that the renewal of insurance cover for the year 2004/2005 should be increased by 5% and this would ensure that adequate building cover is maintained for the strata company. Mr A MacDonald referred to the invitation to renew insurance and indicated that the insurer CHU would increase the level of cover for adequate protection for owners of the strata company.



Mr R Ballard indicated that when the invitation to renew insurance was received in September 2004 he will refer the matter to Council of Owners for their review and approval for insurance cover.

Mr P Smith referred to the damage caused to the controller unit, machinery and of a quotation that been provided by AB gates in order to secure the area from further vandalism. On discussion it was decided that the strata manager should contract CHU Insurers in order that a claim may be presented for damage caused. It was further mentioned that action to proceed with the covers for the machinery units should take place and that approval to proceed is granted. Mr R Ballard will notify Council of Owners as to the outcome for the insurance claim.

Acceptance of the insurance cover moved by Mr D Browne, seconded Mr A MacDonald carried.

**14. SPECIAL  
BUSINESS:**

Nil. No resolutions sought.

**15. GENERAL  
BUSINESS:**

15.1 Electric Motors - Sliding Gates Covers

As referred to under the item of insurance it was agreed that expenditure of \$500 be undertaken to vandal proof the motors. As referred to also, the strata manager will be notifying AB Gates to determine the gates involved.

15.2 Swimming Pool - Chemical Equipment

Mr D Browne expressed his concern with the cost of repairs and indicated that action with regards to the maintenance of the pool is one that requires close attendance.

Mr R Ballard indicated that he had enquired as to the labour cost of \$130 and a figure of \$82.00, thereby noting that the total of \$872.00 was the figure provided by Pool Spa Wembley in order to effect repairs to the equipment. On discussion it was agreed that subject to the \$82.00 cost of chemicals and also the component of GST that the repairs are to proceed following advice to the Council of Owners, as to the outcome of enquiries with Pool Spa Wembley. As Ms Y Hill had left the meeting prior to the discussion of this item of General Business the strata manager will contact Ms Hill to ensure that Council of Owners are aware of the overall costs for repairs for equipment.

15.3 Roofing Report

It was noted that the number of complaints with regards to leaking roofing has increased over the past 12 months. Mr D Browne requested that action proceed to prune back a number of trees from the roof line of various units within the strata property, in his view the trees were providing leaf and other debris to the

roof area and this is partly the cause of the problems relating to the leaking roofing within various areas.

Mr D Browne indicated that Council of Owners should review quotations and he suggested that Riverside Tree Services be one contractor to provide a quote and strata manager indicated that All Suburbs Tree Surgeons be requested to provide a quote for Council of Owners consideration.

The quotations will involve the trimming of three trees only and as such funding will be kept to a minimum with regards to the tree lopping required within the strata property.

#### 15.4 Controllers - Charles Street Frontage

Mr D Browne indicated a concern expressed as to the access to the carports at the rear of the strata company now that a separate security coding has been allocated for the units facing Charles Street. Mr D Browne indicated that as the owner of unit 10, he will request in writing the issue of an additional controller to provide access through the front of the strata property and that as such the owner will be required to meet the cost of this additional unit. It was agreed that on the receipt of a written request for the issue of the control unit that the payment of the controller is to be received and that the caretaker will need to record on at the register a suitable note to an additional controller. Further issues of controllers to other owners upon request will be recorded in a similar manner on the register.

#### 15.5 Air Conditioner Installation - Unit 31

Mr D Browne referred to the position with regards to the owner of unit 31, installing a air conditioner unit outside of the approval for installation of air conditioners at the strata property. It was advised that all owners were required to abide by the conditions of installation as this required consideration towards the noise and aesthetics, with regards to the problem on the location of air conditioners throughout the strata property.

It was agreed by those in attendance that Mr J Blaszczyic is to be notified in writing to relocate the position of the air conditioner to the balcony area in accordance with those that have been installed previously. All owners were advised that this is a requirement for the air conditioner installation. Mr R Ballard indicated that he would respond to Mr Blaszczyic letter and as a result of this meeting indicate to him that he is to take action as recorded. Mr D Browne did indicate that the current position of the air conditioner is above a dining room located below the unit and as such during the summer months the noise of the air conditioner will cause the occupants concern.

#### 15.6 Security Gates - By-Laws

The strata manager referred to the registration of the by-laws with Department of Information and Land Authority and as to action that is to be taken for this to be registered on the strata plan. He will ensure that urgent attention is given to the registration and this is to apply to ongoing operation of the gates and

security within the strata property. Mr P Smith indicated that he had been in contact with the Town of Vincent and as such all requirements were now satisfied as to the registration and approval for the security gates project. He indicated that with the registration of the by-laws he had provided copies to the caretaker to ensure that on issue, owners and tenants are made aware as to the conditions with the operation of the security within the complex. This was noted by those in attendance.

15.7 Driveway - Pot Holes

Mr P Smith indicated that the caretaker, Mr T Berry had requested a quotation from Mr Pot Hole as to the repairs to driveway off Charles Street and other areas within the strata property. He indicated to the strata manager that a quotation would be received in due course and that action to issue onto Council of Owners for approval to proceed with the works would be required.

Mr R Ballard indicated that on receipt of the quotation he will issue this onto Council of Owners for their consideration.

**16. BUDGET/LEVY:**

After discussion, it was **RESOLVED** that the proposed Budget of \$58,776.00 for the period 2003/2004 as per unit entitlement (\$186.00 Unit Entitlement) payable quarterly in advance commencing from 01/01/04 -24 units at unit entitlement, 4 = \$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 01/01/04.

**17. NEXT MEETING:**

The next Council meeting is to be at a date to be decided.

The next General Meeting will be in approximately twelve months. Details to be advised by Managers at least fourteen days prior.

The strata manager referred to the need for the incoming council to meet and to determine the various positions of office bearers.

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 30/09/04.

**18. CLOSURE:**

Mr Ballard thanked those present for their attendance and input at the meeting. There being no further business the meeting closed at 7.20 pm.

CONFIRMED:



THIS

6<sup>th</sup>

DAY OF

Dec

2004



10 February 2004

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:** 4 March 2004

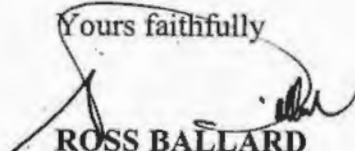
**TIME:** 6.30 PM

**LOCATION:** Unit 43/147-159 Charles Street, West Perth

- AGENDA:**
1. Record Attendance
  2. Proxies
  3. Apologies for absence
  4. Quorum
  5. Appointment of Council Chairman, Secretary & Treasurer.
  6. Appointment of meeting Chairman.
  7. Confirmation of Minutes of Meeting held 15/09/03
  8. Business Arising - 15/09/03
  9. Financial report
  10. Correspondence
  11. General business
  12. Next Meeting
  13. Closure

I look forward to the first meeting of incoming members.

Yours faithfully

  
**ROSS BALLARD**  
STRATA COMPANY MANAGER  
For The Owners of Strata Plan 5629

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LICENSED REAL ESTATE AGENTS • PROPERTY MANAGERS • STRATA MANAGERS • MEMBER R.E.I.W.A.

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 - P.O. Box 221, Como, W.A. 6952  
Licensee: H.U.M. Pty Ltd as Trustee for H.U.M. Unit Trust trading as Quin Ballard - A.C.N. 009 057 103  
Fax: (08) 9474 1302 Phone (08) 9474 1533 E-mail: quibal@iinet.net.au ABN 85 869 125 509

**MINUTES OF A MEETING OF THE COUNCIL OF OWNERS OF "THE MEWS", 147 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD AT UNIT 43 THE MEWS, 147 CHARLES STREET, WEST PERTH ON THURSDAY 4 MARCH 2004, COMMENCING AT 6.30 PM.**

**1. RECORD**

**ATTENDANCE:** Mr M Caplin Unit 30  
 Ms Y Hill Unit 35  
 Ms G Hourigan Unit 43  
 Mr R Ballard representing Quin Ballard

**2. PROXIES:** Nil.

**3. APOLOGIES**

**FOR ABSENCE:** Nil.  
 It was noted that Mr A McDonald was unable to attend as an assistant to the Council and this is recorded.

**4. QUORUM:** A quorum was present.

**5. APPOINTMENT OF COUNCIL CHAIRPERSON  
 SECRETARY & TREASURER:**

Mr R Ballard referred to the need to appoint the three positions, and it was RESOLVED that Mr M Caplin officiate as the Council Chairman. Secretary Ms G Hourigan and Treasurer Ms Y Hill. Mr R Ballard indicated that with the three positions now in place that the business of the meeting could proceed.

**6. APPOINTMENT OF MEETING**

**CHAIRMAN:** Mr R Ballard referred to the appointment of a chairman for the meeting and it was agreed by those in attendance that he would proceed as chairman.

**7. CONFIRMATION  
 OF MINUTES:**

It was RESOLVED that the minutes of the Council meeting held on 15 September 2003 be received and accepted as a true and correct record and these were then signed by the Chairman Mr M Caplin.  
 Moved Mr R Ballard, seconded Ms Y Hill



## 8. BUSINESS ARISING:

### 8.1 Split System Airconditioner – Unit 31

Mr R Ballard referred to the action taking place in response to the letter forwarded by Mr J Blaszczyk. A further letter has been received which will be recorded under the item of correspondence.

### 8.2 Controllers Automatic Gates

It was referred to in a letter received by Mr T Clarkin with regards to the issue of controllers to owners and this matter has since been resolved with an additional amount being paid for the issue of a controller to the owners in question.

### 8.3 Gates/Security Fencing Project:

Mr Ballard advised that this item has now been completed. It was pleasing to note that the work carried out by the previous Council of Owners with chairman Mr Peter Smith that all matters had been attended to and that it had been confirmed by the caretaker Mr T Berry that the security of the complex was proceeding satisfactorily. Ms G Hourigan indicated that actions with regard to this matter for security did require further attention and any issues would be undertaken by the incoming council. Incoming council is to record their thanks to the council members in particular Mr P Smith with regard to action taken for the security of the strata complex.

### 8.4 Gas Hot Water Units

Mr R Ballard advised that this is an on going matter regarding the replacement of gas hot water units and as such the council will be required to attend to any issues that arise from time to time.

### 8.5 Concrete Cancer

It was noted by the members present that those area of concrete restoration work had been carried out throughout the strata complex and that any ongoing issues would be attended to by the council of Owners.

### 8.6 Unit Keys

Mr R Ballard indicated that he had contacted the former caretaker Mr D Browne with regard to unit keys and as such there is no board held. Mr Caplin indicated that as chairman he would be concerned as to unit keys being made available and as such each owner or tenant is responsible for the maintenance of the keys to their unit. It was agreed that this matter requires no further attention.



## 9. FINANCIAL REPORT:

Strata manager that each member has been issued with a copy of the financial report and that action with regard to information therein is as follows:

Balance of trust account at 04/03/04	\$ 7,044.53
Balance of investment account at 12/01/04	\$ 11,967.64.

### OUTSTANDING LEVIES:

UNIT 12	\$ 316.00
UNIT 18	\$ 316.00
UNIT 24	\$ 237.00
UNIT 26	\$ 237.00
UNIT 33	\$ 237.00
UNIT 39	\$ 316.00
UNIT 44	\$ 237.00
UNIT 48	<u>\$ 316.00</u>

<b>TOTAL</b>	<b>\$2212.00</b>
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The Strata Manager referred to the provisions of interest charged on outstanding levies and Mr Caplin indicated that one quarter of outstanding levies is allowed, otherwise interest is to be charged where the outstanding levy figure proceeds to a 2<sup>nd</sup> quarter and additional amount outstanding. Moved G Hourigan seconded M Caplin – accepted.

Mr R Ballard advised members that the previous council of owners had approved the transfer of an additional \$1000.000 from the investment account in order to meet the requirements for additional works with the security gates and fence project. He indicated to the council members that there will be a need for the transfer back into the investment account \$1000.00 and that this should be undertaken at a time when sufficient funds are available. The Council of Owners will be advised in due course as to the transfer of the \$1000.00 in to the investment account.

END OF REPORT

## 10. CORRESPONDENCE: 10/02/04

Letter from the Caretaker Mr T Berry

Mr Ballard referred to a request made by Mr T Berry for the payment in lieu of annual leave for the outstanding amount of annual leave to Mr T Berry. Mr R Ballard referred to the annual leave as being a payment that would required additional consideration to funds from the budget in order to meet Mr Berry's request. He informed the council that the previous caretaker had been paid in lieu of annual leave in 1995 and as such a precedent had been set by the then accumulated leave process for that point in time.

The details of the payment is based on 20 days annual leave entitlement which is equal to \$1440.00 plus 17 ½% leave loading of \$252.00 amounting to a total payment of \$1692.00 less tax. Mr Ballard referred to the caretaker relief as being 50% ie. \$600, therefore a shortfall of \$1092.00 is required to be met from the budget 2003/4.

Following discussion, Ms G Hourigan indicated that if agreement is to proceed for the caretaker to be paid the leave in lieu, that it should be noted for further consideration, that an application would be required at least 2 months prior to the need for annual leave in lieu payment and that suitable action with regard to the budget would be necessary to meet the cost of this transaction. Strata Manager indicated that he would be informing Mr Berry that as a one off payment and that in future it is considered by the owners of the Strata Company that annual leave is to be taken if not in one amount, then in 2 parts in order that recreational purposes are served. Mr M Caplin advised that with the payment of \$1692.00 Mr Berry should be clearly advised of council's determination with regard to any further action of payment of leave in lieu of taking annual leave. The Strata Manager advised he would discuss the matter further Mr Berry and confirm the outcome as provided by council of owners. Ms Y Hill advised that Mr T Berry should provide good reason in future as to the non taking of annual leave. This will ensure that the council of owners were in a position to manage the budget

#### Brochure received – BG 65 Blower

Mr R Ballard advised that he had been issued with a copy of a brochure by Mr T Berry with a request that the Council of Owners consider this item to assist with the duties at the complex. The blower will help keep pathways and landings clear of rubbish and the quoted cost in the brochure is \$459.00. It was agreed in principal that the blower would be acquired, however with the current payout of leave in lieu and the position with the budget the council would review this request at their next meeting.

#### Email – Mr P Smith

Strata manager referred to 3 items that had been brought to his attention by Mr Peter Smith. It was indicated that at the front entrance and electrical cable is sticking out of the ground adjacent to the gateway facing Charles Street. In attendance with Mr Berry, Mr Ballard had

visited the area of concern and it would a consideration for council of owners to review and decide on appropriate action. Mr Ballard indicated that the cable within the conduit may be dug within the area to bring in below the changed level of the ground, or some structure placed over the conduit to prevent any unsafe situation. Council of owners will review this matter and confirm with the strata manager further action required.

Position re covers over gate motors to protect from vandalism

It was noted that these had been placed and locked into position and as such Council of Owners are to ensure that all gate motor throughout the complex have a locked box to protect the gate motors.

Reference was made to the pot holes in the roadway, and as pointed out by the caretaker the main area of concern is at the gate entrance on the south side where the bins are for units facing Charles Street. It would appear that this area maybe patched and the matter will be reviewed by council of owners as to this location and any other pot holes which may require a quotation for repairs. Ms G Hourigan will investigate the position regarding the resurfacing of this area and other pot holes and will contact the strata manager to advise on action to be taken.

Quotation dated 14/12/03- Suburban Painting Services

Mr Ballard referred to the quotation of \$350.00 to repaint the water damaged ceilings to Unit 39. He indicated that work is required to seal ceilings and apply paint to kitchen dining and lounge rooms to effect repairs. Council have approved for acceptance of this quote and for the work to proceed.

Building Licence – Fence/Gates

The Strata Manager advised that the Town of Vincent had forwarded a letter confirming that the withdrawal of the building license application for the gate and fence installation works has now been cancelled.

The manager also referred to a letter received by ABA Automatic Gates dated 20/01/04, as to a service call under warranty for which no charge was allocated. It was necessary for the contractor to adjust the sensitivity on the sliding gate and to carry out other tests to ensure that cabling on the swing gate is in order. This was noted by the council of owners as a no charge service.

Letter 18/12/03 – J Blaszczyk

Mr R Ballard advised that he had received from the owner of Unit 31 a follow on request dated 18 December 2003, to consider his earlier letter and Council's reply to correct the current location of the airconditioning unit servicing his unit. After further discussion, Mr M Caplin advised that the 3 units mentioned in the letter were maybe installed prior to a policy that would have been set in place by the then council of owners. Ms G Hourigan confirmed that some units had been installed prior to

this time and that any further installation of air con units would need to meet the installation criteria as set by the council.

In consideration of this request, the Council of Owners confirmed that all owners must abide by the rules and that the Strata Manager is to review the minutes of a previous meeting to establish when the policy had been set and a copy of the item is to be issued to Mr Blaszczyk for his information. Strata Manager is to also write and confirm to the owner of Unit 31 to carry out the relocation of the airconditioning unit to meet the council determination. Chairman Mr M Caplin advised that he would discuss this matter verbally with Mr Blaszczyk and confirm the actions needed by the owner.

## 11. GENERAL BUSINESS:

### 11.1 - Cleaning of Stairwells/Bins

Ms G Hourigan advised that as a Council of Owner member she is concerned with the hygiene of the bins and also with the cleanliness of the stairwells around the complex. Strata Manager explained that any matter of concern as to the works carried out by the caretaker should be referred to him to ensure that the duties are followed by the caretaker. It was pointed out that the overall condition of the property requires an on going assessment of the works being carried out by the caretaker and Council of Owners are the body responsible to ensure that all duties are properly attended to. Mr G Hourigan indicated that the Strata Manager should notify the caretaker that the Council of Owners are reviewing the duties within the strata property and that further consideration will be given as to additional work required by the caretaker. In the meantime the Strata Manager is to contact the caretaker and verbally advise of action being undertaken.

### 11.2 Cleaning of Gutters Carports.

There is a need for consideration for the caretaker to also clean the gutters as recorded on the duty statement. The duties of cleaning within the carport area is a matter whereby the gutters should be cleaned on a regular basis to ensure that downpipes are not blocked and to ensure that adequate drainage is provided. Council of Owners are concerned that this is a matter which requires action through the duties of the Strata Company and as such they will review the current practices and confirm action necessary.

### 11.3 Stairways – handrails

It was noted that in general the cleaning of the stairways and handrails is for attention of the caretaker and that Mr Caplin & Ms G Hourigan will review on behalf of Council action to be taken regarding the cleaning of these areas. Strata Manager advised that as a general comment he will

inform the caretaker of the Councils' concern with stairwells and handrails and that there will be further action taken in due course with regard to these matters.

**12. NEXT MEETING:** The Council of Owners decided that they will hold an informal meeting in July 2004 for the purpose of reviewing the duties of the caretaker and for other matters which the Strata Manager refers to them for consideration. It is proposed that the next formal meeting of the Council of Owners requiring the attendance of the Strata Manager will be held in September 2004 which is prior to the Annual General Meeting scheduled for late November 2004.

**13. CLOSURE:** Mr Ballard thanked Ms G Hourigan the use of her unit. There being no further business the meeting closed at 8.00 pm

**CONFIRMED:** \_\_\_\_\_ **THIS** \_\_\_\_\_ **DAY OF** \_\_\_\_\_ **200** \_\_\_\_\_



27 July 2004



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:

**DATE:** Wednesday 28 July 2004  
**TIME:** 7.00 pm  
**LOCATION:** Unit 43/147 Charles Street, West Perth

- AGENDA:**
1. Record Attendance
  2. Proxies
  3. Apologies for absence
  4. Quorum
  5. Appointment of meeting Chairman
  6. Confirmation of Minutes of Meeting held 04/03/04
  7. Business Arising – 04/03/04
  8. Financial Report
  9. Correspondence – D Browne 14/6/04  
- J Blasozky 29/3/04  
- J Donnelly 15/6/04 all attached
  10. General Business
  11. Next Meeting
  12. Closure

Should you be unable to attend, please contact the undersigned to register your apologies.

Yours faithfully

**M CAPLIN**  
**CHAIRMAN**  
Council of Owners

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LICENSED REAL ESTATE AGENTS • PROPERTY MANAGERS • STRATA MANAGERS • MEMBER R.E.I.W.A.

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 - P.O. Box 221, Como, W.A. 6952  
Licensee: H.U.M. Pty Ltd as Trustee for H.U.M. Unit Trust trading as Quin Ballard ACN 009 057 103 ABN 85 869 125 509  
Fax: (08) 9474 1302 Phone (08) 9474 1533 E-mail: quibal@inet.net.au Website: [www.quinballard.com.au](http://www.quinballard.com.au)



**Minutes of Council of Owners  
Unit 43, 147 Charles Street, West Perth**

**Date: 28 July 2004**

1. Record of Attendance:      Mr M Caplin              Unit 30  
   Ms Y Hill                 Unit 35  
   Ms G Hourigan         Unit 43
2. Proxies:                         Nil
3. Apologies:                     Nil
4. Quorum:                         Present
5. Chair:                             M Caplin  
    Sec:                               G Hourigan  
    Treasurer:                     Y Hill
6. Meeting Chair:                 M Caplin
7. Confirmation of Minutes:    4 March 2004 Minutes accepted as true and correct.  
   Moved: G Hourigan. Seconded: Y Hill

8. Business Arising:

8.1      Unit 31 – Split System Air-conditioner

Discussion held as to how Council of Owners can address this kind of issue in the future. If alterations to the common area are made without Council of Owners approval and request to remove ignored what is the next option – the legal system? It is an issue that needs addressing as these kinds of incidents will continue to arise.

Resolved to request Quin Ballard to write letter to air conditioner contractor to advise installed without Council of Owners approval and request removal. Michael to advise Quin Ballard name of contractor.

8.2      Controllers Automatic Gates

Discussion about requesting Quin Ballard to approach Peter Smith. Thought however Peter may not be willing due to his previous years of hard work on Council of Owners, especially overseeing this project.

Resolved that Geraldine would approach owners in the complex if willing to act as back up for automatic gates if Caretaker not on site and a fault occurs.

8.3      Gates/Security Fencing Project

M Caplin to finalise arrangements to add a panel to the fence line next to the main gate off Charles Street to close of entry point.

9. Financial Report: Have approximately \$11,000 in General account

10. Correspondence:

- 10.1 Caretaker  
Caretaker informed Council of Owners will make one off payment in lieu of annual leave however future leave is to be taken in one amount or in 2 parts in order that a physical break from the position occurs. This needs to be stated to future caretakers.
- 10.2 Blower  
Approval given for Caretaker to purchase this piece of equipment.
- 10.3 Email – P Smith  
Electrical cable at front of entrance has been attended to by Caretaker, Geraldine to contact Quin Ballard to follow through on quotes to fix potholes.
- 10.4 Unit 39  
Work completed.
- 10.5 Letter - J Blaszczyk  
Owner has been provided with copy of strata obligations and M Caplin spoken directly to owner. Issue remains for Council how to address alterations made to common area when Council of Owners have not been notified.
- 10.6 Letter 14/6/04 – D Brown  
Mr Brown has requested Council of Owners address trees on complex, with one scrapping on his roof and bathroom window. Also raised issue of instalment of Unit 31 air conditioner. Refer to 8.1 for action to be taken. Request Quin Ballard to write letter to David Browne to confirm addressing his concerns.
- Request Quin Ballard to accept quote from All Suburbs to have trees on the complex that need trimming to be done.
- 10.7 James Donnelly – building plans for complex on laneway  
Request Quin Ballard to notify building agent no objections to plans. Discussion on concerns about parking for visitors to new complex but acknowledgement cannot do much about it.

- 10.8      Scarboro Electrics  
Confirmed account to fix faulty sensor light be paid.

11. General Business

- 11.1      Stairwells/Bins  
Stairwells being regularly swept and dusted. Hygiene of bins improved.
- 11.2      Gutters  
Geraldine to request Quin Ballard to get a quote to clean carport gutters. Also will include cleaning roof gutters and any tiles on the roof that need repairing.
- 11.3      Stairwells  
Geraldine raised having the concrete on stairwells steamed cleaned. Will get a quote by next meeting.

12. Next Meeting

13 October at 6.30 pm at Unit 43.

12 October 2004



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:

**DATE:** Wednesday 20 October 2004  
**TIME:** 7.00 pm  
**LOCATION:** Unit 43/147 Charles Street, West Perth

- AGENDA:**
1. Record Attendance
  2. Proxies
  3. Apologies for absence
  4. Quorum
  5. Appointment of meeting Chairman
  6. Confirmation of Minutes of Meeting held 28/07/04
  7. Business Arising – 28/07/04
  8. Financial Report
  9. Correspondence – Midwaste Diesel Fuel Levy  
- Allied Roof & Gutters Quote  
( all attached )
  10. General Business  
AGM - Chairman's Report - November 2004
  11. Next Meeting
  12. Closure

Should you be unable to attend, please contact the undersigned to register your apologies.

Yours faithfully

**M CAPLIN  
CHAIRMAN**

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**Council of Owners**

**LICENSED REAL ESTATE AGENTS • PROPERTY MANAGERS • STRATA MANAGERS • MEMBER R.E.I.W.A.**

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147 - 159 CHARLES STREET, WEST PERTH

" THE MEWS" STRATA PLAN 5629

FINANCIAL INFORMATION FOR COUNCIL MEETING ON  
WEDNESDAY 20 OCTOBER 2004

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Balance of general trust account as at 12 October 2004	\$ 8,035.30
Balance of investment account as at statement to 9 September 2004	\$ 16,611.34

Outstanding levies :

Unit 2	\$474.00	Period 01/04/04 - 30/06/04 & 01/07/04 - 30/09/04
Unit 33	237.00	01/07/04 - 30/09/04
Unit 39	376.33	01/07/04 - 30/09/04 inc Interest \$60.33

Total \$1,087.33 Note: Further interest now charged on levies 01/07/04 - 30/09/04

**END OF REPORT**



21 October 2004

The Owners of 'The Mews'  
Strata Plan 5629  
147 - 159 Charles Street  
**WEST PERTH WA 6005**

Dear Owner

### NOTICE OF MEETING

NOTICE is hereby given in accordance with provisions of the Strata Titles Act 1985 that an Annual General Meeting of the Owners of 'The Mews', 147 - 159 Charles Street, West Perth, Strata Plan 5629 will be held:-

**DATE:** Monday 25<sup>th</sup> November 2004  
**TIME:** 5.30 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, only one person can vote, when voting 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. The person entitled to vote may be one of the co-proprietors or any other person as nominated on the form of proxy.

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 general enquiries about the annual accounts, please contact the undersigned at least **72 HOURS** before the meeting so that an appropriate response can be prepared.

Yours faithfully

**ROSS BALLARD**  
**STRATA COMPANY MANAGER**  
For the Owners of Strata Plan 5629

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LICENSED REAL ESTATE AGENTS • PROPERTY MANAGERS • STRATA MANAGERS • MEMBER R.E.I.W.A.

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**STRATA PLAN 5629**

**ANNUAL GENERAL MEETING OF THE OWNERS OF  
'THE MEWS'  
147 - 159 CHARLES STREET, WEST PERTH**

**25/11/2004**

**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 24/11/2003
8. Business Arising - AGM 24/11/2003
9. Chairman's Report
- 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 Council of Owners
  - 14.2 Air-Conditioners Installation
15. General Business
16. Budget/Levy (Periodic Contributions)
17. Next Meeting
18. Closure

**CHAIRMAN'S REPORT  
ANNUAL GENERAL MEETING**

Owners are to note that the presentation of Chairman's Report was not available within the time to be mailed out and therefore is not included in the Notice of Meeting papers.

It is proposed that the Chairman's Report is to be presented on the evening of meeting 25 November 2004 and Mr M Caplin will be in attendance to discuss any matters that require his comments.

Strata Manager

**STRATA PLAN 5629**  
**OWNERS OF "THE MEWS"**  
**147-159 CHARLES STREET, WEST PERTH**  
**STATEMENT OF INCOME & EXPENDITURE - 01/10/03 - 30/09/04**

**INCOME**

Maintenance Levies to 30/9/04	55045.78
Funds from Investment Account	12000.00
GST IN	5758.69
Insurance Recoup (*)	1011.30
Interest on Overdue Levy	72.86
Refund – GST BAS Statement	41.00
Refund – Income Tax	41.00
Reimbursement - Remote Control	300.00
Reimbursement – Security Cards/Keys	995.46
<b>TOTAL INCOME</b>	<u><b>\$76,266.09</b></u>

**EXPENDITURE**

**GENERAL ADMINISTRATION**

Management Fees	4909.20	
Postage, petties and storage of records	765.00	
AGM Fee	426.20	
Govt. Charges -BAD	104.30	
GST - Management Fee/Postage & Petties	3011.94	
Stamp Duty - Insurance	2.47	
Stationery	10.00	
Titles Office – Lodgement Fee	70.00	
Titles Office – Search Fee	96.00	
Business Activity Statement(BAS)Payment	2798.00	
Caretaker Wages	17668.00	
Caretaker Workers Compensation	835.41	
Caretaker - Income Tax Paid	686.00	
Caretaker PAYG - Wages	2036.00	
Caretaker PAYG – Income Tax	12.00	
Caretaker Superannuation Fund	2002.68	<u>\$35,743.10</u>

**GROUNDS MAINTENANCE**

Gardens	31.59	
Garden Bags	764.40	
Garden - Equipment & Supplies	1672.73	
Gardens - Fertilizer	34.64	
Lawns	371.29	
Reticulation	68.26	<u>\$2,942.91</u>

## REPAIRS AND MAINTENANCE

Building	(*Unit 30)	285.00	
Clothesline		390.00	
Door – General		60.00	
Drains – Cleaning		57.64	
Driveway		545.00	
Gates – Security	(Vandals \$80.00)	10279.00	
Glass	(*Unit 53 – Shower Screen)	169.68	
Globes & Tubes		72.37	
Hard Ware		44.18	
Lighting		472.39	
Painting – Interior	(*Unit 30 - \$400.00)	700.00	
Rates		50.00	
Pool – Repairs/Maintenance		893.18	
- Supplies & Chemicals		290.00	
Roof		379.09	
Security – Key Cards/Controllers		2500.00	\$17,187.53

ELECTRICITY - common areas	\$2337.65	\$2337.65
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WATER CONSUMPTION	\$2,884.75	\$2,884.75
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	\$ 61,095.94	\$61,095.94
Surplus of Income Over Expenditure		\$14,170.15
PLUS PRE-PAID LEVIES TO 31/03/05 – U21 & To 30/06/05 – U25		\$553.00
PLUS BALANCE AS AT 30/09/03		\$5,697.63
Less funds Transferred to Investment Account		\$6,161.00
<b>BALANCE OF TRUST A/C AT 30/09/04</b>		<b>\$14,259.78</b>
Levies in arrears at 30/09/04 – U2 & U39	\$1,187.82	

Invested Funds – See details Underleaf

**STRATA PLAN 5629**  
**'THE MEWS'**  
**147 - 159 CHARLES STREET, WEST PERTH**

SUMMARY OF INVESTMENT FUNDS 01/10/2003 - 30/09/2004

Commonwealth Bank South Perth - Account No 6124 1011 4390

Balance as at 30/09/2003	\$22,374.09	
Plus Investments Funds Transferred from General Trust A/c	\$ 6,161.00	
Plus Interest	\$ 118.66	<u>\$28,653.75</u>
Less Transfer from Investment A/C 20/11/2003	\$12,000.00	
Less Bank Charges on Investment A/C	\$ 34.30	<u>\$12,034.30</u>
Balance at 30 September 2004		<u>\$16,619.45</u>



**ITEM 12  
RE-APPOINTMENT OF MANAGERS**

**PROPOSAL FROM QUIN BALLARD TO THE OWNERS OF 'THE MEWS'  
147 - 159 CHARLES STREET, STRATA PLAN 5629**

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Our proposal is for us to continue to act as Strata Managers from the date of the Annual General Meeting until the date of the following Annual General Meeting.

We request that the Strata Company gives an expressed direction to the Strata Council to re-appoint us for that period or in the absence of an elected Council, that the proprietors in general meeting re-appoint us for that period.

As agent managers of your Strata Company our role is to provide a financial, accounting and secretarial management service, and to assist the elected Council to carry out its decisions. Our regular management service is designed to assist the Strata Council to abide by the statutory obligations of the Strata Company in line with the Strata Titles Act 1985. During our term of re-appointment we shall perform all Regular Services and in addition when directed by the Strata Company or Council, perform Special Services as instructed.

**REGULAR SERVICES INCLUDE:**

Assisting Council to effect routine property maintenance and repairs, payment of accounts, keeping record of accounts, invoicing and collection of periodic contributions (levies), arranging insurance covers, preparing an annual statement of receipts and payments, attendance to correspondence and instructing a registered taxation agent in relation to lodgement of Income Tax Returns (Tax agent fee is an additional fee). Preparing and issuing notices of the Annual General Meeting and attending and preparing and distributing minutes of that meeting. (Additional fees apply - refer note under Management Fees). Under Section 43 (1) of the Act, preparing and issuing certificates, furnishing information and supervising inspections of records (applicable costs are to be payable to Managers by the initiating party).

**SPECIAL SERVICES INCLUDE:**

Preparing and issuing notices of Extraordinary General Meetings and Council Meetings and attending, and preparing and distributing minutes of those meetings, attending at the property for any purpose which is not a Regular Service, arranging non-routine maintenance, repair and replacement of the Common Property and liaising with consultants and builders. Preparing and serving notices levying Special Contributions and collecting and banking Special Contributions, Lodgement of documentation at the Titles Office relative to changes to by-laws. Documents relative to amendment, repeal or addition to existing by-laws should be prepared by a legal practitioner on instructions from the Strata Council. Instructing and attending conferences with lawyers; this includes legal actions on instruction from Council, relative to outstanding contributions; 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.





## 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 \$5,520.00 plus postage, petties and storage of records \$924.00. Total \$6,444.00 payable \$53.70 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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LICENSED REAL ESTATE AGENTS • PROPERTY MANAGERS • STRATA MANAGERS • MEMBER R.E.I.W.A.

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Fax: (08) 9474 1302 Phone (08) 9474 1533 E-mail: quibal@iinet.net.au Website: www.quinballard.com.au



**RESOLUTION SOUGHT**

# "The Strata Company resolves that the Council be directed to re-appoint Quin Ballard as Strata Company Agent Managers from 25/11/2004 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 25/11/2004 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**  

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**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 : 1/10/2004 to 1/10/2005. Policy No : 860638  
Insured : Owners of Strata Plan 5629

<u>Levels of Cover</u>	
Building	\$ 4,610,000.00
Common area contents	\$ 19,000.00
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 per claim

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 \$4,610,000.00 was adopted. The previous level of cover was \$4,270,000.00.

Motions On Notice

- (1) The strata manager is directed to renew the policy when it falls due -
  - (a) At the current level of building sum insured
  - (b) At the level of building sum insured to a figure as determined at this meeting.
- OR
- (2) 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.

FINANCIAL SERVICES REFORM ACT (FSRA)

The provisions of the FSRA disallow Quin Ballard to give personal advice relative to insurance covers; only general advice can be given by us.

This means that independent professional advice where applicable should be obtained by the strata company in respect of insurance matters.

- Quin Ballard can
- (i) Provide the Financial Services Guide and Product Disclosure Statement
  - (ii) Only give factual information
  - (iii) Only give general advice
- Quin Ballard cannot
- (i) Recommend an insurance company
  - (ii) Provide Advice on level of building replacement cover

**OWNERS OF 'THE MEWS'  
STRATA PLAN 5629  
147 – 159 CHARLES STREET, WEST PERTH**

**ANNUAL GENERAL MEETING 25/11/2004**

**AGENDA ITEM NO. 14 ANNEXURE "A" SPECIAL BUSINESS**

14.1

Council of Owners

The current Council of Owners are seeking support by owners to form an incoming council that comprises increased membership. As this strata company is a large entity and requires ongoing involvement to determine management outcomes for maintenance of assets, it is important that the number of members on council be increased.

Owners consideration and willingness to serve on Council of Owners is recommended by managers.

14.2

Air-conditioners Installation

Council of Owners have reviewed the practice of some owners who proceed to install air-conditioners without making application and fail to obtain approval of council prior to the contractor installing the appliance.

It is proposed that in future where alterations to the Common Property take place, without an owner seeking Council of Owners approval the owner involved is to be served with a notice to remove the appliance or face legal action.

The purpose of this decision is to ensure that owners follow the correct procedures and maintain a uniform standard for all owners of the Strata Company.

**STRATA PLAN 5629  
OWNERS OF "THE MEWS"  
147-159 CHARLES STREET, WEST PERTH  
PROPOSED BUDGET – 2004/2005**

Management fees	4,968.00
Postage, petties and storage of records	837.00
Provision for attendance @ Council Meeting	1,000.00
Annual General Meeting fee	400.00
GST on all Managements Fees	785.00
Govt. charges - BAD	110.00
Provision for income tax on investment	400.00
Insurance premiums (Inc. Workers Compensation)	5,300.00
Common lighting and power	2,750.00
Caretaker - remuneration	19,000.00
Caretaker - Superannuation @ 9.0%	1,700.00
Caretaker - telephone, petrol, petties	400.00
Caretaker - relief caretaker (4 weeks @ 50%)	600.00
Caretaker - PAYG Tax on Wages	2,100.00
Pool - chemical and supplies	600.00
Lawns & Gardens	1,500.00
Water consumption	2,900.00
Tree management	700.00
Garden rubbish collection	650.00
Provision for future possible Concrete cancer repairs	1,000.00
General repairs and maintenance	3,410.00
<b>SUBTOTAL</b>	<b>51,110.00</b>
Funds for future major maintenance (15% of sub total)	7,666.00
<b>TOTAL (Inclusive of GST where applicable)</b>	<b>58,776.00</b>

\$58,776.00 = \$316.00 per unit entitlement per annum (186 total unit entitlement) quarterly in advance to commence from 01/01/04.

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 application and it is recommended in the interest of prudent management
2. Previous council recommended inclusion in the above budget a provision for possible need in respect of concrete cancer repairs, rather than use existing reserve funds which will be needed for other major works.



**'THE MEWS'**  
**147 - 159 CHARLES STREET, WEST PERTH**  
**STRATA PLAN 5629**  
**NOMINATION FOR ELECTION OF COUNCIL**

**1. SOLE PROPRIETOR OR CORPORATION**

I being the sole proprietor/corporation (\*) of lot \_\_\_\_\_ nominate myself/the corporation for election to the Council of Owners at the forthcoming Annual General Meeting of Strata Plan 5629.

NAME (PRINT) \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

SEALING CLAUSE IF APPLICABLE: \_\_\_\_\_

DATE: \_\_\_\_\_

(\*) Where a corporation is the lot proprietor, then in accordance with Section 45 of the Strata Titles Act 1985, the corporation is eligible to be a member of the Council. The corporation may then authorise an individual to act on its behalf on the council and may later revoke that authority. Nomination by the corporation for its election to council, together with advice of details of the authorised individual, should be completed by the signing/sealing procedures of the corporation as may be appropriate.

Where the nominee is a corporation, the person authorised by the corporation to act on its behalf on council until further notice is \_\_\_\_\_

**2. CO-PROPRIETORS**

If there are co-proprietors of a lot, only one of the co-proprietors shall be eligible to be, or to be elected to be a member of the council and the co-proprietor who is so eligible shall be nominated by his co-proprietor. That is, a co-proprietor cannot nominate him/herself.

I/We being the co-proprietor/s of lot \_\_\_\_\_ nominate the following person for election to the Council of Owners at the forthcoming Annual General Meeting of Strata Plan 5629.

NAME OF NOMINEE: (PRINT) \_\_\_\_\_

I ACCEPT NOMINATION: \_\_\_\_\_  
(Signature of Nominee)

NAMES (PRINT) AND SIGNATURES  
OF CO-PROPRIETORS OF ABOVE LOT \_\_\_\_\_

# 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  
or post to Quin Ballard, PO Box 221, Como WA 6952**

**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 25/11/2004 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.



11 November 2004

The Owners of "The Mews"  
Strata Plan 5629  
147 - 159 Charles Street  
**WEST PERTH WA 6005**

Dear Owner,

**NOTICE OF MEETING**

Please be advised that the day of Annual General Meeting for "The Mews" is **Thursday**, 25<sup>th</sup> November 2004, commencing at 5.30 pm.

It is regretted that the day of meeting is incorrectly shown and apologies are extended to owners, for any inconvenience caused.

Yours Faithfully,

A handwritten signature in black ink, appearing to read 'Ross Ballard', written over a horizontal line.

Ross Ballard  
Strata Manager  
for Owners of Strata Plan 5629



11 November 2004

The Owners of " The Mews "  
Strata Plan 5629  
147 - 159 Charles Street  
**WEST PERTH WA 6005**

Dear Owner,

### **ANNUAL GENERAL MEETING**

Owners who attended the Annual General Meeting in 2003 will recall the difficulty experienced in forming a quorum and the adjournment of meeting due to the lack of attendees. Adjournments incur additional fees.

To ensure this does not occur again this year, Owners are requested to complete the enclosed " Enduring Form of Proxy for General Meetings " and return to Quin Ballard as soon as possible.

This outcome is important to the Strata Company, as where an Owner is unable to attend the Annual General Meeting, there is a formal process to support those owners in attendance and allow the meeting to take place.

Additionally, it is essential that " The Mews " has a Council of Owners Body to oversee the business of the Strata Company. It is strongly recommended you consider your nomination to be on Council and complete the form that has been sent with the Notice of Meeting.

The return of " Enduring Form of Proxy " and your nomination form to be a Council Member, prior to the Annual General meeting on 25 November 2004 would be greatly appreciated.

Yours faithfully,

Ross Ballard  
Strata Manager  
for Owners of Strata Plan 5629

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**LICENSED REAL ESTATE AGENTS • PROPERTY MANAGERS • STRATA MANAGERS • MEMBER R.E.I.W.A.**

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 - P.O. Box 221, Como, W.A. 6952  
Licensee: H.U.M. Pty Ltd as Trustee for H.U.M. Unit Trust trading as Quin Ballard ACN 009 057 103 ABN 85 869 125 509  
Fax: (08) 9474 1302 Phone (08) 9474 1522 E-mail: [quiballard@quiballard.com.au](mailto:quiballard@quiballard.com.au)

**NOTE: If unable to attend meeting please return completed proxy to fax No. 9474 1302  
or post to Quin Ballard, PO Box 221, Como WA 6952**

**ENDURING FORM OF PROXY**  
**FOR GENERAL MEETINGS**

I/We being the Owner/s of unit number/s (or lot number/s) \_\_\_\_\_ in Strata Plan Number 5629:

Name of Scheme (if appropriate) " The Mews "

Street address of scheme : 147 - 159 Charles Street  
West Perth WA 6005

\* A representative from Quin Ballard

OR \_\_\_\_\_

\* Other person \_\_\_\_\_

to be my/our proxy to vote on my/our behalf at any future General Meeting of the Owners of  
" The Mews ", Strata Plan 5629 or of any adjournment thereof.

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 not applicable)

**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:

**NOTES:**

1. Only one co-proprietor of a unit (lot) can vote at a general meeting on a show of hands provided a form of proxy has been completed and signed by all co - proprietors nominating the party entitled to vote.
2. A Company may appoint a nominee as its Proxy and the Form of Proxy should, where applicable , have the company seal affixed.
3. A Proxy need not be a member of the Strata Company. The Strata Manager, the Chairman or any other person may act as proxy.

**Minutes of Council of Owners  
Unit 43, 147 Charles Street, West Perth**

Wednesday, 27<sup>th</sup> October 2004  
held at M Caplin – 104 Royal St, Tuart Hill

- |    |                                 |   |                               |
|----|---------------------------------|---|-------------------------------|
| 1. | Record of Attendance:           | Mr M Caplin<br>Ms Y Hill<br>Ms G Hourigan | Unit 30<br>Unit 35<br>Unit 43 |
| 2. | Proxies:                        | Nil                                       |                               |
| 3. | Apologies                       | Nil                                       |                               |
| 4. | Quorum                          | Present                                   |                               |
| 5. | Chair:<br>Sec                   | M Caplin<br>G Hourigan                    |                               |
| 6. | Meeting Chair:                  | Y Hill                                    |                               |
| 7. | <b>Confirmation of Minutes:</b> | 28 July 2004.                             |                               |

Minutes accepted as true and correct by telephone 17 November with Yvonne Hill. Message left for M Caplin to confirm.

**8. Business Arising**

8.1 Unit 31 – Split System Air-conditioner

Michael advised he had been in contact with Quin Ballard and advised name of air-conditioner company. Meeting was unable to confirm if Quin Ballard had written to the contractor to advise installed without Council of Owners approval and request removal. Geraldine will contact Ross Ballard to confirm if letter prepared.

8.2 Controllers Automatic Gates

Geraldine advised owner was going to approach has become ill and would not be able to act as back up. Geraldine will raise at AGM as general business.

8.3 Gates/Security fencing gap

Michael advised had spoken with contractor and matter would be followed through to close gap in fence at Charles St main gate. Michael to finalise.

**9. Financial Report**

Yvonne advised balance was approximately \$11,000.

## 10. Correspondence

### 10.5 Unit 31

At AGM raise alterations to common ground without Council of Owners approval as a matter that needs a firm policy/procedure in place to guide future actions in this area of concern.

### 10.6 D Brown – 14/6/04

Geraldine to contact Ross Ballard to confirm if D Brown advised action being taken by Council of Owners. Geraldine to act on.

Trees have been completed.

### 10.7 Building plan for complex on laneway

Geraldine advised building agent notified by objections to plans.

## 11. General Business

### 11.1 & 3 Stairwells/bins

Geraldine advised will be raising at AGM standard of care to bins and stairwells. Geraldine to act on.

### 11.2 Gutters

Geraldine advised now that the trees had been lopped would contact Ross Ballard to request quotes for cleaning and tile repairing. Geraldine to act on.

## 12. New Business

### 12.1 Midwaste Diesel Fuel

Copy of letter forwarded by Quin Ballard notifying Council of Owners of increase in collection fee of skip waste bin. New levy accepted by Council of Owners.

### 12.2 Blind Installation Permission – Unit

Letter received from David Smith, Unit 23 requesting permission to install blinds. Council of Owners confirmed a letter needs to be sent advising blinds can be installed as per the Council of Owners guidelines made when a request was made by Mr D Browne of Unit 47 to install blinds. Permission then granted on the blinds being of clear plastic only.



### 12.3 Stairways

At the AGM Geraldine will request funds be granted to have stairways/hand rails professionally high pressure cleaned. Once cleaned would be expected Caretaker maintains. Geraldine to raise at AGM.

### 12.4 Outgoing Chairperson's Report

Michael confirmed he would prepare requested report by Quin Ballard of a Chairperson's report to be read at the AGM. Michael is to finalise before AGM in December.

### Next Meeting

To be decided by new incoming Council of Owners following AGM in December.

**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 MONDAY 6<sup>TH</sup> DECEMBER 2004 COMMENCING AT 5.30 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. It was noted this meeting was adjourned from 25/1104 due to a lack of quorum at that time.
- 2. RECORD**  
**ATTENDANCE:**
- |  |         |
|--|---------|
| Mrs M Bertolucci & Ms J Peterkin                                       | Unit 8  |
| Mrs M Bertolucci Power of Attorney to act on Son J Bertolucci's behalf |         |
| Mr A Smith   | Unit 9  |
| Mr A McDONald  | Unit 20 |
| Mr P & Mrs J Smith   | Unit 23 |
| Ms G Hourigan  | Unit 43 |
| Mr R Ballard representing Quin Ballard                                 |         |
- 3. PROXIES:**
- |                            |                 |
|----------------------------|-----------------|
| Mr D & Mrs T Browne        | Unit 3          |
| Mr D & Mrs T Browne        | Unit 10         |
| Mr R Holland               | Unit 17,19 & 28 |
| Ms N Browne                | Unit 37         |
| Mr D & Mrs T Browne        | Unit 47         |
| All to Mr P Smith          |                 |
| Ms T Thornton              | Unit 4          |
| Ms C Haddad                | Unit 5          |
| Mr J Dae Britz             | Unit 6          |
| Power of Attorney K Maslen |                 |
| Ms C Chapman               | Unit 7          |
| Mr J Bertolucci            | Unit 8          |
| To Ms J Peterkin           |                 |
| Mr J Sloan                 | Unit 11         |
| Mr S & Mrs K Tanascev      | Unit 13         |
| Mrs K Ballard & Mr M Quin  | Unit 4          |
| Mr R Kantor                | Unit 26         |
| Mr J Blaszczyk             | Unit 31         |
| Prof M Suclly              | Unit 32         |
| Mr T Carbolth              | Unit 33         |
| Mr S Sans & Mrs M Thompson | Unit 44         |
| Ms D Gilbert               | Unit 46         |
| All to Mr R Ballard        |                 |

**4. APOLOGIES  
FOR ABSENCE:**

Mr D Browne

Unit 3

**5. QUORUM:**

A quorum was present. It was noted that with the adjourned meeting the representation with regards to proxies and attendance was sufficient for the meeting to be held.

**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 24/11/2003 be received and accepted as a true and correct record and were signed by the Chairperson.

Confirmed Ms G Hourigan, seconded Mr P Smith. Carried

**8. BUSINESS  
ARISING:**

The following items were referred to:

**8.1 Financial Account**

Strata Manager referred to the position with regards to \$1,000.00 being transferred from the investment account into the general account to meet the gates and security project. Council of Owners confirmed through Ms G Hourigan that the \$1,000.00 is to be transferred from the general account to the investment account as approved at their meeting held on 20/10/2004.

**8.2 Insurance Covers**

Strata Manager advised that contact had been made with the Council of Owners to ensure that adequate cover of insurance was in place for the Strata Property. Action had been taken in order to increase the level of cover and this item will be further discussed under item 13 – Insurance Covers.

Strata Manager also indicated to owners in attendance that action had been taken through the insurers to be reimbursed for damages to one of the gate controller units of the gates and security fencing. This had been reimbursed to the general account.

**8.3 Electric Motors/Sliding Gates Covers**

Action had been taken by Council of Owners in order that AB Gates security cover the motors to ensure that no further damage would be caused to the operation of the sliding gates.

#### 8.4 Swimming Pool – Chemical Equipment

Action had been taken via the approval of Council of Owners and Pool Spa Wembley had attended to the repairs to equipment. It was noted that the operation of the swimming pool is closely monitored by the caretaker and any need for repairs would be reported to the Strata Manager.

#### 8.5 Roofing Report

Strata Manager advised that Riverside Tree Services had attended to the lopping of tree limbs adjacent to the high rise units on the north side of the strata property. Works had been done in order that gutters and downpipes could be cleaned to ensure that roofing drainage is not impeded.

#### 8.6 Air-conditioner Installation – Unit 31

Strata Manager referred to action taken by Council of Owners and to the item of special business which would be further discussed at the Annual General Meeting. It was noted by Ms G Hourigan that the position with regards to any installation or improvements to the common areas must be attended to through an application to Council of Owners for a decision to be made prior to installation. Ms G Hourigan advised that a policy or By-Law is necessary in order that these matters may be attended to in accordance with the Strata Titles Act 1985.

#### 8.7 Security – By-Laws

Strata Manager confirmed that the By-laws had been registered at the Department of Land Administration and as such information is available to owners in regards to security of the Strata Property.

#### 8.8 Driveway – Pot Holes

Strata Manager referred to Council of Owners action to approve the repairs to potholes throughout the driveway and parking area. Ms G Hourigan advised that the works carried out by the contractor was not to their normal standard and as such Council of Owners should review the works prior to further payments for any repairs undertaken. Strata Manager indicated that in all instances prior to accounts being paid, contact is to be made with Council of Owners to ensure that the job has been adequately carried out.

### 9. CHAIRMANS REPORT:

Strata Manager advised that despite a number of attempts it was not possible to present the chairmans report to the Annual General Meeting. It was noted that the chairman had been in attendance to three Council of Owner meetings however the formal presentation of a report was not possible at this time. Ms G Hourigan advised that it was difficult for the council to meet and that on the three occasions, action was taken in order to ensure that strata company affairs were attended to on a needs basis.

Ms G Hourigan confirmed to owners in attendance that the absence of owners to be on council proved to be a problem during the year and as such her recommendation is for owners to be involved to ensure that their investments

important particularly with the number of units throughout the strata company requiring on going attention to matters to ensure that the property is maintained. Strata Manager advised those in attendance that the chairman Mr M Caplin forwarded a letter to him indicating that he wished to resign from the position of chairman however, apart from the situation with regards to other matters the council through the efforts of Ms G Hourigan had attended to the minutes of meetings and supported action that a proper record was maintained.

## **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.

### 2. Change of Owners

There have been four changes of owners since the last Annual General Meeting, and managers welcome Ms C Thornton - Unit 4, Ms C Haddad - Unit 5, Mr J Bertolucci – Unit 7 and Ms K Benson – Unit 40 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.

Strata Manager confirmed that the gutters and downpipes had been cleaned by Allied Roof & Gutters and that they report the need for maintenance of gutters throughout the strata property. This item will be discussed further under the item of general business.

### 4. Visit to Property

Attendance at the Council of Owners meeting in March 2004 provided the following:

- Charles Street Entrance – A section of fencing does not meet the gate area and action to fill this to stop people from using this as access way is necessary. Ms G Hourigan advised that the chairman Mr M Caplin was to take action with regards to this particular item.
- Driveway condition – The presence of pot holes and areas requiring repairs were noted. The general wear and tear of the areas was for Council of Owner attention.
- Gutters and Downpipes – It was noted that with trees located on the North & East side of the property that twigs and debris from the trees would provide a maintenance condition and that these need to be trimmed back to enable the cleaning of gutters and free flow of water to drainage areas.

### 5. Council of Owners

The strata council met on three occasions during the year and managers extend thanks to council members for their action with regards to various matters to



discuss at that time. It was noted that the latter to meetings of the Council of Owners committee were undertaken with additional assistance provided by Ms G Hourigan and thanks are extended for her efforts over this time.

#### 6. Prearranged Visits To Strata Management Office

In order to avoid disappointment or delays if you wish to visit our office to see your strata manager, we request owners prearrange the visit and make an appointment.

Many strata meetings are now being held during the day and strata managers are often out of the office at meetings or inspections.

#### 7. Email Communications.

With the growth of email as an important form of written communication, there is a possible expectation by owners that an instant response will be received. By way of courtesy we advise that all correspondence is dealt with in order of receipt, unless the matter is a genuine emergency. We confirm that your business is important to us and your correspondence will be attended to as promptly as possible.

### END OF REPORT

#### 10. FINANCIAL REPORT:

It was **RESOLVED** that the financial report for the period ending 30/09/2004 be received and adopted as a true and correct record.

Moved Mr A McDonald, seconded Ms G Hourigan. Carried.

Strata Manager advised that in the area of expenditure action will be taken to produce an outcome in the budget where by the caretakers wages and caretaker PAYG wages is under one heading. It was noted that the caretaker income tax paid figure and the caretaker workers compensation are items that require to be recorded as shown. These together with the caretakers superannuation fund records the areas of expenditure for the caretaker.

The overall outcome with regards to the trust account as at 30/09/2004 together with the investment of funds records that the amount of \$16,619.45 remains in these two accounts. Strata Manager referred to the balance as at 24/11/2004 as the general account \$4,214.76 and \$18,168.81 located in the investment account. Total amount of \$22,383.57 as at that date.

#### 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 A McDonald	Unit 20
Mr P Smith	Unit 23
Mr J Blaszczyk	Unit 31

Positions of Chairman, Treasurer and Secretary to be appointed at the first Council Meeting.

Mrs M Bertolucci enquired as to her attending the Council of Owner meeting and it was confirmed by Mr P Smith that this was in order and would be welcomed to assist in any matters arising, at the time of council meetings. The first meeting of Council of Owners is scheduled for Monday 24<sup>th</sup> January 2005 and will be held in Mr A Smith's Unit 9, commencing at 7 pm.

## 12. APPOINTMENT OF MANAGERS:

It was **RESOLVED** that the Council be directed to appoint Quin Ballard as Strata Company Agent Managers from the 6/12/2004 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 \$5,520.00 (\$460.00 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 \$77.00 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.

## 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 1/10/2005.

### Levels of Cover:

Building	\$ 4,610,000.00
Common Area Contents	\$ 19,000.00
Legal Liability	\$10,000,000.00
Office Bearers Liability	\$ 2,000,000.00
Workers Compensation	As Per Act
Excess to Building Cover	\$ 50.00 per claim

It was **RESOLVED** that the level of building sum insured be maintained at the figure of \$4,610,000.00 and this was approved as being adequate insurance cover for the insuring year.

#### 14. SPECIAL BUSINESS:

##### 14.1 Council of Owners

As referred to earlier, discussion with regards to the Council of Owner body being in operation is an important matter and it was pleasing to see that four owners had been nominated to be the incoming Council of Owners for 2005.

Ms G Hourigan confirmed that it was important that general matters of business including decisions on outstanding matters be attended to by council.

##### 14.2 Air-conditioners Installation

Mr G Hourigan advised that Council of Owners had reviewed the position with regards to the improper installation of the air-conditioner at Unit 31. The owner Mr Blaszczyk had written to the Council of Owners confirming that in his view the air-conditioner should remain however owners do require to introduce a policy to ensure that all installations of air-conditioners, hot water units and other items are first approved by Council of Owners.

Mr P Smith indicated that the gas hot water units were an issue and with the deterioration of the vent columns there is a need for the incoming Council of Owners to consider a policy with regards to replacement of the gas hot water units.

Further consideration with regards to these items will be undertaken by the Council of Owner body and a decision made with regards to a presentation of either a by-law or a policy which is to be issued to all owners to ensure that the uniform action for these items is adhered to. The Strata Plan is a document where action can be taken similar to the gates/security project for the registration of the by-law on the strata plan, and this will ensure that owners are made to adhere to the action applied by council.

#### 15. GENERAL BUSINESS:

##### 15.1 Gutters & Downpipes

Strata Manager referred to the report as issued by Allied Roof & Gutters and as to the works required on the Roof pointing works. Ms G Hourigan confirmed that in her view the works taken by the contractor Allied Roof & Gutters was less to the standard required and that in future the Council of Owners should review closely any quotations issued for works to be undertaken of the Strata Property.

Mr P Smith advised that he was appalled at the condition of works undertaken at the Strata Property by this contractor and indicated that the site was left in a very messy state with no regard to owners cars and open window areas for the works carried out within the roofing areas.

It was recommended that in future that works with roofing and other areas that Council of Owners take a direct action with regard to these works and ensure that they are adequately carried out prior to any payment of accounts.

It was further advised by the Strata Manager that any works to replace gutters, downpipes and the re-pointing of the roofing areas would require the Council of Owners to set a priority listing and to ensure that adequate funds are provided within the budget for these works to be undertaken. Mr A McDonald advised the Council of Owners will review these matters and determine the proper action to be undertaken.

#### 15.2 Caretaker's Agreement

Strata Manager referred to the action required by Council of Owners on the review of the caretaker's agreement prior to February 2005. Ms G Hourigan confirmed verbally with the caretaker, he was of the view that an increase in the remuneration is required for him to continue as the caretaker to the Strata Property. Strata Manager advised that a proper review should include application of existing duties and to include also any additional items that may be required by Council of Owners on behalf of owners.

Mr A McDonald confirmed that a time sheet record is necessary to ensure that the hours worked meets those hours as agreed to and as such an introduction of the new agreement will require this as part of the ongoing agreement position.

Council of Owners are at their meeting in January 2005 to review the overall position with regard to caretaker duties at the property and that owners are to be canvassed as to any further issues i.e. cleaning of the bins and other on going needs throughout the Strata Property.

#### 15.3 Stairways/ Paths

Ms G Hourigan advised that Council of Owners should also review the need for the cleaning of dirt and stains from the stairways and other path areas. Currently this work is not carried out by the caretaker as part of his duties and as such the condition of these areas is very poor. Mr A McDonald indicated that a pressure cleaning unit would be suitable to do this work and that council should review either the acquisition of a high pressure cleaning unit or engage a contractor with a specific role of cleaning of the areas. Council of Owners will look into this matter further.

#### 15.4 Unit 23 – Blinds

Mr P Smith enquired as to his written request to install blinds at Unit 23. Ms G Hourigan advised Mr Smith that the Council of Owners had reviewed his application and as such the type of blind was not in accordance with a policy previously set by a Council of Owner body. Mr P Smith accepted that this is the decision and will re-examine the proposal for the installation of a suitable blind.

**16. BUDGET/LEVY:** After discussion, it was **RESOLVED** that the proposed Budget be amended to \$59,926.00 for the period 2004/2005 and it was **RESOLVED** that contributions (levies) be determined as follows: UE of 4 \$322.00 including GST and for UE of 3 \$241.50 including GST, to be payable quarterly in advance to commence from 1 January 2005.


Moved Mr A McDonald, seconded Ms J Peterkin. Carried

**17. NEXT MEETING:** The next Council meeting is to be held on 24/1/2005 commencing at 7pm in Unit 9.

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 30/09/2005.

**18. CLOSURE:** Mr Ballard thanked those present for their attendance and input at the meeting. Mr A McDonald wish to place on record his thanks to Quin Ballard for their attendance to all business matters in the past year and noted that Mr R Ballard had been in touch with the Council of Owner members to ensure that the operations of the Strata Property were adequately attended to. There being no further business the meeting closed at 7.30 pm.

CONFIRMED:  THIS 28 DAY OF NOVEMBER 2004



31 December 2004

Council of Owners  
" The Mews "  
Strata Plan 5629  
147 - 159 Charles Street  
**WEST PERTH WA 6005**

Dear Councillor,

### NOTICE OF MEETING

This is to confirm that the **urgent meeting** of council members is to be held on **Monday 10 Th January 2004**, commencing at **3.00 PM**.

Meeting venue is at Andrew Smith's unit 9 at " The Mews ".

The purpose of meeting is to discuss the Caretaker duties and determine the process for replacement of Caretaker; following the notice of resignation from Mr T Berry.

Separate papers have been issued to Council members to assist with this matter.

Yours Faithfully,

A handwritten signature in black ink, appearing to read "Ross Ballard", written over a horizontal line.

Ross Ballard  
Strata Manager  
for Owners of Strata Plan 5629

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LICENSED REAL ESTATE AGENTS • PROPERTY MANAGERS • STRATA MANAGERS • MEMBER R.E.I.W.A.

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 - P.O. Box 221, Como, W.A. 6952  
Licensee: H.U.M. Pty Ltd as Trustee for H.U.M. Unit Trust trading as Quin Ballard ACN 009 057 103 ABN 85 869 125 509  
Fax: (08) 9474 1302 Phone (08) 9474 1533 E-mail: quibal@inet.net.au Website: [www.quinballard.com.au](http://www.quinballard.com.au)



**Quin Ballard**

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**From:** "Peter Smith" <awho@bigpond.com>  
**To:** "Ross Ballard" <quibal@inet.net.au>  
**Cc:** "Alex MacDonald" <alex.mac@westnet.com.au>  
**Sent:** Monday, 10 January 2005 10:06 PM  
**Attach:** Mail.PNG  
**Subject:** Council of owners 147/159, Charles Street.

Hi Ross,

It was agreed by the council to employ David Browne as a contract Caretaker at the Mews. I have enclosed the minutes of the meeting for your attention.

Regards,

Peter.

Council of Owners Meeting.

Date: Monday 10th January 2005.

Time: 3:00 P.M.

Location: Unit 9/147, Charles Street.

Agenda: Attendance Jan Blaszczyk, Andrew Smith and Peter Smith.

Apologies None.

Quorum Yes

Appointees. Chairman Peter Smith. Treasurer Jan Blaszczyk. Secretary Andrew Smith.

Business from A.G.M.

Financial Report. Not available.

Correspondence. Not available.

General Business.

Next Meeting. 11th April 2005 7.00PM Unit 9/147, Charles Street.

Close.5PM.

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Notes:

The first meeting of the new Mews Council was held at the above time and place. As we had a quorum it was decided to appoint a chairman, treasurer and secretary.

The most urgent matter to attend to was the appointment of a new caretaker. We all agreed it would be better for the complex for the position to be filled by contractors. I invited David Browne the former caretaker to the meeting, so that the committee could hear his proposal on his being the contract caretaker.

He would take over all the caretaker's duties from Thursday 13th January 2005. With the exception of looking after the security gate controllers, NOT sorting out problems for owners and tenants i.e.; lighting blown out gas pilot lights, people getting in touch with him while he was at his restaurant, occupancy bad behaviour which must be reported to either Quin Ballard or the police.

After much discussion it was agreed this would be the very best option for the complex for David to start to clean the disgustingly filthy mess left by the outgoing caretaker. It was reported that the light tube on the walkway stairs at unit 31 has not been replaced since October last year even though the caretaker was informed on several occasions. The garbage bins have not been cleaned out for at least twelve months the garden sprinklers are broken or just do not work properly so parts of the lawns are completely brown and dead. The most dangerous is the green slime sticking to the sides and bottom of the swimming pool. The list goes on and on. People are getting fed up



paying their fees and living in squalid conditions. David Brown said he would attend to these matters immediately. I am enclosing an attachment quote from him. He also said he would take to the tip old mattresses, washing machines etc which have been dumped in the complex, at a fee to cover his and the rubbish tip costs.

The committee agreed this would a cheaper option and a much better one, with a person who has an interest in the work and the complex.

As the mess cannot be cleared in a week or a month-logistically the Midwaste bin will only hold so much garden rubbish-it was decided that an extra amount of monies be allocated to bring the complex to a standard where people can live without danger and stench. We thought the amount of \$200.00 be made available.

It was also noted that the Midwaste bin was full of general household rubbish, a letter to all owners not to put general rubbish into this bin would be in order.

Jan Blaszczyk raised the matter of changing the padlocks on the sheds, an inventory of all the equipment the age and its condition. The pool equipment and chemicals must be included in this.

The treasurer asked for a monthly statement and all bills to be approved by him before any payment is made.

It was also agreed that quotations for gutters and downpipe repairs should be obtained before the winter rains.

That no work of a dirty or noisy nature be carried out at the Mews without prior notification to owners of at least one week.

It was also agreed at the meeting that the strata manager should write to unit 31 owner that his air conditioner may remain where it is as long as he is fully responsible for its upkeep and maintenance.

Would the strata manager on behalf of the Mews, notify the Town of Vincent Council that Ivy Street is so full of potholes it is a danger to motorists.

From now on new owners should be notified that nothing of a fixed nature be placed anywhere outside their units including the balconies.

Meeting Closed at 5PM.

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Preliminary quote for contract Gardening/Maintenance at  
The Mews.

Lawn Mowing and Edging. \$150.00 (per 4 weeks)

Approx 10 hours every 4 weeks. Includes time and costs in purchasing fuel, mower blades etc.

Weekly Garden Maintenance. \$150.00 (per week)

Includes Weeding, Spraying, Pruning, Checking Sprinklers etc.

Swimming Pool \$30.00 (per week)

Check chemicals, water level, leaf box daily. Vacuum and scrub pool as required. Purchase chemicals as required.

Building Maintenance \$30.00 (per week)

Sweep walkways and stairs, clean cobwebs and replace light globes weekly.

Vacuum Car Park \$30.00 (per week)

I estimate that the above will be sufficient to improve the appearance of The Mews on a gradual basis over a period of about 3 months.

In winter a lot of the items listed as weekly should be able to be extended to every 10-14 days which will reduce the cost over that quiet period.

Please note that I am not able to attend to owners /Agents requests for assistance with regard to Hot Water Systems. Nor am I willing to attend to matters regarding noise or security or any other problems which would normally be handled by a Caretaker.

I am willing to commence the above contracts when required and fully understand that as a contractor, my services can be terminated without notice.

David Browne

24 February 2005



All Owners  
"The Mews" Strata Plan 5629  
147-159 Charles Street  
WEST PERTH WA 6005

Dear Owners

**RE: CESSATION OF EMPLOYMENT OF FORMER CARETAKER  
"THE MEWS", 147-159 CHARLES STREET, WEST PERTH**

This is to inform all owners that the former caretaker Mr T. Berry who was employed on behalf of the strata company by the strata council in February 2003, tendered his resignation to be formally effective from 12 January 2005.

At the adjourned Annual General Meeting held on 6 December 2004, a strata council of four members was elected; none of the former three council members renominated and therefore were not re-elected.

The incoming council has brought to our attention its extreme dissatisfaction with the standard of service (or where applicable, lack of service) provided under the terms of the former caretaker's agreement. Council has since engaged Mr David Browne on a caretaking basis to provide certain services, including grounds maintenance, pool maintenance and sweeping, cobwebbing and globe replacement. Mr Browne is not available to attend to matters relative to noise disturbances, hot water systems or security items.

Council has prepared an inventory of equipment and items owned by the strata company. Council has indicated it intends to maintain a specific "hands on" approach to the management of onsite matters to ensure that the property maintenance and condition does not deteriorate as it did during the previous period.

Managers have met with the chairman and treasurer at which time discussion took place regarding various matters including council's responsibility to act on behalf of the strata company in respect of all on site management. In essence our role as strata managers is to provide a secretarial and financial/accounting service together with provision of advice on procedural matters, to the company and its council. Managers have confirmed to council that we are pleased to continue to provide our services and assistance, as we have for many years past.

If any owner wishes to discuss any matter relative to the overall management of "The Mews", I will be pleased to oblige in that respect.

Yours faithfully



**PETER MUNDAY**  
**MANAGER - STRATA DIVISION**

LICENSED REAL ESTATE AGENTS • PROPERTY MANAGERS • STRATA MANAGERS • MEMBER R.E.I.W.A.

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 - P.O. Box 221, Como, W.A. 6952  
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Telephone: (08) 9471 1222 Fax: (08) 9471 1733 Email: "info" @quinballard.com.au Website: www.quinballard.com.au



24 February 2004

All Council Members  
"The Mews" Strata Plan 5629  
147 -159 Charles Street  
**WEST PERTH WA 6005**

Dear Council members

**RE: CESSATION OF EMPLOYMENT OF FORMER CARETAKER  
"THE MEWS" 147-159 CHARLES STREET, WEST PERTH**

We were pleased to meet with the chairman and treasurer on 14 February in our offices and at that time a number of issues were discussed. We were advised of the unsatisfactory actions of Mr T Berry the former caretaker and we were very surprised to be heavily criticised relative to Berry's performance (or lack of it). We responded with the perspective that Berry was employed by the strata company, via the council, and that the council was directly responsible to control and monitor his onsite services.

From comments expressed to us it became apparent that the former council was, to say the least, inactive and uncommunicative. We informed the chairman and treasurer of our difficulties and frustration at the former council's vacuity and confirmed to them the statutory position relative to the decision making, powers of expenditure and responsibilities that rest with a strata council. As managers we cannot overtake the role of the council.

The recommendation I made to the chairman was agreed by him, that I write to all owners to generally inform them regarding the change of caretaking circumstances and that action has been taken.

We look forward to working with council to achieve mutually satisfactory outcomes in all matters.

Kind regards

A handwritten signature in black ink, appearing to read "Peter Munday", written over a circular stamp or mark.

**PETER MUNDAY  
MANAGER - STRATA DIVISION**

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Fax: (08) 9474 1000 Phone: (08) 9474 1500 E-mail: quibal@inet.net.au Website: www.quinballard.com.au

## Kareena Ballard, Quin Ballard

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**From:** Mike Quin, Quin Ballard [quibal@inet.net.au]  
**Sent:** Wednesday, 13 April 2005 3:40 PM  
**To:** quibal@inet.net.au  
**Subject:** FW: Emailing: Advice Sheet and notes from meeting.



Advice Sheet.doc  
(24 KB)

-----Original Message-----

**From:** Peter Smith [mailto:awho@bigpond.com]  
**Sent:** Wednesday, 13 April 2005 12:21 PM  
**To:** Peter Munday  
**Cc:** Alex MacDonald  
**Subject:** Emailing: Advice Sheet and notes from meeting.

Hi Peter,

These are the notes from the meeting for you to file for us. I have also enclosed a Mews advice "doc" to be sent out to all residents, if you would be so kind. I have asked everyone who was at the meeting to check the "doc's" before I sent them to you and everyone approved them. If you want to save on the postage send the advice notes to me or Andrew and we will put them into every letter box. Regards, Peter. Notes for The Mews Strata council meeting 11/April 2005

Time: 7:00 P.M.

Location: Unit 9/147, Charles Street, W/Perth.

Agenda: Attendance: Peter Smith, Jan Blaszczyh, Alex MacDonald, Andrew Smith.

Apologies: None.

Quorum: Yes

Guests: Suzanne Tracy from McMahon Real Estate, David Browne our Contract Caretaker.

Business: OK

Financial Report: OK

Correspondence: OK

General Business: See below

Next meeting: 11 July 2005

Close: 9:00 PM.

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*Council of Owners.*

Notes: The copy of notes of our last meeting 10/1/05 were signed by Jan and Andrew as to being a true statement.

Invitation: Suzanne Tracey, Strata Manger of McMahon Real Estate. To give

statement information on change of strata agent as asked for by some owners. For the Council of owners to consider. She stated that her company charged at the fixed rate of \$205-00 per unit per year, which seems to give a fixed figure to budget from, As our complex was in the close proximity to their office she would give free inspections twice or more a year. Alex asked why we would want to change our present agent? It was stated that at a meeting with our strata managers 14 February 2005, although the complex became so rundown and squalid to live in last year, our strata managers' thoroughly assured us that it was no fault of theirs; only the outgoing committee were to blame. Which we understood, but some owners have asked some members of the committee to look into changing the strata managers. The general consensuses of opinion from everyone on the committee were that we should get more quotes from other agents. Jan and Alex are to seek other quotes for our next meetings.

Invitation David Browne, The Mews Contract Gardener. Gardening Report and



requirements i.e. brick edging under fencing to facilitate mowing and edging, it was agreed that we the council should look into getting quotes for this work as this would not only save time but also add to the looks of the complex. Swimming Pool, the black stains-which cannot be removed-that are at the bottom and the sides of the pool were probably hastened by the lack of the maintenance to the pool last year, when it was left for the green slime to build up over several months. It shows up more now, that the water in the pool is crystal clear. Replacement of the reticulation control system. David said that the water reticulation control system has failed and has to be moved from station to station manually. As this is a time consuming practice, the committee agreed that it should be replaced immediately and not have the old one repaired. Accepting the quote that David had acquired from Hugall Hoile to replace the controller \$255-20 plus the installation fee at the rates of \$75-00 for 15 minutes or \$125-00 for 1 hour or \$195-00 for 2 hours. David also asked the committee's approval for replacing the small area of lawn at the Charles Street entrance with a native type border. This would be much easier to maintain than having to carry the lawnmower over the water meter and mow a difficult area. The committee also agreed to this. The committee also thanked David for his supreme efforts and his dedication in transforming the Complex and restoring it to its former state.

Midwaste Bin: Is policing working? The committee heard that someone disposing of a sofa had used the Midwaste container. The committee agreed it should be discouraged but that this would happen from time to time. So that unless the culprit (s) could be found the complex would have to bear the cost.

Finance: Banking: Change of the cheque account owing to the increased fees?

Not necessary. Jan Blaszczyh, our Treasurer asked David Browne if he knew what the Building Maintenance figures were in the monthly report he said that he would look into this and get back to him. It was also agreed that David Browne would supply an extra copy of his monthly account for Jan to file one as a record.

Gutter Quotes: For Downpipes and replacement of carport gutters. Quote as \$1210-00 Inc GST from Glen Dodd Roofing

The problem with the downpipes rusting out, staining the paintwork and over flowing onto the building should be addressed before the building has to be repainted/repared in these areas. The quotation also included replacing the carport gutters, which had been crushed by tall vehicles, i.e. garbage truck etc: Should also be replaced as they are leaking and could be hazardous if they fall. The committee agreed that this quote should be accepted.

Security: Quotes for road gates maintenance and controllers registrar. It

was recommended that the quote from A.B.A Gates be accepted and missing gate controllers should be removed from the active list on the gates affected. The spare gate controllers should be handed to A.B.A Gates along with the register of the controllers, so as they can keep an up to date record of all controllers. It was also noted that there is no out of hours call outs for the controllers (see security by-laws) It was also recommended that the Contract Caretaker should get a front and rear gate controller posted out to him, so that he does not have to keep borrowing one from his other units.

Concrete: For the visitor's car park, because of Town of Vincent Council's

Garbage Truck is tearing a large hole into the bitumen-which is now getting larger by the day-and has broken the kerbing into several pieces. The quote to replace the kerbing and the hole in the roadway with 10cms of concrete also a concrete filled steel Bollard. \$990-00 Including GST from Tilley's Kerbing. It was agreed this quote should be accepted as the matter is becoming more urgent as the hole becomes larger.

Pot Holes: I asked the Town Of Vincent if they would be resurfacing Ivy Street: The reply was next year maybe the year after or the year after.

Information note: An information notice has been prepared to send to Quin

Ballard for distribution:

Clothes lines: Austral Retract away 40 \$106-00 each four required from 14,

Vulcan Road, Canning Vale, it has been arranged with David Browne to collect them and bolt them into position onsite. Approximate total cost of clotheslines, including pick



up and fixing \$500-00 this will then complete the renewing of all the 26 year old clotheslines in the complex.

Letters: Letters have been received from Ms C. Haddad (unit 5) for permission for a split system air conditioner to be placed on the balcony below the wall level, which Peter Smith after consulting the onsite committee members attended to in the affirmative via the strata managers. Also a letter from T. and G. Knight (unit 25) seeking permission for a split system air conditioner to be placed on the balcony below the wall level, after consulting the onsite committee members Peter Smith also attended to this in the affirmative via the strata managers. As these letters seemed to be of an urgent nature they were approved pending this meeting. The committee now agreed at this meeting this system of approval maybe used for air condition installation.

Next meeting: 11 July 2005 7:00 PM at unit 9/147, Charles Street, W/Perth.

Meeting Closed: 9:00PM

The message is ready to be sent with the following file or link attachments:

Advice Sheet

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

# "The Mews" 147-159, Charles Street, West Perth

## General Notice and information.

For the benefit of all owners and residents we advise the following regulations relating to living at The Mews

- Balconies:** All occupants are requested not to dry any item on your balcony area particularly strings of washing, also washing draped over balcony edges is not acceptable - not only does this detract from the overall appearance of the complex but also contravenes the Town of Vincent Council Environmental Protection Laws and also the laws of the owners of The Mews.  
The balcony areas are not to be used to store furniture or any other items. (Other than garden chairs and pot plants).
- Noise:** Proprietors, Occupiers and residents must realize it is an offence to create any unreasonable noise in or about any lot of the common property. Noise is deemed unreasonable if it interferes with the health, welfare, convenience, comfort or amenity of any persons in any premises.  
When living in close communities, it is necessary to remember that the majority of residents, when arriving home from their place of work, want peace and a lot of quiet.  
Therefore, it would be appreciated if all controls of volume on your source of entertainment were kept well down. If you step outside your door and hear the sound clearly, with the door closed, it is therefore "too loud"! Please adjust your volume control down.  
Failure to observe these requests may result in additional action being taken.
- Health and Safety:** If Residents are suffering noise pollution or harassment in any form they should phone the police, not the Strata Managers. The police phone number 9222 1111. Also noise pollution can be reported during office hours to the Town of Vincent Health Services at the Administration and Civic Centre. 224, Vincent Street, Leederville WA 6007.
- Garbage Disposal:** The garbage bins are washed frequently now, but if you do not wrap your household refuse they will soon become rank and smell. To avoid this happening, please wrap and seal your household refuse before placing into the garbage bin. Garbage bins are placed outside the secured area on the mornings of Monday, Wednesday and Friday.

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**Parking:** One carport per unit inside of the security fences has been allocated and numbered for each unit; any other parking must be in the visitors parking area. If the visitor parking is all occupied then off site parking will be necessary.

Parking fines will be arranged in conjunction with the Town of Vincent (Maximum \$80-00. Please remember to check on your guests parking arrangements.

**Gate Controllers:** If residents misplace or lose their radio gate controller(s), it must be reported to The Strata manager within 14 days. There will be a charge for removing and replacing the lost controller(s) from the active list each gate. (See security by-laws.) Residents are reminded not to open the road gates for any other person(s); this will help maintain the security of the complex.

**Pets:** Please be advised that no pets whatsoever are permitted in or on this property, those persons with pets must relocate them to another home outside this property promptly: Written applications to keep a pet on site will be refused.

**Mail:** If mail arrives in your letterbox and is addressed to somebody else. Please place the wrongly addressed mail into the corporate letterbox.  
Will parents please ensure their children do not play with the letterboxes not belonging to them, as mail can blow away from open letterboxes, also the garden sprinklers can wet the mail in open letterboxes.

**Junk Mail:** There is a bin provided for junk mail and only junk mail, please do not place any other items in this bin throw unwanted mail onto the garden.

**Laundry:** It is suggested that washing is not left on the clotheslines for any length of time, as soon as it is dry remove it from the clotheslines. This will reduce the risk of your washing being taken, also free up the clotheslines for others to use.

**Litter:** With the windy conditions experienced of late, it would be appreciated if you would pick up litter in the grounds and walkways, as this will make a cleaner and tidier place for us all to live in.

If you have any enquiries in any matter please direct them in writing to Quin Ballard Strata Manager for The Mews.

## Notes for The Mews Strata council meeting 11<sup>th</sup> July 2005

Time: 7:00 P.M.  
Location: Unit 9/147, Charles Street, West Perth.  
Agenda:  
Attendance: Peter Smith, Jan Blaszczyh, Andrew Smith, and Alex MacDonald.  
Apologies: None.  
Quorum: Yes  
Guests: None.  
Business: OK  
Financial Report: OK  
Correspondence: OK  
General Business: See below  
Next meeting: 17<sup>th</sup> October 2005  
Close: 8:20 PM.

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**Notes:** The copy of notes of our last meeting 11/4/05 were duly signed by Jan Blaszczyh and Andrew Smith as to being a true statement.

**Grounds Maintenance:** It has been noted by all the committee; the great improvements in the general appearance of the complex. Several property managers at The Mews have made very agreeable comments in regards to the improved general appearance of the Complex. The new concrete work being carried out by David Browne (The Mews contract caretaker) has so many advantages in stopping the litter from the roadway blowing onto the gardens and improving the appearance at the front of the complex. The committee would like to take this opportunity to thank David for his work and his idea. The swimming pool is now looking cleaner now that the black marks are wearing away from the bottom and sides, which were left behind by the lack of maintenance by the former caretaker. It was agreed by the committee that David should be asked if he would be interested in concreting ½ Meter Square at the gates, to eliminate the wear pattern on the grass.  
It was also noted that the tree that was blown over onto the roof of the carport should be claimed against the insurance. For the work in cutting and removing the debris, also getting the damaged carport guttering replaced.

**Extra Charges:** ABA Gates charge \$11-00 for keeping records of each of the gate controllers, as our strata managers are unable or unwilling to keep these records. As the mews owns 137 radio gate controllers this could be a very expensive for us all. It was suggested that all new quotes from strata managers must include this recording in their standard fee, one fixed charge, deal with all financial work and supply up to date accounts for council meetings, pass all incoming bills to the treasurer, pay all contractors and communicate with the strata council to advise them. It was suggested that all new quotes from strata managers must include this recording in their standard fee. It was also suggested that all quotes must be priced per unit per year to make it a level playing field, quotes that did not meet these criteria's would not be accepted. To save time and money at the AGM the committee would review all quotes recommending the best quote for acceptance, as no two are the same so that they are difficult to compare and assess such quotes and to arrive at a properly reasoned decision.

**Rubbish:** Rubbish dumped at the side of the Garbage areas is an ongoing issue, as the complex has to pay for its removal. If any person notices anybody dumping rubbish, they should report this to any member of the strata council or the caretaker.

**Finance:** Treasurer Jan Blaszczyh said that the accounts were in order and to be accepted.

**General Business:** The new clotheslines are fitted and give more line space. The gutters and down pipes are completed. The kerbing, roadway and post have been finish, which has stopped the garbage trucks from damaging the roadway. Jan Blaszczyh will get quotes (up to \$100-00) to stop rainwater leaking into unit 2, as this matter is now urgent. The nuisance report that came from the tenant in unit 20 (Nickie Guerriero) is at the present time being resolved. A list must be drawn up for all on site members of the committee to access in the case of emergency, for plumbers, electricians etc; who will accept payment from strata managers and not only by credit card or cash.

**Letters:** Letter from Mr. A. Smith unit 9 asked for replacement of balcony floor tiles and painting inside wall of balcony should be approved. Also a letter from Mr. P. Smith unit 23 wanting to put floor tiles on his balcony should also be approved. Mr. R. Holland thanking the chairman of the meeting for notification of water leaks from his unit.

**Next meeting:** 17<sup>th</sup> October 2005 7:00PM venue unit 9/147, Charles Street, West Perth.

**Meeting Closed:** 8:20PM.

Signed [Signature] Date 13/10/05

Signed A. Smith Date 13/10/05



**Notes for The Mews Strata council meeting 13<sup>th</sup> September 2005**

Time: 7:00 P.M.  
 Location: Unit 9/147, Charles Street, West Perth.  
 Agenda: October meeting brought forward for insurance premium due 1/10/05  
 Attendance: Jan Blaszczyk, Andrew Smith, and Peter Smith.  
 Apologies: None  
 Quorum: Yes.  
 Guests: None.  
 Financial Report: Treasurer.  
 Correspondence: See below.  
 General Business: Strata Insurance, Caretakers insurance, Tree plan and Strata management.  
 Next meeting: A.G.M.  
 Close: 8:15 PM.

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**Notes:** The copy of the notes of our last meeting 11/7/05 were duly signed by Jan Blaszczyk and Andrew Smith as to being a true statement.

**Insurance:** It was decided to bring forward this meeting, which was scheduled for 17/10/2005, as it was necessary to resolve the following insurance questions before the Mews Strata Companies insurance expired. The insurance for the complex quotation from Q.B.E. Insurance for 2005-2006 was approved by the committee and should be renewed. It was also approved by the committee, that the Strata Company should continue to pay the Workers Compensation insurance for the Contact Caretaker. The insurance forms should be sent to the strata managers for completion by the strata managers.

**Treasurers Report:** The savings involved in having a Contract Caretaker rather than having a full time Caretaker has been an enormous success. The treasurer has estimated for the first six months of this year a saving to the Strata Company of \$6,000-00. The total annual savings cannot be evaluated until January 2006, which will be the anniversary date of contracting the caretaker's work. It was agreed that the treasurer of the present and all incoming councils of the Mews should view and approve all bills and accounts. Treasurer Jan Blaszczyk said that the accounts of the Mews Strata Company were in order and to be accepted by this meeting. All the treasurers' proposals were approved.

**Tree Plan:** Peter Smith proposed a two-year tree plan to prune and remove trees that were causing problems now and will in the future. With the need for the urgent action on these matters the council should get quotations up to \$3,000-00 without delay from the tree loppers. This must be done immediately to save any more mishaps. The Strata Company this year has had to pay for the removal of a tree blown down onto the carport roof and across the roadway. The damage caused by this incident was minimal, but easily could have been much worse. It was also suggested that we refer this plan to the A.G.M. for a further \$6,000-00 to be allocated to carry out the tree plan. At the present time we are paying the contact caretaker to continually clean up the mess and the damage caused by these trees. Andrew Smith kindly offered to help David Browne with the clearing up of the tree pruning, ready for the Town of Vincent Council's green verge collection. Also this year we had to call out plumbers a couple of times to come and clear the blocked drains of tree roots. The trees that are removed should be replaced with more suitable trees on a case-by-case basis.



**Correspondence:** Jan Blaszczyk agreed to look into the problem with the hot water service in unit 48 and explain to the owner what is required in this case. We also agreed to refer the question of Foxtel connections to the A.G.M. for further discussion, as committees have resolved this issue in previous years. The committee viewed a letter (about noise pollution) from Kostadinka & Seckularac Tanascev, owners of unit 13, which they will send to the strata managers for inclusion in the A.G.M. agenda. The committee will respond in the affirmative to the letter sent by P. Smith asking for a shade cloth blind to protect the plants on his balcony.

**Strata Managers:** It was agreed after viewing all the many applicants' proposals for the position of Strata managers of the Mews, we the committee will be recommending to the Annual General Meeting of the Mews Strata Company the new proposal from Quin Ballard (our present Strata managers) be accepted for the coming year.

**Thanks:** We thanked Andrew Smith for the continuing use of his unit as the venue for our council meetings.

**Next meeting:** Annual General Meeting of the Mews Strata Company.

**Meeting Closed:** 8:15PM.

Signed \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_



4 November 2005

The Owners of 'The Mews'  
Strata Plan 5629  
147 - 159 Charles Street  
**WEST PERTH WA 6005**

Dear Owner

### NOTICE OF MEETING

NOTICE is hereby given in accordance with provisions of the Strata Titles Act 1985 that an Annual General Meeting of the Owners of 'The Mews', 147 - 159 Charles Street, West Perth, Strata Plan 5629 will be held:-

**DATE:** Monday 28 November 2005  
**TIME:** 12.00 pm Midday  
**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, only one person can vote, when voting 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. The person entitled to vote may be one of the co-proprietors or any other person as nominated on the form of proxy.

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 general enquiries about the annual accounts, please contact the undersigned at least **72 HOURS** before the meeting so that an appropriate response can be prepared.

Yours faithfully

**JIM SMITH**  
**STRATA COMPANY MANAGER**  
For the Owners of Strata Plan 5629

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LICENSED REAL ESTATE AGENTS • PROPERTY MANAGERS • STRATA MANAGERS • MEMBER R.E.I.W.A.

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 - P.O. Box 221, Como, W.A. 6952  
Licensee: H.U.M. Pty Ltd as Trustee for H.U.M. Unit Trust trading as Quin Ballard ACN 009 057 103 ABN 85 869 125 509  
Fax: (08) 9474 1302 Phone (08) 9474 1533 E-mail: quibal@quinballard.com.au Website: [www.quinballard.com.au](http://www.quinballard.com.au)

STRATA PLAN 5629

ANNUAL GENERAL MEETING OF THE OWNERS OF  
'THE MEWS'  
147 - 159 CHARLES STREET, WEST PERTH

28/11/2005

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 06/12/04
8. Business Arising - AGM 06/12/04
9. Chairman's Report
- 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 Health and Safety (House Rules)
  - 14.2 Tree Plan for 'The Mews'
  - 14.3 Concrete Repairs
  - 14.4 General Painting
  - 14.5 Installation of Cycle Park
15. General Business
16. Budget/Levy (Periodic Contributions)
17. Next Meeting
18. Closure

## **The Mews Strata Council Chairman's Report 2005**

This year the incoming council had to deal with the immediate problem of changing the complex from months of being a disgustingly filthy and squalid mess left by the outgoing caretaker. Our Strata managers thoroughly assured the Council it was no fault of theirs and said. "The out going committee were to blame".

David Browne agreed to become our CONTRACT CARETAKER to clean up the squalid and rundown conditions we were all subjected to live in. I would like to take this opportunity to thank David on behalf of everyone living at The Mews for a couple of the many things like cleaning the months of stinking maggot ridden garbage bins, repairing and replacing the broken irrigation system also his supreme effort in making this a pleasant place to live in once again.

The committee addressed the matter of the Gate controller's registrar by accepting the quotation from ABA Gates to maintain the road gates and remove the lost gate controllers from the active list.

Now the Garbage Truck has been stopped from driving through the complex the guttering on the carports does not get damaged and the roadway does not get torn up, so this has saved some of the ongoing repairs. A post and a concrete pad have been placed at the Ivy Street entrance to the Mews. This is to stop the fence and roadway being broken, as the weight of the Garbage Truck was damaging the kerbing and roadway.

Your council looked into the tree problem that we have which is: The complaints from adjoining properties, broken fences, damaged roadways and plumbers being called out to remove tree roots from blocked drains. We have in consultation with a roofing contractor and a plumber formulated a cost-effective plan to start removing this very costly problem.

The Mews council decided after looking at all the quotations from a number of strata managements to recommended to the AGM that it accepts the new quotation from Quin Ballard Strata Managers, which now incorporates along with their former services, the keeping of the records of all gate controllers, viewing of the complex and reporting to the committee, a different strata manager and a new low fee of \$127-11¢ per unit.

The committee also asked for The Mews equipment assets to be entered into the end of the year financial report.

The black marks in the swimming pool are beginning to fade now that David has maintained the pool in a pristine condition since becoming the caretaker last January.

Next years council will have to look into the roofing, the damaging tree problem, repairing and replacing doors to all duct ways, repainting of carports and buildings, resurfacing roadway, a parking place for bicycles and concrete cancer in some walkways.

I would like to thank all the members of this year's council for all their work and efforts in saving a great deal of your money. Also a special thanks to the onsite members of the council in helping the caretaker with days of work in pruning the trees for the green verge collection.

On behalf of the council members I wish all owners "Compliments of the Season and a very prosperous 2006".

Peter Smith.

Chairman of the Mews Council.

## ITEM 9

### STRATA MANAGERS REPORT 147 CHARLES STREET, WEST PERTH 28/11/05

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#### 1. Strata Titles Act 1985

The Strata Titles Act 1985 continues to govern the property. A significant change to the legislation is the removal of the office of the Strata Titles Referee with dispute resolution to be overseen after 1 January 2005 by the newly created State Administrative Tribunal.

#### 2. Council of Owners

The strata council met on a number occasions during the year to deal with various items of property and grounds maintenance. Managers extend their thanks on behalf of all owners to the council members who gave of their time, with special thanks to Mr Peter Smith, who prepared minutes of meetings and generally acted as liaison person with managers. Thanks to councillors, Peter Smith and Jan Blaszczyk and caretaker David Browne for making themselves available to meet and familiarise newly assigned strata manager Jim Smith with the property and common areas. In particular it was of interest for managers to receive a first hand explanation from the chairman in respect of the trees works at the scheme.

#### 3. The Past Year

During the past year, the following matters were addressed:

- Gutters were cleaned.
- Mr David Browne was appointed to certain caretaking duties and there has been a marked improvement in this area. Thanks to David.
- The tree management program has commenced to ensure the trees are regularly pruned and to protect the buildings.

#### Gutters and downpipes

By way of reminder, 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.

#### 4. E-mail Communications

With the growth of e-mail we find that increasingly owners use this as their main form of communication. Mail can now be forwarded direct and the new address for your strata manager Jim Smith is [jim@quinballard.com.au](mailto:jim@quinballard.com.au).

By way of courtesy we advise that all correspondence including email is dealt with in order of receipt, unless the matter is a genuine emergency. We confirm that your business is important to us and your correspondence will be attended to as promptly as possible

#### 5. Prearranged Appointments to Strata Management Office

In order to avoid disappointment or delays if you wish to visit our office to see your strata manager, we request owners prearrange the visit and make an appointment.

Many strata meetings are now being held during the day and strata managers are often out of the office at meetings or property visits.



**6. The Year Ahead**

Managers are pleased to inform owners that as part of our reviewed management service we independently visit and view the common property to assist the council.

The preservation and enhancement of your capital investment does not happen by chance and results from a combination of care and good management by the strata council together with the support and sensible financial contribution by owners.

Managers wish all owners well for the year ahead.

**END OF REPORT**



**STRATA PLAN 5629**  
**OWNERS OF "THE MEWS"**  
**147-159 CHARLES STREET, WEST PERTH**  
**STATEMENT OF INCOME & EXPENDITURE - 01/10/04 - 30/09/05**

**INCOME**

Maintenance Levies to 30/9/05	47,930.24
GST IN	5,854.94
Income Tax Refund	117.40
Insurance Recoup (*)	788.50
Interest paid on overdue levies	17.58
Petty Cash float - returned	300.00
Remote Control - Reimbursement	50.00
<b>TOTAL INCOME</b>	<u>\$55,058.66</u>

**EXPENDITURE**

**GENERAL ADMINISTRATION**

Management Fees	4,991.01
Additional fees - Special Services	38.64
Postage, petties and storage of records	840.00
AGM Fee	598.35
Council Members Reimbursement	8.95
Govt. Charges - BAD	77.20
GST - Management Fee/Postage & Petties	3,182.99
Insurance Premiums (Two years premiums)	8,525.25
Insurance - Stamp Duty (Two years premiums)	914.69
Stationery	18.50
Caretaker - Wages	6,153.00
Caretaker - Super	454.00
BAS - payment	3,275.00
Income Tax Paid	135.00
PAYG - out - Income Tax	31.00
PAYG - out - wages	<u>1,944.00</u>
	<u>\$31,187.58</u>

**GROUNDS MAINTENANCE**

Gardens	2,864.72
Garden Equipment - tools	648.95
Garden Rubbish Bags	692.30
Garden Supplies - Fertilizer/mulch/plants	374.07
Grounds	157.50
Lawns	1,082.00
Reticulations Supplies - parts	53.55
Reticulation - repair/replacement	613.42
Tree Lopping	<u>3,030.00</u>
	<u>\$9,516.51</u>

REPAIRS AND MAINTENANCE

Building (*)	755.00	
Cleaning Common Areas	123.00	
Clothesline	378.41	
Drains – Cleaning	181.29	
Driveway – Maintenance	1,065.00	
Electrical Repairs	60.62	
Gates – Security	420.00	
Glass Repairs (*)	1,064.58	
Globes & Tubes	36.85	
Gutter & Downpipe – cleaning	590.91	
Gutter & Downpipe – repairs	1,100.00	
Hardware Supplies	436.31	
Hire of Equipment	40.20	
Lighting Equipment	86.05	
Painting – interior	136.36	
Plumbing	160.00	
Pool – repairs/maintenance	510.82	
Pool – supplies – chemicals	257.95	
Rood Repairs	360.00	
Rubbish Removal	496.59	
Security – Gates	210.00	
Security – keys/cards/controllers	63.64	\$8,533.58

ELECTRICITY - common areas	\$2,392.41	\$2,392.41
WATER CONSUMPTION	\$3,076.70	\$3,076.70

Total Expenditure for the period	\$ 54,706.78	\$54,706.78
Surplus of Income Over Expenditure		\$351.88
PLUS PRE-PAID LEVIES TO 31/12/05		
(28 units) 31/03/06 – unit 48		\$7,808.69
PLUS BALANCE AS AT 30/09/04		\$14,259.78
Less funds to Investment Account		\$6,161.00
<b>BALANCE OF TRUST A/C AT 30/09/05</b>		<b>\$16,259.35</b>
Levies in arrears at 30/09/05	Nil	

SUMMARY OF INVESTMENT FUNDS 01/10/2004 – 30/09/2005

Commonwealth Bank South Perth – Account No 6124 1011 4390

Balance as at 30/09/2004	\$16,619.45
Plus Investment Funds Transferred from General Trust A/c	\$ 6,161.00
Plus Interest	\$ 182.85
Less State Govt Tax	.30
Balance as at 30 September 2005	<u>\$22,963.00</u>

Summary of Tool Shed Inventory as at 17<sup>th</sup> January 2005  
See Attached Sheet  
Total Assets

\$4,853.00

## Mews 147-159 Charles Street,

### Tool shed Inventory as 17<sup>th</sup> January 2005.

This is the inventory as the above date; I do not know if anything is missing or stolen before this time.

<u>Description</u>	<u>Make</u>	<u>Number</u>	<u>Size</u>	<u>Approx Value</u>
Broom		1	Yard broom	\$20
Broom		1	Garden broom	\$20
Chainsaw	Stihl	1	14 inch	\$500
Electric Extension Cords		4	15 Metres each	\$25 each
Fork		2	4 tines	\$16 each
Fuel tank for Machines		1	10 Litres	\$40
Garden Hoses		3	Plastic	\$60
Handsaw		1	60cms	\$17
Lawnmowers	Rover Regal	1+1 Spare parts	18" cut new 21/2/05	\$625
Leaf rake		3	Plastic	\$15 each
Leaf skimmer net		1	Long Handle	\$60
Long handle shovel		1	Standard	\$18
Long handle shovel		1	Narrow	\$16
Mechanics Vice		1	10cms	\$40
Padlocks	Master	2	Large	\$70
Pruning Saw		1	45cms	\$20
Pump Sprayer	Hozelock	1	10Litres	\$30
Spade		1	Edging Blade	\$15
Swim Pool vacuum hose		1	10 Metres	\$100
Tool Shed		1	3M X 3M X 2M High	\$800
Vacuum Sweeper	Yardman	1	Four wheel	\$1600
Wheelbarrow	Pneumatic Tyre	1	Large Heavy Duty	\$150
Whippersnipper	Stihl FS 85	1	Self feeding	\$500
Wooden Bench	Home Built	1	180cms X 90cms	\$100
				<b>Total 4853</b>



**ITEM 12  
RE-APPOINTMENT OF MANAGERS**

**PROPOSAL FROM QUIN BALLARD TO THE OWNERS OF 'THE MEWS'  
147 - 159 CHARLES STREET, STRATA PLAN 5629**

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Our proposal is for us to continue to act as Strata Managers from the date of the Annual General Meeting until the date of the following Annual General Meeting.

We request that the Strata Company gives an expressed direction to the Strata Council to re-appoint us for that period or in the absence of an elected Council, that the proprietors in general meeting re-appoint us for that period.

As agent managers of your Strata Company our role is to provide a financial, accounting and secretarial management service, and to assist the elected Council to carry out its decisions. Our regular management service is designed to assist the Strata Council to abide by the statutory obligations of the Strata Company in line with the Strata Titles Act 1985. During our term of re-appointment we shall perform all Regular Services and in addition when directed by the Strata Company or Council, perform Special Services as instructed.

**REGULAR SERVICES INCLUDE:**

Assisting Council to effect routine property maintenance and repairs, payment of accounts, keeping record of accounts, invoicing and collection of periodic contributions (levies), arranging insurance covers, preparing an annual statement of receipts and payments, attendance to correspondence and instructing a registered taxation agent in relation to lodgement of Income Tax Returns (Tax agent fee is an additional fee). Preparing and issuing notices of the Annual General Meeting and attending and preparing and distributing minutes of that meeting. (Additional fees apply - refer note under Management Fees). Under Section 43 (1) of the Act, preparing and issuing certificates, furnishing information and supervising inspections of records (applicable costs are to be payable to Managers by the initiating party).

**SPECIAL SERVICES INCLUDE:**

Preparing and issuing notices of Extraordinary General Meetings and Council Meetings and attending, and preparing and distributing minutes of those meetings, attending at the property for any purpose which is not a Regular Service, arranging non-routine maintenance, repair and replacement of the Common Property and liaising with consultants and builders. Preparing and serving notices levying Special Contributions and collecting and banking Special Contributions, Lodgement of documentation at the Titles Office relative to changes to by-laws. Documents relative to amendment, repeal or addition to existing by-laws should be prepared by a legal practitioner on instructions from the Strata Council. Instructing and attending conferences with lawyers; this includes legal actions on instruction from Council, relative to outstanding contributions; 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.





## 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 \$5,940.00 plus postage, petties and storage of records \$924.00. Total \$6,864.00 payable \$572.00 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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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 ACN 009 057 103 ABN 85 869 125 509  
Fax: (08) 9474 1302 Phone (08) 9474 1533 E-mail: quibai@quinballard.com.au Website: [www.quinballard.com.au](http://www.quinballard.com.au)





**RESOLUTION SOUGHT**

# "The Strata Company resolves that the Council be directed to re-appoint Quin Ballard as Strata Company Agent Managers from 28/11/2005 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 28/11/2005 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**

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**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 : 1/10/2005 to 1/10/2006. Policy No : 860638  
Insured : Owners of Strata Plan 5629

Levels of Cover

Building	\$ 4,610,000.00
Common area contents	\$ 19,000.00
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 per claim

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 \$4,610,000.00 was adopted.

Motions On Notice

- (1) The strata manager is directed to renew the policy when it falls due -
    - (a) At the current level of building sum insured
    - (b) At the level of building sum insured to a figure as determined at this meeting.
- OR
- (2) 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.

FINANCIAL SERVICES REFORM ACT (FSRA)

The provisions of the FSRA disallow Quin Ballard to give personal advice relative to insurance covers; only general advice can be given by us.

This means that independent professional advice where applicable should be obtained by the strata company in respect of insurance matters.

- Quin Ballard can
- (i) Provide the Financial Services Guide and Product Disclosure Statement
  - (ii) Only give factual information
  - (iii) Only give general advice
- Quin Ballard cannot
- (i) Recommend an insurance company
  - (ii) Provide Advice on level of building replacement cover

**OWNERS OF 'THE MEWS'  
STRATA PLAN 5629  
147 – 159 CHARLES STREET, WEST PERTH**

**ANNUAL GENERAL MEETING 28/11/2005**

**AGENDA ITEM NO. 14 ANNEXURE "A" SPECIAL BUSINESS**

- 14.1      Health and Safety (House Rules)  
Per written request from an owner. All residents are requested to be mindful of the rules for health and safe dwelling at 'The Mews'. The owner involved is invited to attend and speak to this item.
- 14.2      Tree Plan for 'The Mews'  
As per attached sheets marked attachments 'A' and "B". The Council of Owners have proposed a plan for management of trees in the common areas. There is a provision in the budget for \$6000.00 to be expended in the first year of the plan.
- 14.3      Concrete Repairs  
  
Motion On Notice  
To authorise the Council of Owners to expend up to \$5000.00 over the current financial year to 30/09/06 on concrete repairs with funds to come from existing reserve funds held.
- 14.4      General Painting  
  
Motion on Notice  
To authorise the Council of Owners to expend up to \$8,000.00 over the current financial year up to 30/09/06 on remedial paint repair of the common areas. Funds to come from existing reserve funds held or from general administration funds, as may be determined by the Council of Owners.
- 14.5      Installation of Cycle Park  
  
Motion on Notice  
To authorise the Council of Owners to expend up to \$1,000.00 for construction of a cycle park. Funds to come from accumulated general administration surplus funds.

**Tree plan for the Mews September 2005.**

TWO YEAR PLAN FOR A.G.M.

**Gum Trees:**

	Description	Comments
1).	Large tree last Pruned November 2004.	No immediate danger.
2).	Large tree over grown.	Needs removing, as near roofing, road, kerb carport
3).	Large tree neatly pruned.	Breaking fence and lifting roadway.
4).	Large tree neatly pruned.	Breaking fence and lifting roadway.
5).	Large tree neatly pruned.	Breaking fence and lifting roadway.
6).	Large tree over grown.	Needs removing, breaking fence, road, kerb carport
7).	Large tree neatly pruned.	Needs to be kept pruned.
8).	Large tree neatly pruned.	Needs to be kept pruned near building. NEAR DRAIN
9).	Large tree neatly pruned.	Leaning at an angle.
10).	Large tree neatly pruned.	Nearing roofing.
11).	Large unruly tree over grown.	Needs removing, as near roofing, breaking fence.
12).	Large Stump covered in ivy.	Stump needs killing.
13).	Large Stump covered in ivy.	Stump needs killing.

**Palm Trees:**

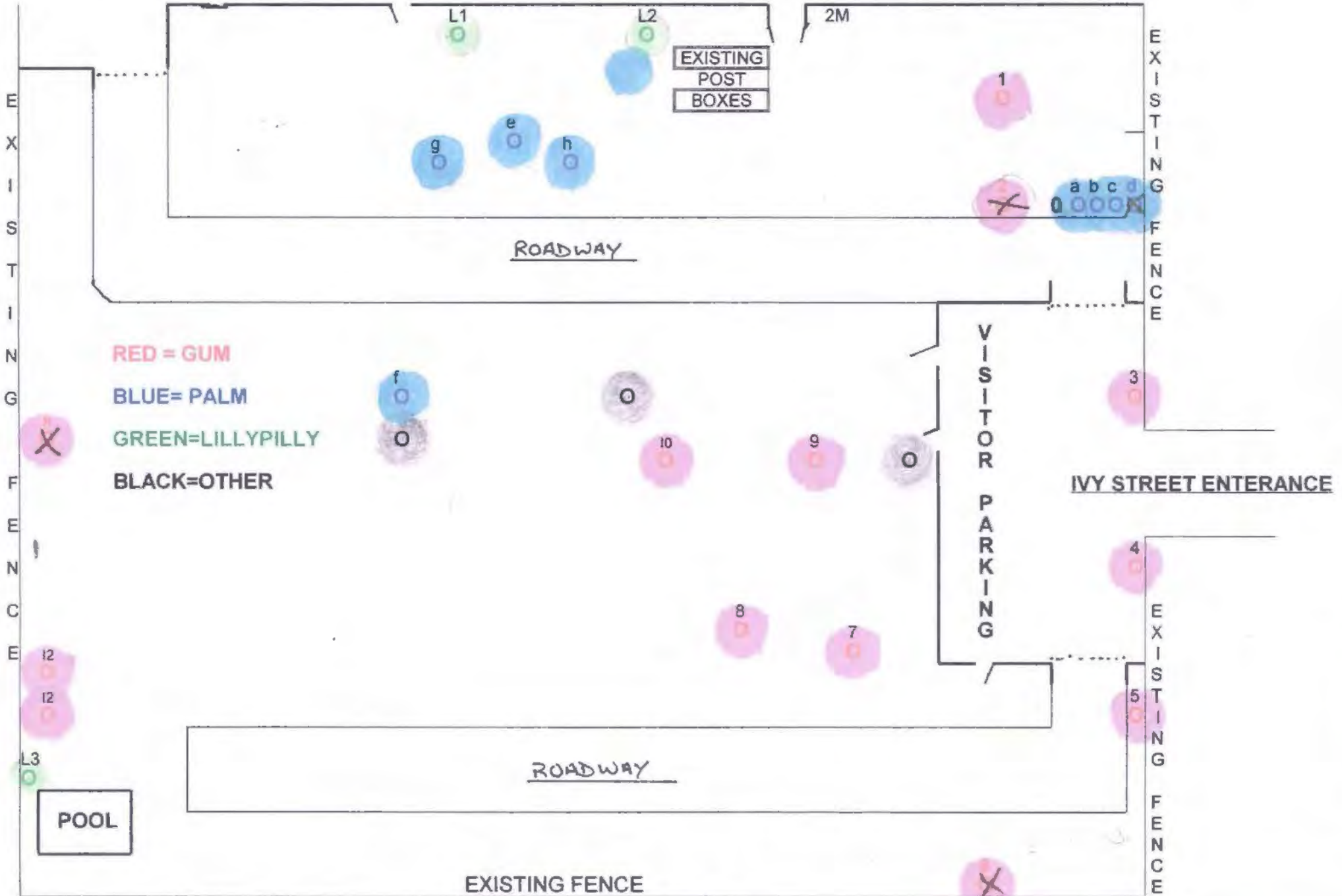
	Description	Comments
a).	Large palm.	Needs pruning has rats.
b).	Large palm.	Needs pruning has rats.
c).	Large palm.	Needs pruning has rats.
d).	Large palm.	Needs removing breaking fence.
e).	Medium palm.	Needs removing for green verge collection.
f).	Medium palm.	Needs removing for green verge collection.
g).	Medium palm.	David will prune.
h).	Medium palm.	David will prune.

**Lillypilly:**

	Description	Comments
L1).	Medium, Fruiting tree dropping messy fruit.	Needs pruning for green verge collection.
L2).	Medium, Fruiting tree dropping messy fruit.	Needs pruning for green verge collection.
L3).	Medium, dropping messy fruit into pool.	Needs pruning for green verge collection.



CHARLES STREET



APARTMENT "B"

13 SEP 2005

COPY

Kostadinka & Sekularac  
TANASCEV  
u13/147 Charless St.  
West Perth

5 September 2005

QUIN BALLARD  
P.O Box 221  
Como, W.A

Dear Gents,

As the owners of Unit 13/147 Charles St., West Perth we would like to inform you about an issue that is very important and crucial regarding our health and safety as well as the other tenants and owners of "The Mews" which is an excellent place for living and very popular spot for the home buyers.

The purpose of this letter is that we would like this topic to be mentioned at the next AGM meeting. This item must be included in the agenda because this matter is not new, it didn't just happen over night, or couple of times (so we'll say: "Ok, let it go...no worries!")....this problem (I take liberty of naming it like this) stays on the spot ever since! (we have lived here since September 2000, and we haven't seen some changes) and every time new tenants arrive this issue it keeps increasing.

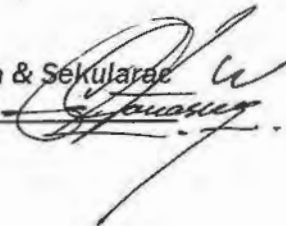
We, the owners and You guys as our strata management company have to stand up and inform every new tenant (or new owner) just this. **YOU MUST ADHERE BY THE RULES OF THE HEALTH & SAFETY LIVING AT THE MEWS !!!**

With writing this letter to you guys about this very important matter and discussing it on the next AGM we hope that you'll put the health & safety issue on a higher level than what it's on now...at this very moment-low!

Eagerly waiting to have a chat with you guys and other owners on the next AGM about this very important matter which is becoming a burden.

Regards,

Kostadinka & Sekularac  
Tanasceva





**STRATA PLAN 5629**  
**OWNERS OF "THE MEWS"**  
**147 – 159 CHARLES STREET, WEST PERTH**  
**PROPOSED BUDGET – 2005/2006**

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Management fees	5,400.00
Postage, petties and storage of records	840.00
Annual General Meeting Fee	473.00
Provision for attendance @ Council Meeting	1,000.00
GST on all management fees	771.00
Provision for income tax on investment	200.00
Insurance premiums (inc. Workers Compensation)	5,500.00
Common lighting and power	2,500.00
Caretaker Contract	12,000.00
Pool – chemical and supplies / maintenance	800.00
Lawns and Gardens	6,000.00
Water Consumption	3,100.00
Tree Management	6,000.00
Garden rubbish collection	700.00
Provisions for future possible Concrete cancer repairs	1,000.00
General repairs and maintenance	4,826.00
<b>SUBTOTAL</b>	<b><u>51,110.00</u></b>
Funds for future major maintenance (15% of sub total)	7,666.00
<b>TOTAL (Inclusive of GST where applicable)</b>	<b><u><u>\$58,776.00</u></u></b>

\$58,776.00 = \$316.00 per unit entitlement per annum (186 total unit entitlement) quarterly in advance to commence from 01/01/06.

24 units @ UE 4 = \$316.00 per quarter

30 units @ UE 3 = \$237.00 per quarter

**Notes:**

1. This budget includes provision for GST where applicable and it is recommended by the Council in the interest of prudent management

**'THE MEWS'**  
**147 – 159 CHARLES STREET, WEST PERTH**  
**STRATA PLAN 5629**  
**NOMINATION FOR ELECTION OF COUNCIL**

**1. SOLE PROPRIETOR OR CORPORATION**

I being the sole proprietor/corporation (\*) of lot \_\_\_\_\_ nominate myself/the corporation for election to the Council of Owners at the forthcoming Annual General Meeting of Strata Plan 5629.

NAME (PRINT) \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

SEALING CLAUSE IF APPLICABLE: \_\_\_\_\_

DATE: \_\_\_\_\_

(\*) Where a corporation is the lot proprietor, then in accordance with Section 45 of the Strata Titles Act 1985, the corporation is eligible to be a member of the Council. The corporation may then authorise an individual to act on its behalf on the council and may later revoke that authority. Nomination by the corporation for its election to council, together with advice of details of the authorised individual, should be completed by the signing/sealing procedures of the corporation as may be appropriate.

Where the nominee is a corporation, the person authorised by the corporation to act on its behalf on council until further notice is \_\_\_\_\_

**2. CO-PROPRIETORS**

If there are co-proprietors of a lot, only one of the co-proprietors shall be eligible to be, or to be elected to be a member of the council and the co-proprietor who is so eligible shall be nominated by his co-proprietor. That is, a co-proprietor cannot nominate him/herself.

I/We being the co-proprietor/s of lot \_\_\_\_\_ nominate the following person for election to the Council of Owners at the forthcoming Annual General Meeting of Strata Plan 5629.

NAME OF NOMINEE: (PRINT) \_\_\_\_\_

I ACCEPT NOMINATION: \_\_\_\_\_  
(Signature of Nominee)

NAMES (PRINT) AND SIGNATURES  
OF CO-PROPRIETORS OF ABOVE LOT \_\_\_\_\_

# 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  
or post to Quin Ballard, PO Box 221, Como WA 6952**

**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 28/11/05 or any adjournment thereof.

Where the nominated proxy has a financial interest in a management contract or arrangement with the Strata Company I/We expressly authorise the proxy to vote on the motion under notice relative to that appointment and I/We specify herewith that the proxy is to vote for that motion.

**SIGNATURES OF ALL CO-PROPRIETORS:** \_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE OF PROXY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

In the case of a Company:

The Common Seal of:

was hereunto affixed by  
order of the Board in  
the presence of:

**NOTE**

1. Only one co-proprietor of a unit (lot) can vote at a general meeting on a show of hands provided a form of proxy has been completed and signed by all co-proprietors nominating the party entitled to vote.
2. A Company may appoint a nominee as its Proxy and the Form of Proxy should, where applicable, have the company seal affixed.
3. A Proxy need not be a member of the Strata Company. The Strata Manager, the Chairman or any other person may act as proxy.

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF "THE MEWS", 147 – 159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD AT THE OFFICE OF QUIN BALLARD, 175 LABOUCHERE ROAD, COMO, ON MONDAY, 28<sup>TH</sup> NOVEMBER 2005 COMMENCING AT 12.07 PM.**

- 1. WELCOME:** Mr Jim Smith 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 Browne representing | Units 3, 10 and 47 |
| Mrs M Bertolucci         | Unit 8             |
| Mr A Smith               | Unit 9             |
| Mr S Tanasceva           | Unit 13            |
| Mr A Macdonald           | Unit 20            |
| Mr J & Mrs P Smith       | Unit 23            |
- 3. PROXIES:**
- |                                       |                     |
|---------------------------------------|---------------------|
| M/s A Fraser                          | Unit 1              |
| To the representative of Quin Ballard |                     |
| M/s K Silverstone                     | Unit 2              |
| To Mr D Browne                        |                     |
| D,T,G & E Browne                      | Unit 3              |
| To Mr D Browne                        |                     |
| M/s C Thornton                        | Unit 4              |
| To Mr P Smith                         |                     |
| Mr J Daebritz                         | Unit 6              |
| To representative of Quin Ballard     |                     |
| Mrs C Chapman                         | Unit 7              |
| To representative of Quin Ballard     |                     |
| Mr J Bertolucci                       | Unit 8              |
| To Mrs M Bertolucci                   |                     |
| Dept of Housing & Works               | Units 12, 18        |
| To Great Mates WA                     |                     |
| Mr S & Mrs K Tanasceva                | Unit 13             |
| To Mr S Tanasceva                     |                     |
| Mr M Quin & Mrs K Ballard             | Unit 14             |
| To representative from Quin Ballard   |                     |
| M/s S Beale                           | Unit 16             |
| To representative from Quin Ballard   |                     |
| Mr R Holland                          | Units 17, 19 and 28 |
| To Mr P Smith                         |                     |
| M/s S Dyer                            | Unit 27             |
| To representative from Quin Ballard   |                     |

Mr J Blaszczyk	Unit 31
To Mr P Smith	
M/s R Watt	Unit 32
To representative from Quin Ballard	
Mr T Carvolth	Unit 33
To representative from Quin Ballard	
M/s E Foston	Unit 42
To representative from Quin Ballard	
M/s G Hourigan	Unit 43
To representative from Quin Ballard	
Mr S Sams & Ms M Thompson	Unit 44
To representative from Quin Ballard	
Mrs D Gilbert	Unit 46
To Mr D Browne	
Mr S Saunders	Unit 48
To representative from Quin Ballard	
Mr K Von Knoll	Unit 50
To representative from Quin Ballard	
M/s Y Ip	Unit 53
To representative from Quin Ballard	
Mr J Jurkov	Unit 54
To representative from Quin Ballard	

**4. APOLOGIES  
FOR ABSENCE:**

M/s K Silverstone	Unit 2
Mr S Clarkin	Unit 36
Mr S Saunders	Unit 48

**5. QUORUM:**

A quorum was present.

**6. CHAIRPERSON:**

It was unanimously **RESOLVED** that Mr Jim Smith 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 6/12/2004 be received and accepted as a true and correct record and were signed by the Chairperson.

**8. BUSINESS  
ARISING:**

**8.1 Amendment to Last Years Minutes**

Under Managers Report welcome to new owners it was recorded that Mr J Bertolucci was recorded as unit 7 where it should have been unit 8.



### 8.2 Security

Mr Smith produced a document regarding the By-Laws contained in Schedule 2 of the Act and it was agreed that these By-Laws should be forwarded to all owners and residents for them to peruse and make themselves familiar with the By-Laws of The Mews so that people can conduct themselves in the appropriate manner on site.

### 9. REPORT FROM CHAIRMAN:

The chairman's report was tabled and accepted by the meeting.

### 9. A REPORT FROM MANAGER

The strata managers report included in the Notice of Meeting was accepted.

### 10. FINANCIAL REPORT:

It was **RESOLVED** that the financial report for the period ending 30/09/2005 be received and adopted as a true and correct record.

The Treasurer who could not be present at the meeting did ask two questions from Mr Peter Smith, the first one being that the balance in trust account is at 30/09/2005 balance being \$16,259.35. Mr Blaszczyk thought it should have been \$15,235.00 this balance represented the balance carried forward at the start of September 2005 where as the balance at the end of September was \$16,259.35. He also questioned the amount of the investment account as at the 30/09/2005 the amount being \$22,963.00 this amount was proven correct.

### 11. ELECTION OF COUNCIL OF OWNERS:

Mr Smith 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 Andrew Smith	Unit 9
Mr David Browne	Unit 47
Mr Sekularac Tanasceva	Unit 13
Mr Alex McDonald	Unit 20
Mr Peter Smith	Unit 23
Mr Jan Blaszczyk	Unit 31
Mr Sean Saunders	Unit 48

Mrs Meryl Bertolucci requested permission that she attend council meetings if the council be so kind as to advise her of when the meetings will be held. She would only be an observer and would not have any input into the meetings. The council undertook to let her know when the meetings will be held as she could be in attendance.

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 28/11/05 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 \$5,940.00 (\$195.00 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 \$77.00 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.

**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 1/10/06.

Levels of Cover:

Building	\$ 4,610,000.00
Common Area Contents	\$ 19,000.00
Legal Liability	\$10,000,000.00
Office Bearers Liability	\$ 2,000,000.00
Workers Compensation	As Per Act

It was **RESOLVED** that building sum insured be increased to the figure suggested by the insurers when the renewal is received.

**14. SPECIAL  
BUSINESS:**

**14.1 Health and Safety House Rules**

Mr Tanasceva spoke to this motion as he had formally posted a letter to be discussed at this meeting. The letter is regarding the noise that is emanating from other units around him and the effect it has had on the health and safety aspect of the complex. It was agreed that as was previously mentioned that a copy of the Schedule 2 By-Law be sent out to all residents for them to adhere

to and also copy to all owners so that they could inform their residents or their agents likewise. It was also pointed out that the protocol regarding any noise complaints is, the police would be called as first point of reference, secondly the Town of Vincent during business hours and thirdly is the strata managers who can write to the agents or the owners requesting that the residents modify their behaviour or else a breach of lease will be issued by them. It was pointed out that the strata managers or the council could not cut across the lease agreement between an agent and a tenant or an owner and a tenant and that the only person who could evict the tenant would be either the agent or the owner who was in control of that lease. A copy of a draft letter which was discussed at the April meeting of the Council of Owners will be resent to all owners and agents the police contact will be changed to 131444.

#### **14.2 Tree Plan For "The Mews"**

The tree plan was attached to the notice of Annual General Meeting as presented by the Council of Owners. There is a plan for pruning back or removing some trees that are a danger to the building and also removing trees that are in contact with the building. This will save maintenance on the building and also the potential of damage of wind and so on from the trees. A letter was received from the owner of unit 2 relating to the tree plan and her reaction to it this was noted however insufficient time was allowed to read through the letter. The letter will be forwarded on to the Council of Owners for their consideration at the next council meeting. The tree plan was accepted by those present at that meeting and the objection as for unit 2 was noted. It was resolved the tree plan as presented at the meeting would be accepted.

#### **14.3 Concrete Repairs**

Some concrete repairs were attended to in previous years and funds are being placed aside in the annual budget. The following motion was tabled "The Strata Company Council of Owners are authorised to expend up to \$5,000 over the financial year to the 30/09/2006 on concrete repairs with funds to come from existing reserve funds held."

Moved Mr P Smith. Seconded Mr D Browne. Carried.

It was agreed the council would look at the concrete repairs. Previous repairs have been attended to by Perrott Concrete Repairs.

#### **14.4 General Painting**

This matter was discussed as several areas of the property painting are starting to flake of so rather than do a full repaint, some areas will be touched up to prolong the need for a full paint. The following motion was tabled by Mr P Smith "The Council of Owners is authorised to expend up to \$8,000.00 over the current financial year up to 30/09/2006 on remedial paint repairs the common areas. Funds to come from existing reserve funds held or from general administrative funds as maybe determined by the Council of Owners. Seconded Mr D Brown. Carried.

The Council will put in place the painting over the course of the year.

#### **14.5 Installation of Cycle Rack**

This matter was discussed as there were several cycles were being left on the walkways from the units and this was impeding the carriage way for

pedestrians. It was pointed out that if emergency services were called on site they would certainly object and report the complex if access was denied by objects on the walkways. The motion on notice to authorise strata Council of Owners to expend up to \$1,000.00 on construction of a cycle rack funds will be coming from accumulated general administration surplus funds.

Moved by Mr P Smith. Seconded by Mr D Browne. Carried.

Objections from the owner of unit 2 were noted and the council can discuss this at the next council meeting.

## 15. GENERAL BUSINESS:

### 15.1 Complaint from the Resident of Unit 2

A letter was tabled regarding a complaint from the resident of unit 2 regarding the behaviour of the resident in unit 20. This matter can be discussed by the Council of Owners and the recommendations as to an outcome. The Strata Company is not able to evict a tenant because the strata company cannot cut across an agreement between an owner or agent and a tenant.

### 15.2 Duct Doors to the Plumbing Ducts

Mrs Bertolucci pointed out that on a couple of occasions doors of the plumbing ducts have been left open and there is no protection for children or adults if one was to fall into the plumbing ducts. It had been agreed that the council would look at a more effective means to lock the doors shut on a permanent basis. Owners are reminded that if any contractors are visiting the property they are to close these duct doors once they have finished. The council will investigate and in some cases where the duct doors are difficult to close these would be planed back so that they can close with ease.

### 15.3 Tool Shed Inventory

The Council of Owners last year did up a tool shed inventory and this was attached to a financial statements handed out at the meeting a copy of the inventory would be forwarded with the minutes of the meeting to all owners so that they are aware of what tools the strata company do own. Mr Peter Smith pointed out that the strata company does own the controls for the security doors as well and these are on lease to the owners. A stock of these is held by ABA Gates who attend to the coding of these controls.

## 16. BUDGET/LEVY:

After discussion, it was **RESOLVED** that the proposed Budget of \$58,766.00 for the period 2005/2006, be received and adopted a levy payable in terms of unit entitlement be adopted, payable quarterly in advance commencing from 01/01/06.

## 17. NEXT MEETING:


The next Council meeting is to be at a date to be decided.

The next General Meeting will be in approximately twelve months. 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 30/09/06.

**18. CLOSURE:**

Mr Smith thanked those present for their attendance and input at the meeting. There being no further business the meeting closed at 1.40 pm.

CONFIRMED:  THIS 18 DAY OF Dec. 2006

## Mews 147-159 Charles Street,

### Tool shed Inventory as 17<sup>th</sup> January 2005.

This is the inventory as the above date; I do not know if anything is missing or stolen before this time.

<u>Description</u>	<u>Make</u>	<u>Number</u>	<u>Size</u>	<u>Approx Value</u>
Broom		1	Yard broom	\$20
Broom		1	Garden broom	\$20
Chainsaw	Stihl	1	14 inch	\$500
Electric Extension Cords		4	15 Metres each	\$25 each
Fork		2	4 tines	\$16 each
Fuel tank for Machines		1	10 Litres	\$40
Garden Hoses		3	Plastic	\$60
Handsaw		1	60cms	\$17
Lawnmowers	Rover Regal	1+1 Spare parts	18" cut new 21/2/05	\$625
Leaf rake		3	Plastic	\$15 each
Leaf skimmer net		1	Long Handle	\$60
Long handle shovel		1	Standard	\$18
Long handle shovel		1	Narrow	\$16
Mechanics Vice		1	10cms	\$40
Padlocks	Master	2	Large	\$70
Pruning Saw		1	45cms	\$20
Pump Sprayer	Hozelock	1	10Litres	\$30
Spade		1	Edging Blade	\$15
Swim Pool vacuum hose		1	10 Metres	\$100
Tool Shed		1	3M X 3M X 2M High	\$800
Vacuum Sweeper	Yardman	1	Four wheel	\$1600
Wheelbarrow	Pneumatic Tyre	1	Large Heavy Duty	\$150
Whippersnipper	Stihl FS 85	1	Self feeding	\$500
Wooden Bench	Home Built	1	180cms X 90cms	\$100
				<b>Total 4853</b>



12<sup>TH</sup> January 2006



The Council of Owners  
"The Mews"  
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 23<sup>rd</sup> January 2006
- TIME:** 4.00 pm
- LOCATION:** Unit 47, 147-159 Charles Street, West Perth
- AGENDA:**
1. Record Attendance
  2. Proxies
  3. Apologies for absence
  4. Quorum ✓
  5. Appointment of Strata Company Chairman, Treasurer & Secretary
  6. Confirmation of Minutes of Meeting 13<sup>th</sup> September 2005 and discussion on AGM Minutes 281105.
  7. Report from past Treasurer Mr. Jan Blaszczyk .
  8. General Business
  9. Next Meeting
  10. 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 "Jim Smith".

JIM SMITH  
STRATA COMPANY MANAGER  
For The Owners of Strata Plan 5629

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LICENSED REAL ESTATE AGENTS • PROPERTY MANAGERS • STRATA MANAGERS • MEMBER R.E.I.W.A.

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 - P.O. Box 221, Como, W.A. 6952  
Licensee: H.U.M. Pty Ltd as Trustee for H.U.M. Unit Trust trading as Quin Ballard ACN 009 057 103 ABN 85 869 125 509  
Fax: (08) 9474 1302 Phone (08) 9474 1533 E-mail: quibal@quinballard.com.au Website: www.quinballard.com.au



**MINUTES OF A MEETING OF THE COUNCIL OF OWNERS OF 147 – 159 CHARLES STREET, STRATA PLAN 5629, HELD AT UNIT 47/147-159 CHARLES STREET ON MONDAY 23<sup>RD</sup> JANUARY 2006, COMMENCING AT 4.05PM.**

**1. RECORD**

<b>ATTENDANCE:</b>	Mr D Brown	Units 3, 10 & 47
	Mr S Tanasceva	Unit 13
	Mr A Macdonald	Unit 20
	Mr P Smith	Unit 23
	Mr J Blaszczyk	Unit 31
	Mrs N Bertolucci representing	Unit 8 (Observer)
	Mr J Smith representing Quin Ballard	

**2. PROXIES:** Nil

**3. APOLOGIES**

<b>FOR ABSENCE:</b>	Mr A Smith	Unit 9
	Mr S Saunders	Unit 48

**4. QUORUM:** A quorum was present.

**5. APPOINTMENT OF OFFICE BEARERS:**

The following people were appointed to the following positions;

Chairman	Mr David Brown
Treasurer	Mr J Blaszczyk
Secretary	Mr J Blaszczyk

**6. CONFIRMATION OF MINUTES:**

It was **RESOLVED** that the minutes of the council of owners meeting held on the 13/09/05 be received and accepted as a true and correct record.

**7. BUSINESS ARISING:**

7.1a Tree Plan

The tree plan as presented to the Annual General Meeting was accepted and therefore the council can not change this aspect. It was agreed that P Smith and D Brown would contact the tree surgeon to have them in regarding trees that were ear marked to be removed as the first phase of the tree plan. Mr J Blaszczyk would be involved regarding the financial side of the tree removal and acting within the roles of the approval of the Annual General Meeting regarding funds to be spent on this item.

#### 7.1b Hot Water Service to Unit 48

Mr J Blaszczyk advised that this problem had been dealt with and the matter was resolved.

#### 7.1c Installation of Foxtel to the Complex

This matter was due to be presented at the Annual General Meeting but was not discussed at that forum. It was advised that there was no cable running past the complex and any installation would have to be via a satellite dish. The overwhelming consensus was that the property would not present very well with several dishes on the roof. It was agreed it was to be done via one dish which would then be cabled to all units, the cost for cabling would be exorbitant and the council would prefer to look at this over a course of time and make a decision at some stage in the future. Because of the cost involved a decision may have to go to a general meeting of the strata company.

Items arising from the minutes of the Annual General Meeting on the 28<sup>th</sup> November 2005.

#### 7.1d Security

There was discussion regarding the By-laws of the property Mr Jim Smith pointed out that the only By-law registered on the strata plan was one to do with security which registered in 2003. A copy of the By-laws that was forwarded to the managers recently is similar to the standard By-laws of the schedule 1 and schedule 2 of the Strata Titles Act of 1985. It was agreed that each council would be issued with a copy of the standard schedule 1 and schedule 2 By-laws of the 1985 Act. These can then be compared with the hybrid set of By-laws from the property. If there was to be significant differences, the options would be that the additional By-laws could be presented at a general meeting of the Strata Company and added to or deleted from the schedule 1 and schedule 2 standard By-laws in the Strata Act of 1985.

#### 7.1e Concrete Repairs

It was agreed that Mr P Smith and Mr A Macdonald would look at the concrete repairs and in this regard may contact Perrott Concrete Repairs. The Annual General Meeting approved an amount of \$5,000.00 which could be expended for concrete repairs. Once the quotes have been obtained, they can present it at a council meeting for approval.

#### 7.1f General Painting

The Annual General Meeting approved an amount of \$8000.00 which the council would authorise to spend over the current financial year for remedial paint repairs. It was agreed that Mr D Brown and Mr J Blaszczyk would be the councillors that would look into aspects and obtain quotes which are to be presented to council for painting of various items that are required in the common area. It was also agreed that other councillors may look at affected areas and they can report to Mr D Brown and Mr J Blaszczyk so that they can gather quotes that would attend to the remedial paint repairs.

7.1g Installation of Bicycle Rack

The Council of Owners will look at this aspect over the issuing months and come up with a plan as to where and what type of bicycle rack could be installed. This matter will be ongoing by the present council. The overall aspect was to ensure that the walkways are clear and people are not obstructed in case of emergency.

7.1h Complaint – Resident of Unit 2

There was a complaint regarding the residents of units 2 and 20. This matter seems to have resolved itself now and the council is happy to let the matter stand. It was pointed out that resident of unit 2 does have two cats and the policy of the complex is that animals are not allowed within the complex. The council requested that managers write to the resident of unit 2 requesting that the cats be removed from the complex as animals are not allowed.

7.1i Door to Plumbing Ducts

This matter was raised at the Annual General Meeting and it was agreed that the managers would contact Western Maintenance Services to be in touch with Mr D Brown regarding the plumbing duct doors of the complex. It was agreed that the council may look at doing 10 doors this year, whether they are to be replaced or can be planed back, is a matter for the contractor to advise the council. Managers will have the contractor contact Mr D Brown so this process can start.

## **8. REPORT FROM TREASURER:**

Mr J Blaszczyk tabled his report and advised the meeting that the 2004/2005 year was very good, he particularly pointed out that the contract caretaker was proving very successful and was a great saving to the strata company. He pointed out that there was a saving of \$16,633.09 from the previous caretaker to the present contracted caretaker. As well the property is being cleaned and well maintained. It was then discussed regarding the financial position of the strata company and Mr J Blaszczyk pointed out that there was \$14,742.64 in the trust account as of the end of December and there was funds held externally with the Commonwealth Bank- \$24,559.92. He considered that the investment with Commonwealth Bank was earning an insufficient rate of interest and put it to the meeting that the fund should be placed with the ANZ or Westpac in a term deposit. After discussion it was resolved that \$26,000.00 would be placed in a six month term deposit and \$8,000.00 be placed in a three month term deposit. The managers will advise the council of owners who has present signing authority on the investment with the Commonwealth Bank, as this will need to be redeemed. The Council of Owners can advise which bank the funds can be deposited with.

The Treasurers report was accepted by those at the meeting.

## 9. GENERAL BUSINESS:

### 9.1 Letter from the Owner of Unit 2

A copy of the letter from the owner of Unit 2 regarding the following items;

1. Dispute between themselves and the occupant of unit 20 – this seemed to be resolved as previously minuted.
2. The trees and greenery around the complex – this matter was discussed at the Annual General Meeting and the plan was adopted by the Annual General Meeting, this can not be overturned by the council.
3. Cycle rack which is being investigated by the Council of Owners. The managers will write to the resident of unit 2 and inform her of the above. The council also advised that there are two cats at the unit which is against the policy of the strata company. Managers are to write to the owner of unit 2 to advise that the two cats must be removed under the Schedule 2 By-laws of the strata company.

### 9.2 Increase to Salary – Browns Home and Garden Maintenance

Mr D Brown forwarded a letter that was sent out with the Notice of Meeting regarding the increase in the hourly cost from \$15.00 to \$15.50 per hour. The council unequivocally approved the increase due to the standard of work and also the small amount of the increase required by Mr. Brown. Mr. Brown will be advised to place the increase on his next invoice.

### 9.3 TV Reception to Unit 1

A letter was tabled from agents Ray White regarding the TV reception of Unit 1. Several things have been mentioned that have been done by the TV repair man which has been employed by that agent. It was resolved that the managers write back to the agent of unit 1 and advise that the only practical solution as seen by the council was to place a TV antenna within the roof cavity above unit number 37 or 38 and that could be cabled down to service those six units – units 1,2,19,20,37 and 38. The cost would then be shared for those six units. Other owners had advised that they had installed a set top box and also an internal antenna and this seems to work fine on their reception. Managers will advise the agent of Unit 1 of the outcome and if they need to proceed with the installation of an antenna above unit 37 or 38. Managers will check with the appropriate owners of those units to make sure that they will share the costs.

### 9.4 Usage of the Pool

It was reported that nearby residents are sneaking in and using the pool for their own use. This was particularly hard to control as the front gates and the gates from the parking area are not locked and people can come and go as they wish. Mr Brown pointed out that the only way of controlling the pool in a manner that would keep other people out was to install a lock with a restricted key access. Give a key to each resident which they will be responsible for, increasing the height of the fence so



that it would stop intruders climbing over fence and getting access to the pool.

9.5 Approach by the Owner of New Development in Ivy Street regarding Changing the Fence to the South west Section of the Carpark  
Mr D Garham had approached the strata manager regarding the replacing of the existing fibros fence adjoining the development he is doing and the strata company visitors parking area. Mr Graham had emailed to the managers who had passed the email onto the council of owners. He was pursuing a cost of \$1,600.00 to replace the present fibros fence with a pine lap fence. Mr D Brown pointed out that at an inspection of the fence, there were seven sheets that were presently broken, two of the breakages had been attributed to trees that are on the strata company boundary and five sheets had been broken during the earth works for the property being built on Ivy Street. It was agreed that the strata company did not want to contribute towards the cost of the fence in this regard manager can advise Mr Garham of the outcome. It was also advised that trucks delivering bricks and other materials to the complex had been using the strata company visitor parking area and whereby the council did not wish to stop this, it was to be pointed out that in some instances bug trucks had broken through the concrete and caused damage to the strata company parking area and more care was to be shown if trucks were to use this area to turn around and exit the property. Managers will write to Mr and Mrs Garham to advise them of the strata company's decision.

#### 9.6 For Sale Sign

The Council advised that there was currently a for sale sign from McMahon Real Estate situated on the front of the property. The rules of the strata company prohibit signs being placed for either selling or rental of units at the complex. Managers advised that they had sent a fax to McMahon Real Estate and will make a phone call to the company to have the sign removed immediately.

#### 9.7 Disabled Access to Unit 4

Mr D Brown advised the meeting that the owner of Unit 4 would soon be out of hospital and back in the unit. She is wheelchair bound and has to look at getting access to her unit from the carpark area. She has put forward a proposal to build a ramp at the steps coming off the car park and then a concrete walkway could be built from the side of unit 11 across the front of units 9 and 10 to unit 4, this would allow her access via the ramp and the concrete walkway to her unit. Mr Brown pointed out that the grassed area was not growing due to shade and there was difficulty getting it to take. When the path goes through, the section between the pathway and units 9 and 10 can be made into a nice garden area which will be more manageable and more attractive for the Strata Company. All those present agreed on the proviso that the owner of unit 4 pay for the cost of the ramp and the concrete work.

9.8 Sign on the Front Gate of Charles Street

Mr Tanasceva advised that recently a car followed him into the complex from Charles Street when he entered via the gate. It was pointed out that contractors often try to enter via this gate however without a remote control, access is denied. It was agreed that a sign would be done up and put on these gates which would show people access via Ivy Street to the visitor's carpark area.

**10. NEXT MEETING:** It was agreed that the next meeting would be held on Monday 3<sup>rd</sup> April 2006 at 4.00 pm and the venue is to be advised.

**12. CLOSURE:** There being no further business the meeting closed at 5.40 pm.

**CONFIRMED:** \_\_\_\_\_ **THIS** \_\_\_\_\_ **DAY OF** \_\_\_\_\_ **200** \_\_\_\_\_



27<sup>th</sup> March 2006



The Council of Owners  
"The Mews"  
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 3<sup>rd</sup> April 2006
- TIME:** 4.00 pm
- LOCATION:** Unit 47, 147-159 Charles Street, West Perth
- AGENDA:**
1. Record Attendance
  2. Proxies
  3. Apologies for absence
  4. Quorum
  5. Confirmation of Minutes of Meeting 23<sup>rd</sup> January 2006.
  7. Report from Treasurer.
  8. General Business
  9. Next Meeting
  10. Closure

Should you be unable to attend, please contact the undersigned to register your apologies.

Yours faithfully

JIM SMITH  
STRATA COMPANY MANAGER  
For The Owners of Strata Plan 5629

QUOTATION FORM

ALL SUBURBS TREE SURGEONS

PTY. LTD.

ABN 20 229 332 227

FULLY INSURED

MEMBER TREE GUILD OF W.A. No. 8812

Greg Dale PROPRIETOR  
Qualified Tree Surgeon

29 ELSTREE AVENUE  
MT. LAWLEY, W.A. 6050

Mobile: 0412 921 927

F: 9271 2768

FAX: 9271 1942

TO: Quin Ballard

402/13417

13/3/06

REF: Jim Smith

WE HAVE PLEASURE IN SUBMITTING THE FOLLOWING QUOTATION FOR YOUR CONSIDERATION

PRICE

RE: 147-159 Charles St West Perth  
As discussed with Peter Smith (Unit 23)

5 large gums cut to ground & cart.  
(Marked with blue paint)  
Supply crane + log tip fees.

SUB-TOTAL \$ 2400-

GST \$ 240-

TOTAL \$ 2640-

Quote is valid until 60 days

SIGNED: Greg Dale

For additional information or to place order please contact us by telephone or letter at the above address.

# RIVERSIDE TREE SERVICES

488 02 02 10 010

Ph 8434 1338 • Fax 8397 7295 • Mobile 0411 649 855

- Trees Pruned, Shaped & Removed - Stump Grinding  
 - Mulch Sales - Fully Insured - Free Quotes

DATE: 2/2/20  
 TO: Peter

QUOTE No

2912

8 Marfield Street,  
 Holeystone WA 6157

14289330

Riverside Tree Services have pleasure in submitting the following quote for work to be carried out at:

PROPERTY ADDRESS: 17 Charles St West Perth

JOB DESCRIPTION	AMOUNT
Cut to ground trees behind unit 2	2000.00
Cut to ground tree in carport 1/2	1500.00
Cut to ground tree in carport 1/2	2200.00
Cut to ground trees near unit 10	2100.00
Cut to ground tree at next to letter boxes	4500.00
Cut to ground <sup>collon</sup> <del>collon</del> palm next to bin area	1000.00
(includes all charges)	
(removes all lopping)	

The above quote is valid for 30 days.  
 Thank you for choosing Riverside Tree Services.

GRAND TOTAL: 2,300.00  
 PLUS GST: 225.00  
 TOTAL: 2,525.00

<b>Western Maintenance Service</b> P.O. Box 8409 South Perth W.A. 6151 Mobile 0418913352 wesmaint@bigpond.net.au ABN 99 750 638 507	<b>QUOTE</b>
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<b>TO:</b> Quin Ballard  P.O. Box 221 Como 6952 Client Phone. 94741533 Mob.	Quote No. Quote Date Account No.	F278 03-04-2006 10
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QTY.	DESCRIPTION	PRICE	TAX%	TOTAL
	*147 Charles St West Perth. Please find quote for work as detailed below. Repairs to duct doors at above address.			
2	Unit 17 and 47 renew doors	\$154.54	10	\$339.98
16	Renew hinges to duct doors 45,39,38,43,24,20,27 and 32 and make operational.	\$2.50	10	\$44.00
10	Renew cylinders to all above duct doors keyed alike	\$25.00	10	\$275.00
10	Renew vents to all above duct doors	\$5.69	10	\$62.62
	Repaint all 10 doors above.	\$45.00	10	\$49.50
	( LABOUR )	\$480.00	10	\$528.00

Quote valid 30days only	<b>EX GST TOTAL</b> <b>GST TOTAL</b> <b>TOTAL + GST</b>	<b>\$1,181.00</b> <b>\$118.10</b> <b>\$1,299.10</b>
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By Bizz Wizz Software 08 93490255





ABA  
Automatic Gates

Sale Operators • Accessories  
Video Intercom • Remote Controls

Unit 3, 504 Marmion St  
Booragoon WA 6154

PH: (08) 9330 3061  
FAX: (08) 9330 3062

Email: abagate@westnet.com.au  
Internet: www.abagate.com.au

A.B.N.: 50 401 425 389

**Fax Quote**

❖ Number of pages including this page: 2	<b>QUOTE: Q061570</b>
<b>TO:</b> THE OWNERS OF 147 CHARLES ST	<b>FROM:</b> JEFF CADZOW
<b>ATTN:</b> JIM SMITH @ QUIN BALLARD	<b>DATE:</b> 16. MAR. 06
<b>FAX no:</b>	<b>RE:</b> ANTI TAMPER BOX

The Owners of 147 Charles St

We thank you for the opportunity of quoting on your project West Perth.

ABA Automatic Gates has been supplying and installing a wide range of high quality gate operators and boom gates since 1984. All domestic and industrial projects are undertaken by the company's own highly experienced professional staff ensuring problem free installations without any "shortcuts". Our prices are highly competitive ensuring the BEST VALUE FOR MONEY for your specific needs.

We are pleased to submit our quotation for the supply, installation and commissioning of the following equipment:

**To supply and install**

1x anti vandal motor cover – in 4.5mm aluminium, powder coated to match gate  
**\$532.00 plus GST**

Note: placing the aluminium cover over the motor and electronic components may reduce the range of the remote controls. If this occurs an external antenna can be fitted  
**Approx. \$138.00 plus GST**

**Excluded from the above quote: 240 V power to gate motor position, low voltage wiring. Cables and conduits are to our specification.**

This quotation is valid for a period of 30 days. The above price applies only to the goods specified and installation of all equipment being done in one stage. Any variation will affect the price accordingly.

Warranty is six (6) months on labour and twelve (12) months on goods, which, under proper use, may be faulty due to manufacturing defects. Warranty applies only to goods, which have been paid for in full. We will repair or replace all such goods or part thereof found by us to be defective. Terms of payment are strictly 7 days net.

ABA Automatic Gates

Any goods supplied by *ABA Automatic Gates* remain the property of *ABA Automatic Gates* until such time as any invoices relating to this quotation are paid in full. Our standard terms and conditions of trading (copy available on request) apply to this quotation.

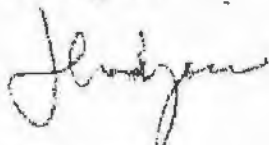
This quotation does not include the obtaining of any approval from any authorities or the preparation of any drawings or documentation for submission to any authorities or the payment of any fees or deposits to any authorities and does not allow for any retention of monies. Access to site (within 10 meters) by installation vehicle and electricity for power tools is to be made available during the installation period. No responsibility for damage to any underground services (i.e. underground pipes, cables etc) will be accepted unless we are advised of the location of these services in writing prior to commencement of works.

Should you have any comments in relation to the equipment offered in this quotation or the quoted price, please do not hesitate to contact us.

Trust the above information is in accordance with your requirements and await your further instructions.

**If you need further information please do not hesitate to call us**

Kind regards



Jeff Cadzow  
ABA

ABA Automatic Gates



ABA Automatic Gates • Unit 3, 504 Marmion St • Booragoon 6154  
PH: (08) 9330 3061 • FAX: (08) 9330 3062  
Email: abagate@westnet.com.au • Internet: www.abagate.com.au



**MINUTES OF A MEETING OF THE COUNCIL OF OWNERS OF 147 – 159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD AT UNIT 47/147 – 159 CHARLES STREET, WEST PERTH ON MONDAY, THE 3<sup>RD</sup> APRIL 2006, COMMENCING AT 4.05 PM.**

**1. RECORD**

<b>ATTENDANCE:</b>	Mr D Browne	Units 3,10,47
	Mr S Tanasceva	Unit 13
	Mr P Smith	Unit 23
	Mr J Blaszczyk	Unit 31
	Mr S Saunders	Unit 48
	Mr J Smith representing Quin Ballard	

**2. PROXIES:** Nil

**3. APOLOGIES FOR ABSENCE:**

Mr A MacDonald	Unit 20
Mr A Smith	Unit 9

**4. QUORUM:** A quorum was present.

**5. CONFIRMATION OF MINUTES:**

Confirmation of Minutes held 23/01/06.

**6. BUSINESS ARISING:**

6.1 Tree Plan

Two quotes were presented at the meeting, one from Riverside Tree Service for \$2,508.00 and one from All Suburbs Tree Surgeons \$2,640.00 both quotes included GST. The quotes relate to trees numbered 1, 5, 7, 9 and 10 on the original tree plan presented and approved by the Annual General Meeting also included is a small cotton palm on the Charles St side of the visitors parking bay which will be removed. It was **RESOLVED** unanimously that the quote from Riverside Tree Service would be accepted and managers are to forward a work order to that company to liaise with Mr Peter Smith regarding removal of the trees.

6.2 Installation of Foxtel at the Complex

This matter will be followed up by Mr S Saunders and he can do a report for the next Council of Owners meeting as to the findings of this investigation.

### 6.3 Concrete Repairs

Mr Peter Smith advised that this will be undertaken with Mr MacDonald when he returns from holiday at which time they can get together and look at the areas that need to be worked on regarding concrete cancer and repairs and then the appropriate quotes can be obtained.

### 6.4 General Painting

Mr D Browne and Mr J Blaszczyk advised that they are to meet two painters at the property next weekend who will provide quotes. It was agreed that these quotes be forwarded to the Council of Owners and they could agree on a contractor and then the work can proceed. When the quotes are received by managers they will forward to all councillors so a decision can be made and recorded appropriately on the strata company records.

### 6.5 Cats at Unit 2

A letter was forwarded to the resident of unit 2 where the cats still remain. Managers will write to the proprietor of unit 2 advising that the cats must be removed within seven days of the letter otherwise the Council of Owners can pursue the matter through the State Administrative Tribunal.

### 6.6 Doors to the Plumbing Ducts

A quote was tabled from Western Maintenance to replace two duct doors unit 17 and unit 47, to renew the hinges on eight of the doors, supply ten new locks for the doors which will be keyed alike and supply ten new vents on the doors total cost is \$1,299.10. It was agreed that this quote would be accepted and work order would be sent to the contractor to commence the work. Other duct doors will be inspected and work carried out to upgrade all doors so they are operable and can be locked.

### 6.7 Fence Between the Carpark and The New Development on Ivy Street

It was reported that there are seven fence sheets broken, five were broken by the contractor when developing the block on Ivy Street. At this stage the council will let the matter lie and see what develops once he has partially finished the development and what moves he makes regarding the fencing on the boundary between the two properties.

### 6.8 Sign on the Front Gate facing Charles Street

Mr D Browne will get a quote to replace the sign on this gate which advises tradespeople and visitors that the entry to the carpark is via Ivy Street and not via the gate off Charles Street.

**FROM THE****TREASURER:**

Mr J Blaszczyk tabled his report and advised the following:  
 The invested funds have been removed from the Commonwealth Bank and will be placed in a term deposit with Westpac \$34,000.00 for four months at the rate of 5.25% per annum. This will increase the return in the form of interest for the strata company and will make funds available for improvements at the property. Also advised it was approximately \$9,000.00 in the strata company general account as at the end of March and the levies were due on the 1<sup>st</sup> April which will further increase these funds. He mentioned the quotes for cutting the trees down and that the Riverside Tree Service quote was the preferred quote, he also advised that the Council were meeting contractors' onsite regarding quotes for the painting on Thursday between 9 – 10 am and the second quote would come after one week. He also pointed that there is repairs and painting of the gutters and the council could inspect these and determine the scope of work and then obtain quotes later on. He also pointed out that there was extra money involved with the phone calls from the treasurers' point of view and over the past three months he has spent \$35.00 on postage and phone calls. He sought reimbursement from the strata company for these amounts. This matter was discussed and it was agreed that the sum \$90.00 would be forwarded to Mr Blaszczyk to cover his costs. He also advised that there had been an increase to Midwaste the waste collection service and this would be accepted by the strata company. A quote from ABA Gates to place a vandal proof cover over the gate motor in the rear car park was tabled. It was advised that the motor would be inspected and that Mr Tanasceva will prepare a quote to make a vandal proof cover for this motor to save it from vandalism. The quote can be forwarded to the strata company who can consider the quote on receipt. Mr D Browne advised that in the past the sinking fund had been drawn off each quarter and that this would stay in the strata company general account and as and when the investment is due funds can be forwarded across to the investment as required. This was accepted by the meeting. Mr Blaszczyk advised that the owner of unit 39 was in arrears with levies and suggested that managers would write to the owner giving seven days to respond or pay the amount if this is not done legal action will be commenced to recover the amount owing. This action was agreed to by the Councillors.

**8. GENERAL BUSINESS:**

8.1 Mr D Browne advised he will be on leave as from Wednesday the 12<sup>th</sup> April 2006 and he will be absent for two weeks, in his absence Mr P Smith will attend to placing the bins out and other matters can be handled onsite as and when required.

**11. NEXT MEETING:**

The next meeting will be held on Monday the 10<sup>th</sup> July 2006 commencing at 4.00 pm.

**12. CLOSURE:**

There being no further business the meeting closed at 5.05 pm.

Following the meeting closure an inspection of the common property was undertaken.

**CONFIRMED:** \_\_\_\_\_ **THIS** \_\_\_\_\_ **DAY OF** \_\_\_\_\_ **200**\_\_

3<sup>rd</sup> July 2006



The Council of Owners  
"The Mews"  
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 10<sup>th</sup> July 2006
- TIME:** 3.45 pm
- LOCATION:** Unit 47, 147-159 Charles Street, West Perth
- AGENDA:**
1. Record Attendance
  2. Proxies
  3. Apologies for absence
  4. Quorum
  5. Confirmation of Minutes of Meeting 3<sup>rd</sup> April 2006.
  7. Report from Treasurer.
  8. General Business
  9. Next Meeting
  10. 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 "Jim Smith".

JIM SMITH  
STRATA COMPANY MANAGER  
For The Owners of Strata Plan 5629

**MINUTES OF THE COUNCIL OF MEETING OF THE OWNERS OF "THE MEWS", 147 – 159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD AT UNIT 47/147-149 CHARLES STREET, WEST PERTH ON MONDAY, 10TH JULY 2006 COMMENCING AT 4.05PM.**

**1. RECORD**

<b>ATTENDANCE:</b>	Mr D Browne	Units 3, 10 and 47
	Mr S Tanasceva	Unit 13
	Mr A Macdonald	Unit 20
	Mr P Smith	Unit 23
	Mr J Blaszczyk	Unit 31
	Mr S Saunders	Unit 48
	Mr Jim Smith representing Quin Ballard	

**2. PROXIES:** Nil

**3. APOLOGIES**

**FOR ABSENCE:** Mr A Smith Unit 9

**4. QUORUM:** A quorum was present.

**5. CHAIRPERSON:** It was unanimously **RESOLVED** that Mr David Brown be appointed to the Chair for the duration of the meeting.

**6. CONFIRMATION OF MINUTES:**

It was **RESOLVED** that the Minutes of the Annual General Meeting held on 03/04/2006 be received and accepted as a true and correct record and were signed by the Chairperson.

**7. BUSINESS ARISING:**

**7.1 Installation of FOXTEL at the complex**

Mr Shaun Saunders had been in touch with Foxtel and Mr Tony Clarke regarding installation of Foxtel at the complex. After discussion it was agreed that Mr Jim Smith the Strata Manager would write to Mr Tony Clarke advising that the complex was interested in registering with Foxtel and having the service provided. It was noted that Foxtel could only have 1 65cm dish which would service only 12 units at a time. If everyone wanted to hook on there may be a need for 5 dishes at the complex. It was advised that the managers would write to all of the residents advising them that Mr Tony Clarke of Foxtel would write requesting which residents were interested in having FOXTEL installed.

Thanks were passed onto Mr Shaun Saunders for his work in making contact with FOXTEL and progressing this matter to the status that it is currently at.



### 7.2 General Painting

Mr D Brown and Mr J Blaszczyk have been able to obtain one quote from Byblos Painting Services to paint the areas needing attention with the cost being \$7446.00 including GST. Another contractor Suburban Painting Services has visited the property and inspected the areas that need painting however he has declined to submit a quote. Manager will go to Riley Shelley and also Perriot Painting to visit the property and meet with Mr Brown or Mr Blaszczyk to provide a quote to paint the nominated areas.

### 7.3 Cats in Units 2 and 6

Letters have been forwarded to the residents of Units 2 and 6 regarding cats in those units. To date there has been no response from the residents of Unit 2 and a fax which was forwarded to the property manager of Unit 6 has not responded at this time. Managers advised he would write and advise the residents one more time and if no response was received the matter could progress to an application to the State Administrative Tribunal.

### 7.4 Doors to plumbing ducts

The meeting was advised that Western Maintenance had commenced the work on the plumbing ducts as per their quote. This work is still in progress and should be finished shortly. When funds permit further doors can be attended to and repaired.

### 7.5 Fence between car parks and the new development in Ivy Street

Reportedly some fence panels were broken when the contractor was doing the excavation work to the block of land. It was agreed that the manager would write to the owner or the developer of the property and request that the five fence sheets that were broken are replaced.

## **3. REPORT FROM TREASURER:**

Mr J Blaszczyk tabled his report. He advised that the last three months have been a busy time with Riverside Tree Services removing 5 trees several painting contractors attended the property but only one quote had been received at this stage. He also advised that the company Midwaste who attend to removing the garden waste bin should have their contract terminated. An instance two months ago where the company did come to clear the waste from the bin but only a small portion of the waste was taken away and the rest was left in the bin. The company were advised of this but did not return to clear the bin. Mr David Brown will now attend to removing the garden waste with his trailer and charge the Strata Company accordingly. A fax to go again to Midwaste to stop their services and request that they remove the bin from site and also be requested to forward any outstanding accounts. The account due for the month of May will not be paid as this service was not completed and that the driver should have checked that the bin was cleared prior to removing it from the property. The council will be advised of the outcome in due course. Mr Blaszczyk advised that the current balance at the end of June in the trust account was \$20,998.30 the fund held externally was \$34,000.00 making a total of \$54,998.30. He advised that \$2,000.00 should be taken from the trust

account and added to the term deposit plus the interest when this matures. Managers will contact the bank for their instructions and draw \$2,000.00 from the trust account to enter the deposit. He also advised that when heavier rains do come a quote can be prepared to repair the guttering and downpipes. There was an instance recently where Unit 8 had some damage to the ceiling in the bathroom. A contractor was brought in to attend to the repairs and an invoice for \$140.00 was forthcoming. We advised that this account should not be paid and in future times agents or owners wishing to carry out work in their unit should be advised that either Mr. Blaszczyk or Mr Brown should inspect the area prior to any action taking place so it can be determined if it is a Strata Company or owner cost to repair such areas.

## 9. GENERAL BUSINESS:

### 9.1 Enclosed patio to Unit 31

Mr Blaszczyk enquired as to enclosing his patio in glass. It was advised that he would need to write to the council giving details and plans to this area so that the council could consider and advise him in due course. Mr Blaszczyk will attend to a written submission to the council which can be discussed at the next council meeting.

### 9.2 Insurance Renewal

The insurance is due for renewal on 01/10/2006 and it was agreed that the next meeting of the strata council to be held in September the council can discuss the renewal options and suggest a cover from the insurers and then the policy can be renewed after the council meeting.

### 9.3 Concrete Repairs

Mr Peter Smith requested that the managers past on information regarding concrete repairs so that they can make contact and arrange for them to come and quote on the concrete repair work as required at the property.

### 9.4 Garden Makeover and Maintenance

It was thought appropriate that a vote of thanks be past on to the present gardener Mr David Brown for his work in the gardens. Appropriately a vote of thanks was passed onto Mr Brown for his effort and work in this regard.

### 9.5 Servicing Hot Water Systems

It was appropriate that the hot water systems at the units are serviced on an annual basis to maintain their efficiency and stop wear and tear and prolong the life of the unit. Managers will correspond with all owners in this regard so they are aware of the need to have their hot water systems serviced on an annual basis.

### 9.6 Damaged Light Pole Near the Pool Area

Recently a car was removed from the complex by a towing company and resulted in a damaged light fitting at the property. The particular pole has been removed and the wires have been cut to the seal to make them safe. A contractor will attend to replacing the pole in due course. The Strata Company

insurers will be advised of the incident and they can follow through with an appropriate claim on either the driver or the owner of the car that was removed. The Strata Company insurers will attend to an insurance claim to recoup the funds to the strata company.

9.7 Cover Over Vehicle Gate Motor

A quote will be obtained to place a metal cover of the vehicle gate motor that was damaged by vandals recently. When the quote is to hand it can be forwarded to the Council of Owners for their consideration at the time.

**10. NEXT MEETING:**

The next Council meeting will be on Monday /09/2006 at 4:00pm. A walk around prior to the meeting will commence at 3:45pm.

**11. CLOSURE:**

Mr Smith thanked those present for their attendance and input at the meeting. There being no further business the meeting closed at 5:15pm.

CONFIRMED: \_\_\_\_\_ THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2006

6<sup>th</sup> September 2006



The Council of Owners  
"The Mews"  
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 11<sup>th</sup> September 2006
- TIME:** 3.45 pm
- LOCATION:** Unit 47, 147-159 Charles Street, West Perth
- AGENDA:**
1. Record Attendance
  2. Proxies
  3. Apologies for absence
  4. Quorum
  5. Confirmation of Minutes of Meeting 10<sup>th</sup> July 2006.
  6. Business Arising from Council Meeting 10<sup>th</sup> July 2006.
  7. Report from Treasurer.
  8. General Business
  9. Next Meeting
  10. 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 'Jim Smith', written over the typed name.

JIM SMITH  
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 ACN 009 057 103 ABN 85 869 125 509  
Fax: (08) 9474 1302 Phone (08) 9474 1533 E-mail: quibal@quinballard.com.au Website: www.quinballard.com.au

**MINUTES OF THE COUNCIL MEETING OF THE OWNERS OF "THE MEWS", 147 – 159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD AT UNIT 47/147-159 CHARLES STREET, WEST PERTH ON MONDAY, 11TH SEPTEMBER 2006 COMMENCING AT 4.05PM.**

**1. RECORD**

<b>ATTENDANCE:</b>	Mr D Browne	Units 3, 10 and 47
	Mr S Tanasceva	Unit 13
	Mr A Macdonald	Unit 20
	Mr P Smith	Unit 23
	Mr J Blaszczyk	Unit 31
	Mr S Saunders	Unit 48
	Mr Jim Smith representing	Quin Ballard

**2. PROXIES:** Nil

**3. APOLOGIES FOR ABSENCE:** Mr A Smith Unit 9

**4. QUORUM:** A quorum was present.

**5. CHAIRPERSON:** It was unanimously **RESOLVED** that Mr D Browne be appointed to the Chair for the duration of the meeting.

**6. CONFIRMATION OF MINUTES:** It was **RESOLVED** that the Minutes of the Council of Owners held on 10/07/06 be received and accepted as a true and correct record and were signed by the Chairperson.

**7. BUSINESS ARISING:**

**7.1 Installation of FOXTEL at the complex**

Managers advised that following on the good work of Mr S Saunders, managers had spoken to Mr Tony Clarke of Foxtel and a letter will be forwarded to residents on site by the managing agents followed by a letter from Mr Tony Clarke of Foxtel. Those present noted that Foxtel can use dishes on the roof opposed to backbone cabling at the complex which will be a cheaper option. Mr Clarke advised that there is currently a special on regarding free installation and a good rate on the 12 month rental of Foxtel. He also advised that if enough interest is shown, he will be onsite to sum up residents.

**7.2 General Painting**

Mr J Blaszczyk advised that the painter will be onsite as from the 25<sup>th</sup> September to start the painting of the upper nominated areas. The selected contractor was Riley Shelley and this was organised by the council. Mr



Blaszczyk advised that an invoice recently submitted for \$1,595.00 for guttering repairs was being held unpaid at this point pending the contractor is coming back to clear two downpipes at units 49 & 53. Managers will contact the contractors and ask them to see Mr Blaszczyk on site meeting to rectify the problem so the invoice can be paid. At this point the matter regarding cleaning of gutters to the main building and also the carports, replacement of rusted gutters, cutting escape holes in the bottom of the downpipes was discussed. Three quotes were submitted, one from Vale Brothers to clean the gutters and nominated area \$1300.00, Glen Dodd Roofing to repoint the ridge capping and repair work to tiles \$2970.00, Riley Shelley to clean remaining gutters and downpipes and cut new holes in the downpipes, replace guttering with the cost being \$7620.00 plus GST, the final quote was from AMS Building Maintenance to clean the gutters as shown by Mr Blaszczyk which amount to 14.5 units, clean and flush the gutters on downpipes to carports, replace rusted gutters units 39, 42 & 43, total of 14 metres and cut escape holes in the bottom of the downpipes, total amount of quote was \$1627.45 plus \$5.00 per escape hole in each downpipe. It was agreed that the work would be awarded to AMS Building Maintenance, the managers advised that he will advise the contractor who will order the guttering and arrange a time to visit the property. The managers will request that the contractor contact Mr D Browne while he is on site regarding the soak wells to the property as he was concerned that they may be full and may need to be dug out or an investigation made as to how the soak wells are. When the contractor is onsite he is to contact Mr Browne in this regard. Managers also advised the council that the contractor was taking a week off commencing Monday 18<sup>th</sup> September 2006 and will be back in work on the 25<sup>th</sup> September and a date will be arranged thereafter.

#### 7.3 Cats in Units 2 and 6

Managers advised that letters have been written to the resident of units 2 & 6 regarding the cats and to date no response has been received. Mr Browne advised that unit 6's cats seem to have disappeared but there was a cat at unit 7. Managers agreed that he would drop his card on the door of units 2 & 7 to seek a response from the residents regarding the cats at the property and once the responses are received, he will forward them to the council of owners for their consideration. Regarding unit 2, if the council decide that no adequate response is received then the matter will be taken to the State Administrative Tribunal.

#### 7.4 Doors to Plumbing Ducts

The first ten doors have been either replaced or repaired, and the invoice paid. It was agreed that the contractor Western Maintenance will contact Mr Browne to arrange the work for the next ten storeroom doors.

#### 7.5 Fence Between Car Parks and the New Development in Ivy Street

Managers advised that there had been no response from letters forwarded to the developer and this matter will be left until such time as the property is near completion.



#### 7.6 Enclosed Patio Unit 31

Mr Blaszczyk tabled a letter requesting enclosure of the balcony to unit 31. The request was for a glass tinted enclosure, this was discussed by the owners present and resolved that glass would not be acceptable and this item was not approved by the council. The second was a nylex screen with a zip or strap down, this matter was discussed and it was thought that the green colour would not match the existing surround of the property and it was advised that plastic enclosure were the type that were presently in place at the property and any future installation would have to be of plastic. It was pointed out that he could have problems with the Town of Vincent. The council were prepared to approve a plastic enclosure in a cream/beige colour this must come back to council for final approval.

#### 7.7 Insurance Renewal

Managers tabled the insurance bill from the insurers at the recommended insured amount of \$5,070,000.00 for buildings were accepted and it was agreed that this will be the insured amount for the property. Managers were requested to reinsure the property at the suggested figure of insurance.

#### 7.8 Concrete Repairs

Mr Smith advised that now that the weather has fined up quotes will be sought regarding the concrete repairs approved under last years budget.

#### 7.9 Servicing Hot Water Systems

Managers will write to all owners reminding them that it would be wise to have their units serviced on an annual basis to maintain their efficiency and prolong the life of the units.

#### 7.10 Damage to Light Pole in Pool Area

Managers were advised that the light still hasn't been repaired. The contractor was to get a new light fitting to replace the one that has been damaged by car impact. Managers will make contact with the contractor to ensure that the work takes place promptly. If there was any reason for delay, managers will advise the council accordingly.

#### 7.11 Cover Over Vehicle Gate Motor

While the contractors of AMS Building Maintenance are on site, managers will ask them to see Mr Browne or Mr Blaszczyk regarding quoting to place a cover over the gate motor, one that can be removed for servicing purposes.

### 8. REPORT FROM TREASURER:

Mr J Blaszczyk tabled his report which contained the following, pedestrian gate – Charles Street needs to be repaired, R & R Fencing had been requested to attend to this, Riley Shelley cleaned the gutters and downpipes as previously stated their invoice of \$1595.00 has been held pending the outcome of units 49 & 53 downpipes. Riley Shelley are to commence painting on the 25/09/06 as previously reported. Trees number 2, 3, 4, 5 & B will be pruned next year, and this amount could be \$4500.00 to \$5000.00. This amount will be factored in the budget for next year. The balance held by the strata

company as at the 31<sup>st</sup> August was \$55,246.56 and Mr Blaszczyk recommended that \$5000.00 be placed in a term deposit, when it matures. He also advised that this amount could be held and added to cater for the resurfacing of the carpark area over the next 12 – 18 months.

**9. GENERAL  
BUSINESS:**

**9.1 Roller Shutters to Unit 13**

Mr Tanasceva requested to install roller shutters and also briefly discussed the enclosing of his balcony. It was agreed that he would put a submission in writing to the council so that they could discuss both items at the next meeting. The standard regarding enclosing balconies must be in plastic, the colour beige/cream and the colour of the roller shutters was also to be cream to match the paint work. The council can make a decision when the submission is received.

**9.2 Water Intrusion to Unit 3**

During the course of the period between the last council meeting, it was reported that water had entered unit 3. Mr D Browne had checked unit 21, it would seem to be dry but there was evidence of water coming down from the unit above – unit 40. Unit 40 has just been sold, the managers will contact the new owners so that it can be known and find out where the source of the water is coming from. Once contact is made with the owner, she will be requested to contact Mr D Browne so that he can view the unit to see if there is any evidence of water. If required, a plumber can be called at the council discretion to investigate the matter and fix the source of the leak.

**9.3 Bicycle Racks**

Mr Blaszczyk enquired regarding a place to construct a bicycle rack. Council discussed this matter however came to the conclusion that a bicycle rack was not required at the property and may pose more problems than it can cure. People were advised that bicycles should be kept in their units.

**9.4 Installation of Air Conditioning Unit to Unit 10**

Mr Brown tabled a letter from the owner of unit 10 to install an air condition unit. This was discussed by the council, the unit will be a split system and was approved by the council. Managers will write to the owner of unit 10 giving permission with the usual terms and conditions.

**10. NEXT MEETING:** The next Council meeting will be on Monday 06/11/06 at 4:00pm.

**11. CLOSURE:** Mr Smith thanked those present for their attendance and input at the meeting. There being no further business the meeting closed at 5.20pm.

**CONFIRMED:** \_\_\_\_\_ **THIS** \_\_\_\_\_ **DAY OF** \_\_\_\_\_ **2006**

30<sup>th</sup> November 2006



The Council of Owners  
"The Mews"  
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 6<sup>th</sup> November 2006
- TIME:** 3.45 pm
- LOCATION:** Unit 47, 147-159 Charles Street, West Perth
- AGENDA:**
1. Record Attendance
  2. Proxies
  3. Apologies for absence
  4. Quorum
  5. Confirmation of Minutes of Meeting 11<sup>th</sup> September 2006.
  6. Business Arising from Council Meeting 11<sup>th</sup> September 2006.
  7. Report from Treasurer.
  8. Acceptance of Budget for 2006/2007 and Financial Report to 30/9/06
  8. General Business
  9. Next Meeting
  10. 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 "Jim Smith".

JIM SMITH  
STRATA COMPANY MANAGER  
For The Owners of Strata Plan 5629

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LICENSED REAL ESTATE AGENTS • PROPERTY MANAGERS • STRATA MANAGERS • MEMBER R.E.I.W.A.

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 - P.O. Box 221, Como, W.A. 6952  
Licensee: H.U.M. Pty Ltd as Trustee for H.U.M. Unit Trust trading as Quin Ballard ACN 009 057 103 ABN 85 869 125 509  
Fax: (08) 9474 1302 Phone (08) 9474 1533 E-mail: quibal@quinballard.com.au Website: [www.quinballard.com.au](http://www.quinballard.com.au)

**MINUTES OF A MEETING OF THE COUNCIL OF OWNERS OF THE MEWS, 147 -159 CHARLES STREET WEST PERTH STRATA PLAN 5629, HELD AT UNIT 47/147-159 CHARLES STREET WEST PERTH ON MONDAY 6<sup>th</sup> NOVEMBER 2006, COMMENCING AT 4.05PM.**

**1. RECORD**

<b>ATTENDANCE:</b>	Mr D Browne	Units 3, 10 & 47
	Mr A Macdonald	Unit 20
	Mr P Smith	Unit 23
	Mr J Blaszczyk	Unit 31
	Mr J Smith representing	Quin Ballard

**2. PROXIES:** Nil

**3. APOLOGIES**

<b>FOR ABSENCE:</b>	Mr A Smith	Unit 9
	Mr S Tanasceva	Unit 13
	Mr S Saunders	Unit 48

**4. QUORUM:** A quorum was present.

**5. CONFIRMATION OF MINUTES:**

It was **RESOLVED** that the minutes of the council of owners meeting held on the 11/09/06 be received and accepted as a true and correct record.

**6. BUSINESS ARISING:**

**6.1 Installation of Foxtel at the Complex**

The meeting advised that a letter had arrived from Foxtel to residents of the property and Foxtel would follow through with any installations that are required.

**6.2 General Maintenance**

Mr Blaszczyk advised that all painting has been done and they are expecting the invoice from the contractors Riley Shelley. When the invoice is to hand it is to be forwarded to the Treasurer for confirmation of payment.

**6.3 Pets Units 2 & 6**

It was advised that a cat had been seen at unit 2 and also a cat in unit 6. It is advised that if possible a photo could be taken of the cat at both of these units, it would certainly help the case to have some hard evidence if the matter progresses to the State Administrative Tribunal. Managers advised that a breech had been issued against the residents of unit 6 by the property managers Mc Mahon Real Estate for their cats.

Application to the State Administrative Tribunal can be forwarded to the council of owners to be completed and filed with the authority.

#### 6.4 Patio Unit 31

It was advised that the patio enclosure for unit 31 had been completed in clear plastic and the finished product was a great success. It was further resolved that for future requests for enclosed patios, owners will be advised to follow the patio type as per unit 31.

#### 6.5 Concrete Repairs

Mr P Smith advised that contractors will be requested to quote on the repairs in the near future and the matter can resolved at that time.

#### 6.6 Servicing of Hot Water Systems

Managing agents will write to all owners reminding them that it is wise to have their units serviced on a annual basis to maintain their efficiency and pro long the life of the units.

#### 6.7 Light Near the Pool Area

The light near the pool area was knocked over by a contractor removing a car from the property. A quote has been received from Western Maintenance to install a new light and this quote will be forwarded to the insurers for confirmation and approval for the light to be installed.

#### 6.8 Cover Over Vehicle Gate Motor

It was agreed that this matter would be left in abeyance for the time being. When a contractor is onsite that may be able to weld a bracket over the motor, managers will request that they quote for while visiting this property which can then be forwarded to the council.

#### 6.9 Water Intrusion Unit 4

In the last minutes it was noted the water intrusion to it 3 and it should have been unit 4. It was reported that this matter seemed to have resolved itself by now and no further action is required.

#### 6.10 Stage Two of Painting

The quote of \$6336.00 was tabled from Riley Shelley to complete the second phase of the painting as has been discussed with Mr Browne and Mr Blaszczyk. It was agreed that the quote will be accepted and the contractors will be called early in the new year to complete the second phase of the painting.

## 7. REPORT FROM TREASURER:

Mr Blaszczyk tabled his written report that contained the following information, that Riley Shelley had completed the work to the down pipes, they had called back and corrected the two remaining down pipes and a tax invoice of \$1595.00 with GST has been approved for payment. It was also reported that Riley Shelley had completed the first section of



the painting and the invoice for \$3990.00 represented would be approved by the treasurer for payment. Riley Shelley had also quoted to do the second step of the painting, the cost being \$6336.00 and it was approved by the council and the painting will take place early in the new year. AMS Building Maintenance had attended to clean the gutters and downpipes to all of the property and the carports and also replace two sections of gutter, the amount being \$1627.45. Riverside Tree Service had quoted \$785.00 to remove two trees numbers 4 & 5, this amount was approved by the council and the work is to be undertaken as soon as possible. Mr Blaszczyk also advised that he and Mr D Browne had attended to trimming back trees on the fence line close to unit 9. He also advised that the next year, October & November 2007, the asphalt in the parking area driveway needs to be re-laid to both the residents and visitors parking area. The estimated cost is \$38,000.00 and that the lines would need to be painted again and the kerb need the numbers renewed, provisional cost of \$6,000.00 for this work. He also advised that the term deposit was being renewed for a further 12 months, the amount being \$44,082.95, this matures in October 2007 the rate being 6.1% along with the balance held in the trust being \$9,715.11, total funds available to the strata company being \$53,799.06. The report as tabled was accepted by the meeting and thanked Mr Blaszczyk for his efforts in this regard.

**8. ACCEPTANCE OF  
BUDGET 2006/2007  
& FINANCIAL**

**REPORT TO 30/09/06:** Mr Smith presented to the council of owners the statement of income and expenditure to the 30<sup>th</sup> September 2006 and the proposed budget for 2006/2007 and he accepted changes to the income and expenditure statement to the 30<sup>th</sup> June 2006 where that the interest on the term deposit should be added in to the income section so people can that interest has been earned and this can be taken out in the expenses column to make the trust account balance. Mr Smith will attend to this change. Regarding the budget, the following changes were tabled by Mr Blaszczyk the treasurer, provision for attendance to council meetings from \$800.00 to \$500.00 garden rubbish collection to be cancelled. Tree management \$6,000.00 reduced to \$5,000.00, provision for the concrete repairs increased from \$1,000.00 to \$3,000.00. The following changes to the budget were agreed to by the council and the provision for council meetings from \$800.00 to \$500.00, tree management \$6,000.00 to \$5,000.00, provision for painting \$10,400.00, and provision for future concrete repairs from \$1,000.00 to \$3,000.00, general repairs and maintenance \$3,212.00, the deletion of the funds for future maintenance \$7,666.00. The table will be \$58,776.00 which will be similar to last year and would not change.



## 9. GENERAL BUSINESS:

### 9.1 Discussion Regarding the Pool for the Annual General Meeting

It was noted that on the agenda for the Annual General Meeting a discussion point to be held regarding the pool and if the pool was to be kept or should it be filled in and dispensed with. It will be placed on the agenda and it will be a discussion point to seek the comments of all the owners and if there was some desire to remove the pool, this could be placed on the agenda for next years Annual General Meeting as a motion that the council will put to all the owners.

### 9.2 Installation of Hot Water Unit to Unit 27

The council advised that unit 27 had installed a new hot water system however the plumbing contractor had placed a flue inside the asbestos casing in the duct. This flue goes up to the roof and comes out on the roof as a silver coloured flue which will have to be painted to match the existing vent pipes on the roof. Managers will advise the property manager of this unit to attend to the painting of the flue.

### 9.3 Damage to the Door Unit 20

The owner of unit 20 advised that on the 31<sup>st</sup> October the security door and the wood door to the unit had been damaged by persons unknown. The police were called and the police report has been provided to the strata managers for insurance purposes. Mr MacDonald is to do some internal work over the next 3 – 4 weeks and during that time managers will arrange for a contractor to replace the screen door and also to replace or repair the wooden door as appropriate and these amounts can be claimed under insurance for the strata company insurers.

### 9.4 Time Spent Administering Animals the Property

The council highlighted the fact that considerable time has been spent over the past months regarding animals at the property namely cats. The council is of the opinion that this matter should be taken to the State Administrative Tribunal to resolve the issue once and for all, as the people with cats show little respect of the property. Managers will forward an application to the State Administrative Tribunal to the council of owners to fill out and lodge with the authority to resolve the matter.

### 9.5 Door Unit 16

Mr Browne advised that a section of the frame, and the door and also a security screen over the kitchen window has been damaged. It appears that the tenants may have damaged the property getting access to the unit. Managers will contact the managing agents of the unit to have them discuss with the tenants as to what happened and what caused the damage. Managers will also take photos of the frame and security screen for future reference if needed.

### 9.6 Flue for Unit 24 Above Unit 42 and Pipes in the Wall to Unit 44

Managers will take photos of the flue above unit 42 which belongs to 24 and also the pipe which goes through the wall at unit 44. Contact will be

made with the property managers of both units to advise that a flue above unit 42 has to be painted to match other pipes at the property and regarding the pipe at unit 44 that the two pipes protruding through the exterior wall will either be painted to match the wall and also the damage to the brick work will need to be repaired prior to painting. These costs will be at the owners expense.

**10. NEXT MEETING:** The next meeting will be the Annual General Meeting and it has been set for the 18<sup>th</sup> December 2006 at 4.00pm at the office of Quin Ballard.

**11. CLOSURE:** There being no further business the meeting closed at 5.10pm.

**CONFIRMED:** \_\_\_\_\_ **THIS** \_\_\_\_\_ **DAY OF** \_\_\_\_\_ **200**\_\_\_\_\_



27<sup>th</sup> November 2006

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 Charles Street, West Perth, Strata Plan 5629 will be held:-

**DATE:** Monday 18<sup>th</sup> December 2006  
**TIME:** 4.00pm  
**LOCATION:** At the office of Quin Ballard, 175 Labouchere Road, Como (Corner Labouchere Road & Preston Street, upstairs on 1st Floor)  
**AGENDA:** As per attached page.

If you cannot attend, please complete the attached Proxy Form and return it as soon as possible. It is important to have the proxy as without your support, we may not be able to hold this meeting. Furthermore, your levy contribution must be paid to entitle you to vote. (Strata Titles Act 1985, Schedule 1, By-Law 14-6).

Please note that if your unit (lot) is in joint names, only one person can vote, when voting 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. The person entitled to vote may be one of the co-proprietors or any other person as nominated on the form of proxy.

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 general enquiries about the annual accounts, please contact the undersigned at least **72 HOURS** before the meeting so that an appropriate response can be prepared.

Yours faithfully

A handwritten signature in black ink, appearing to read "Jim Smith".

JIM SMITH  
STRATA COMPANY MANAGER  
For the Owners of Strata Plan 5629

**STRATA PLAN 5629**

**ANNUAL GENERAL MEETING OF THE OWNERS OF  
THE MEWS, 147 – 159 CHARLES STREET, WEST PERTH**

**18/12/06**

**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 28/11/05
8. Business Arising - AGM 28/11/05
9. Report from Manager
10. Financial Report
11. Election of Council of Owners
12. Re-appointment of Managers
  - Refer attached proposal from Quin Ballard
13. Insurance Covers - Refer attached Item 13
14. Special Business - See Annexure "A" for details
  - 14.1 Discussion Regarding the Pool and its' Use to the Property
15. General Business
16. Budget/Levy (Periodic Contributions)
17. Next Meeting
18. Closure

## ITEM 9

### STRATA MANAGERS REPORT THE MEWS 147 – 159 CHARLES STREET, WEST PERTH 18/12/06

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#### 1. Strata Titles Act 1985

The Strata Titles Act 1985 continues to govern the property.

#### 2. Council of Owners

The strata council met on a number of occasions during the year to deal with various items of property and ground maintenance. Managers extend their thanks on behalf of all owners to the council members who gave of their time. All councillors had input during the year.

#### 3. The Past Year

During the past year, the following matters were addressed:

- The tree plan was implemented
- Some painting of common areas was undertaken
- The reserve fund was increased
- Foxtel will be connected to the complex
- Some of the latch doors were repaired/replaced
- Security gates are checked on a regular basis
- Some guttering was replaced

#### Gutters and downpipes

By way of reminder, 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.

#### 4. E-mail Communications

With the growth of e-mail we find that increasingly owners use this as their main form of communication. Mail can now be forwarded direct and the new address for your strata manager Jim Smith is [jim@quinballard.com.au](mailto:jim@quinballard.com.au).

By way of courtesy we advise that all correspondence including email is dealt with in order of receipt, unless the matter is a genuine emergency. We confirm that your business is important to us and your correspondence will be attended to as promptly as possible

#### 5. Prearranged Appointments to Strata Management Office

In order to avoid disappointment or delays if you wish to visit our office to see your strata manager, we request owners prearrange the visit and make an appointment.

Many strata meetings are now being held during the day and strata managers are often out of the office at meetings or property visits.

#### 6. The Year Ahead

Managers are pleased to inform owners that as part of our overall management service we independently visited and viewed the common property sometime before the AGM.

Managers congratulate owners on the overall presentation of 147 – 159 Charles Street, West Perth.

The preservation and enhancement of your capital investment does not happen by chance and results from a combination of care and good management by the strata council together with the support and sensible financial contribution by owners.

Managers wish all owners well for the year ahead.



**STRATA PLAN 5629  
OWNERS OF 'THE MEWS'  
147-159 CHARLES STREET, WEST PERTH**

**STATEMENT OF INCOME & EXPENDITURE – 01/10/05 – 30/09/06**

<b>INCOME</b>			
Maintenance Levies to 30/09/06			45,898.51
GST In			5,410.45
Interest earned on Investment			755.78
Insurance Recoup			1,122.99
Insurance - Refund Premium			242.19
<b>TOTAL INCOME</b>			<b>\$53,429.92</b>
<b>EXPENDITURE</b>			
<b>GENERAL ADMINISTRATION</b>			
Management Fees	5,018.28		
Postage and petties	840.00		
AGM Fee	460.85		
Council Meeting Fee	320.55		
Council Members Reimbursement	90.00		
Funds to Investment Account	12,873.47		
GST – out	1,757.18		
BAS Payment	3,211.00		
Income Tax Paid	13.10		
PAYG – Income Tax	271.00		
Stationery	15.00	\$24,870.43	
<b>GROUNDS MAINTENANCE</b>			
Gardens	3,636.00		
Garden Supplies – fertilizer/chemicals	82.98		
Garden rubbish bag	536.97		
Lawns	2,695.90		
Reticulation Repairs/Replacement	127.48		
Reticulation Supplies – parts	89.47		
Tree Lopping	5,330.00	\$12,498.80	
<b>REPAIRS AND MAINTENANCE</b>			
Building	1,578.00		
Cleaning Common Areas	1,552.50		
Door – general	1,181.00		
Driveway	375.00		
Electrical	82.50		
Gates - Security	531.00		
Glass	450.00		
Globes & Tubes	152.63		
Hardware	27.41		
Plumbing	467.27		
Roof	450.00		
Signs	110.00		
Swimming Pool - equipment	54.50		
- maintenance contract	2,749.50		
- maintenance/repairs	988.68		
- pump repairs	92.40		
- supplies - chemicals	482.76	\$11,325.15	
<b>ELECTRICITY - common areas</b>	<b>2,274.93</b>	<b>\$2,274.93</b>	
<b>WATER CONSUMPTION</b>	<b>3,140.15</b>	<b>\$3,140.15</b>	
<b>TOTAL EXPENDITURE FOR THE PERIOD</b>		<b>\$54,109.46</b>	<b>\$54,109.46</b>
<b>EXCESS OF EXPENDITURE OVER INCOME</b>			<b>DR\$679.54</b>
<b>PLUS PRE-PAID LEVIES TO 31/12/06</b>			<b>\$8,204.70</b>
<b>PLUS BALANCE AS AT 30/09/05</b>			<b>\$16,259.35</b>
Funds to Investment Account (Interest)			DR\$755.78
<b>BALANCE OF TRUST A/C AT 30/09/06</b>			<b>\$23,028.73</b>
Levies in arrears at 30/09/06 – U30, 32 & 33)	\$805.02		

INVESTMENT ACCOUNT DETAILS – Westpac Bank – Term Deposit - \$36586.85



The Owners of The News  
 Strata Plan 5629  
 147-149 Charles Street  
 M A N A G I N G   A G E N T   C O P Y

Quin Ballard  
 Cnr Labouchere Rd & Preston St  
 COMO WA 6152  
 ABN 85869125509

strata 147CHARLES  
 BN 23678875633

Financial Statement 01/10/06 to 31/10/06

QUIN BALLARD TRUST ACCOUNT		Licensee H U M PTY LTD		Ph. 9474 1533	28/11/06
SUMMARY FOR PERIOD 03/10/06 - 31/10/06		DEBIT	CREDIT	SUBTOTAL	BALANCE
BALANCE BROUGHT FORWARD			23028.73		23028.73
INCOME	100 CONTRIBUTIONS INCOME				
	191 Strata Levy		4683.70	4683.70	CR
				4683.70	CR
EXPENSE	200 GENERAL ADMINISTRATION				
	218 Council member - reimb phone etc	10.00			
	225 Funds to investment account	7000.00			
	230 Insurance premiums	5126.39			
	232 Insurance - stamp duty	486.24		12622.63	DR
300 CONTRACTED SERVICES					
	342 Garden maintenance	31.95			
	354 Gutter and downpipe repairs	2929.50			
	388 Plumbing	200.00			
	391 Pool repairs/maintenance	98.50			
	407 Rubbish removal	30.00			
	414 Security - keys/cards/controllers	189.13		3479.08	DR
430 CLEANING & MAINTENANCE CONSUMABLES					
	433 Garden equipment - tools	58.40		58.40	DR
460 FIXED FEES					
	470 Management fees - base	418.19			
	472 Postage, petty & storage of records	70.00		488.19	DR
630 GST & PAYG					
	631 GST - in		468.38		
	632 GST - out	874.40			
	633 BAS - payment	943.00		1349.02	DR
				17997.32	DR

The Owners of The News  
 Strata Plan 5629  
 147-149 Charles Street  
 M A N A G I N G A G E N T C O P Y

Quin Ballard  
 Cnr Labouchere Rd & Preston St  
 COMO WA 6152  
 ABN 85869125509

ata 147CHARLES  
 23678875633

Financial Statement 011006 to 301106

F:1

M BALLARD TRUST ACCOUNT		Licensee H U M PTY LTD	Ph. 9474 1533	28/11/06	
DATE FOR PERIOD	03/10/06 - 31/10/06	DEBIT	CREDIT	SUBTOTAL	BALANCE
ANCE HELD IN ACCOUNT				9715.11 CR	
D EXTERNALLY - Westpac Bank				44083.95 CR	
ATA COMPANY BALANCE					53799.06



**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**

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Our proposal is for us to continue to act as Strata Managers from the date of the Annual General Meeting until the date of the following Annual General Meeting.

We request that the Strata Company gives an expressed direction to the Strata Council to re-appoint us for that period or in the absence of an elected Council, that the proprietors in general meeting re-appoint us for that period.

As agent managers of your Strata Company our role is to provide a financial, accounting and secretarial management service, and to assist the elected Council to carry out its decisions. Our regular management service is designed to assist the Strata Council to abide by the statutory obligations of the Strata Company in line with the Strata Titles Act 1985. During our term of re-appointment we shall perform all Regular Services and in addition when directed by the Strata Company or Council, perform Special Services as instructed.

**REGULAR SERVICES INCLUDE:**

Assisting Council to effect routine property maintenance and repairs, payment of accounts, keeping record of accounts, invoicing and collection of periodic contributions (levies), arranging insurance covers, preparing an annual statement of receipts and payments, attendance to correspondence and instructing a registered taxation agent in relation to lodgement of Income Tax Returns (Tax agent fee is an additional fee). Preparing and issuing notices of the Annual General Meeting and attending and preparing and distributing minutes of that meeting. (Additional fees apply - refer note under Management Fees). Under Section 43 (1) of the Act, preparing and issuing certificates, furnishing information and supervising inspections of records (applicable costs are to be payable to Managers by the initiating party).

**SPECIAL SERVICES INCLUDE:**

Preparing and issuing notices of Extraordinary General Meetings and Council Meetings and attending, and preparing and distributing minutes of those meetings, attending at the property for any purpose which is not a Regular Service, arranging non-routine maintenance, repair and replacement of the Common Property and liaising with consultants and builders. Preparing and serving notices levying Special Contributions and collecting and banking Special Contributions, Lodgement of documentation at the Titles Office relative to changes to by-laws. Documents relative to amendment, repeal or addition to existing by-laws should be prepared by a legal practitioner on instructions from the Strata Council. Instructing and attending conferences with lawyers; this includes legal actions on instruction from Council, relative to outstanding contributions; 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.

## 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 \$5940.00 plus postage, petties and storage of records \$924.00. Total \$6864.00 payable \$572.00 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.



**RESOLUTION SOUGHT**

# "The Strata Company resolves that the Council be directed to re-appoint Quin Ballard as Strata Company Agent Managers from 18/12/06 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 18/12/06 to the date of the next Annual General Meeting in accordance with their proposal as attached to the Notice of Meeting".

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**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 ACN 009 057 103 ABN 85 869 125 509  
Fax: (08) 9474 1302 Phone (08) 9474 1533 E-mail: quibal@quinballard.com.au Website: [www.quinballard.com.au](http://www.quinballard.com.au)



**STRATA PLAN 5629**  
**THE MEWS, 147 – 159 CHARLES STREET, WEST PERTH**

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**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: 01/10/06 to 01/10/07. Policy No: 860638  
Insured: Owners of Strata Plan 5629

Levels of Cover

Building	\$5,070,000.00
Common area contents	\$21,000.00
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 \$5,070,000.00 was adopted. The previous level of cover was \$4,160,000.00.

Motions On Notice

- (1) The strata manager is directed to renew the policy when it falls due -
  - (a) At the current level of building sum insured
  - (b) At the level of building sum insured to a figure as determined at this meeting.

**OR**

- (2) 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.

FINANCIAL SERVICES REFORM ACT (FSRA)

The provisions of the FSRA disallow Quin Ballard to give personal advice relative to insurance covers; only general advice can be given by us.

This means that independent professional advice where applicable should be obtained by the strata company in respect of insurance matters.

- Quin Ballard can
- (i) Provide the Financial Services Guide and Product Disclosure Statement
  - (ii) Only give factual information
  - (iii) Only give general advice
- Quin Ballard cannot
- (i) Recommend an insurance company
  - (ii) Provide advice on level of Building Replacement Cover



**OWNERS OF THE MEWS  
STRATA PLAN 5629  
147 – 159 CHARLES STREET, WEST PERTH**

**ANNUAL GENERAL MEETING 18/12/06**

**AGENDA ITEM NO. 14 ANNEXURE "A" SPECIAL BUSINESS**

14.1

Discussion Regarding the Pool and its' Use to the Property

The council of owners wish to place this item on the agenda. The discussions will gather facts regarding the cost to maintain the pool, the time taken to manage the pool. Depending on the outcome of the discussion a motion to close the pool may be placed on the agenda at the next general meeting.

**OWNERS OF "THE MEWS"**  
**147 - 159 CHARLES STREET, WEST PERTH**  
**PROPOSED BUDGET - 2006/2007**

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Management fees	5,400.00
Postage, petties and storage of records	840.00
Annual General Meeting Fee	473.00
Provision for attendance @ Council Meeting	500.00
GST on all management fees	721.00
Provision for income tax on investment	400.00
Insurance premiums (inc. Workers Compensation)	5,500.00
Common lighting and power	2,500.00
Caretaker Contract	14,000.00
Pool - chemical and supplies / maintenance	1,000.00
Lawns and Gardens	2,500.00
Water Consumption	3,300.00
Tree Management	5,000.00
Provision for Painting	10,400.00
Provisions for future possible Concrete cancer repairs	3,000.00
General repairs and maintenance	3,242.00

**TOTAL (Inclusive of GST where applicable)**

\$58,776.00

\$58,766.00 = \$316.00 per unit entitlement per annum (186 total unit entitlement) quarterly in advance to commence from 01/01/07.

24 units @ UE 4 = \$316.00 per quarter

30 units @ UE 3 = \$237.00 per quarter

**Notes:**

1. This budget includes provision for GST where applicable and it is recommended by the Council in the interest of prudent management

**THE MEWS  
STRATA PLAN 5629  
147 - 159 CHARLES STREET, WEST PERTH**

**NOMINATION FOR ELECTION TO COUNCIL**

1. I wish to nominate myself for election to the Council of Owners at the forthcoming Annual General Meeting of Strata Plan 5629.

NAME (PRINT): \_\_\_\_\_

UNIT NO: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

- \* Where a company is the nominee, the person authorised by the company to act on its behalf on council is.....

DATE: \_\_\_\_\_

2. I wish to nominate the following party for election to the Council of Owners at the forthcoming Annual General Meeting of Strata Plan 5629.

NAME OF NOMINEE: (PRINT) \_\_\_\_\_

UNIT NO: \_\_\_\_\_

I ACCEPT NOMINATION: \_\_\_\_\_

(Signature of Nominee)

- \* Where a company is the nominee, the person authorised by the company to act on its behalf on council is.....

NAME OF NOMINATOR (PRINT) \_\_\_\_\_

UNIT NO: \_\_\_\_\_

DATE: \_\_\_\_\_

**NOTE: \***

Where a Company is the lot proprietor then in accordance with Section 45 of the Strata Titles Act 1985, the Company is eligible to be a member of the Council. The Company may then authorise an individual to act on its behalf on Council and may later revoke that authority. Nomination by the Company for its election to Council together with advice of details of the authorised individual should be completed by the signing/sealing procedures of the Company as may be appropriate.

- # Please forward completed nomination forms to Managers prior to the meeting date.

**NOTE: If unable to attend meeting please return completed proxy to fax No. 9474 1302  
or post to Quin Ballard, PO Box 221, Como WA 6952**

**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 Monday 18<sup>th</sup> December 2006 or any adjournment thereof.

Where the nominated proxy has a financial interest in a management contract or arrangement with the Strata Company I/We expressly authorise the proxy to vote on the motion under notice relative to that appointment and I/We specify herewith that the proxy is to vote for that motion.

**SIGNATURES OF ALL CO-PROPRIETORS:** \_\_\_\_\_

**SIGNATURE OF PROXY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

In the case of a Company:

The Common Seal of:

was hereunto affixed by  
order of the Board in  
the presence of:

**NOTE**

1. Only one co-proprietor of a unit (lot) can vote at a general meeting on a show of hands provided a form of proxy has been completed and signed by all co-proprietors nominating the party entitled to vote.
2. A Company may appoint a nominee as its Proxy and the Form of Proxy should, where applicable, have the company seal affixed.
3. A Proxy need not be a member of the Strata Company. The Strata Manager, the Chairman or any other person may act as proxy.

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF 147  
- 159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD AT THE  
OFFICE OF QUIN BALLARD, 175 LABOUCHERE ROAD, COMO, ON  
MONDAY 18<sup>TH</sup> DECEMBER 2006 COMMENCING AT 4.15PM.**

**1. WELCOME:** Mr Jim Smith 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:**

Ms K Silverstone	Unit 2
Mr D Browne	Units 3 & 47
Mrs N Bertolucci	Unit 8
Mr A McDonald	Unit 20
Ms J Armstrong	Unit 40
Mr S Saunders	Unit 48

**3. PROXIES:**

Ms A Fraser	Unit 1
To Quin Ballard	
Mr D T G & E Browne	Unit 3
To Mr D Browne	
Mr J Daebritz	Unit 6
To Quin Ballard	
Mrs C Chapman	Unit 7
To Quin Ballard	
Mr J Bertolucci	Unit 8
To Mrs M Bertolucci	
Mr J Sloan	Unit 11
To Quin Ballard	
Mr S & Mrs K Tanavesca	Unit 13
To Mr S Saunders	
Mr M Quin & Mrs K Ballard	Unit 14
To Quin Ballard	
Mrs S Beale	Unit 16
To Quin Ballard	
Mr R Holland	Units 17, 19 & 28
To Mr P Smith	
Mr M Willis	Unit 27
To Quin Ballard	
Mr J Blaszczyk	Unit 31
To Mr D Browne	

Mr T Carvolth	Unit 33
To Quin Ballard	
Ms N Browne	Unit 37
To Mr D Browne	
Ms E Foston	Unit 42
To Quin Ballard	
Ms H Spence	Unit 43
To Quin Ballard	
Mr D Gilbert	Unit 46
To Mr D Browne	
MR D & Mrs T Browne	Unit 47
To Mr D Browne	
Mr K Von Knoll	Unit 50
TO Quin Ballard	
Mrs Y M Ip	Unit 53
To Quin Ballard	

**4. APOLOGIES  
FOR ABSENCE:**

Mr A Smith	Unit 9
Mr S & Mrs K Tanasceva	Unit 13
MR P & Mrs J Smith	Unit 23
Mr J Blaszczyk	Unit 31
Ms N Browne	Unit 37

**5. QUORUM:**

A quorum was present.

**6. CHAIRPERSON:**

It was unanimously **RESOLVED** that Mr J Smith 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 28/11/05 be received and accepted as a true and correct record and were signed by the Chairperson.

**8. BUSINESS  
ARISING:**

8.1 Doors to Plumbing Ducts

A contractor was working through the plumbing duct doors to insure they can be locked and work effectively. This is being done on a progressive basis and will continue during this year.

**9. REPORT FROM**



**10. FINANCIAL  
REPORT:**

It was **RESOLVED** that the financial report for the period ending 30/09/06 be received and adopted as a true and correct record. A supplementary report up to the 30<sup>th</sup> November 2006 was enclosed with the notice of meeting, moved Mr A McDonald, seconded Mr S Saunders, carried.

**11. ELECTION OF  
COUNCIL OF  
OWNERS:**

Mr Smith 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.

Ms K Silverstone	Unit 2
Mr S Tanasceva	Unit 13
Mr A McDonald	Unit 20
Mr J Blaszczyk	Unit 31
Mr D Browne	Unit 47
Mr S Saunders	Unit 48

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 18/12/06 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 \$5520.00 (\$460.01 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 \$77.00 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.

**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 1/10/07.

Levels of Cover:

Building	\$5,070,000.00
Common Area Contents	\$21,000.00
Legal Liability	\$10,000,000.00
Office Bearers Liability	\$2,000,000.00
Workers Compensation	As Per Act
Excess on Building	\$50.00 per claim

It was RESOLVED that the building would be insured at the suggested figure from the insurers when the renewal notice is received. When the notice is received it will be forwarded to the council of owners and they can reaffirm that the suggested cover will be the amount that the property is insured for.

**14. SPECIAL  
BUSINESS:**

14.1 Discussion Regarding the Pool and its Use to the Property

The council of owners have requested that this item be placed on the agenda so they can gauge the worthiness and if the owners did want the pool at the property or not. Mrs Bertolucci opened discussion and advised that in her opinion and the opinion of her son that the pool should stay. Ms J Armstrong reiterated these remarks. Mr D Brown reported that the pool was presently losing water and there is a chance that there was a leak somewhere in the pool surface under the water. He also reported that residents of other properties near by use the pool after hours and to stop this a higher fence or some sort of card/code system should be placed on the pool gate lock. Mr A McDonald reported that he knows of a contractor who can check the pool for any leaks to the pool surface and he will advise the name and contact details of the contractor to the managing agents and also to Mr Browne. Mr Browne also reported that there was a graffiti attack on the pool recently and the paving surrounds had been sprayed by persons unknown. He has removed most of the

graffiti but has taken time which could have been better employed in other areas of the property. The following motion was tabled Mr Browne, the council of owners had authorised to obtain quotes to repair the pool and also obtain quotes to install either a higher fencing or some sort of card access or code access to the gate of the pool. If the cost of such items exceeds the councils authority, then under the councils authority, the managers can write out to the owners under section 47 (3) of the Strata Titles Act 1985 to extend the funds to either repair the pool and change the access to the pool area or increase the gate size. Seconded Mr A McDonald, carried unanimously by those present. It was overall thought that it was best to have secure pool rather than removing it from the property.

**15. GENERAL  
BUSINESS:**

**15.1 Access to Plumbing Ducts**

Ms J Armstrong enquired regarding the grate on the door of the plumbing duct outside their unit. The grate is loose and sometimes falls out onto the path. As previously advised in the minuted this matter was discussed under business arising from last years minutes and the contractor is currently progressively working through all the plumbing duct doors to make sure that they are secure, the lock does work so the doors aren't left open. He will check the grate on all the doors and make sure they are secure as well.

**15.2 Recycling of Recyclable Items**

Ms J Armstrong enquired if there was a chance of getting recycling bins at the complex. Mr Browne addressed the meeting and that this had been done in the past however there had been problems with residents not attending to the recycling components and just placing rubbish in the recycling bins which cases an enormous amount of work. This has been trialled twice at the complex, both times the City of Stirling had refused to take the recycling bins as they were full of rubbish rather than recycling items, for that reason it has not been reintroduced at the property.

**16. BUDGET/LEVY:**

After discussion, it was **RESOLVED** that the proposed Budget of \$58,776.00 for the period 2006/2007, be received and adopted and that the levy as per unit entitlement be adopted, payable quarterly in advance commencing from 01/01/07.

**17. NEXT MEETING:**

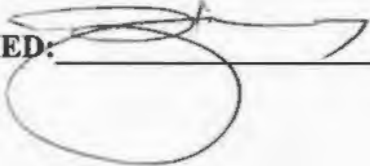
The next Council meeting is to be held on the 19<sup>th</sup> February 2007, commencing at 3.45 pm, the venue to be advised.

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<sup>th</sup> September 2007.

**18. CLOSURE:**

Mr Smith thanked those present for their attendance and input at the meeting. There being no further business the meeting closed at 5.05pm.

CONFIRMED:  THIS 17<sup>th</sup> DAY OF Dec 2007

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF 147  
- 159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD AT THE  
OFFICE OF JONES BALLARD PROPERTY GROUP, 25 PRESTON STREET,  
COMO, ON MONDAY 17<sup>TH</sup> DECEMBER 2007 COMMENCING AT 5.30 PM.**

**1. WELCOME:**

Mr Peter Munday Manager Strata Division Jones Ballard welcomed all persons present and introduced Mrs Rhonda Dunn, Strata Manager of the property. Mr Munday 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:**

Ms K Silverstone	Unit 2
Mr D Browne	Units 3 & 47
Mr B Stanley	Unit 4
Mrs J Bertolucci - representing	Unit 8
Mr S Tanascev	Unit 13
Mr R Holland	Units 17, 19 & 28
Mr P Ruffell	Unit 20
Mr S Allam	Units 21, 29, 34 & 51
Mr M Caplin	Unit 30
Mr J Blaszczyk	Unit 31
Mr S Saunders	Unit 48

**3. PROXIES:**

Ms A Fraser	Unit 1
To Jones Ballard	
Messrs DA, T, GJ & EA Browne	Unit 3
To Mr D Browne	
Mr B & Mrs J Stanley	Unit 4
To Mr B Stanley	
Mr J Daebritz	Unit 6
To Jones Ballard	
Mrs C Chapman	Unit 7
To Jones Ballard	
Mr J Bertolucci	Unit 8
To Mrs J Bertolucci	
Mr A Smith	Unit 9
To Mr J Blaszczyk	
Mr J Sloan	Unit 11
To Jones Ballard	
Mr S & Mrs K Tanascev	Unit 13
To Mr S Tanascev	

Mr M Quin & Mrs K Ballard	Unit 14
To Jones Ballard	
Ms S Beale	Unit 16
To Jones Ballard	
Mr P & Mrs J Smith	Unit 23
To Mr J Blaszczyk	
Dr M Willis	Unit 27
To Jones Ballard	
Ms C Thomson	Unit 32
To Jones Ballard	
Ms N Browne	Unit 37
To Mr D Browne	
Mrs C Ryan	Unit 38
To Mr D Browne	
Ms E Foston	Unit 42
To Jones Ballard	
Ms G Dragone	Unit 43
To Jones Ballard	
Mrs D Gilbert	Unit 46
To Jones Ballard	
Mr D & Mrs T Browne	Unit 47
To Mr D Browne	
Ms Y M Ip	Unit 53
To Jones Ballard	
Mr J Jurkov	Unit 54
To Jones Ballard	

**4. APOLOGIES  
FOR ABSENCE:**

Nil

**5. QUORUM:**

A quorum was present.

**6. CHAIRPERSON:**

It was unanimously **RESOLVED** that Mr P Munday be appointed to the Chair for the duration of the meeting.

**7. CONFIRMATION  
OF MINUTES:**

It was **RESOLVED** that the Minutes of the Annual General Meeting held on 18/12/06 be received and accepted as a true and correct record and were signed by the Chairperson.

**8. BUSINESS  
ARISING:**

Nil



**9. REPORT FROM  
MANAGER:**

The strata managers report included in the Notice of Meeting was accepted.

**10. FINANCIAL  
REPORT:**

The Chairman referred to the financial report as included with the notice of meeting. He reported that some enquiries were previously made by Mr Blaszczyk regarding management fees and an explanation had been given. No other enquiries were received. Mr J Blaszczyk brought to the attention of the meeting that to the end of September 2007 there were only 11 months management fees/postage & petties included in the financial statement. The Chairman explained that this was due to the fact that the strata company had insufficient funds in the general trust account at the end of September. The October statement shows 2 months management fees/postage & petties –and accordingly next years financial statement will show 13 months management fees.

The Chairman enquired if his explanation of the fee position was satisfactory and that was agreed.

It was **RESOLVED** that the financial report for the period ending 30/09/07 and the supplementary report to 31/10/07 be received and adopted as a true and correct record.

**11. ELECTION OF  
COUNCIL OF  
OWNERS:**

**11.1 Determine number of persons of whom council shall consist.**

The Chairman gave a brief description of the role and responsibilities of the Council of Owners and it was **RESOLVED** that the number of owners of whom council shall consist shall be four (4).

Moved: Mr S Saunders      Seconded: Mr D Browne  
Carried with one vote against.

**11.2 Nominations and election of members.**

The Chairman called for nominations and five were submitted. Due to five (5) people being nominated for council a written ballot was held. The Chairman requested Mr Allam (who was not a nominee and due to no proxies submitted was not entitled to vote) to assist with counting of the written votes and Mr Allam agreed. At the request of the Chairman Mr Allam announced the following persons to be elected to be the Council:

Mr S Tanascev	Unit 13
Mr J Blaszczyk	Unit 31
Mr D Browne	Unit 47
Mr S Saunders	Unit 48

Positions of Chairman, Treasurer and Secretary to be appointed at the first Council Meeting, in accordance with the bylaws.

## 12. APPOINTMENT OF MANAGERS:

It was **RESOLVED** that the Council be directed to appoint Jones Ballard Property Group as Strata Company Agent Managers from the 17/12/07 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 \$6348.00 (\$529.00 charged monthly in advance) plus Annual General Meeting fee charged at hourly rate. Adjourned Meeting fee \$99.00 - 9.00 a.m. - 5.00 p.m. and \$143.00 otherwise, cost of postage, petties and storage of records \$88.58 per month.

Extra duties which are performed at the rate of \$99.00 per hour during office hours and \$143.00 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.

## 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 1/10/08.

### Levels of Cover:

Building	\$5,705,000.00
Common Area Contents	\$24,000.00
Legal Liability	\$10,000,000.00
Office Bearers Liability	\$2,000,000.00
Workers Compensation	As Per Act
Excess on Building	\$50.00 per claim

It was **RESOLVED** that the building is to be insured at the suggested figure from the insurers when the renewal notice is received.

Mr S Allam enquired if other covers are sought with other insurance companies and the Chairman responded that is not usual practice. Mr R Holland offered to obtain other quotations from insurance companies if council so wishes.

#### 14. SPECIAL BUSINESS:

##### 14.1 Pool upgrade, repairs or closure (per strata council).

The Chairman referred to the information included with the notice of meeting. He enquired from Mrs Dunn, based on her instructions from owners who submitted proxies, whether any of them wished for closure of the pool. Mrs Dunn responded that no owners represented by Jones Ballard at the meeting wished for the closure of the pool. The Chairman then called for a show of hands from persons present who wished for closure of the pool. Only one person (Mr Blaszczyk) was in favour of closure, together with two proxy votes held by him. The Chairman then requested the strata company chairman Mr S Saunders to speak to the matter. Mr Saunders explained that the front fence of the pool needs to be heightened by 1 ½ feet and the gate to the pool needs the height raised. Cost figures mentioned in the notice were estimations by the treasurer and not factual costs.

Mr D Browne requested that any owners who have contacts re sourcing leaks to the pool contact council with details.

It was moved Mr S Saunders – seconded Mr D Browne that the strata council be instructed to investigate options – obtain quotations and bring information to a later general meeting. Mr D Browne reported that the Town of Vincent obliges that the regulations be satisfied. He reiterated that costs would be involved.

(At this point Mrs J Bertolucci – Unit 8 left the meeting).

##### 14.2 Upgraded security (per owner Unit 2)

The Chairman enquired if Ms Silverstone, owner of Unit 2 had any recommendations to submit to the meeting but she did not.

The Chairman suggested that Ms Silverstone may choose to address the topic at a later time and that was acknowledged.

#### 14.3 Display of strata management sign

The council of owners agreed for Jones Ballard strata sign to be erected, with the installation to be organised by the strata manager.

### 15. GENERAL BUSINESS:

#### 15.1 White ant report

Owner of Unit 4 – Mr Stanley reported as a result of his purchase of unit 4 that he received a white ant report for the complex. He offered to check if the report is current or not and provide details to council of owners.

#### 15.2 Powers of Council

Ms Silverstone enquired about the powers of council, especially about the removal of trees from the complex. The Chairman gave an explanation as to the powers of the strata council. Mr Ruffell – Unit 20 reported that the maiden hair ferns around the complex were looking like they needed a good watering and Mr Browne responded with details as to the upkeep of the ferns.

#### 15.3 Plumbing concerns

Mr Blaszczyk advised that attendance by plumbers at the property be referred to council by Jones Ballard prior to their attendance. The Chairman requested council to consider a policy and inform Managers relevant details.

### 16. BUDGET/LEVY:

After discussion, it was **RESOLVED** that the proposed Budget of \$59,892.00 for the period 2007/2008, be received and adopted and that the levy as per unit entitlement be adopted, payable quarterly in advance commencing from 01/01/08.

#### UNIT ENTITLEMENT: LEVY:

3 (30 units)	\$241.50 (quarterly)
4 (24 units)	\$322.00 (quarterly)

TOTAL                      \$14,973.00 x 4 qtrs = \$59,892.00 p.a.

All in favour with one exception. Mr Blaszczyk Unit 31 against. Motion carried.

### 17. NEXT MEETING:

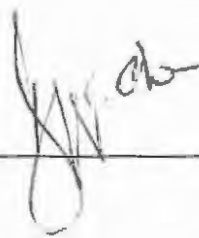
The next Council meeting is to be held on the 14<sup>th</sup> February 2008, commencing at 6.00 pm, Unit 47/147 Charles Street, West Perth.

The next General Meeting will be in approximately November 2008. 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 Jones Ballard by 30<sup>th</sup> September 2008.

**18. CLOSURE:**

Mr Munday thanked those present for their attendance and input at the meeting. There being no further business the meeting closed at 7.40 pm.

CONFIRMED:  \_\_\_\_\_ THIS 24. DAY OF 11 2008



5<sup>th</sup> November 2008

The Owners of "The Mews"  
Strata Plan 5629  
147-159 Charles Street  
WEST PERTH WA 6005

Dear Owner

### NOTICE OF MEETING

NOTICE is hereby given in accordance with provisions of the Strata Titles Act 1985 that an Annual General Meeting of the Owners of "The Mews" 147-159 Charles Street, West Perth, Strata Plan 5629 will be held:-

**DATE:** Monday 24<sup>th</sup> November 2008  
**TIME:** 6.00 pm  
**LOCATION:** At the strata offices of Jones Ballard Property Group, 25 Preston Street, 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, only one person can vote, when voting 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. The person entitled to vote may be one of the co-proprietors or any other person as nominated on the form of proxy.*

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 general enquiries about the annual accounts, please contact the undersigned at least 72 HOURS before the meeting so that an appropriate response can be prepared.

Yours faithfully



RHONDA DUNN  
STRATA COMPANY MANAGER  
For the Owners of Strata Plan 5629



**STRATA PLAN 5629**

**ANNUAL GENERAL MEETING OF THE OWNERS OF  
“THE MEWS” 147-159 CHARLES STREET, WEST PERTH WA**

**24/11/08**

**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 17/12/07
8. Business Arising - AGM 17/12/07
9. Report from Manager
10. Financial Report
11. Election of Council of Owners
  - 11.1 Determine number of persons of whom council shall consist
  - 11.2 Call for nominations and election of members
12. Re-appointment of Managers
  - Refer attached proposal from Jones Ballard Property Group
13. Insurance Covers - Refer attached Item 13
14. Special Business - See Annexure “A” for details
  - 14.1 Various Items (per request Owner Unit 1)
15. General Business
16. Budget/Levy (Periodic Contributions)
17. Next Meeting
18. Closure

## ITEM 9

### STRATA MANAGERS REPORT "THE MEWS" 147-159 CHARLES STREET, WEST PERTH WA 24/11/08

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#### 1. Strata Titles Act 1985

The Strata Titles Act 1985 continues to govern the property. There have been no significant changes to the strata title legislation during the past year. Managers confirm that the by-laws that apply to the property are those contained in schedules 1 & 2 to the Act. Those by-laws govern procedures and behaviour at the property and all owners and occupants are bound by their requirements.

#### 2. Council of Owners

The strata council met on a number of occasions during the year to deal with various items of property and ground maintenance. Managers extend their thanks on behalf of all owners to the council members who gave of their time.

#### 3. The Past Year

During the past year, the following matters were addressed:

- Pool fencing
- Treelopping
- Roof repairs
- Gutter & downpipe repairs
- Duct doors

#### 4. Gutters and downpipes

By way of reminder, 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.

#### 5. E-mail Communications

With the growth of e-mail we find that increasingly owners use this as their main form of communication. Mail can now be forwarded direct and the new address for your strata manager Rhonda Dunn is [rhonda.dunn@jonesballard.com.au](mailto:rhonda.dunn@jonesballard.com.au).

By way of courtesy we advise that all correspondence including email is dealt with in order of receipt, unless the matter is a genuine emergency. We confirm that your business is important to us and your correspondence will be attended to as promptly as possible.

#### 6. Prearranged Appointments to Strata Management Office

In order to avoid disappointment or delays if you wish to visit our office to see your strata manager, we request owners prearrange the visit and make an appointment.

Many strata meetings are now being held during the day and strata managers are often out of the office at meetings or property visits.

#### 7. The Year Ahead

Managers are pleased to inform owners that as part of our overall management service we independently visited and viewed the common property sometime before the AGM.

Managers congratulate owners on the overall presentation of 147 Charles Street, West Perth.

The preservation and enhancement of your capital investment does not happen by chance and results from a combination of care and good management by the strata council together with the support and sensible financial contribution by owners.

Managers wish all owners well for the year ahead.

**END OF REPORT**

**STRATA PLAN 5629**  
**THE OWNERS OF 147-159 CHARLES STREET, WEST PERTH WA 6005**  
**STATEMENT OF INCOME & EXPENDITURE 01/10/07 – 30/09/08**

**INCOME**

Maintenance Levies to 30/09/08		47483.97
Maintenance Levies Paid In Advance		5635.14
GST In		5339.63
GST Refund – BAS statement		1242.82
Insurance Recoup (*)		2459.12
Security cards/keys reimbursement		190.00
<b>TOTAL INCOME</b>		<u>\$62,350.68</u>

**EXPENDITURE**

**GENERAL ADMINISTRATION**

Management Fees - Regular Services	6000.95	
Management Fees – Additional Services	98.80	
Council Meeting Fees	900.70	
Council Member Reimbursement	327.00	
Postage, Petties & Storage of Records	1004.77	
AGM Fee	682.50	
Insurance Premiums	9499.79	
(\$4602.60 01/10/07 & \$4897.19 01/10/08)		
Insurance – Stamp Duty	1020.24	
GST Out	6129.59	
BAS – Payment	1361.00	
PAYG – Income Tax	620.00	<u>\$27,645.34</u>

**GROUNDS MAINTENANCE**

Gardens	3590.30	
Garden Supplies – fertilizer/chemicals	125.09	
Lawns	2737.10	
Lawns & Gardens	1800.00	
Reticulation Supplies	129.00	
Rubbish Removal	363.13	
Tree Lopping	640.00	<u>\$9,384.62</u>

**REPAIRS AND MAINTENANCE**

Bin Cleaning	58.50
Building Maintenance (*\$230.00 Unit 3)	3639.92
Building Structural – Minor	763.64
Cleaning Common Areas	1915.90
Driveway	20909.09
Electrical	87.00
Fences	6124.55

Gates – Security	956.27	
Glass (*\$297.71 Unit 28)	297.71	
Gutter & Downpipe	104.55	
Hardware Supplies	165.74	
Lighting Equipment (*\$1554.14)	2207.23	
Line Marking	181.82	
Painting – Interior (*Units 51 & 54)	577.27	
Paving	1600.00	
Plumbing	553.00	
Pool - Maintenance Contract	3450.60	
Pool – repairs/maintenance	102.00	
Pool Supplies – chemicals	653.82	
Pool Equipment	54.45	
Meter Box	282.09	
Roof	215.00	
Security – keys/cards/controllers	71.00	
Television Antenna	268.19	\$45,239.34

ELECTRICITY – common areas	2094.15	\$2,094.15
WATER CONSUMPTION	3870.70	\$3870.70

TOTAL EXPENDITURE FOR THE PERIOD	\$88,234.15	\$88,234.15
EXCESS OF EXPENDITURE OVER INCOME		DR\$25,883.47
PLUS BALANCE AS AT 30/09/07		\$1426.93
PLUS FUNDS TRANSFERRED FROM INVESTMENT ACCOUNT		\$36,801.59
LESS FUNDS TRANSFERRED TO INVESTMENT ACCOUNT		\$10,000.00
<b>BALANCE OF TRUST ACCOUNT AT 30/09/08</b>		<b>\$2,345.05</b>

Levies in arrears at 30/09/08 \$4,076.22  
(U2,15,26,32,33,39,49)

#### INVESTMENT ACCOUNT DETAILS

Westpac Bank – 036-308 230-018 \$10,459.78

Westpac Bank – 036-224 21-3480 \$10,273.25

**BALANCE INVESTED FUNDS AS AT 30/09/08** \$20,733.03 \$20,733.03

**TOTAL FUNDS OF STRATA COMPANY** \$23,078.08



**ITEM 12  
RE-APPOINTMENT OF MANAGERS**

**PROPOSAL FROM JONES BALLARD PROPERTY GROUP TO THE OWNERS OF  
"THE MEWS"  
147-159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629**

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Our proposal is for us to continue to act as Strata Managers from the date of the Annual General Meeting until the date of the following Annual General Meeting.

We request that the Strata Company gives an expressed direction to the Strata Council to re-appoint us for that period or in the absence of an elected Council, that the proprietors in general meeting re-appoint us for that period.

As agent managers of your Strata Company our role is to provide a financial, accounting and secretarial management service, and to assist the elected Council to carry out its decisions. Our regular management service is designed to assist the Strata Council to abide by the statutory obligations of the Strata Company in line with the Strata Titles Act 1985. During our term of re-appointment we shall perform all Regular Services and in addition when directed by the Strata Company or Council, perform Special Services as instructed.

**REGULAR SERVICES INCLUDE:**

Assisting Council to effect routine property maintenance and repairs, payment of accounts, keeping record of accounts, invoicing and collection of periodic contributions (levies), arranging insurance covers, preparing an annual statement of receipts and payments, attendance to correspondence and instructing a registered taxation agent in relation to lodgement of Income Tax Returns (Tax agent fee is an additional fee). Preparing and issuing notices of the Annual General Meeting and attending and preparing and distributing minutes of that meeting. (Additional fees apply - refer note under Management Fees). Under Section 43 (1) of the Act, preparing and issuing certificates, furnishing information and supervising inspections of records (applicable costs are to be payable to Managers by the initiating party).

**SPECIAL SERVICES INCLUDE:**

Preparing and issuing notices of Extraordinary General Meetings and Council Meetings and attending, and preparing and distributing minutes of those meetings, attending at the property for any purpose which is not a Regular Service, arranging non-routine maintenance, repair and replacement of the Common Property and liaising with consultants and builders. Preparing and serving notices levying Special Contributions and collecting and banking Special Contributions, Lodgement of documentation at the Titles Office relative to changes to by-laws. Documents relative to amendment, repeal or addition to existing by-laws should be prepared by a legal practitioner on instructions from the Strata Council. Instructing and attending conferences with lawyers; this includes legal actions on instruction from Council, relative to outstanding contributions; 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.



## **MANAGEMENT FEES**

**PLEASE NOTE THAT ALL FEES QUOTED IN THIS PROPOSAL INCLUDE GST**

Where the strata company is registered for GST, Jones Ballard Property Group 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 \$7300.00 plus postage, petties and storage of records \$1222.00. Total \$8522.00 payable \$710.17 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. \$99.00 per hour
- outside the hours of 9.00 a.m. to 5.00 p.m. \$143.00 per hour

Adjourned meeting fee \$99.00 9.00 a.m. to 5.00 p.m. \$143.00 otherwise

### **FEES FOR EXTERNAL SERVICES**

Fees payable for external services such as Tax Agents and Auditors are separate fees payable by the Strata Company. Other external services involving Strata Managers such as purchase of Common Seals and title searches at the Land Titles Office will be performed on the basis of cost price plus a nominal \$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.



**RESOLUTION SOUGHT**

- # “The Strata Company resolves that the Council be directed to re-appoint Jones Ballard Property Group as Strata Company Agent Managers from 24/11/08 to the date of the next Annual General Meeting in accordance with the proposal as attached to the notice of meeting”.

or

- # “In the absence of an elected Council, the proprietors in general meeting resolve that Jones Ballard Property Group be re-appointed as Strata Company Agent Managers from 24/11/08 to the date of the next Annual General Meeting in accordance with the proposal as attached to the Notice of Meeting”.
-

**STRATA PLAN 5629**  
**“THE MEWS” 147-159 CHARLES STREET, WEST PERTH WA**

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**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 : 01/10/08 to 01/10/09.                      Policy No : 860638  
Insured :                      Owners of Strata Plan 5629

Levels of Cover

Building	\$6,420,000.00
Common area contents	\$27,000.00
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 per claim

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 \$6,420,000.00 was adopted. The previous level of cover was \$5,705,000.00.

Motions On Notice

- (1) The strata manager is directed to renew the policy when it falls due -
- (a) At the current level of building sum insured or
  - (b) At the level of building sum insured to a figure as determined at this meeting.

**OR**

- (2) The strata council is 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.

FINANCIAL SERVICES REFORM ACT (FSRA)

The provisions of the FSRA disallow Jones Ballard Property Group to give personal advice relative to insurance covers; only general advice can be given by us.

This means that independent professional advice where applicable should be obtained by the strata company in respect of insurance matters.

- |                      |       |   |
|----------------------|-------|---|
| Jones Ballard can    | (i)   | Provide the Financial Services Guide and Product Disclosure Statement |
|                      | (ii)  | Only give factual information   |
|                      | (iii) | Only give general advice  |
| Jones Ballard cannot | (i)   | Recommend an insurance company  |
|                      | (ii)  | Provide advice on level of Building Replacement Cover                 |

**OWNERS OF "THE MEWS"  
STRATA PLAN 5629  
147-159 CHARLES STREET, WEST PERTH WA**

**ANNUAL GENERAL MEETING 24/11/08**

**AGENDA ITEM NO. 14 ANNEXURE "A" SPECIAL BUSINESS**

- 14.1 Various Items (per request Owner Unit 1)  
Refer attached.

Could I please request the following be added to the AGM for "The Mews", 147-159 Charles St West Perth.

- Communication of Strata Meeting Minutes to owners (email / postage)
- Maintenance of Building Common Areas
  - Reticulation
    - Installation of rain sensor to avoid frequent watering during rainy days
    - Servicing of reticulation, there are many sprinklers that are broken/leaking leading to wasted water and dead patches.
  - Disposal of hazardous materials (e.g. asbestos)
    - This year when the asbestos pool fence was replaced, several sheets were disposed of in a mini-skip bin clearly marked with "NO ASBESTOS". can we please ensure that the remaining sheets (behind shed) are disposed of according to government regulations. note that some of the remaining fences are also asbestos.
  - Removal of tree stumps
    - Is it possible to have someone remove all the stumps left behind from tree removal?
- Recycling
  - The Council provides recycling services to the complex, however it appears the recycling bins (yellow lid) have been removed from the waste area. More bins need to be ordered from the council, and bins will need to be put out for collection fortnightly.

Thanks again,

Saxon

**STRATA PLAN 5629  
OWNERS OF "THE MEWS"  
147 CHARLES STREET, WEST PERTH 6005  
PROPOSED BUDGET – 2008/2009**

Management fees	7300.00
Postage, petties and storage of records	1222.00
AGM fee contingency	700.00
Council meetings (provision for attendance)	800.00
Income tax (on investments)	500.00
Insurance premiums	6500.00
Common lighting and power	2600.00
Water consumption (common area)	3000.00
Water consumption (pool)	1200.00
Building Maintenance	2000.00
Cleaning Rubbish Bins	500.00
Fence Replacement between 147 & 161 Charles St (1/2)	4000.00
Gutters and downpipes cleaning/repairs	2000.00
Lawn/Garden Maintenance/Reticulation & Supplies	7000.00
Painting (Walls)	3500.00
Plumber/Electrician (Emergency)	1000.00
Pool Maintenance & Equipment Repairs/Replacement	3000.00
Treelopping	1000.00
General maintenance	4070.00
Investment	8000.00
<b>TOTAL</b>	<b>\$59892.00</b>

**Note:** (1) This budget includes provision for GST where applicable.

Recommended levy to be in accordance with unit entitlement as follows:

<u>UNIT Nos:</u>	<u>U/ENT:</u>	<u>LEVY:</u>	
30 units	3 (90)	\$241.50 quarterly	= \$28980.00 p.a.
24 units	4 (96)	\$322.00 quarterly	= \$30912.00 p.a.
<b>TOTAL</b>	<b>186</b>		<b>\$59892.00 p.a.</b>

Payable quarterly in advance from 01/01/09 and thereafter on 01/4/09, 01/07/09 and 01/10/09.

Motion on Notice:

To resolve to adopt the proposed budget of \$59,892.00 and to adopt a quarterly contribution (levy) as shown above payable in advance from 01/01/09. That is 01/01/09, 01/04/09, 01/07/09 and 01/10/09.

This budget is endorsed by the strata council of 147 Charles Street, West Perth, and was finalised after due consideration of financial needs for the year ahead.



**"THE MEWS"**  
**STRATA PLAN 5629**  
**147-159 CHARLES STREET, WEST PERTH WA**

**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. 9367 7044  
or post to Jones Ballard Property Group, PO Box 221, Como WA 6952**

**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 Jones Ballard Property Group

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 24/11/08 or any adjournment thereof.

Where the nominated proxy has a financial interest in a management contract or arrangement with the Strata Company I/We expressly authorise the proxy to vote on the motion under notice relative to that appointment and I/We specify herewith that the proxy is to vote for that motion.

**SIGNATURES OF ALL CO-PROPRIETORS:** \_\_\_\_\_

\_\_\_\_\_

**SIGNATURE OF PROXY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

In the case of a Company:

The Common Seal of:

was hereunto affixed by  
order of the Board in  
the presence of:

*NOTE*

1. Only one co-proprietor of a unit (lot) can vote at a general meeting on a show of hands provided a form of proxy has been completed and signed by all co-proprietors nominating the party entitled to vote.
2. A Company may appoint a nominee as its Proxy and the Form of Proxy should, where applicable, have the company seal affixed.
3. A Proxy need not be a member of the Strata Company. The Strata Manager, the Chairman or any other person may act as proxy.

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF THE MEWS, 147-159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD AT THE OFFICE OF JONES BALLARD PROPERTY GROUP, 25 PRESTON STREET, COMO, ON MONDAY 24<sup>TH</sup> NOVEMBER, 2008, COMMENCING AT 6.00PM.**

**1. WELCOME:**

Mr D Weatherdon of Jones Ballard Property Group, 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. Mr D Weatherdon welcomed Mr R Ballard, General Manager of Strata Division. Mr D Weatherdon briefly explained that Mrs R Dunn had left the Jones Ballard and that he was now assigned to this property. He thanked Mrs R Dunn for her hard work and promised to diligently follow in her footsteps. 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 S Mailey	Unit 1
Ms K Silverstone	Unit 2
Mr D Browne	Units 3, 47
Mr B Stanley	Unit 4
Mr A Smith	Unit 2
Mr S Tanascev	Unit 13
Mr R Holland	Units 17, 19 and 28
Mr P & Mrs J Smith	Unit 23
Mr S Saunders	Unit 48
Mr D Weatherdon representing Jones Ballard Property Group.	
Mr R Ballard representing Jones Ballard Property Group.	

**3. PROXIES:**

Mr D, Mr T, Mr G & Ms E Browne	Unit 3
To David Browne	
Ms C Haddad	Unit 5
To Jones Ballard Property Group	
Mr J Daebritz	Unit 6
To Jones Ballard Property Group	
Mrs C Chapman	Unit 7
To Jones Ballard Property Group	
Mr J Sloan	Unit 11
To Jones Ballard Property Group	
Mr M Quin & Mrs K Ballard	Unit 14
To Jones Ballard Property Group	
Ms S Beale	Unit 17
To Jones Ballard Property Group	
Mr R Jones	Unit 22
To Jones Ballard Property Group	
Ms J Dancer	Unit 27

To Jones Ballard Property Group  
 Ms N Browne Unit 37  
 To Mr D Browne  
 Ms E Foston Unit 42  
 To Jones Ballard Property Group  
 Mr M Wesley Unit 44  
 To Jones Ballard Property Group  
 Mr D & Mrs T Browne Unit 47  
 To Mr D Browne  
 Mr J Jurkov Unit 54  
 To Jones Ballard Property Group

**4. APOLOGIES  
 FOR ABSENCE:**

Nil

**5. QUORUM:**

Mr D Weatherdon reported that 50% of financial members are required for quorum. 9 owners were not financial at the date of the meeting therefore number for quorum was 23.. A quorum was present.

**6. CHAIRPERSON:**

It was unanimously **RESOLVED** that Mr D Weatherdon be appointed to the Chair for the duration of the meeting. Mr D Weatherdon explained he needed to depart at 6:20pm to attend his step-daughter's graduation. Mr Ballard agreed to continue to chair the meeting.

**7. CONFIRMATION  
 OF MINUTES:**

It was **RESOLVED** that the Minutes of the Annual General Meeting held on 17/12/07 be received and accepted as a true and correct record and were signed by the Chairperson.

**8. BUSINESS  
 ARISING:**

Nil.

Mr R Ballard commented the strata council was very active and would have dealt with any issues arising.

**9. REPORT FROM  
 MANAGER:**

The strata managers report included in the Notice of Meeting was accepted.

**10. FINANCIAL  
 REPORT:**

It was **RESOLVED** that the financial report for the period ending 30/09/08 be received and adopted as a true and correct record.

**11. ELECTION OF  
 COUNCIL OF  
 OWNERS:**

Mr D Weatherdon gave a brief description of the responsibilities of the Council of Owners. It was noted that the owners of council of the property was very active. He thanked the council for their participation, and added that this active participation makes the strata manager's role a lot easier.

### 11.1 Determine Number of Council Members

It was **RESOLVED** that the number of members of whom the Council shall consist shall be 6, with 1 casual vacancy.

### 11.2 Hold Election

The Chairman received 3 written nominations and called for other nominations. The written nominations were received from;

Mr S Mailey	Unit 1
Mr A Smith	Unit 9
Mr P Smith	Unit 23

Nominations from the Floor included;

Mr S Tanascev	Unit 13
Mr R Holland	Unit 17
Mr S Saunders	Unit 48

With these written and verbal nominations the Chairman declared those members to be elected to the Council with one casual vacancy.

Positions of Chairman, Treasurer and Secretary to be appointed at the first Council Meeting after this Annual General Meeting.

The Chairman departed at 6.20 and Mr R Ballard assumed the chair.

Mr R Ballard thanked Mr D Weatherdon for the first section of the Annual General Meeting and referred to item 12, Appointment of Managers, as the next item of discussion.

## 12. APPOINTMENT OF MANAGERS:

The Deputy Chairman Mr R Ballard referred to the proposal submitted by the Jones Ballard Property Group to continue as Strata Company Agent Managers for the following 12 months.

Mr R Ballard advised owners in attendance in process a proposal for Teys Group to become the owners of the Strata Centre and that this action will be taken within one to two weeks duration.

Mr R Ballard outlined the issue of packages to owners to all strata companies and enquired if there were any questions relating to the new ownership of the Strata Centre.

On discussion as to the benefits provided by Teys Group, owners in attendance agreed that Jones Ballard Property Group in the interim are accepted as Strata Company agent Managers. From the date of take over Teys group will become the responsible firm for further strata company actions for The Mews.

ALL FEES MENTIONED BELOW INCLUDE GST
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Annual Management fee \$7, 300.00 (\$608.33 charged monthly in advance) plus Annual General Meeting fee charged at hourly rate. Adjourned Meeting fee \$99.00 - 9.00 a.m. - 5.00 p.m. and \$143.00 otherwise, cost of postage, petties and storage of records \$101.83 per month.

Extra duties which are performed at the rate of \$99.00 per hour during office hours and \$143.00 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.

### 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 01/10/09.

#### Levels of Cover:

Building	\$ 6,420,000.00
Common Area Contents	\$ 27,000.00
Legal Liability	\$ 10,000,000.00
Office Bearers Liability	\$ 2, 000, 000.00
Workers Compensation	\$As Per Act
Excess to Building	\$50.00 per claim

I was noted by the owners in attendance the previous level of cover \$5, 705, 000. 00 on level of buildings insurance cover had been increased to the figure of \$6,420,000.00.

It was agreed by owners in attendance that this is adequate insurance cover for the strata property.

The Chairman referred to the renewal notice, to be received in Sept. 2009. It was agreed by owners in attendance that the renewal notice is to be issued to the council of owners. This is for the consideration and notification to managers, as to the insurance required for the Strata Company.

### 14. SPECIAL BUSINESS:

#### 14.1 Various Items

The Chairman referred to the written request by the owner of Unit 1. It was confirmed by owners in attendance that these various maintenance issues are to be reviewed by the incoming council of owners and that action will be taken with regards to those items as listed. At the first council meeting these items will be reviewed and appropriate action will be taken.



**15. GENERAL BUSINESS:**

The Chairman advised as to any general business items and owners in attendance agreed there is none as at the time of the Annual General Meeting. However, any further matters will be raised at a time and attended to by the council of owners.

**16. BUDGET/LEVY:**

After discussion, it was **RESOLVED** that the proposed budget of \$59, 892.00 be accepted and that the levy be payable in accordance with the unit entitlements. This will be listed on the proposed budget statement for the period 2008/2009. It was accepted by Mr R Holland and supported by Mr P Smith that the budget be accepted.

**17. NEXT MEETING:**

The first meeting of Council of Owners will take place on the 20th January 2009.  
The Strata Managers to arrange a Notice of Meeting to Council Members and communicate with Mr S Saunders as to a venue and time for this meeting to take place.

The next General Meeting will be in approximately twelve months. Details to be advised by Managers at least fourteen days prior.

The Deputy Chairman Mr R Ballard wished to place on record with owners support the very good work carried out by the departing Strata Manager, Mrs R Dunn. Mr S Saunders agreed that the outgoing council of owners were very well supported by Mrs R Dunn.

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 Jones Ballard Property Group by 30/09/09.

**18. CLOSURE:**

Mr R Ballard thanked those present for their attendance and input at the meeting. There being no further business the meeting closed at 6.45pm.

**CONFIRMED:** \_\_\_\_\_ **THIS** \_\_\_\_\_ **DAY OF** \_\_\_\_\_ **200**

ADDENDUM

PROPOSED BUDGET 2008/2009  
 QUARTERLY LEVIES PER UNIT ENTITLEMENT

LOT NO	U/E	LEVY per 1/4	LOT NO	U/E	LEVY per 1/4
1	3	\$ 241.50	28	3	\$ 241.50
2	3	\$ 241.50	29	4	\$ 322.00
3	4	\$ 322.00	30	4	\$ 322.00
4	4	\$ 322.00	31	4	\$ 322.00
5	3	\$ 241.50	32	3	\$ 241.50
6	3	\$ 241.50	33	3	\$ 241.50
7	3	\$ 241.50	34	3	\$ 241.50
8	3	\$ 241.50	35	4	\$ 322.00
9	4	\$ 322.00	36	4	\$ 322.00
10	3	\$ 241.50	37	3	\$ 241.50
11	4	\$ 322.00	38	3	\$ 241.50
12	4	\$ 322.00	39	4	\$ 322.00
13	4	\$ 322.00	40	4	\$ 322.00
14	3	\$ 241.50	41	3	\$ 241.50
15	3	\$ 241.50	42	3	\$ 241.50
16	3	\$ 241.50	43	3	\$ 241.50
17	4	\$ 322.00	44	3	\$ 241.50
18	4	\$ 322.00	45	4	\$ 322.00
19	3	\$ 241.50	46	3	\$ 241.50
20	3	\$ 241.50	47	4	\$ 322.00
21	4	\$ 322.00	48	4	\$ 322.00
22	4	\$ 322.00	49	4	\$ 322.00
23	3	\$ 241.50	50	3	\$ 241.50
24	3	\$ 241.50	51	3	\$ 241.50
25	3	\$ 241.50	52	3	\$ 241.50
26	3	\$ 241.50	53	4	\$ 322.00
27	4	\$ 322.00	54	4	\$ 322.00

**MINUTES OF A MEETING OF THE COUNCIL OF OWNERS OF “THE MEWS”,  
147-159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD AT UNIT  
48/147-159 CHARLES STREET, WEST PERTH ON 20<sup>th</sup> JANUARY 2009, COMMENCING  
AT 6.00PM.**

**1. RECORD**

**ATTENDANCE:** Mr S Mailey Unit 1  
Mr A Smith Unit 9  
Mr R Holland Unit 17  
Mr P Smith Unit 23  
Mr S Sanders Unit 48  
Mr D Weatherdon representing TEYS - Como

**2. APPOINTMENTS:**

Chairman Mr S Mailey  
Treasurer Mr P Smith  
Secretary Mr S Mailey

**3. APOLOGIES**

**FOR ABSENCE:** Mr S Tanascev Unit 13

**4. QUORUM:**

A quorum was present.

**5. CHAIRPERSON:**

Mr Mailey requested that Mr P Smith chair the meeting and it was agreed.

**6. CONFIRMATION  
OF MINUTES:**

It was **RESOLVED** that the minutes of the Council Meetings held 13.10.08 be received and accepted as true and correct records and were signed by the chairman.

**7. BUSINESS  
ARISING:**

Meeting 13.10.08

7.1 (11.2) Maintenance work at complex -lighting

A new list of lights to be repaired/replaced provide by Mr P Smith.  
Strata Managers (S/M) to action through Jim’s Building Maintenance.

(11.3) Rubbish removal – Mr P Smith is to co-ordinate the removal of rubbish and arrange for a skip for that removal.

Mr P Smith will also update the asset list with a view to off-loading old and redundant items.

(11.4) Impact damage to side fence – S/M to pursue insurance claim

**8. CORRESPONDENCE:** 8.1 Foxtel application from unit 30.- Approved on condition the existing dish is used; each dish should supply up to 11 units with foxtel. No new dish to be approved.

8.2 Fence. It was agreed that Jim's Maintenance be requested to repair the fence with a 'couple of sheets' of fencing. Strata Managers to arrange.

Note: S/M unable to locate a "Jim's Maintenance" and will follow up with another contractor. Called Andy from AMS 28.01.09 to inspect and report.

## 9. FINANCIAL REPORT:

Mr Weatherdon distributed to each member present, a summary of financial information as follows:

<u>Balance of General Trust Account as at 20.01.09</u>	\$10,382.65
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<u>Term Deposit at Westpac Bank</u> BSB and Account No. 036-308 22-2093 Renewed on 30.09.08 @ 7.6% to mature 30.01.09	\$10,456.78
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<u>Term Deposit at Westpac Bank</u> BSB and Account No. 036-224 21-3480 Renewed 25/10/08 @ 6.5% to mature 24.03.09	\$10,690.46
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Levies arrears as at 20.01.09: \$9,705.28 - details as per attached report.

9.1 Quarterly levies in arrears. S/M spoke to this issue and explained the steps of process when taking legal action. Before any legal action is to be processed it was AGREED by those present that there is proof that the relevant owners were in fact contacted regarding outstanding levies.

It was further AGREED that any owner who is in arrears with 2 or less levies be written a stern letter by S/M and such letter be dispatched by registered mail.

Subsequent to proof of correspondence it was AGREED that any owner who is in arrears by more than 2 quarterly levies be followed up by legal recovery.

9.2 Payment of invoices. Mr P Smith, as treasurer, requested that no invoices be paid until he had verified the invoice. He stated it was important to verify that all invoices were in fact correct and that the services provided were correct; there had been instances in the past where irregularities had been uncovered.

S/M voiced concern over the inefficiency of this method especially when paying regular contractors such as pool and garden invoices. Despite this concern it was AGREED that S/M forward all invoices to Mr P Smith, Unit 23 147 Charles Street, for the "okay to pay"

## 10. SPECIAL BUSINESS:

### 10.1 Pool inspections (per request strata managers)

S/M visited the property 8<sup>th</sup> January to meet with the pool maintenance contractor to discuss the problems with the pool. The issues are:

1. there is a leak between the skimmer box and the pump

2. if the water level drops below the skimmer box the pump could burn out.

Suggestions from the pool contractor include the following:

1. immediately – someone needs to take a form of responsibility for checking the pool water level and filling if necessary.
2. a leak detection contractor be used to identify the location of the leak
3. a contractor be requested to quote

Mr S Mailey agreed to monitor the pool and liaise with John from Jim Pool's.

Mr P Smith voiced his opinion that the pool should be closed. Mr Mailey responded that there had already been discussion and vote on this issue and the decision was almost unanimous that the pool be kept open. This issue is not to be voiced again until general meeting.

#### 10.2 Request for installation of insulation (per request U 43)

Request was approved on condition that the owner:

1. Use a professional contractor to perform installation
2. Undertake to pay all costs of installation
3. Undertake to pay all costs of any future maintenance
4. Undertake to pay any costs of repairs to damage during installation
5. Undertake to inform any future owners of such obligations

#### 10.3 Yellow top bins (per request U 28)

There was some discussion about the number of bins required and that the recycle system did not work in this property and that Mr Browne often has to sort through the rubbish and pick up over-flow items.

Mr Mailey commented that the property was entitled to have 44 bins at he property.

It was AGREED that two bins at each end of the property be trialled again and observe how efficiently it works this time! Mr Mailey offered to contract the City of Vincent to request the additional bins.

## **11. GENERAL BUSINESS:**

### From Mr R Holland

1. Provided a list of 'things to be done' around the property. (attached) the list is to be reviewed and priorities be arranged for the next council meeting.
2. asked for a copy of the building insurance
3. asked when last a valuation was done on the property.

### From Mr S Mailey

1. spoke about trying to improve communications between Council of owners and owner/residents/tenants – suggested a bulk email system or website.
2. requested signs for the strata management be placed on the building so people knew who to contact in emergency situations.
3. spoke of lawns and gardens and the possible need for fertilising...Mr P Smith offered to be liaison for gardeners

4. raised the issue of the fence falling over and that action would need to be taken in the future
5. asbestos had been dumped inappropriately
6. spoke about leaving the tree stumps rather than grinding.
7. he offered to attend to some of the minor reticulation problems and submit any costs for reimbursement; his offer was accepted.
8. spoke about a planting project in the future as much of the vegetation had been removed.
9. spoke of the security with pedestrian gates and the cost and difficulty of orchestrating such security.
10. mentioned that the existing dishes be sufficient for the immediate needs of Foxtel applications. Maximum of two dishes per building and using splitters for individual units.
11. mentioned that analogue TV is being phased out and that the existing antennae would no longer be functional.
12. requested permission to buy pool cleaning equipment to enable him to assist with the pool cleaning; permission granted.
13. presented a draft of a pool sign to be installed at the pool limiting the usage of pool. It was agreed that 10.00pm a more reasonable closing time than 8.00 or 9.00pm. The sign would then enable council members to request the pool be cleared after that time, no time is mentioned on the present sign. Mr S. Mailey offered to arrange a new sign; his offer was accepted.

From Mr S Sanders.

1. hold the tax invoice from WA Plumbers as work still has to be completed at that unit, 38
2. all keys from Jan had been given to Sean who passed them on to Mr P Smith

From Mr P Smith

1. Trees in visitor carpark are dangerous, need removal; S/M possibility of removal of any trees needs to be carefully thought out. It was AGREED that a professional should report on the trees, and only if deemed dangerous they should be pruned/removed as required.
2. request that S/M update controller list
3. email from David Browne that the front gate is again faulty; S/M reported that ABA Gates are waiting for parts to arrive from east.
4. copies of a lighting map was provided
5. pool fence at rear, possibility of kids getting under the fence. S Mailey offered to sort this safety issue and his offer was accepted.
6. suggestion that Mr P Smith keep a watch on the retic at the front of the building and Mr S Mailey to watch the retic at the rear.
7. question arose about the insurance covering a 'working bee' or self helpers at the property; S/M to investigate

Note: phone call to CHU 28.01.09 clarified the issue since 147 Charles has 'voluntary workers' as an insurance item, should there be an accident CHU will assess the incident. Benefits will apply to persons over the age of 12, not retired and gainfully employed.

From Mr A Smith

1. question about the cubby hole under unit 10, what is it used for...used to be a store room.
2. rubbish bin areas are being used for garbage items...perhaps place bike racks there



3. when is the next verge collection... Mr R Holland to investigate.

**12. NEXT MEETING:** The next Council Meeting is to be held Thursday 19<sup>th</sup> March 2009 at unit 48

**13. CLOSURE:** There being no further business the meeting closed at 8.35pm.

**CONFIRMED:** \_\_\_\_\_ **THIS** \_\_\_\_\_ **DAY OF** \_\_\_\_\_ **200**\_\_

10<sup>th</sup> March 2009

The Council of Owners  
"The Mews"  
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 "The Mews", 147 – 159 Charles Street, West Perth will be held:

**DATE:** THURSDAY 19 MARCH 2009

**TIME:** 6.00 pm

**LOCATION:** Unit 48, 147-159 Charles Street, West Perth

**AGENDA:**

1. Record Attendance
2. Apologies for absence
3. Quorum
4. Appointment of Chairman
5. Confirmation of Council Minutes
6. Business Arising from Minutes 20.01.09
7. Correspondence
8. Financial Report
9. Special Business – See Annexure "A"
10. General Business
11. Next Meeting
12. Closure

Should you be unable to attend, please contact the undersigned to register your apologies.

Yours faithfully

DARYL WEATHERDON  
STRATA COMPANY MANAGER  
For The Owners of Strata Plan 5629

### **ITEM 6 BUSINESS ARISING FROM MINUTES OF COUNCIL MEETING OF 20.01.09**

• **Completed Items:**

- Grounds Equipment
  - (22/1) The following equipment has been purchased for use around the complex: Pool rod, 2 large brooms, 1 X large broom, 1 P handle trolley (wheels). - Saxon
- Rubbish Disposal

- (30/1) large rubbish items have been taken to the tip/recycling. - Roger, Peter and Andrew
  - Recycling
    - (3/3) 4 new recycling bins have arrived (6 total now), 3 are now placed in each of the old bin locations. - Saxon
    - (17/2) all recycling bins went out for collection successfully - all bins were full.
  - Reticulation
    - (16/2) Watering days have been changed to Tuesday, Thursday and Sunday as required by the Water Corporation. -Saxon
  - Pool Area
    - (16/2) The new "Pool Rules" sign has been printed and mounted. - Saxon
    - (25/2) Leak Detectives have attended and repaired the leak in the vacuum system. The pump is now working correctly and we can now use the vacuum to clean the pool.
  - Gardening
    - (17/2) The gardening contractor has been advised to come every 3 weeks as per previous agreements (the vote on this was (4:0) for 3 weeks.)

- **In Progress:**

- Removal of trees in visitors parking area
  - (20/1) Professional Tree Surgeons have provided a report regarding the trees in the visitors parking area, the report does not indicate any immediate health risk, however it does indicate that these trees will likely do damage to the asphalt in the parking area in the future. I have asked PTS to provide quote to remove these trees and replace with smaller trees more suitable to the area.
- Broken section of fence (North Side)
  - (6/2) AMS has been given approval to proceed with this work, they have indicated work will be completed in the next two weeks - Daryl
  - (11/2) Insurance claim has been initiated - Daryl
- Gate Fault (Charles Street)
  - (10/3) We are continuing to work closely with ABA regarding this gate, the issue has been escalated to the manufacturer/supplier in the eastern states. ABA are continuing to attend on a regular basis making changes each time. We have been advised they will be out early next week to apply some changes recommended by the supplier. - Saxon
- Reticulation
  - (ongoing) Reticulation Repairs: Repairs are continuing to areas that are not receiving enough/any water. please let me know if you see any reticulation faults so I can fix them. I have started working on the front area and have found many sprinklers that are not functioning at all, I am continuing to clean/replace these as I find them. - Saxon
- Lighting Repairs
  - (19/2) Faulty Lighting: AMS have attended site and repaired the majority of the faulty lighting, they will be back next week to complete the remaining work. - Daryl
- Insurance
  - A quote for insurance was provided, however we had insufficient votes to carry this work. - what are we doing about this.
- Asbestos
  - The remaining sheet of asbestos cement was smashed up into small pieces (small enough to lay flat in a garbage bin.) The Town of Vincent has issued

us with a formal warning for this violation of the health act, and have advised they will not be so lenient in the future. **Note that all fences surrounding this property are made of asbestos cement.**

#### **ITEM 7 CORRESPONDENCE**

- Letter sent to unit 36 re Foxtel satellite dish – posted 09.03.09
- Unit 8 sold
- Letter to unit 49 re levies posted 17.02.09– since paid

#### **ITEM 8 . FINANCIAL REPORT AT 10.03.09**

Balance of General Trust Account as at 10.03.09                      \$10,280.61

Term Deposit at Westpac Bank

BSB and Account No. 036-224 21-3480

Renewed 25/10/08 @ 6.5% to mature 24.03.09                      \$10,690.46

Levies arrears as at 10.03.09:

\$3,775.00

As at last council meeting

\$9,705.28 -

- Methodology of payment of invoices – for discussion

#### **ITEM 9 ANNEXURE “A” – SPECIAL BUSINESS**

##### **9.1 Pool Repairs**

- A full strata company vote was taken just over a year ago (at 2007 AGM) to close or repair the pool. At the time this vote was taken all company members were advised that costs would be incurred to perform repairs, these costs were estimated at \$14,000. This vote concluded almost unanimously in favour of keeping and repairing the pool. **So far this work has not been performed, if we do not perform this work we are in direct violation of the strata company vote.**
- (20/2) New Chlorinator: We are currently sourcing quotes for a new auto-chlorinator, these will be presented to you all at a later date. - Saxon

##### **9.2 Planting of new trees (to replace removed ones)**

- investigate costs of planting small trees around the complex

##### **9.3 North Fence Replacement**

- funding from neighbouring property is an issue... when can this happen?

#### **9.4 External Lighting**

- We need to replace another one of the pole top lights at the complex, however finding a suitable replacement is proving difficult. The closest matches to the current "tall" lights are \$400+ just for the parts, and as these are designer lights the production lifetime is short, so finding another light in the future will be difficult. The electrical contractor has suggested changing to dome lighting as they are in abundant supply and are around \$50 for the parts (1/8th of the price.) They are also a lot less dated than the current lighting, and will modernise the place a little.
- After much complaints/discussion on timer changes for night lighting, should we change to a daylight sensor? Installation costs are around \$200 (\$400 for both)

#### **9.5 Tree Removal**

- There is a dead tree at the rear of unit 2 which will need to be removed . this tree is 5+ meters tall (300mm thick) and may do some serious damage if it falls over
- We have had 2 complaints come in regarding the prior removal of trees from the complex, though these complaints date back to the time the trees were removed, apparently the council at the time never responded.
- Removal of tree stumps: some of these stumps could be deemed a tripping hazard and may need to be removed.

#### **9.6 Retaining walls**

- There are a number of areas around the complex where retaining walls are starting to fail, These will need to be replaced at some stage

#### **9.7 Painting**

- If you could please add painting of balustrades along walkways as well as general cleaning of walkways.

#### **9.7 Charles street gates**

- Automatic Gates on Charles street... It looks like a hardware replacement may be required, SM will have info and options at the strata meeting.

**MINUTES OF A MEETING OF THE COUNCIL OF OWNERS OF “THE MEWS”, 147-159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD AT UNIT 48/147-159 CHARLES STREET, WEST PERTH ON 19<sup>th</sup> MARCH 2009, COMMENCING AT 6.00PM.**

**1. RECORD**

**ATTENDANCE:** Mr S Mailey Unit 1  
Mr A Smith Unit 9  
Mr R Holland Unit 17  
Mr P Smith Unit 23  
Mr S Sanders Unit 48  
Mr D Weatherdon representing TEYS - Como

**2. APOLOGIES**

**FOR ABSENCE:** Mr S Tanascev Unit 13

**3. QUORUM:** A quorum was present.

**4. CHAIRPERSON:** Mr Mailey

**5. CONFIRMATION**

**OF MINUTES:** It was **RESOLVED** that the minutes of the Council Meetings held 20.01.09 be received and accepted as true and correct records..

**6 BUSINESS ARISING FROM MINUTES OF COUNCIL MEETING OF 20.01.09**

**6.1 Removal of trees in visitors parking area**

Further quotations for removal of the trees were provided.

It was resolved that pending the receipt of the full report from Professional Tree Surgeons that :

- The two Eucalyptus trees at the entrance of the Ivy Street parking will be removed.
- The trees would be replaced by trees more appropriate to the area, and an extra two trees be planted elsewhere on the property (total 4). It was agreed that no more than \$1000.00 be spent on these replacements. Professional Tree Surgeons be approached for their input and a quotation to provide the replacement vegetation.
- The quotation from Professional Tree Surgeons of \$990.00 (incl GST) for removal only, be accepted

**Strata Council to follow up with Professional Tree Surgeons**



## 6.2 Broken section of fence (North Side)

The fence has been repaired and insurance have indicated a refund to be appropriate

## 6.3 Gate Fault (Charles Street)

- It was agreed that the annual maintenance contract with ABA Gates be continued at a cost of \$1014.00
- It was agreed that OPTION 2 (to supply and install replacement sliding gate automation - \$1796.90) from ABA Gates be accepted.

## **Strata Manager and Chairman to communicate decisions to Jeff Cadzow of ABA Gates**

**NOTE. DW sent email Friday 20<sup>th</sup> March to action**

## 6.4 Lighting Repairs

- Jeff May electrical completed inspection and repair of faulty lighting – invoice \$803.00 presented for payment.
- Discussion took place with reference to the replacement of light poles. Saxon presented the option for sphere lighting (pole top) as recommended by Jeff May; Roger questioned the quality; Saxon would prefer uniformity of light poles. No agreement and decision postponed to later meeting. After further research by other councilors.

## 6.5 Insurance

Roger had obtained 3 quotations for a property valuation and it was agreed that Kevin Johnson quotation of \$11,000.00 (incl GST) be accepted.

**Strata managers to contact Kevin Johnson to arrange said valuation**

## 6.6 Asbestos

- The Town of Vincent (TOV) has issued a formal warning about council members illegally breaking up and/or disposing of asbestos products.
- All asbestos waste has now been removed from the complex.
- All council members advised that ALL fences surrounding the property are asbestos cement and therefore contain asbestos. (as per TOV inspection)

## **7 CORRESPONDENCE**

- Letter sent to unit 36 re Foxtel satellite dish – posted 09.03.09

No response received to date.

- Unit 8 sold

Provided by Daryl for council information; the thought was that council may want to introduce themselves and explain their responsibilities

- Letter to unit 49 re levies posted 17.02.09– since paid

Daryl reported that outstanding levies had been reduced substantially and now stood at \$1100.00

### **ITEM 8 . FINANCIAL REPORT AT 10.03.09**

- Methodology of payment of invoices – for discussion

Peter requested that someone volunteer to assume the mantle of Treasurer since he would soon be taking a vacation. Saxon offered to monitor this portfolio with assistance from Strata managers. Saxon's offer was accepted and Daryl to liaise closely with Saxon re invoices.

Daryl informed the meeting that this system would be more efficient than that used over the past two months where every invoice was sent to Peter to be ratified for payment.

- Investment accounts

Those present questioned the information provided which showed only one investment account.

NOTE: Daryl phoned Westpac Friday 20<sup>th</sup> March 2009, and spoke with Jason who confirmed that 147 Charles Street had two accounts:

1. account number 23-0018.                      Sum    \$10,725.49

2. account number 21-3480                      Sum    \$10,690.46

### **ITEM 9 ANNEXURE "A" – SPECIAL BUSINESS**

#### 9.1 Pool Repairs

Saxon reported that it was an obligation of the strata council to maintain the pool since it was resolved at an earlier general meeting that the owners wanted to keep the pool operational and had set aside a sum relevant to this issue and repainting of the pool could be on the list of 'to do'.

#### 9.2 New Chlorinator:

Saxon reported that he is still sourcing further quotations.

#### 9.2 Planting of new trees (to replace removed ones)

Addressed in business arising from minutes

#### 9.3 North Fence Replacement

- Daryl reported that the strata manager of the adjacent property had contacted him re the repair of the shared fencing. He further reported that he questioned this strata manager about the funding of a replacement fence and was informed that it was an item for the AGM of that property.

Roger commented that Sheridan's property is for sale and possibly would not be interested in contributing to the fence project.

#### 9.4 External Lighting

Addressed in business arising from minutes

#### 9.5 Tree Removal

- Strata council to obtain further quotations to remove dead tree at the rear of unit 2 which will need to be removed at a date to be determined.
- Removal of tree stumps: some of these stumps could be deemed a tripping hazard and may need to be removed.

Most of those present felt that there was no need for grinding.

#### 9.6 Retaining walls

There are a number of areas around the complex where retaining walls are starting to fail, These will need to be replaced at some stage and the strata council will look at a scope of works and obtaining quotations in due course.

#### 9.7 Painting of balustrades and cleaning of walkways

- Sean presented a quotation for the clean and painting of the common area balustrades of \$3200.00 It was agreed this to be very reasonable and wa accepted on the proviso that the quotation included the cost of paint
- Sean also presented a quotation for the cleaning of:

a) the whole building at \$10,5000.00 and

b) the walkways only at \$4,000.00

Daryl commented on that these figures are above the power of expenditure of the council which stands at \$65.00 per unit i.e. 65 x 54 =\$3510.00. Should the council wish to proceed with these projects then they would need to obtain approval of the owners by issuing a letter under Section 47 of the Titles Act.

It was agreed these issues be raised at a later date.

#### 9.7 **Charles street gates**

Addressed under business arising.

### 10 **GENERAL BUSINESS**

#### 10.1 Unit 20 HWS

- The hot water system has failed at this unit and needs to be replaced along with a section of the flue. Discussion took place about the strata company obligation to pay for the flue while it is the owner's responsibility to pay for the HWS.

It was agreed that this work proceed and Saxon to inform the contractor with specifications

Roger commented that his HWS and flue area is also due to be refurbished but the solution to the small space involved cutting away some brickwork..

Roger offered to inspect all upper level HWS to determine how many old systems are still operating, his offer was accepted..

#### 10.2 Unit 48 balcony

- Sean reported he had carried out some improvements to the common area of the balcony and sought approval retrospectively.

It was agreed this work to be approved.

#### 10.3 Community newspaper

- It was noted this paper had not been distributed correctly but simply dumped on the pathway outside the property on more than one occasion.

Strata manager was asked to file a complaint

NOTE DW phoned the newspaper manager, Friday 20<sup>th</sup> March, who was rather alarmed at this situation and referred DW on to the distribution company. and spoke with the manager who promised to investigate.

#### 10.4 Brickwork

- This item had not yet been addressed and strata council are to proceed with a scope of works and obtaining quotations.

#### 10.5 Downpipes

Several of these downpipes need attention and a quotation was received from Glenn Dodd.

One at front of building is priority and Sean requested a slight alteration to the downpipe, all agreed and Sean to obtain quotation.

### **11. NEXT MEETING**

THURSDAY 2<sup>ND</sup> July 2009 at 6.00pm at Unit 48

### **12. CLOSURE**

There being no further business the meeting closed at 8.10pm

9/69 Hector Street  
Osborne Park  
Perth W.A.  
6017  
T 08 9204 1744  
F 08 9204 1755

27 FEB 2009



TROJENS & Co PTY LTD  
TRADING AS

**PROFESSIONAL TREE SURGEONS**

### Concise Arboricultural Report

**Requested by:** The Owners of The Mews  
147 -159 Charles Street  
West Perth

**Subject:** Eucalyptus grandis and Eucalyptus citriodora

**Concern:** Eucalyptus tree roots interfering with fence, curbing and road.

**Location:** On the boundary fences to car park entry.

#### **General Observations:**

The Eucalyptus trees despite being lopped in half are in good health and growing vigorously. These trees will continue to grow and increase substantially in size, despite any type of pruning, the root system and trunk will continue to grow.



#### **Concern:**

These trees will continue doing damage to the fences curbing and the freshly laid bitumen which will erupt again. Advantageous roots will continue to seek water and nutrients. The type of lopping that is being undertaken will only encourage the occurrence of branch failure at the site where the new epicomic regrowth is taking place. Not the most desirable situation for a car park.

9/69 Hector Street  
Osborne Park  
Perth W.A.  
6017  
T 08 9204 1744  
F 08 9204 1755

## PROFESSIONAL TREE SURGEONS

### Site selection:

The site selection for the planting of this species is inappropriate and will only continue to do damage. Obviously this species would be better suited to open space, where it cannot interfere with the fencing, road surfaces, reticulation, underground services and/or sewerage.



### Recommendations:

Remove the trees completely to ground level and poison. Replace with a more suitable ornamental size tree or trees. These trees will provide more foliage at an appropriate level for privacy. Will require far less maintenance and do far less damage.

### Conclusion:

It is my opinion that the trees located at the rear car park of 147 Charles Street have been planted inappropriately for the location. There is clear evidence at the site, and in the photographs that the buttressing roots have clearly done damage. It is my opinion that they will continue to do.

Signed:

**Royce Turner**  
*Managing Arborist*  
*Professional Tree Surgeons*



7th July 2009  
The Council of Owners  
"The Mews"  
147-159 Charles Street  
WEST PERTH WA 6005

## 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 "The Mews" (Strata Plan 5629), will be held:

DATE: MONDAY JULY 13th 2009  
TIME: 6.00 pm  
LOCATION: TBA

### AGENDA:

1. Record Attendance
2. Apologies for Absence
3. Quorum
4. Appointment of Chairman
5. Confirmation of Council Minutes
6. Business Arising from Minutes of Last Meeting
7. Correspondence
8. Financial Report
9. Special Business
10. General Business
11. Next Meeting
12. Comments from Office Bearers
13. Closure

Should you be unable to attend, please contact the undersigned to register your apologies.

Yours faithfully

Saxon Mailey  
STRATA COMPANY CHAIRMAN  
saxon@themewswestperth.com.au

## 6. BUSINESS ARISING FROM MINUTES OF LAST MEETING

### 6.1. Completed Items

- a) Gate Fault (Charles Street)  
A faulty motor on this gate has been replaced. The gate appears to be working without fault since this change.
- b) Painting of railings in common areas  
A contractor completed the painting of all railings and light poles in the common areas mid June.
- c) Pool Repairs  
A new salt water chlorination system has been installed. This system replaces the very old chlorinator that failed last year.
- d) Roofing Repairs  
Several sections of worn out and damaged guttering and downpipe have been replaced.  
A section of damaged roof was identified when the roofing contractor was performing repairs. The contractor has returned and repaired this section of roof. An insurance claim will be made for this work.
- e) Removal of Satellite dish U36  
The dish on the side wall of U36 at the front of the building has finally been removed by the tenant after many communications with the owner.
- f) Removal of unsuitable trees  
Professional Tree Surgeons attended site on 26th June and remove the three unsuitable trees. They also removed any remaining tree stumps from the main grass areas.

### 6.2. In Progress

- a) Planting of 4 new trees  
As agreed at the last meeting 4 small trees will be planted to replace the ones that were cut down in June. Quotes are currently being sourced for this work, more information will be presented when available.
- b) External Lighting Repairs  
Repairs to several of the external lighting poles is required. Contractor selection has been finalised and we expect a contractor to attend site over the next couple of weeks to perform this work.
- c) Insurance Valuation  
This is still happening, more information will be available at the meeting

## 7. CORRESPONDENCE

- 7.1. U49 – Leaking hot water system  
Letter sent to owner (09/03/2009)  
Water system replaced (07/06/2009)
- 7.2. U35 - Unlicensed vehicle in visitor parking area (Green Hyundai Excel)  
Letter sent to owner (05/2009)  
Car taken away (15/06/2009)

## 8. FINANCIAL REPORT

### 8.1. Half Year Report (01/01/2009 – 30/06/2009)

<b>INCOME</b>	<b>CONTRIBUTIONS INCOME</b>		
	Strata levy	\$33,540.00	
	Interest paid on overdue levies	\$144.05	
			\$33,684.05
	<b>INSURANCE</b>		
	INSURANCE	\$453.18	
			\$453.18
	<b>TAXATION RECEIPTS</b>		
	Income tax refund	\$3.10	
			\$3.10
			<hr/>
			\$34,140.33
<b>EXPENSES</b>	<b>GENERAL ADMINISTRATION</b>		
	Council member – expenses	\$695.92	
	Management fee – council meetings	\$911.60	
			\$1,607.52
	<b>CONTRACTED SERVICES</b>		
	Bin cleaning	\$351.00	
	Electrical repairs	\$730.00	
	Fence repairs / replacement	\$526.36	
	Garden maintenance	\$120.00	
	Gates – general	\$1,438.28	
	Gates – security	\$1,796.90	
	Graffiti removal	\$115.77	
	Gutter and downpipe cleaning	\$630.00	
	Gutter and downpipe repairs	\$2,310.00	
	Lawn and garden maintenance	\$3,692.00	
	Painting	\$3,181.82	
	Pest control service	\$227.00	
	Plumbing	\$1,250.00	
	Pool maintenance	\$1,987.01	
	Pool equipment / repairs	\$1,640.91	
	Reticulation repairs	\$113.00	
	Roof Repairs	\$170.00	
	Rubbish Removal	\$109.09	
	Signs	\$136.36	
	Tree Removal	\$150.00	
			\$20,675.50
	<b>FIXED FEES</b>		
	Management fee – base	\$3,318.18	
	Postage, petties & storage of records	\$555.42	
			\$3,873.60
	<b>UTILITIES</b>		
	Electricity – Common Areas	\$1,146.90	
	Water consumption	\$2,399.70	
			\$3,546.60
	<b>GST &amp; PAYG</b>		
	GST – in	-\$3,581.57	
	GST – out	\$2,817.61	
	PAYG – out – income tax	\$253.00	
	BAS – payments	\$1,474.00	
			\$963.04
			<hr/>
			\$30,666.26

8.2. Investment Accounts

The strata company maintains the following term investments

- Westpac Term Investment (ac 23-0018) \$TBA
- Westpac Term Investment (ac 21-3480) \$TBA

8.3. Outstanding Strata Levies

- a) A report detailing outstanding strata levies will be presented (TEYS).
- b) Council to decide if further action is required to recover outstanding funds.

8.4. Treasurers Report

The Treasurer will give a brief summary of accounts since the last report.

## 9. SPECIAL BUSINESS

9.1. Gas Flues (Hot Water Systems): There has been much discussion and quite a bit of groundwork going on around the gas flues. The gas inspector has been on site and has advised us of our obligations.

- a) A list of problem flues will be presented for discussion (Roger)

9.2. Digital Television Reception: The current television reception equipment is not designed for digital TV. Reception equipment needs to be upgraded to support the full range of digital offerings. (Sheki)

9.3. Plumbing Duct Doors: Over the last 3 years the plumbing duct doors have been gradually repaired/replaced. (Saxon)

- a) Note to all present: doors need to be opened using keys, and not by pulling vents off. Damage was done to one of the vents this month when it was forcibly removed.
- b) VOTE: We have a quote to do the final batch of duct doors from AMS Building Maintenance. Total cost is \$3410 (GST Inc)

9.4. Plumbing Leaks: We have had several reports of running water throughout the complex, most likely from toilets. Given the council pays all water consumption charges is it prudent for us to arrange for all apartments to be inspected and reported on once per year? (Saxon)

9.5. Parking Signage: We are still having issues with the visitor parking area with residents leaving cars parked for long periods of time. We have also received a complaint from the Vincent council regarding access to the rubbish bins. (Saxon)

9.6. Taxation: According to the ABR we have been registered for GST since its inception in 2000. Given our turnover is less than \$75,000 are we still required to be registered? (Saxon)

- 9.7. Electrical Safety Legislation: New legislation has recently passed requiring mains powered smoke detectors and 2 safety switches to be installed in all properties. Compliance dates vary. (Saxon)
- a) Safety Switch - Rental Properties
  - b) Safety Switch - Owner Occupied
  - c) Safety Switch - Common Property
  - d) Smoke Detectors
  - e) VOTE: Should we send a letter to all owners advising of their obligations.

- 9.8. Driveway Mirror: There is a blind spot at the end of the driveway leading in from the Charles St gate. Installing a driveway mirror will increase visibility and reduce the risk of an accident. This may also reduce the risk of fence damage that has been caused by reversing vehicles in the past. (Sean)
- a) VOTE: should we install a driveway mirror at the bend of the Charles St driveway to reduce the risk of an accident.

**10. GENERAL BUSINESS**

**11. NEXT MEETING**

The next meeting will be held in the first week of October. Confirm whether Tuesday October 6<sup>th</sup> is convenient with everyone.

**12. COMMENTS FROM OFFICE BEARERS**

**13. CLOSURE**

## Minutes of council of owners meeting

<b>Meeting date and time:</b>	13 July 2009 at 6:00 PM
<b>For:</b>	The Mews SP 5629
<b>Venue:</b>	Unit 48, 147-159 Charles Street, West Perth
<b>Present and voting:</b>	Mr S Mailey - Unit 1 Mr A Smith - Unit 9 Mr S Tanascev – Unit 13 Mr R Holland – Unit 17 Mr P Smith – Unit 23 Mr S Sanders – Unit 48
<b>Present and not voting:</b>	Mr L Cole - TEYS (Como)
<b>Apologies:</b>	Nil
<b>Quorum:</b>	A quorum was present
<b>Chairperson:</b>	Mr S Mailey opened and chaired the meeting



No.	Item	Action	By
5	<b>Previous minutes</b>		
5.1	<p>It was <b>resolved</b> that the draft minutes of the council meeting held on 19 March 2009 be adopted as a true and correct record of proceedings.</p> <p>Carried unanimously.</p>		
6	<b>Business arising from previous minutes</b>		
6.1	<p><b>Completed Items</b></p> <p>6.1.1 Gate Fault (Charles Street) - A faulty motor on this gate has been replaced. The gate appears to be working without fault since this change.</p> <p>6.1.2 Painting of railings in common areas A contractor completed the painting of all railings and light poles in the common areas mid June.</p> <p>6.1.3 Pool Repairs - A new salt water chlorination system has been installed. This system replaces the very old chlorinator that failed last year.</p> <p>6.1.4 Roofing Repairs - Several sections of worn out and damaged guttering and downpipe have been replaced. A section of damaged roof was identified when the roofing contractor was performing repairs. The contractor has returned and repaired this section of roof. An insurance claim will be made for this work.</p> <p>6.1.5 Removal of Satellite dish U36 - The dish on the side wall of U36 at the front of the building has finally been removed by the tenant after many communications with the owner.</p> <p>6.1.6 Removal of unsuitable trees - Professional Tree Surgeons attended site on 26th June and remove the three unsuitable trees. They also removed any remaining tree stumps from the main grass areas.</p> <p><b>In Progress</b></p>		

No.	Item	Action	By
6.2	<p>6.2.1 Planting of 4 new trees - As agreed at the last meeting 4 small trees will be planted to replace the ones that were cut down in June. Quotes are currently being sourced for this work, more information will be presented when available.</p> <p>6.2.2 External Lighting Repairs - Repairs to several of the external lighting poles is required. Contractor selection has been finalised and we expect a contractor to attend site over the next couple of weeks to perform this work.</p> <p>6.2.3 Insurance Valuation - This is still happening, more information will be available at the meeting.</p>		
7	<b>Correspondence</b>		
7.1	U49 – Leaking hot water system Letter sent to owner (09/03/2009) Water system replaced (07/06/2009)		
7.2	U35 - Unlicensed vehicle in visitor parking area (Green Hyundai Excel) Letter sent to owner (05/2009) Car taken away (15/06/2009)		
8	<b>Financial report</b>		
8.1	<p>Balance of Trust Account at 13 July 2009</p> <p>Half Year Report - 01/01/2009 – 30/06/2009 (see attached):</p> <p>Income</p> <p>Expenditure</p> <p>It was <b>resolved</b> to adopt the half year financial report for the period 01/01/2009 – 30/06/2009.</p> <p>Carried unanimously</p>	<p>\$10,533.57</p> <p>\$34,140.33</p> <p>\$30,666.26</p>	
8.2	<p>Treasurer's report</p> <p>It was <b>resolved</b> that the treasurer's verbal report be received confirming good cash flow, with interest on investments currently higher than inflation.</p> <p>Carried unanimously</p>		

No.	Item	Action	By
9	<b>Special business</b>		
	<p>9.1 Gas Flues (Hot Water Systems) - It was <b>resolved</b> that the meeting receive a verbal report from Mr R Holland advising that the flues to 11 units have been identified as requiring rectification.</p> <p>Carried unanimously</p> <p>9.2 Digital television reception – It was <b>resolved</b> that council obtain quotations for the replacement of aerials and amplifiers. Contractors are to quote both on a phased programme of works and to undertake the works in one phase.</p> <p>Carried unanimously</p> <p>9.3 Plumbing Duct Doors – It was <b>resolved</b> that a quotation from AMS Building Maintenance for \$3,410.00 (incl GST) be accepted and a work order issued.</p> <p>Carried unanimously</p> <p>9.4 Plumbing Leaks – It was <b>resolved</b> that council is to raise awareness with all owners the effect that water losses have on their levies and urge that plumbing leaks are attended to immediately.</p> <p>Carried unanimously</p> <p>9.5 Parking Signage – It was <b>resolved</b> that council obtain quotations for “No Stopping” signs in the bin area and “Short Term Visitor Parking” for the visitor parking areas.</p> <p>Carried unanimously</p> <p>9.6 Taxation – It was <b>resolved</b> that the council investigate de-registering the strata company for GST purposes.</p> <p>Carried unanimously</p> <p>9.7 Electrical Safety Legislation – It was <b>resolved</b> that council obtain quotations for the supply and installation of residual current devices on the common property power and lighting circuits.</p> <p>Carried unanimously</p> <p>9.8 Driveway Mirror – It was <b>resolved</b> that a</p>		

No.	Item	Action	By
	traffic mirror be purchased for the driveway. Carried unanimously		
<b>10</b>	<b>General business</b>		
	It was <b>resolved</b> that the Chairperson be allowed to spend up to \$500.00 on any one item of expenditure without reference to other council members. Carried unanimously		
<b>11</b>	<b>Next Meeting</b>		
	The next meeting of Council will be Tuesday 20 October 2009. Council members are to confirm whether that date is convenient.		

**The meeting concluded at 8:35 pm.**

**Confirmed as true and correct:**

**Signature:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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AUSTRALIAN  
GOVERNMENT  
Gazette**

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EFFECTIVE FROM 1 JULY 2008 (Prices include GST).

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# — PART 1 —

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## CONSUMER AND EMPLOYMENT PROTECTION

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CE301\*

Real Estate and Business Agents Act 1978

### **Real Estate and Business Agents (General) Amendment Regulations (No. 2) 2009**

Made by the Governor in Executive Council.

**1. Citation**

These regulations are the *Real Estate and Business Agents (General) Amendment Regulations (No. 2) 2009*.

**2. Commencement**

These regulations come into operation as follows —

- (a) regulations 1 and 2 — on the day on which these regulations are published in the *Gazette*;
- (b) the rest of the regulations — on 1 July 2009.

**3. Regulations amended**

These regulations amend the *Real Estate and Business Agents (General) Regulations 1979*.

**4. Regulation 6 amended**

In regulation 6(1):

- (a) in paragraph (a) after “passed for” insert:

the conferral of

- (b) before paragraph (b) insert:

- (ba) the examinations which are required by a registered training provider to be passed for the conferral of a Diploma of Property Services (Agency Management) CPP50307; or

(c) in paragraph (b) delete “conferring” and insert:

conferral

By Command of the Governor,

P. CONRAN, Clerk of the Executive Council.

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## ENERGY

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EN301\*

Electricity Act 1945

### Electricity Amendment Regulations 2009

Made by the Governor in Executive Council.

**1. Citation**

These regulations are the *Electricity Amendment Regulations 2009*.

**2. Commencement**

These regulations come into operation as follows —

- (a) regulations 1 and 2 — on the day on which these regulations are published in the *Gazette*;
- (b) the rest of the regulations — on the day 3 months after that day.

**3. Regulations amended**

These regulations amend the *Electricity Regulations 1947*.

**4. Regulation 2 amended**

(1) At the beginning of regulation 2 insert:

(1) In these regulations —

*Australian/New Zealand Wiring Rules* means AS/NZS 3000:2000 Electrical Installations (known as the Australian/New Zealand Wiring Rules), published jointly by Standards Australia and Standards New Zealand.

- (2) In regulation 2:
- (a) delete “Unless” and insert:
- (2) Unless
- (b) delete “Australian/New Zealand Standard AS/NZS 3000 — Wiring Rules, published by the Standards Association of Australia and as amended from time to time,” and insert:

Australian/New Zealand Wiring Rules

**5. Part IV inserted**

After regulation 11 insert:

**Part IV — Residual current devices**

**12. Terms used**

In this Part —

***commencement day*** means the day on which this Part comes into operation;

***common property***, relating to residential premises —

- (a) if the premises are part of a scheme as defined in the *Strata Titles Act 1985* section 3(1) — means common property as defined in that section; or
- (b) if those premises and other residential premises are situated on the same lot as defined in the *Land Administration Act 1997* section 3(1) — means all the areas of that lot that do not comprise or form part of any residential premises;

***installed***, in relation to residential premises or common property relating to residential premises, means —

- (a) installed in accordance with the Australian/New Zealand Wiring Rules in relation to those premises or that property; and
- (b) not installed in relation to any other premises or property;

***occupied by an owner***, in relation to residential premises, means occupied by an owner, whether legal or beneficial, of those premises as the owner’s principal place of residence;

***residential premises*** has the meaning given in the *Residential Tenancies Act 1987* section 3 but does not include any common property relating to the residential premises;

*residential tenancy agreement* has the meaning given in the *Residential Tenancies Act 1987* section 3.

**13. Residential premises occupied by an owner**

Except as provided in regulations 16(1) and 17, an owner of residential premises that are occupied by an owner must ensure that at least 2 residual current devices are installed in relation to the premises —

- (a) before title to the premises is transferred; or
- (b) before the owner enters into a residential tenancy agreement in respect of the premises; or
- (c) before the owner makes the premises available for hire.

Penalty:

- (a) in the case of an individual — a fine of \$15 000;
- (b) in the case of a body corporate — a fine of \$100 000.

**14. Residential premises not occupied by an owner**

Except as provided in regulations 16(1) and (3) and 17, an owner of residential premises that are not occupied by an owner must ensure that at least 2 residual current devices are installed in relation to the premises —

- (a) before title to the premises is transferred; or
- (b) before the owner enters into a residential tenancy agreement in respect of the premises with someone other than a person who was a tenant (as defined in the *Residential Tenancies Act 1987* section 3) of the premises immediately before the commencement day; or
- (c) unless the premises were made available for hire immediately before the commencement day — before the owner makes the premises available for hire; or
- (d) in any event, before the second anniversary of the commencement day.

Penalty:

- (a) in the case of an individual — a fine of \$15 000;
- (b) in the case of a body corporate — a fine of \$100 000.

**15. Common property relating to residential premises**

Except as provided in regulation 16(4), an owner of common property relating to residential premises must

ensure that at least one residual current device per switchboard, designed to protect all the sub-circuits supplied from that switchboard, is installed in relation to the property before the second anniversary of the commencement day.

Penalty:

- (a) in the case of an individual — a fine of \$15 000;
- (b) in the case of a body corporate — a fine of \$100 000.

## **16. Exception in the case of demolition**

- (1) An owner of residential premises is not required to comply with regulation 13(a) or 14(a) if the owner gives to the Director a written statement, signed by the person to whom the premises are to be transferred, that the premises are to be demolished by that person on or before a date specified in the statement.
- (2) The date specified in a statement under subregulation (1) must not be more than 6 months after the transfer of the premises.
- (3) An owner of residential premises is not required to comply with regulation 14(d) if the owner gives to the Director a written statement that the premises are to be demolished on or before a date specified in the statement.
- (4) An owner of common property relating to residential premises is not required to comply with regulation 15 if the owner gives to the Director a written statement that all residential premises forming part of the scheme are to be demolished on or before a date specified in the statement.
- (5) The date specified in a statement under subregulation (3) or (4) must not be more than 6 months after the second anniversary of the commencement day.
- (6) Except as provided in regulation 17, if subregulation (1) or (3) applies and the residential premises are not demolished by the date specified in the statement, the owner of the premises must ensure that at least 2 residual current devices are installed in relation to the premises as soon as is practicable after the date specified in the statement.

Penalty:

- (a) in the case of an individual — a fine of \$15 000;
- (b) in the case of a body corporate — a fine of \$100 000.

- (7) If subregulation (4) applies and the residential premises are not demolished by the date specified in the statement, the owner of the premises must ensure that at least one residual current device per switchboard is installed in relation to the common property as soon as is practicable after the date specified in the statement.

Penalty:

- (a) in the case of an individual — a fine of \$15 000;
- (b) in the case of a body corporate — a fine of \$100 000.

**17. Exception in the case of lack of appropriate switchboard**

An owner of residential premises is not required to comply with regulation 13, 14 or 16(6) if —

- (a) the premises do not have —
  - (i) a switchboard; or
  - (ii) a switchboard that can accommodate 2 residual current devices, located on those premises; and
- (b) an inspector is of the opinion that it is impractical to install 2 residual current devices in relation to the premises and gives written notice of that opinion to the owner; and
- (c) the owner installs one residual current device in relation to the premises.

**18. Inspection and inquiry**

- (1) An inspector is authorised to inspect, or make inquiry in relation to, the installation of residual current devices under this Part.
- (2) Without limiting subregulation (1), an inspector who has reasonable grounds to suspect that a residual current device has not been installed in relation to residential premises as required by regulation 13, 14 or 16(6), or in relation to common property relating to residential premises as required by regulation 15 or 16(7), may serve on an owner of those premises or that property a written request to provide proof of that installation in the form of either —
  - (a) a written statement to that effect —
    - (i) in a form approved by the Director; and
    - (ii) signed by a person who holds an electrical contractor's licence as defined in *Electricity (Licensing) Regulations 1991* regulation 3(1);



or

- (b) a written statement from the relevant local government to the effect that the first building licence relating to the construction of the premises was granted after 1 January 2000.
- (3) In proceedings against an owner of premises or property for an offence under regulation 13, 14, 15 or 16(6) or (7), evidence that the owner —
- (a) was served with a request under subregulation (2); and
  - (b) failed to provide the requested proof within 28 days after the service,

is, in the absence of evidence to the contrary, proof that on the day of the alleged offence the residual current device or devices sufficient for compliance with that regulation were not installed in relation to the premises.

By Command of the Governor,

P. CONRAN, Clerk of the Executive Council.

EN302\*

Electricity Industry Act 2004

## **Electricity Industry Exemption Amendment Order (No. 2) 2009**

Made by the Governor in Executive Council under section 8 of the Act.

### **1. Citation**

This order is the *Electricity Industry Exemption Amendment Order (No. 2) 2009*.

### **2. Commencement**

This order comes into operation as follows —

- (a) clauses 1 and 2 — on the day on which this order is published in the *Gazette*;
- (b) the rest of the order — on the day after that day.

**3. Order amended**

This order amends the *Electricity Industry Exemption Order 2005*.

**4. Clause 6 amended**

- (1) Delete clause 6(4) and insert:
  - (4) If electricity supplied to the relevant premises by the supplier is supplied to the supplier by the Electricity Retail Corporation, any charge imposed by the supplier for the electricity must not exceed the charge for metered consumption —
    - (a) to be paid under the *Energy Operators (Electricity Retail Corporation) (Charges) By-laws 2006* by consumers for electricity supplied for residential use only; and
    - (b) applying to electricity supplied by the Electricity Retail Corporation on the day of the supply.
  - (5A) If electricity supplied to the relevant premises by the supplier is supplied to the supplier by the Regional Power Corporation, any charge imposed by the supplier for that electricity must not exceed the charge for metered consumption —
    - (a) to be paid under the *Energy Operators (Regional Power Corporation) (Charges) By-laws 2006* by consumers for electricity supplied for residential use only; and
    - (b) applying to electricity supplied by the Regional Power Corporation on the day of the supply.
- (2) In clause 6(6) delete “total, exceed 25.57 cents per day.” and insert:

total —

  - (a) in a licence area in which the Electricity Retail Corporation sells electricity to customers, exceed the fixed charge —
    - (i) to be paid under the *Energy Operators (Electricity Retail Corporation) (Charges) By-laws 2006* by consumers for electricity supplied for residential use only; and
    - (ii) applying to electricity supplied by the Electricity Retail Corporation on the day of the supply;

or

- (b) in a licence area in which the Regional Power Corporation sells electricity to customers, exceed the fixed charge —
    - (i) to be paid under the *Energy Operators (Regional Power Corporation) (Charges) By-laws 2006* by consumers for electricity supplied for residential use only; and
    - (ii) applying to electricity supplied by the Electricity Retail Corporation on the day of the supply.
- (3) After subclause (6) insert:
- (7A) Subclause (6) applies even if the electricity is generated using generating works that are owned or operated by the supplier.

By Command of the Governor,

P. CONRAN, Clerk of the Executive Council.

EN303\*

Electricity Industry Act 2004

## **Electricity Industry (Caravan Park Operators) Exemption Amendment Order 2009**

Made by the Governor in Executive Council under section 8 of the Act.

### **1. Citation**

This order is the *Electricity Industry (Caravan Park Operators) Exemption Amendment Order 2009*.

### **2. Commencement**

This order comes into operation as follows —

- (a) clauses 1 and 2 — on the day on which this order is published in the *Gazette*;

(b) the rest of the order — on the day after that day.

**3. Order amended**

This order amends the *Electricity Industry (Caravan Park Operators) Exemption Order 2005*.

**4. Clause 6 amended**

(1) Delete clause 6(1) and insert:

(1) If the electricity supplied to a site occupied by a permanent park resident is supplied to the caravan park operator by the Electricity Retail Corporation, any charge imposed by the caravan park operator for the electricity must not exceed the charge for metered consumption —

(a) to be paid under the *Energy Operators (Electricity Retail Corporation) (Charges) By-laws 2006* by consumers for electricity supplied for residential use only; and

(b) applying to electricity supplied by the Electricity Retail Corporation on the day of the supply.

(2A) If the electricity supplied to a site occupied by a permanent park resident is supplied to the caravan park operator by the Regional Power Corporation, any charge imposed by the caravan park operator for that electricity must not exceed the charge for metered consumption —

(a) to be paid under the *Energy Operators (Regional Power Corporation) (Charges) By-laws 2006* by consumers for electricity supplied for residential use only; and

(b) applying to electricity supplied by the Regional Power Corporation on the day of the supply.

(2) In clause 6(3) delete “total, exceed 25.57 cents per day.” and insert:

total —

(a) in a licence area in which the Electricity Retail Corporation sells electricity to customers, exceed the fixed charge —

(i) to be paid under the *Energy Operators (Electricity Retail Corporation) (Charges) By-laws 2006* by consumers for electricity supplied for residential use only; and

- (ii) applying to electricity supplied by the Electricity Retail Corporation on the day of the supply;
  - or
  - (b) in a licence area in which the Regional Power Corporation sells electricity to customers, exceed the fixed charge —
    - (i) to be paid under the *Energy Operators (Regional Power Corporation) (Charges) By-laws 2006* by consumers for electricity supplied for residential use only; and
    - (ii) applying to electricity supplied by the Electricity Retail Corporation on the day of the supply.
- (3) After subclause (3) insert:
- (4A) Subclause (3) applies even if the electricity supplied by the caravan park operator is generated using generating works that are owned or operated by the caravan park operator.

By Command of the Governor,

P. CONRAN, Clerk of the Executive Council.

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## JUSTICE

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JU301\*

Criminal Procedure Act 2004

## Criminal Procedure Amendment Regulations (No. 2) 2009

Made by the Governor in Executive Council.

### 1. Citation

These regulations are the *Criminal Procedure Amendment Regulations (No. 2) 2009*.

**2. Commencement**

These regulations come into operation as follows —

- (a) regulations 1 and 2 — on the day on which these regulations are published in the *Gazette*;
- (b) the rest of the regulations — on the day after that day.

**3. Regulations amended**

These regulations amend the *Criminal Procedure Regulations 2005*.

**4. Schedule 1A amended**

In Schedule 1A insert in alphabetical order:

*Real Estate and Business Agents Act 1978*

By Command of the Governor,

P. CONRAN, Clerk of the Executive Council.

**JU302\****CORRECTION***LEGAL PROFESSION ACT 2008**

LEGAL PRACTITIONERS (FAMILY COURT OF WESTERN AUSTRALIA)  
DETERMINATION 2009

Errors occurred in the notice published under the Legal Practitioners (Family Court of Western Australia) Determination 2009 on page 1046 of the *Government Gazette* dated 31 March 2009.

In clause 5 of the Determination, the footnote <sup>a</sup> to the Table referred to in the clause had some omissions.

The omissions are corrected in the footnote republished in full as follows—

<sup>a</sup> The reference to Junior Practitioner or to Senior Practitioner in this Determination includes all Australian legal practitioners even if the services were rendered in another State or Territory. Where a local legal practitioner has held an interstate practising certificate, the length of admission in that other jurisdiction is to be counted in assessing that practitioner's years of admission for the purposes of this Determination.

**JU303\****CORRECTION***LEGAL PROFESSION ACT 2008**

LEGAL PRACTITIONERS (STATE ADMINISTRATIVE TRIBUNAL)  
DETERMINATION 2008

Errors occurred in the notice published under the Legal Practitioners (State Administrative Tribunal) Determination 2008 on pages 5284 and 5285 of the *Government Gazette* dated 16 December 2008.

In clause 5 of the Determination, the footnote <sup>a</sup> to the Table referred to in the clause had some omissions.



The omissions are corrected in the footnote republished in full as follows—

- <sup>a</sup> The reference to Junior Practitioner or to Senior Practitioner in this Determination includes all Australian legal practitioners even if the services were rendered in another State or Territory. Where a local legal practitioner has held an interstate practising certificate, the length of admission in that other jurisdiction is to be counted in assessing that practitioner's years of admission for the purposes of this Determination.

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## WATER/SEWERAGE

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WA301\*

Water Services Licensing Act 1995

### Licence Exemption (Local Government Drainage Services) Order 2009

Made by the Governor in Executive Council under section 19 of the Act.

**1. Citation**

This order is the *Licence Exemption (Local Government Drainage Services) Order 2009*.

**2. Commencement**

This order comes into operation as follows —

- (a) clauses 1 and 2 — on the day on which this order is published in the *Gazette*;
- (b) the rest of the order — on the day after that day.

**3. Terms used**

In this order —

*controlled area (drainage services)* means a controlled area designated under section 10 of the Act as a controlled area (drainage services);

*local government* means a local government established under the *Local Government Act 1995*.

**4. Exemption**

A local government that provides drainage services in a controlled area (drainage services) is exempt from the requirement under section 18 of the Act to hold an operating licence (drainage services) in respect of the services.

**5. Expiry**

This order expires at the end of the period of 3 years beginning on the day after the day referred to in clause 2(a).

By Command of the Governor,

P. CONRAN, Clerk of the Executive Council.

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## — PART 2 —

### AGRICULTURE

AG401\*

**PLANT DISEASES ACT 1914**  
**SOIL AND LAND CONSERVATION ACT 1945**  
REVOCATION

Department of Agriculture and Food,  
South Perth WA 6151.

I, the undersigned Minister for Agriculture and Food, being the Minister responsible for the administration of the *Plant Diseases Act 1914*, and the *Soil and Land Conservation Act 1945* hereby revoke the following Officers as Authorised Inspectors—

Section 7A of the *Plant Diseases Act 1914*

Amanda Jane Annells  
Sandy Kay Turton

Sections 8 and 21 of the *Soil and Land Conservation Act 1945*

Lyle Norman Mildenhall  
Sally Clifton-Parks

TERRY REDMAN MLA, Minister for Agriculture and Food.

### CEMETERIES

CC401\*

**CEMETERIES ACT 1986**  
SCHEDULE OF FEES

In pursuance of the powers conferred by section 53 of the Cemeteries Act 1986, the Metropolitan Cemeteries Board hereby records having resolved on 24 April 2009, to set the following fees effective from 1 July, 2009. The fees shall be payable upon application for services at Pinnaroo Valley Memorial Park, Rockingham Regional Memorial Park, and Karrakatta, Fremantle, Midland, and Guildford Cemeteries detailed hereunder.

*Fees and Charges inclusive of 10% GST (except where indicated)*

Description	Cemetery					RRMP
	Karrakatta	Fremantle	Pinnaroo	Midland	Guildford	
<b>INTERMENT &amp; GRAVES</b>						
<b>Interment Fees:</b>						
Adult Burial and Entombment (includes dig to 1.8m)	1,070.30	1,070.30	1,070.30	1,070.30	1,070.30	1,070.30
Child Interment (under 13 years)	548.90	548.90	548.90	548.90	548.90	548.90
Infant Interment (under 2 years)	235.40	235.40	235.40	235.40	235.40	235.40
<b>Grant of Right of Burial (25 Years):</b>						
At Need Grant: Lawn	1,479.50	1,479.50	1,479.50			1,479.50
At Need Grant: Monumental Area	1,422.30	1,422.30		1,422.30	1,422.30	1,422.30
At Need Grant: Jewish Orthodox Lawn (includes Star of David)	1,529.00					



Transfer Grant / Re-Issue Grant / Refund Fee / Admin Fee	49.50	49.50	49.50	49.50	49.50	49.50
<b>PRE-NEED INTERMENT SERVICES</b>						
<b>Interment Agreement:</b>						
Adult Pre-Need Interment	1,134.10	1,134.10	1,134.10	1,134.10	1,134.10	1,134.10

*All prices shown include GST at 10%*

Description	Cemetery					
	Karrakatta	Fremantle	Pinnaroo	Midland	Guildford	RRMP
<b>MAUSOLEUM</b>						
<b>Mausoleum</b>						
Mausoleum Entitlement	Quote	Quote		Quote	Quote	
Mausoleum At-Need Grant	1,422.30	1,422.30		1,422.30	1,422.30	
Mausoleum Pre-Need Grant	1,564.20	1,564.20		1,564.20	1,564.20	
Mausoleum Grant Renewal	2,137.30	2,137.30		2,137.30	2,137.30	
<b>Ossuary:</b>						
Ossuary (Single)—must purchase grant	1,431.10					
Ossuary (Double)—must purchase grant	3,725.70					
Ossuary Grant	1,422.30					
Ossuary Grant Renewal	2,137.30					
<b>CREMATION &amp; ASHES</b>	<b>Karrakatta</b>	<b>Fremantle</b>	<b>Pinnaroo</b>	<b>Midland</b>	<b>Guildford</b>	<b>RRMP</b>
<b>Cremation Fees:</b>						
Adult Cremation—includes 1 hour use of Chapel and Lounge	924.00	924.00	924.00			
Adult Cremation—includes: - Direct delivery to crematorium OR; - 1hr in Garden Chapel (Karrakatta) OR; - 30min service in Dench Chapel, Central Committal Area	774.40	774.40	774.40			
Child Cremation (up to 13 years) includes 1 hour use of Chapel and Lounge	591.80	591.80	591.80			
Infant Cremation (up to 2 years) includes urn and 30min in selected chapels	222.20	222.20	222.20			
Infant Cremation (up to 2 years) includes urn and; - Direct delivery to crematorium OR; - 1hr in Garden Chapel (Karrakatta) OR; - 30min service in Central Committal Area	143.00	143.00	N/A			
<b>Cremation Services/Penalties:</b>						
Saturday morning Cremation surcharge	451.00	451.00	451.00			
Chapel / Lounge Time (1hour)	392.70	392.70	392.70			
Chapel / Lounge Time (1/2 hour prior to burial only)	203.50	203.50	203.50			
Late to Depart Chapel/Lounge (after 10 inutes)	169.40	169.40	169.40			
Video of Service (Tape to be provided by Funeral Director)		60.50				
<b>Webcasting: 1 hour service, additional hours may be purchased</b>						

Webcasting Package (includes Live & Delayed + one copy)	374.00		374.00			
Webcasting—Live telecast plus access to delayed telecast for 30 days	276.10		276.10			
Webcasting—Live telecast only (no recording)	276.10		276.10			
Webcasting—access to delayed telecast for 30 days	276.10		276.10			
Recording of webcast on DVD or VHS video	276.10		276.10			
Additional copies on DVD	68.20		68.20			
Additional copies on VHS video	37.40		37.40			
Webcasting/recording service—Additional hour or part thereof	101.20		101.20			
<b>Alternate Arrangements for Ashes:</b>						
Family Attending Placement of Ashes	123.20	123.20	123.20	123.20	123.20	N/A
Family Attending on Saturday	278.30	278.30	278.30	278.30	278.30	N/A
Placement of ashes in Family Grave	224.40	224.40	224.40	224.40	224.40	224.40
Holding Fee per month (after 6 months)	16.50	16.50	16.50			
Scatter Ashes to the Winds	108.90	108.90	108.90			
Transfer of Ashes (plus new position fee)	108.90	108.90	108.90	108.90	108.90	108.90
Registration of Deceased (Non-MCB)	108.90	108.90	108.90	108.90	108.90	108.90
Ash Container—Eco	5.50	5.50	5.50			
Ash Container—plastic small	16.50	16.50	16.50			
Ash Container—plastic large	22.00	22.00	22.00			
<b>PRE-NEED CREMATION SERVICES</b>						
<b>Cremation Agreement:</b>						
Adult Pre-Need Cremation	968.00	968.00	968.00			

*All prices shown include GST at 10%*

Description	Cemetery					
	Karrakatta	Fremantle	Pinnaroo	Midland	Guildford	RRMP
<b>MEMORIALS</b>						
<b>Burial Plaques:</b>						
Bronze—380mm x 280mm	852.50	852.50	852.50			
Bronze—560mm x 305mm	1,097.80	1,097.79	1,097.80			
Bronze—Detachable Plate	364.10	364.10	364.10			
Bronze—Jewish Orthodox (including grey granite base)	1,054.90					
Bronze—Jewish Orthodox (including concrete base)	900.90					
Bronze—Religious Area	251.90					
<b>Memorial Plaques (25 ears):</b>						
Arbor Lane—Standard Roses	3,419.90					
Arbor Lane—Standard Roses additional inscriptions (inc granite base)	931.70					
Arbor Lane—Arbor	1,786.40					
Arbor—Additional inscriptions (inc granite base)	1,786.40					
Bill Manners Walk	Quote					



Centenary Rose Garden—1st inscription	3,058.00					
Centenary Rose Garden—Other inscriptions	668.80					
Classic Granite Niche Wall—Single					658.90	
Classic Granite Niche Wall—Double					1,010.90	
Classic Granite Niche Wall—Second Inscription					337.70	
Estate Memorial—1st inscription (no tribute area—Magpie Loop) 229x229mm plq			3,199.90			
Estate Memorial—other inscriptions (no tribute area—Magpie Loop) 229x229mm			595.10			
Family Shrub—First Inscription 143 x 117	4,255.90	4,255.90	4,255.90	4,255.90	4,255.90	
Family Shrub—Other Inscriptions 143 x 117	608.30	608.30	608.30	608.30	608.30	
Garden of Remembrance—Chrome / anodised / 2 plex plaque	493.90	493.90				
Garden of Remembrance—Bronze plaque	499.40	499.40				499.40
Granite Niche Wall—Single				536.80		536.80
Granite Niche Wall—Double				896.50		896.50
Granite Niche Wall—Second inscription				337.70		337.70
Granite Niche Wall—Single (Lakes)		662.20				
Ground Niche Shrub—Standard	1,115.40	1,115.40	1,115.40	1,115.40	1,115.40	1,115.40
Ground Niche Shrub—Premium	1,380.50		1,380.50			
Ground Niche Rose	1,764.40	1,764.40		1,764.40	1,764.40	
Memorial Garden			499.40	499.40		
Memorial Garden Homicide			499.40			
Memorial Rock in a rockery—small		1,700.60				1,700.60
Memorial Rock in a rockery—medium		2,731.30				2,731.30
Memorial Rock in a rockery—large		4,389.00				4,389.00
Memorial Rock Individual—Standard	5,023.70	5,023.70	5,023.70	5,023.70	5,023.70	5,023.70
Memorial Rock Individual—Large	8,064.10	8,064.10	8,064.10			8,064.10
Memorial Rock Individual - Premium Location	Quote	Quote	Quote	Quote	Quote	Quote
Memorial Rock—other inscriptions	595.10	595.10	595.10	595.10	595.10	595.10
Memorial seat—Bushland setting			5,699.10			
Memorial Seat—Panorama			8,499.70			
Memorial Seat—Granite (inc. 229 x 229 plaque)	4,447.30	4,447.30		4,447.30	4,447.30	4,447.30
Memorial Seat—Curved Granite (inc. 229 x 229 plaque)	3,631.10					
Memorial Seat—Plaque upgrade (550 x 305 or 380 x 280 plaque). Additional to memorial fee	327.80	327.80		327.80	327.80	327.80

Memorial Seat—Detach Plate or 2nd insc for Garden Bench @ PVMP	301.40	301.40	301.40	301.40	301.40	301.40
Memorial Seat Additional Inscription—143 x 117 Plaque. Granite only	301.40	301.40		301.40	301.40	301.40
Memorial Seat Additional Inscription- 229 x 229 Plaque. Granite & Wooden Seats	595.10	595.10	595.10	595.10	595.10	595.10
Memorial Tree—small (includes 143x117 plaque)	4,255.90		4,255.90	4,255.90	4,255.90	4,255.90
Memorial Tree—medium (includes 229x229 plaque)	6,160.00	6,160.00	6,160.00	6,160.00	6,160.00	6,160.00
Memorial Tree—large (includes 229x229 plaque)	8,154.30	8,154.30	8,714.20	8,154.30	8,154.30	8,154.30
Memorial Tree—2nd insc Detachable plate	301.40	301.40	301.40	301.40	301.40	301.40
Memorial Tree—other inscriptions	595.10	595.10	595.10	595.10	595.10	595.10
Memorial Tree—Additional for Burial Plaque		601.69	601.70			
Memorial Tree—Additional for 380 x 280 plaque	327.80	327.80	327.80	327.80	327.80	327.80
Memorial Wall—Single	724.90					
Memorial Wall—Double	1,036.20					
Memorial Wall—2nd Inscription	301.40					
Niche Wall—Single	458.70	458.70	458.70		458.70	
Niche Wall—Double	647.90	647.90	647.90		647.90	
Niche Wall—2nd Inscription (*ALL walls: Detachable plate)	301.40	301.40	301.40	301.40		301.40
Niche Wall—Military (Single position only, no Plaque)	332.20	332.20	332.20			

*All prices shown include GST at 10%*

Description	Cemetery					
	Karrakatta	Fremantle	Pinnaroo	Midland	Guildford	RRMP
MEMORIALS...						
Reflection Wall—190x190 (Jarrah walk)				860.20		
Reflection Wall—380x280 (single or dual) (Jarrah Walk)				1,850.20		
Reflection Wall—190x190. (K = Contemplation; P=General Areas)	1,339.80		1,339.80			
Reflection Wall—380x280 (single or dual). (K = Contemplation; P=General Areas)	2,779.70		2,779.70			
Reflection Wall—1st Premium Small 190x190 (K = Contemplation; P=walls A,B,C)	1,763.30		1,763.30			
Reflection Wall—1st Premium Large 380x280 (F=Lakes internal stream ;P=walls D&E)		3,735.60	3,735.60			
Reflection Wall—2nd inscript. detachable plate (All Areas)		301.40	301.40	301.40		
Reflection Wall—2nd inscript. replace 380x280 (All Areas)		762.30	762.30	762.30		
Reflection Wall—190x190 no ashes placement available (Lakes)		1,453.10				
Reflection Wall—190x190 ashes placement available (Lakes)		1,661.00				

Reflection Wall—380x280 no ashes placement available (Lakes)		3,527.70				
Rose Memorial Bronze—1st Inscription	2,949.10	2,949.10				
Rose Memorial—Other Inscriptions (bronze)	825.00	825.00		825.00	825.00	
Rose Memorial—Other Inscriptions (chrome)	534.60	534.60		534.60	534.60	
Seat of Remembrance (no tribute area—Magpie Loop)			882.20			
Special Memorial—additional inscription (229 x 229mm plaque)	677.60	677.60	677.60	677.60	677.60	
Special Memorial—additional inscription (143 x 117mm plaque)	542.30	542.30	542.30	542.30	542.30	
Special Water Feature—second inscription			Quote			
Standard Grevillea—Individual—First Inscription (143 x 117mm plaque)	5,737.60					
Standard Grevillea—Individual—First Inscription (229 x 229mm plaque)	5,937.80					
Standard Grevillea—Individual—Additional Inscription (143 x 117mm plaque)	525.80					
Standard Grevillea—Individual—Additional Inscription (229 x 229mm plaque)	657.80					
Standard Rose—Individual—First Inscription (143 x 117mm plaque)	8,922.10	8,922.10				
Standard Rose—Individual—First Inscription (229 x 229mm plaque)	8,979.30	8,979.30				
Standard Rose—Individual—Additional Inscription (143 x 117mm plaque)	726.00	726.00				
Standard Rose—In Bed—First Inscription (143 x 117mm plaque)	4,253.69	4,253.69				
Standard Rose—In Bed—Additional Inscriptions (143 x 117mm plaque)	525.80	525.80		525.80	525.80	
Standard Rose—In Bed—First Inscription (229 x 229mm plaque)	4,409.90	4,409.90				
Standard Rose—In Bed—Additional Inscriptions (229 x 229mm plaque)	657.80	657.80		657.80	657.80	
Tree of Life—Leaf	385.00	385.00	385.00			
Vista Memorial—Bridge 1st inscription 380x280			2,926.00			
Vista Memorial—Bridge 2nd Inscription detachable plate			301.40			
Vista Memorial—Bridge 2nd inscription replace 380x280			739.20			
Vista Memorial (Premium)-Sir Thomas Meagher Boardwalk 1st inscription 380 x 280			4,035.90			
Vista Memorial (Premium)-Sir Thomas Meagher Boardwalk detachable plate. 2nd inscription			301.40			

Vista Memorial (Premium)- Sir Thomas Meagher Boardwalk. Replace 380 x 280. 2nd inscription			739.20			
<b>Rose gardens:</b>						
Rose Garden (110mm x 110mm) 8 line inscription SBP		800.80				
Small Rose Niche (120mm x 144mm) 8 line inscription CBP		1,063.70				
<b>Shrub gardens:</b>						
Shrub Garden (77mm x 90mm). SECOND INSCRIPTIONS ONLY		646.80				
Shrub Garden (120mm x 144mm). SECOND INSCRIPTIONS ONLY		839.30				
Shrub Garden (229mm x 229mm). FRONTAGE GARDEN ONLY		952.60				
<b>Reflection Garden:</b>						
Lawn N Memorial Native Garden 190mm x 190mm plq on kerbing—single		946.00				
Lawn S Maritime Memorial Gardens 190 x 190 bronze plaque on kerbing		1,135.20				
Lakeside Memorial plq (120mm x 144mm) 8 line inscription (Granite Pedestal Included)		2,184.60				
Memorial Wall—Internal, Lakes Rose Garden (380mm x 280mm) plq fixed to garden wall capping		3,400.10				
Lakes—2nd inscription - detachable plate only		301.40				
Lakes—Detachable 5 lines— add price to both base plaque & 2nd detachable		92.40				
<b>Infants and Children's Gardens:</b>	<b>IBG</b>	<b>Freo</b>	<b>Zamia</b>			
Butterfly or Star plaque on plinth—children's garden areas		518.10	518.10			
Rustic Cameo	446.60					
Butterfly or Star Plaque on Earth Ribbon	487.30					
Butterfly or Star Plaque on custom shaped plinth		503.80	503.80			
Garden Plaque	469.70					
Butterfly Twig	985.60	985.60	985.60			
River Stone—Small	Quote					
River Stone—Medium	Quote					
River Stone—Large,	Quote					
Memorial Tree in Forest Area (IBG only)	4,131.60					
Memorial Tree in Forest Area- Additional Interment	636.90					

*All prices shown include GST at 10%*

Description	Cemetery					
	Karrakatta	Fremantle	Pinnaroo	Midland	Guildford	RRMP
<b>MEMORIALS...</b>						
<b>Mausoleum Niche</b>						
Internal display niche—rows A to D		2,697.20				
Internal display niche—rows E and F		1,609.30				
External niche walls		458.70				
<b>Memories E-ternal (On- Line Memorial)</b>						







<b>Publications:</b>						
Memories Eternal by Leonie Liveris (inc GST)	9.90	9.90	9.90			
Dismal Trader by Leonie Liveris (inc GST)	free	free	free			

## CORRECTIVE SERVICES

### CS401\*

#### COURT SECURITY AND CUSTODIAL SERVICES ACT 1999

##### PERMITS

Pursuant to the provisions of section 51 of the *Court Security and Custodial Services Act 1999*, the Commissioner of the Department of Corrective Services has issued the following persons with Permits to do High-Level Security Work—

Surname	First Name(s)	Permit Number	Date Permit Issued	Permit Commence Date	Permit Expiry Date
Arbidans	Melissa Jane	CS9-419	06/05/2009	01/05/2009	30/07/2011
Atkinson	Allan Scott	CS9-420	06/05/2009	01/05/2009	30/07/2011
Boase	Timothy	CS9-421	06/05/2009	01/05/2009	30/07/2011
Dahiya	Ashutosh	CS9-422	06/05/2009	01/05/2009	30/07/2011
Gambhir	Naval	CS9-424	06/05/2009	01/05/2009	30/07/2011
Howard	Keryl Anne	CS9-426	11/05/2009	01/05/2009	30/07/2011
Lonergan	Vincent	CS9-427	06/05/2009	01/05/2009	30/07/2011
Mavi	Tarunpreet Singh	CS9-429	06/05/2009	01/05/2009	30/07/2011
Mokonke	Ras Salassie	CS9-430	06/05/2009	01/05/2009	30/07/2011
Nikoloski	Mark	CS9-431	06/05/2009	01/05/2009	30/07/2011
Rance	Tina Jane	CS9-432	06/05/2009	01/05/2009	30/07/2011
Sachdeva	Sangeet	CS9-433	06/05/2009	01/05/2009	30/07/2011
Usher	Jacqueline Ann	CS9-434	06/05/2009	01/05/2009	30/07/2011
Whitfield	Yvette Cordelia	CS9-435	06/05/2009	01/05/2009	30/07/2011

This notice is published under section 57(1) of the *Court Security and Custodial Services Act 1999*.

BRIAN LAWRENCE, CSCS Contract Manager.

## JUSTICE

### JU401\*

#### JUSTICES OF THE PEACE ACT 2004

##### APPOINTMENTS

It is hereby notified for public information that His Excellency the Governor in Executive Council has approved of the following to the Office of Justice of the Peace for the State of Western Australia—

Michael Gordon Copeland of 15 Bay View Crescent, Dunsborough

Vaughan Allan Duncan of 5 Paddy Court, Broome

Mary Josephine McDonnell of Warmun Aboriginal Community, Warmun

RAY WARNES, Executive Director,  
Court and Tribunal Services.

JU402\*

**JUSTICES OF THE PEACE ACT 2004**

## RESIGNATIONS

It is hereby notified for public information that the Minister has accepted the resignation of:—

Mr Lindsay Terrence Crimp of 22 Attfield Street Maddington  
 Mr Norman Hanscott of 18 Plumridge Way South Lake  
 Mr Kenneth Howlett of 10 Prince Philip Drive Bunbury  
 Mr Ross Allen Strahan of Gleeson Road Ongerup  
 Mrs Marie Louise Wordsworth of 8 The Esplanade Peppermint Grove

from the Office of Justice of the Peace for the State of Western Australia.

RAY WARNES, Executive Director,  
 Court and Tribunal Services.

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**LOCAL GOVERNMENT**


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LG401\*

**LOCAL GOVERNMENT ACT 1995***Shire of Northam*

## AUTHORISED OFFICER

It is hereby notified for public information that Mr Simon Allbeury has been appointed as Pound Keeper, Registration Officer, Authorised Officer and Ranger for the purpose of enforcing the following Acts, Regulations and Local Laws for the Shire of Northam—

- (a) Local Government Act 1995 and Regulations
- (b) Local Government (Miscellaneous Provisions) Act 1960
- (c) Bush Fires Act 1954 and Regulations
- (d) Dog Act 1976 and Regulations
- (e) Litter Act 1979
- (f) Control of Vehicles (Off Road Areas) Act 1978 and Regulations
- (g) Council Local Laws

The appointment of Authorised Officer Mr Benjamin Day is hereby revoked.

N. HALE, Chief Executive Officer.

LG402\*

*SHIRE OF MURRAY*

## Appointment of Authorised Officers/Persons

It is hereby notified that effective from April 30, 2009 Terrance Brian Sims and Kathleen Johnston have been appointed as Rangers for the Shire of Murray and are authorised to enforce and administer the following Acts and all Local Laws that operate with the district—

Part XX of the Local Government (Miscellaneous Provisions) Act 1960;  
 Section 449 of the Local Government (Miscellaneous Provisions) Act 1960, (Pound Keeper and Ranger);  
 Part 9, Division 2 of the Local Government Act 1995;  
 Section 9.13, 9.15 of the Local Government Act 1995;  
 Part 3, Subdivision 4 of the Local Government Act 1995;  
 Section 5.36 (1) (b) Local Government Act 1995;  
 Section 3.39 of the Local Government Act 1995;  
 Dog Act 1976—for the purposes of registering, seizing, impounding and destroying dogs;  
 Section 44 of the Dog Act 1976 as a person authorised to commence enforcement proceedings;  
 Section 33E (1) of the Dog Act 1976;  
 Caravan Parks and Camping Grounds Act 1995;  
 Litter Act 1979;  
 Fire Control Officer under Section 38 of the Bush Fires Act 1954;  
 Section 59 (3) of the Bush Fires Act 1954 to institute and carry on proceedings;  
 Part 3, Division 2 of the Criminal Procedure Act 2004.

DEAN UNSWORTH, Chief Executive Officer.

LG403\*

**LOCAL GOVERNMENT ACT 1995***Shire of Toodyay*

## AUTHORISED OFFICER

It is hereby notified for public information that Mr Paul Postma, Mr Ian (Alan) Knapp and Mr Simon Allbeury are appointed as Pound Keeper, Registration Officer, Authorised Officer and Ranger for the purpose of enforcing the following Acts, Regulations and Local Laws for the Shire of Toodyay—

- (a) Local Government Act 1995 and Regulations
- (b) Local Government (Miscellaneous Provisions) Act 1960
- (c) Bush Fires Act 1954 and Regulations
- (d) Dog Act 1976 and Regulations
- (e) Litter Act 1979
- (f) Control of Vehicles (Off Road Areas) Act 1978 and Regulations
- (g) Caravan and Camping Grounds Act 1995 and Regulations 1997
- (h) Council Local Laws

The appointment of Authorised Officer Mr Benjamin Day is hereby revoked.

GRAHAM MERRICK, Chief Executive Officer.

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**MARINE/MARITIME**

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MX401\*

**WESTERN AUSTRALIAN MARINE ACT 1982**

## NAVIGABLE WATERS REGULATIONS

## Restricted Speed Areas—All Vessels

## Swan River

Department for Planning and Infrastructure,  
Fremantle WA, 8 May 2009.

Acting pursuant to the powers conferred by Regulation 48A of the Navigable Waters Regulations the department by this notice revokes the 8-knot speed restrictions currently in force—

- under the Narrows Bridge, and the southern arch of the Causeway Bridges and
- within 45 metres of all the Barrack Street Jetties.

Under Section 67 of the *Western Australian Marine Act 1982*, the department also revokes the 8-knot speed limit in the area—

- All of Perth Waters, as published in Notice TR403 of the *Government Gazette* dated 8 May 1998.

Providing that these revocations shall apply only between 0900 hrs and 1200 hrs on Sunday 17 May 2009, to official bona fide vessels competing in the “Swan Marathon Event” held by the Power Dinghy Racing Club.

On completion of the event all existing speed limits will be re-established.

DAVID HARROD, General Manager, Marine Safety,  
Department for Planning and Infrastructure.

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**MINERALS AND PETROLEUM**

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MP401

Commonwealth of Australia

**OFFSHORE PETROLEUM AND GREENHOUSE GAS STORAGE ACT 2006**

## RENEWAL OF EXPLORATION PERMIT WA-271-P (R2)

Renewal of Exploration Permit WA-271-P (R2) has been granted to Woodside Energy Ltd and Mitsui E & P Pty Australia Ltd to have effect from and including 17 April 2009 for a period of five years.

W. L. TINAPPLE, Executive Director,  
Petroleum and Environment Division.

MP402\*

**MINING ACT 1978**  
**INSTRUMENT OF EXEMPTION OF LAND**  
**EXTENSION OF PERIOD**

The Minister for Mines and Petroleum pursuant to the powers conferred on him by Section 19 of the *Mining Act 1978*, hereby extends the term of the Instrument of Exemption of Lands as described hereunder (not being private land or land that is the subject of a mining tenement or an application therefor) from Divisions 1 to 5 of Part IV of the *Mining Act 1978* for a further two year period expiring on 8 May 2011.

**Description of land being extended**

All areas within the Ord River area displayed in the Department of Mines and Petroleum's TENGRAPH system as—

Section	Description of Land	Section	Description of Land
19/138	Green Swamp	19/195	Carlton Pastoral Company
19/186	Weaber Plains	19/222	Goose Hill
19/187	Mantina South and North	19/223	Geeboowama
19/188	Livistona	19/224	Janama Springs
19/189	Ningbing	19/225	Yuna Springs
19/190	Packsaddle Swamp	19/226	Munthanmar
19/191	Pincombe	19/227	Bell Springs
19/192	Zimmerman	19/231	McKenna Spring
19/193	Weaber	19/233	Palm Springs
19/194	Packsaddle Extension		

Dated at Perth this 4th day of May 2009.

NORMAN MOORE MLC, Minister for Mines and Petroleum.

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## PLANNING AND INFRASTRUCTURE

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PI401\*

**PLANNING AND DEVELOPMENT ACT 2005**

RESOLUTION DECIDING TO PREPARE A LOCAL PLANNING SCHEME

*Shire of Kulin*

Local Planning Scheme No. 3

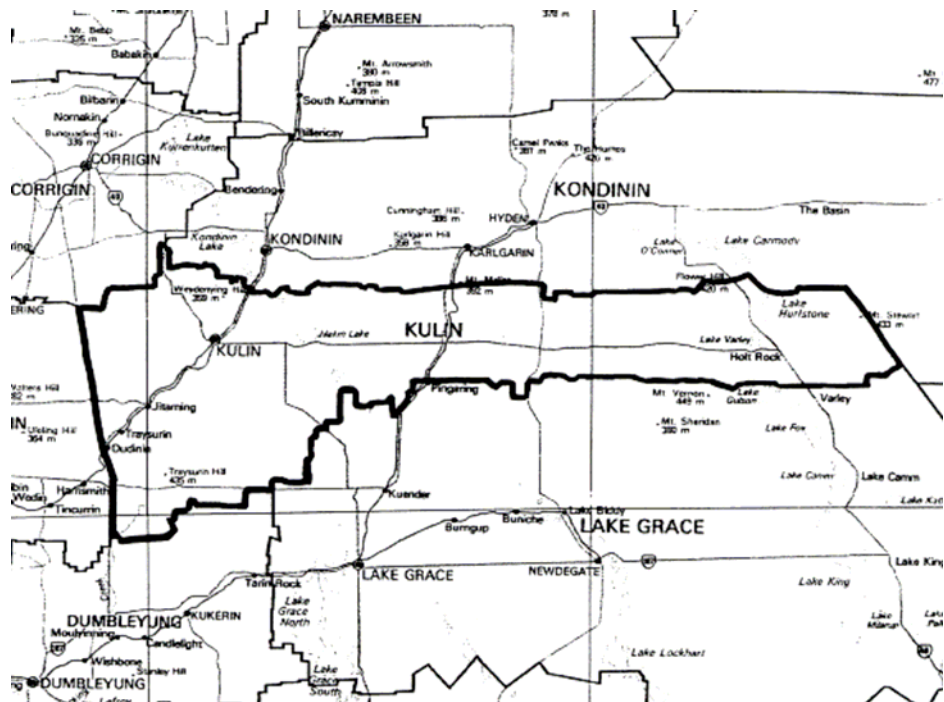
Notice is hereby given that the Council of the local government of the Shire of Kulin on 17 October 2007 passed the following resolution—

That the local government, in pursuance of Section 72 of the *Planning and Development Act 2005*, prepare the Shire of Kulin Local Planning Scheme No. 3 with reference to an area situated wholly within the Shire of Kulin and enclosed within the inner edge of the black border on a plan now produced to the Council of the local government and marked and certified by Mr Greg Hadlow under his hand on the 17th October 2007 as "Scheme Area Map".

Dated this 17th day of October 2007.

GREG HADLOW, Chief Executive Officer.

Shire of Kulin  
Local Planning Scheme No. 3  
"Scheme Map Area"



PI402\*

**PLANNING AND DEVELOPMENT ACT 2005**  
**APPROVED LOCAL PLANNING SCHEME AMENDMENT**  
*City of Gosnells*  
Town Planning Scheme No. 6—Amendment No. 84

Ref: 853/2/25/8 Pt 84

It is hereby notified for public information, in accordance with section 87 of the *Planning and Development Act 2005* that the Minister for Planning approved the City of Gosnells local planning scheme amendment on 15 April 2009 for the purpose of—

1. Recoding Lots 267, 268, 501, 602, 603 and 606 Wickling Street, Lots 15, 50 and 269 William Street, Lots 2, 4, 5, 6, 15, 16, 19, 20, 135 and 138 Bickley Road, Lots 7, 9, 10, 17, 18 and 137 Railway Parade, Lots 6, 9, 10, 10, 11, 11, 11, 12, 12, 12, 13, 13, 13, 14, 17, 24, 25, 79, 90, 502 and 601 Streatham Street and Lot 8 Dulwich Street, Beckenham from Residential R17.5 to Residential R60.
2. Recoding Lots 8 and 136 Bickley Road, Beckenham from Residential R25 to Residential R60.
3. Rezoning Lots 7, 8 and 9 William Street and Lots 3, 4 and 5 Bickley Road, Beckenham from Residential R17.5 to Residential Development.
4. Rezoning Lot 2387 (Reserve 31593) Railway Parade, Beckenham from Residential R17.5 to Local Open Space reserve.
5. Applying a Special Control Area to the Scheme Maps over the whole of the area being recoded to Residential R60 and rezoned to Residential Development, as described in 1.-3. above.
6. Adding a new subclause to clause 6.1.1 to the Scheme Text as follows—
  - (g) Central Beckenham Housing Sub-Precinct C
7. Adding a new clause 6.8 to the Scheme Text as follows—

**6.8 Central Beckenham Housing Sub-Precinct C**

- 6.8.1 Subdivision and development undertaken within the Special Control Area will require the provision of common infrastructure works and public open space.
- 6.8.2 The cost of providing certain common infrastructure works, including drainage system upgrade and the provision of public open space for local recreation purposes, shall be equitably shared by all owners within the Special Control Area.
- 6.8.3 Prior to subdivision being supported or development being approved within the Special Control Area, Council requires an Outline Development Plan to be approved pursuant to Part 7 of the Scheme, and a Development Contribution Plan to be prepared to identify the estimated costs of providing common infrastructure works,

and the associated administration of a Developer Contribution Arrangement and the method for the equitable sharing of the costs by owners.

- 6.8.4 The Developer Contribution Arrangement shall operate in accordance with Schedule 12 of the Scheme.

O. SEARLE, Mayor.  
I. COWIE, Chief Executive Officer.

**PI403\***

**PLANNING AND DEVELOPMENT ACT 2005**  
APPROVED LOCAL PLANNING SCHEME AMENDMENT  
*City of Gosnells*  
Town Planning Scheme No. 6—Amendment No. 85

Ref: 853/2/25/8 Pt 85

It is hereby notified for public information, in accordance with section 87 of the *Planning and Development Act 2005* that the Minister for Planning approved the City of Gosnells local planning scheme amendment on 15 April 2009 for the purpose of—

1. Amending the Scheme Map by—
  - (1) Recoding Lots 6, 62, 63 and 64 Esther Place, Lots 5, 55, 65, 66 and 67 Walter Street, Lots 3, 4, 6, 7, 8, 16, 19, 21, 22, 54, 80, 324, 325 and 660 Terence Street and Lot 20 Stalker Road, Gosnells from Residential R17.5 to Residential R60.
  - (2) Applying a Special Control Area to the Scheme Maps over the whole of the area being recoded to Residential R60, as described above.
2. Amending the Scheme text by—
  - (1) Adding a new sub-clause to Clause 6.1.1 of the Scheme Text as follows—
    - (f) North Gosnells Housing Sub-Precinct E
  - (2) Adding a new clause 6.7 to the Scheme Text as follows—
    - 6.7 North Gosnells Housing Sub-Precinct E
      - 6.7.1 Subdivision and development undertaken within the Special Control Area will require the upgrading of existing drainage infrastructure.
      - 6.7.2 The cost of upgrading the drainage infrastructure in the area shall be equitably shared by all owners within the Special Control Area.
      - 6.7.3 Prior to subdivision being supported or development being approved within the Special Control Area, Council requires a Development Contribution Plan to be prepared to identify the estimated costs of upgrading the drainage infrastructure and the associated administration of a Developer Contribution Arrangement and the method for the equitable sharing of the costs by owners.

O. SEARLE, Mayor.  
I. COWIE, Chief Executive Officer.

**PI404\***

**PLANNING AND DEVELOPMENT ACT 2005**  
APPROVED LOCAL PLANNING SCHEME AMENDMENT  
*City of Armadale*  
Town Planning Scheme No. 4—Amendment No. 27

Ref: 853/2/22/7 Pt 27

It is hereby notified for public information, in accordance with section 87 of the *Planning and Development Act 2005* that the Minister for Planning approved the City of Armadale local planning scheme amendment on 20 April 2009 for the purpose of—

1. Amending the Scheme Text by inserting in appropriate numerical order, a new entry to the Schedule 2 as follows—

No.	Description of Land	Additional Use	Conditions and requirements
38.	A portion of Lot 34 (No.6) Wygonda Road, Roleystone	Permitted (P) Use— <ul style="list-style-type: none"> <li>• Office(s)</li> </ul>	38.1 Development of site limited to maximum plot ration of 0.2. 38.2 Development of site limited to maximum of two storeys. 38.3 Existing vegetation to be incorporated into landscaping areas.



No.	Description of Land	Additional Use	Conditions and requirements
			38.4 All "P" uses listed for the base zone shall be "D" uses (discretionary), notwithstanding that they are "P" uses in the zoning table. 38.5 In determining any planning application for development approval, the City shall have regard to the compatibility of proposed uses with the existing use of the site and any additional uses, which are permissible under the 'Additional Use' provisions. 38.6 Any planning application for development approval is to be accompanied by a tree survey undertaken in consultation with the City that identifies existing trees to be retained and justification for tree removal associated with proposed development.

2. Amend the scheme maps accordingly.
3. Amend the land description for Additional Use No.3 in Schedule 2 from "Lot 34 (No.6)" to "Lot 500 (No.8)".

L. REYNOLDS, Mayor.  
R. S. TAME, Chief Executive Officer.

**PI405\***

**PLANNING AND DEVELOPMENT ACT 2005**

RESOLUTION DECIDING TO PREPARE A TOWN PLANNING SCHEME

Town of Victoria Park Town Planning Scheme No. 2

Notice is hereby given that the Town Council of the local government of Victoria Park on the third of February 2009 passed the following Resolution—

Resolved that the local government, in pursuance of section 72 of the *Planning and Development Act 2005*, prepare the above Town Planning Scheme with reference to an area situate wholly within the Town of Victoria Park and enclosed within the inner edge of the red border on a plan now produced to the Council of the local government and marked and certified by John M. Bonker under his hand dated the 27 January 2009 as "Scheme Area Map".

Dated this sixth day of May 2009.

J. M. BONKER, Chief Executive Officer.

**PI406\***

**PLANNING AND DEVELOPMENT ACT 2005**

*Shire of Halls Creek*

Town Planning Scheme No. 1—Amendment No. 14

FINAL APPROVAL

The Shire of Halls Creek under and by virtue of the powers confirmed upon it in that behalf by the *Planning and Development Act 2005* hereby amends the above Town Planning Scheme by—

1. Reclassifying portions of Lots 9001 and 9002 Bridge Street and Roberta Ave, Halls Creek from Public Purpose Reserve (Aerodrome) and Residential R15/R40 to Residential R20/R40, Residential R40 and Public Purpose Reserve (Aerodrome) under Shire of Halls Creek Town Planning Scheme No.1.
2. Amending the Scheme Map accordingly.

L. CRAIG, Shire President.  
W. OLSEN, Chief Executive Officer.

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## PREMIER AND CABINET

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PC401\*

### APPOINTMENT OF DEPUTY OF THE GOVERNOR

It is hereby notified for public information that the Governor, under clause XVI of the *Letters Patent relating to the Office of Governor of the State of Western Australia*, dated 14 February 1986, has appointed the Lieutenant-Governor the Honourable David Kingsley Malcolm AC QC, to be deputy of the Governor and in that capacity to perform and exercise all the powers and functions of the Governor for the period 11 to 15 May 2009, inclusive.

P. CONRAN, Director General,  
Department of the Premier and Cabinet.

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## RACING, GAMING AND LIQUOR

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RG401\*

### LIQUOR CONTROL ACT 1988

#### LIQUOR APPLICATIONS

The following is a summary of applications received under the *Liquor Control Act 1988 (the Act)* and required to be advertised.

Any person wishing to obtain more details about any application, or about the objection process, should contact the Department of Racing, Gaming & Liquor, 1st Floor, 87 Adelaide Terrace, Perth, Telephone: (08) 9425 1888, or consult a solicitor or relevant industry organisation.

App. No.	Applicant	Nature of Application	Last Date for Objections
<b>APPLICATIONS FOR THE GRANT OF A LICENCE</b>			
12856	Action Industrial Catering Pty Ltd	Application for the grant of a Special Facility—Canteen licence in respect of premises situated in Port Hedland and known as Action Industrial Catering (FMG Rail Camp 5)	19/05/2009
12844	Success Australia Group Pty Ltd	Application for the grant of a Special Facility—Amusement Venue licence in respect of premises situated in Northbridge and known as Point 88	03/06/2009
<b>APPLICATIONS FOR THE REMOVAL OF A LICENCE</b>			
289936	Susan Louise Ward	Application for the removal of a Wholesaler's licence in respect of premises situated in Bunbury and known as Angelicus Wines to premises situated in Burekup	25/05/2009
<b>APPLICATIONS TO ADD, VARY OR CANCEL A CONDITION OF LICENCE</b>			
290287	Bayswater City Soccer Club (Inc)	Application to add, vary or cancel a condition of the Club Restricted Licence in respect of premises situated in Bayswater and known as Bayswater City Soccer Club Inc	22/05/09
<b>APPLICATIONS FOR APPROVAL TO ALTER/REDEFINE THE LICENSED PREMISES</b>			
287806	Sanpoint Enterprises Pty Ltd	Application for approval to alter/redefine the Hotel in respect of premises situated in Kalbarri and known as Kalbarri Motor Hotel	22/05/09

This notice is published under section 67(5) of the Act.

Dated: 6 May 2009.

B. A. SARGEANT, Director of Liquor Licensing.

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## SPORT AND RECREATION

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SZ401

**WESTERN AUSTRALIAN SPORTS CENTRE TRUST ACT 1986**

## CHANGE OF TRADING NAME

Notice is hereby given that, in accordance with Section 5 of the *Western Australian Sports Centre Trust Act 1986*, on the 14th day of January 2009 I approved the use of the registered business name VenuesWest by the Western Australian Sports Centre Trust.

Hon TERRY WALDRON MLA, Minister for Sport and Recreation.

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## DECEASED ESTATES

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ZX401

**TRUSTEES ACT 1962**

## DECEASED ESTATES

## Notice to Creditors and Claimants

Creditors and other persons having claims (to which Section 63 of the *Trustees Act 1962* relates) in respect of the estates of the undermentioned deceased persons, are required to send particulars of their claim to Plan B Trustees Limited of Level 28, 152-158 St George's Terrace Perth on or before the expiration of one month from the date of publication of this notice after which date the Company may convey or distribute the assets, having regard only to the claims of which it then has notice—

Britnell, John Spence of Braemar House, 10 Windsor Rd, East Fremantle, retired tally clerk died on 10 January 2009.

Metcalfe, Ethel Nellie of 43 Piesse St, Wyalkatchem, widow died on 7 March 2009.

Sherwood, Alice of Seaforth Gardens, 2542 Albany Hwy Gosnells, widow died on 16 April 2009.

Edwards, Gladys Sylvia of Bethanie Waters Aged Care Facility, 18 Olivenza Crs, Port Kennedy, widow died on 22 April 2009.

Guest, Brian Thomas of 4 Dunkirk Ct, Port Kennedy, bank manager died on 27 December 2008.

Dated 29 April 2009.

MICHAEL SATIE, Manager Estate and Trust Administration.

ZX402\*

**TRUSTEES ACT 1962**

## DECEASED ESTATES

## Notice to Creditors and Claimants

Creditors and other persons having claims (to which Section 63 of the *Trustees Act* relates) in respect of the Estates of the undermentioned deceased persons are required to send particulars of their claims to me on or before the 8/6/2009 after which date I may convey or distribute the assets, having regard only to the claims of which I then have notice.

AVINS Roy Wilbur Anthony, late of Room Tuart 211 Greenfields Aged Care 95 Lakes Road Greenfields, formerly of 11 Corinna Street Falcon, died 31.03.2009 (DE19740849EM22)

BARNETT John Chalton, late of Bethanie Care 5 Osborne Street Joondanna, died 19.04.2009 (DE33040576EM35)

BATEMAN Sydney, late of Armadale Nursing Centre 21 Angelo Street Armadale, formerly of Serpentine Park & Leisure Village Lot 116 South West Highway Serpentine, die 29.03.2009 (DE19952959EM32)

CORNWELL Ruth Louisa, late of 27 Michael Road Roleystone, formerly of River Garden Nursing Home 89 Clifton Street Kelmscott, died 7.04.2009 (DE33036232EM17)

FEAR David John, late of 19b Conical Rise Woodvale, died 14.04.2009 (DE19894062EM113)

GREEN Olga Myrtle, late of Seaforth Gardens 2542 Albany Highway Gosnells, died 22.02.2009 (DE19750997EM37)

HALLIDAY Jean Phyllis May, late of Annesley Aged Care Home (Rowethorpe) 4-10 Hayman Road Bentley, formerly of 7 Allison Close Willetton, died 25.02.209 (DE19580236EM22)

HUTTON John Richard Hastings, late of 82b Fitzroy Road Rivervale, died 13.04.2009 (DE19951462EM26)

LINARDI Maddalena Giovanna, late of 33 Kent Road Marangaroo, died 31.03.2009 (DE19871441EM27)

SOWRY Ronald, late of 33 Drover Place Wanneroo, died 27.03.2009 (DE33013488EM16)

STEPHENS Agnes Kyle, late of Bethanie Waters 18 Olivenza Crescent Port Kennedy, formerly of Kinross Care Centre 71 Kinross Drive Kinross, died 8.04.2009 (DE19765064EM36)

THOMSON Vera Margaret, late of Amaroo Retirement Village 40 Wreford Court Gosnells, died 28.03.2009 (DE32003853EM26)

TOLAN Glyn Stephen, late of Graylands Hospital Brockway Road Mount Claremont, died 6.03.2009 (DE30281363EM17)

TRIGWELL Kera, also known as Perra Trigwell, late of Annesley 6-10 Hayman Road Bentley, died 19.04.2009 (DE19784006EM13)

WASILIEV Margaret Marie Helene, late of 11 Yeovil Way Karrinyup, died 4.04.2009 (DE19872595EM22)

ZLAMANSKI Josef, late of St George's Home Essex Street Bayswater, formerly of 3 Mangini Street Morley, died 18.01.2009 (DE19851096EM16)

JOHN SKINNER  
Public Trustee  
Public Trust Office  
565 Hay Street  
Perth WA 6000  
Telephone: 9222 6777

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**ZX403\***

**PUBLIC TRUSTEE ACT 1941**  
ADMINISTERING OF ESTATES

Notice is hereby given that pursuant to Section 14 of the *Public Trustee Act 1941* and amendments the Public Trustee has elected to administer the estates of the undermentioned deceased persons.

Dated at Perth the 8 May 2009.

JOHN SKINNER  
Public Trustee  
565 Hay Street  
Perth WA 6000

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<b>Name of Deceased</b>	<b>Address</b>	<b>Date of Death</b>	<b>Date Election Filed</b>
Alma Gertrude Marriott DE19772792EM17	133 Armadale Road Rivervale	9 March 2009	28/4/09

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**ZX404**

**TRUSTEES ACT 1962**  
DECEASED ESTATES

Notice to Creditors and Claimants

Creditors and other persons having claims to which Section 63 of the Trustees Act applies in respect of the Estate of Vladimir Jug-Babir also known as Vladimir Jug-Barbir or Vladimir Jug-Barbier late of Greenfields Aged Care Facility, Lakes Road, Greenfields, Western Australia, who died on the 23rd day of October 2008 are required by the trustee, Anne Veronica Payne to send particulars of their claim to her solicitor, Paynes of PO Box 828, West Perth 6872 in the State of Western Australia by 8 June 2009 after which date the trustee may convey and distribute the assets, having regard only to the claims of which they then have notice.

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# Meeting Agenda 24/11/09

## (i) PRELIMINARY MATTERS

- 1 **Appointment of chairperson for the meeting.**
- 2
  - (a) Verification of number of valid proxies received.
  - (b) Verification of number of those eligible to vote and personally present.
  - (c) Announcement of those present by invitation.
  - (d) Announcement of any apologies received.
- 3 **Declaration of quorum present and confirmation that the meeting is properly constituted and may proceed to the consideration of business.** *(Or that it is adjourned one week hence)*
- 4 Confirmation of the minutes of the previous General Meeting held 24/11/08 and consideration of any matters arising not otherwise provided for by this agenda.

## (ii) GENERAL BUSINESS

- 5 **Statement of Accounts**  
Consideration of the statement of accounts for the period ending 30/09/09 a copy of which is attached to this notice.  
**Proposed motion –**  
That the Statement of accounts be adopted as presented.
- 6.1 **Constitution of the Council.**  
**Proposed motion -** That the Council of the Strata Company consist of 6 proprietors.
- 6.2 Call for nominations of candidates for election to the Council.
- 6.3 If required, conduct a ballot to elect members of the Council.

## (iii) SPECIAL BUSINESS

- 7 **Consideration of budget of estimated expenditure.**  
(Copy of which is attached hereto)  
**Proposed motion-** That the budget of estimated expenditure be adopted as the budget of the Strata Company for the period 01/10/09 to 30/09/10



**8 Determination of the levy of contributions for period 01/01/10 to 31/12/10**

**Proposed motion**-That the levy of contributions on proprietors for the Administrative Fund be payable quarterly in advance inclusive of GST by installments due and payable in the amounts and on the dates as shown below :

\$82.00 per unit entitlement	1 <sup>st</sup> January	2010,
\$82.00 per unit entitlement	1 <sup>st</sup> April	2010,
<u>\$82.00 per unit entitlement</u>	<u>1<sup>st</sup> July</u>	<u>2010,</u>
\$82.00 per unit entitlement	1 <sup>st</sup> October	2010,

to raise a total of \$60,729.00 in the financial year.

**9 Matters without notice for discussion and referral to the Council.**

Note: Such matters may only be raised at the discretion of the Chair and with leave of the meeting.

**Close of meeting.**

**The Owners of "The Mews"**  
**147-159 Charles Street, West Perth**  
**Strata Plan 5629**

**SPECIFIC FORM OF PROXY**

I/We being the proprietor/s of lot/s \_\_\_\_\_ in the above Strata Scheme do hereby appoint:

..... ,

or the Chairman of the Strata Company,

to act as my/our proxy, to speak and to vote on my/our behalf at the Annual General Meeting of the Strata Company to be held on 24/11/09 or at any adjournment thereof.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2009.

Signature/s of proprietor \_\_\_\_\_

And/or all co-proprietors \_\_\_\_\_

In the case of a Company (see note 3 below)

\_\_\_\_\_  
Authorised Signatory/ies

**NOTES**

1. Proxies should be lodged prior to the appointed time of commencement of the meeting. If mailing or faxing your proxy form please ensure that it will be received before the time of commencement of the meeting.  
**For your convenience proxy forms may be faxed to 9362-1133 or mailed to  
Exclusive Strata Management Service,  
P O Box 779, VICTORIA PARK, 6979**
2. Co-proprietors of a lot (e.g. Mr. & Mrs., Joint Tenants, etc) cannot vote on a show of hands unless a proxy form has been completed and signed by all of them, which nominates **one** person as being entitled to vote on their behalf. If a poll is demanded, then each of the co-proprietors can vote to the extent of their individual share of ownership of the lot/s. (e.g. 50%).
3. A Company should appoint a natural person as its proxy and the execution of a proxy form by a company may be required to be signed under the common seal of the company in accordance with the company's Memorandum and Articles of Association.
4. Proprietors may appoint any person of their choice to be their proxy and that person does not have to be a proprietor but must be present at the meeting for the proxy to have effect. You may also direct your proxy to vote either for or against any of the motions, which come before the meeting.

**NOMINATION FOR  
ELECTION TO COUNCIL**

**1. Proprietor/s nominating a fellow proprietor, himself or itself.**

The Secretary  
The Owners of "The Mews" 147- 159 Charles Street, West Perth  
Strata Plan 5629

I/we being Co-proprietor/s of lot \_\_\_\_ hereby nominate .....  
.....(name of the proprietor who is being nominated) as a  
candidate for election to the Council at the Annual General Meeting of the Strata  
Company to be held on 24/11/09 or at any adjournment thereof.

Name/s of nominator/s (please print): \_\_\_\_\_  
\_\_\_\_\_

Signature/s of nominator/s: \_\_\_\_\_  
\_\_\_\_\_

**CONSENT TO NOMINATION FOR  
ELECTION TO COUNCIL**

I/we hereby advise that I/we consent to being nominated as a candidate for  
election to the Council of the Strata Company at the Annual General Meeting to be  
held on 24/11/09 and, if elected, to serve as a member of the Council.

NAME.....(Please print)

Co-proprietor of lot/s (unit/s).....

Signature of nominee.....

This form of consent to nomination must be in the hands of the Chairperson of the  
Annual General Meeting prior to the close of nominations for that election.  
(Written consent is only technically required if the candidate, being a natural  
person, is not personally present at the meeting. If the candidate is a corporation  
the nomination and acceptance must be in writing and may need to be signed  
under the common seal of that corporation)

**The Owners of “The Mews”  
147-159 Charles Street, West Perth  
Strata Plan 5629**

**MINUTES OF THE ANNUAL GENERAL MEETING**

**Held at the Office of Exclusive Strata Management  
17/443 Albany Highway, Victoria Park  
On Tuesday 24<sup>th</sup> November 2009 at 5.30 pm**

**PRESENT**

Saxon Mailey	Roger Holland	Kim Silverstone
Bradley Stanley		

**BY INVITATION**

Jake Kneebone	representing Exclusive Strata Management (ESM)
Jeanette Anderson	representing Exclusive Strata Management (ESM)

At 6.00 pm the Chairman announced that there being no quorum present, the meeting was adjourned to 1<sup>st</sup> December 2009 at the same venue and time.

The meeting reconvened on 1<sup>st</sup> December 2009 at 5.30 pm.

**PRESENT**

Bradley Stanley	Roger Holland	Kim Silverstone
Saxon Mailey		

**BY INVITATION**

Jake Kneebone	representing Exclusive Strata Management (ESM)
Jeanette Anderson	representing Exclusive Strata Management (ESM)

**APOLOGIES** - Nil

**PROPRIETORS PRESENT OR REPRESENTED BY PROXY**

<b>Lot</b>	<b>Proprietor</b>	<b>Represented by</b>	<b>Proxy and/or Proprietor</b>
2	Ms K Silverstone	Kim Silverstone	Proprietor
4	Mr B & Mrs J Stanley	Bradley Stanley	Proprietor/Proxy
6	Ms J Daebritz	Jake Kneebone	Proxy
8	Mr B Mahoney	Saxon Mailey	Proxy
9	Mr A Smith	Saxon Mailey	Proxy
11	Mr J Sloan	Jake Kneebone	Proxy
13	M S Tanascev & Ms K Tanasceva	Jake Kneebone	Proxy
14	Mr M Quin & Mrs K Ballard	Jake Kneebone	Proxy
16	Ms S Beale	Jake Kneebone	Proxy
19	Mr R Holland	Roger Holland	Proprietor

## **PROPRIETORS PRESENT OR REPRESENTED BY PROXY (cont')**

<b>Lot</b>	<b>Proprietor</b>	<b>Represented by</b>	<b>Proxy and/or Proprietor</b>
23	Mr P & Mrs J Smith	Saxon Mailey	Proxy
28	Mr R Holland	Roger Holland	Proprietor
42	Ms E Foston	Jake Kneebone	Proxy
46	Mrs D Gilbert	Jake kneebone	Proxy
47	Mr D & Mrs T Browne	Jake Kneebone	Proxy
48	Mr S Saunders	Saxon Mailey	Proxy
54	Mr J Jurkov	Jake Kneebone	Proxy

### **1. Appointment of Chairman for the Meeting**

Jake Kneebone was appointed to chair the meeting.

### **2. Confirmation of Quorum Present**

It being confirmed that there was an enabling quorum of 17 owners present or represented, the Chairman advised that the meeting was properly constituted and could proceed to the transaction of the notified business and declared the meeting open at 6.00pm.

### **3. Confirmation of the minutes of the previous General Meeting**

It was resolved on a motion proposed by Roger Holland and seconded by Bradley Stanley that the minutes of the previous General Meeting of 24<sup>th</sup> November 2008 be accepted as a true and correct record.

### **4. Matters Arising from the Previous Meeting - Nil.**

### **5. Statement of Accounts**

It was resolved on a motion proposed by Saxon Mailey and seconded by Roger Holland that the statement of accounts for the period ending 30/09/09 be adopted as presented, Total Owners Funds being \$21,646.47.

**Note:** It was noted that the records appears to have some small discrepancies. Based on information received from Teys the records are as accurate as possible.

### **6.1 Constitution of the Council**

It was resolved on a motion proposed by Kim Silverstone and seconded by Bradley Stanley that the Council of the Strata Company consist of 5 proprietors.

### **6.2 Election of Council**

The following candidates were nominated:

- Kim Silverstone
- Roger Holland
- Andrew Bowden
- Saxon Mailey
- Bradley Stanley

The above 5 candidates were declared duly elected to the Council.

**7. Consideration of budget of estimated expenditure**

It was resolved on a motion proposed by Saxon Mailey and seconded by Roger Holland that the budget of estimated expenditure of \$61,820.00 be adopted as the budget of the Strata Company for the period 1/10/09 to 30/09/10.

**8. Determination of the levy of contributions for period 1/01/10 to 31/12/10**

It was resolved on a motion proposed by Saxon Mailey and seconded by Bradley Stanley that the levy of contributions on proprietors for the Administrative Fund be payable quarterly in advance inclusive of GST by installments due and payable in the amounts and on the dates as shown below:

\$ 84.00 per unit entitlement	1 <sup>st</sup> January	2010,
\$ 84.00 per unit entitlement	1 <sup>st</sup> April	2010,
<u>\$ 84.00 per unit entitlement</u>	<u>1<sup>st</sup> July</u>	<u>2010,</u>
\$ 84.00 per unit entitlement	1 <sup>st</sup> October	2010,

to raise a total of \$61,845.00 in the financial year,

and,

that the levy of contributions on proprietors for the Reserve Fund be payable quarterly in advance inclusive of GST by installments due and payable in the amounts and on the dates as shown below:

\$ 6.00 per unit entitlement	1 <sup>st</sup> January	2010,
\$ 6.00 per unit entitlement	1 <sup>st</sup> April	2010,
<u>\$ 6.00 per unit entitlement</u>	<u>1<sup>st</sup> July</u>	<u>2010,</u>
\$ 6.00 per unit entitlement	1 <sup>st</sup> October	2010,

to raise a total of \$3,348.00 in the financial year.

**9. Transfer of Funds from Administrative Fund to Reserve Fund**

It was resolved on a motion proposed by Saxon Mailey and seconded by Kim Silverstone that \$15,000.00 be transferred from Administrative fund to Reserve Fund.

**10. Transfer of Working Capital**

It was resolved on a motion proposed by Kim Silverstone and seconded by Bradley Stanley that the council be authorized to transfer any additional working capital to the Reserve Fund during the financial year.

**11. General Business**

- (a) **General Maintenance:** The building is 30 years old and the council will be addressing the issue of major maintenance items of the buildings.
- (b) **Council Activities of the Last Year:** Council has undertaken a number of maintenance issues during the year.
- (c) **Council of Owners:** The chairman thanked the outgoing council for the contribution and congratulated them on the appearance of the building.
- (d) **Reminder to all Owners:** External areas are common property and permission if required from the strata council prior to installing aerials / air - conditioners / awnings or other external fittings.



**Close**

There being no further business the meeting closed at 7.00 pm.

Signed as a true and correct record of this meeting:-

\_\_\_\_\_  
**CHAIRPERSON**

\_\_\_\_\_  
**DATE**

**Exclusive Strata Management**  
**Proposed Budget for Strata Plan 05629**  
**The Mews: 147-159 Charles Street, 147-159 Charles Street WEST PERTH**

Prepared by Exclusive Strata Management (ABN 20422677948)  
 PO Box 779 VICTORIA PARK WA 6979 Ph 08 9362 1166 Fax 08 9362 1133

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Aggregate UoE 186 <b>Administrative Fund-</b>	Proposed Budget (01/10/09-30/09/10)	Adjustment	Current Year (01/10/08-30/09/09)			Last Year (01/10/07-30/09/08)		
			Budget	Actual	Variance	Budget	Actual	Variance
<i>Contribution Schedule</i>								
Bank Charges	\$90.00		\$0.00	\$7.00	\$7.00-	\$0.00	\$0.00	\$0.00
Disbursement Charges	\$180.00		\$0.00	\$4.78	\$4.78-	\$0.00	\$0.00	\$0.00
Electricity - Common	\$2,545.00		\$2,600.00	\$2,316.63	\$283.37	\$0.00	\$0.00	\$0.00
Gardening	\$8,180.00		\$7,000.00	\$6,655.04	\$344.96	\$0.00	\$0.00	\$0.00
Income Tax Instalment	\$270.00		\$500.00	\$450.00	\$50.00	\$0.00	\$0.00	\$0.00
Insurance	\$6,360.00		\$6,500.00	\$6,259.50	\$240.50	\$0.00	\$0.00	\$0.00
Keys	\$0.00		\$0.00	\$44.18	\$44.18-	\$0.00	\$0.00	\$0.00
M&R - Electrical	\$1,800.00		\$500.00	\$730.00	\$230.00-	\$0.00	\$0.00	\$0.00
M&R - Fencing	\$0.00		\$4,000.00	\$526.36	\$3,473.64	\$0.00	\$0.00	\$0.00
M&R - General	\$6,800.00		\$6,070.00	\$6,565.98	\$495.98-	\$0.00	\$0.00	\$0.00
M&R - Gutter Cleaning/Repairs	\$3,600.00		\$2,000.00	\$3,760.00	\$1,760.00-	\$0.00	\$0.00	\$0.00
M&R - Painting	\$1,800.00		\$3,500.00	\$3,181.82	\$318.18	\$0.00	\$0.00	\$0.00
M&R - Plumbing	\$4,540.00		\$500.00	\$4,807.09	\$4,307.09-	\$0.00	\$0.00	\$0.00
M&R - Pool	\$3,640.00		\$3,000.00	\$5,409.40	\$2,409.40-	\$0.00	\$0.00	\$0.00
Management Fees	\$8,180.00		\$7,300.00	\$7,219.40	\$80.60	\$0.00	\$0.00	\$0.00
Meeting Fees	\$1,100.00		\$1,500.00	\$1,911.80	\$411.80-	\$0.00	\$0.00	\$0.00
Postage & Petties	\$910.00		\$1,222.00	\$1,086.77	\$135.23	\$0.00	\$0.00	\$0.00
Tax Return - Preparation & Lod	\$270.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Trades Monitoring Fee	\$270.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Treelopping/Pruning	\$0.00		\$1,000.00	\$1,250.00	\$250.00-	\$0.00	\$0.00	\$0.00
Waste - Rubbish Removal	\$820.00		\$500.00	\$817.59	\$317.59-	\$0.00	\$0.00	\$0.00
Water Consumption	\$4,845.00		\$4,200.00	\$5,089.50	\$889.50-	\$0.00	\$0.00	\$0.00

**Exclusive Strata Management**  
**Proposed Budget for Strata Plan 05629**  
**The Mews: 147-159 Charles Street, 147-159 Charles Street WEST PERTH**

Prepared by Exclusive Strata Management (ABN 20422677948)  
 PO Box 779 VICTORIA PARK WA 6979 Ph 08 9362 1166 Fax 08 9362 1133

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Aggregate UoE 186 <b>Administrative Fund-</b>	Proposed Budget (01/10/09-30/09/10)	Adjustment	Current Year (01/10/08-30/09/09)			Last Year (01/10/07-30/09/08)		
			Budget	Actual	Variance	Budget	Actual	Variance
<i>Contribution Schedule</i> Working Capital	\$0.00		\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$0.00	\$0.00
<b>Total Contribution Schedule</b>	<b>\$56,200.00</b>		<b>\$59,892.00</b>	<b>\$58,092.84</b>	<b>\$1,799.16</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL ADMIN FUND</b>	<b>\$56,200.00</b>		<b>\$59,892.00</b>	<b>\$58,092.84</b>	<b>\$1,799.16</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>ADMIN BUDGET SUBTOTAL</b>	<b>\$56,200.00</b>							
<b>ADD: ADMIN GST</b>	<b>\$5,620.00</b>							
<b>TOTAL ADMIN BUDGET</b>	<b>\$61,820.00</b>							

# Exclusive Strata Management

PO Box 779 VICTORIA PARK WA 6979

Ph 08 9362 1166 Fax 08 9362 1133

ABN: 20422677948

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Page 1

## Balance Sheet - Strata Plan 05629 "The Mews: 147-159 Charles Street" For the Financial Period 01/10/08 to 30/09/09

	Admin Fund	Reserve Fund	TOTAL
<b>Assets</b>			
Cash at Bank			
Owners of The Mews 147-159 Charles Street - Strata Pla	25,680.18	0.00	25,680.18
GST Paid	969.19	0.00	969.19
GST Unpaid	698.68	0.00	698.68
Levies Receivable	2,587.91	0.00	2,587.91
<b>Total Assets</b>	<b>29,935.96</b>	<b>0.00</b>	<b>29,935.96</b>
<b>Liabilities</b>			
Levies Paid in Advance	322.00	0.00	322.00
BAS Clearing Account	217.00 DR	0.00	217.00 DR
GST Collected	499.04	0.00	499.04
Accounts Payable	7,685.45	0.00	7,685.45
<b>Total Liabilities</b>	<b>8,289.49</b>	<b>0.00</b>	<b>8,289.49</b>
<b>Nett Assets</b>	<b>21,646.47</b>	<b>0.00</b>	<b>21,646.47</b>
<b>Owners Funds</b>			
Opening Balance	0.00	0.00	0.00
Surplus/Deficit for the period	19,915.28	0.00	19,915.28
Closing Balance	19,915.28	0.00	19,915.28
Retained Earnings	1,731.19	0.00	1,731.19
<b>Total Owners Funds</b>	<b>21,646.47</b>	<b>0.00</b>	<b>21,646.47</b>

# Exclusive Strata Management

PO Box 779 VICTORIA PARK WA 6979

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ABN: 20422677948

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## Income & Expenditure Statement - Strata Plan 05629

### "The Mews: 147-159 Charles Street"

For the Financial Period 01/10/08 to 30/09/09

#### Administrative Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
<b>Income</b>			
ATO Refund - 2008	3.10	0.00	0.00
Funds from Investment Account	21,978.07	0.00	0.00
Insurance Claim Reimbursements	453.18	0.00	0.00
Interest on Overdue Levies	171.37	0.00	0.00
Key Purchase	187.00	0.00	0.00
Levy Income	54,448.36	0.00	0.00
Remote Controls/Security	570.00	0.00	0.00
<b>Total Admin fund income</b>	<b>77,811.08</b>	<b>0.00</b>	<b>0.00</b>
<b>Expenses</b>			
Bank Charges	7.00	0.00	0.00
Working Capital	0.00	8,000.00	0.00
Disbursement Charges	4.77	0.00	0.00
Electricity - Common	2,316.63	2,600.00	0.00
Gardening	6,655.04	7,000.00	0.00
Income Tax Instalment	253.00	500.00	0.00
Insurance	6,259.50	6,500.00	0.00
Keys	44.18	0.00	0.00
Lawnmowing	0.00	0.00	0.00
M&R - Electrical	730.00	500.00	0.00
M&R - Fencing	526.36	4,000.00	0.00
M&R - General	6,565.98	6,070.00	0.00
M&R - Gutter Cleaning/Repairs	3,760.00	2,000.00	0.00
M&R - Painting	3,181.82	3,500.00	0.00
M&R - Pest Control	0.00	0.00	0.00
M&R - Plumbing	4,807.09	500.00	0.00
M&R - Pool	5,409.39	3,000.00	0.00
M&R - Roofing	0.00	0.00	0.00
M&R - Security Doors/Gates	0.00	0.00	0.00
Meeting Fees	1,911.80	1,500.00	0.00
Management Fees	7,219.39	7,300.00	0.00
Pool Chemicals	0.00	0.00	0.00
Pool + Spa Cleaning	0.00	0.00	0.00
Postage & Petties	1,086.76	1,222.00	0.00
Reticulation	0.00	0.00	0.00
Treelopping/Pruning	1,250.00	1,000.00	0.00
Waste - Rubbish Removal	817.59	500.00	0.00
Water Consumption	5,089.50	4,200.00	0.00
Water Service Charges	0.00	0.00	0.00
Window/Door Replacements	0.00	0.00	0.00
<b>Total Admin fund expenses</b>	<b>57,895.80</b>	<b>59,892.00</b>	<b>0.00</b>
<b>Admin Fund Surplus/Deficit</b>	<b>19,915.28</b>	<b>59,892.00 DR</b>	<b>0.00</b>

**Exclusive Strata Management**  
**Proposed Budget for Strata Plan 05629**  
**The Mews: 147-159 Charles Street, 147-159 Charles Street WEST PERTH**

Prepared by Exclusive Strata Management (ABN 20422677948)  
 PO Box 779 VICTORIA PARK WA 6979 Ph 08 9362 1166 Fax 08 9362 1133

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Aggregate UoE 186 Administrative Fund-	Proposed Budget (01/10/09-30/09/10)	Adjustment	Current Year (01/10/08-30/09/09)			Last Year (01/10/07-30/09/08)		
			Budget	Actual	Variance	Budget	Actual	Variance
<i>Contribution Schedule</i>								
Bank Charges	\$80.00		\$0.00	\$7.00	\$7.00-	\$0.00	\$0.00	\$0.00
Disbursement Charges	\$200.00		\$0.00	\$4.77	\$4.77-	\$0.00	\$0.00	\$0.00
Electricity - Common	\$2,400.00		\$2,600.00	\$2,316.63	\$283.37	\$0.00	\$0.00	\$0.00
Gardening	\$6,800.00		\$7,000.00	\$6,655.04	\$344.96	\$0.00	\$0.00	\$0.00
Income Tax Instalment	\$250.00		\$500.00	\$253.00	\$247.00	\$0.00	\$0.00	\$0.00
Insurance	\$6,600.00		\$6,500.00	\$6,259.50	\$240.50	\$0.00	\$0.00	\$0.00
Keys	\$0.00		\$0.00	\$44.18	\$44.18-	\$0.00	\$0.00	\$0.00
M&R - Electrical	\$900.00		\$500.00	\$730.00	\$230.00-	\$0.00	\$0.00	\$0.00
M&R - Fencing	\$0.00		\$4,000.00	\$526.36	\$3,473.64	\$0.00	\$0.00	\$0.00
M&R - General	\$7,500.00		\$6,070.00	\$6,565.98	\$495.98-	\$0.00	\$0.00	\$0.00
M&R - Gutter Cleaning/Repairs	\$4,000.00		\$2,000.00	\$3,760.00	\$1,760.00-	\$0.00	\$0.00	\$0.00
M&R - Painting	\$2,000.00		\$3,500.00	\$3,181.82	\$318.18	\$0.00	\$0.00	\$0.00
M&R - Plumbing	\$5,000.00		\$500.00	\$4,807.09	\$4,307.09-	\$0.00	\$0.00	\$0.00
M&R - Pool	\$2,800.00		\$3,000.00	\$5,409.39	\$2,409.39-	\$0.00	\$0.00	\$0.00
Management Fees	\$7,450.00		\$7,300.00	\$7,219.39	\$80.61	\$0.00	\$0.00	\$0.00
Meeting Fees	\$1,200.00		\$1,500.00	\$1,911.80	\$411.80-	\$0.00	\$0.00	\$0.00
Postage & Petties	\$1,000.00		\$1,222.00	\$1,086.76	\$135.24	\$0.00	\$0.00	\$0.00
Tax Return - Preparation & Lod	\$320.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Trades Monitoring Fee	\$300.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Treelopping/Pruning	\$1,100.00		\$1,000.00	\$1,250.00	\$250.00-	\$0.00	\$0.00	\$0.00
Waste - Rubbish Removal	\$900.00		\$500.00	\$817.59	\$317.59-	\$0.00	\$0.00	\$0.00
Water Consumption	\$5,200.00		\$4,200.00	\$5,089.50	\$889.50-	\$0.00	\$0.00	\$0.00



**Exclusive Strata Management**  
**Proposed Budget for Strata Plan 05629**  
**The Mews: 147-159 Charles Street, 147-159 Charles Street WEST PERTH**

Prepared by Exclusive Strata Management (ABN 20422677948)  
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Aggregate UoE 186 <b>Administrative Fund-</b>	Proposed Budget (01/10/09-30/09/10)	Adjustment	Current Year (01/10/08-30/09/09)			Last Year (01/10/07-30/09/08)		
			Budget	Actual	Variance	Budget	Actual	Variance
<i>Contribution Schedule</i>								
Working Capital	\$0.00		\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$0.00	\$0.00
<b>Total Contribution Schedule</b>	<b>\$56,000.00</b>		<b>\$59,892.00</b>	<b>\$57,895.80</b>	<b>\$1,996.20</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL ADMIN FUND</b>	<b>\$56,000.00</b>		<b>\$59,892.00</b>	<b>\$57,895.80</b>	<b>\$1,996.20</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>ADMIN BUDGET SUBTOTAL</b>	<b>\$56,000.00</b>							
<b>ADD: ADMIN GST</b>	<b>\$5,800.00</b>							
<b>TOTAL ADMIN BUDGET</b>	<b>\$61,800.00</b>							

12th January 2010  
The Council of Owners  
"The Mews"  
147-159 Charles Street  
WEST PERTH WA 6005

## 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 "The Mews" (Strata Plan 5629), will be held:

DATE: MONDAY JANUARY 18th 2010  
TIME: 6.00 pm  
LOCATION: Heritage Room, Beatty Park Leisure Centre.

### AGENDA:

1. Record Attendance
2. Apologies for Absence
3. Quorum
4. Appointment of Chairman
5. Appointment of Office Bearers
6. Business Arising from Minutes of Last Meeting
7. Correspondence
8. Financial Report
9. Special Business
10. General Business
11. Next Meeting
12. Comments from Office Bearers
13. Closure

Should you be unable to attend, please contact the undersigned to register your apologies.

Yours faithfully

Saxon Mailey  
STRATA COMPANY CHAIRMAN  
saxon@themewswestperth.com.au

## **6. BUSINESS ARISING FROM MINUTES OF LAST MEETING**

### **6.1. Completed Items**

a)

### **6.2. In Progress**

a)

## **7. CORRESPONDENCE**

### **7.1. U14 – Removal of makeshift screen**

Agent contacted early January  
Jeanette to provide update

## **8. FINANCIAL REPORT**

8.1. Financial Accounts: Review financial accounts and confirm balances as expected.

8.2. Outstanding Strata Levies: A report detailing outstanding strata levies will be presented.

a) Council to decide if further action is required to recover outstanding funds.

8.3. Treasurers Report: The Treasurer will give a brief summary of accounts since the last report.

## 9. SPECIAL BUSINESS

- 9.1. Garden Maintenance: Some time ago additional work was approved after several trees were removed. Discuss options available for extra plantings.  
a) Decide on a course of action for new plants to be added to the complex
- 9.2. Digital Television Reception: The current television reception equipment is not designed for digital TV. Reception equipment needs to be upgraded to support the full range of digital offerings. Contractors are currently quoting to upgrade the reception equipment. More information will be available at the meeting.
- 9.3. Plumbing Duct Doors: Over the last 4 years the plumbing duct doors have been gradually repaired/replaced.  
a) VOTE: We have a quote to do the final batch of duct doors from AMS Building Maintenance.
- 9.4. Parking Signage: We are still having issues with the visitor parking area with residents leaving cars parked for long periods of time. We have also received a complaint from the vincent council regarding access to the rubbish bins. (Saxon)
- 9.5. Driveway Mirror: There is a blind spot at the end of the driveway leading in from the Charles St gate. Installing a driveway mirror will increase visibility and reduce the risk of an accident. This may also reduce the risk of fence damage that has been caused by reversing vehicles in the past. (Sean)  
a) VOTE: should we install a driveway mirror at the bend of the Charles St driveway to reduce the risk of an accident.

**10. GENERAL BUSINESS**

**11. NEXT MEETINGS**

The next meetings will be held on the following dates.

- 6:00pm Monday April 5<sup>th</sup>
- 6:00pm Monday July 5<sup>th</sup>
- 6:00pm Monday October 4<sup>th</sup>

**12. COMMENTS FROM OFFICE BEARERS**

**13. CLOSURE**

**The Mews Council of Owners  
147 Charles West Perth**

Meeting Minutes  
12 January 2010

**Opening:**

The regular meeting of "The Mews Strata Council" (sp 5629) was called to order at 18:00 on January 12<sup>th</sup> 2010 at the Heritage Room, Beatty Park Leisure Centre.

**1. Record of Attendance:**

- Saxon – Chairman
- Roger – Treasurer
- Andrea – Secretary
- Brad
- Jeanette (Strata Manager)
- Kim (late)

**2. Apologies for Absence:**

- none

**3. Quorum**

Quorum was reached with all members of council present.

**4. Appointment of Chairman**

Saxon nominated as chairman and was accepted.

**5. Appointment of office bearers**

The following office bearers were nominated and accepted

- Secretary: Andrea
- Treasurer: Roger

**6. Business Arising from Minutes**

The minutes of the previous meeting were unanimously approved as distributed.

Electrical Lighting Repairs:

- Lighting detectors to replace timers to avoid incorrect lighting activation times.
- Lighting detectors to replace timers to avoid incorrect lighting activation times.
- Two lights poles at the front of the property to be installed where old ones have deteriorated and fallen over. (AMS to perform this work)
- All lights at the front of the property (5 in total) will have the pole top section replaced with sphere lighting as recommended by the electrical contractors. Lights removed will be used to fix broken lighting at the rear of the property.

Garden Maintenance:

- Reticulation repairs continuing, and new reticulation is being installed in areas that are receiving too little water.

**7. Correspondence**

The following is a summary of correspondence since the last meeting:

- U14 – EMS have instructed the property manager to have the makeshift screen removed
  - 3/2/2010 – Jeanette informed via email this has NOT been done.



- U13 – Digital TV Reception: have informed the owner via email we are looking into upgrading the digital reception in the building. We have provided the owner with approx costs and advised a special levy may need to be raised.

## 8. Financial Report

Reports accepted as presented in the last AGM – it was noted that given the strata manager has changed and previous reports were inaccurate there were some discrepancies. It was agreed that these discrepancies were acceptable and required no further investigation.

- Outstanding Levies to be followed up. Jeanette presented the following system and council approved.
  - 30 days overdue – reminder notice sent out
  - 60 days overdue - \$12 admin fee added
  - 90 days overdue – collection process initiated
- U39 – Outstanding amount of 135 (approx) to be followed up. Owner advises that they agree Levies were paid late, however they do not agree they should pay a late fee.

## 9. Special Business

The following special business items were discussed

- \$500 approval limit set: approval given to costs up to \$500 based on a 7 day notice period to council before work starts.
- Pool Compliance: Currently working with the pool contractor to bring pool into compliance
  - Pool signage – requires updating (addition “No Lifeguard on Duty”)
  - Pool depth markers – required (corners and middle of long side)
- Garden Maintenance: Quotes will be obtained for work on the following areas for later consideration:
  - Strip adjacent to U18 to be replanted.
  - S/E Front section of property to be planted.
  - Strip near visitors car park and bin areas to be replanted and reticulation installed.
  - Small trees to be replanted to replace trees removed last year (as agreed by the last council)

Kim requested that palms be installed in the pool area.

- Council will consider installation of appropriate plants when the fence has been repaired.

### d) Digital Television Reception Upgrade

To be discussed at the next meeting once quotes have been received and compared. Majority of council agreed that this work needs to be completed.

- Jeanette (Strata Manager) pointed out that a special levy could be used for this work if there are insufficient funds in the reserve account.

Current quotes are as follows:

- CableIQ - \$26,500 (aerial to outlet) / \$5500 (aerial to unit side of distribution equipment)
- Antenna Masters – TBA

- e) Plumbing Duct doors  
30 doors still require painting and vents to be repaired/replaced so that all doors are in working order and match.
  - Council Vote: work to be postponed for later consideration.
  
- f) Parking Areas
  - Signage required in visitor parking areas to indicate the following rules. Saxon to obtain quotes.
    - The Mews visitor parking only
    - maximum parking time of 24h
    - 1 vehicle per residence maximum
    - Parking in marked bays only
    - Offending vehicles ticketed/towed at owners expense
    - “No Standing” to be sprayed in visitor parking areas where vehicles are
    - parking outside marked bays. Council Voted: proceed.
  
  - Driveway mirror to be installed on front entrance driveway (at bend) to avoid collisions and further damage to fencing and lighting as a result of reversing vehicles. Saxon to obtain quotes.
  
  - Property Owner / Manager contacts to be verified and updated. Jeanette to action.

#### **10. General Business**

- a) Several Tenants in the front building have advised there was a bed bug issue within the last few months that appears to have been addresses.
  - Update (5/2) – MRP have advised there is little that can be done to prevent bed bugs except common sense. Early treatment is very important.
  - NOTE: Any pest issues must be reported to the strata council/manager asap so appropriate action can be taken.
  
- b) Flooring: council discussed flooring covers and reiterated that any changes to floor coverings must be approved by the council prior to work commencing. Council would like to remind all owners that they may be liable for the removal and replacement of floor coverings if found inappropriate.

#### **Adjournment:**

Meeting was adjourned at 20:00. The next general meetings will be held at the same time and location on the following dates:

- 6:00pm Monday April 5th
- 6:00pm Monday July 5th
- 6:00pm Monday October 4th.

**The Mews Council of Owners  
147 Charles Street  
West Perth**

Minutes of meeting 5<sup>th</sup> April 2010  
In the Heritage Room at Beatty  
Park Leisure Centre

**Record of Attendance:**

- **Mr S. Mailey**
- **Mr R. Holland**
- **Ms K. Silverstone**
- **Mr B Stanley**

**Apologies: Ms A. Bowden**

**Quorum: Present**

**Chairman: Mr Mailey (for duration of the meeting)**

**General Business:**

Lighting detectors that control electric light usage according to daylight levels have now been installed .

Work has proceeded to replace two corroded light poles and Saxon has found the light covers and will provide them to the electrical contractor.

**Garden Maintenance:**

Further quotes are being sought for new reticulation in the areas receiving too little water.

Eroding land on the boundary with 161 Charles Street at the Charles Street side requires a quotation for a possible retaining wall this should be quoted at the same time as the pool wall.

**Correspondence:**

E.M.S. has informed the Strata that the rubbish outside unit 14 has now been removed.

**Digital T.V. Reception:**

The Strata has received a quotation for an antenna and amplifier upgrade of \$6500.

The committee feels that because the TV cabling has been in the complex since inception and together with fact that cabling has been improved over the years a total fit out would be the best option.

A quote of \$26500 has been received for such work. This will require a special levy and it has been agreed that Roger and Saxon will draft a letter seeking owners views on this matter. This levy constitutes a cost of \$500 per unit.

**Pool:**

All depth indicators have now been completed and the committee agrees that the quotation for \$700+GST for the shower installation proceed. The shower is required by law.

Quotations are needed for the retaining wall within the swimming pool enclosure before any planting can proceed.

**Parking Areas:**

All signage is awaiting quotes except for "No Standing" signs which have already been implemented.

Driveway mirror quotation has been accepted at this meeting and Saxon will inform contractor to install.

**Rubbish:**

The dumping of large items such as furniture and TV's has got out of hand. We will organise that the existing rubbish is collected. Roger will investigate with E.M.S. what options we have legally to address this problem. It was suggested signage be used.

**Financial Report:**

Unit 39 is not prepared to pay the outstanding 'Late Payment' charge which has been incurred because of late levy payments. This has been an ongoing issue with last two Strata Managers and the committee have decided to ask E.M.S. to write to the owner for half the amount rather than proceed through the courts to recoup it.

The last income statement from E.M.S. on March 9<sup>th</sup> 2010 showed a total of five units with outstanding levies totaling \$1673.63 We await a more up to date statement of outstanding levies before asking E.M.S. to pursue the payments.

**Next Meeting:** Monday July 5<sup>th</sup>

**Closure:** There being no further business the meeting closed at 6pm.

**The Mews Council of Owners  
147 Charles Street  
West Perth**

Minutes of meeting 5<sup>th</sup> July 2010  
In the Heritage Room at Beatty  
Park Leisure Centre

**Record of Attendance:**

- **S. Mailey** (SM)
- **R. Holland** (RH)
- **K. Silverstone** (KS)
- **B. Stanley** (BS)
- **A. Bowden** (AB)

**Apologies:** None

**Quorum:** Present

**Chairman:** Mr Mailey (for duration of the meeting)

**Confirmation of minutes from last meeting** (5<sup>th</sup> April):

- R. Holland
- B. Stanley

## **General Business:**

### **Current Maintenance:**

- Lighting upgrades around grounds to replace vertical fluorescent with sphere lighting is 40% complete.
- Driveway mirror installation has been arranged for the driveway off Charles st, this should be completed by the end of August.
- Regulations require the installation of a pool shower, this should be completed by the end of August.

### **Proposed Maintenance:**

- Gardening: mulching and some tree planting will take place around the complex shortly.

### **Future Maintenance:**

- The council has compiled a list of items that need addressing over the next 2-3 years. This list will be prioritised and then published for everyone to view.



## **Special Business:**

### **Cleaning:**

- Walkways are very dirty, especially in enclosed areas in the front building. Council is to arrange quotes for regular high pressure of walkways

### **Digital Television Upgrade:**

- The cost for the upgrade for the whole complex is well outside what the budget allows for so a special levy will need to be raised if this work is to be performed. The council will be sending out a letter to all owners asking if they are happy for a special levy to be raised for this work to be completed. Council will re-assess this item after receiving feedback from owners.

### **Pool Requirements:**

- A question has been raised regarding pool requirements, specifically around the requirement to use a pool blanket. SM to investigate and feed back to council.

### **Parking Issues:**

- We continue to have issues with residents parking in the visitor parking area resulting in all bays being full on many occasions. Signage to be arranged for this area stipulating a 24h maximum parking time, infringements and towing to apply to vehicles that do not comply.
- The dumped vehicle in the west most bay is to be collected by FESA for training purposes. SM to arrange

### **Rubbish:**

- We are still experiencing issues with residents dumping rubbish in the recycling areas. Signage is currently being arranged and will be installed over the coming weeks.
- We are still experiencing issues with resident dumping household rubbish and non-recyclable items in the recycling bins. Signage is currently being investigated and will be installed over the coming weeks.
- U15 – Car parts have been dumped in the garden, strata manager to be notified and U15 tenant to be informed.

### **Water Seepage:**

- Water appears to be seeping through the walls adjacent to units 1-4. Council to investigate and take appropriate action.

## **Correspondence:**

- E.M.S. has informed the Strata that the rubbish outside unit 14 has now been removed.

## **Financial Report:**

- Current Financial Position (at 30/06/2010)
  - Admin Account: \$18215.02
  - Reserve Account: \$18054.02
- Unit 39 is not prepared to pay the outstanding 'Late Payment' charge which has been incurred because of late levy payments. This has been an ongoing issue with last two Strata Managers and the committee have decided to ask E.M.S. to write to the owner for half the amount rather than proceed through the courts to recoup it.
- Resident with more than one payment outstanding to be sent a letter and if payment not made promptly ESM to forward to a collection agency.

**Next Meeting:** Monday October 4<sup>th</sup>

**Closure:** There being no further business the meeting closed at 7:20 pm.

## The Mews Strata Company

### 2011 Financial Budget

	2011 Budget	2010 Expenditure
Archive Storage Charges	\$350.00	\$336.00
Bank Charges	\$250.00	\$234.01
BAS -Compilation and lodgement	\$650.00	\$650.00
Cleaning	\$400.00	\$396.00
Debt Recovery Fees	\$150.00	\$109.09
Disbursement Charges	\$250.00	\$241.14
Electricity - Common	\$2,900.00	\$2,496.08
Gardening	\$12,000.00	\$8,718.57
Income Tax Instalment	\$200.00	\$197.00
Insurance	\$6,500.00	\$6,000.00
M&R - Electrical	\$3,200.00	\$2,878.27
M&R - Fencing	\$0.00	\$0.00
M&R - General	\$8,000.00	\$12,431.44
M&R - Gutter Cleaning/Repairs	\$500.00	\$0.00
M&R - Painting	\$200.00	\$1,310.00
M&R - Pest Control	\$200.00	\$0.00
M&R - Plumbing	\$2,000.00	\$1,247.00
M&R - Pool	\$3,800.00	\$3,577.27
M&R - Reticulation	\$500.00	\$472.58
M&R - Roofing	\$0.00	\$0.00
M&R - Security Doors/Gates	\$300.00	\$0.00
Management Fees	\$8,200.00	\$8,147.02
Meeting Fees & Expenses	\$800.00	\$1,194.18
Pool + Spa Cleaning	\$0.00	\$50.00
Pool Chemicals	\$150.00	\$108.18
Postage & Petties	\$750.00	\$702.71
Section 43's	\$200.00	\$100.00
Tax Return - Preparation & Lod	\$0.00	\$0.00
Trades Monitoring Fee	\$400.00	\$400.00
Treelopping/Pruning	\$250.00	\$0.00
Waste - Rubbish Removal	\$1,000.00	\$1,192.73
Water Consumption	\$4,700.00	\$4,674.70
Water Service Charges	\$0.00	\$0.00
Window/Door Replacements	\$1,000.00	\$0.00
TOTAL ADMIN FUND	\$59,800.00	\$57,863.97

**The Mews Council of Owners  
147 Charles Street  
West Perth**

Minutes of meeting held  
11<sup>th</sup> October 2010

**Record of Attendance:**

- S. Mailey (SM)
- R. Holland (RH)
- K. Silverstone (KS)

**Apologies for Absence:**

- A. Bowden (proxy to S. Mailey)
- B. Stanley (proxy to S. Mailey)

**Quorum:** Present

**Chairman:** S. Mailey (for duration of meeting)

**Confirmation of minutes from last meeting (5<sup>th</sup> July):**

- R. Holland
- K. Silverstone

## **General Business:**

### **Completed Maintenance:**

- Driveway mirror installation completed 09/2010.
- Garden mulching completed 09/2010.

### **Current Maintenance:**

- Pool Shower installation currently underway.
- Lighting upgrades continuing where required.

### **Proposed Maintenance:**

- Parking area signs are not compliant with TOV. Cost to generate new signs that are compliant is \$200+GST.
  - **Approved** (For: RH, SM + proxy / Against: KS)
- Palm Tree Pruning (letterbox area). Cost is \$100+GST
  - **Approved** (For: RH, SM + proxy / Against: KS)

## **Special Business:**

### **Cleaning:**

- Walkways are very dirty, especially in enclosed areas in the front building. Council is to arrange quotes for regular high pressure of walkways.
- Update: no movement on this item, council to follow up.

### **Digital Television Upgrade:**

- The cost for the upgrade for the whole complex is well outside what the budget allows for so a special levy will need to be raised if this work is to be performed. The council will be sending out a letter to all owners asking if they are happy for a special levy to be raised for this work to be completed. Council will re-assess this item after receiving feedback from owners.
- Update: it was decided that the AGM will be the best venue to raise this item. The following item has been sent to ESM to be added to the AGM.

*Voting item to raise a special levy to upgrade the television reception equipment.*

*The television reception equipment installed in the building is not compatible with the new digital television transmissions. After receiving several quotes the cost to upgrade this system is around \$22,000. As there is not sufficient funds to cover this upgrade, a special levy of \$22,000 needs to be raised.*

### **Rubbish:**

- We are still experiencing issues with residents dumping rubbish in the recycling areas.
- Update: Signs have been placed in these areas to deter people from dumping rubbish.

### **Water Seepage (Units 3-4):**

- Water appears to be seeping through the walls adjacent to units 3-4. Council to investigate and take appropriate action.
- Update: Plumbers have attended the site and tracked the leak back to the area surrounding the mains tap in unit 40. plumbers have dismantled and replaced mains tap in the hope this fixes the issue.



**Correspondence:**

- None

**Financial Report:**

- Current Financial Position (at 30/09/2010)
  - Admin Account: \$11,370.53
  - Reserve Account: \$18,339.37
- The 2011 budget was discussed and confirmed – available on the website.
- Resident with more than one payment outstanding to be sent a letter and if payment not made within 21 days ESM to forward to a collection agency.

**Next Meeting:** Tuesday November 16<sup>th</sup> (**AGM**)

**Closure:** There being no further business the meeting closed at 7:30 pm.

**The Owners of “The Mews”  
147-159 Charles Street, West Perth”  
Strata Plan 5629**

**NOTICE OF ANNUAL GENERAL MEETING**

**Notice is hereby given that the Annual General Meeting of the above Strata Company will be held at Exclusive Strata Management Services, 15/443 Albany Highway, VICTORIA PARK on Tuesday 16<sup>th</sup> November 2010 commencing at 5.30pm.**

This notice is given by authority and on the instruction of the Secretary of the Strata Company pursuant to Schedule 1, by-law 9, of the Strata Titles Act 1985, on 25<sup>th</sup> October 2010, being not less than 14 days prior to the holding of the meeting.

The attention of proprietors is drawn to the following documents enclosed with this combined notice and agenda for this meeting:

1. Meeting Agenda
2. Statement of accounts for period ending 30/09/10
3. Budget of estimated expenditure for period 01/10/10 to 30/09/11
4. Funding proposal for the levying of contributions – see agenda.
5. Form of specific proxy.
6. Forms in respect to the election of members of the Council.

Person issuing this notice: **Michelle Odine**  
Strata Company Manager

# Meeting Agenda 16/11/10

## (i) PRELIMINARY MATTERS

- 1 **Appointment of chairperson for the meeting.**
- 2
  - (a) Verification of number of valid proxies received.
  - (b) Verification of number of those eligible to vote and personally present.
  - (c) Announcement of those present by invitation.
  - (d) Announcement of any apologies received.
- 3 **Declaration of quorum present and confirmation that the meeting is properly constituted and may proceed to the consideration of business.** (*Or that it is adjourned one week hence*)
- 4 Confirmation of the minutes of the previous General Meeting held 24/11/09 and consideration of any matters arising not otherwise provided for by this agenda.

## (ii) GENERAL BUSINESS

- 5 **Statement of Accounts**  
Consideration of the statement of accounts for the period ending 30/09/10 a copy of which is attached to this notice.  
**Proposed motion –**  
That the Statement of accounts be adopted as presented.
- 6.1 **Constitution of the Council.**  
**Proposed motion -** That the Council of the Strata Company consist of 5 proprietors.
- 6.2 Call for nominations of candidates for election to the Council.
- 6.3 If required, conduct a ballot to elect members of the Council.

## (iii) SPECIAL BUSINESS

- 7 **Change of the strata company's address for service of notices.**  
**Proposed Motion under notice-**  
That pursuant to section 40 of the Strata Titles Act, 1985 the address for the purpose of the service of notices on the strata company be changed to Exclusive Strata Management, PO Box 779, Victoria Park, WA 6979.

**8 Insurance**

Copy of certificate of currency, important insurance information and Strata Company Manager's disclosure statement are enclosed.

**Proposed Motion under notice –**

That the Council be directed to:

- Obtain a building replacement valuation and amend the sum insured to the amount of that valuation, and further,
- Renew the current insurance policy prior to its expiry date in such sums as are suggested by the insurer or as are recommended by qualified professional advisors.

**9 Consideration of budget of estimated expenditure.**

(Copy of which is attached hereto)

**Proposed motion-** That the budget of estimated expenditure be adopted as the budget of the Strata Company for the period 01/10/10 to 30/09/11

**10 Determination of the levy of contributions for period 01/01/11 to 31/12/11**

**Proposed motion-**That the levy of contributions on proprietors for the Administrative Fund be payable quarterly in advance inclusive of GST by installments due and payable in the amounts and on the dates as shown below :

\$88.20	per unit entitlement	1 <sup>st</sup> January	2011,
\$88.20	per unit entitlement	1 <sup>st</sup> April	2011,
\$88.20	per unit entitlement	1 <sup>st</sup> July	2011,
\$88.20	per unit entitlement	1 <sup>st</sup> October	2011,

to raise a total of \$64,839.60 in the financial year,

and,

that the special levy of contributions on proprietors for the Administrative Fund for the TV reception equipment be payable in advance inclusive of GST being due and payable in the amount and on the date as shown below :

\$120.00	per unit entitlement	1 <sup>st</sup> January	2011,
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to raise a total of \$22320.00,

and,

that the levy of contributions on proprietors for the Reserve Fund be payable quarterly in advance inclusive of GST by installments due and payable in the amounts and on the dates as shown below :

\$6.30	per unit entitlement	1 <sup>st</sup> January	2011,
\$6.30	per unit entitlement	1 <sup>st</sup> April	2011,
\$6.30	per unit entitlement	1 <sup>st</sup> July	2011,
\$6.30	per unit entitlement	1 <sup>st</sup> October	2011,

to raise a total of \$4,631.40 in the financial year.

**11 Matters without notice for discussion and referral to the Council.**

Note: Such matters may only be raised at the discretion of the Chair and with leave of the meeting.

**Close of meeting.**

**The Owners of “The Mews”  
147-159 Charles Street, West Perth  
Strata Plan 5629**

**SPECIFIC FORM OF PROXY**

I/We being the proprietor/s of lot/s \_\_\_\_\_ in the above Strata Scheme do hereby appoint:

..... ,

or the Chairman of the Strata Company,

to act as my/our proxy, to speak and to vote on my/our behalf at the Annual General Meeting of the Strata Company to be held on 16/11/10 or at any adjournment thereof.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2010.

Signature/s of proprietor \_\_\_\_\_

And/or all co-proprietors \_\_\_\_\_

In the case of a Company (see note 3 below)

\_\_\_\_\_  
Authorised Signatory/ies

**NOTES**

1. Proxies should be lodged prior to the appointed time of commencement of the meeting. If mailing or faxing your proxy form please ensure that it will be received before the time of commencement of the meeting.  
**For your convenience proxy forms may be faxed to 9362-1133 or mailed to  
Exclusive Strata Management Service,  
P O Box 779, VICTORIA PARK, 6979**
2. Co-proprietors of a lot (e.g. Mr. & Mrs., Joint Tenants, etc) cannot vote on a show of hands unless a proxy form has been completed and signed by all of them, which nominates **one** person as being entitled to vote on their behalf. If a poll is demanded, then each of the co-proprietors can vote to the extent of their individual share of ownership of the lot/s. (e.g. 50%).
3. A Company should appoint a natural person as its proxy and the execution of a proxy form by a company may be required to be signed under the common seal of the company in accordance with the company's Memorandum and Articles of Association.
4. Proprietors may appoint any person of their choice to be their proxy and that person does not have to be a proprietor but must be present at the meeting for the proxy to have effect. You may also direct your proxy to vote either for or against any of the motions, which come before the meeting.

**NOMINATION FOR  
ELECTION TO COUNCIL**

**1. Proprietor/s nominating a fellow proprietor, himself or itself.**

The Secretary  
The Owners of "The Mews" 147-159 Charles Street, West Perth  
Strata Plan 5629

I/we being Co-proprietor/s of lot \_\_\_\_ hereby nominate .....  
.....(name of the proprietor who is being nominated) as a  
candidate for election to the Council at the Annual General Meeting of the Strata  
Company to be held on 16/11/10 or at any adjournment thereof.

Name/s of nominator/s (please print): \_\_\_\_\_  
\_\_\_\_\_

Signature/s of nominator/s: \_\_\_\_\_  
\_\_\_\_\_

**CONSENT TO NOMINATION FOR  
ELECTION TO COUNCIL**

I/we hereby advise that I/we consent to being nominated as a candidate for  
election to the Council of the Strata Company at the Annual General Meeting to be  
held on 16/11/10 and, if elected, to serve as a member of the Council.

NAME.....(Please print)

Co-proprietor of lot/s (unit/s).....

Signature of nominee.....

This form of consent to nomination must be in the hands of the Chairperson of the  
Annual General Meeting prior to the close of nominations for that election.  
(Written consent is only technically required if the candidate, being a natural  
person, is not personally present at the meeting. If the candidate is a corporation  
the nomination and acceptance must be in writing and may need to be signed  
under the common seal of that corporation)



**Attachment to Insurance Schedule and provided with the notice of  
Annual General Meeting to be held on 16<sup>th</sup> November 2010.**

**Exclusive Strata Management  
Insurance requirements and important information for Strata Plan 5629**

Your strata company is required to comply with various insurance provisions of the *Strata Titles Act, 1985 (WA)* (“Act”). Sections 53 to 59 of the Act set out the full insurance requirements. These requirements are insured under the current policy, details of which are shown on the attached Insurance Schedule issued by the insurer.

In the case of the sum insured in respect of buildings this must be for the replacement value as defined by the Act. We recommend that an independent valuation be carried out at a minimum of three yearly intervals to ensure that this cover is kept in line with current and projected building replacement costs.

In the case of public liability risks the minimum amount under the Act is \$5 million. Many strata companies now insure for a minimum of \$20 million in residential schemes and as much as \$50 million where there is any commercial use of lots or common property.

- A. We also suggest that every strata company effects insurance in respect to possible liability under the *Workers Compensation and Injury Management Act 1981* and your strata company has insured against such a risk.

The strata company has the discretionary power to further insure for other risks such as personal accident for voluntary workers, fidelity guarantee, office bearer’s liability, machinery breakdown, catastrophe cover government audit costs, and proprietors fixtures and improvements.

The enclosed insurance schedule will show which risks have been selected as currently insured and the sum insured where that is applicable.

**General Advice Warning**

The above information is not personal advice. This advice is general advice and before a decision is made to insure, the Product Disclosure Statement should be carefully reviewed. The strata company has been provided with a copy of the relevant CHU Financial Services Guide and Product Disclosure Statement and these are held as part of the records of the strata company and are open to personal inspection by proprietors pursuant to section 43 of the Act.

Exclusive Strata Management are authorised to give General Advice and information about insurance, but not Personal Advice. If the strata company requires specialist insurance advice we can refer it to an insurance advisor or CHU. If we recommend that your insurance be placed with CHU the strata company acknowledges and agrees that the recommendation is General Advice and not Personal Advice

**Disclosure of our relationship and commissions received**

Exclusive Strata Management are Authorised Representative No: 269635 of CHU Underwriting Agencies and an agent of the insurers, QBE Insurance (Australia) Limited and QBE Workers Compensation (NSW) Limited. CHU Underwriting Agencies Pty Ltd is a specialist strata and community title insurance intermediary and holds an Australian Financial Service License (AFS License No: 243261) with the authority to advise, deal and issue general insurance products.

As your Strata Manager we act as Agent of CHU for arranging the insurance and receive a commission. This commission does not affect the premium you pay to the insurer.

**Exclusive Strata Management**  
**Proposed Budget for Strata Plan 05629**  
**The Mews: 147-159 Charles Street, 147-159 Charles Street WEST PERTH**

Prepared by Exclusive Strata Management (ABN 20422677948)  
 PO Box 779 VICTORIA PARK WA 6979 Ph 08 9362 1166 Fax 08 9362 1133

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Aggregate UoE 186 <b>Administrative Fund-</b>	Proposed Budget (01/10/10-30/09/11)	Adjustment	Current Year (01/10/09-30/09/10)			Last Year (01/10/08-30/09/09)		
			Budget	Actual	Variance	Budget	Actual	Variance
<b>Contribution Schedule</b>								
Archive Storage Charges	\$350.00		\$0.00	\$336.00	\$336.00-	\$0.00	\$0.00	\$0.00
Bank Charges	\$250.00		\$90.00	\$234.01	\$144.01-	\$0.00	\$7.00	\$7.00-
BAS -Compilation and lodgement	\$650.00		\$0.00	\$650.00	\$650.00-	\$0.00	\$0.00	\$0.00
Cleaning	\$400.00		\$0.00	\$396.00	\$396.00-	\$0.00	\$0.00	\$0.00
Disbursement Charges	\$250.00		\$180.00	\$241.14	\$61.14-	\$0.00	\$4.77	\$4.77-
Debt Recovery Fees	\$150.00		\$0.00	\$109.09	\$109.09-	\$0.00	\$0.00	\$0.00
Electricity - Common	\$2,900.00		\$2,545.00	\$2,961.94	\$416.94-	\$2,600.00	\$0.00	\$2,600.00
Gardening	\$12,000.00		\$8,180.00	\$10,960.57	\$2,780.57-	\$7,000.00	\$1,025.91	\$5,974.09
Income Tax Instalment	\$200.00		\$270.00	\$197.00	\$73.00	\$500.00	\$0.00	\$500.00
Insurance	\$6,500.00		\$6,360.00	\$6,527.84	\$167.84-	\$6,500.00	\$6,259.50	\$240.50
Insurance Stamp Duty	\$0.00		\$0.00	\$641.29	\$641.29-	\$0.00	\$0.00	\$0.00
Lawnmowing	\$0.00		\$0.00	\$200.00-	\$200.00	\$0.00	\$400.00-	\$400.00
M&R - Electrical	\$3,200.00		\$1,800.00	\$2,878.27	\$1,078.27-	\$500.00	\$0.00	\$500.00
M&R - Fencing	\$0.00		\$0.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00
M&R - General	\$8,000.00		\$6,800.00	\$13,131.44	\$6,331.44-	\$6,070.00	\$5,157.63	\$912.37
M&R - Gutter Cleaning/Repairs	\$500.00		\$3,600.00	\$0.00	\$3,600.00	\$2,000.00	\$0.00	\$2,000.00
M&R - Painting	\$200.00		\$1,800.00	\$1,310.00	\$490.00	\$3,500.00	\$0.00	\$3,500.00
M&R - Pest Control	\$200.00		\$0.00	\$0.00	\$0.00	\$0.00	\$227.00-	\$227.00
M&R - Plumbing	\$2,000.00		\$4,540.00	\$1,247.00	\$3,293.00	\$500.00	\$0.00	\$500.00
M&R - Pool	\$3,800.00		\$3,640.00	\$3,577.27	\$62.73	\$3,000.00	\$2,808.48	\$191.52
M&R - Reticulation	\$500.00		\$0.00	\$472.58	\$472.58-	\$0.00	\$123.91-	\$123.91
M&R - Roofing	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$1,230.00-	\$1,230.00

**Exclusive Strata Management**  
**Proposed Budget for Strata Plan 05629**  
**The Mews: 147-159 Charles Street, 147-159 Charles Street WEST PERTH**

Prepared by Exclusive Strata Management (ABN 20422677948)  
 PO Box 779 VICTORIA PARK WA 6979 Ph 08 9362 1166 Fax 08 9362 1133

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Aggregate UoE 186 <b>Administrative Fund-</b>	Proposed Budget (01/10/10-30/09/11)	Adjustment	Current Year (01/10/09-30/09/10)			Last Year (01/10/08-30/09/09)		
			Budget	Actual	Variance	Budget	Actual	Variance
<b>Contribution Schedule</b>								
M&R - Security Doors/Gates	\$300.00		\$0.00	\$0.00	\$0.00	\$0.00	\$3,355.18-	\$3,355.18
Management Fees	\$8,200.00		\$8,180.00	\$8,147.02	\$32.98	\$7,300.00	\$1,280.30	\$6,019.70
Meeting Fees & Expenses	\$800.00		\$1,100.00	\$1,194.18	\$94.18-	\$1,500.00	\$0.00	\$1,500.00
Pool + Spa Cleaning	\$0.00		\$0.00	\$50.00	\$50.00-	\$0.00	\$2,462.47-	\$2,462.47
Pool Chemicals	\$150.00		\$0.00	\$108.18	\$108.18-	\$0.00	\$237.83-	\$237.83
Postage & Petties	\$750.00		\$910.00	\$702.71	\$207.29	\$1,222.00	\$92.57	\$1,129.43
Section 43's	\$200.00		\$0.00	\$200.00	\$200.00-	\$0.00	\$0.00	\$0.00
Supply Remote Controls/Keys	\$0.00		\$0.00	\$18.00	\$18.00-	\$0.00	\$0.00	\$0.00
Tax Return - Preparation & Lod	\$0.00		\$270.00	\$0.00	\$270.00	\$0.00	\$0.00	\$0.00
Trades Monitoring Fee	\$400.00		\$270.00	\$400.00	\$130.00-	\$0.00	\$0.00	\$0.00
Treelopping/Pruning	\$250.00		\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
Waste - Rubbish Removal	\$1,000.00		\$820.00	\$1,192.73	\$372.73-	\$500.00	\$0.00	\$500.00
Water Consumption	\$4,700.00		\$4,845.00	\$4,674.70	\$170.30	\$4,200.00	\$631.15	\$3,568.85
Water Service Charges	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$631.15-	\$631.15
Window Cleaning	\$1,000.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Window/Door Replacements	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$345.45-	\$345.45
Working Capital	\$0.00		\$0.00	\$0.00	\$0.00	\$8,000.00	\$0.00	\$8,000.00
<b>Total Contribution Schedule</b>	<b>\$59,800.00</b>		<b>\$56,200.00</b>	<b>\$62,358.96</b>	<b>\$6,158.96-</b>	<b>\$59,892.00</b>	<b>\$8,254.32</b>	<b>\$51,637.68</b>
<b>TOTAL ADMIN FUND</b>	<b>\$59,800.00</b>		<b>\$56,200.00</b>	<b>\$62,358.96</b>	<b>\$6,158.96-</b>	<b>\$59,892.00</b>	<b>\$8,254.32</b>	<b>\$51,637.68</b>
<b>ADMIN BUDGET SUBTOTAL</b>	<b>\$59,800.00</b>							
<b>ADD: ADMIN GST</b>	<b>\$5,980.00</b>							
<b>TOTAL ADMIN BUDGET</b>	<b>\$65,780.00</b>							

# The Owners of "The Mews"

147-159 Charles St, West Perth

**URGENT:** IF YOU ARE NOT THE OWNER PLEASE BRING THIS NOTICE TO THEIR ATTENTION IMMEDIATELY

## **New AGM Meeting Tuesday 23<sup>rd</sup> November**

To be held at Exclusive Strata Management Services, 15/443 Albany Hwy,  
Victoria Park

**I urge you all to vote NO on the following  
items of the AGM under  
SPECIAL BUSINESS item 10 – determination  
of the levy contributions**

### **Vote:**

- ❖ **NO on the increase to the Administrative Fund to \$88.20 per unit entitlement, payable quarterly– We have already had one considerable increase to the strata levy this past 12 months.**
  
- ❖ **NO on TV reception equipment for the one off payment of \$120 per unit entitlement (x 3 for one brm units and x 4 for two brm units) – meaning a total cost of \$480 for two brm units. People with 2brm units have to pay \$120 more than one brm unit owners for the same service with no additional benefit. If you are not an owner/occupier there is no benefit at all.**

A number of self-serving council members have been lobbying hard to seek a Yes endorsement to the above levies. **Don't let them get their way.** Send your Proxy voting slips to ESM via email, fax, post, or in person or attend the AGM meeting on Tuesday 23<sup>rd</sup> November.



# The Owners of "The Mews"

147-159 Charles St, West Perth

**URGENT:** IF YOU ARE NOT THE OWNER PLEASE BRING THIS NOTICE TO THEIR ATTENTION IMMEDIATELY

## **New AGM Meeting Tuesday 23<sup>rd</sup> November**

To be held at Exclusive Strata Management Services, 15/443 Albany Hwy,  
Victoria Park

**I urge you all to vote NO on the following item  
on the AGM under  
SPECIAL BUSINESS item 10 – determination  
of the levy contributions**

**Vote:**

❖ **NO on TV reception equipment for the one off payment of \$120 per unit entitlement (x 3 for one brm units and x 4 for two brm units) – meaning a total cost of \$480 for two brm units. People with 2brm units have to pay \$120 more than one brm unit owners for the same service with no additional benefit. If you are not an owner/occupier there is no benefit at all.**

"Members of the Council of Owners are required to carry out their duties for the benefit of all owners, without favour."

Clearly some members who are owner/occupiers of one brm apartments have been lobbying hard to seek a Yes endorsement to the above levy. **Don't let them get their way.** Send your Proxy voting slips to ESM via email, fax, post, or in person or attend the AGM meeting on Tuesday 23<sup>rd</sup> November.





42	Ms E Foston	Michelle Odine	Proxy
46	Mrs D Gilbert	David Browne	Proxy
47	Mr D & Mrs T Browne	Michelle Odine	Proxy
48	Mr S Saunders	Sean Saunders	Proprietor

**1. Appointment of Chairman for the Meeting**

Michelle Odine was appointed to chair this meeting.

**2. Confirmation of Quorum Present**

It being confirmed that there was an enabling quorum of 18 owners present or represented, the Chairman advised that the meeting was properly constituted and could proceed to the transaction of the notified business and declared the meeting open at 5.30pm.

**3. Confirmation of the minutes of the previous General Meeting.**

It was resolved on a motion proposed by Andrea Bowden and seconded by Sean Saunders that the minutes of the General Meeting held on 24/11/09 be confirmed.

**4. Matters Arising from the Previous Meeting**

Nil.

**5. Statement of Accounts**

It was resolved on a motion proposed by Saxon Mailey and seconded by Danny Hawkins that the statement of accounts for the period ending 30/09/10 be adopted as presented, Total Owners Funds being \$33,235.76.

**6. Constitution of the Council**

It was resolved on a motion proposed by Saxon Mailey and seconded by Danny Hawkins that the Council of the Strata Company consist of 5 proprietors.

The following candidates were nominated:

- Kim Silverstone
- Saxon Mailey
- Sean Saunders
- Danny Hawkins
- Andrea Bowden

The above 5 candidates were declared duly elected to the Council.

**7. Change of Strata Company's address for service of notices.**

It was resolved on a motion proposed by Saxon Mailey and seconded by Sean Saunders that pursuant to section 40 of the Strata Titles Act, 1985 the address for the purpose of the service of notices on the strata company be changed to Exclusive Strata Management, PO Box 779, Victoria Park, WA 6979.

**8. Insurance**

It was resolved on a motion proposed by Saxon Mailey and seconded by Sean Saunders that the council be directed to further renew the current insurance policy to its expiry date in such sums as are suggested by insurer or as are recommended by a qualified professional advisor.

**9. Consideration of budget of estimated expenditure**

It was resolved on a motion proposed by Saxon Mailey and seconded by Andrea Bowden that the budget of estimated expenditure of \$65,780.00 be adopted as the budget of the Strata Company for the period 01/10/10 to 30/09/10

**10. Determination of the levy of contributions for period 01/01/11 to 31/12/11**

It was resolved on a motion proposed by Saxon Mailey and seconded by Andrea Bowden that the levy of contributions on proprietors for the Administrative Fund be payable quarterly in advance by installments due and payable in the amounts and on the dates as shown below:

\$89.00 per unit entitlement	1 <sup>st</sup> January	2011,
\$89.00 per unit entitlement	1 <sup>st</sup> April	2011,
<u>\$89.00 per unit entitlement</u>	<u>1<sup>st</sup> July</u>	<u>2011,</u>
\$89.00 per unit entitlement	1 <sup>st</sup> October	2011,

to raise a total of \$66,216.00 in the financial year,

and,

that the levy of contributions on proprietors for the Special Fund (for digital television upgrade) be payable quarterly in advance by installments due and payable in the amounts and on the dates as shown below:

\$60.00 per unit entitlement	1 <sup>st</sup> March	2011,
\$60.00 per unit entitlement	1 <sup>st</sup> May	2011,

to raise a total of \$22,320.00 in the financial year,

and,

that the levy of contributions on proprietors for the Reserve Fund be payable quarterly in advance by installments due and payable in the amounts and on the dates as shown below:

\$6.00 per unit entitlement	1 <sup>st</sup> January	2011,
\$6.00 per unit entitlement	1 <sup>st</sup> April	2011,
<u>\$6.00 per unit entitlement</u>	<u>1<sup>st</sup> July</u>	<u>2011,</u>
\$6.00 per unit entitlement	1 <sup>st</sup> October	2011,

to raise a total of \$4,464.00 in the financial year.

**11. General Business**

- a) **External Fixtures** – Satellite dish on wall of unit 39 – not installed by the owner and service is not connected to unit 39. ESM to send letter to unit 3 and unit 21. **Owners are reminded that external fixtures may not be attached to external walls without Council of Owners approval.**
- b) **Aerials** – ESM to send letter to all occupiers/owners advising that the current TV aerials will be removed when the new digital compatible television service upgrade

is installed in latter half of year.

- c) **Hot Water Systems – Owners are reminded that they may not install electric hot water systems due to limitations in the buildings electricity supply.** When gas hot water systems are upgraded the strata company will cover part of the installations costs (subject to prior approval.)
- d) **Free Gas Hot Water System Upgrades** – Free gas hot water system upgrades are currently available on original hot water systems installed prior to 1980 (subject to approval.) The strata company is currently liaising with Alintagas and the Office of Energy (WA) to perform these upgrades across the whole complex.

**Close**

There being no further business the meeting closed at 7.10pm.

Signed as a true and correct record of this meeting:-

\_\_\_\_\_  
**CHAIRPERSON**

\_\_\_\_\_  
**DATE**

**Further Information is available on the website:**

<http://www.themewswestperth.com.au>

Complex Rules: <http://www.themewswestperth.com.au/rules>  
Financial Reports: <http://www.themewswestperth.com.au/finance>  
Maintenance: <http://www.themewswestperth.com.au/maintenance>

# The Owners of 147-159 Charles Street Strata Plan 5629

## NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the Annual General Meeting of the above Strata Company will be held at the office of Exclusive Strata Management, Suite 15, 443 Albany Highway, Victoria Park on Tuesday, 1<sup>st</sup> November 2011, commencing at 5.30 pm.

**Registration from 5.15 pm.**

This notice is issued pursuant to the by-laws of the strata company, on 5<sup>th</sup> day October 2011, being not less than 14 days prior to the holding of the meeting.

The attention of proprietors is drawn to the following documents enclosed with this combined notice and agenda for this meeting:

1. *Statement of accounts for period 01/10/10 to 30/09/11.*
2. *Copy of certificate of currency, important insurance information and Strata. Company Manager's disclosure statement.*
3. *Budget of estimated expenditure from the Administrative Fund and provision for Reserve Fund for period 01/10/11 to 30/09/12.*
4. *Forms of specific and enduring proxy.*
5. *Information in respect to nomination and election of members of the Council.*

Signature of person issuing this notice.....Date...../...../.....  
*Laura Chapman on behalf of Exclusive Strata Management*

## **PRELIMINARY MATTERS**

Registration of proprietors and proxy holders

Verification of valid proxies received

Verification of those eligible to vote and personally present

Record those present by invitation

Record any apologies received

**Confirmation by the Council Chairman or Secretary of an enabling quorum being present, that the meeting is properly constituted and may proceed to the conduct of business.**

*(Or that it is adjourned one week hence)*

## **Meeting Agenda**

- 1. Appointment of chairperson for the meeting.**  
-Only required if the Chairman of the Council is unavailable or unwilling to act.
- 2. Confirmation of previous minutes.**  
-Minutes of the last general meeting have previously been distributed to proprietors.
  - (a) Motion under notice –**  
That the previously circulated minutes of the General Meeting held on 16/11/10 be confirmed as a true record of those proceedings.
  - (b) Consideration of any matters arising not otherwise provided for by this agenda.**
- 3. Consideration of Statement of Accounts**  
-A copy of which is attached to this notice.  
*(Questions of a financial nature should be notified to the strata company not later than 3 business days prior to the meeting.)*  
**Motion under notice –**  
That the Statement of accounts for the period 01/10/10 to 30/09/11, showing an amount of \$45,921.93 net owners' funds, be adopted as presented.
- 4. Constitution of the Council.**
  - 4.1 Motion under notice –**  
That the Council of the Strata Company consist of 7 proprietors.
  - 4.2** Chairman to call for nominations of candidates for election to the Council;  
  
And, if required will,
  - 4.3** Conduct a ballot to elect members of the Council.

## **SPECIAL BUSINESS**

**5. Change of the strata company's address for service of notices.**

**Motion under notice-**

That pursuant to section 40 of the Strata Titles Act, 1985 the address for the purpose of the service of notices on the strata company be changed to c/- Exclusive Strata Management, P O Box 779, Victoria Park WA 6979

**6. Insurance**

-Copy of certificate of currency, important insurance information and Strata Company Manager's disclosure statement are enclosed.

**Motion under notice-**

That the Council be directed to obtain a building replacement valuation and amend the sum insured to the amount of that valuation.

**7. Items of business notified or proposed by proprietors/Council or others**

**a) Electrical, gas and plumbing works**

Due to several legislative requirements money needs to be spent on electrical, gas and plumbing. Instead of raising a special levy – an increase in the strata levies has occurred.

**8. Consideration of budget of estimated expenditure from the Administrative Fund.**

(A copy of which is attached to this notice)

**Motion under notice –**

That the budget of estimated expenditure from the Administrative Fund GST inclusive for the period 01/10/11 to 30/09/12, amounting to \$104,951.00 be adopted.

**9. Transfer of reserve funds.**

**Motion under notice –**

That the Council be authorised to transfer funds to a maximum of \$16,000.00 from the Reserve Fund to the Administrative Fund as may be required to meet the cost of future works.

**10. Determination of the levy of contributions for the period 01/01/12 to 31/12/12**

**– proposal enclosed.**

**Motion under notice –**

That the levy of contributions on proprietors for the Administrative Fund be payable in advance, inclusive of GST, by instalments due and payable in the amounts and on the dates as shown below:

\$100.00 per unit entitlement	1 <sup>st</sup> January	2012,
\$100.00 per unit entitlement	1 <sup>st</sup> April	2012,
<u>\$100.00 per unit entitlement</u>	<u>1<sup>st</sup> July</u>	<u>2012,</u>
\$100.00 per unit entitlement	1 <sup>st</sup> October	2012,

to raise a total of \$72,354.00 in the financial year,

and,



that the levy of contributions on proprietors for the Reserve Fund be payable in advance, inclusive of GST, by instalments due and payable in the amounts and on the dates as shown below:

\$6.00 per unit entitlement	1 <sup>st</sup> January	2012,
\$6.00 per unit entitlement	1 <sup>st</sup> April	2012,
<u>\$6.00 per unit entitlement</u>	<u>1<sup>st</sup> July</u>	<u>2012,</u>
\$6.00 per unit entitlement	1 <sup>st</sup> October	2012,

to raise a total of \$4,464.00 in the financial year.

**11. Matters without notice for discussion and referral to the Council.**

Note: Such matters may only be raised at the discretion of the Chair and with leave of the meeting.

**12. Close of meeting.**

**The Owners of 147-159 Charles Street  
Strata Plan 5629**

**Proxy Form for the General Meeting**

**To Be Held On 01/11/11**

*Please read the important notes below before completing this form*

---

I/We, \_\_\_\_\_

being the proprietor/s of lot number/s \_\_\_\_\_ hereby appoint:  
(\*Select only one of the below options by deleting the other two options.)

**\*Option 1**

Name of proxy holder \_\_\_\_\_ only, **or**,

**\*Option 2**

The Chairperson of the general meeting only, **or**,

**\*Option 3**

Name of proxy holder \_\_\_\_\_ or, failing his/her attendance at  
the general meeting, the Chairperson of the general meeting.

to speak and act as my/our proxy holder and to vote for me/us in my/our name at the general meeting  
to be held on 01/11/11 **and at any adjournment of that meeting.**

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Signature of **sole** proprietor

or **all** co-proprietors

\_\_\_\_\_ Proprietor

\_\_\_\_\_ Co-Proprietor

\_\_\_\_\_ Co-Proprietor

\_\_\_\_\_ Co-Proprietor

---

**Section Below For Use Only by a Corporate Proprietor**

---

In the case of an **incorporated proprietor**, this form requires the signature of a duly authorised  
person authorised to sign by its constitution.

\_\_\_\_\_

Director/Secretary/Attorney/Officer/Agent (Delete those not applicable)

---

**IMPORTANT NOTES**

- 1 Any natural person can hold a proxy form. That person does not have to be a proprietor.
- 2 An incorporated proprietor should appoint a natural person as its proxy holder if it intends to vote.
- 3 Except in the case of a unanimous resolution, co-proprietors of a lot (e.g. husband and wife) may **only** vote on a show of hands if a proxy form has been completed by **all** co-proprietors appointing one person to vote for them.
- 4 If possible, please complete and return the proxy form to the strata manager well before the general meeting.
- 5 If you want to revoke this proxy form, please give notice of revocation to the proxy holder and the strata manager.

**The Owners of 147-159 Charles Street  
Strata Plan 5629**

**Enduring Proxy Form for General Meetings**

*Please read the important notes below before completing this form*

---

I/We, \_\_\_\_\_

being the proprietor/s of lot number/s \_\_\_\_\_ hereby appoint:  
(\*Select only **one** of the below options by deleting the other two options.)

**\*Option 1**

Name of proxy holder \_\_\_\_\_ only, **or**,

**\*Option 2**

The Chairperson from time to time of general meetings of the strata company, **or**,

**\*Option 3**

Name of proxy holder \_\_\_\_\_ or, failing his/her attendance at the general meeting, the Chairperson of the general meeting.

to speak and act as my/our proxy holder and to vote for me/us in my/our name at all general meetings of the Strata Company until this enduring proxy is revoked.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Signature of **sole** proprietor

or **all** co-proprietors

\_\_\_\_\_ Proprietor

\_\_\_\_\_ Co-Proprietor

\_\_\_\_\_ Co-Proprietor

\_\_\_\_\_ Co-Proprietor

---

**Section Below For Use Only by a Corporate Proprietor**

---

In the case of an **incorporated proprietor**, this form requires the signature of a person duly authorised to sign by its constitution.

\_\_\_\_\_

Director/Secretary/Attorney/Officer/Agent (Delete those not applicable)

---

**IMPORTANT NOTES**

- 1 Any natural person can hold a proxy form. That person does not have to be a proprietor.
- 2 An incorporated proprietor should appoint a natural person as its proxy holder if it intends to vote.
- 3 Except in the case of a unanimous resolution, co-proprietors of a lot (e.g. husband and wife) may **only** vote on a show of hands if a proxy form has been completed by **all** co-proprietors appointing one person to vote for them.
- 4 If possible, please complete and return the proxy form to the strata manager well before the general meeting.
- 5 If you want to revoke this proxy form, please give notice of revocation to the proxy holder and the strata manager.

**The Owners of 147-159 Charles Street  
Strata Plan 5629**

(Please read the notes below)

**Nomination for Election to Council - AGM 2011**

**Proprietor/s nominating him or herself, a co- proprietor, or, in the case of a Corporate proprietor, itself.**

The Chairman  
The Owners of 147-159 Charles Street Strata Plan 5629

I/we being the Proprietor/Co-proprietors of lot \_\_\_\_ hereby nominate (please print)

.....(name of the person or corporate proprietor who is being nominated) as a candidate for election to the Council at the Annual General Meeting of the Strata Company to be held on 01/11/11.

Name/s of nominator/s (please print):

Signature/s of nominator/s:

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*\*Director/Secretary/Attorney/Officer/Agent*

(\*In the case of an incorporated proprietor, the nominator should delete those not applicable:)

Dated: \_\_\_\_\_

**Consent to Nomination for Election to Council**

I/we hereby advise that I/we consent to being nominated as a candidate for election to the Council of the Strata Company at the Annual General Meeting to be held on 01/11/11 and, if elected, to serve as a member of the Council.

Name of nominee: \_\_\_\_\_ (Please print) of lot: \_\_\_\_\_

Signature of Nominee: \_\_\_\_\_ Dated: \_\_\_\_\_

*\*Director/Secretary/Attorney/Officer/Agent*

(\*In the case of an incorporated proprietor, the nominator must delete those not applicable:)

This form must be in the hands of the Chairperson of the Annual General Meeting prior to the close of nominations for that election.

*(In the case of an individual natural person being the lot proprietor written consent is only required if the candidate is not personally present at the meeting.*

*In the case of co-proprietors of a lot the nomination must be in favour of one co-proprietor and signed by all co-proprietors including the nominee.*

*If the candidate is a corporation the nomination and acceptance must be in writing signed by a properly authorised person.)*

**Attachment to Insurance Schedule and provided with the notice of  
Annual General Meeting to be held on 1<sup>st</sup> November 2011**

**Exclusive Strata Management  
Insurance requirements and important information for Strata Plan 5629**

Your strata company is required to comply with various insurance provisions of the *Strata Titles Act, 1985 (WA)* (“Act”). Sections 53 to 59 of the Act set out the full insurance requirements. These requirements are insured under the current policy, details of which are shown on the attached Insurance Schedule issued by the insurer.

In the case of the sum insured in respect of buildings this must be for the replacement value as defined by the Act. We recommend that an independent valuation be carried out at a minimum of three yearly intervals to ensure that this cover is kept in line with current and projected building replacement costs.

In the case of public liability risks the minimum amount under the Act is \$5 million. Many strata companies now insure for a minimum of \$20 million in residential schemes and as much as \$50 million where there is any commercial use of lots or common property.

- A. We also suggest that every strata company effects insurance in respect to possible liability under the *Workers Compensation and Injury Management Act 1981* and your strata company has insured against such a risk.

The strata company has the discretionary power to further insure for other risks such as personal accident for voluntary workers, fidelity guarantee, office bearer’s liability, machinery breakdown, catastrophe cover government audit costs, and proprietors fixtures and improvements.

The enclosed insurance schedule will show which risks have been selected as currently insured and the sum insured where that is applicable.

**General Advice Warning**

The above information is not personal advice. This advice is general advice and before a decision is made to insure, the Product Disclosure Statement should be carefully reviewed. The strata company has been provided with a copy of the relevant CHU Financial Services Guide and Product Disclosure Statement and these are held as part of the records of the strata company and are open to personal inspection by proprietors pursuant to section 43 of the Act.

Exclusive Strata Management are authorised to give General Advice and information about insurance, but not Personal Advice. If the strata company requires specialist insurance advice we can refer it to an insurance advisor or CHU. If we recommend that your insurance be placed with CHU the strata company acknowledges and agrees that the recommendation is General Advice and not Personal Advice

**Disclosure of our relationship and commissions received**

Exclusive Strata Management are Authorised Representative No: 269635 of CHU Underwriting Agencies and an agent of the insurers, QBE Insurance (Australia) Limited and QBE Workers Compensation (NSW) Limited. CHU Underwriting Agencies Pty Ltd is a specialist strata and community title insurance intermediary and holds an Australian Financial Service License (AFS License No: 243261) with the authority to advise, deal and issue general insurance products.

As your Strata Manager we act as Agent of CHU for arranging the insurance and receive a commission. This commission does not affect the premium you pay to the insurer.

**Exclusive Strata Management**  
**Proposed Budget for Strata Plan 05629**  
**The Mews: 147-159 Charles Street, 147-159 Charles Street WEST PERTH**

Prepared by Exclusive Strata Management (ABN 20422677948)  
 PO Box 779 VICTORIA PARK WA 6979 Ph 08 9362 1166 Fax 08 9362 1133

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Page 1

Aggregate UoE 186 <b>Administrative Fund-</b>	Proposed Budget (01/10/11-30/09/12)	Adjustment	Current Year (01/10/10-30/09/11)			Last Year (01/10/09-30/09/10)		
			Budget	Actual	Variance	Budget	Actual	Variance
<b>Contribution Schedule</b>								
Archive Storage Charges	\$360.00		\$350.00	\$360.00	\$10.00-	\$0.00	\$336.00	\$336.00-
Bank Charges	\$250.00		\$250.00	\$105.36	\$144.64	\$90.00	\$234.01	\$144.01-
BAS -Compilation and lodgement	\$650.00		\$650.00	\$617.50	\$32.50	\$0.00	\$650.00	\$650.00-
Cleaning	\$2,500.00		\$400.00	\$1,779.25	\$1,379.25-	\$0.00	\$396.00	\$396.00-
Council/Strata Expense	\$0.00		\$0.00	\$12.50	\$12.50-	\$0.00	\$0.00	\$0.00
Disbursement Charges	\$250.00		\$250.00	\$206.82	\$43.18	\$180.00	\$241.14	\$61.14-
Debt Recovery Fees	\$200.00		\$150.00	\$190.50	\$40.50-	\$0.00	\$109.09	\$109.09-
Electricity - Common	\$4,000.00		\$2,900.00	\$3,343.18	\$443.18-	\$2,545.00	\$2,961.94	\$416.94-
Gardening	\$10,000.00		\$12,000.00	\$8,665.76	\$3,334.24	\$8,180.00	\$10,960.57	\$2,780.57-
Income Tax Instalment	\$800.00		\$200.00	\$788.00	\$588.00-	\$270.00	\$197.00	\$73.00
Insurance	\$8,500.00		\$6,500.00	\$0.00	\$6,500.00	\$6,360.00	\$6,527.84	\$167.84-
Insurance Claim	\$0.00		\$0.00	\$572.73	\$572.73-	\$0.00	\$0.00	\$0.00
Insurance Claim Excess	\$0.00		\$0.00	\$90.91	\$90.91-	\$0.00	\$0.00	\$0.00
Insurance Stamp Duty	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$641.29	\$641.29-
Lawnmowing	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$200.00-	\$200.00
M&R - Electrical	\$3,000.00		\$3,200.00	\$4,698.67	\$1,498.67-	\$1,800.00	\$2,878.27	\$1,078.27-
M&R - General	\$5,000.00		\$8,000.00	\$6,463.67	\$1,536.33	\$6,800.00	\$13,131.44	\$6,331.44-
M&R - Gutter Cleaning/Repairs	\$0.00		\$500.00	\$5,834.55	\$5,334.55-	\$3,600.00	\$0.00	\$3,600.00
M&R - Painting	\$1,000.00		\$200.00	\$727.23	\$527.23-	\$1,800.00	\$1,310.00	\$490.00
M&R - Pest Control	\$0.00		\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00
M&R - Plumbing	\$6,000.00		\$2,000.00	\$4,482.38	\$2,482.38-	\$4,540.00	\$1,247.00	\$3,293.00
M&R - Pool	\$7,000.00		\$3,800.00	\$5,954.54	\$2,154.54-	\$3,640.00	\$3,577.27	\$62.73



**Exclusive Strata Management**  
**Proposed Budget for Strata Plan 05629**  
**The Mews: 147-159 Charles Street, 147-159 Charles Street WEST PERTH**

Prepared by Exclusive Strata Management (ABN 20422677948)  
 PO Box 779 VICTORIA PARK WA 6979 Ph 08 9362 1166 Fax 08 9362 1133

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Page 2

Aggregate UoE 186 <b>Administrative Fund-</b>	Proposed Budget (01/10/11-30/09/12)	Adjustment	Current Year (01/10/10-30/09/11)			Last Year (01/10/09-30/09/10)		
			Budget	Actual	Variance	Budget	Actual	Variance
<b>Contribution Schedule</b>								
M&R - Reticulation	\$0.00		\$500.00	\$0.00	\$500.00	\$0.00	\$472.58	\$472.58-
M&R - Roofing	\$3,000.00		\$0.00	\$250.00	\$250.00-	\$0.00	\$0.00	\$0.00
M&R - Security Doors/Gates	\$5,000.00		\$300.00	\$3,099.67	\$2,799.67-	\$0.00	\$0.00	\$0.00
Management Fees	\$8,500.00		\$8,200.00	\$8,181.84	\$18.16	\$8,180.00	\$8,147.02	\$32.98
Meeting Fees & Expenses	\$500.00		\$800.00	\$539.18	\$260.82	\$1,100.00	\$1,194.18	\$94.18-
Pool + Spa Cleaning	\$0.00		\$0.00	\$50.00	\$50.00-	\$0.00	\$50.00	\$50.00-
Pool Chemicals	\$0.00		\$150.00	\$75.00	\$75.00	\$0.00	\$108.18	\$108.18-
Postage & Petties	\$750.00		\$750.00	\$735.60	\$14.40	\$910.00	\$702.71	\$207.29
Section 43's	\$0.00		\$200.00	\$200.00	\$0.00	\$0.00	\$200.00	\$200.00-
Special Projects	\$22,400.00		\$22,320.00	\$0.00	\$22,320.00	\$0.00	\$0.00	\$0.00
Supply Remote Controls/Keys	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$18.00	\$18.00-
Tax Return - Preparation & Lod	\$350.00		\$0.00	\$308.00	\$308.00-	\$270.00	\$0.00	\$270.00
Telephone Costs	\$0.00		\$0.00	\$165.03	\$165.03-	\$0.00	\$0.00	\$0.00
Trades Monitoring Fee	\$400.00		\$400.00	\$400.00	\$0.00	\$270.00	\$400.00	\$130.00-
Treelopping/Pruning	\$0.00		\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00
Waste - Rubbish Removal	\$0.00		\$1,000.00	\$997.27	\$2.73	\$820.00	\$1,192.73	\$372.73-
Water Consumption	\$5,000.00		\$4,700.00	\$4,850.00	\$150.00-	\$4,845.00	\$4,674.70	\$170.30
Window Cleaning	\$0.00		\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00
<b>Total Contribution Schedule</b>	<b>\$95,410.00</b>		<b>\$82,120.00</b>	<b>\$64,745.14</b>	<b>\$17,374.86</b>	<b>\$56,200.00</b>	<b>\$62,358.96</b>	<b>\$6,158.96-</b>
<b>TOTAL ADMIN FUND</b>	<b>\$95,410.00</b>		<b>\$82,120.00</b>	<b>\$64,745.14</b>	<b>\$17,374.86</b>	<b>\$56,200.00</b>	<b>\$62,358.96</b>	<b>\$6,158.96-</b>
<b>ADMIN BUDGET SUBTOTAL</b>	<b>\$95,410.00</b>							
<b>ADD: ADMIN GST</b>	\$9,541.00		\$6,019.64			\$5,681.46		
<b>TOTAL ADMIN BUDGET</b>	<b>\$104,951.00</b>		<b>\$88,139.64</b>			<b>\$61,881.46</b>		

10<sup>th</sup> October 2011

L1

**Re: Annual General Meeting of the Strata Company  
Strata Plan 5629 – 147-159 Charles Street**

Please find enclosed documents relating to the Annual General Meeting for the above Strata Company.

If you have any queries on the financial statements please address them in writing to our office at least 48 hours prior to the meeting. We can then prepare a response for you prior to the meeting.

Please pay particular attention to the proxy form to ensure that it is completed correctly. An invalid proxy means you will be unable to vote at the meeting. If you have any questions about how to complete the proxy form, please contact our office.

Thank you for your attention to the above. We look forward to seeing you at the meeting.

Yours faithfully,



Laura Chapman  
**Exclusive Strata Management**

Enc.

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**The Owners of 147-159 Charles Street  
Strata Plan 5629**

**NOTICE OF ANNUAL GENERAL MEETING**

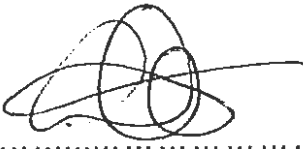
Notice is hereby given that the Annual General Meeting of the above Strata Company will be held at the office of Exclusive Strata Management, Suite 15, 443 Albany Highway, Victoria Park on Tuesday, 1<sup>st</sup> November 2011, commencing at 5.30 pm.

**Registration from 5.15 pm.**

This notice is issued pursuant to the by-laws of the strata company, on 10<sup>th</sup> day October 2011, being not less than 14 days prior to the holding of the meeting.

The attention of proprietors is drawn to the following documents enclosed with this combined notice and agenda for this meeting:

1. *Statement of accounts for period 01/10/10 to 30/09/11.*
2. *Copy of certificate of currency, important insurance information and Strata Company Manager's disclosure statement.*
3. *Budget of estimated expenditure from the Administrative Fund and provision for Reserve Fund for period 01/10/11 to 30/09/12.*
4. *Forms of specific and enduring proxy.*
5. *Information in respect to nomination and election of members of the Council.*

Signature of person issuing this notice..........Date: 10/10/11.  
*Laura Chapman on behalf of Exclusive Strata Management*

## **PRELIMINARY MATTERS**

Registration of proprietors and proxy holders

Verification of valid proxies received

Verification of those eligible to vote and personally present

Record those present by invitation

Record any apologies received

**Confirmation by the Council Chairman or Secretary of an enabling quorum being present, that the meeting is properly constituted and may proceed to the conduct of business.**

*(Or that it is adjourned one week hence)*

## **Meeting Agenda**

1. **Appointment of chairperson for the meeting.**  
-Only required if the Chairman of the Council is unavailable or unwilling to act.
2. **Confirmation of previous minutes.**  
-Minutes of the last general meeting have previously been distributed to proprietors.
  - (a) **Motion under notice –**  
That the previously circulated minutes of the General Meeting held on 16/11/10 be confirmed as a true record of those proceedings.
  - (b) Consideration of any matters arising not otherwise provided for by this agenda.
3. **Consideration of Statement of Accounts**  
-A copy of which is attached to this notice.  
*(Questions of a financial nature should be notified to the strata company not later than 3 business days prior to the meeting.)*  
**Motion under notice –**  
That the Statement of accounts for the period 01/10/10 to 30/09/11, showing an amount of \$45,571.93 net owners' funds, be adopted as presented.
4. **Constitution of the Council.**
  - 4.1 **Motion under notice –**  
That the Council of the Strata Company consist of 7 proprietors.
  - 4.2 Chairman to call for nominations of candidates for election to the Council;  
  
And, if required will,
  - 4.3 Conduct a ballot to elect members of the Council.

## SPECIAL BUSINESS

**5. Change of the strata company's address for service of notices.**

**Motion under notice-**

That pursuant to section 40 of the Strata Titles Act, 1985 the address for the purpose of the service of notices on the strata company be changed to c/- Exclusive Strata Management, P O Box 779, Victoria Park WA 6979

**6. Insurance**

-Copy of certificate of currency, important insurance information and Strata Company Manager's disclosure statement are enclosed.

**Motion under notice-**

That the Council be directed to obtain a building replacement valuation and amend the sum insured to the amount of that valuation.

**7. Items of business notified or proposed by proprietors/Council or others**

**a) Electrical, gas and plumbing works**

Due to several legislative requirements, money needs to be spent on electrical, gas and plumbing. Instead of raising a special levy, an increase in the strata levies is proposed.

**8. Consideration of budget of estimated expenditure from the Administrative Fund. (A copy of which is attached to this notice)**

**Motion under notice –**

That the budget of estimated expenditure from the Administrative Fund GST inclusive for the period 01/10/11 to 30/09/12, amounting to \$105,479.00.00 be adopted.

**9. Transfer of reserve funds.**

**Motion under notice –**

That the Council be authorised to transfer funds to a maximum of \$16,000.00 from the Reserve Fund to the Administrative Fund as may be required to meet the cost of future works.

**10. Determination of the levy of contributions for the period 01/01/12 to 31/12/12**

**– proposal enclosed.**

**Motion under notice –**

That the levy of contributions on proprietors for the Administrative Fund be payable in advance, inclusive of GST, by instalments due and payable in the amounts and on the dates as shown below:

\$100.00 per unit entitlement	1 <sup>st</sup> January	2012,
\$100.00 per unit entitlement	1 <sup>st</sup> April	2012,
<u>\$100.00 per unit entitlement</u>	<u>1<sup>st</sup> July</u>	<u>2012,</u>
\$100.00 per unit entitlement	1 <sup>st</sup> October	2012,

to raise a total of \$72,354.00 in the financial year,

and,

that the levy of contributions on proprietors for the Reserve Fund be payable in advance, inclusive of GST, by instalments due and payable in the amounts and on the dates as shown below:

\$6.00 per unit entitlement	1 <sup>st</sup> January	2012,
\$6.00 per unit entitlement	1 <sup>st</sup> April	2012,
<u>\$6.00 per unit entitlement</u>	<u>1<sup>st</sup> July</u>	<u>2012,</u>
\$6.00 per unit entitlement	1 <sup>st</sup> October	2012,

to raise a total of \$4,464.00 in the financial year.

**11. Matters without notice for discussion and referral to the Council.**

Note: Such matters may only be raised at the discretion of the Chair and with leave of the meeting.

**12. Close of meeting.**



**The Owners of 147-159 Charles Street  
Strata Plan 5629**

**Proxy Form for the General Meeting**

**To Be Held On 01/11/11**

*Please read the important notes below before completing this form*

I/We, \_\_\_\_\_

being the proprietor/s of lot number/s \_\_\_\_\_ hereby appoint:  
(\*Select only one of the below options by deleting the other two options.)

**\*Option 1**

Name of proxy holder \_\_\_\_\_ only, or,

**\*Option 2**

The Chairperson of the general meeting only, or,

**\*Option 3**

Name of proxy holder \_\_\_\_\_ or, failing his/her attendance at  
the general meeting, the Chairperson of the general meeting.

to speak and act as my/our proxy holder and to vote for me/us in my/our name at the general meeting  
to be held on 01/11/11 *and at any adjournment of that meeting.*

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Signature of sole proprietor

or all co-proprietors

\_\_\_\_\_  
Proprietor

\_\_\_\_\_  
Co-Proprietor

\_\_\_\_\_  
Co-Proprietor

\_\_\_\_\_  
Co-Proprietor

**Section Below For Use Only by a Corporate Proprietor**

In the case of an incorporated proprietor, this form requires the signature of a duly authorised  
person authorised to sign by its constitution.

\_\_\_\_\_  
Director/Secretary/Attorney/Officer/Agent

(Delete those not applicable)

**IMPORTANT NOTES**

- 1 Any natural person can hold a proxy form. That person does not have to be a proprietor.
- 2 An incorporated proprietor should appoint a natural person as its proxy holder if it intends to vote.
- 3 Except in the case of a unanimous resolution, co-proprietors of a lot (e.g. husband and wife) may only vote on a show of hands if a proxy form has been completed by all co-proprietors appointing one person to vote for them.
- 4 If possible, please complete and return the proxy form to the strata manager well before the general meeting.
- 5 If you want to revoke this proxy form, please give notice of revocation to the proxy holder and the strata manager.

**The Owners of 147-159 Charles Street  
Strata Plan 5629**

**Enduring Proxy Form for General Meetings**

*Please read the important notes below before completing this form*

---

I/We, \_\_\_\_\_

being the proprietor/s of lot number/s \_\_\_\_\_ hereby appoint:  
(\*Select only one of the below options by deleting the other two options.)

**\*Option 1**

Name of proxy holder \_\_\_\_\_ only, or,

**\*Option 2**

The Chairperson from time to time of general meetings of the strata company, or,

**\*Option 3**

Name of proxy holder \_\_\_\_\_ or, failing his/her attendance at the general meeting, the Chairperson of the general meeting.

to speak and act as my/our proxy holder and to vote for me/us in my/our name at all general meetings of the Strata Company until this enduring proxy is revoked.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Signature of sole proprietor

or all co-proprietors

\_\_\_\_\_ Proprietor

\_\_\_\_\_ Co-Proprietor

\_\_\_\_\_ Co-Proprietor

\_\_\_\_\_ Co-Proprietor

---

**Section Below For Use Only by a Corporate Proprietor**

---

In the case of an **incorporated proprietor**, this form requires the signature of a person duly authorised to sign by its constitution.

\_\_\_\_\_  
Director/Secretary/Attorney/Officer/Agent (Delete those not applicable)

---

**IMPORTANT NOTES**

- 1 Any natural person can hold a proxy form. That person does not have to be a proprietor.
- 2 An incorporated proprietor should appoint a natural person as its proxy holder if it intends to vote.
- 3 Except in the case of a unanimous resolution, co-proprietors of a lot (e.g. husband and wife) may **only** vote on a show of hands if a proxy form has been completed by **all** co-proprietors appointing one person to vote for them.
- 4 If possible, please complete and return the proxy form to the strata manager well before the general meeting.
- 5 If you want to revoke this proxy form, please give notice of revocation to the proxy holder and the strata manager.

**The Owners of 147-159 Charles Street  
Strata Plan 5629**

(Please read the notes below)

**Nomination for Election to Council - AGM 2011**

**Proprietor/s nominating him or herself, a co- proprietor, or, in the case of a Corporate proprietor, itself.**

The Chairman  
The Owners of 147-159 Charles Street Strata Plan 5629

I/we being the Proprietor/Co-proprietors of lot \_\_\_ hereby nominate (please print)

.....(name of the person or corporate proprietor who is being nominated) as a candidate for election to the Council at the Annual General Meeting of the Strata Company to be held on 01/11/11.

Name/s of nominator/s (please print):

Signature/s of nominator/s:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\*Director/Secretary/Attorney/Officer/Agent*

(\*In the case of an incorporated proprietor, the nominator should delete those not applicable:)

Dated: \_\_\_\_\_

**Consent to Nomination for Election to Council**

I/we hereby advise that I/we consent to being nominated as a candidate for election to the Council of the Strata Company at the Annual General Meeting to be held on 01/11/11 and, if elected, to serve as a member of the Council.

Name of nominee: \_\_\_\_\_ (Please print) of lot: \_\_\_\_\_

Signature of Nominee: \_\_\_\_\_ Dated: \_\_\_\_\_

*\*Director/Secretary/Attorney/Officer/Agent*

(\*In the case of an incorporated proprietor, the nominator must delete those not applicable:)

This form must be in the hands of the Chairperson of the Annual General Meeting prior to the close of nominations for that election.

*(In the case of an individual natural person being the lot proprietor written consent is only required if the candidate is not personally present at the meeting.*

*In the case of co-proprietors of a lot the nomination must be in favour of one co-proprietor and signed by all co-proprietors including the nominee.*

*If the candidate is a corporation the nomination and acceptance must be in writing signed by a properly authorised person.)*

**Attachment to Insurance Schedule and provided with the notice of  
Annual General Meeting to be held on 1<sup>st</sup> November 2011**

**Exclusive Strata Management  
Insurance requirements and important information for Strata Plan 5629**

Your strata company is required to comply with various insurance provisions of the *Strata Titles Act, 1985 (WA)* ("Act"). Sections 53 to 59 of the Act set out the full insurance requirements. These requirements are insured under the current policy, details of which are shown on the attached Insurance Schedule issued by the insurer.

In the case of the sum insured in respect of buildings this must be for the replacement value as defined by the Act. We recommend that an independent valuation be carried out at a minimum of three yearly intervals to ensure that this cover is kept in line with current and projected building replacement costs.

In the case of public liability risks the minimum amount under the Act is \$5 million. Many strata companies now insure for a minimum of \$20 million in residential schemes and as much as \$50 million where there is any commercial use of lots or common property.

- A. We also suggest that every strata company effects insurance in respect to possible liability under the *Workers Compensation and Injury Management Act 1981* and your strata company has insured against such a risk.

The strata company has the discretionary power to further insure for other risks such as personal accident for voluntary workers, fidelity guarantee, office bearer's liability, machinery breakdown, catastrophe cover government audit costs, and proprietors fixtures and improvements.

The enclosed insurance schedule will show which risks have been selected as currently insured and the sum insured where that is applicable.

**General Advice Warning**

The above information is not personal advice. This advice is general advice and before a decision is made to insure, the Product Disclosure Statement should be carefully reviewed. The strata company has been provided with a copy of the relevant CHU Financial Services Guide and Product Disclosure Statement and these are held as part of the records of the strata company and are open to personal inspection by proprietors pursuant to section 43 of the Act.

Exclusive Strata Management are authorised to give General Advice and information about insurance, but not Personal Advice. If the strata company requires specialist insurance advice we can refer it to an insurance advisor or CHU. If we recommend that your insurance be placed with CHU the strata company acknowledges and agrees that the recommendation is General Advice and not Personal Advice

**Disclosure of our relationship and commissions received**

Exclusive Strata Management are Authorised Representative No: 269635 of CHU Underwriting Agencies and an agent of the insurers, QBE Insurance (Australia) Limited and QBE Workers Compensation (NSW) Limited. CHU Underwriting Agencies Pty Ltd is a specialist strata and community title insurance intermediary and holds an Australian Financial Service License (AFS License No; 243261) with the authority to advise, deal and issue general insurance products.

As your Strata Manager we act as Agent of CHU for arranging the insurance and receive a commission. This commission does not affect the premium you pay to the insurer.

# Exclusive Strata Management

PO Box 779 VICTORIA PARK WA 6979

Ph 08 9362 1166 Fax 08 9362 1133

ABN: 20422677948

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## Balance Sheet - Strata Plan 05629 "The Mews: 147-159 Charles Street" For the Financial Period 01/10/10 to 30/09/11

	Admin Fund	Reserve Fund	TOTAL
<b>Assets</b>			
Cash at Bank			
Owners of The Mews 147-159 Charles Street - Strata Pl	26,159.20	3,993.15	30,152.35
Investment A/c			
The Owners of SP 5629 Inv Acct 2	309.74	11,615.83	11,925.57
The Owners of SP 5629 Inv Acct 1	11,925.57	0.00	11,925.57
GST Paid	1,600.69	0.00	1,600.69
GST Unpaid	20.00	0.00	20.00
Levies Receivable	914.80	90.00	1,004.80
<b>Total Assets</b>	<b>40,930.00</b>	<b>15,698.98</b>	<b>56,628.98</b>
<b>Liabilities</b>			
Levies Paid in Advance	9,739.45	653.53	10,392.98
GST Uncollected	1,008.12 DR	51.30 DR	1,059.42 DR
GST Collected	741.55	761.94	1,503.49
Accounts Payable	220.00	0.00	220.00
<b>Total Liabilities</b>	<b>9,692.88</b>	<b>1,364.17</b>	<b>11,057.05</b>
<b>Nett Assets</b>	<b>31,237.12</b>	<b>14,334.81</b>	<b>45,571.93</b>
<b>Owners Funds</b>			
Opening Balance	4,201.24	18,339.37	22,540.61
Surplus/Deficit for the period	18,628.54	4,402.78	23,031.32
Closing Balance	22,829.78	22,742.15	45,571.93
Admin Fund Transfers	8,407.34	0.00	8,407.34
Sinking Fund Transfers	0.00	8,407.34 DR	8,407.34 DR
<b>Total Owners Funds</b>	<b>31,237.12</b>	<b>14,334.81</b>	<b>45,571.93</b>

# Exclusive Strata Management

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## Income & Expenditure Statement - Strata Plan 05629

### "The Mews: 147-159 Charles Street"

For the Financial Period 01/10/10 to 30/09/11

#### Administrative Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
<b>Income</b>			
Debt Collection Costs	352.32	0.00	80.00
Insurance Claim Reimbursements	2,070.00	0.00	2,965.18
Interest on Term Deposits	951.34	0.00	283.97
Interest on Overdue Levies	157.70	0.00	161.95
Levy Income	59,371.28	0.00	56,222.71
Remote Controls/Security	180.00	0.00	0.00
Section 43	200.00	0.00	200.00
Special Levy Income	20,291.04	0.00	0.03 DR
<b>Total Admin fund income</b>	<b>83,573.68</b>	<b>0.00</b>	<b>59,913.78</b>
<b>Expenses</b>			
Archive Storage Charges	360.00	350.00	336.00
Bank Charges	245.36	250.00	234.01
BAS -Compilation and lodgement	617.50	650.00	650.00
Cleaning	1,779.25	400.00	396.00
Council/Strata Expense	12.50	0.00	0.00
Debt Recovery Fees	190.50	150.00	109.09
Disbursement Charges	246.82	250.00	241.14
Electricity - Common	3,343.18	2,900.00	2,961.94
Gardening	8,665.76	12,000.00	10,960.57
Income Tax Instalment	788.00	200.00	197.00
Insurance Stamp Duty	0.00	0.00	641.29
Insurance Claim	572.73	0.00	0.00
Insurance Claim Excess	90.91	0.00	0.00
Insurance	0.00	6,500.00	6,527.84
Lawnmowing	0.00	0.00	200.00 CR
M&R - Electrical	4,698.67	3,200.00	2,878.27
M&R - General	6,713.67	8,000.00	13,131.44
M&R - Gutter Cleaning/Repairs	5,834.55	500.00	0.00
M&R - Painting	727.23	200.00	1,310.00
M&R - Pest Control	0.00	200.00	0.00
M&R - Plumbing	4,482.38	2,000.00	1,247.00
M&R - Pool	5,954.54	3,800.00	3,577.27
M&R - Reticulation	0.00	500.00	472.58
M&R - Security Doors/Gates	3,099.67	300.00	0.00
Meeting Fees & Expenses	539.18	800.00	1,194.18
Management Fees	8,201.84	8,200.00	8,147.02
Pool Chemicals	125.00	150.00	108.18
Pool + Spa Cleaning	0.00	0.00	50.00
Postage & Petties	735.60	750.00	702.71
Section 43's	200.00	200.00	200.00
Supply Remote Controls/Keys	0.00	0.00	18.00
Special Projects	0.00	22,320.00	0.00
Tax Return - Preparation & Lod	308.00	0.00	0.00
Telephone Costs	165.03	0.00	0.00
Trades Monitoring Fee	400.00	400.00	400.00
Treelopping/Pruning	0.00	250.00	0.00
Waste - Rubbish Removal	997.27	1,000.00	1,192.73



# Exclusive Strata Management

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## Income & Expenditure Statement - Strata Plan 05629

### "The Mews: 147-159 Charles Street"

For the Financial Period 01/10/10 to 30/09/11

#### **Administrative Fund**

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
<b>Expenses</b>			
Water Consumption	4,850.00	4,700.00	4,674.70
Window Cleaning	0.00	1,000.00	0.00
<b>Total Admin fund expenses</b>	<b>64,945.14</b>	<b>82,120.00</b>	<b>62,358.96</b>
<b>Admin Fund Surplus/Deficit</b>	<b>18,628.54</b>	<b>82,120.00 DR</b>	<b>2,445.18 DR</b>

## Exclusive Strata Management

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### Income & Expenditure Statement - Strata Plan 05629

#### "The Mews: 147-159 Charles Street"

For the Financial Period 01/10/10 to 30/09/11

#### **Reserve Fund**

	<b>TOTAL THIS YEAR</b>	<b>This Year Budget</b>	<b>Last Year Actual</b>
<b>Income</b>			
Interest on Overdue Levies	13.00	0.00	11.96
Interest on Term Deposit	331.86	0.00	283.97
Levy Income	4,057.92	0.00	3,043.44
<b>Total Reserve Fund income</b>	<b>4,402.78</b>	<b>0.00</b>	<b>3,339.37</b>
<b>Expenses</b>			
<b>Total Reserve Fund expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Reserve Fund Surplus/Deficit</b>	<b>4,402.78</b>	<b>0.00</b>	<b>3,339.37</b>

**Exclusive Strata Management**  
**Proposed Budget for Strata Plan 05629**  
**The Mews: 147-159 Charles Street, 147-159 Charles Street WEST PERTH**

Prepared by Exclusive Strata Management (ABN 20422677948)  
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Aggregate UoE 186 <b>Administrative Fund-</b>	Proposed Budget (01/10/11-30/09/12)	Adjustment	Current Year (01/10/10-30/09/11)			Last Year (01/10/09-30/09/10)		
			Budget	Actual	Variance	Budget	Actual	Variance
<i>Contribution Schedule</i>								
Archive Storage Charges	\$360.00		\$350.00	\$360.00	\$10.00-	\$0.00	\$336.00	\$336.00-
Bank Charges	\$250.00		\$250.00	\$245.36	\$4.64	\$90.00	\$234.01	\$144.01-
BAS -Compilation and lodgement	\$650.00		\$650.00	\$617.50	\$32.50	\$0.00	\$650.00	\$650.00-
Cleaning	\$2,500.00		\$400.00	\$1,779.25	\$1,379.25-	\$0.00	\$396.00	\$396.00-
Council/Strata Expense	\$0.00		\$0.00	\$12.50	\$12.50-	\$0.00	\$0.00	\$0.00
Disbursement Charges	\$250.00		\$250.00	\$246.82	\$3.18	\$180.00	\$241.14	\$61.14-
Debt Recovery Fees	\$200.00		\$150.00	\$190.50	\$40.50-	\$0.00	\$109.09	\$109.09-
Electricity - Common	\$4,000.00		\$2,900.00	\$3,343.18	\$443.18-	\$2,545.00	\$2,961.94	\$416.94-
Gardening	\$10,500.00		\$12,000.00	\$8,665.76	\$3,334.24	\$8,180.00	\$10,960.57	\$2,780.57-
Income Tax Instalment	\$800.00		\$200.00	\$788.00	\$588.00-	\$270.00	\$197.00	\$73.00
Insurance	\$8,500.00		\$6,500.00	\$0.00	\$6,500.00	\$6,360.00	\$6,527.84	\$167.84-
Insurance Claim	\$0.00		\$0.00	\$572.73	\$572.73-	\$0.00	\$0.00	\$0.00
Insurance Claim Excess	\$0.00		\$0.00	\$90.91	\$90.91-	\$0.00	\$0.00	\$0.00
Insurance Stamp Duty	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$641.29	\$641.29-
Lawnmowing	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$200.00-	\$200.00
M&R - Electrical	\$3,000.00		\$3,200.00	\$4,698.67	\$1,498.67-	\$1,800.00	\$2,878.27	\$1,078.27-
M&R - General	\$5,000.00		\$8,000.00	\$6,713.67	\$1,286.33	\$6,800.00	\$13,131.44	\$6,331.44-
M&R - Gutter Cleaning/Repairs	\$0.00		\$500.00	\$5,834.55	\$5,334.55-	\$3,600.00	\$0.00	\$3,600.00
M&R - Painting	\$1,000.00		\$200.00	\$727.23	\$527.23-	\$1,800.00	\$1,310.00	\$490.00
M&R - Pest Control	\$0.00		\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00
M&R - Plumbing	\$6,000.00		\$2,000.00	\$4,482.38	\$2,482.38-	\$4,540.00	\$1,247.00	\$3,293.00
M&R - Pool	\$7,000.00		\$3,800.00	\$5,954.54	\$2,154.54-	\$3,640.00	\$3,577.27	\$62.73

**Exclusive Strata Management**  
**Proposed Budget for Strata Plan 05629**  
**The Mews: 147-159 Charles Street, 147-159 Charles Street WEST PERTH**

Prepared by Exclusive Strata Management (ABN 20422677948)  
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Aggregate UoE 186 <b>Administrative Fund-</b>	Proposed Budget (01/10/11-30/09/12)	Adjustment	Current Year (01/10/10-30/09/11)			Last Year (01/10/09-30/09/10)		
			Budget	Actual	Variance	Budget	Actual	Variance
<b>Contribution Schedule</b>								
M&R - Reticulation	\$0.00		\$500.00	\$0.00	\$500.00	\$0.00	\$472.58	\$472.58-
M&R - Roofing	\$3,000.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
M&R - Security Doors/Gates	\$4,000.00		\$300.00	\$3,099.67	\$2,799.67-	\$0.00	\$0.00	\$0.00
Management Fees	\$8,980.00		\$8,200.00	\$8,201.84	\$1.84-	\$8,180.00	\$8,147.02	\$32.98
Meeting Fees & Expenses	\$500.00		\$800.00	\$539.18	\$260.82	\$1,100.00	\$1,194.18	\$94.18-
Pool + Spa Cleaning	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00-
Pool Chemicals	\$0.00		\$150.00	\$125.00	\$25.00	\$0.00	\$108.18	\$108.18-
Postage & Petties	\$750.00		\$750.00	\$735.60	\$14.40	\$910.00	\$702.71	\$207.29
Section 43's	\$0.00		\$200.00	\$200.00	\$0.00	\$0.00	\$200.00	\$200.00-
Special Projects	\$22,400.00		\$22,320.00	\$0.00	\$22,320.00	\$0.00	\$0.00	\$0.00
Supply Remote Controls/Keys	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$18.00	\$18.00-
Tax Return - Preparation & Lod	\$350.00		\$0.00	\$308.00	\$308.00-	\$270.00	\$0.00	\$270.00
Telephone Costs	\$0.00		\$0.00	\$165.03	\$165.03-	\$0.00	\$0.00	\$0.00
Trades Monitoring Fee	\$400.00		\$400.00	\$400.00	\$0.00	\$270.00	\$400.00	\$130.00-
Treelopping/Pruning	\$0.00		\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00
Waste - Rubbish Removal	\$0.00		\$1,000.00	\$997.27	\$2.73	\$820.00	\$1,192.73	\$372.73-
Water Consumption	\$5,000.00		\$4,700.00	\$4,850.00	\$150.00-	\$4,845.00	\$4,674.70	\$170.30
Window Cleaning	\$0.00		\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00
<b>Total Contribution Schedule</b>	<b>\$95,390.00</b>		<b>\$82,120.00</b>	<b>\$64,945.14</b>	<b>\$17,174.86</b>	<b>\$56,200.00</b>	<b>\$62,358.96</b>	<b>\$6,158.96-</b>
<b>TOTAL ADMIN FUND</b>	<b>\$95,390.00</b>		<b>\$82,120.00</b>	<b>\$64,945.14</b>	<b>\$17,174.86</b>	<b>\$56,200.00</b>	<b>\$62,358.96</b>	<b>\$6,158.96-</b>
<b>ADMIN BUDGET SUBTOTAL</b>	<b>\$95,390.00</b>							
<b>ADD: ADMIN GST</b>	<b>\$9,539.00</b>		<b>\$6,019.64</b>			<b>\$5,681.46</b>		
<b>TOTAL ADMIN BUDGET</b>	<b>\$104,929.00</b>		<b>\$88,139.64</b>			<b>\$61,881.46</b>		

Issued on behalf of the Insurers:

QBE Insurance (Aust) Ltd ABN 78 003 191 035 82 Pitt Street Sydney NSW 2000 (AFS Licence No: 239545)  
QBE Workers Compensation (NSW) Limited - Agent for the NSW WorkCover Scheme ABN 83 564 379 108 004



**CHU**

The Specialists in Strata and  
Community Title Insurance

Policy No: 860638  
Period of Insurance:-  
From: 01/10/2011  
To: 01/10/2012 at 4:00pm

**The Insured & Situation:**  
THE OWNERS OF S P 5629  
147-159 CHARLES STREET  
WEST PERTH  
WA 6005

## Certificate of Currency

Cover Selected		Sum Insured
POLICY 1	BUILDING Loss of Rent/Temp Accomodation(15%) Common Area Contents	7,627,000 1,144,050 32,000
POLICY 2	LEGAL LIABILITY	10,000,000
POLICY 3	PERSONAL ACCIDENT FOR VOLUNTARY WORKERS	200,000/2,000
POLICY 4	WORKERS COMPENSATION (NSW,ACT,TAS & WA ONLY)	As per Act
POLICY 5	FIDELITY GUARANTEE	100,000
POLICY 6	OFFICE BEARER'S LIABILITY	2,000,000
POLICY 9	Government Audit Costs Appeal Expenses, common property health and safety breaches Legal Defence Expenses	25,000 100,000 50,000
POLICY 10	LOT OWNERS FIXTURES AND IMPROVEMENTS (per lot)	250,000
	<b>Date of issue:</b>	10/10/2011
	<b>Issue Fee Incl GST:</b>	0
	<b>Issue Fee GST:</b>	0.00

This certificate confirms that on the date of issue noted above, a policy existed for the period and sums insured shown.  
This document is produced for body corporate records only.

CHU Underwriting Agencies Pty Ltd is an Underwriting intermediary acting on behalf of the insurers.

(8a977f6c6cd82aa27a52e620d5beab3e4e8030da)

**New South Wales**  
1 Northcliff Street  
Milsons Point 2061  
PO Box 507, Milsons Pt 1565  
Phone: 1300 361 263  
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**Victoria**  
Level 30, 459 Collins Street  
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6 Floor, 445 Upper Edward Street  
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**Western Australia**  
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**South Australia**  
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# The Owners of The Mews

## Strata Plan 5629

### MINUTES OF THE ANNUAL GENERAL MEETING

Held at Exclusive Strata Management Services,  
15/443 Albany Highway, Victoria Park  
on Tuesday 1<sup>st</sup> November 2011 at 5.30 pm.

#### PRESENT

Danny Hawkins	Kittiphong Thongkam	Clodagh Connery
Rachel Riley	Saxon Mailey	Sean Saunders
Joanne Armstrong	Andrea Bowden	

#### BY INVITATION

Laura Chapman representing Exclusive Strata Management (ESM)

#### APOLOGIES

Nil

#### PROPRIETORS PRESENT OR REPRESENTED BY PROXY

Lot	Proprietor	Represented by	Proxy and/or Proprietor
1	Mr S Mailey	Saxon Mailey	Proprietor
4	Mr B & Mrs J Stanley	Laura Chapman	Proxy
5	Mr E Cummins	Saxon Mailey	Proxy
6	Mr J Daebritz	Laura Chapman	Proxy
7	Mrs C M Chapman	Laura Chapman	Proxy
8	Mr B Mahoney	Saxon Mailey	Proxy
9	Mr A Smith	Sean Saunders	Proxy
10	Ms S Mao	Saxon Mailey	Proxy
11	Mr J Sloan	Laura Chapman	Proxy
13	Mr S Tanascev & Ms K Tanasceva	Sean Saunders	Proxy
14	Mr M Quin & Mrs K Ballard	Laura Chapman	Proxy
19	Mr R Holland	Saxon Mailey	Proxy
20	Ms R L Riley	Rachel Riley	Proprietor
21	S Allam & S Saleh	Laura Chapman	Proxy
22	Mr S A Saunders	Sean Saunders	Proprietor
23	Mr P & Mrs J Smith	Sean Saunders	Proxy
24	Mr D Hawkins	Danny Hawkins	Proprietor
25	Mr L C P Chan	Laura Chapman	Proxy
28	Mr R Holland	Saxon Mailey	Proxy
29	S Allam & S Saleh	Laura Chapman	Proxy
33	Mr P Wakefield & Ms A Bowden	Andrea Bowden	Proprietor / Proxy
34	S Allam & S Saleh	Laura Chapman	Proxy
40	Ms J Armstrong	Joanne Armstrong	Proprietor
42	Ms E M Foston	Laura Chapman	Proxy
43	Mr K Thongkam & Ms C Connery	Kittiphong Thomgkam	Proprietor / Proxy
46	Mrs D Gilbert	Saxon Mailey	Proxy
48	Mr S Saunders	Sean Saunders	Proprietor
51	S Allam & S Saleh	Laura Chapman	Proxy
54	Mr J Jurkov	Saxon Mailey	Proxy



**1. Appointment of Chairman for the Meeting**

Laura Chapman was appointed to chair this meeting.

**2. Confirmation of Quorum Present**

It being confirmed that there was a quorum of 29 owners present or represented, the Chairman advised that the meeting was properly constituted and could proceed to the transaction of the notified business and declared the meeting open at 5.35 pm.

**3. Confirmation of the minutes of the previous General Meeting**

It was resolved on a motion proposed by Danny Hawkins and seconded by Sean Saunders that the minutes of the General Meeting held on 16/11/10 be confirmed.

**4. Matters Arising from the Previous Meeting**

Nil.

**5. Statement of Accounts**

It was resolved on a motion proposed by Saxon Mailey and seconded by Sean Saunders that the statement of accounts for the period ending 30/09/11 be adopted as presented, Total Owners Funds being \$45,571.93.

**6.1 Constitution of the Council**

It was resolved on a motion proposed by Danny Hawkins and seconded by Sean Saunders that the Council of the Strata Company consists of 6 proprietors.

**6.2** The following candidates were nominated:

- Joanne Armstrong
- Andrea Bowden
- Danny Hawkins
- Saxon Mailey
- Rachel Riley
- Sean Saunders

The above 6 candidates were declared duly elected to the Council.

**7. Change of strata company's address for service of notices**

The following motion was not put to the meeting "that pursuant to section 40 of the Strata Titles Act, 1985 the address for the purpose of the service of notices on the strata company be changed to c/- Exclusive Strata Management, PO Box 779, Victoria Park WA 6979.

NOTE: This motion was passed at the last Annual General Meeting.

**8. Insurance**

It was resolved on a motion proposed by Saxon Mailey and seconded by Danny Hawkins that the council be directed to obtain a building replacement valuation and amend the sum insured to the amount of that valuation.

**9. Items of business notified of proposed by proprietors/ Council of others**

The following item was put to the meeting:

**a) Electrical, gas and plumbing works.**

Due to several legislative requirements, money needs to be spent on electrical, gas and plumbing. Instead of raising a special levy, an increase in the strata levies is proposed.

**10. Consideration of budget of estimated expenditure**

It was resolved on a motion proposed by Saxon Mailey and seconded by Joanne Armstrong that the budget of estimated expenditure of \$105,479.00, inclusive of GST, be adopted as the budget of the Strata Company for the period 01/10/11 to 30/09/12.

NOTE: Includes \$22,320.00 (special levy) carried over from the last financial year.

**11. Transfer of Reserve Funds.**

It was resolved on a motion proposed by Saxon Mailey and seconded by Sean Saunders that the Council be authorised to transfer funds to a maximum of \$16,000.00 from the Reserve Fund to the Administrative Fund as may be required to meet the cost of future works.

**12. Determination of the levy of contributions for period 01/01/12 to 31/12/12**

It was resolved on a motion proposed by Joanne Armstrong and seconded by Andrea Bowden that the levy of contributions on proprietors for the Administrative Fund be payable quarterly in advance, inclusive of GST, by installments due and payable in the amounts and on the dates as shown below:

\$100.00 per unit entitlement	1 <sup>st</sup> January	2012,
\$100.00 per unit entitlement	1 <sup>st</sup> April	2012,
<u>\$100.00 per unit entitlement</u>	<u>1<sup>st</sup> July</u>	<u>2012,</u>
\$100.00 per unit entitlement	1 <sup>st</sup> October	2012,

to raise a total of \$72,354.00 in the financial year,

and,

that the levy of contributions on proprietors for the Reserve Fund be payable quarterly in advance, inclusive of GST, by installments due and payable in the amounts and on the dates as shown below:

\$6.00 per unit entitlement	1 <sup>st</sup> January	2012,
\$6.00 per unit entitlement	1 <sup>st</sup> April	2012,
<u>\$6.00 per unit entitlement</u>	<u>1<sup>st</sup> July</u>	<u>2012,</u>
\$6.00 per unit entitlement	1 <sup>st</sup> October	2012,

to raise a total of \$4,464.00 in the financial year.

**13. General Business**

- (a) Valuation for Insurance purposes:** Council to arrange prior to next Annual General Meeting 2012.
- (b) Hot Water Systems:** Council of Owners to discuss and advise if rebates can be gained from the Strata Company.
- (c) Thanks:** Owners present at the meeting thanked Saxon for all his hard work in

the past year.

- (d) **ESM Management Contract:** The ESM Management Agreement was presented to Saxon Mailey to consider. The meeting was advised that the agreement should be signed by 2 council members and returned to ESM within 30 days. The provisions of the contract apply after 1 month.

**Close**

There being no further business the meeting closed at 6.00 pm.

Signed as a true and correct record of this meeting:-

\_\_\_\_\_  
**CHAIRPERSON**

\_\_\_\_\_  
**DATE**