

THE OWNERS OF 147/159 CHARLES STREET WEST PERTH.  
(Known as The Mews)

FINANCIAL STATEMENT FOR PERIOD: 6/11/1989 to the 16/1/1990.

RECEIPTS:

Balance as at the 6/11/1989		.05
Levies since received		5558.00
Loan from - Bill Crosse & Company		1500.00 **
Insurance claims - reimbursed		721.00 *
		<hr/>
		7779.05

PAYMENTS:

FID & BAD fees	8.26	
Management fees (Nov, Dec & Jan)	702.00	
Postage & petties "	81.00	
SEC - common lighting & power to 2/11/1989	330.34	
Balance of Public Liability Insurance	67.46	
Caretaker wages	3351.40	
Re-pay part loan from Bill Crosse & Co	700.00 **	
Pool Chemicals	142.00	
Caretaker 'phone (including moving fee)	173.70	
Electrical	46.00	
Garden trash bags (13)	97.50	
Reticulation parts	12.55	
Fertiliser, weed killer etc	74.95	
Screws, bolts, blades etc	13.05	
Oil & petrol (16 weeks)	80.00	
2 loads to refuse tip	40.00	
Whipper wire	6.50	
Spark plug	3.70	
Burst water pipe unit 2 - insurance	168.00 *	
Burst water pipe unit 15 - insurance	190.00 *	
Roof repairs over unit 46	42.00	6330.41
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Balance as at the 16/1/1990		\$1448.64
PIBS Account		51.04
		<hr/>
Balance of both accounts as at the 16/1/1990		\$1499.68

LEVIES IN ARREARS:

<u>UNIT</u>	<u>NAME</u>	<u>AMOUNT</u>	<u>TO</u>
4	Coffee	147.00	31/3/90
15	McDougall	11.00	" Plus Spec \$134.19
20	Mc Donald	110.00	"
26	Wittenoom	110.00	"
29	Schulze & Healy	147.00	"
32	Skully	110.00	"
33	Johnson	110.00	"
34	Dixon )	110.00	"
34	Dixon )	110.00	31/12/89
36	Tierney	147.00	31/3/1990
39	Ireland )	147.00	"
39	Ireland )	147.00	31/12/1989
41	Verity	110.00	31/3/1990
46	Gilbert	110.00	"
53	Schulze	147.00	"
54	Wood	147.00	"
		<hr/>	
		1920.00	
		134.19	
Plus		<hr/>	
		2054.19	total arrears.

THE MEWS: - BUDGET COMPARISON.

<u>ITEM</u>	<u>BUDGET</u>	<u>EXPEND</u>	<u>BALANCE</u>
FID & BAD fees	50.00	10.72	39.28
Management fee (14 months)	3276.00	1404.00(6)	1872.00
Postage & petties	324.00	108.00(4)	216.00
AGM fee	60.00	60.00	nil
Caretaker	16000.00	4756.27	11243.73
Telephone	400.00	283.65	116.35
Insurance	2300.00	706.56(Pt)	1593.44
SEC	2000.00	330.34	1669.66
Pool	800.00	283.50	516.50
Maintenance & requisites	2102.00	880.79	1221.21
	<hr/>		
	27312.00	8823.83	18488.17
PLUS LOAN	355.00		
PLUS DEFICIT	2398.00		
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TOTAL REQUIREMENT	\$30065 .00 !!!		

Having studied the Mews Financial position it has become obvious that some item of expenditure must be reduced in order to correct the position of budget. i.e. because of the fact that incoming funds do not meet the required costs some expenditure items must be reduced. It may be that the Council of Management may wish to reduce the Caretakers hours to 25 per week - this would result in a saving of approx \$4300.00 which would equal the deficit & loan at the 30/9/1989 plus allow for some movement within the budget itself.

Alterations to Caretaker's Duties would need adjustment:

Suggestion Below:

<u>Pool</u>	6 hours per week
Victa vac	4 hours per week
Bldgs - sweep + clean	8 hours per week
Lawn mow & whipper snip	3 hours per week (6 fortnightly)
Gardens & general	4 hours per week
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	25 hours.

If this situation was instigated it would certainly necessitate the "Busy-bee" days for weeding of garden beds and possible pruning of shrubs.

STRATA TITLES ACT 1985  
THE OWNERS OF THE MEWS SP 5629

Minutes of the Council of Management meeting held on the 17th January, 1990  
in unit 17 at 6.00p.m.

PRESENT: Miss S. Ridd.  
Miss V. D'Cunha - Chairperson.  
Mr. W. Sweeney - Secretary.  
Mr. J. Standfort - Treasurer.  
Miss G. Horrigan.  
Mrs. T. Ivory.  
Mr. C. Mc Dougall.  
Miss R.J. Pearman for Bill Crosse & Company.

MINUTES: Minutes of the Council of Management meeting held on the  
8th November, 1989 were read and the following items were  
discussed as matters arising:

Road Alteration:

Miss Pearman advised that the Perth City Council had advised  
that they would not be putting in a retaining wall on the  
border of the footpath and "The Mews" property. Mr. J.  
Standfort advised that he had spoken with a Mr King who  
had indicated otherwise. Further correspondence to be  
entered into on this matter. ✓

Gardens Unit 17:

The meeting was advised that the owners of unit 17 had  
taken care of this section on the busy bee day. It is  
further noted that sections of buffalo grass have been  
planted in this area.  
Miss Ridd advised that she would look into obtaining a  
roll of lawn to speed up the improvement of lawn appearance  
in this area.

Busy Bee day:

Whilst it was agreed that the last BBD was not frightfully  
successful it was agreed that a further day be arranged.

Date:

25th February 1990 from 11.00a.m. onwards.

Main target for this day is to turn the soil and thoroughly  
weed out all garden beds.

Step Near Letter Boxes:

Mr Sweeney to inspect and repair if necessary - it was  
agreed that no repairs take place until the Perth City  
Council complete their work to the front of this complex.

The meeting was also advised that the Perth City Council  
will be carrying out tree planting to the median strip  
and possibly the verge area.

Gutters:

It was agreed that these be cleaned out prior to the winter  
months - possibly early April 1990. ✓

Unit 30:

The meeting was advised that several complaints re the  
behavior of the occupants have been lodged with the rental  
agent including the fact that more care needs to be taken  
to clean of the oil slick in the carport allocated to their  
unit.

It was then moved by Mr. Sweeney, seconded Miss D'Cunha  
that the minutes be confirmed as a true and correct record.  
Carried.

FINANCIAL:

The statement to the 16/1/1990 was read and discussed.  
It was agreed that the Strata Company needed to get out  
of the situation of requiring a 'loan' to prop them up.  
Mr. Sweeney volunteered to deal with the replacement of  
globes to external 'pole' fittings.

Following further discussion it was moved by Mrs Ivory, seconded Miss Horrigan that the statement be received and accepted into the records. Carried.

Caretaker:

The meeting was advised that the Caretakers had definitely made up their minds to leave. Discussion took place as to the Strata Company requirement along with its financial ability to meet the cost involved. It was agreed that a Caretaker be located to work on a part-time basis i.e. 25 hours a week with duties being carried out in the times shown on the bottom of the budget comparison sheet.

With this action being accepted it was also agreed that the busy-bee system 'has to work' - even if it is only the willing few.

Carport gutters to become a 'self' help situation but building gutters/downpipes are to be carried out by outside contractors owing to the danger involved.

GENERAL BUSINESS:

Laundry Lines.

Mr Sweeney volunteered to check and repair all clothes washing lines.

Storm Water Drains:

It was agreed that these drains also be cleaned out on the busy-bee day.

Directives:

It was agreed that any new Caretakers would take their directive from Miss Pearman via the Council of Management and that any instruction or alteration to duties set down would have to be on a majority decision of the Council of the Company.

Financial Statement:

It was agreed that at the next meeting two varieties of statement be presented and that the Council of Management would choose which system they wished to see in the future.

There being no further business the meeting closed at 7.15 p.m.

NEXT Meeting: 21st March, 1990 in Unit 43 at 6.00p.m.

CERTIFIED AS A TRUE AND CORRECT RECORD.

CHAIRMAN: Geraldine Horrigan DATED: 22nd March 90

OWNERS OF THE MEWS.

STRATA PLAN NUMBER 5629

STATEMENT OF RECEIPTS AND PAYMENTS FOR THE PERIOD:

1st October 1989 to the 22nd March 1990

Balance as at the 30/9/1990	913.47
Levies since received	11714.00
Part payment painting levy	114.00
Loan from Bill Crosse & Company	2363.00*
Insurance re-imburement on claims	721.00 **
	<hr/>
	15825.47

PAYMENTS:

FID & BAD	16.66	
Management fee 1/8/89 to 31/1/1990	1404.00	
Postage & petties	162.00	
Annual General Meeting fee	60.00	
Insurance premiums (6months to 31/3/90)	1345.66	
SEC - common lighting & power to 2/3	1100.52	
Caretaker to 23/1/1990	3972.80	
Rent for Caretaker Unit to 10/4/1990	2600.01	
Caretaker telephone	283.65	
Swimming pool Chemicals & parts	709.00	
Re-pay loan to Bill Crosse & Company	1718.00*	
Garden trash bags	97.50	
Advertising - for caretaker	42.56	
Replace flouro tubes in pole lights	46.00	
Roof repairs above unit 46	42.00	
Insurance: Unit 15 Burst water pipe	190.00	
Unit 2 Burst water pipe	168.00	
Unit 5 & 47 Shower screen	260.00	
Unit 49 Shower screen	143.00	761.00 **
Unit 43 - water damage to walls	68.00	-

*20.00.*

Sundries:

Hire of Mini skip bin	59.00	
Fuel & oil	115.54	
Tipping fee - take away excess rubbish	60.00	
Bricks & labour for wall 14,15 & 16	350.00 -	
Weed poison	52.60	
Reticulation parts	20.95	
Fertiliser	22.35	
Wire for bush cutter	6.50	
Screws, nuts, bolts etc	9.90	
Mower blades (2) & spark plugs	19.30	
2 door stops	1.30	
Globes & tubes etc	17.40	734.84
		15164.20

Balance as at the 22/3/1990

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\$661.27

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LEVIES IN ARREARS:

Unit 26	R. KANTER	\$110.00 to 31/3	
Unit 34	P. Dixon	\$220.00 to 31/3	-
Unit 39	G&G IRELAND	\$147.00 to 31/3	
Unit 46	D. Gilbert	\$110.00 to 31/3	Total \$587.00

PRE-PAID LEVIES TO 30/6/1990                      Total \$2093.00

ACCOUNTS TO BE PAID:

Management fee - February & March	702.00	
6 months Insurance	1225.25	
Loan Bill Crosse & Company	1000.00	
	<hr/>	Total \$2927.25

OWNERS OF THE MEWS STRATA PLAN 5629  
BUDGET COMPARISON  
SIX MONTHS

ITEM	BUDGET	EXPENDITURE	BALANCE
FID & BAD	50.00	16.66	33.34
Manage fee (14 mths)	3276.00	1404.00	1872.00
Postage & petties	324.00	162.00	162.00
AGM fee	60.00	60.00	nil
Caretaker wages	16000.00	6572.81	9427.19
Strata Co phone	400.00	283.65	116.35
Insurance premiums	2300.00	1345.65	954.35
SEC common lights etc	2000.00	1100.52	899.48
Pool parts & Chem	800.00	709.00	91.00
Maint & Requisites	2102.00	1030.90	1071.10
	<u>27312.00</u>	<u>12685.19</u>	<u>14626.81</u>
Plus loan	355.00		
Plus Deficit	2398.00		
	<u>\$30065.00</u>		

Balance of levies due to the 30/6/1990	4742.50
Balance at 22/3/	661.27
	<u>5403.77</u>
Arrears	587.00
	<u>5990.77</u>
Less Accounts to be paid	2927.25
Survival funds to 30/6/1990	<u>\$3063.52</u>

Know expenses

FID & BAD	10.00	
Mgt fee	702.00	
Post & petties	81.00	
SEC	400.00	
Caretaker	<u>2700.00</u>	= \$3893.00


Plus ????

STRATA TITLES ACT 1985

THE OWNERS OF 147/159 CHARLES STREET WEST PERTH

STRATA PLAN NUMBET 5629

Minutes of the meeting of the Council of Management held on the 22nd March, 1990 in unit 43 at 6.00p.m.

PRESENT:  Miss G. Horrigan.  
Mr. W. Sweeney. Secretary.  
Mrs. T. Ivory.  
Miss S. Ridd.  
Mr. J. Standfort Treasurer.  
Mr. C. McDougall.  
Miss R.J. Pearman for Bill Crosse & Company.

RESIGNATION: It was with regret that the Council of Management accepted the resignation of Miss V. D'Cunha who has advised that owing to having sold her unit her resignation is tendered. It was agreed that a letter of appreciation for past service on Council be forwarded.

MINUTES: Minutes of the Council of Management meeting held on the 17th January, 1990 were read and the following items discussed as matters arising:

Retaining Wall:

The request for a retaining wall to be placed on the border of the footpath and boundary of "The Mews" placed with the Perth City Council has not, to date, received any reply from except the standard letter indicating that said correspondence has been received. It was agreed that a further letter be sent to the PCC on this matter.

It is noted that some kerb work is being carried out in front of the abutting property and possibly this will extend to the front of the Mews.

Vote of Thanks:

A vote of thanks was extended to Mr Sweeney and Mrs Ivory for work carried out since the departure of Mr & Mrs Annandale.

Step Nr Letter box:

On hold pending Perth City Council work.

Gutters: To be cleaned out (building only) early April.

Storm Water Drains: On hold.

The minutes were then confirmed as being a true and correct record on a motion put by Mrs Ivory, seconded Mr. Sweeney. Carried. It was agreed that Miss Horrigan become Chairperson for the time being.

FINANCIAL:

Mr. Standfort advised the meeting that he had inspected the accounts records at Bill Crosse & Company and was concerned at the method in which Caretaker's have been able to purchase items and claim for expenses in the past. Particular concern being for actual proof that the items were purchased i.e. Hardware accounts and pool chemicals plus expenses involving refuse removal from the grounds - one in particular being for the cleaning of a vehicle after taking refuse to the tip. Charge in this case being \$20.00.

Mr. Standfort then put to the meeting that in future should the (incoming) Caretakers require any items they should place their request in writing to himself - who in turn, if the request is valid, will authorise purchase. After purchase the docket to be handed in and be signed by Mr. Standfort as proof of purchase.

After discussion it was agreed that the incoming Caretaker should approach the Chairperson or the Treasurer for requirements and authorisation will be arranged via

discussion between the two parties.

It was further agreed that the Caretaker would hold a petty cash float of \$40.00.

On the subject of items such as pool chemicals, globes and the like - it was agreed that in future the Caretaker would be requested to attend Committee meetings and at each meeting would give a report as to need to purchase such items. This way purchase of items can be authorised at Committee level.

Pool Chemicals purchased on the 13/1/1990 were not to be found on the 24/1/1990 and it is presumed that they have been stolen. Mr. Standfort reported to the meeting that he had contacted Poolmart (the supplier) who advised that the chemicals had been picked up by Mr & Mrs Annandale. It was agreed that Bill Crosse & Company would endeavour to claim this loss on Insurance cover.

It was further agreed that the account with Glendalough Hardware be closed.

Following further discussion it was agreed to receive and accept the financial statement to 22/3/1990 into the records on a motion put by Mr Sweeney. Seconded Mr. McDougall. Carried.

Special Levy:

Discussion took place re the necessity to raise funds to meet the deficit at 30/9/1989 and repay Bill Crosse & Company who have advanced funds (at no interest) in order that the Strata Company have been able to meet their day to day expenses.

Miss Pearman put forward a recommended sum but changed this figure to agree with Mr Standfort's suggested figure of \$5580.00

It was then moved by Mr. Standfort that a special levy at \$30.00 per share be raised to meet the need and that this action being taken be ratified at the next Annual General Meeting. Seconded Mr Sweeney. Carried.

This special levy is to be accompanied by a letter of explanation plus copy of the statements as tabled at this meeting.

Newsletter:

Items to be included are as follows:

1. Litter.
2. Garbage disposal.
3. Balcony storage.
4. Noise. Shift workers.
5. Pool - with detail on visitors.
6. Parking only in areas designated.

Unit 13:

To be directed to remove the box outside their unit.

Unit 14:

To be directed to return the appearance of their unit's balcony appearance back to its original condition. No work is permitted to be carried out to the exterior of the complex without Council of Management approval.

Miss Pearman advised the meeting that she was seeking a print out on calls made on the Caretaker's telephone and would deal with this situation.

There being no further business the meeting closed at 8.00p.m. NEXT MEETING to be held on the 25/4/1990 in unit 19 at 6.00p.m.

CERTIFIED AS A TRUE AND CORRECT RECORD.

CHAIRMAN: Geraldine Murphy DATED: 2/5/90

to M.H ✓



STRATA TITLES ACT 1985

THE OWNERS OF 147 - 159 CHARLES STREET WEST PERTH

STRATA PLAN NUMBER 5629

Minutes of the Extra-ordinary meeting of the Council of Management held on Sunday 1st April, 1990 at 5.00 pm in Unit 35.

PRESENT: Miss S Ridd  
Mr J Standfort  
Mrs T Ivory

All the motions below are to take effect as from today.

As presented on pages One and Two the lay-out of the financial statement, the reporting of the "Sinking Funds", and other reportings not to be altered, and to be used by the agent as the accepted standard for the "Mews".

The Managing Agents are authorised to pay only those items listed in the financial statement which are the first 9 (nine) items listed under "EXPENSES".

All other items to be approved by the treasurer and one other member of the committee.

After collection of all levies and special levy, and after allocation of money for expenditures to 30.6.90 and payment of loan, the balance to be invested with a bank at the best and safest return. The account to be named "The Owners of The Mews, 147-159 Charles Street, West Perth - Sinking Funds".

As from the 1st July 1990 the first 15% of levies collected to be invested in the "Sinking Funds" account if possible.

The reporting dates are from Monday (inclusive) to Sunday (inclusive), and a reporting period cannot overlap over a previous one.

The annual ending for the accounting period reporting to end on the last Sunday (inclusive) of September each year.

All the above rules cannot be altered unless approved by the committee.

Subject to approval of the above nine (9) motions a special levy to be levied as defined previously Thursday 22.3.1990.

Telecom bill 24.1.90 to 22.3.90 not to be paid by the "Mews", as at the 22.3.90 amount outstanding was \$398.49.

Motions moved by Treasurer Mr J Standfort and seconded by Mrs T Ivory

Next committee meeting Tuesday 8th May 1990 at 6.00 pm in Unit 35.

CERTIFIED AS A TRUE AND CORRECT RECORD

\_\_\_\_\_  
DATED

STRATA TITLES ACT 1985

THE OWNERS OF 147 - 159 CHARLES STREET WEST PERTH

STRATA PLAN NUMBER 5629

Minutes of the meeting of the Council of Management held on the 8th May 1990 in Unit 35 at 6.00 pm.

PRESENT	Miss G Horrigan	
	Mr W Sweeney	Secretary
	Mr C McDougall	
	Mr J Standfort	Treasurer
	Mr P Rutherford	By invitation
	Miss R J Pearman	For Bill Crosse & Co
	Mrs C R Davidson	For Bill Crosse & Co

APPOLOGIES: Miss S Ridd

MINUTES: Minutes of the Council of Management meeting held on the 22nd March, 1990 were read and the following items discussed as matters arising:-

Retaining Wall:

The request for a retaining wall along the boundary of the Charles Street side of the property has still not met with any response from the Perth City Council. It was agreed that the local member for the area be written to in an endeavour to speed up the proceedings. The local member is a Dr Alexander. Whilst writing regarding the retaining wall it was agreed that mention be made of the steps which in the opinion of the Committee are not suitable. ✓

Gutters: These have not been cleaned to date.

Storm water drains:

It was agreed that these remain on hold at present and the situation would be monitored by the Committee.

Unit 14:

It should be noted that this number is incorrect and infact should be recorded as Unit 40. ✓

The minutes were then confirmed as being a true and correct record on a motion put by Mr Standfort and seconded by Mr P Rutherford. Carried.

Minutes of the Council of Management meeting held on the 1st April, 1990 were read and accepted on a motion put to the meeting by Mr Standfort and seconded by Mr McDougall. Carried.

FINANCIAL: The financial statement was read, received and accepted into the records on a motion put to the meeting by Mr Standfort and seconded by Mr McDougall. Carried.

GENERAL  
BUSINESS:

Chairman:

Ms G Horrigan was duly appointed to the position of Chairman of the Council of the Company.

Caretaker:

The contract for the Caretaker was discussed and was accepted. Conditions as set out in the contract to be accepted as from the 10th April, 1990. Mr Standfort advised that the Caretaker would be attending the meeting to present a report and discuss any matters requiring attention at 7.00 pm. ✓

Cleaning of staircases:

It was agreed that the staircases were in need of a good scrub. This item to be included in the Caretakers duties. ✓

Tools and storage of items belonging to the Strata Company:

It was moved by Mr Standfort and seconded by Ms Horrigan that the tools and equipment belonging to the Strata Company including the lawn mower be locked in the storage area under the stairs. Carried. No items of value are to be left in the garden shed adjacent to the pool enclosure. ✓

Lawn mower:

It was moved by Mr Sweeney and seconded Mr McDougall that Mr Standfort be given the authority to trade-in the old lawn mower and purchase a new lawn mower. Carried. ✓

Tree lopping:

Owing to the urgency of the matter it was agreed to accept the quote from Riverside Lopping Services to remove 3 limbs on large gum and clear branches overhanging the property next door. It was noted that the quote also included removal of previous fallen branches and loppings. ✓

Discussion ensued as to the dangerous nature of other trees on site and it was agreed that three quotes be obtained for lopping all trees on site that required attention. The contractors to be asked for their recommendations regarding the urgency of such treatment. ✓

Lattice - Balcony unit 35:

Mr Standfort requested permission to erect a lattice to the eastern end of the balcony to Unit 35. It was intended to use standard timber trellis to match the existing building colour.

Discussion ensued as to the general appearance of the property. It was moved by Mr Standfort that permission be granted for a standard timber privacy screen 1.2m in length, colour to match the existing building to be erected. Such structure to be maintained to a standard acceptable to the Owners of 147-159 Charles Street bearing in mind should there be any complaints he would be willing to take the lattice down and make good the area. The motion was seconded by Mr Sweeney and following discussion was carried. ✓

250

GENERAL  
BUSINESS  
CONTINUED:

Washing being taken from Clothes Lines:

The meeting was advised that a number of items are being stolen from the clothes lines. It was agreed that a Newsletter be circularised and this item included warning people to take extra care and not leave washing out over night.

It was also agreed to ask the Caretaker to keep an eye out for any suspicious persons loitering in the laundry drying areas.

Cars being broken into:

A number of car thefts have been reported and cars being broken into. It was agreed that this item be included in the Newsletter.

Items on Balconies:

It was reported that a number of items are being stored on balconies that not only contravene the by-laws but look unsightly. It was agreed that Ms Horrigan and Mr Rutherford would walk round the property and list the Unit number of any unit having unsightly items on balconies. A letter will then be sent to the offending party requesting the said items be removed.

Abandoned car in lane-way:

It was reported that a Morris 1100 has been abandoned in the lane-way. It was agreed that Bill Crosse & Company would write to the Perth City Council requesting this vehicle be removed.

Vehicles parked in "no-parking" areas:

It was agreed that the Committee would monitor this problem. Also the Caretaker is empowered to contact the local Ranger with the request that infringement notices be issued to the offender.

Guttering above Unit 15:

Mr McDougall advised that there appeared to be a leak in the guttering above his unit. It was agreed that this be checked.

CARETAKER:

Mr & Mrs Phillips were welcomed to the meeting.

Mrs Phillips was given a copy of the contract which was read and duly signed.

The following items are to be purchased for the Caretakers use:-

- \* Hoses - 2 x 18m with fittings. Mr Standfort agreed to purchase same. ✓
- \* Garden shears - Mr Standfort purchased same and it was agreed to reimburse him for these and the shears are now the property of the Strata Company. ✓
- \* Secateurs ✓

CARETAKER  
CONTINUED:

Items to be purchased:-

\* Fluro tubes 12 x 4' and 2' including starters. ✓

Fluro fittings:

It was agreed that Bill Crosse & Company would arrange to obtain a quote for the replacement of any fittings that are worn. ✓

Fuses:

It was agreed that the Caretaker would check as to how many fuses are on site. ✓

Garden trash bags:

The Caretaker advised that there are now 3 trash bags on site. These are being collected on a fortnightly basis and the contractor has reduced the price from \$7.50 to \$7.00 each. ✓

Bin at the letter box:

The bin at the front of the property next to the letterbox is being used for newspaper disposal. It was agreed that this item be included in the Newsletter. Occupants to be advised that newspapers are not to be placed in this bin. The bin is for junk mail only.

Waste paper collection:

The Caretaker advised that it is possible to have a bulk paper collection bin. It was agreed that this would be beneficial to the occupants and the environment and that this should be pursued further. It was further agreed that the garden shed by the pool enclosure would be a suitable location for this bin. An item regarding waste paper collection to be added to the Newsletter with the request that no glossy paper be included and no plastic wrap, newspapers only are to be collected. ✓

Petty Cash:

It was agreed that Mr Phillips be re-imbursed for the petty cash and that all petty cash dockets/receipts etc., together with a statement be forwarded to Bill Crosse & Company for re-imburement. Amount - \$46.21.

Tenants:

The Caretaker advised that a number of tenants had approached him requesting to be let into their units in the event of them being locked out or having forgotten keys. It was agreed that should this occur again the Caretaker was quite within his rights to ask for identification. It was agreed that a letter be sent to all rental units advising them that keys will not be given out unless identification is produced. A form to be included setting out the following: the number of persons living in the unit, names and vehicle registration numbers. The information will be kept by the caretaker in an endeavour to keep parking problems, etc, to a minimum. ✓

CARETAKER  
CONTINUED:

Re-direction of Mail:

The Caretaker questioned what to do with mail for persons no longer living on site. It was agreed that a list of Owners would be supplied. Any mail that was in question to be forwarded to Bill Crosse & Company or the letting agent.

Lawn Mower:

Mr Phillips advised that the mower had a 3 month warranty which he would keep with the manual.

Pool:

A quote for a pool cover was tabled. Following discussion it was agreed to hold this matter in abeyance for the time being.

Pool chemicals to be locked away at all times. The Caretaker to attend to this item.

Broom:

It was agreed that Mrs Phillips purchase a suitable broom out of petty cash.

Notices of meeting:

It was agreed that in future the notices of meeting would be sent in bulk to the Caretaker.

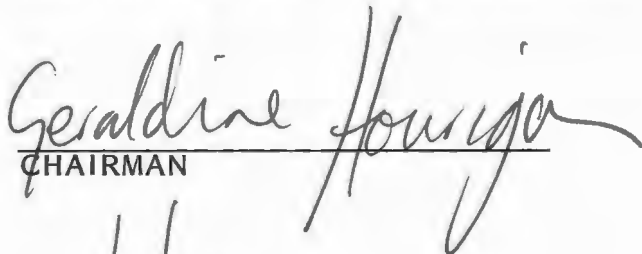
CARBAY

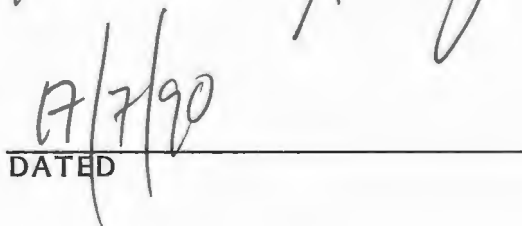
SAFETY LOCKING: Mr McDougall questioned whether it would be possible to erect a carbay safety locking device in the carbay for his unit. It was suggested that Mr McDougall obtain quotes and the matter would be discussed further by the Committee.

There being no further business the meeting closed at 8.00 pm with a vote of thanks to Mr Standfort for the use of his home for this meeting.

The next committee meeting to be held on the 17th July, 1990 in Unit 43 at 6.00 pm.

CERTIFIED AS A TRUE AND CORRECT RECORD.

  
CHAIRMAN

  
DATED

OWNERS OF THE MEWS.

FINANCIAL STATEMENT FROM: 22/3/1990 to 6/5/1990 (Sunday)

Balance as at the 22/3/1990	661.27
Levies since received	3849.81
Special levies	2965.00
Balance of painting levy	20.19
Insurance - theft of pool chemicals	162.50
Lawn mowing - traded	220.00

7878.77

PAYMENTS:

FID & BAD fees	8.86
Postage & petties	54.00
Management fee to 31/5/90	936.00
Annual General Meeting fee	nil
Insurance 6 mths to 30/9/1990	1258.19
Workers' Comp to 30/9/1990	502.73
Caretaker wages	nil
Caretaker rent to 11/5/1990 Incl days of adj	541.66
SEC - common lighting & power	nil
Swimming Pool - Check for leak in filter	45.00
Pool Chemicals	32.50
Lawn mow - prior to Caretaker appointment	140.00
Petty cash	40.00

3558.94

Repay Bill Crosse & Co loan	1000.00	
Tree lopping	360.00	
Re-imburse overpaid levy	147.00	
Advertisement - for caretaker	35.75	
Garden trash bags	37.50	
Repair whipper snipper	53.50	
Purchase new lawn mower	499.00	2132.75
		<u>5691.69</u>

Balance as at the 6/5/1990 \$2187.08

ARREARS:

1) Special levy	2615.00
2) Standard levy	1512.19

\$ 4127.19

AWAITING PAYMENT:

SEC to 3/5/90	\$426.88
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SINKING FUND:

Not Activated.

Awaiting settlement  
of Special levies.

STRATA TITLES ACT 1985

THE OWNERS OF 147 - 159 CHARLES STREET, WEST PERTH

STRATA PLAN NUMBER 5629

Minutes of the meeting of the Council of Management held on the 17th July, 1990 in Unit 43 at 6.00 pm.

**PRESENT:** Miss G Hourigan      Chairperson  
Miss S Ridd  
Mr C McDougall  
Mr J Standfort      Treasurer  
Mrs T Ivory  
Mrs C R Davidson      For Bill Crosse & Co

**APOLOGIES:** Mr W Sweeney

**MINUTES:** Minutes of the Council of Management meeting held on the 8th May, 1990 were taken as read and the following discussed as matters arising:-

It was noted that the following names had been recorded incorrectly and should be:- Miss G Hourigan and Mr P Rutherford.

**Retaining Wall -**

The meeting was advised that the Perth City Council are currently attending to the building of a wall to retain the sand. The wall is to be in chocolate bricks. The steps will be re-built as part of this rectification project. ✓

**Gutters -**

Concern was expressed that these had not been hosed out as indicated in the quote. Bill Crosse & Co to follow up with the contractor concerned. ✓

**Storm Water Drains -**

This item to be held in abeyance for the time being. ✓

**Caretaker -**

Considerable discussion ensued as to the duties of the caretaker and what was required. It was agreed that the following points would be instigated:-

- yes and have been checked*
- already done in meeting*
- to be done 20/8/90*
- (a) Mr Phillips to sign contract previously drawn up with the inclusion of a further clause (5) in the daily routine - 5) Pick up all rubbish on site. ✓
  - (b) Bill Crosse & Co to approach Mr Phillips to ascertain whether he is prepared to accept a further 5 hours work a week to be spent gardening. ✓
  - (c) Mr Phillips to present a work schedule of what he feels should be done and when e.g. sweeping Monday, gardening Tuesday, etc. ✓
  - (d) The Committee agreed to meet on Monday 20th August, 1990 to discuss the progress of the Caretaker and whether his services will be terminated. ✓



**Caretaker (contd.,)**

It was further agreed that any directions to the Caretaker are to be directed through Bill Crosse & Company.

**Items on Balconies -**

Mr McDougall advised that he had noted one unit with washing on the balcony. However, was not sure of the unit number - advised that he would check and contact Bill Crosse & Co so that a letter could be sent to the occupants.

**Fluoros -**

It was agreed that Bill Crosse & Co would order 12 each of 2' and 4' tubes from R & J Hunter. Delivery to the Caretaker Unit 47 or Mr J Standfort Unit 35. ✓

**Carbay locking device -**

This matter to be held in abeyance for the time being.

The minutes were then accepted on a motion put to the meeting by Mr McDougall and seconded by Miss Hourigan. Carried.

**CARETAKER REPORT:**

Mr Phillips attended the meeting at 7.00 to present the Caretaker's Report. The following being matters for attention:-

**Lights -** It was agreed that when Ray Hunter delivered the fluoro tubes that he would liaise with Mr Phillips with regard to the light fittings. ✓

**Hedge -** It was suggested that consideration be given to planting a hedge along the top of the retaining wall. It was agreed that consideration be given to this matter once the wall was finished.

**Guttering -** Mr Phillips reported that the guttering of the carports were in need of repair or replacement. It was agreed that Bill Crosse & Co would obtain quotes for discussion at the next meeting. Contractors requested to quote to see Mr Phillips. ✓ *Burry*

**Service cupboard doors -** Mr Phillips reported that the door to the service cupboard adjacent to Unit 47 was disintegrating and that a number of doors on site are in a similar condition. It was agreed that Bill Crosse & Company obtain quotes for the repair/replacement of these doors. Contractors to see Mr Phillips. ✓ *Burry*

**Painting -** Mr Phillips reported that the paint work in a number of areas appears to be blistering. As no evidence of water could be seen it was suggested that the painting contractors who carried out painting on site be requested to return and investigate the situation. ✓

**Brick under stairs -** It was agreed that Mr Phillips would place bricks under the stairway of Units 17, 35 and 53 so that bicycles do not track sand onto the concrete walkway. ✓

**Fuses** - Mr Phillips reported that the supply of fuses ✓  
was adequate at present. When the need arises he  
would purchase replacements from petty cash.

**By-laws** - Mr Phillips requested a further supply of ✓  
by-laws.

Mr Phillips thanked the Committee for their sympathy  
and assistance over the weeks following his wife's  
passing. Mr Phillips then left the meeting.

**FINANCIAL STATEMENT:**

The financial statement as presented was read,  
received and accepted into the records on a motion  
put to the meeting by Miss Ridd and seconded Mr  
Standfort. Carried.

It should be noted that the money invested with PIBS ✓  
should be invested with a bank either R & I or  
Challenge.

**GENERAL BUSINESS:**

**Newsletters:-**

Mr Standfort requested that the newsletters be  
numbered in future.

**Tree lopping:-**

Quotes for tree lopping were read to the meeting.  
Considerable discussion took place. It was agreed  
that the committee be forwarded a copy of each of the  
quotes. It was further agreed that Mr Murray Turner ✓  
be invited to the next Committee Meeting to discuss  
his proposal of tree removal and possible replacement  
with more suitable trees.

*Wendy will  
stand down  
as well*

Owing to the cost of this item it was agreed that tree  
lopping be added to the Budget for inclusion at the  
Annual General Meeting.

Bill Crosse & Company were requested to write to the  
occupants of the property next door 145 Charles Street ✓  
with the request that they desist from pouring boiling  
soapy water over the fence into the garden.

**Wall to property 161:-**

Mr Standfort reported that the wall to the property  
next door may need extending to retain the sand. It  
was agreed that he would liaise with the Council on  
this item.

**Landscaping:-**

It was agreed that once the wall on the Charles Street  
boundary has been completed by the Perth City Council  
consideration would be given as to where the rocks  
should be located and what type of shrubs should be  
planted.

**Run off from driveway:-**

A spokesman from the Perth City Council indicated that  
the Owners of the Mews were responsible for the run ✓  
off from the drive-way to the verge of the neighbouring  
property. It was agreed that Bill Crosse & Co would  
arrange for a tradesperson to investigate this  
problem.

**MEETINGS:** It was agreed that the next meeting of the Committee would be in four weeks to discuss the Caretaker's contract. Meeting to be held in Unit 43 at 6.00 pm on Monday 20th August, 1990.

Next Committee Meeting to be attended by a representative from Bill Crosse & Co will be held in Unit 17 at 6.00 pm on Thursday 13th September, 1990.

There being no further business the meeting closed at 8.10 pm with a vote of thanks to Miss G Hourigan for the use of her home for the meeting.

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CHAIRMAN

DATED

THE OWNERS OF 147/159 CHARLES STREET. WEST PERTH.  
(Known as the Mews)

FINANCIAL STATEMENT FOR PERIOD 6/5/1990 to the 15/7/1990

RECEIPTS:

Balance as at the 6/5/1990	2187.08
Levies since received	5684.00
Special levies since received	2165.00
	<hr/>
	10036.08

PAYMENTS:

FID & BAD fees	5.98
Postage & petties	54.00
Management fee (June & July)	468.00
Annual General Meeting fee	nil
Insurance	nil
Workers' Comp	nil
Caretaker's wages to 20/6/1990	984.10
Caretaker's rent to 11/8/1990	1365.00
SEC to the 3/5 & 2/7	762.51
Pool	nil
Petty Cash	46.21
Invested 15% of quarters levies	1024.20
	<hr/>
	4710.00

Hoses	35.00
Shears	31.50
Clean gutters	118.00
Tree lopping	110.00
Roof repairs U53	175.00
Roof repairs U52	78.00
Garden trash bags	67.50
Blocked drains Unit 1	93.00
Floral arrangement-Caretaker	40.00

748.00      5458.00

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\$4578.08

Balance as at the 15/7/90

1024.20

PIBS - invested  
- balance as at the 6/5/90

52.33

Balance of BOTH accounts as at the 15/7/90

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\$5654.61

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LEVIES IN ARREARS:

For current quarter = \$3093.19

EXTRA ORDINARY COUNCIL MEETING OF THE MEWS 21ST AUGUST 1990

Minutes of the meeting of the Council of Management held 21st August 1990, Unit 43 at 6.00 p.m.

PRESENT: G. Hourigan                      Chairperson  
          T. Ivory  
          S. Ridd  
          C McDougall

APOLOGIES: Mr. W. Sweeney

Discussion as to Cartaker duties i.e. gardening/weeding was not part of duties hence extra 5 hours given to 25 hours to cover same. Caretaker not keen on taking the extra hours as knows nothing about gardening.

Discussion on grounds generally i.e. whether to pay for someone to come in for the 5 hours Caretaker doesn't want to take up to clean/weed grounds. It was also discussed about the lack of attention given to the garden since last Caretakers and how whoever took the 5 hours allocated would have to catch up on 6 months of neglect.

Discussion on the length of time spent by the Caretaker on the pool during the winter months as leaves ~~extra~~ still gather in pool and have to be attended to to save rotting of materials at the bottom of the pool and also so that the filter does not get blocked during its daily turning over of the water.

Motions put by Mrs. T. Ivory :

1. That 5 hrs a week be given to an outside worker (i.e. pensioner) to attend the cleaning/weeding of all flower beds. Caretaker will still be responsible for the mowing/whipper snipper of grounds.
2. That an outside worker be employed to clean up the grounds so that the grounds are back to a managable standard prior to the employment of someone for the 5hrs cleaning/weeding of flower beds.
3. That the Caretaker obtain a lawn edge cutter, some roustabout for killing weeds between brickwork around pool/line area and anywhere else necessary and a green shade cloth be brought to put over the pool to lessen time spent in the upkeep of same during winter months.

Seconded by Ms. G. Hourigan

*Charles McDougall*  
*Geraldine Hourigan*

THE OWNERS OF 147/159 CHARLES STREET, WEST PERTH  
 (Known as "The Mews")

FINANCIAL STATEMENT FOR PERIOD: 15/7/1990 to 9/9/1990 (sunday)

RECEIPTS:

Balance as at the 15/7/1990	4578.08
Levies since received	2009.00
Special levy	30.00
	<hr/>
	6617.08

PAYMENTS:

FID & BAD FEES	4.39	
Postage & petties	54.00	
Management fee (August & September)	468.00	
Annual General Meeting fee	nil	
Insurance	nil	
Caretaker to 27/7/1990	342.78	
Caretaker to 27/8/1990	485.77	
Caretaker rent to 12/9 and 12/10	910.00	
SEC - common lighting & power 25/8/1990	317.28	
Petty cash	80.68	
	<hr/>	
	2662.90	
Tree removal (front)	148.00	
Pool (fuse for pool motor)	40.00	
25 tubes and starter buttons	125.00	
Replace bag for victa vac	37.95	
		<hr/>
	350.95	3013.85

Balance on hand as at the 9/9/1990 \$3603.23

R.&I. "Golden Account" 1079.84

Balance of both accounts 

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\$4683.07

LEVIES IN ARREARS:

Unit 4	147.00 ✓
Unit 15	30.19 ✓
Unit 20	110.00 ✓
Unit 28	110.00 ✓
Unit 37	110.00 ✓
Unit 38	110.00
Unit 51	110.00
Unit 53	147.00 ✓
Unit 14 Spec Levy	60.00 (bal owing)
Unit 36 Spec levy	120.00
	<hr/>
Total	\$1054.19

Note these arrears are as at the 9/9/1990 - some payments have since been received.

STRATA TITLES ACT 1985

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

Minutes of the meeting of the Council of Management held on the 13th September, 1990 in Unit 17 at 6.00 pm.

**PRESENT:** Miss G Hourigan Chairperson  
Miss S Ridd  
Mr C McDougall  
Mr J Standfort Treasurer  
Mrs C R Davidson For Bill Crosse & Co

**MINUTES:** Minutes of the Council of Management meeting held on the 17th July and the Extra Ordinary Council Meeting held on the 21st August, 1990 were taken as read and accepted on a motion put to the meeting by Mr J Standfort and seconded by Miss G Hourigan. CARRIED.

**FINANCIAL STATEMENT:** The Financial Statement as presented was read, received and accepted into the records on a motion put to the meeting by Mr J Standfort and seconded by Miss G Hourigan. CARRIED.

**MATTERS ARISING:**

Caretaker' Wages: It was agreed that the next wages payment for the Caretaker would be at the old rate and not to include the 5 hours for the gardens. ✓

Petty Cash: Mr Standfort queried the amount for petty cash and it was agreed that he would contact the Caretaker and request proof of purchase of the Roundup. ✓

Investment: Mr Standfort requested that the 15% as agreed be paid into the investment account. ✓

Insurance: It was agreed that the insurance be paid and Mr Standfort requested a copy of the renewal certificate. ✓

Account for Service Duct Door: The unpaid account from B Wakefield was discussed. Mr Standfort advised that he would inspect the remedial work carried out. Bill Crosse & Co are to request an amended account from B Wakefield which is then to be submitted for authorisation. ✓

**GENERAL BUSINESS:**

Caretaker: It was agreed that the Caretaker be given 28 days notice and that Bill Crosse & Co advertise for a couple as a replacement as soon as possible. ✓

It was agreed that the rate of pay would be the current award rate (Bill Crosse & Co to check)

Mr J Standfort is to take an inventory of the tools and machinery prior to the current Caretaker leaving.

A new set of duties to be drawn up to include the following: ✓

Clean bus stop and pick up litter in the vicinity  
Gardening - 5 hours per week  
Washing/sweeping steps - weekly

Caretaker (contd.,):

Pick up litter - daily  
Pool maintenance  
Carry out weed killing and fertilizing of lawns.

Duties to include a clause that the contract can/  
will be revised from time to time.

30 hours per week.

It was then agreed that a draft copy of this contract  
be forwarded to all Committee Members for their  
comments before the final draft is done.

It was agreed that Bill Crosse & Co ask the current  
Caretaker to look at the reticulation in the garden  
beds at the Charles Street entrance it appears that  
no water is getting to the plants.

The Caretaker to be requested to clean up the  
area adjacent to the new brick wall.

Tree Lopping: It was agreed that this item be added to the AGM  
agenda for discussion.

Painting: Mr McDougall expressed concern at the condition of  
the paintwork on the building. Areas appear to be  
coming off in sheets. It was agreed that the contractors  
be requested to advise on the situation.

Letter Unit 53:

It was agreed that permission be given to the  
Owner of Unit 53 to erect lattice to the balcony.  
Colour to match the existing building. Such  
structure to be maintained to a standard acceptable  
to the Owners of 147-159 Charles Street bearing in  
mind should there be any complaints the lattice  
will have to be removed and the area made good.  
The motion moved by Miss Hourigan and seconded  
Mr C McDougall. Carried.

Overflow  
Pipe U16:

It was pointed out to the meeting that Unit 16  
has an overflow pipe which appears to leak  
continually. It was agreed that contact be made  
with the Owners/Occupants in an endeavour to  
locate the source of the water as this constitutes  
a hazard on the walkway.

Overflow  
Pipe U18:

It was noted on inspection that the overflow pipe  
for Unit 18 appears to have discharged an amount of  
soapy water on to the walkway. It was agreed that  
Bill Crosse & Co write to the Occupants of this unit  
regarding this matter.

Newsletter:

It was agreed that in the next newsletter a segment  
on noise be included which advises occupants to  
ensure that when their balcony windows are open the  
level of music is not loud enough to be heard by  
others.

Gardener:

It was agreed that the gardener who is to do the  
clean up is to present his dockets to Mr Standfort  
prior to submitting them to Bill Crosse & Co



AGM:

It was agreed that the Annual General Meeting would be held on Sunday 4th November, 1990 at 1.00 pm on site. Persons attending are requested to bring a chair.

As there was no further General Business the meeting closed at 7.15 pm.

CERTIFIED AS A TRUE AND CORRECT RECORD.

*Geraldine Hourigan*  
.....  
CHAIRPERSON

*19/11/90*  
.....  
DATED

STRATA TITLES ACT 1985

THE OWNERS OF THE MEWS, 147-159 CHARLES STREET

STRATA PLAN NUMBER 5629

To:  
The Proprietor(s)/Mortgagee(s)

The Owners of The Mews  
147-159 Charles Street  
WEST PERTH 6055

NOTICE OF ANNUAL GENERAL MEETING.

NOTICE is hereby given by "The Proprietors of Strata Plan 5629 The Owners of 147-159 Charles Street, West Perth" of the Annual General Meeting to be held on Sunday the 4th November, 1990 at 1.00 pm in carports 2 & 19 on site. (Persons attending are requested to please bring a chair.) for the purpose of:-

1. Election of Council for the coming year.
2. To consider, and if thought fit, pass the minutes of the previous Annual General Meeting.
3. Carry out any other business deemed necessary.

PROXIES:

A proxy form is attached. If you cannot attend please complete the form and send it to Bill Crosse & Company, Post Office Box 221, Como 6152, to arrive not later than noon on the 4th November, 1990.

If you have no-one who is readily available to act as your proxy, may we suggest one of the following: - 1) The Chairperson, 2) Bill Crosse & Company or 3) A fellow unit owner - all being people who we feel will definitely act with the interest of the complex.

THIS IS MOST IMPORTANT, bearing in mind that without a quorum (half representation of all owners entitled to vote) the meeting must be re-convened seven days from the 4th November, 1990

Please note there is an additional charge of \$35.00 for attendance at Annual General Meetings which have been re-convened due to lack of a quorum.

CUT  
HERE

-----  
PROXY FORM

The Chairperson,  
The Owners of The Mews  
C/- Bill Crosse & Company,  
Post Office Box 221  
COMO WA 6152

ANNUAL GENERAL MEETING

As the owner(s) of one or more lots in The Mews, 147-159 Charles Street  
I/We hereby appoint \_\_\_\_\_ or failing him/her  
I/We appoint \_\_\_\_\_ to act and vote on my/our  
behalf at the Annual General Meeting to be held on the 4th November, 1990  
and at any adjournment thereof.

DATED THIS \_\_\_\_\_ day of \_\_\_\_\_ 1990

OWNER(S) SIGNATURE(S) \_\_\_\_\_

UNIT NUMBER(S) \_\_\_\_\_

OWNERS OF 147/159 CHARLES ST

STRATA TITLES ACT 1985

ANNUAL GENERAL MEETING

A G E N D A

1. Record attendance, determine a quorum & Elect a Chairperson.
2. Apologies
3. Receive proxies
4. Minutes of the previous Annual General Meeting to be read and confirmed as a true & correct record.
5. Any matters arising.
6. Annual Financial Statement to be read and accepted into the records.
7. Any matters arising.
8. Consideration of Budget for 1990/1991. Treeclipping - Special Levy.
9. Election of Council of Management for the year 1990/1991.
10. Strata Company Management (appointment)
11. General Business.

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GENERAL ADVICE AS PER STRATA TITLES ACT 19 85

SCHEDULE - PART I.

- 12.3 One-half of the persons entitled to vote present in person or by proxy constitutes a quorum.
- 12.11 In the case of equality in the votes whether on a show of hands or on a poll, the question is determined in the negative.
- 14.4 An instrument appointing a proxy shall be in writing under the hand of the appointer(s) or his attorney, and may be either general or for a particular meeting.
- 14.5 A proxy need not be a proprietor.
- 14.6 Except in cases whereby or under the Act a unanimous resolution is required, no proprietor is entitled to vote at any General meeting unless all contributions payable in respect of his lot have been duly paid and any other moneys recoverable under the Act by the Strata Company from him at the date of the notice given to the proprietors of the meeting have been duly paid before the commencement of the meeting.<sup>3</sup>
- 14.7 Co-proprietors may vote by proxy jointly appointed by them and the absence of such a proxy are not entitled to vote on a show of hands, except when the unanimous resolution of proprietors is required by the Act.
7. The Chairman, Secretary and Treasurer of the Council shall also be respectively the Chairman, Secretary and Treasurer of the Strata Company.

\* \* \* \* \*

OWNERS OF 147/159 CHARLES STREET, WEST PERTH

KNOWN AS "THE MEWS".

STATEMENT OF RECEIPTS AND PAYMENTS FOR THE PERIOD:

1st OCTOBER, 1989 to the 30th SEPTEMBER, 1990

RECEIPTS:

GROSS levies	25091.68
Painting levy - previous year	134.19
Special levy for adjust finances	5400.00
Loan from Bill Crosse & Company	2363.00
Interest on late payment of levies	14.69
Trade on new lawn mower	220.00
Insurance claims - reimbursements	883.50
	<hr/>
	34107.06

PAYMENTS:

FID & BAD fees	35.89	
Management fees (14)	3276.00	
Postage & petties	324.00	
Annual General Meeting fee	60.00	
Insurance premiums to 1/10/1990 Incl W/C.	3127.42	
Insurance premiums to 1/10/1991	2440.18	
SEC - common lighting & power	2180.31	
Caretaker systems (2)	11181.28	
Gardener	115.00	
Caretaker 'phone	283.65	
Repay Bill Crosse & Co loan yr 89 & 90	2718.00	
Plumbing	203.00	
Electrical	86.00	
Reticulation parts	24.65	
Pool Chemical & parts	646.50	
Oil & fuel	115.54	
Fertiliser & weed killer	74.95	
Garden trash bags	300.00	
Sundry hardware items	33.30	
Globes, tubes & starters	142.40	
Advertisements	78.31	
Hire mini skip	59.00	
Brick wall (incl bricks) near U14/16/16	350.00	
Burst water pipe unit 15	190.00	)
Burst water pipe unit 2	168.00	)
Reglazling units 5, 47 & 49	403.00	) Insurance claims
Stolen pool chemicals	162.50	)
Tree lopping (3)	618.00	
Lawn mow - period without caretaker	140.00	
Repair whipper snipper	53.50	
Replace lawn mower	499.00	
Roof repair unit 53	175.00	
Wreath -	40.00	
Roof repairs unit 52	78.00	
New bag for Victa Vac	37.95	
Hoses	35.00	
Shears	31.50	
Clean gutters	118.00	
Petty cash	166.89	
Invest funds	1024.20	
Refuse tip fee - garden trash	60.00	
	<hr/>	
		31855.92

SURPLUS of receipts over payments 2251.14  
Balance as at the 30/9/1989 913.47

Balance as at the 30/9/1990 \$ 3164.61

LEVIES IN ARREARS: \$220.00  
SPECIAL LEVIES IN ARREARS: \$180.00  
PRE-PAID LEVIES \$1447.68

10/9/90

OWNERS OF 147/159 CHARLES STREET, WEST PERTH

SUGGESTED ANTICIPATED BUDGET FOR THE YEAR:-

1st OCTOBER, 1990 to the 30th SEPTEMBER, 1991

FID & BAD fees	50.00
Management fee (12 months)	2808.00
Postage & petties	330.00
Annual General Meeting fee	75.00
Insurance premiums	2500.00 +500.00
Insurance - Workers' Comp	700.00
SEC - common lighting & power	2300.00
Caretaker (30 hours per week)	14000.00
Garden trash bags	330.00
Unanticipated maintenance & requisites	2200.00
Pool parts & Chemicals	891.00
Funds for major repairs & projects.	4320.00
	<hr/>
	\$30504. 00

\$30504.00 divided by the aggregate of shares 186 = \$164.00 per share. 3

Units with 3 shares = \$492.00 p.a. divided by 4 = <sup>12.5</sup> \$123.00 per unit per quarter.

This year including special <sup>13.25</sup> levy paid \$132.50 per quarter.

Units with 4 shares = \$656.00 p.a. divided by 4 = <sup>16</sup> \$164.00 per unit per quarter.

This year including special <sup>16</sup> levy paid \$177.00 per quarter.

TREE LOPPING RECOMMENDATION:

Quoted figure for the removal of 19 trees and the pruning of 17 trees including the stump grinding of removed trees \$3745.00

\$3745.00 divided by 186 = \$20.13 per share.

Units with 3 shares - Special levy of \$60.39.

Units with 4 shares - Special levy of \$80.52.

The above is one suggestion put forward.

BUDGET TO BE DISCUSSED & VOTED ON AT THE ANNUAL GENERAL MEETING

STRATA TITLES ACT 1985

THE OWNERS OF 147/159 CHARLES STREET, WEST PERTH.

(Known as "the Mews")

STRATA PLAN NUMBER 5629.

Minutes of the Twelfth ANNUAL GENERAL MEETING of the Owners of the Mews held on the 4th day of November, 1990 in the Carports of units 2 and 19 on site at 1.00p.m.

PRESENT: Mrs T. Ivory Unit 2  
Mrs T. Ivory Unit 3  
J.Drake-Brockman & M.J. Kim Unit 12  
Mr. C. McDougall Unit 15  
Miss S.C. Ridd Unit 17  
Mr. P.A. Smith Unit 23  
Mr. R.M. Kanter Unit 26  
Mr. R.G. Haslam Unit 27  
Mr. J. Standfort & V. Hemmens Unit 35  
Miss G.M. Hourigan Unit 43  
Mr B.A. TEMperly Unit 50  
Ms. M.J. Letts Unit 53

Miss R.J. Pearman for Bill Crosse & Company.

PROXIES: Miss E.R. Gough nominated Mrs T. Ivory. Unit 1  
Miss L.J. Coffee nominated the Chairperson Unit 4  
M. Williams nominated Mr. J. Standfort Unit 14  
Mrs. F. Rizzo nominated Mr J. Standfort Unit 16  
N. Kearton nominated the Chairperson Unit 18  
Mr & Mrs. M. Lahtov nominated the Chairperson Unit 21  
Misses ES & DE Alcock nominated the Chairperson Unit 22  
A. Profitlich nominated the Chairperson Unit 24  
Mr & Mrs H.R. Schulze nominated Bill Crosse & Co Unit 29  
Mr. M. Skully nominated Bill Crosse & Co Unit 32  
Ms. S.L. Johnson nominated Mr D.S. Brown Unit 33  
Mr G.K. Ireland nominated the Chairman Unit 39  
B.C. Verity nominated Mr P. Verity Unit 41  
Ms K.F. Trewavas nominated the Chairperson Unit 45

NOTICE OF MEETING:

The notice was read and duly accepted on a motion put by Mrs Ivory, seconded Mr Standfort. Carried.

CHAIRPERSON:

A quorum was achieved with 94 shares being represented either in person or by proxy and the meeting was declared open at 1.20 p.m. with attendance having been recorded. Nominations were then called for a Chairperson.

It was moved by Mrs Ivory, seconded Mr McDougall, that Miss Pearman, proxy for unit 29, take the Chair for the duration of this meeting. Carried.

APOLOGIES:

Nil.

PROXIES:

Were read to the meeting as shown above and made available for inspection. It was then moved by Mr McDougall, seconded Mr Haslam that the proxies be accepted. Carried unanimously.

MINUTES:

Minutes of the previous Annual General Meeting were read to the meeting. It was then moved by Mr Temperly, seconded Miss Ridd that the minutes be confirmed as a true and correct record. Carried unanimously.

Matters arising:

The area of paint on unit 5 has lifted again. It is noted that a suggestion has been made that water is easing under this paint & lifting same off with a further suggestion that the wall could possibly have a fault and that an Engineer's advice be obtained as to the cause of this problem &

the best method of solving the problem.

FINANCIAL:

It was moved by Mr Verity, seconded Miss Hourigan that the Financial Statement be taken as read. Carried unanimously.

Mr Standfort queried the figure shown as Gross levies & the figure shown as Special levy to adjust finances plus to check the transfer of the amount from the PIBS account to the R&I Gold Account. Following some discussion it was agreed that Miss Pearman would place the answers to these questions at the foot of these minutes. Mr Standfort also queried the amount of insurance cover - increase has been taken up, with the payment having been arranged for this increase of cover.

Following further discussion it was then moved by Mrs Ivory, seconded Mr Haslam that, taking into account the queries raised, the statement to the 30th September, 1990 be received and accepted into the records. Carried with 3 votes against.

It was then moved by Miss Hourigan, seconded Mr Standfort that the actions taken by the Council of Management in raising the Special levy to adjust Strata Company finances be ratified. Carried unanimously.

BUDGET:

It was put to the meeting that the proposed budget be increased by \$500 to take into account the increase in Insurance cover leaving a proposed figure of \$31,000. Considerable discussion took place on the 'need' to increase the budget and in turn the quarterly maintenance contributions.

It was then moved by Mr McDougall, seconded Mr Brown that the budget be set and accepted at \$31,000 with an increase in maintenance contributions, to meet this budget, from the 1st day of October, 1990. Carried unanimously.

Note: \$31,000 divided by the aggregate of shares 186 = \$166.67 per share. Units with 3 shares = \$500.01 per annum - \$125.00 per quarter. Units with 4 shares = \$666.68 per annum = \$166.67 per quarter.

Tree lopping/removal:

The general opinion of those present was that they were basically against tree removal but appreciated that should 'any' tree be dangerous then this tree be removed but on the understanding that a replacement tree/planting be made which will not present similar problems in the future.

It was agreed that a second opinion be obtained re the condition of the trees before any work commences. ✓

It was then moved by Mr McDougall that the ingoing Council of Management be empowered to raise a special levy of up to \$4000.00. for tree lopping, removal if necessary and for replacement plants. Seconded Mr Standfort. Carried unanimously.

COUNCIL OF MGT:

The following owners were nominated for Council:

NOMINEE	NOMINATOR	SECONDER
Mr. C. McDougall	J. Standfort	T. Ivory
Miss G. Hourigan	S. Ridd	R. Haslam
Mrs. T. Ivory	S. Ridd	R. Haslam

Mr. J. Standfort	C. McDougall	J. Drake-Brockman
Miss S. Ridd	G. Hourigan	V. Hemmens
Mr. J. Drake-Brockman	G. Hourigan	S. Ridd.
Ms. M.J. Letts	J. Standfort	S. Ridd.
Mr. P. Verity	T. Ivory	S. Ridd.

Mr Verity declined nomination.

The seven persons as shown above were then declared to be the Council of Management for the coming year.

STRATA COMPANY  
MANAGER/AGENT:

It was moved by Mr Temperly, seconded Mr Standfort that the services of Bill Crosse & Company be retained as Strata Company Managers/Agent for a further term. This motion is carried with one vote against.

GENERAL BUSINESS:

Lawns - Brick paving:

It was put to the meeting that consideration be given to brick paving the quadrangle area as the lawn over the years has never grown successfully. This suggestion being to leave the garden beds/shrubs but pave the centre. Following discussion it was felt that before consideration be given to any paving work that advice be obtained in order that, if possible, a good healthy lawn can be grown in this area. (as with all lawned areas) ✓

Street front lawns/Gardens:

The ingoing Council of Management to obtain advice on the planting of a hedge along the street front in the interest of blocking off some of the street noise. Hedge to be of shrubs which will not grow to such a height as will need pruning. It was further agreed to seek a plan for planting shrubs and changing garden beds throughout the complex with the idea of slowly moving towards an upgraded garden appearance. ✓

Trespass:

The meeting was advised that "The Mews" is being used as a thoroughfare by the persons living in Ivy Street. It was agreed that a letter be sent to all Ivy Street properties with the request that they cease using this property for access to Charles Street. It was further agreed that this access way be closed off once per year - with Miss Pearman suggesting that the 25/4 be the selected day.

CATS: By-laws:

It was brought to the attention of the meeting that a number of residents have brought cats on site (living in the units) - this is a direct contravention of the by-laws. It was agreed that a general notice be forwarded to all Occupants advising on the necessity to locate a new home for their pet. It was also agreed that mention be made of the need to take care and control the amount of noise emanating from the individual unit as sound does transmit rather easily throughout these buildings. ✓

Council meetings:

It was put to the meeting that Owners be advised when Council of Management meeting are being held in order that contributions or attendance could be possible. It was pointed out that attendance at Committee meetings by persons who are not members is normally by invitation.



There being no further business the meeting was declared closed at 3.00p.m.

CERTIFIED AS A TRUE AND CORRECT RECORD.

CHAIRPERSON: [Signature]

DATED: 09.12.91.

NOTE:

First meeting of the Council of Management to be held on the 19th November, 1990 in unit 17 at 5.45 p.m.

ACCOUNTS QUERIES:

On checking as a direct response by questions raised by Mr J Standfort it was revealed that adjustments were necessary as follows:

1. Whilst the figure of income shown was correct the pre-paid levies as shown on the statement to the 30/9/1989 should have be shown as \$3448.00 - see below for detail

Total annual income from 24 units with 4 shares	14112.00
Total annual income from 30 units with 3 shares	13200.00
	<hr/>
	27312.00
	<hr/>
a. Annual receipts for standard levies	25091.68
Plus pre-paid levies	3448.00
	<hr/>
	28539.68
Less prepaid levies for year ending 30/9/1990	1447.68
	<hr/>
	27092.00
Plus - levy arrears to 30/9/1990	220.00
	<hr/>
Balance as shown	\$27312.00

2. PIBS - account  
Balance as at the 30/9/1989 26.18.  
Interest 32.08  
Invested 1024.20  

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1082.46  
Less FID & BAD 2.62  

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1079.84  
Recalled 1079.84  

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nil.

R.&.I. GOLD ACCOUNT:

Invested \$1079.84.

We advise that Mr Standfort has visited the office of Bill Crosse & Company and has expressed satisfaction in response to queries raised at the Annual General Meeting.

3. Special levy to adjust finances it is noted that the figure as shown on the statement was revealed to be correct.
4. Insurance cover - \$2,330,000.00 would appear to be more than adequate with the estimated value of the buildings being at \$2,154,600.00..

R.J. Pearman.

STRATA TITLES ACT 1985

OWNERS OF THE MEWS

STRATA PLAN NUMBER 5629

Minutes of the Council of Management meeting held on the 19th November, 1990 in unit 17 at 5.45p.m. Commencement time 6.20p.m.

PRESENT:

Miss S. Ridd  
Mr. J. Standfort.  
Miss M. Letts.  
Miss G. Hourigan.  
Mr. C. McDougall  
Miss R.J. Pearman for Bill Crosse & Co.

APOLOGIES:

Mr. J. Drake-Brockman.  
Mrs. T. Ivory.

OFFICE BEARERS:

It was agreed that the following Council members be appointed to the shown office.

Miss G. Hourigan    Chairperson  
Miss S. Ridd        Secretary  
Mr. J. Standfort    Treasurer

MINUTES:

Minutes of the Council of Management meeting held on the 13th September, 1990 were read and, on a motion put by Mr. Standfort, seconded Miss Ridd, were confirmed as being a true and correct record.        Carried.

MATTERS ARISING:

Insurance:

The meeting was advised that on checking the cover of the building it was felt that the complex was more than adequately covered at \$2.3M. Cover necessary would appear to be \$2.1M. Miss Pearman is currently checking into this matter and will report at next meeting (or earlier).

Painting:

In response to a query raised the meeting was advised that when the maintenance painting work was carried out 16 months ago the tradesperson were on site for 2 months only. With reference to areas of 'flakey paint' The areas flaking at the time the painting work was done were attended to - the current areas were not included in the contract. This maintenance painting was completed in April 1989.

Discussion took place re the area on Unit 5 which keeps breaking down. It is considered that water is getting beneath the painted surface and forcing the paint off and that a tradespersons or an Engineer's opinion on this problem is required. ✓ DAVID COOPER

Garden area beneath stairs outside unit 17:

Caretaker to be requested to advise and to quite what can be done in this section to improve the area. It was also agreed that the Caretaker be requested to adjust the sprinkler to stop it from spraying onto the door of unit 17. ✓

Main water meter:

The meeting was advised that recently it was found that this meter (street) had been turned off. It was agreed that it was necessary to have a lock placed on the meter with two Council members and the Caretaker holding keys. ✓

AGM REVIEW:

LAWNS/GARDENS:

The meeting was advised that currently Bill Crosse & Company are awaiting a report/plan on both items. ✓

Miss Ridd volunteered also to obtain a plan and quote from a person known to her.

TREE LOPPING/REMOVAL:

The meeting was advised that Bill Crosse & Company are currently awaiting the second opinion on dangerous trees etc as discussed at the Annual General Meeting. ✓

ACCESS WAY:

It was agreed that Bill Crosse & Company would provide Mr Standfort with a number of notices to place beneath the windscreen wipers of vehicles parked over night in Ivy Street. The notices advising that The Mews is a private property and therefore not available as a thoroughfare with the request that the driver use Ivy Street as Access & Exit to Charles Street. ✓

A letter to be forwarded to the Perth City Council requesting that a NO THROUGH ROAD sign be affixed at the entrance of Ivy Street off Charles Street. ✓

FINANCIAL:

Miss Pearman apologised for the lack of a statement and advised that it would be attached to these minutes.

GENERAL:

FOR SALE SIGN:

Winslade and Lawrence to be requested to remove their sign from the property plus be advised that no signs are permissible whatsoever. ✓

CHARLES STREET - SIGN.

A letter to be forwarded to the Perth City Council requesting that a ONE WAY sign be placed in the centre of the median strip to direct traffic from the Mews to the left. ✓

MAIL:

The meeting was advised that letters are being found in the bin beside the letter boxes.

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It was agreed that an item be placed in the Newsletter requesting persons to place mail for previous tenants in the Body Corporate letter box. Mention also to be made that parents make every effort to make sure that their children do not play with the letter boxes or open boxes belonging to other units. ✓

It was agreed that the Caretaker be requested to keep a watch out for mail in the junk mail letter box. ✓

PARKING BAYS & SIGNS:

It was agreed that the Caretaker be requested to provide a quote to re-mark out and number the parking bays (stencils on site). It was further agreed that this work would include the painting of the kerbing white (down the drive way) and that the correct road marking paint be used. ✓

It was further agreed that Bill Crosse & Company would also obtain a quote for this work to be carried out. ✓

IMPACT DAMAGE:

It is noted that the gutter and possible roofing sheets to the carport outside unit 17 has taken place. There is no report as to quite which day this damage took place. It is also noted that the gutter to the carport next to 43 was in very poor condition.

CLOTHES DRYING AREA NR UNIT 12/13

The caretaker is to be requested to provide a quote to cement slab this area. The grass etc will need to be removed, ground sprayed to prevent weed growth, and black plastic laid prior to the placement of the slabs.

It is further noted that the garden area on the outside of these clothes drying area is in urgent need of a good weed out.

DRIVE WAY:

The Caretaker is to be requested to prune back the shrubs growing up the driveway as it has been noted that some have grown over to such a degree they will shortly be scratching the paintwork of vehicles.

VERGE - POLICE CAR:

A letter of complaint to be sent to the Police Department re the damage to the verge area. The meeting was advised that the Police called at the Mews to visit someone in Unit 9 on Wednesday (afternoon) the 14/11/1990 in a Station wagon - parked their vehicle on the verge and left a dreadful mess of the sand when they left. The owners request that the Police Department arrange for a person to come and rake over and make the area tidy.

VERGE AREA:

Caretaker to be requested to whipper snip the weeds growing on the right hand side (verge) - right hand side when driving inwards.

CARPORT GUTTERS:

The Caretaker is to be requested to clean out the carport gutters as soon as possible.

GARDEN WEEDS:

It was agreed that the Caretaker be requested to put weeding of garden beds as a priority on his work schedule.

The Council of Management felt that it would assist them if Mr Brown could provide them with a schedule of work he has listed to be done and the order of same.

BUS STOP - BIN:

A letter to be forwarded to the Perth City Council requesting that they place a bin next to the bus stop to assist with easing up the general litter problem in the area.

SULO GARBAGE BINS:

At the present time for 54 units there are only 12 bins - Perth City Council are to be requested to provide a further two bins (at least).

The meeting closed at 7.15 p.m. with the Council of Management expressing concern at the general state of the garden beds and making mention of the considerable improvement in the appearance of the lawns etc.

CERTIFIED AS A TRUE AND CORRECT RECORD.

CHAIRMAN: 

DATED: 18/2/91