

13 August 1997



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

Dear Council Member

NOTICE OF MEETING

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

DATE: Monday 1 September 1997

TIME: 4.30 pm

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

AGENDA:

1. Record Attendance
2. Apologies
3. Quorum
4. Appointment of Chairperson for this meeting
5. Appointment of Council Chairman, Treasurer & Secretary
6. Confirmation of Minutes of Meeting 14.10.96
7. Business Arising
8. Financial Report
9. Correspondence
10. General Business
11. Next Meeting
12. Close

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

Yours faithfully

A handwritten signature in black ink, appearing to read 'Peter Munday', with a horizontal line extending to the right.

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

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

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

MINUTES OF THE COUNCIL MEETING OF THE OWNERS OF "THE MEWS" 147-159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD AT UNIT 47, THE MEWS ON MONDAY 1/9/97

1. RECORD

ATTENDANCE

Ms G Hourigan

Unit 43

Mr D Browne

Unit 47

Mr P Munday representing Quin Ballard

2. APOLOGIES:

Nil.

3. QUORUM:

A quorum was present.

4. CHAIRPERSON:

It was RESOLVED that Ms Hourigan be appointed to the chair for the duration of the meeting.

5. APPOINTMENT OF
COUNCIL CHAIRPERSON,
TREASURER AND
SECRETARY:

It was RESOLVED that Mr Browne be appointed to the positions of Chairman, Treasurer and Secretary of the Strata Council and Strata Company.

6. CONFIRMATION
OF MINUTES:

Meeting 14/10/96

It was RESOLVED that the minutes of the council meeting held on 14/10/96 be received and accepted as a true and correct record and these were then signed by the Chairman.

7. BUSINESS ARISING
FROM MINUTES:

Water Damage - Unit 41

Mr Browne reported that he believes paintwork to the lounge/ceiling has not yet been completed and it was agreed Mr Browne will arrange for this work to be done.

Level of Building Sum Insured

Mr Munday confirmed that Managers arranged with insurers to increase the building sum insured to a level of \$2,690,000.00.

8. FINANCIAL
REPORT:

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

Balance of general trust account as 01.09.97 \$1036.85

Balance of Commonwealth Bank Passbook account
number 766124.5006020 - South Perth \$15716.80

Unpaid levies due 1.7.97

\$1084.42

Monthly financial statements are forwarded to council member and treasurer, Mr D Browne.

END OF REPORT

9. CORRESPONDENCE: 29/5/97 from T & D Clarke - Unit 8 - regarding a problem with the wiring at Unit 8 and the fuse for unit 8 at the main board. Mr Munday confirmed that Managers had acknowledged receipt of the letter and had requested Mr Browne to investigate the matter. Mr Browne reported that he requested an electrician to check some other units, approximately 5 in number but no similar problems have been found. He confirmed that he will continue to arrange for electricians to regularly check units until all have been completed, and he will maintain a register to record progress.

30/4/97 from Managers to owners Unit 17 - regarding security alarm noise causing disturbance to other residents. It was agreed an Annual General Meeting Agenda item is to be included to establish a policy regarding installation of alarms and to seek authorisation for the strata council to arrange cessation of any future disturbances.

24/8/97 from G Gilbert - regarding leaks at Unit 46, and impact damage to the front door. Mr Browne confirmed that the leak into the dining area has been fixed, but repairs to the ceiling are needed. Mr Browne advised that a plumber in attendance at the unit on behalf of the owner, reported that he believes the paint damage to the bathroom ceiling is a result of steam problem (inadequate ventilation) and it was noted by council that, as there is an exhaust fan in the bathroom it appears this is not used adequately and therefore the responsibility for this problem must rest with the owner.

Regarding damage to the front door of the unit, members present left the meeting and inspected the damage through the front security door. Mr Munday recommended that as a locked security door is in place, damage to the front door of the unit could only have been caused when the security door was opened and therefore the responsibility should rest with the owner and this was agreed.

It was agreed that the council would arrange repair and touch up paintwork to the ceiling of the dining room. Managers to advise owner the various responses to the matters addressed.

**10. GENERAL
BUSINESS:**

Painting to Outside of Front Doors/Door Frames

Mr Browne referred to the detail in the minutes of the last Annual General Meeting and he reported that the painter who submitted the quotation has since withdrawn his offer which was a very reasonable one. It was agreed to include an extra item into the budget to be addressed at the Annual

General Meeting to provide funds for the painting of the outside of front doors/door frames and Mr Browne agreed to obtain a further quotation to enable inclusion of this budget item. It was acknowledged that it is somewhat difficult to organise access to a number of units at one time for such work.

Budget Presentation for AGM

It was agreed that council will give input to the proposed budget in consultation with Managers to be considered at the next Council Meeting, before the Annual General Meeting.

11. NEXT MEETING: The next Council meeting is to be Monday 13/10/97 commencing at 4.00pm in Unit 43.

The next Annual General Meeting is to be held Monday 24 November 1997 commencing at 6.00pm in the offices of Quin Ballard.

12. CLOSURE: Mr Munday thanked Mr Browne for the kind use of his unit for the meeting. There being no further business, the meeting closed at 5.45pm.

CONFIRMED: Browne THIS 13 DAY OF 10-97 199



1 October 1997

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

Dear Council Member

NOTICE OF MEETING

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

DATE: Monday 13 October 1997

TIME: 4.30 pm

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

- AGENDA:**
1. Record Attendance
 2. Apologies
 3. Quorum
 4. Appointment of Meeting Chairperson
 5. Confirmation of Minutes of Meeting 1.9.97
 6. Business Arising
 7. Financial Report
 8. Correspondence
 9. General Business
 10. Next Meeting
 11. Close

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

Yours faithfully

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

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

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 - P.O. Box 221, Como, W.A. 6152
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MINUTES OF THE COUNCIL MEETING OF THE OWNERS OF "THE MEWS" 147-159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD AT UNIT 43, THE MEWS ON MONDAY 13 OCTOBER, 1997, COMMENCING AT 4.15PM.

1. RECORD ATTENDANCE:

Ms G Hourigan
Mr D Browne
Mr P Munday Representing Quin Ballard

Unit 43
Unit 47

2. APOLOGIES:

Nil.

3. QUORUM:

A quorum was present.

4. CHAIRPERSON:

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

5. CONFIRMATION OF MINUTES:

It was RESOLVED that the minutes of the Council Meeting held on 1st September, 1997 be received and accepted as a true and correct record and these were then signed by the Chairperson.

6. BUSINESS ARISING:

Water Damage Unit 41
Mr Browne reported that this work has been completed.

Level of Building Sum Insured
Mr Munday reported that Insurance renewals have recently been effected with the level of building sum insured at \$2,880,000.

Check of wiring to units
Mr Browne reported that an electrician has checked a number of units but no problems have been found.

Unit 46
Mr Munday confirmed that Managers wrote to advise the owner details as per minutes.

7. FINANCIAL REPORT: Mr Munday reported details as follows:

Balance of General Trust Account as at 13/10/97	\$2415.90
Unpaid Levies due 1/10/97	\$4545.48

END OF REPORT

8. CORRESPONDENCE: 26/9/97 from Commonwealth Bank regarding choices for managing investment account. It was agreed that the Premium Business Account is to be utilised for the investment account. It was noted that this is an interest bearing transaction account with cheque access for customers who can maintain their credit balance of \$5,000 and over. Up to 50 transactions per month are permitted without a transaction fee applying if the account balance remains above \$5,000. Managers to arrange reclassification.

9. GENERAL BUSINESS: Leak from Unit 20 into Unit 2

Mr Browne reported that he and Mr Hall from Western Maintenance inspected Unit 20 to determine the cause of the leak into Unit 2 and he tabled a written report in that respect. Copy of his report forms part of and is an attachment to these minutes. It was agreed that Managers would advise the owners of Units 2 and 20 details of the contents of the report.

AGM Agenda Items

After discussion it was agreed that the following items are to be included into the Agenda for the Annual General Meeting:

(i) Plumbing Maintenance inside individual units

To report to all owners the need for regular inspections and plumbing maintenance as may be appropriate and to resolve to establish a policy that damage caused as a result of neglect of maintenance of taps, washers and other types of wear and tear from occupancy will be seen to be the liability of the defaulting party.

(ii) Security Alarms

To seek to resolve to establish the policy that no installation of security alarms is permitted without prior expressed consent of the Strata Council and that such permission may only be granted subject to connection of the alarm to a 24 hour monitor service.

(iii) Painting front doors/door frames

It was agreed by Council to defer this maintenance item to a later time and it was agreed that Managers will report this decision to the Annual General Meeting by way of an item in the report from Manager.

(iv) Conversion of Pool to salt water chlorination

To seek to resolve to authorise the Strata Council to arrange conversion of the pool to salt water chlorination in order to achieve long term cost efficiency, with the cost of conversion to be taken from existing accumulated reserve funds. Anticipated cost of conversion \$2,500. Details of conversion costs to be provided by council to the Annual General Meeting.

Proposed Budget 1998

Mr Munday referred to a proposed budget prepared by Managers being a total sum of \$45,590 - that is no increase in budget/levels is recommended at this time. After agreement on adjustment of figures in some cases, it is agreed that a budget total of \$45,590 be recommended by Council to the Annual General Meeting.

Money Order found in common property

Mr Browne handed to Mr Munday a Money Order showing payee to be Quin Ballard in the sum of \$245.10. He reported this money order was found in the common property garden near the letterbox area and it was noted that this is the sum due for a quarterly levy for a 2 bedroom unit. Mr Browne recommended that the Money Order should be credited to the Strata Company General Trust Account and the Managers await enquiries from the owner who lost it, or observe which levies are outstanding for two bedroom units. Mr Browne reported that he will make enquiries from owner occupiers of two bedroom units, on site.

10. CLOSURE:

Mr Munday thanked Ms Hourigan of the kind use of her unit for the meeting and for her hospitality. There being no further business, the meeting closed at 5.35pm.

CONFIRMED:



THIS

19th

DAY OF

JANUARY

1998

INSPECTION OF UNITS 2 and 20 TO IDENTIFY HOW WATER WAS
LEAKING INTO THE CEILING OF UNIT 2 BATHROOM

8/9/97

Western Maintenance and myself inspected Unit 20 and discovered the following :-

The taps above the laundry trough, when turned on, heavily leaked water down the wall (behind the tiles) and onto the floor under the trough cabinet. Some also leaked to the inside of the cabinet which has caused it to be heavily rusted and very damp.

From the floor, the water ran down the outside of the waste pipe and into the ceiling below.

As the leak was causing damage to the ceiling below, I instructed Western Maintenance to renew the washers and "O" rings in the two taps above the trough.

This immediately stopped the leak.

I believe that this matter is not the responsibility of the Strata Company and *I have* requested that the invoice for the repair be sent direct to the owner of Unit 20.

Peter, would you please put this matter of plumbing maintenance on the agenda for the next AGM so that all owners are aware that if normal maintenance is not carried out by them it can cause serious and expensive problems to adjoining Units.

Peter would you please advise the owners of these 2 Units what has taken place.



David Browne



23 October, 1997

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

Dear Owner

NOTICE OF MEETING

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

DATE: Monday 24 November, 1997
TIME: 6.00 pm
LOCATION: At the office of Quin Ballard, 175 Labouchere Road, Como
(Corner Labouchere Road & Preston Street, upstairs on 1st Floor)
AGENDA: As per attached page.

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

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

Yours faithfully



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

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STRATA PLAN 5629
ANNUAL GENERAL MEETING OF THE OWNERS OF THE MEWS
147 - 159 CHARLES STREET, WEST PERTH 6005
24 NOVEMBER, 1997

AGENDA

1. Welcome
2. Record Attendance
3. Proxies verified
4. Apologies for absence
5. Quorum
6. Appointment of Meeting Chairperson
7. Confirmation of Minutes - AGM 27/11/96
8. Business Arising - AGM 27/11/96
9. Report from Manager
10. Financial Report
11. Election of Council of Owners
12. Appointment of Managers
 - Proposal from Quin Ballard, refer attached Summary
13. Special Business - Refer Annexure "A"
 - 13.1 Plumbing Maintenance inside individual units
 - 13.2 Security Alarms
 - 13.3 Conversion of Pool to salt water chlorination
14. General Business
15. Budget/Levy (Periodic Contributions)
16. Next Meeting
17. Closure

**STRATA PLAN 5629,
OWNERS OF "THE MEWS"**

STATEMENT OF INCOME & EXPENDITURE 1/10/96 30/9/97

INCOME

Quarterly Levies to 30/9/97		40985.03
Recoup Insurance claims (*)		475.88
Refund insurance premium		11.35
TOTAL		41472.26

EXPENDITURE

GENERAL ADMINISTRATION

Management Fees	3750.00	
Additional Mgmt fees - Form 26, Bylaws	277.80	
Postage and petties	432.00	
AGM Fee	125.00	
Govt. Charges - FID/BAD	69.49	
Insurance Premiums - 1996 and 1997	6375.79	
Council meeting attendances	156.25	
Caretaker - remuneration	18769.20	
Caretaker - superannuation	1123.20	
- holiday relief	360.00	
- Exp's - tel/petrol	520.00	
Income tax - invest a/c	79.20	
Water consumption	1851.60	\$33889.53

GROUNDS MAINTENANCE

Lawns	198.90	
Garden rubbish removal	504.00	
Garden requisites	885.23	
Pool	960.05	
Tree work per tree mgmt plan	1535.00	4083.18

REPAIRS AND MAINTENANCE

Electrical repairs (*156.00)	298.80	
Glass (*229.88)	229.88	
Globes and tubes	78.20	
Hardware	40.55	
Cleaning supplies	145.00	
Reticulation repairs	198.95	
Roof repairs (*90.00)	172.00	
Maintenance building	265.00	\$1428.38

ELECTRICITY - common areas	2789.90	\$2789.90
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TOTAL EXPENDITURE FOR THE PERIOD	\$42190.99	\$42190.99
DEFICIT OF EXPENDITURE OVER INCOME		\$718.73DR
PLUS BALANCE AS AT 30/9/96		\$2124.33
PLUS PRE-PAID LEVIES TO 31/12/97		\$3554.00
31/3/98		\$245.10
PLUS FUNDS FROM INVESTMENT ACCOUNT		\$1500.00
LESS FUNDS TO INVESTMENT ACCOUNT		\$6352.00
BALANCE OF TRUST A/C AT 30/9/97		\$352.70

Levies in arrears at 30/9/97 - \$909.33

STRATA PLAN 5629

"THE MEWS"

147-159 CHARLES STREET, WEST PERTH

SUMMARY OF INVESTMENT FUNDS 1.10.96 - 30.9.97

Commonwealth Bank South Perth Account No. 6124.5006020

Balance at 30.9.96	10708.07
Less funds transferred to General Trust Account	1500.00
plus funds returned from General Trust Account	1500.00
plus invested funds transferred from General Trust Account	4852.00
plus interest	195.43
less government duty	3.93
BALANCE AT 30.9.97	<u><u>\$15751.57</u></u>



APPOINTMENT OF MANAGERS

PROPOSAL FROM QUIN BALLARD TO THE OWNERS OF THE MEWS, 147 - 159 CHARLES STREET, WEST PERTH 6005, STRATA PLAN 5629

Our proposal is for us to act as Strata Managers from the date of the Annual General Meeting until the date of the following Annual General Meeting.

We request that the Strata Company gives an expressed direction to the Strata Council to appoint us for that period or in the absence of an elected Council, that the proprietors in general meeting appoint us for that period.

As agent managers of your Strata Company our role is to provide a financial, accounting and secretarial management service, and to assist the elected Council to carry out its decisions. Our regular management service is designed to assist the Strata Council to abide by the statutory obligations of the Strata Company in line with the Strata Titles Act 1985. During our term of appointment we shall perform all Regular Services and in addition when directed by the Strata Company or Council, perform Special Services as instructed.

REGULAR SERVICES INCLUDE:

Assisting Council to effect routine property maintenance and repairs, payment of accounts, keeping record of accounts, invoicing and collection of periodic contributions (levies), arranging insurance covers, preparing an annual statement of receipts and payments, attendance to correspondence and instructing a registered taxation agent in relation to lodgement of Income Tax Returns (Tax agent fee is an additional fee). Preparing and issuing notices of the Annual General Meeting and attending and preparing and distributing minutes of that meeting. (Additional fees apply - refer note under Management Fees). Under Section 43 (1) of the Act, preparing and issuing certificates, furnishing information and supervising inspections of records (applicable costs are to be payable to Managers by the initiating party).

SPECIAL SERVICES INCLUDE:

Preparing and issuing notices of Extraordinary General Meetings and Council meetings and attending, and preparing and distributing minutes of those meetings, attending at the property for any purpose which is not a Regular Service, arranging non-routine maintenance, repair and replacement of the Common Property and liaising with consultants and builders. Preparing and serving notices levying Special Contributions and collecting and banking Special Contributions, Lodgement of documentation at the Titles Office relative to changes to by-laws. Documents relative to amendment, repeal or addition to existing by-laws should be prepared by a legal practitioner on instructions for the Strata Council. Instructing and attending conferences with lawyers; this includes legal actions on instruction from Council, relative to outstanding contributions. Implementing the decisions of the Strata Company and Council which the Agent is not required to do as part of the Regular Services as listed.

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MANAGEMENT FEES

Our strata management fee structure is based on that provided in the Real Estate and Business Agents Act 1978 (as amended).

REGULAR SERVICES

Our Annual fee for Regular Services will be \$3750.00 plus postage and petties \$432.00. Total \$4182.00 payable \$348.50 monthly in advance.

SPECIAL SERVICES AND ANNUAL GENERAL MEETING

To prepare and issue notices, attend the meeting and prepare and distribute minutes of the Annual General Meeting, and to provide Special Services hourly rates apply as follows:

- during the hours of 9.00 a.m. to 5.00 p.m. \$55.00 per hour
- outside the hours of 9.00 a.m. to 5.00 p.m. \$85.00 per hour

Adjourned meeting fee \$55.00 9.00 a.m. to 5.00 p.m. \$85.00 otherwise

EXTERNAL SERVICES

Fees payable for external services such as Tax Agents and Auditors are separate fees payable by the Strata Company. Other external services involving Strata Managers such as purchase of Common Seals and title searches at the Land Titles Office will be performed on the basis of cost price plus a nominal \$10.00 per item for Managers time.

PRE-AGM INSPECTION

A pre-AGM inspection of Common Property grounds and buildings is available and is designed to give owners the opportunity to view the Common Property together in readiness for possible decision-making at the Annual General Meeting. Attendance by us at this inspection is an additional service which we are happy to perform on an ex-gratia basis, but is available only at the discretion of the assigned Strata Manager.

PLEASE NOTE

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

RESOLUTION SOUGHT

"The Strata Company resolves that the Council be directed to appoint Quin Ballard as Strata Company agent managers from 24/11/97 to the date of the next Annual General Meeting in accordance with their proposal as attached to the notice of meeting".

or

"In the absence of an elected Council, the proprietors in general meeting resolve that Quin Ballard be appointed as Strata Company agent managers from 24/11/97 to the date of the next Annual General Meeting in accordance with their proposal as attached to the Notice of Meeting".

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OWNERS OF THE MEWS, STRATA PLAN 5629

ANNUAL GENERAL MEETING 24 NOVEMBER, 1997

AGENDA ITEM NO. 13 ANNEXURE "A" SPECIAL BUSINESS

13.1 Plumbing Maintenance inside individual units

To report to all owners the need for regular inspections and plumbing maintenance as may be appropriate and to resolve to establish a policy that damage caused as a result of neglect of maintenance of taps, washers and other types of wear and tear from occupancy will be seen to be the liability of the defaulting party.

13.2. Security Alarms

To seek to resolve to establish the policy that no installation of security alarms is permitted without prior expressed consent of the Strata Council and that such permission may only be granted subject to connection of the alarm to a 24 hour monitor service.

13.3 Conversion of Pool to salt water chlorination

To seek to resolve to authorise the Strata Council to arrange conversion of the pool to salt water chlorination in order to achieve long term cost efficiency, with the cost of conversion to be taken from existing accumulated reserve funds. Anticipated cost of conversion \$2,500. Details of conversion costs to be provided by council to the Annual General Meeting.

**"THE MEWS" STRATA PLAN 5629
OWNERS OF 147 - 159 CHARLES STREET, WEST PERTH
PROPOSED BUDGET 1997 - 1998**

Management Fees	3750.00
Postage & Petties	432.00
Provision for attendance @ Council Meetings	300.00
Provision for income tax on investments	200.00
AGM Fee	125.00
Govt. charges - FID/BAD	100.00
Insurance Premiums	3610.00
Common lighting & power	2900.00
Caretaker - Remuneration	18720.00
Caretaker - Superannuation	1126.00
Caretaker - Telephone, petrol, petties	520.00
Caretaker - relief Caretaker (4 wks @ 50%)	720.00
Pool - chemicals & supplies	800.00
Lawn/gardens	900.00
Water Consumption	1835.00
Tree management	1500.00
Garden rubbish collection	500.00
Cleaning requisites	100.00
General repairs and maintenance	<u>2600.00</u>
TOTAL	40738.00
Funds for future maintenance	<u>4852.00</u>
TOTAL PROPOSED BUDGET	<u>\$45590.00</u>

\$45590.00 = \$145.10 per unit entitlement per annum (186 total unit entitlement) quarterly in advance to continue from 1/1/98.

24 Units @ UE4 = \$245.10/qtr

30 Units @ UE3 = \$183.83/qtr

ie No increase in levies recommended at this time.

THE MEWS, 147 - 159 CHARLES STREET, WEST PERTH 6005
STRATA PLAN 5629

NOMINATION FOR ELECTION TO COUNCIL

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

NAME (PRINT): _____

UNIT NO: _____

SIGNATURE: _____

DATE: _____

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

NAME OF NOMINEE: (PRINT) _____

UNIT NO: _____

I ACCEPT NOMINATION: _____
(Signature of Nominee)

NAME OF NOMINATOR (PRINT) _____

UNIT NO: _____

DATE: _____

Please forward completed nomination forms to Managers prior to the meeting date.

NOTE:

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

FORM OF PROXY

I/We being the Owner/s of unit number/s _____ in Strata Plan Number 5629 hereby appoint:

* A representative from Quin Ballard

OR _____

* Other person

to be my/our proxy to vote on my/our behalf at the Annual General Meeting of the Owners of The Mews, 147-159 Charles Street, West Perth, Strata Plan 5629 to be held on 24/11/97 or any adjournment thereof.

Where the nominated proxy has a financial interest in a management contract or arrangement with the Strata Company I/We expressly authorise the proxy to vote on the motion under notice relative to that appointment and I/We specify herewith that the proxy is to vote for that motion.

SIGNATURES OF ALL CO-PROPRIETORS: _____

SIGNATURE OF PROXY: _____ DATE: _____

In the case of a Company:

The Common Seal of:

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

NOTE

1. Co-proprietors of a unit (e.g. Mr/Mrs) cannot vote at a General Meeting on a show of hands unless a Form of Proxy has been completed nominating the party entitled to vote.
2. A Company may appoint a nominee as its Proxy and the Form of Proxy must be signed under the Company Common Seal.
3. A Proxy need not be a member of the Strata Company. The Strata Manager, the Chairman or any other person may act as proxy.



23 October, 1997

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

Dear Owners

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

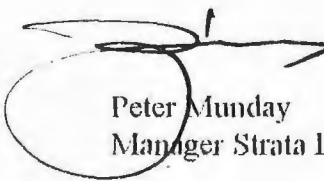
We draw to the attention of all owners, the matter of forms of proxy. The by-laws provide that an instrument appointing a proxy may be a general one. This means it is for recurrent use and continues until rescinded by the owner. General or enduring proxies assist greatly to form a quorum and allow a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

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

As usual, the notice of meeting attaches a form of proxy for use specifically at the forthcoming AGM, should you wish for only that form to be used.

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

Yours faithfully



Peter Munday
Manager Strata Division

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

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 - P.O. Box 221, Como, W.A. 6952
Licensee: H.U.M. Pty Ltd as Trustee for H.U.M. Unit Trust trading as Quin Ballard - A.C.N. 009 057 103
Fax: (08) 9474 1302 Phone (08) 9474 1533

ENDURING FORM OF PROXY FOR GENERAL MEETINGS

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

Name of Scheme: Known as "The Mews".

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

Hereby appoint:

* A representative from Quin Ballard

or

* Other person: Name: _____

Contact Address: _____

Telephone Number: _____

* delete as applicable

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

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

(Delete the above paragraph if appropriate).

SIGNATORIES OF ALL CO-PROPRIETORS: _____

SIGNATURE OF PROXY: _____ DATE: _____

In the case of a Company: The Common Seal of:
was hereunto affixed by order of the board
in the presence of:

NOTES:

1. Co-proprietors of a unit (eg Mr/Mrs) cannot vote, on a show of hands, unless a Form of Proxy has been completed nominating the party entitled to vote.
2. A company may appoint a nominee as its Proxy and the Form of Proxy must be signed under the Company common seal.
3. A Proxy need not be a member of the Strata Company. The Strata Manager, the Chairman or any other person may act as Proxy.



25 November, 1997

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

Dear Owner

RE: NOTICE OF ADJOURNED MEETING

NOTICE is hereby given that the ADJOURNED Annual General Meeting of the Owners of Strata Plan 5629 will be held:-

DATE: Friday 5 December, 1997

TIME: 9.00am

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

This adjournment results from a quorum not being present for the meeting which was scheduled for Monday 24 November, 1997.

Yours faithfully

Peter Munday
For and behalf of the
Owners of Strata Plan 5629

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF "THE MEWS",
147-159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD AT THE
OFFICES OF QUIN BALLARD, 175 LABOUCHERE ROAD, COMO ON FRIDAY 5
DECEMBER, 1997 COMMENCING AT 9.00AM.**

**THIS MEETING WAS AN ADJOURNMENT OF THE ANNUAL GENERAL MEETING
WHICH WAS SCHEDULED TO BE HELD ON MONDAY 24 NOVEMBER, 1997 AT 6.00PM
BUT DID NOT PROCEED DUE TO LACK OF A QUORUM.**

1. WELCOME: Mr Peter Munday, Manager Strata Division of Quin Ballard welcomed members present. He checked that everyone was recorded onto the attendance register and requested that any written proxies held, be handed in.

2. RECORD
ATTENDANCE: Mr D Browne Unit 3 & 47
Mr R Holland Unit 19 & 28
Mr P Smith representing Unit 23
Mr P Munday representing Quin Ballard

3. PROXIES
VERIFIED: Ms T Ivory Unit 2
to Mr D Brown
Ms C Bashford Unit 4
to Quin Ballard
Mr T Dickson Unit 6
to Quin Ballard
Mrs C Chapman Unit 7
to Quin Ballard
Ms TA Boyd Unit 10
to Mr D Browne
Mr J Sloan Unit 11
to Mr D Browne
Mr PTP Tye Unit 13
to Quin Ballard
Mrs F Rizzo Unit 16
to Mr D Browne
Mr A Smith Unit 23
to Mr P Smith
Mr RM Kanter Unit 26
to Quin Ballard
Mr & Mrs JN & P McLuckie Unit 27
to Quin Ballard
Prof. M Skully Unit 32
to Quin Ballard
Miss P Dixon Unit 34
to Mr D Browne

- | | | |
|--|------------------------------|---------|
| | Mr M Perdeck | Unit 35 |
| | to Quin Ballard | |
| | Ms H Maxwell | Unit 40 |
| | to Quin Ballard | |
| | Mr & Mrs TJ & KD Browne | Unit 42 |
| | to D Browne | |
| | Ms G Hourigan | Unit 43 |
| | to D Browne | |
| | Mr DJ Geldart | Unit 44 |
| | to Quin Ballard | |
| | Mrs D Gilbert | Unit 46 |
| | to Chairperson | |
| | Mr & Mrs DJ & JM Ponnambalam | Unit 48 |
| | to Mr D Browne | |
| | Mr A Manners | Unit 49 |
| | to Quin Ballard | |
| | Mr TCB Mitchell | Unit 51 |
| | to Quin Ballard | |
4. **APOLOGIES FOR ABSENCE:**
- | | | |
|--|-----------------|---------|
| | Miss C Bashford | Unit 4 |
| | Mrs T Clarke | Unit 8 |
| | Mr C McDougall | Unit 15 |
| | Ms G Hourigan | Unit 43 |
| | Ms T Ivory | Unit 2 |
| | Mr G Sturke | Unit 53 |
5. **QUORUM:** A quorum was present.
6. **CHAIRPERSON:** It was unanimously **RESOLVED** that Mr Munday be appointed to the Chair for the duration of the meeting.
7. **CONFIRMATION OF MINUTES:** It was **RESOLVED** that the minutes of the Annual General Meeting held on 27/11/96 be received and accepted as a true and correct record and these were signed by the Chairperson.
8. **BUSINESS ARISING:** Nil
9. **REPORT FROM MANAGER:** Mr Munday gave his report and it contained the following:
1. Strata Titles Act 1985
As the result of some amendments to the Strata Titles Act 1985, Managers have forwarded various information to all owners since the last Annual General Meeting, including copies of the standard by-laws. The Strata Titles Act 1985 as amended, continues to govern the property as the principal Act.

2. Strata Council

Compared to previous years, this past year has been a relatively quiet one, with the Strata Council needing to meet on only a few occasions. Nevertheless a number of items required attention and we make special mention of Mr David Browne and Ms Geraldine Hourigan who gave their time and efforts to deal with various matters on behalf of all owners, with Mr Browne holding the position of Chairman, Treasurer and Secretary. Thank you to Mr Browne and Ms Hourigan.

3. Wiring at fuse boxes at main board

A report was received from an owner that they found the fuse for their unit incorrectly wired at the main board. Council noted that a potential safety hazard could exist if other units had incorrect wiring and council has been methodically arranging for an electrician to check the wiring for other units, when appropriate, in order to check that all units are safe in that respect.

4. Painting front doors/door frames

When council followed up this matter after the last AGM, it was found that the painter who submitted the very reasonable quotation had since withdrawn his offer. As it is quite difficult to organise access to a number of units at any one time for such work to be done, council decided to defer this maintenance item to a later time.

5. Insurance

Corporate Home Unit Underwriting Agencies Pty Ltd insures the property to expire on 1/10/98.

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

Levels of cover:

Building	\$2,880,000.00
Common Contents	\$13,000.00
Public Liability	\$5,000,000.00
Office Bearers Liability	\$2,000,000.00
Workers Compensation	As per Act

END OF REPORT

10. FINANCIAL REPORT:

Mr Munday referred to the report for the year ending 30/9/97 and he advised that managers received no enquiry regarding the report prior to the meeting.

He confirmed that a monthly statement is forwarded to the Strata Council Treasurer and that financial reports are provided by managers for council meetings.

It was **RESOLVED** that the financial report for the period ending 30/9/97 be received and accepted as a true and correct record.

11. ELECTION OF COUNCIL:

Mr Munday reported one written nomination was received from Ms Hourigan and it was **RESOLVED** that the following owners be appointed to the Council:

Mr R Holland	Unit 19 & 28
Mr D Browne	Unit 3 & 47
Ms G Hourigan	Unit 43

Positions of Chairman, Secretary and Treasurer to be decided at the next council meeting.

12. APPOINTMENT OF MANAGERS:

Mr Munday referred to the proposal from Quin Ballard as attached to the notice of meeting. He noted that there was no proposed increase in management fees.

The strata company **RESOLVED** that the council be directed to appoint Quin Ballard as Strata Company agent managers from 5/12/97 to the date of the next Annual General Meeting in accordance with the proposal as attached to the Notice of Meeting.

Annual Management fee \$3,750.00 (\$312.50 charged monthly) plus Annual General Meeting fee charged at hourly rate. Adjourned Meeting fee \$55.00 - 9.00 a.m. - 5.00 p.m. and \$85.00 otherwise, cost of postage & petties \$36.00 per month.

Extra duties which are performed at the rate of \$55.00 per hour during office hours and \$85.00 per hour otherwise, include attendance at Extraordinary and Council Meetings, and registration of By-laws, collection of Special Levies, legal actions as required and property inspections. Fees collected in accordance with Section 43 of the Act are payable to Managers, being for preparation of Certificates providing information or arranging inspection of Strata Company records.

13. SPECIAL BUSINESS: 13.1 Plumbing maintenance inside individual units

Mr Munday referred to the detail as attached to this agenda item in the notice of meeting. He confirmed council's concern regarding the need for regular inspection by owners to ensure adequate water proofing in the wet areas of their units. In response to enquiry, Mr Browne gave additional comments.

It was **RESOLVED** that a policy be established that damage caused as a result of neglect of maintenance of taps, washers and other types of wear and tear from occupancy will be seen to be the liability of the defaulting party.

13.2 Security Alarms

Mr Munday referred to the details as shown in the notice of meeting for this item and he reported that no enquiries or objections were received by managers relative to this item prior to the meeting. Mr Browne reported details of problems experienced at the property whereby prolonged noise disturbance was experienced due to alarms ringing without any control. Discussion took place regarding the need to protect the peaceful enjoyment of the dwelling, in accordance with the By-laws. It was agreed to amend the proposed policy to include the words "audio-visual".

It was **RESOLVED** that the policy be established that no installation of audio-visual security alarms is permitted without prior expressed consent of the Strata Council and that such permission may only be granted subject to connection of the alarm to a 24hr monitor service.

13.3 Conversion of Pool to Salt water chlorination

Mr Munday referred to the detail as shown in the agenda under this item. Mr Browne reported details of council recommendation to improve the pool water safety and he recommended fitment of a "Chemi Gem" automatic monitoring system. He reported that this form of system will soon be mandatory in strata company pools. The approximate cost of this system is \$1,500.00 and Mr Browne recommended that this be installed.

It was **RESOLVED** that the strata council be authorised to arrange conversion of the pool to salt water chlorination in order to achieve long term cost efficiency by the installation of a "Chemi Gem" automatic monitoring system with the approximate cost of \$1,500.00 to be taken from the investment account.

14. GENERAL BUSINESS:

Surface of Driveway

Mr Smith enquired regarding repair work to the driveway and Mr Browne responded that repair work has been planned by the council.

Recycling Bins

Mr Munday reported of an enquiry regarding the use of recycling bins and Mr Browne reported that problems with recycling bins have been experienced due to misuse and abuse of them. He recommended that individual residents may make other arrangements for recycling of materials. It was noted that recycling is a preferred activity however it must be manageable and it was agreed that individual residents should make appropriate arrangements for recycling of materials.

Discount on levies for pensioners

Mr Browne reported that an enquiry was received from an owner: is a discount on levies available for pensioners?. Mr Munday responded that discounting of levies is not an availability.

15. BUDGET/LEVY:

Mr Munday referred to the proposed budget as attached to the notice of meeting and he noted that no increase in levies is recommended at this time. It was **RESOLVED** that the proposed Budget of \$45,590.00 for the year ending 1998, be received and adopted and that the proposed levy of \$245.10 per quarter for unit entitlements 4 and \$183.83 per quarter for unit entitlements 3 be adopted, payable quarterly in advance to continue from 1/1/98.

16. NEXT MEETING:

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

The next Council meeting is to be Monday 19 January, 1998 commencing at 4.30pm at Unit 47.

17. CLOSURE:

Mr Munday thanked those present for their attendance and Mr Browne thanked Mr Munday for his advice and assistance in Strata Company matters. There being no further business, the meeting closed at 9.55am.

CONFIRMED:  THIS 23 DAY OF Nov 1998