

OWNERS OF 147/159 CHARLES STREET, WEST PERTH

KNOWN AS "THE MEWS"

FINANCIAL STATEMENT FROM 30/9/1990 to the 17/2/1991

RECEIPTS:

Balance as at the 30/9/1990	3164.61
Levies since received	12891.83
Interest for late payment of levies	6.88
Special - financial levy (part)	30.00
Rent	420.00
Insurance for lawnmower & whipper snipper	898.00
Insurance for padlock	16.70
Tree lopping levy	451.21
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	17879.23

PAYMENTS:

FID & BAD fees	20.49	
Management fee	1170.00	
Postage & petties	135.00	
Annual General Meeting fee	75.00	
Insurance W/Comp to 1/10/91	403.92	
Caretaker & tax stamps	3724.13	
Caretaker rent	2275.00	
SEC to 23/10 & 18/12	782.89	
Petty cash - float	50.00	
Swim pool - chem & parts	315.95	
Garden trash bags	280.00	
Flouro Tubes etc	65.48	
Gardener - between caretakers	570.00	
Invest 15% to 31/12 & 31/3	2186.76	12054.62
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		5824.61

General Maintenance & sundries:

Maintenance & clean U47	192.50	
Fuel	35.25	
Door to duct U47 etc	192.00	
Engineer - site inspection	80.00	
Replace padlock	16.70 *	
Replace lawnmower & whipper snipper	898.00	
Bulk disinfectant	17.45	
Shor in fluoro fitting & 18 fuses	178.00	(clip in fuses)
2 Pine poles - visitor carpart	21.60	
3 sleepers	18.00	
Safety glasses, mower blades, seedlings reticulation parts, etc	164.42	1813.92
		<hr/>

Balance on hand as at the 17/2/1991 \$4010.69

R&I GOLD ACCOUNT

Balance 9/9/90	1079.84	
15% to 31/12/90	1024.24	
15% to 31/3/1991	1162.52	
Interest less FID	7.39	3273.99
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Balance in both accounts \$7284.68

Levy Arrears:

1990 special levy U14	30.00
1990 special levy U36	120.00 (paid on the 18/2/1991)
Levies to 31/3/1991	1365.65
Plus balance of tree lopping levies.	

STRATA TITLES ACT 1985

THE OWNERS OF 147/159 Charles Street, West Perth
Known as "The Mews"

STRATA PLAN NUMBER 5629

Minutes of the Council of Management meeting held on the 18th of February, 1991 in Unit 35 at 6.00 p.m.

PRESENT: Mrs. T. Ivory - Chairperson of this meeting.
Mr. J. Drake-Brockman
Mr. C. McDougall
Miss S. Ridd.
Mr. J. Standfort
Miss M. Letts.
Miss R. J. Pearman for Bill Crosse & Co.

MINUTES of the previous meeting of the Council of Management held on the 19th November, 1990 were read and the following items discussed as matters arising:

Insurance:

The meeting was advised that at this time the building was adequately covered with the recommendation that the sum insured be checked every year (as in previous years).

Painting:

The meeting was advised that the painting contractors had been back - high pressure cleaned the surface and repainted. The Council of Management will keep a watch on this area.

The Godbold-Schubert report was read to the meeting. The painters had acted on the detail supplied in this report. ie. " I suspect there has been a breakdown in the adherence of the latest painting system to the original. There could be a number of reasons for this, however it would not be prudent to hypothesise on these at this point of time and in the absence of more accurate information."

Garden Areas incl. sections (ground level) beneath the Stairways;

The main subject discussed was the planting of shrubs beside the retaining wall to the front of the complex. It was finally decided by unanimous agreement to spend up to \$50.00 on shrubs. These shrubs to be planted from the boundary area (house side) back towards the path and letter boxes. This is to be a trial section. Plants to have a small root system, non flowering, reasonably quick growing - to grow approx. 2 metres.

It was agreed that the Caretaker be requested to locate suitable plants and have them planted as soon as possible. ✓

Tree Lopping: Project to commence on the 11/3/1991.

Water Meter: No locking device has been affixed to date - it is possible that it is not possible to affix - check to be made on this. ✓

LAWNS & GARDENS:

A report was read to the meeting from Mr Browne the Part-time Caretaker with part detail shown below:

"With regard to changing garden beds around the complex, I would like to suggest that no major changes be made, apart from the cost, I believe that in time (and with some of the gum trees gone) I can improve the gardens substantially."

The lawns seem to be coming on OK and I would prefer to wait until after the winter before I recommend any changes. The reason for this is that most of the lawn areas are actually weeds! They look OK at the moment but winter may be different. Whatever happens I believe that we should consider (professional) spraying."

In view of the good work put into the grounds to date it was agreed to heed the advice from Mr Browne at this time. ✓

ACCESS WAY:

Whilst correspondence to the Perth City Council has been acknowledged no advice has been received as to whether or not they will erect a NO THROUGH ROAD SIGN or THE ONE WAY sign as requested. Further correspondence to be directed to the Perth City Council on these two items. ✓

MAIL:

It has been noted that mail for previous tenants to unit 49 is being thrown in the trash bin beside the letter boxes. A letter to be forwarded to the Occupant requesting that they R.T.S. rather than throwing the mail in the bin.

ROAD MARKING:

Two quotes were read to the meeting 1) Balcatta Roadmarking at \$570.00 and 2) Mr Browne (Caretaker) \$423.00. Following discussion it was unanimously agreed to accept Mr Browne's quote - additional work that a 300mm line across the driveway be painted - with the idea being that this should assist in slowing down the speedsters. Mr Browne to liaise with Mr Standfort on this matter. It is noted that a majority of Committee Members were against having the word slow painted on the ground. ✓

Impact Damage: Repairs have been carried out through the Insurance Assessors.

CLOTHES DRYING AREA:

Two quotes were read to the meeting to totally slab this area. 1) at \$890.00 and 2) from Mr Browne at \$593.00. The second quote being to supply necessary slabs, rearrange reticulation, remove existing grass, re-straighten the clothes line poles, retain with garden sleepers as necessary, supply sand, blue metal and cement as necessary, supply plastic and spray for weeds his price including labour - \$593.00. ✓

Considerable and lengthy debate took place as to whether or not this project should be carried out - for those not familiar with the area an inspection was made. It was then put to the vote with 4 in favour and 2 vote against. The project is approved to be carried out.

VERGE AREA:

It was agreed that this was most unsightly. It was further agreed that quotes be obtained to cover the complete areas of verge outside The Mews with rolls of buffalo lawn. ✓

It was further agreed to obtain quotes to extend the reticulation to cover these areas. On both projects it was agreed that Mr Browne be asked to quote. ✓

Garden Area outside Units 15, 16 & 17.

Mr Mc Dougall made mention that this area was only being raked once a week and that leaves were a bit of a problem. It was agreed that considering that the Caretaker was only employed for 25 hours per week that really one could not expect a daily raking. It was further suggested by a member that Owners could always give this type of area a inbetween tidy if they felt it was necessary. Miss Pearman mentioned that leaves can assist with retaining moisture and eventually will turn to mulch.

BINS:

The meeting was pleased to see that the Perth City Council have provided them with the additional two Sulo bins plus the bin at the Bus Stop as requested.

It was then moved by Mr McDougall, seconded Miss Letts that the minutes be confirmed as a true and correct record. Carried.

Garden beside Unit 17:

Miss Ridd requested that the Caretaker be advised that the garden area beside her unit will need some attention now that she is leaving the complex. ✓

FINANCIAL STATEMENT:

Adjust the investment to 31/12/1990 to allow for the increase in maintenance contributions.

Following discussion it was moved by Mr Standfort, seconded Mr Drake-Brockman that the statement to the 17/2/1991 be received and accepted into the records. Carried unanimously.

It was unanimously agreed to pass payment for the sum of \$380.00 being the supply of sand and labour to level the front of the complex. ✓

Caretaker Holidays (one week)

It was unanimously agreed that the Caretaker take one weeks holiday in June or July of this year.

Super annuation.

Miss Pearman advised that the 3% contribution by the employer was compulsory and that Bill Crosse & Company have set the wheels in motion by arranging same through AMP.

Unit 52 - Water leakage:

It was agreed that a Plumber be called to correct the fault whereby water is flowing from the upper unit out of the outlet outside unit 16. ✓

It was also agreed that Bill Crosse & Company make contact with the rental Agent for Unit 52 to find out when the lease expires (current). ✓
with to call

A complaint is also to be lodged re noise coming from this unit (on the odd occasion) It was agreed that should a situation of noise arise then the Caretaker cannot be expected to attend these complaints in the night, bearing in mind that he is only employed for 25 hours. It is up to the individual to either personally request the offenders to quieten down or if the situation is such that they would prefer not - then they should call the Police.

Unit 53 - Internal Painting:

It was agreed on a motion put by Mr Drake-Brockman, seconded Mr Standfort that the painting account for \$310.00 for painting to ceiling and walls due to water damage caused by ingress of water due to a fault in the building be paid. Carried unanimously. ✓

GENERAL MAINTENANCE:

- 1) Tile to be replaced above unit 37. ✓
- 2) List of carports which require cleaning to be obtained from the Caretaker (really bad ones) Then a letter to be forwarded to the individual Owners requesting that they have this area cleaned or offer to have it cleaned at cost to the Owner(s). ✓
- 3) Drain outside Unit 14 will need cleaning out - near washing line area. (before the winter months) ✓
- 4) April - Building gutters and storm water drains to be cleaned out. ✓
- 5) Swimming Pool to be closed end of April or if the weather is good at the discretion of the Caretaker. (winteriser to be placed in pool) ✓

STORAGE SPACE:

Following discussion it was agreed that a letter be forwarded to the Perth City Council to ascertain as to whether they would have any objections to brick and tile storage areas for 12 - 18 spaces being constructed on the complex.

UNDER GROUND FLOOR STAIRCASES:

It was agreed to obtain quotes to enclose these areas with a rear brick wall, side panel and lockable doors. ✓
Discussion will then take place re right of use and who pays for the enclosure at the next meeting.

NEXT MEETING: 29/4/1991 Unit 53 at 6.15 p.m.

There being no further business the meeting closed at 7.55 p.m. with a thank you to Mr & Mrs Standfort for the use of their home for this meeting.

CERTIFIED AS A TRUE AND CORRECT RECORD.

CHAIRPERSON: D. J. O'Connell DATED: 29/4/91

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: ² 8/8/91 199

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.

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.

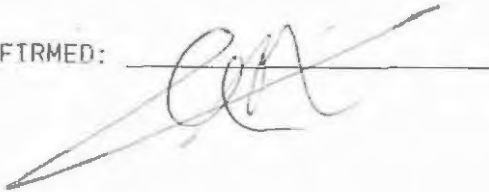
NEXT MEETING:

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

12th 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

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
			\$ 8.26
Interest on overdue levies			<hr/>
			\$33960.58
TOTAL INCOME			

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	<u>40.00</u>	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

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.

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 appears to be a cursive 'J' followed by a flourish.

THIS 14th DATE OF Dec 1992