

**STRATA PLAN 5629**  
**147 - 159 CHARLES STREET, WEST PERTH**

COUNCIL MEETING 19 JANUARY, 1998

**AGENDA**

1. Record Attendance
2. Apologies
3. Quorum
4. Appointment of Chairperson for this meeting
5. Appointment of Council Chairman, Treasurer & Secretary
6. Confirmation of Minutes of Meeting 13/10/97
7. Business Arising
8. Financial Report
9. Correspondence
10. General Business
11. Next Meeting
12. Close

**MINUTES OF THE COUNCIL MEETING OF THE OWNERS OF THE MEWS, 147 - 159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD AT UNIT 47 THE MEWS, ON MONDAY 19 JANUARY, 1998, COMMENCING AT 4.30PM.**

**1. RECORD**

**ATTENDANCE:** Mr R Holland Units 19 & 28  
Mr D Browne Units 3 & 47  
Mr P Munday representing Quin Ballard

**2. APOLOGIES:** Nil.

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

**4. CHAIRPERSON:** It was **RESOLVED** that Mr Browne be appointed to the Chair for the duration of the meeting.

**5. APPOINTMENT OF COUNCIL CHAIRMAN TREASURER AND SECRETARY:**

It was **RESOLVED** that Mr Browne be appointed to the positions of Chairman, Treasurer and Secretary. Mr Holland offered to assist Mr Browne as may be required, and his offer was acknowledged.

**6. CONFIRMATION OF MINUTES:**

It was **RESOLVED** that the minutes of the Council Meeting held on 13/10/97 be received and accepted as a true and correct record and these were then signed by the Chairman.

**7. BUSINESS ARISING:** Leak from Unit 20 into Unit 2

Mr Munday confirmed that letters were forwarded to the owners of Units 20 and 2 in accordance with the minutes.

Money Order found in common property

Mr Munday confirmed that the owner of the money order was located and the levy account credited accordingly.

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

Balance of General Trust Account as at 19/1/98 \$750.59

Balance of Commonwealth Bank Investment Account \$15,582.43  
(Plus cheque on hand \$1,213.00 awaiting deposit)

Outstanding levies due 1/1/98 : \$3,864.71

pre 1/1/98 : \$ 624.62

## NOTE:

1. Investment Account

In line with Council decision on 13/10/97 the Commonwealth Passbook Investment Account was closed and an interest bearing cheque account known as "Premium Business Account" was opened at Angelo Street, South Perth.

Passbook Account Number: 766 124 5006020  
Cheque Account Number: 066 124 1011 4390

Signatories to the new account are the principals of Quin Ballard, as for the former account.

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

END OF REPORT

9. CORRESPONDENCE: 22/12/97 from Managers to The McMahon Real Estate Company regarding the audio/visual alarm at Unit 17, requesting that details of the recently established policy relative to alarms, be advised to any prospective purchaser of Unit 17.

10. GENERAL  
BUSINESS:

Pot holes in driveway

Mr Browne confirmed that some repair work was completed satisfactorily at a cost of \$395.00. Mr Browne commented that the driveway will need resurfacing in say, 2 years and Mr Munday recommended that council obtain an indication of cost of resurfacing of the driveway for budget consideration at the next annual general meeting.

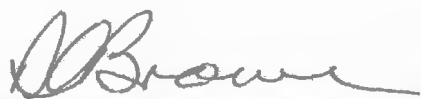
Roof repairs

Mr Browne reported that some roof repairs are overdue and that the roofing contractor will attend soon to that work. His comments were acknowledged.

11. NEXT MEETING: The next Council meeting is to be Monday 27 April, 1998 commencing at 4.30pm at Unit 47.

12. CLOSURE: Mr Munday thanked Mr & Mrs Browne for the kind use of their unit for the meeting. There being no further business, the meeting closed at 5.00pm.

CONFIRMED:



THIS

<sup>4<sup>TH</sup></sup>

DAY OF

*May*

1998



14 April, 1998

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

Dear Council Member

### NOTICE OF MEETING

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

**DATE:** Monday 4 May, 1998 (Note: Changed from 27 April, 1998 as previously scheduled as that is a public holiday.)

**TIME:** 4.30pm

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

**AGENDA:**

1. Record Attendance
2. Apologies
3. Quorum
4. Appointment of Meeting Chairperson
5. Confirmation of Minutes of Meeting 19/1/98
6. Business Arising
7. Financial Report
8. Correspondence
9. General Business
10. Next Meeting
11. Close

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

Yours faithfully

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

**MINUTES OF THE COUNCIL MEETING OF THE OWNERS OF THE MEWS, 147 - 159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD AT UNIT 47 THE MEWS ON MONDAY 4 MAY, 1998 COMMENCING AT 4.40PM.**

**1. RECORD**

**ATTENDANCE:** Ms G Hourigan Unit 43  
 Mr R Holland Unit 19 & 28  
 Mr D Browne Unit 3 & 47  
 Mr P Munday representing Quin Ballard

**2. APOLOGIES:** Nil.

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

**4. CHAIRPERSON:** It was **RESOLVED** that Mr Browne be appointed to the Chair for the duration of the meeting.

**5. CONFIRMATION OF MINUTES:**

It was **RESOLVED** that the minutes of the Council Meeting held 19 January, 1998 be received and accepted as a true and correct record and these were then signed by the Chairperson.

**6. BUSINESS ARISING: Roof Repairs**

Mr Browne reported that he has recently discussed repair needs with Mr Ridgecap who advised he will attend to repairs soon.

**7. FINANCIAL REPORT:**

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

Balance of general trust account as at 4/5/98 \$4,222.34

Balance of Commonwealth Bank Investment Account at 14/4/98 (last statement) was \$16,818.78. Sine then cheque for \$1,213.00 was deposited.

Outstanding levies due:	1/1/98	\$857.86	(4 Units)
	1/4/98	\$2,773.62	(13 Units)

**NOTE:**

**1. Investment Account - Commonwealth Bank**

Managers have initiated action to create a password for Commonwealth Bank Account in order to be able to obtain current balance for reporting purposes.

**END OF REPORT**

Regarding the four units with levies outstanding from 1/1/98 it was agreed that interest at 15% per annum is to be added to all outstanding levies. Managers

are to write to the owners requesting payment and mentioning that interest is accruing.

It was agreed that no threat of legal action is to be given at this time.

#### 8. CORRESPONDENCE: 4/2/98

From Mrs D Gilbert owner Unit 46 regarding leaks in ceiling. Managers previously forwarded a copy to Mr Browne for his inspection. Mr Browne agreed he will re-inspect at the unit and he commented on the delay in attendance by the roof repair contractor.

30/3/98

From Managers to Mr Browne advising details of changes to Occupational Safety and Health Regulations 1998 and the requirement of Residual Current Devices (RCDs). Council noted the requirements and it was agreed that Mr Browne is to arrange appropriate RCD fitment via a licensed electrician and will report results of actions to the next council meeting.

14/4/98

From Mr D Browne to Managers regarding noise and damage disturbances at Unit 9.

15/4/98

From Managers to McMahon Real Estate regarding disturbances at Unit 9 and requesting various remedial action.

Mr Browne reported that he subsequently rang the rental agent on 24/4/98 to follow up, however the agent appeared somewhat disinterested. It was noted that as at today, glass is still in the garden and shade cloth is still present on the balcony. It was agreed that managers are to write to Mr Brian McMahon requesting action as per managers letter 15/4/98 and requesting written confirmation of action being taken. It was agreed a copy of this letter is to be forwarded direct to the owner together with copies of past correspondence in this matter.

#### 9. GENERAL BUSINESS:

##### Common lighting/power

Discussion took place regarding the timing of common lighting. Mr Munday recommended investigation regarding a Smart Meter from Western Power in order to obtain savings on electricity consumption. Ms Hourigan volunteered to obtain written information from Western Power and Mr Browne agreed to obtain advice from an electrical contractor.

##### Noise disturbances

Ms Hourigan referred to regular noise disturbances at the property from loud voices, music, parties, mobile phones and referred to early morning disturbances. After discussion it was agreed that the position is to be monitored by council members rather than any action at this time.

List of owners

Mr Browne requested a current list of owners be forwarded to him for council use at the property.

Signage

Ms Hourigan commented on the inadequate signage at the property whereby visitors and delivery persons have difficulty in locating the unit they seek. She recommended that consideration be given to the installation of additional signage to the property to assist in this respect. It was agreed consideration is to be given by council. Mr Holland volunteered to make enquiries regarding signs and to forward details of recommendations to Mr Browne for consideration at the next meeting.

- 10. NEXT MEETING: The next Council meeting is to be Monday 10 August, 1998 commencing at 4.30pm at Unit 43.
- 11. CLOSURE: Mr Munday thanked Mr Browne for the kind use of his unit for the meeting. There being no further business, the meeting closed at 5.45pm.

CONFIRMED:           *Browne*           THIS            DAY OF   10/8/   1998

David Browne

Telephone 92275917

47/147 Charles St.  
West Perth  
W. A. 6005

10/8/98

Mr. P Munday  
Strata Company Manager  
Quin Ballard  
PO Box 221  
Como  
W. A. 6152

Re: UNIT 44 The Mews

Dear Peter,

In relation to our recent correspondence regarding water leaks into the above Unit, I advise the following.

Approximately three weeks ago I engaged a roof plumber to investigate and repair any leaks in the roof.

He found a cracked tile above the passage and repaired it the same day.

Last Friday, after further complaints from the rental Agent, I re-called "Mr.Ridgecap" to thoroughly check the area above the bathroom.

As the tenants were not home, he removed the tiles to enter the ceiling space and could find absolutely no sign of any leaks.

I then arranged with the tenants for me to personally inspect the bathroom from the inside at 10 am. today.

The bathroom ceiling and most of the walls are very badly affected by mould.

In my opinion the cause is condensation. There is no exhaust fan in the bathroom and the problem is exacerbated by a clothes drier.

"The tenants agreed that the problem is condensation and that there is no evidence of leaks during rain."

They also pointed out that they had a property inspection a month ago and advised the person at that time that the problem was condensation.

The tenants want the mould treated and the bathroom repainted.

I advised them to discuss the matter with their rental Agent again.

Would you please forward this report to the rental Agent,

*Yours sincerely,*  
*DBrowne*





29 July, 1998

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

Dear Council Member

**NOTICE OF MEETING**

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

**DATE:** Monday 10 August, 1998

**TIME:** 4.30pm

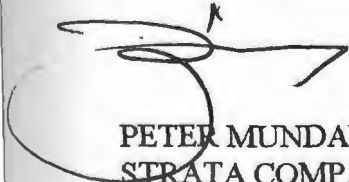
**LOCATION:** Unit 43/147-159 Charles Street, West Perth

**AGENDA:**

1. Record Attendance
2. Apologies
3. Quorum
4. Appointment of Chairperson for this meeting
5. Confirmation of Minutes of Meeting 4 May, 1998
6. Business Arising
7. Financial Report
8. Correspondence
9. General Business
10. Next Meeting
11. Close

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

Yours faithfully



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

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

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

MINUTES OF THE COUNCIL MEETING OF THE OWNERS OF "THE MEWS" ,  
147-159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD AT  
UNIT 43 "THE MEWS" ON MONDAY 10 AUGUST, 1998 COMMENCING AT 4.30PM

1. RECORD

ATTENDANCE:	Ms G Hourigan	Unit 43
	Mr R Holland	Unit 19 & 28
	Mr D Browne	Units 3 & 47
	Mr P Munday representing Quin Ballard	

2. APOLOGIES: Nil.

3. QUORUM: A quorum was present.

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

5. CONFIRMATION OF MINUTES: It was RESOLVED that the minutes of the Council Meeting held on 4 May, 1998 be received and accepted as a true and correct record and these were then signed by the Chairperson.

6. BUSINESS ARISING: Roof Repairs  
Mr Browne reported that some work has been completed and further work is yet to be done and that should be finalised this week.

Leak into Unit 46

Mr Browne reported that he has had difficulty in gaining access to the unit for inspection however he has spoken to the owner who advised that the matter is not urgent. Mr Browne agreed to follow through to finalise the matter.

Residual Current Devices (RCD's)

Mr Browne confirmed that two RCD's have been installed at the property, by a licensed electrician.

Unit 9

It was noted that after considerable communication between Mr Browne, Mr Munday and McMahon Realty the troublesome tenants in Unit 9 have left the property.

Smart Power Meter - Common lighting/power

Ms Hourigan tabled a brochure from Western Power which Mr Browne agreed to examine to determine possible benefits and he agreed to discuss the matter further with other council members, at a later time.

List of Owners

Mr Munday confirmed that a list of owners was forwarded to Mr Browne for council use.

Signage

Mr Holland tabled a draft sign for possible use and he recommended that the sign be installed at three positions at the property. Discussion took place regarding the details to be included on the sign, including a legend and the inclusion of walk ways. It was agreed that three signs are to be purchased with Mr Holland to obtain quotations, discuss these with other council members and a joint decision will be made to proceed with installation of the signs.

7. **FINANCIAL REPORT:**

Mr Munday advised each member present financial information as follows:

Balance of General Trust Account as at 10/8/98	\$6,652.67
Outstanding Levies:	\$1,597.82

It was noted that Units 24 and 53 have levies outstanding for the quarter commencing 1 April and 1 July, 1998. Mr Munday reported that letters have been sent to those owners seeking payment of outstandings and interest has been added to their account.

It was agreed that a strong letter is to be forwarded to the owners of Unit 24 and 53 requesting payment of outstandings as a matter of urgency.

8. **CORRESPONDENCE:** It was noted there was various correspondence relative to Unit 9 tenant problems and it was agreed not to itemise that correspondence in these minutes.

6/8/98

From Roy Weston Cottesloe regarding damp and mouldy ceiling in bathroom unit 44 and referral to prior report of water dripping. Mr Brown tabled a report dated 10/8/98 and that report forms part of and is an attachment of these minutes. In essence, the report advises that there is no leak into the bathroom of Unit 44, there is no exhaust fan in the bathroom and the problem is exacerbated by a clothes dryer. The report included "the tenants agreed the problem is condensation and that there is no evidence of leaks during rain".

It was noted that there was no external cause of the problem and it appears that the rental agent had not inspected inside the unit before requesting the strata company involvement. It was noted that unnecessary time wastage has occurred on the part of Mr Browne and Managers and that a cost was incurred from Mr Ridgecap inspecting the area above unit 44. It was agreed that managers are to forward the account from Mr Ridgecap for inspection work done on 7 August, 1998 for the attention of Roy Weston Cottesloe for them to arrange reimbursement.

29/7/98

From Mr AP Smith from Unit 23 requesting permission to install an air conditioner at Unit 23. Application included sketch diagram showing proposed position for the air conditioner. Consideration was given to the application including position of the unit relative to aesthetics and noise transmission. It

was agreed that permission be granted subject to a written undertaking being obtained from the owner of Unit 23 accepting responsibility for all costs of initial installation and ongoing maintenance and the statement that that liability will be disclosed on any future sale of the unit.

14. GENERAL  
BUSINESS:

Mice at Unit 43

Ms Hourigan reported recently catching a number of mice at Unit 43 and Mr Browne agreed to install rodent poison to seek to remove the problem.

10. NEXT MEETING:

The next Council meeting is to be Monday 12 October, 1998 commencing at 4.30pm in Unit 47.

The Annual General Meeting is to be held Monday 23 November, 1998 at the offices of Quin Ballard commencing at 6.00pm.

11. CLOSURE:

Mr Munday thanked Ms Hourigan for the kind use of her unit for the meeting and for her hospitality. There being no further business, the meeting closed at 6.10pm.

CONFIRMED:

ABrowne

THIS 12<sup>TH</sup> DAY OF OCTOBER 1998



30 September 1998

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

Dear Council Member

NOTICE OF MEETING

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

- DATE: Monday 12 October 1998
- TIME: 4.30pm
- LOCATION: Unit 47/147-159 Charles Street, West Perth
- AGENDA:
1. Record Attendance
  2. Apologies
  3. Quorum
  4. Appointment of Chairperson for this meeting
  5. Confirmation of Minutes of Meeting 10 August 1998
  6. Business Arising
  7. Financial Report
  8. Correspondence
  9. General Business
  10. Next Meeting
  11. Close

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

Yours faithfully

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

MINUTES OF THE COUNCIL MEETING OF THE OWNERS OF "THE MEWS" ,  
 147-159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD AT  
 UNIT 47 "THE MEWS" ON MONDAY 12 OCTOBER, 1998 COMMENCING AT 4.30PM

1. RECORD

ATTENDANCE: Ms G Hourigan Unit 43  
 Mr R Holland Unit 19 & 28  
 Mr D Browne Units 3 & 47  
 Mr F Munday representing Quin Ballard

2. APOLOGIES: Nil.

3. QUORUM: A quorum was present.

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

5. CONFIRMATION OF MINUTES: It was RESOLVED that the minutes of the Council Meeting held on 10 August, 1998 be received and accepted as a true and correct record and these were then signed by the Chairman.

6. BUSINESS ARISING: Roof Repairs  
 Mr Browne reported that these were finalised.

Leak into Unit 46  
 Mr Browne reported that this work has yet to be completed.

Smart Power Meter - Common Lighting/Power  
 Mr Browne confirmed that he has the brochure from Western Power to hand however there has not yet been discussion between council members in this matter.

Signage  
 Mr Holland reported that the signs are to be installed within the next few days and he confirmed that he will endorse and forward the account, when approved for payment.

Outstanding Levies Unit 24 & 53  
 Refer Financial Report for this meeting.

Unit 44  
 Managers wrote to the rental agent in line with council decision and Mr Munday read aloud contents of the letter dated 26/8/98 to Roy Weston Cotteloe. A response dated 27/8/98 was received, acknowledging position.

Unit 23 - Installation of Air Conditioner

Mr Munday confirmed that the owner was advised of the conditions relative to installation and the owner forwarded written acceptance of those conditions.

Mice at Unit 43

Mr Browne reported that rodent poison was installed and Ms Hourigan advised that no further problems are being experienced.

## 7. FINANCIAL REPORT:

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

Balance of General Trust Account as at 12/10/98	\$4,579.54
Balance of Commonwealth Bank Investment Account at 30/9/98	\$19,326.59
Outstanding Levies due 1/7/98	\$490.20 Units 48 & 53
1/10/98	\$3,710.56 18 Units

### END OF REPORT

Regarding outstanding levies Mr Munday reported that letters were forwarded to owners with outstanding levies and one levy in each case was paid however with a further levy having fallen due on 1 October, 1998 this meant that in some cases there are still two levy quarters outstanding. Council noted the position and Mr Browne commented that interest continues to accrue on outstanding levies. It was agreed no further action is to be taken at this time.

AGM Budget/Levy presentation

Mr Munday distributed to each member present a financial report for the year ending 30/9/98 including summary of the investment account together with a proposed budget/levy for the year 1998/1999.

He drew to attention that there were increases in a number of items in the proposed budget based on costs during the past year and he gave details relative to the proposed increase in management fees and postage and petties.

It was decided to include cleaning requisites \$100.00 into the general repairs and maintenance item bringing that figure to \$3,100.00.

Mr Browne reported details of two items of proposed expenditure that he recommended, being:

Replacement Lawnmower	\$400 - \$500.00
Paint touch up to eaves and underside of walkways approx.	\$800.00

Discussion took place regarding source of funds for these items and it was agreed that they may be sourced from the budget provisions.

It was agreed, with the change of the item of cleaning requisites that the proposed budget of \$48,110.00 be presented to the Annual General Meeting as a recommendation by the strata council.

8. CORRESPONDENCE: 21/9/98

From JJ Burns to advise of report from tenant regarding ceiling leak at Unit 54. Mr Browne reported that on receipt of this correspondence from managers, a roof contractor replaced two broken tiles above Unit 54. Mr Browne requested for the tenant to report any further leaks however none have been reported.

9. GENERAL  
BUSINESS:

Access onto Roof of Block facing Charles Street

Mr Browne drew to attention difficulty in obtaining access onto the roof of the block facing Charles Street. He recommended that the access onto the roof be improved and that a small section of roof tiles and eaves lining be removed at a walkway, to leave an open area for access onto the roof. It was noted that this action will possibly result in costs savings to the strata company when obtaining quotations for future roof repairs and it was agreed that Mr Browne will obtain a quotation for this work, for discussion at the next council meeting.

10. NEXT MEETING:

The Annual General Meeting will be on Monday 23 November, 1998 commencing at 6.00pm in the office of Quin Ballard.

The next Council Meeting is to be at a date to be decided at the Annual General Meeting.

Mr Munday reported that managers will issue a special request to all owners for submission of completed forms of proxy to assist a quorum to be achieved at the AGM.

11. CLOSURE:

Mr Munday thanked Mr Browne for the kind use of his unit for the meeting and for his hospitality. There being no further business, the meeting closed at 5.30pm.

CONFIRMED:

R. Haddad

THIS 8

DAY OF FEBRUARY

1999





20 October, 1998

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

Dear Owners

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

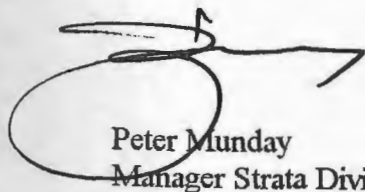
We draw to the attention of all owners, the matter of forms of proxy. The by-laws provide that an instrument appointing a proxy may be a general one. This means it is for recurrent use and continues until rescinded by the owner. General or enduring proxies assist greatly to form a quorum and allow a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

Last year, there was an insufficient number present in person or by proxy for the AGM to take place and it was held over to an adjournment. That can be very inconvenient for the people who make the effort to attend and owners are requested to forward completed proxy forms to assist in that regard.

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

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

Yours faithfully



Peter Munday  
Manager Strata Division

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

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

**ENDURING FORM OF PROXY  
FOR GENERAL MEETINGS**

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

Name of Scheme if appropriate) \_\_\_\_\_

Street Address of Scheme: \_\_\_\_\_  
\_\_\_\_\_

Hereby appoint:

- \* A representative from Quin Ballard
- or
- \* Other person:

Name: \_\_\_\_\_

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

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

\*delete as applicable

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

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

(Delete the above paragraph if appropriate).

SIGNATURE/S OF ALL CO-PROPRIETORS \_\_\_\_\_  
\_\_\_\_\_

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

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

\_\_\_\_\_  
\_\_\_\_\_

**NOTES:**

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



19 October, 1998

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

Dear Owner

### NOTICE OF MEETING

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

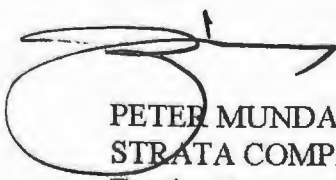
**DATE:** Monday 23 November, 1998  
**TIME:** 6.00pm  
**LOCATION:** At the office of Quin Ballard, 175 Labouchere Road, Como  
(Corner Labouchere Road & Preston Street, upstairs on 1st Floor)  
**AGENDA:** As per attached page.

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

We bring to your attention that co-proprietors of a unit (eg Mr/Mrs) cannot vote at a General Meeting on a show of hands, unless a Form of Proxy has been completed nominating the party entitled to vote. **THIS APPLIES WHETHER ONE OR BOTH OF THE CO-PROPRIETORS ATTENDS THE MEETING.**

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

Yours faithfully



**PETER MUNDAY**  
STRATA COMPANY MANAGER  
For the Owners of Strata Plan 5629

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

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

Fax: (08) 9474 1302 Phone (08) 9474 1533 E-mail: quibal@inet.net.au

**STRATA PLAN 5629**

**ANNUAL GENERAL MEETING OF THE OWNERS OF  
"THE MEWS"**

**23 NOVEMBER, 1998**

**AGENDA**

1. Welcome
2. Record Attendance
3. Proxies verified
4. Apologies for absence
5. Quorum
6. Appointment of Meeting Chairperson
7. Confirmation of Minutes - AGM 5/12/97
8. Business Arising - AGM 5/12/97
9. Report from Manager
10. Financial Report
11. Election of Council of Owners
12. Re-appointment of Managers
  - Proposal from Quin Ballard, refer attached Summary
13. Special Business - Nil, no resolutions sought
14. General Business
15. Budget/Levy (Periodic Contributions)
16. Next Meeting
17. Closure

**STRATA PLAN 5629**  
**OWNERS OF 147 CHARLES STREET, WEST PERTH WA 6005**

**STATEMENT OF INCOME & EXPENDITURE 1/10/97 - 30/9/98**

**INCOME**

Maintenance Levies to 30/9/98	42,033.84	
Interest on overdue levy	52.90	
Insurance Recoup (*)	418.38	<u>42,505.12</u>
<b>TOTAL INCOME</b>		<b>\$42,505.12</b>

**EXPENDITURE**

**GENERAL ADMINISTRATION**

Management Fees - Regular Services	3,750.00	
Adjourned meeting fee	85.00	
Postage and petties	432.00	
AGM Fee	306.40	
Council Meeting Fee	365.35	
Caretaker - remuneration	18,720.00	
Caretaker - superannuation	1,069.20	
Income Tax	74.52	
Govt. Charges - FID/BAD	58.84	
Insurance Premiums	<u>3,830.07</u>	<u>\$28,691.38</u>

**GROUNDS MAINTENANCE**

Garden equipment & supplies	134.25	
Garden rubbish removal	516.00	
Lawn supplies	90.94	
Reticulation	253.50	
Hardware	39.20	
Tree Lopping	<u>695.00</u>	<u>\$1,728.89</u>

**REPAIRS AND MAINTENANCE**

Driveways	395.00	
Electrical	373.65	
Glass (*418.38)	418.38	
Globes & Tubes	150.50	
Building	106.45	
Plumbing	192.00	
Roof	800.00	
Painting	120.00	
Pool supplies and chemicals	<u>754.20</u>	<u>\$3,310.18</u>

**ELECTRICITY - common areas** \$2,888.80

**WATER CONSUMPTION** \$2,136.75

**TOTAL EXPENDITURE FOR THE PERIOD** \$38,756.00 \$38,756.00

**SURPLUS OF INCOME OVER EXPENDITURE** \$3,749.12

**PLUS PRE-PAID LEVIES - TO 31/12/98** \$4,166.76

**PLUS PRE-PAID LEVIES - TO 31/3/99** \$245.10

**LESS FUNDS TO INVESTMENT A/C** \$4,852.00

**PLUS BALANCE AS AT 30/9/97** \$352.70

**BALANCE OF TRUST A/C AT 30/9/98** \$3,661.68

**Levies in arrears at 30/6/98 U48, U52, U53** \$674.03

STRATA PLAN 5629

"THE MEWS"

147-159 CHARLES STREET, WEST PERTH

SUMMARY OF INVESTMENT FUNDS 1/10/97 - 30/9/98

Commonwealth Bank South Perth Account No. 6124 5006 020

Balance at 30/9/97	\$15,751.57
plus investment funds transferred from General Trust a/c	\$1,213.00
plus interest	\$29.60
less government duty	0.74
BALANCE AT 9 JANUARY, 1998	<u>\$16,993.43</u>

(Account closed and balance transferred to higher earning account number 6124 1011 4390)

Commonwealth Bank South Perth a/c No. 6124 1011 4390

Opening Balance 9/1/98	\$16,993.43
plus investment funds transferred from general trust account	\$3,639.00
less purchase of pool equipment as per AGM	\$1,411.00
plus interest	\$122.71
less government duty	\$14.55
less stamp duty on cheque book	\$3.00
BALANCE AS AT 30/9/98	<u>\$19,326.59</u>



## RE-APPOINTMENT OF MANAGERS

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

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

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

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

#### REGULAR SERVICES INCLUDE:

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

#### SPECIAL SERVICES INCLUDE:

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

#### FEEES FOR REGULAR SERVICES

Our Annual fee for Regular Services will be \$4,575.00 plus postage and petties \$540.00. Total \$5,115.00 payable \$426.25 monthly in advance.

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### FEES FOR SPECIAL SERVICES AND ANNUAL GENERAL MEETING

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

- during the hours of 9.00 a.m. to 5.00 p.m. \$75.00 per hour
  - outside the hours of 9.00 a.m. to 5.00 p.m. \$105.00 per hour
- Adjourned meeting fee \$75.00 9.00 a.m. to 5.00 p.m. \$105.00 otherwise

### FEES FOR EXTERNAL SERVICES

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

### APPLICATION FOR ALTERATION TO LOTS OR COMMON PROPERTY

Any applications for alterations to the lot or to common property should be made in writing to the Strata Company.

The matter of dealing with such applications falls outside the scope of both Regular and Special Services. Separate management fees for time and disbursements will apply and are payable by the lot proprietor and not by the Strata Company. Enquiries in this regard should be made direct to Managers, in the first instance.

### PRE-AGM INSPECTION

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

### PLEASE NOTE

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

### RESOLUTION SOUGHT

- # "The Strata Company resolves that the Council be directed to re-appoint Quin Ballard as Strata Company agent managers from 23/11/98 to the date of the next Annual General Meeting in accordance with their proposal as attached to the notice of meeting".
- or
- # "In the absence of an elected Council, the proprietors in general meeting resolve that Quin Ballard be re-appointed as Strata Company agent managers from 23/11/98 to the date of the next Annual General Meeting in accordance with their proposal as attached to the Notice of Meeting".



"THE MEWS" STRATA PLAN 5629

OWNERS OF 147-159 CHARLES STREET, WEST PERTH

PROPOSED BUDGET 1998 - 1999

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Management Fees	4,575.00
Postage & Petties	540.00
Provision for attendance @ Council Meetings	300.00
Provision for income tax on investments	100.00
AGM Fee	300.00
Govt. charges - FID/BAD	70.00
Insurance Premiums	3,900.00
Common lighting & power	2,900.00
Caretaker - Remuneration	18,720.00
Caretaker - Superannuation @ 7.0%	1,310.00
Caretaker - telephone, petrol, petties	520.00
Caretaker - relief caretaker (4 wks @ 50%)	720.00
Pool - chemicals & supplies	800.00
Lawn/gardens	900.00
Water Consumption	2,200.00
Tree management	1,500.00
Garden rubbish collection	500.00
General repairs and maintenance	<u>3,100.00</u>
<b>TOTAL</b>	<b>42,955.00</b>
Funds for future maintenance	<u>5,155.00</u>
<b>TOTAL PROPOSED BUDGET</b>	<b><u>\$48,110.00</u></b>

\$48,110.00 = \$258.70 per unit entitlement per annum (186 total unit entitlement) quarterly in advance to commence from 1/1/99.

24 Units @ UE4 = \$258.70 per qtr

30 Units @ UE3 = \$194.00 per qtr

NOTE: This is the first budget/levy increase since 1994 and it is recommended by the Strata Council in the interests of proper management.

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

**NOMINATION FOR ELECTION TO COUNCIL**

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

NAME (PRINT): \_\_\_\_\_

UNIT NO: \_\_\_\_\_

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

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

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

NAME OF NOMINEE: (PRINT) \_\_\_\_\_

UNIT NO: \_\_\_\_\_

I ACCEPT NOMINATION: \_\_\_\_\_  
(Signature of Nominee)

NAME OF NOMINATOR (PRINT) \_\_\_\_\_

UNIT NO: \_\_\_\_\_

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

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

**NOTE:**

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

## FORM OF PROXY

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

\* A representative from Quin Ballard

OR \_\_\_\_\_

\* Other person

\_\_\_\_\_

to be my/our proxy to vote on my/our behalf at the Annual General Meeting of the Owners of "The Mews" 147 - 159 Charles Street, West Perth, Strata Plan 5629 to be held on Monday 23 November, 1998 or any adjournment thereof.

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

SIGNATURES OF ALL CO-PROPRIETORS: \_\_\_\_\_

\_\_\_\_\_

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

In the case of a Company:

The Common Seal of:

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

### *NOTE*

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

MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF "THE MEWS"  
 147 -159 CHARLES ST, WEST PERTH, STRATA PLAN 5629, HELD AT THE OFFICE OF QUIN  
 BALLARD, 175 LABOUCHERE ROAD, COMO ON 23/11/98, COMMENCING AT 6.00PM

1. WELCOME: Mr Peter Munday, Manager Strata Division of Quin Ballard, introduced himself and welcomed all persons present. He enquired if everyone was recorded onto the attendance register and requested that any written proxies held, be handed in.
2. PRESENT:
- |                                       |              |
|---------------------------------------|--------------|
| Mr D Browne                           | Unit 3 & 47  |
| Mr D & Mrs T Clarke                   | Unit 8       |
| Mr R Holland                          | Unit 19 & 28 |
| Mr P Smith representing               | Unit 23      |
| Mrs Y Hill                            | Unit 35      |
| Ms G Hourigan                         | Unit 43      |
| Mr P Munday representing Quin Ballard |              |
3. PROXIES:
- |                                |         |
|--------------------------------|---------|
| Mrs T Ivory                    | Unit 2  |
| Messrs DA & T & GJ & EA Browne | Unit 3  |
| Mr J A Sloan                   | Unit 11 |
| Mr C McDougall                 | Unit 15 |
| Miss P Dixon                   | Unit 34 |
| Mr TJ & Mrs KD Browne          | Unit 42 |
| Mr D & Mrs T Browne            | Unit 47 |
| Mr DJ & Mrs JM Ponnambalam     | Unit 48 |
| all to Mr D Browne             |         |
| Ms C Bashford                  | Unit 4  |
| Mr TJ Dickson                  | Unit 6  |
| Mrs CM Chapman                 | Unit 7  |
| Mr PTP Tye                     | Unit 13 |
| Mr A Ballard                   | Unit 16 |
| Mr RJ Jones                    | Unit 22 |
| Mr RM Kanter                   | Unit 26 |
| Mr JN & Mrs P McLuckie         | Unit 27 |
| Prof. M Skully                 | Unit 32 |
| Mr DI Calder                   | Unit 39 |
| Ms H Maxwell                   | Unit 40 |
| Mr DJ Geldart                  | Unit 44 |
| Mrs D Gilbert                  | Unit 46 |
| Mr AC Manners                  | Unit 49 |
| Mr TCB Mitchell                | Unit 51 |
| all to Quin Ballard            |         |
| Mrs T Clarke                   | Unit 8  |
| to Mr D Clarke                 |         |
| Mr AP Smith                    | Unit 23 |
| to Mr P Smith                  |         |

4. **APOLOGIES:** Mrs T Ivory Unit 2  
Mr J Sloan Unit 11  
Mr C McDougall Unit 15
5. **QUORUM:** A quorum was present.
6. **CHAIRPERSON:** It was unanimously **RESOLVED** that Mr Munday be appointed to the Chair for the duration of the meeting.
7. **CONFIRMATION OF MINUTES:** It was **RESOLVED** that the minutes of the Annual General Meeting held on 05/12/97 (adjourned from 24/11/97) be received and accepted as a true and correct record and these were then signed by the Chairperson.
8. **BUSINESS ARISING:** Nil
9. **REPORT FROM MANAGER:** Mr Munday gave his report and it contained the following:

1. Strata Titles Act 1985

The Strata Titles Act 1985 continues to govern the property as the principal Act. Managers have previously forwarded to all owners copies of the by-laws applicable to the property.

2. Strata Council

The strata council met on a number of occasions during the year to deal with various items of property and grounds maintenance. Managers extend thanks on behalf of all owners to council members, Ms G Hourigan, Mr R Holland and Mr D Browne who gave of their time, with special thanks to Mr David Browne who acts as Chairman, secretary and treasurer and generally liaises with managers.

3. Insurance

Corporate Homes Unit Underwriting Agencies Pty Ltd continue to insure the property to expire on 01/10/99.

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

**Insurance Policy Improvements**

The Strata Company insurer has advised that from 1/12/97 there was a review of policy wordings with substantial improvements to the existing benefit limits, the addition of new benefits and the availability of new covers. The changes are all positive benefits with no increase in costs unless additional covers are chosen. The main difference between your "old" and "new" covers are summarised on a Residential Strata Insurance Plan which will be attached as an addendum to these minutes.

## Levels of Cover:

Building	\$3,080,000.00
Common Contents	\$14,000.00
Legal Liability	\$5,000,000.00
Office Bearers Liability	\$2,000,000.00
Workers Compensation	\$As per Act

## END OF REPORT

10. FINANCIAL  
REPORT:

Mr Munday referred to the report for the year ending 30/09/98 and he advised that managers received no enquiries regarding the report prior to the meeting.

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

It was **RESOLVED** the financial report for the period ending 30/09/98 be received and adopted as a true and correct record.

11. ELECTION OF  
COUNCIL OF  
OWNERS:

Mr Munday gave a brief overview of the role of the Strata Council and it was **RESOLVED** that the following owners be appointed to the Council:

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

Positions of Chairman, treasurer and secretary to be appointed at the next council meeting.

12. RE-APPOINTMENT  
OF MANAGERS:

Mr Munday referred to the proposal from Quin Ballard as attached to the Notice of Meeting. He brought to attention that there was some increase in the proposed base management fee together with some increase in hourly rates for special services and Annual General Meeting.

It was **RESOLVED** that the strata council be directed to re-appoint Quin Ballard as Strata Company agent managers from 23/11/98 to the date of the next Annual General Meeting in accordance with the proposal as attached to the Notice of Meeting.

Annual Management fee \$4,575.00 (\$381.25 charged monthly) plus Annual General Meeting fee charged at hourly rate. Adjourned Meeting fee \$75.00 - 9.00 a.m. - 5.00 p.m. and \$105.00 otherwise, cost of postage & petties \$45.00 per month.

Extra duties which are performed at the rate of \$75.00 per hour during office hours and \$105.00 per hour otherwise, include attendance at Extraordinary and Council Meetings, and registration of By-laws, collection of Special Levies, legal actions as required and property inspections. Fees collected in accordance with Section 43 of the Act are payable to Managers, being for preparation of Certificates providing information or arranging inspection of Strata Company records.

13. SPECIAL BUSINESS: Nil - no resolutions sought.

14. GENERAL BUSINESS: Nil.

15. BUDGET/LEVY: Mr Munday referred to the proposed budget as attached to the Notice of Meeting. He confirmed that the proposed budget was recommended by the strata council and he noted that there had been no increase in budget/levy for some years.

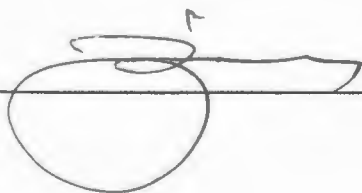
It was RESOLVED that the proposed Budget of \$48,110 for the year ending 1999, be received and adopted and that the levy of \$258.70 per quarter for unit entitlements 4 and \$194.00 per quarter for unit entitlements 3 be adopted, payable quarterly in advance commencing from 01/01/99.

16. NEXT MEETING: The next General Meeting will be in approximately twelve months. Details to be advised by Managers at least fourteen days prior.

The next council meeting is to be Monday February 8, 1999 commencing at 5.30pm in Unit 43.

17. CLOSURE: Mr Munday thanked those present for their attendance and input at the meeting. There being no further business, the meeting closed at 6.15pm.

CONFIRMED:



THIS 22 DAY OF November 199

# Residential Strata Insurance Plan



CORPORATE  
HOME UNIT  
UNDERWRITING  
AGENCIES  
PTY. LTD.  
A.C.N. 001 580 070

## Policy Improvements

Your insurance policy has been substantially improved with increases in existing benefit limits, the addition of new benefits and the availability of new covers. The main differences between your "new" and "old" covers are summarised below.

### POLICY 1 - Building & Common Area Contents

Page	Policy cover or Benefit	"New" Policy	"Old" Policy
10	Common Contents	No age limit.	20 years.
11	Storm damage to fences	Covered.	Not covered.
	Tsunami damage	Covered.	Not covered.
12	Loss of rent/temporary accommodation	No time limit.	24 months.
13	Loss of rent - supply services; infectious diseases	Covered.	Not covered.
	Emergency accommodation (owner occupiers)	Covered.	Not covered.
14	Removal, storage - unit owners contents	Covered.	Not covered.
	Cost of new Title Deeds	Up to \$500	Not covered.
	Damage to electric motors	Up to 4 kw's (5 hp).	Up to 2 kw's.
15	Removal of fallen trees that cause damage	Up to \$2,000.	Not covered.
16	Landscaping	Up to \$1,000.	\$500.
	Maintenance fees	Up to \$1,000.	\$500.
	Money	Up to \$5,000.	Not covered.
	Personal property	Up to \$5,000.	\$1,000.
17	Property in the open air	Up to \$5,000.	\$750.
	Records	Up to \$5,000.	\$2,000.
	Removal, storage - common contents	Up to \$5,000.	Not covered.
	Replacement of keys stolen from a unit	Up to \$1,000.	Not covered.
20	Abandoned undamaged foundations / part of building	Covered.	Not covered.
22	Exclusions:- In keeping with industry practice and wordings the exclusions to your policy have been reworded or added to, to clearly set out what is not covered. You should particularly note Exclusion 9 and "expropriation" under General Exclusions.		

### POLICY 2 - Legal Liability

Page	Policy cover or Benefit	"New" Policy	"Old" Policy
25	Car park liability	Covered.	Not covered.
	Hiring out of sporting & recreational activities	Covered.	Not covered.
26	Legal expenses - common property health/safety breaches	Covered.	Not covered.
	On-site services	Covered.	Not covered.
	Recreational activities	Covered.	Not covered.
27	Exclusions:- In keeping with industry practice and wordings the exclusions to your policy have been reworded or added to, to clearly set out what is not covered. You should particularly note Exclusions 4 & 11.		

New South Wales  
LEVEL 7, 99 MOUNT ST.  
NORTH SYDNEY 2060  
PO Box 507, MILSONS Pt. 2061  
TEL: (02) 9954 1271  
FAX: (02) 9959 3481

Victoria  
LEVEL 3 BUILDING 2  
4 RIVERSIDE QUAY  
SOUTHBANK VIC 3006  
TEL: (03) 9682 1599  
FAX: (03) 9682 6563

Queensland  
6TH FLOOR, 445 UPPER EDWARD ST.  
SPRING HILL 4000  
PO Box 255, SPRING HILL 4004  
TEL: (07) 3832 4880  
FAX: (07) 3832 0367

Western Australia  
1050 HAY ST., WEST PERTH 6005  
PO Box 686, WEST PERTH 6872  
TEL: (08) 9322 1722  
FAX: (08) 9481 6017

South Australia  
12 TUCKER ST.  
ADELAIDE 5000  
TEL: (08) 8232 2922  
FAX: (08) 8232 2924



**MINUTES OF THE SPECIAL COUNCIL MEETING OF THE OWNERS OF "THE MEWS", 147-159 CHARLES ST, WEST PERTH, STRATA PLAN 5629, HELD AT THE OFFICE OF QUIN BALLARD, 175 LABOUCHERE ROAD, COMO ON 23/11/98, COMMENCING AT 6.15PM**

**1. RECORD**

**ATTENDANCE:** Ms G Hourigan Unit 43  
 Mr R Holland Unit 19 & 28  
 Mr D Browne Unit 3 & 47  
 Mr P Munday representing Quin Ballard

**2. APOLOGIES:** Nil

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

**4. CHAIRPERSON:** It was **RESOLVED** that Mr Browne be appointed to the Chair for the duration of the meeting.

**5. GENERAL BUSINESS:**

It was noted that this meeting was called at short notice, with the agreement of all council members, to consider written application from Mr A Ballard the owner of Unit 16 in which he requests permission for certain items.

Council agreed that permission is granted for Mr Ballard to paint at his expense the internal bricks which are the inside of the balcony wall in the colour of the current building colour and the balcony floor Federation Green. All work is to be done by qualified trades persons with no paint to be applied to the top of the brick wall.

Regarding the request for replacement of the front door, it was agreed that the council will have a maintenance contractor inspect the door - if appropriate it will be repaired or if deemed appropriate by council it will be replaced. It was agreed that Mr Browne is to arrange for attendance by that contractor.

It was agreed that managers are to advise Mr Ballard of the response to his requests.

**6. NEXT MEETING:** It was noted the next council meeting is to be Monday February 8, 1999 commencing at 5.30pm in Unit 43.

**7. CLOSURE:** Mr Munday reported that, as this was a brief meeting there will be no management fee applicable. There being no further business the meeting closed at 6.30pm.

CONFIRMED:

*R. Holland*

THIS 8 DAY OF FEBRUARY 1999