



LEGAL LIABILITY COVER INCREASES

Dear policy holder,

Australia is now rated after the USA as the second most litigious country in the world.

The cost and frequency of liability litigation has exploded in the last decade and, as the following cases illustrate, the financial implications for defendants can be significant.

Case 1. Multiple injuries - Balcony collapse

On new year's eve 1996, a balcony carrying in excess of 30 people collapsed. The balcony was part of a unit in a residential strata scheme in North Fremantle, WA. 32 people were injured - including 2 severe spinal injuries. 21 writs have been issued against the owner of the apartment, the owners of the strata scheme and the City of Fremantle. The estimated value of these and other pending writs, is \$30 million.

While this case is unusual in terms of its magnitude, the potential for smaller scale multiple injuries is noteworthy - for example, a lift-failure accident, or a balcony railing collapse, could result in multiple injuries.

Case 2. Spinal injury - Swimming Pool

On December 7, 1994, a 25 year old man dived into the shallow end of a swimming pool in the common area of strata scheme in Potts Point, NSW. The spinal cord injuries he sustained rendered him a quadriplegic. A lack of depth and warning signs, poor lighting and poor water quality were nominated as contributing factors. Writs were issued against the owners, the strata manager and the swimming pool manufacturer. The claimant was awarded \$7 million compensation.

Case 3. Food Poisoning - Wallace Lake Oysters

While this case does not specifically relate to strata, it is indicative of the shift toward class actions. This type of action results in one, large liability claim (as opposed to multiple lesser claims) which may exceed the defendant's insurance cover. Only seven claimants are required to formulate a class action.

In the Wallace Lake Oyster case, an initial claim has been settled for \$30,000 and another 440 claims are outstanding. Based on this initial settlement, the class action could exceed \$8 million.

Increased litigation and compensation awarded by the Courts, place an onus on insurers, underwriters and owners to ensure Legal Liability protection is adequate.

We believe it is now both prudent and imperative that our policy holders' Legal Liability protection is increased. As such, we are doubling the Legal Liability protection for a nominal premium.

We strongly urge you to accept the additional Legal Liability cover included in your renewal. However, if you do not wish this additional protection to be afforded to your owners, delete the premium noted at the base of the Renewal Notice.

If you have any further queries, please contact the CHU office in your state.

New South Wales
1 Northcliff St.
Milsons Point 2061
PO Box 507, Milsons Pt. 1565
Tel: 1300 361 263
Fax: 1300 361 269

Victoria
Level 3, Building 2
4 Riverside Quay,
Southbank 3006
Tel: (03) 9682 1599
Fax: (03) 9682 6563

Queensland
6th Floor, 445 Upper Edward St.
Spring Hill 4000
PO Box 255, Spring Hill 4004
Tel: (07) 3832 4880
Fax: (07) 3832 0367

Western Australia
1050 Hay St., West Perth 6005
PO Box 686, West Perth 6872
Tel: (08) 9322 1722
Fax: (08) 9481 6017

South Australia
12 Tucker St.
Adelaide 5000
Tel: (08) 8232 2922
Fax: (08) 8232 2924

THE
SPECIALISTS
IN STRATA &
COMMUNITY
TITLE
INSURANCE



29 December 1999

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

Dear Council Member

NOTICE OF MEETING

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

DATE: Monday, 24 January 2000

TIME: 4.00 pm

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

- AGENDA:
1. Record Attendance
 2. Proxies
 3. Apologies for absence
 4. Quorum
 5. Appointment of Council Chairman, Secretary and Treasurer
 6. Confirmation of Minutes of Meeting 7 October 1999
 7. Business Arising - 7 October 1999
 8. Financial Report
 9. Correspondence
 10. General Business
 11. Next Meeting
 12. Closure

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

Yours faithfully

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

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 1200 Phone: (08) 9474 1522 E-mail: quibal@inet.net.au

MINUTES OF THE COUNCIL MEETING OF THE OWNERS OF THE MEWS, 147 - 159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD IN UNIT 47, 147 - 149 CHARLES STREET, WEST PERTH ON MONDAY 24/01/2000, COMMENCING AT 4.00 PM

1. RECORD

ATTENDANCE: Mr D Browne Units 3 & 47
 Mr A Smith Unit 9
 Mr P Smith Unit 23
 Mr P Munday representing Quin Ballard

2. PROXIES: Nil

3. APOLOGIES Mr R Holland Units 17, 19 and 28
 Ms G Hourigan Unit 43

4. QUORUM: A quorum was present.

5. APPOINTMENT OF CHAIRPERSON, SECRETARY AND TREASURER:

It was resolved that the following office bearers be appointed:

Mr P Smith	Chairman
Mr A Smith	Treasurer
Mr D Browne	Secretary

6. CONFIRMATION OF MINUTES:

It was **RESOLVED** that the minutes of the Council Meeting held on 07/10/99 be received and accepted as a true and correct record and these were then signed by the Chairperson.

7. BUSINESS ARISING: 7.1 Repair Work at Unit 46

Mr Munday confirmed that Managers wrote to the owner of unit 46 as per the minutes.

7.2 Signage

Mr Browne confirmed that unit numbers and "residents only" signs have been satisfactorily installed.

Regarding line marking, Mr Browne reported that no alternative quotations are yet to hand and it was noted and agreed that kerbs and speed humps are to be included in alternative quotations. It was agreed Managers are to refer 1 or 2 contractors to Mr Browne for quotation purpose. It was agreed that a decision may be made regarding acceptance of quotation after discussion between Messrs Smith and Browne.

7.3 Leak at Unit 52

Mr Browne reported that he spoke to the tenant who advised that the stain appears old and that there is no water leaking into the unit. Mr Browne confirmed he did not inspect inside the Unit.

7.4 Roof Above Rear Block (Above Unit 43)

Mr Browne reported that he will follow up in the matter to obtain quotations for roof repairs.

7.5 Leaks, units 20 and 2

Mr Munday confirmed that he wrote to the respective owners. Mrs McDonald, owner of Unit 20 has responded that she has arranged repair. It was noted that an item was included onto the Annual General Meeting agenda whereby a report was given from the Strata Council regarding water seepage from Roman Baths at the property.

7.6 Lattice at Unit 9

Mr Munday confirmed that Managers wrote to the owner of Unit 9 as per the minutes.

7.7 Air Conditioner at Unit 21

Mr Munday confirmed that Managers wrote to the owner of Unit 21 as per the Minutes.

7.8 List of Maintenance Items

Mr Munday referred to the list as attached to the minutes of the last meeting. Members present addressed items on the list:

7.8.1 "Extenda Lines"

Discussion took place regarding the need to replace the washing lines and was agreed that Mr Browne is to purchase initial appropriate componentry and to discuss the costs with Messrs Smith. It was agreed that those three council members may make any appropriate decision regarding further purchase of Extenda Lines.

7.8.2 Dead Tree at the Front of 9

Mr Browne confirmed that this has since been removed.

7.8.3 Painting Under First Floor Walk Ways & Flaking Paint on West Side of Units, 19, 44 & 9.

Quotations are to be obtained by Mr Browne, who will ask Suburban Painting Service and Pretyl and Williams Painting Contractors, to submit quotations for consideration of the next Council Meeting.

7.8.4 Re-pointing of Balcony Walls Unit 5 & 43

It was agreed Managers are to enquire from a brick laying contractor if he is available to provide quotation.

7.8.5 Carport Gutters Unit 6 & 25

It was agreed that Mr Browne is to ask Western Maintenance to renew the gutter above the parking space of numbers 6 & 25

7.8.6 Broken Down-Pipe Outside Unit 1

It was agreed that Mr Browne is to ask Western Maintenance to attend to this repair item at the time of repair of the gutters.

8. FINANCIAL REPORT:

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

Balance of General Trust Account as at 24/01/00	\$5093.14
Balance of Investment Account as at 13/01/00	\$25057.71
Outstanding Levies Due 01/01/00 17 Units totalling	\$4080.00
Outstanding levies due 01/10/99 4 Units	\$636.18

END OF REPORT

9. CORRESPONDENCE: 29.10.99 to owner Unit 46 regarding leaks.
 29.10.99 to owner Unit 38 regarding leak. It was noted that no response has been received - Managers to follow up owner for response.
 29.10.99 to owner Unit 21 regarding air conditioner - it was noted that the owner advised the Unit was sold, it was agreed that Managers are to write to the new owner to request removal of the air conditioner.
 29.10.99 to owner of 20, regarding a leak.
 29.10.99 to owner Unit 9 regarding lattice.
 18.11.99 from owner Unit 20 to advise bath repairs under way.
 4.11.99 from rental agent Unit 30, regarding noise complaint.
 29.11.99 to owner Unit 48 regarding noise complaint from Unit 30.
 17.01.00 from R Holland to advise, inter alia, his availability for future council meetings.
 21.01.00 from owner Unit 31 regarding damage to his car caused by the car of a visitor to unit 13 and requesting Strata Company assistance. It was agreed that managers are to respond to the owner of unit 31 to advise the damage to his car is to be treated as a private matter with his insurance company or the police as may be appropriate. Also, it was noted by Council, when they inspected that area that the car for Unit 31 is parked to the far left hand side of the car bay for Unit 31. Managers to request their owner to in future please park more centrally in his bay to avoid possible future damage. It was agreed managers are to write to the residents of Unit 13 to advise when they permit their visitors to park in the bay for unit 13, they should park carefully to avoid possible damage to others.

**10. GENERAL
BUSINESS:**

10.1 Pest Control

Mr Browne recommended that an inspection of roof voids, walk ways and outside areas should be undertaken for white ants. Mr Browne advised that he can not recall any previous inspections or treatment. Separately, he raised the matter of possible treatment for spiders and cockroaches in outside areas. It was agreed Mr Browne is to seek quotation only for white ants of areas as mentioned above. Mr P Smith and Managers are each to seek a quotation for white ant treatment as above, for consideration at the next Council Meeting.

11. NEXT MEETING: The next Council meeting is to be Monday 10/04/00 commencing at 10.00 am, in Unit 47.

12. CLOSURE: Mr Munday thanked Mr Browne for the kind use of his unit for the meeting, and he thanked all members present for their attendance and input at the meeting.

There being no further business, the meeting closed at 5.55 pm.

AMENDMENT NOTE: Subsequent to the meeting it was agreed that the meeting date be changed to Monday 17th April at 10.00 am in Unit 47 - All Council members please note this change.

CONFIRMED: _____

P.H.S. Smith

THIS MONDAY OF 17/4/00 ~~1999~~



6 April 2000

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

Dear Council Member

NOTICE OF MEETING

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

DATE: Monday 17 April 2000

TIME: 10.00 am

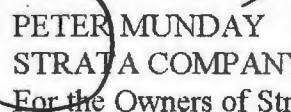
LOCATION: Unit 47/147 - 159 Charles Street, West Perth

AGENDA:

1. Record Attendance
2. Proxies
3. Quorum
4. Appointment of Chairperson if Mr P Smith the appointed Chairperson is not present.
5. Confirmation of Minutes of Meeting 24/01/00
6. Business Arising 24/01/00
7. Financial Report
8. Correspondence
9. General Business
10. Next Meeting
11. Closure

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

Yours faithfully



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

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

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 - P.O. Box 221, Como, W.A. 6952
Licensee: H.U.M. Pty Ltd as Trustee for H.U.M. Unit Trust trading as Quin Ballard - A.C.N. 009 057 103
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**MINUTES OF THE COUNCIL MEETING OF THE OWNERS THE MEWS
147-159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629 HELD IN
UNIT 17 AT THE MEWS ON MONDAY 17 APRIL 2000, COMMENCING
AT 10.00 AM.**

1. PRESENT:

Mr A Smith	Unit 9
Mr P Smith	Unit 23
Mr R Holland	Unit 17, 19 & 28
Ms G Hourigan	Unit 43
Mr D Browne	Unit 3 & 47
Mr P Munday representing	Quin Ballard.

2. PROXIES: Nil

3. QUORUM: A quorum was present.

4. CHAIRMAN: Mr P Smith, the appointed Chairman presided at the meeting.

**5. CONFIRMATION
OF MINUTES:**

It was resolved that the minutes of the Council meeting held on the 24/01/2000 be received and accepted as a true and correct record and these were then signed by the Chairman.

**6. BUSINESS ARISING
FROM MINUTES:**

6.1 Line Marking

It was noted that no decision has previously been made and a number of quotations were tabled. It was agreed to accept the quotation from Matthew Browne, total \$1,023.00 with the strata company to supply materials. It was agreed that Mr Browne will co-ordinate for work to proceed.

6.2 Roof Above Rear Block (Above Unit 43)

Mr Browne reported that he will follow up in the matter to arrange for work to be completed.

6.3 Leak into Unit 20 from Unit 38

Mr Munday reported that managers have again written to owner of unit 38 but to date have received no response.

6.4 Extenda Lines

Mr Browne reported that he has fitted 3 with a further 2 or 3 yet to be fitted.

6.5 Painting under 1st Floor Walkways and Flaking Paint on West Side of Units 19, 44 & 9

Mr Browne reported that only one quotation is to hand. It was noted that the matter of painting was addressed at the extraordinary general meeting held 22/03/1995. It was agreed that Mr Browne is to request for Harry Wilson of Suburban Painting Service, the contractor who provided the painting service in 1995, to attend at the property to give comment on the deteriorated condition of the paintwork. It was agreed that Mr P Smith is to inquire from the painters registration law, regarding responsibilities and he will advise Mr Browne of his findings. If appropriate, painting quotations are to be obtained for consideration at the next council meeting.

6.6 Repointing of Balcony Walls, Units 5 & 44

Two quotations were tabled, Perrott Group, \$1,025, JM's Handyman Service \$621. It was agreed to accept the quotation from JM's with Mr Browne to coordinate access to the balconies and to arrange for work to proceed.

6.7 Carport Gutters Units 6 & 25

Mr Browne reported that he has yet to ask Western Maintenance to renew the gutter above the parking space of numbers 6 & 25, however he will do so.

6.8 Broken Downpipe Outside Unit 1

Mr Browne reported that he will ask Western Maintenance to attend to this repair item at the time of repair of the gutters.

6.9 Pest Control - White Ants

Mr P Smith reported that he requested for two quotations however they were not supplied. Mr Browne reported that Mikes Pest Control are not interested in quoting to inspect roof voids. Mr Munday reported that managers requested for Elite Pest Control to provide a quotation relative to inspection and he read aloud details of the quotation as received. It was agreed that Elite Pest

Control be requested by managers to inspect only the walkways, outside areas and all plumbing ducts at ground floor level, in liaison with Mr Browne, that is no inspection in the roof voids. It was noted that a variation in cost from the \$390 as quoted, could be expected.

**7. FINANCIAL
SITUATION:**

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

Bal of general trust account as at Fri 14/04/00 \$9,459.46

Bal of investment account as at Fri 14/04/00 \$2 6,389.02
(cheque of \$1,213.00 on hand, to be banked.)

Outstanding levies

Due 01/10/99	\$ 258.70	unit 48
Due 01/01/00	\$ 680.00	units 15, 24, 48
Due 01/04/00	\$3,000.00	13 units

NOTE: Interest has been added to outstanding for unit 48 and reminder requests for payment have been sent. Managers seek instruction relative to further action as may be directed by council.

END OF REPORT

Regarding outstandings for unit 48 it was agreed that managers are to write to the owners of Unit 48 to advise that all outstanding are to paid within 14 days or Council intends to meet, with a view to authorise immediate legal action for recovery, at the expense of the owners of unit 48.

- 8. CORRESPONDENCE:** 25/01/00 To Mr D Browne re: extenda lines.
27/01/00 To W Jahn re: brick paving quotation.
27/01/00 To Elite Pest Control to request quotation.
05/02/00 From Elite being quotation for termite inspection.

08/02/00 From Woolley & Assoc, Leederville re; water marks to ceiling Unit 51 (Copy sent to D Browne for attention)
16/02/00 From Roy Weston Cottesloe re: change of bathroom window Unit 22 (copy to Mr Browne for comment)
23/02/00 to the residents of unit 13 re: parking in carbay unit 13
23/02/00 to owner unit 31 re parking in carbay 31
22/02/00 To owners unit 21 requesting removal of air condition at unit 21
29/02/00 To JM's Handyman Service seeking quotation for brick mortar repairs.
28/02/00 From Perrott Group being quotation for brick mortar repairs (copy to D Browne)
24/02/00 From Gibson's Home Maintenance being quotation for line marking (copy to D Browne)
07/03/00 From Perrott Group being quotation for paintwork (copy to D Browne)
04/03/00 From JM's Handyman service being quotation for brick mortar repairs. (copy to D Browne)
07/03/00 From Clarkin & Co regarding stains in ceiling Unit 50 (Copy to Mr D Browne)
10/04/00 From Roy Weston Cottesloe seeking response to letter of 16/02/00

Leak Into Unit 51

With reference to the letter of 08/02/00 from Woolley & Associates regarding water marks in unit 51, Mr Browne reported that he inspected at the unit and saw the stains. He further reported that Western Maintenance have inspected the roof above that unit and that the ridgecap needs re-mortaring and a request has been made for this work to be done. It was agreed that Mr Browne will follow up regarding completion of the work.

Regarding Leak Into Unit 50

It was agreed that Managers are to respond to Clarkin & Co. to advise that remortaring is being done and to request for Clarkin & Co to arrange repainting of the ceiling but only after completion of re-mortaring work.

Request For Change of Window at Unit 22

It was agreed that Managers are to advise Roy Weston Cottesloe that permission is granted for changes to window of the bathroom at unit 22, however council felt that an extractor fan could be fitted as has been done in other units.

Leak From Unit 38 into Unit 20

It was agreed that managers are to fax to Terry & Kay Browne, the unit owners mother & father, on fax: 933 79803 to enclose copies of letters from Managers dated 29/10/99 and 23/02/00 and to request for Mr & Mrs Browne to arrange for work to be done and to confirm when that work has been completed in order to avoid further action being taken.

Air Conditioner at Unit 21

It was agreed that managers are to send another letter to the owners of unit 21 requesting removal of the air conditioner unit.

9. GENERAL BUSINESS :

9.1 Oil Leak At Carport of Unit 5

Mr P Smith reported that oil is leaking from a vehicle - black Mazda which is currently in the visitors bays. It was agreed that Managers are to write to Clarkin & Co Rental Agents to request removal of the oil of Unit 5 carport and to arrange some form of catchment for the leakage of oil from the Black Mazda.

9.2 Garden Area Outside Balcony of Unit 9

Mr P Smith reported that Mrs Smith has complained about the appearance of the garden outside the balcony of unit 9. It was agreed that Mrs Smith is authorised to plant a few Oleander, with costs to be reimbursed from Strata Company funds.

9.3 Cleaning of Stairwells

Ms Hourigan reported that the stairwells are in need of cleaning and Mr Browne was requested to attend to the matter systematically.

9.4 The New Tax System

Mr Munday gave some details regarding the implementation of TNTS from 01/07/99. After discussion it was agreed that Mr Holland is to lodge an application for the Strata Company to register for an Australian Business Number (ABN) and also for Goods and Services Tax (GST). Mr Munday requested that a copy of the application be forwarded to managers.

10. NEXT MEETING:

The next Council Meeting is to be held on Monday 17/07/2000, in Unit 47 commencing at 10.00 am.

11. CLOSURE:

Mr Munday thanked Mr Holland for the kind use of his unit for the meeting. There being no further business the meeting closed at 12.15 pm.

CONFIRMED 19/7/00 THIS DAY OF Munday P.H.S.H. 2000



7 July 2000

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

Dear Council Member

NOTICE OF MEETING

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

DATE: Monday 17 July 2000

TIME: 10.00am


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

AGENDA:

1. Record Attendance
2. Proxies
3. Quorum
4. Appointment of Chairperson if Mr P Smith the appointed Chairperson is not present
5. Confirmation of Minutes of Meeting 17/04/00
6. Business Arising 17/04/00
7. Financial Report
8. Correspondence
9. General Business
10. Next Meeting
11. Closure

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

Yours faithfully


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

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

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MINUTES OF THE COUNCIL MEETING OF THE OWNERS OF THE MEWS, 147-159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD IN UNIT 47 THE MEWS, ON MONDAY 17 JULY 2000, COMMENCING AT 10.00 AM.

- 1. PRESENT:**
- | | |
|--|------------------|
| Mr A Smith | Unit 9 |
| Mr P Smith | Unit 23 |
| Mr R Holland | Unit 17, 19 & 28 |
| Mr D Browne | Unit 3 & 47 |
| Mr P Munday representing Quin Ballard. | |
- 2. PROXIES:** Nil
- 3. QUORUM:** A quorum was present.
- 4. APPOINTMENT OF CHAIRMAN:** Mr P Smith, the appointed Chairman presided for the duration of the meeting.
- 5. CONFIRMATION OF MINUTES:**
- It was resolved that the minutes of the Council meeting held on the 17/04/00 be received and accepted as a true and correct record and these were then signed by the chairman.
- 6. BUSINESS ARISING FROM MINUTES:**
- 6.1 Line Marking
It was noted that this work was satisfactorily completed.
- 6.2 Roof Above Rear Block (including above unit 43)
Mr Browne reported that Western Maintenance will be attending this week to effect tile replacement and ridge cap repairs.
- 6.3 Leak From Unit 38 into Unit 20
Mr Munday confirmed that managers faxed a request to the parents of the owner of unit 38. Mr Browne reported that the tiles in unit 38 have been re-grouted and it is hoped that the problem is rectified.

6.4 Extenda - Lines

Mr Browne reported that another 4 lines have been fitted and these seem to satisfy the needs, at this time.

6.4. Painting under First Floor Walkways and Flaking Paint on West Side of Units 19, 44 & 9

Mr P Smith reported details of verbal enquiries made to the Painters Registration Board and also to some paint manufacturers. He reported details of the results of some informal analysis work he had completed on areas of paintwork at the property, together with the comments made by the analysts. It was noted that the preparation carried out in 1995 was to the specification as prepared by the strata council at that time. It was not known whether the flaking paint which is the subject of current concern is from the areas which were sealed or areas which were not, in 1995. Council considered the quotations obtained for repaint work as follows:

Suburban Painting Service	\$2,760.00
Pretyl & Williams	\$6,706.00
Perrott Group	\$5,408.00

All prices subject to addition of GST.

Discussion took place regarding the need for a total mould and total seal of affected areas.

Discussion also took place regarding the safety requirements relative to performance of the work.

Mr Holland volunteered to make enquiries with Work Safe WA and with the Painters Registration Board and he will seek requotes to include a total mould and total seal to walls. All renewed quotations will be sent by Mr Holland to Quin Ballard for distribution to Council Members in order for a special telephone meeting of Council to be held, for decision making regarding acceptance of quotation.

6.4 Re-pointing of Balcony Walls - Units 5 & 44

Mr Browne reported that he has requested J M's to attend to this work, together with replacement of a few bricks, which have come off the letterbox area.

6.5 Carport Gutters Unit 6 & 25

Mr Browne reported that he will follow up this matter with Western Maintenance.

6.7 Broken Down Pipe Outside Unit 1

Mr Browne reported that he will ask Western Maintenance to attend to this repair item at the time of repair of the gutters.

6.8 Pest Control - White Ants

It was noted this work was finalised and that no termite activity was found in any part of the buildings. Some old inactive evidence was found in a few trees.

6.9 Leak At Unit 51

Mr Browne reported that Ridgecap repair work was completed.

6.10 Leak into Unit 50

Mr Munday confirmed that managers responded to the rental agent.

6.11 Request for Change of Window Unit 22

Mr Munday confirmed that managers wrote to the rental agent.

6.12 Air Conditioner at Unit 21

Mr Munday confirmed that managers wrote to the unit owner.

6.13 Oil Leak at the Carport of Unit 5

Mr Munday confirmed that managers wrote to the rental agent.

6.14 Garden Area Outside Balcony of Unit 9

Mr P Smith confirmed that Oleander plants were planted.

6.15 Cleaning of Stairwells

Mr Browne confirmed that this work is being systematically completed.

6.16 The New Tax System

Mr Munday reported that managers provided assistance to Mr Holland with completion and lodgement of the application for an ABN and GST.

**7. FINANCIAL
SITUATION:**

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

Balance of General Trust Account
as at 14 July 2000 \$10,316.67

Balance of Investment Account
as at 11 July 2000 \$27,746.01

Outstanding Levies

Due 01/01/00 \$204.00 Unit 24
Due 01/04/00 \$204.00 Unit 15
 \$204.00 Unit 24
 \$272.00 Unit 48
 \$272.00 Unit 53
Due 01/07/00 \$4,964.00 21 Units

END OF REPORT

Regarding outstanding Levies for unit 24, it was agreed that managers are to send a stern letter to the owner of unit 24, seeking payment for all outstanding plus interest.

- 8. CORRESPONDENCE:** 05/05/00 To Elite Pest requesting amended quotation
08/05/00 To T & K Browne requesting attention to waterproofing of bath at unit 38.
08/05/00 To Clarkin & Co re Oil leak from black Mazda Unit 5
08/05/00 To Roy Weston Cottlesloe re Bathroom window unit 22.
08/05/00 To Woolley & Assoc's re stains Unit 51
09/05/00 To owners Unit 21 re: removal of Air conditioner.
20/06/00 To all owners re: levy notice being issued in a 'tax invoice' format.
05/07/00 from D Browne re: caretaker leave for 2 weeks from 26/07/00.
28/06/00 From ATO re their problems in issuing ABN and advising PAYG with holding rate is zero to 31/07/00 for The Mews.
03/07/00 From Suburban Painting in response to enquiry from Chairman.

Caretakers Leave

It was agreed that Mr Browne is to take two weeks leave from the 26 July and it was noted that there is no

need for payment for a replacement caretaker during that period.

Australian Taxation Office

Mr Munday reported some details regarding the processing of paperwork by the ATO relative to The New Tax System.

**9. GENERAL
BUSINESS :**

9.1 Visitor Parking

Mr P Smith commented on some recent problems with visitors being confused regarding the location of parking for visitors. After discussion it was agreed that the position is to be monitored and reviewed at the next Council Meeting.

9.2 Roof Repairs/Replacement

Mr Munday suggested that consideration be given by Council to obtaining indicative costs for repair/replacement of the roof, in view of the ongoing problems and costs associated with it. It was noted that the roof has caused considerable expense in repairs and it appears to be getting worse, apparently due to age. Mr Munday referred to the need for adequate accumulation of reserve funds, relative to major items of maintenance, such as roof, driveway resurfacing, and repaint work. Mr Browne offered to obtain an indicative cost for replacement of the roof with either tiles or colourbond metal.

10. NEXT MEETING:

The next Council Meeting is to be held on Monday 13/11/00, at 10.00 am in Unit 9.

11. CLOSURE:

Mr Munday thanked Mr Browne for the kind use of his unit for the meeting. There being no further business the meeting closed at 1.00 pm.

CONFIRMED: P H S L THIS 13 DAY OF 11 2000



27 September 2000

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

Dear Council Member

NOTICE OF MEETING

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

DATE: Monday, 13 November 2000

TIME: 10.00 am

LOCATION: Unit 9, 147-159 Charles Street West Perth

AGENDA:

1. Record Attendance
2. Proxies
3. Quorum
4. Appointment of Chairperson if Mr P Smith the appointed Chairperson is not present.
5. Confirmation of Minutes of Meeting 17/07/00
6. Business Arising 17/07/00
7. Financial Report
8. Correspondence
9. General Business
10. Next Meeting
11. Closure

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

Yours faithfully



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

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

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 - P.O. Box 221, Como, W.A. 6952
Licensee: H.U.M. Pty Ltd as Trustee for H.U.M. Unit Trust trading as Quin Ballard - A.C.N. 009 057 103
Fax: (08) 9474 1302 Phone (08) 9474 1533 E-mail: quibal@iinet.net.au ABN 85 869 125 509

**MINUTES OF THE COUNCIL MEETING OF THE OWNERS OF THE MEWS,
147-159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD IN UNIT
9 THE MEWS, ON MONDAY 13 NOVEMBER 2000, COMMENCING AT 10.00 AM.**

- 1. PRESENT:**
- | | |
|--|------------------|
| Mr A Smith | Unit 9 |
| Mr P Smith | Unit 23 |
| Mr R Holland | Unit 17, 19 & 28 |
| Mr D Browne | Unit 3 & 47 |
| Mr P Munday representing Quin Ballard. | |
- 2. PROXIES:** Nil
- 3. QUORUM:** A quorum was present.
- 4. APPOINTMENT OF CHAIRMAN:** Mr P Smith, the appointed Chairman presided for the duration of the meeting.
- 5. CONFIRMATION OF MINUTES:** It was resolved that the minutes of the Council meeting held on the 17/07/00 be received and accepted as a true and correct record and these were then signed by the chairman.
- 6. BUSINESS ARISING FROM MINUTES:**
- 6.1 Roof above Rear Block (including above unit 43)
Mr Browne reported that this work has been completed.
- 6.2 Painting Under First Floor Walk Ways & Flaking Paint on West Side of Units 19, 44 and 9
Mr Holland reported that quotations were obtained by him. A special council meeting was held (not minuted) at which all members except Ms Hourigan were present, to discuss the matter of painting quotations. Mr Holland confirmed quotations were obtained from Pretl and Williams, Perrott Painting and Suburban Painting. Council confirmed that the quotation from Suburban Painting was accepted, to seal and paint areas as per their quotation dated 27 August 2000 - a copy of which will form an attachment to these minutes. Cost of work \$3,996.00 plus 10% GST.
Mr Holland tabled a copy of the quotation from Suburban

Painting and advised that he will forward other quotations to managers for retention in the strata company records. It was agreed that Mr P Smith and Mr D Browne will jointly approve any invoice for payment, on completion of work. It is anticipated that work will commence in approximately 3 weeks.

6.3 Re-pointing of Balcony Walls - Units 5 and 44

Mr Browne confirmed that this work was satisfactorily completed.

6.4 Carport Gutters Units 6 & 25

Mr Browne reported this work has not yet been done and he further reported there is a leak at a high gutter which is too high for Western Maintenance to reach. It was agreed that managers are to refer roof plumbers to Mr Browne for quotations for the above work.

6.5 Broken Downpipe Outside Unit 1

Mr Browne reported that this work has not yet been completed however it is a minor job and will be attended to soon.

6.6 Airconditioner at Unit 21

Mr Munday reported that managers have received no response to previous letters forwarded to the owner of unit 21. Mr P Smith confirmed that the airconditioner is still in place. It was agreed that managers are to write to the owners of Unit 21 advising that in view of the lack of response to the prior correspondence, they will be held liable for any damages which result from the airconditioner remaining in place.

6.7 Visitor Parking

It was noted that adequate signage is not in place regarding the location of parking for visitors. It was agreed that signage is to be installed "Visitor Parking" with an arrow to indicate location. Mr Holland to arrange supply and fitment of sign.

Sign at Pool - Mr Browne suggested that a sign should be installed at the pool to advise basic rules. It was agreed that a teleconference is to take place between Council Members to determine details of the sign and Mr Holland is to arrange supply and installation of it.

6.8 Roof Repairs/Replacement

Mr Browne reported that indicative costs have not been obtained however he will pursue them.

7. FINANCIAL REPORT:

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

Balance of General Trust Account as at 10 November 2000
\$ 4,102.02

Balance of Investment Account as at 10 November 2000
\$30,369.72

Outstanding Levies

Due 01.07.00	\$204.00	Unit 15
	\$204.00	Unit 33
	\$ 24.26	Unit 53
Due 01.10.00	\$204.00	Unit 15
	\$204.00	Unit 32
	\$204.00	Unit 33
	\$204.00	Unit 37
	\$204.00	Unit 38
	\$271.27	Unit 48
	\$272.00	Unit 49
	\$272.00	Unit 53

Preparation and Lodgement of Business Activity Statement (BAS)

As required by The New Tax System, a Business Activity Statement (BAS) was prepared and lodged for the quarter ended 30 September 2000.

Managers contacted Messrs Smith and Browne to seek agreement for the \$200.00 GST Startup Certificate to be used for employment of a taxation agent to check and sign the BAS after preparation by managers. That permission was given and the BAS was finalised and lodged.

AGM Financial Report and Proposed Budget

1. The financial report for year ended 30.09.00 is attached for Council information and reference.

2. A draft proposed budget for the year ahead is also attached for Council consideration/amendment/ adoption as may be appropriate.

Consideration was given to the financial report for the year ending 30/09/00 and to the proposed budget for the year 2000-2001. It was noted that appropriate provision for GST has been included to give a total proposed budget of \$52,080.00. Council agreed to present the financial report with the proposed budget of \$52,080.00 to the Annual General Meeting.

It was agreed that a note to the budget is to be included: "Council reports that consideration will be given during the coming year to the maintenance items of roof repair/replacement and re-surfacing of the driveway. Council will obtain reports and if appropriate make recommendations to the following Annual General Meeting regarding any proposed increase in reserve fund accumulation. "

Name of Strata Company on Accounts Payable

Mr Munday reported that, following the introduction of The New Tax System, it is a requirement that the name of the strata company appears on invoices received. That is The Owners of 147-159 Charles Street West Perth. His comments were noted.

END OF REPORT

- 8. CORRESPONDENCE:** 21.07.00 to owner Unit 24 regarding outstanding levies.
03.08.00 from agent Unit 50 re condition of front door (copy sent to Mr P Smith)
31.08.00 to Mr D Browne regarding reports of water entry to ceilings Unit 14 and 42.

Regarding Unit 50 Mr Browne reported he inspected and found that no damage is evident- no further action.

Regarding Unit 42 Mr Browne reported that the roof has since been repaired.

Regarding Unit 14 Mr Browne reported that he has been unable to contact the occupant however he checked the plumbing duct which is dry and it appears no flow of water is coming from above.

**9. GENERAL
BUSINESS :**

9.1 Annual General Meeting

It was agreed that the Annual General Meeting is to be held on Monday 4th December 2000 commencing at 6.00 pm in the offices of Quin Ballard.

It was agreed that there are no items of Special Business to be included.

9.2 Vehicles Left on Property for Extended Periods

M Browne reported that two vehicles appear to be abandoned on the property:

A: a black Mazda belonging to Unit 5 in the visitors carpark

B. a white Honda which belongs to Unit 21 in their carbay

Mr Browne reported both vehicles are unregistered. It was agreed that managers are to write to the rental agents to alert them of the position and to request that either the vehicles are removed from the property now or at the expiration at the tenancy the vehicles are removed and any appropriate provision is made relative to bond monies.

10. NEXT MEETING:

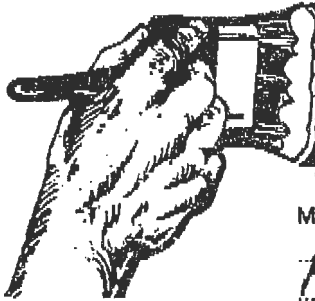
The next meeting will be the next Annual General Meeting to be held on Monday 4 December 2000.

The next Council Meeting is to be Monday 5 February 2001 commencing at 10.00 am in Unit 47.

11. CLOSURE:

Mr Munday thanked Mr A Smith for the kind use of his unit for the meeting and for his hospitality and he thanked all members present for their attendance and input at the meeting. There being no further business the meeting closed at 11.35 am.

CONFIRMED: R. H. Mad THIS 5 DAY OF FEB 2001



SUBURBAN PAINTING SERVICES

INCLUDING OFFICE AND UNIT MAINTENANCE
3/27 AUGUSTA STREET, WILLETTON, 6155
Harry Wilson. Mobile: 0418 905 781
A.B.N. 95 752 656 531 (Reg. Painter 1912)

QUOTE
27/8.

M. ROGER HOLLAND

FAX 9296 4622

Postcode

27-8-00

"THE MEWS"

147-149 CHARLES STREET, WEST PERTH.

QUOTATION TO CARRY OUT REMEDIAL PAINTING TO UNIT COMPLEX.

SPECIFICATIONS

LARGE WALL TO SWIMMING POOL AREA.

STAIRWAY WALL

LARGE WALL TO REAR COMPLEX.

LARGE WALLS TO BETWEEN 4-5

LARGE WALLS TO BETWEEN 3-2

WALL NEAR UNIT 8

WALL NEAR UNIT 42

VARIOUS AREAS TO COMPLEX THAT MAY NEED SOME ATTENTION.

WALLS TO POWER SUPPLY BOX AND LETTER BOX (3)

REMOVE LOOSE PAINT BY SCRAPING OR HI PRESSURE CLEANER.

TREAT MOULD GROWTH TO ALL WALLS WITH ANTI-MOULD SOLUTION, SEAL LOOSE AREAS AND APPLY TWO COATS OF LOW STAIN ACRYLIC.

ALL WALK WAY UNDER SIDES TO COMPLEX. SCRAPE LOOSE FLAKING PAINT APPLY SEALER AND REPAINT WITH TWO COATS OF ACRYLIC FLAT.

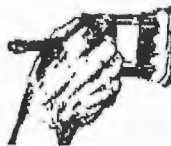
WE WILL USE MOBIL SCAFFOLDING AND LADDERS TO COMPLY WITH WORK SAFE REQUIREMENTS.

BERGER STAINSCREEN PAINT TO WALLS
FLAT ACRYLIC TO WALKWAY UNDERSIDES.

PRICE \$3996.00 plus 10% G.S.T.

11/10/00 16:29 FAX

01



SUBURBAN PAINTING SERVICES

A.B.N. 95 752 656 534 (H. Wilson Reg. Painter 1912)

Including Office and Unit Maintenance

3/27 Augusta Street, Willetton, 6155. MOB: 0418 905 781

10-10-00

MR ROGER HOLLAND

FAX 92954622

RE. PAINTING AT 147-159 CHARLES ST
WEST PERTH

I AM HAPPY TO CONFIRM THAT THE WALLS TO BE
CLEANED DOWN AND REPAINTED WILL BE CLEANED
BY HI-PRESSURE WATER CLEANER.

THE SEALER COAT WILL BE OIL BASED
PIGMENTED SEALER.

THE CLEANING OF WALK WAYS WILL BE
BY HAND. THE SEALER OIL BASED.

WITH REGARDS

HARRY WILSON

13 November 2000



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

Dear Owner

NOTICE OF MEETING

NOTICE is hereby given in accordance with provisions of the Strata Titles Act 1985 that an Annual General Meeting of the Owners of The Mews, 147-159 Charles Street, West Perth Strata Plan 6005 will be held:-

DATE: Monday, 4 December 2000
TIME: 6.00 pm
LOCATION: At the office of Quin Ballard, 175 Labouchere Road, Como (Corner Labouchere Road & Preston Street, upstairs on 1st Floor)
AGENDA: As per attached page.

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

Please note that if your unit (lot) is in joint names, all co-proprietors are welcome to attend the meeting, however when voting on a show of hands, only one of the co-proprietors can vote, provided a form of proxy has been completed and signed by all co-proprietors nominating the party entitled to vote.

Completed forms of proxy may be returned to this office at any time before the meeting, or handed in before commencement of the meeting.

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

Yours faithfully

A handwritten signature in black ink, appearing to read 'PETER MUNDAY', written over a circular stamp or mark.

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

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

Corner Labouchere Road & Preston Street, Como, Western Australia 6152 - P.O. Box 221, Como, W.A. 6952
Licensee: H.U.M. Pty Ltd as Trustee for H.U.M. Unit Trust trading as Quin Ballard - A.C.N. 009 057 103
Fax: (08) 9474 1302 Phone (08) 9474 1533 E-mail: quibal@inet.net.au ABN 85 869 125 509

STRATA PLAN 5629

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

147-159 CHARLES STREET, WEST PERTH WA 6005

04/12/00

AGENDA

1. Welcome
2. Record Attendance
3. Proxies verified
4. Apologies for absence
5. Quorum
6. Appointment of Meeting Chairperson
7. Confirmation of Minutes - AGM 22/11/99
8. Business Arising - AGM 22/11/99
9. Report from Manager
10. Financial Report
11. Election of Council of Owners
12. Re-appointment of Managers
 - Refer attached proposal from Quin Ballard
13. Special Business - Nil - No resolutions sought
14. General Business
15. Budget/Levy (Periodic Contributions)
16. Next Meeting
17. Closure

STRATA PLAN 5629
OWNERS OF "THE MEWS"
147 CHARLES STREET WEST PERTH 6005
STATEMENT OF INCOME & EXPENDITURE -01/10/99 - 30/09/00

INCOME

Maintenance Levies to 30/09/00		44,377.33
Interest on overdue levy		39.42
Insurance Recoup (*)		268.00
GST paid in		1,515.05
TOTAL INCOME		\$46,199.80

EXPENDITURE

GENERAL ADMINISTRATION

Management Fees - Regular Services	4,575.00	
Additional Fees	195.00	
Postage, petties and storage of records	540.00	
AGM Fee	371.65	
Council Meeting Fees	1,333.95	
Caretakers - remuneration	19,098.00	
- superannuation	1,339.20	
- exp's:tel/petrol	1,040.00	
- relief caretaker	720.00	
Council Rates - Pool	30.00	
Govt. Charges - FID/BAD	106.86	
GST - paid out	644.07	
Insurance Premiums	4,203.42	
Income Tax	90.36	\$34,287.51

GROUNDS MAINTENANCE

Gardening	1,276.00	
Garden equipment and supplies	302.74	
Garden rubbish removal	589.00	
Lawn supplies and fertiliser	87.78	
Reticulation	114.35	
Tree Lopping	805.00	\$3,174.87

REPAIRS AND MAINTENANCE

Building	1,174.85	
Clothesline	699.00	
Electrical	185.35	
Glass (*268.00)	268.00	
Globes and tubes	141.96	
Hardware	276.55	
Painting	1,023.00	
Pest Control Service	300.00	
Pool supplies and chemicals	513.75	
Purchase of equipment for pool	430.00	
Plumbing	182.50	
Roof repairs	200.00	
Signs	691.90	\$6,086.86

ELECTRICITY - common areas	2,018.33	\$2,018.33
WATER CONSUMPTION	2,172.30	\$2,172.30

TOTAL EXPENDITURE FOR THE PERIOD	\$47,739.87	\$47,739.87
EXCESS OF EXPENDITURE OVER INCOME		Dr \$1,540.07
PLUS PRE-PAID LEVIES TO 31/12/00		\$5,100.00
LESS FUNDS TO INVESTMENT ACCOUNT		\$4,852.00
PLUS BALANCE AS AT 30/09/99		\$4,981.75

BALANCE OF TRUST A/C AT 30/09/00		\$3,689.68
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Levies in arrears at 30/09/00	\$974.73	
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STRATA PLAN 5629

"THE MEWS"

147-159 CHARLES STREET, WEST PERTH

SUMMARY OF INVESTMENT FUNDS 01/10/99 - 30/09/00

Commonwealth Bank South Perth Account No. 6124 1011 4390

Balance at 30/09/99	\$23,708.98
plus investment funds transferred from General Trust Account	\$ 4,852.00
plus interest	\$ 498.40
less government duty	\$ 3.21
BALANCE AT 30 SEPTEMBER 2000	<u>\$29,056.17</u>



ITEM 12
RE-APPOINTMENT OF MANAGERS

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

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

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

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

REGULAR SERVICES INCLUDE:

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

SPECIAL SERVICES INCLUDE:

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

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

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MANAGEMENT FEES

PLEASE NOTE THAT ALL FEES QUOTED IN THIS PROPOSAL INCLUDE GST

Where the strata company is registered for GST, Quin Ballard will supply accounts for fees in a TAX INVOICE format, to assist the strata company to claim the GST included, as an INPUT TAX CREDIT.

FEES FOR REGULAR SERVICES

Our Annual fee for Regular Services will be \$5,033.00 plus postage, petties and storage of records \$594.00. Total \$5,627.00 payable \$468.91 monthly in advance.

FEES FOR SPECIAL SERVICES AND ANNUAL GENERAL MEETING

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

- during the hours of 9.00 a.m. to 5.00 p.m. \$82.50 per hour
 - outside the hours of 9.00 a.m. to 5.00 p.m. \$115.50 per hour
- Adjourned meeting fee \$82.50 9.00 a.m. to 5.00 p.m. \$115.50 otherwise

FEES FOR EXTERNAL SERVICES

Fees payable for external services such as Tax Agents and Auditors are separate fees payable by the Strata Company. Other external services involving Strata Managers such as purchase of Common Seals and title searches at the Land Titles Office will be performed on the basis of cost price plus a nominal \$11.00 per item for Managers time.

APPLICATION FOR ALTERATION TO LOTS OR COMMON PROPERTY

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

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

PRE-AGM INSPECTION

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

PLEASE NOTE

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

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RESOLUTION SOUGHT

- # "The Strata Company resolves that the Council be directed to re-appoint Quin Ballard as Strata Company Agent Managers from 04/12/00 to the date of the next Annual General Meeting in accordance with their proposal as attached to the notice of meeting".
 - or
 - # "In the absence of an elected Council, the proprietors in general meeting resolve that Quin Ballard be re-appointed as Strata Company Agent Managers from 04/12/00 to the date of the next Annual General Meeting in accordance with their proposal as attached to the Notice of Meeting".
-

**STRATA PLAN 5629
OWNERS OF "THE MEWS"
147 CHARLES STREET WEST PERTH 6005
PROPOSED BUDGET 2000-2001**

NOTE: THE FOLLOWING FIGURES INCLUDE PROVISION FOR GST, WHERE APPLICABLE

Management fees	5,033.00
Postage, petties and storage of records	594.00
Provision for attendance @ Council Meeting	1,400.00
Provision of income tax on investment	100.00
AGM Fee	400.00
Govt. charges - FID/BAD	100.00
Insurance premiums	4,300.00
Common lighting and power	2,100.00
Caretaker - Remuneration	19,000.00
Caretaker - Superannuation @ 8.0%	1,500.00
Caretaker - telephone, petrol, petties	572.00
Caretaker - relief caretaker (4 weeks @ 50%)	720.00
Pool - chemicals & supplies	1,000.00
Lawns/gardens	1,500.00
Water consumption	2,200.00
Tree Management	800.00
Garden rubbish collection	600.00
General repairs and maintenance	4,000.00
TOTAL INCLUSIVE OF GST WHERE APPLICABLE	\$45,919.00
Funds for future maintenance	6,161.00
TOTAL PROPOSED BUDGET	\$52,080.00

\$52,080.00 = \$280.00 per unit entitlement per annum (186 total unit entitlement) quarterly in advance to commence from 01/01/2001.

24 units @ UE 4 = \$280.00 per quarter
30 units @ UE 3 = 210.00 PER quarter

- NOTES:** 1. This budget includes provision for GST where applicable and it is recommended by the Strata Council in the interests of proper management.
2. Council reports that consideration will be given during the coming year, to the maintenance items of roof repairs/replacement and re-surfacing of the driveway. Council will obtain reports and if appropriate, make recommendation to the next AGM regarding any increase in reserve fund accumulation.

**STRATA PLAN 5629
OWNERS OF "THE MEWS"
147 CHARLES STREET WEST PERTH 6005
PROPOSED BUDGET 2000-2001**

NOTE: THE FOLLOWING FIGURES INCLUDE PROVISION FOR GST, WHERE APPLICABLE

Management fees	5,033.00
Postage, petties and storage of records	594.00
Provision for attendance @ Council Meeting	1,400.00
Provision of income tax on investment	100.00
AGM Fee	400.00
Govt. charges - FID/BAD	100.00
Insurance premiums	4,300.00
Common lighting and power	2,100.00
Caretaker - Remuneration	19,000.00
Caretaker - Superannuation @ 8.0%	1,500.00
Caretaker - telephone, petrol, petties	572.00
Caretaker - relief caretaker (4 weeks @ 50%)	720.00
Pool - chemicals & supplies	1,000.00
Lawns/gardens	1,500.00
Water consumption	2,200.00
Tree Management	800.00
Garden rubbish collection	600.00
General repairs and maintenance	4,000.00
TOTAL INCLUSIVE OF GST WHERE APPLICABLE	\$45,919.00
Funds for future maintenance	6,161.00
TOTAL PROPOSED BUDGET	\$52,080.00

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- NOTES:**
1. This budget includes provision for GST where applicable and it is recommended by the Strata Council in the interests of proper management.
 2. Council reports that consideration will be given during the coming year, to the maintenance items of roof repairs/replacement and re-surfacing of the driveway. Council will obtain reports and if appropriate, make recommendation to the next AGM regarding any increase in reserve fund accumulation.

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

NOMINATION FOR ELECTION TO COUNCIL

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

NAME (PRINT): _____

UNIT NO: _____

SIGNATURE: _____

- * Where a company is the nominee, the person authorised by the company to act on its behalf on council is

DATE: _____

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

NAME OF NOMINEE: (PRINT) _____

UNIT NO: _____

I ACCEPT NOMINATION: _____

(Signature of Nominee)

- * Where a company is the nominee, the person authorised by the company to act on its behalf on council is

NAME OF NOMINATOR (PRINT) _____

UNIT NO: _____

DATE: _____

NOTE: *

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

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

FORM OF PROXY

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

* A representative from Quin Ballard

OR

* Other person

to be my/our proxy to vote on my/our behalf at the Annual General Meeting of the Owners of The Mews , 147-159 Charles Street, West Perth Strata Plan 5629 to be held on 04/12/00 or any adjournment thereof.

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

SIGNATURES OF ALL CO-PROPRIETORS: _____

SIGNATURE OF PROXY: _____ **DATE:** _____

In the case of a Company:

The Common Seal of:

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

NOTE

1. Only one co-proprietor of a unit (lot) can vote at a general meeting on a show of hands provided a form of proxy has been completed and signed by all co-proprietors nominating the party entitled to vote.
2. A Company may appoint a nominee as its Proxy and the Form of Proxy should, where applicable, have the company seal affixed.
3. A Proxy need not be a member of the Strata Company. The Strata Manager, the Chairman or any other person may act as proxy.

MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF "THE MEWS", 147 - 159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD AT THE OFFICE OF QUIN BALLARD, 175 LABOUCHERE ROAD, COMO ON MONDAY 4 DECEMBER 2000, COMMENCING AT 6.00 PM

1. WELCOME:

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

2. RECORD

ATTENDANCE:

Mr D Browne	Unit 3
Mr D Zappavinga & Miss J Dennis	Unit 4
Mr D & Mrs T Clarke	Unit 8
Mr J Sloan	Unit 11
Mr P & Mrs A Wrightson	Unit 16
Mr R Holland	Units 17,19 & 28
Mr S Allam	Units 21,29 & 34
Ms Y Hill	Unit 35
Mr D Browne	Unit 47
Mr P Munday representing Quin Ballard.	

3. PROXIES:

Mrs T Ivory	Unit 2
to Mr D Browne	
Messrs DA, T GJ & EA Browne	Unit 3
to Mr D Browne	
Mr T Dickson	Unit 6
Mrs C Chapman	Unit 7
Mr P Tye	Unit 13
all to the representative from Quin Ballard.	
Mr M Quin & Mrs K Ballard	Unit 14
to the Chairman	
Mr C McDougall	Unit 15
to the representative from Quin Ballard.	
Messrs S Allam & S Saleh	Units 21, 29 & 34
to Mr S Allam	
Mr R Kanter	Unit 26
Prof M Skully	Unit 32
Mr J Legge	Unit 40
Ms G Hourigan	Unit 43
all to the representative from Quin Ballard.	
Mrs D Gilbert	Unit 46

to the chairperson
 Mr & Mrs D & J Ponnambolam Unit 48
 Mr D Browne
 Mr T Mitchell Unit 51
 to the representative from Quin Ballard.

4. APOLOGIES FOR ABSENCE:

Nil

5. QUORUM:

A quorum was present.

6. CHAIRPERSON:

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

7. CONFIRMATION OF MINUTES:

It was **RESOLVED** that the minutes of the Annual General Meeting held on 22/11/99 be received and accepted as a true and correct record and these were then signed by the Chairperson.

8. BUSINESS ARISING:

Nil

9. REPORT FROM MANAGER:

Mr Munday gave his report and it contained the following:

1 Strata Titles Act 1985

The Strata Titles Act 1985 continues to govern the property and Managers advise that although there have been some minor amendments there have been no significant amendments to the Act since the last Annual General Meeting. Schedule 1 & 2 By-laws continue to be the standard By-laws for the property.

2 Strata Council

The strata council met on a number of occasions to handle various items of property management, with Mr Peter Smith acting as chairman, Mr Andrew Smith as treasurer and Mr David Browne as secretary. To council members managers extend a vote of thanks on behalf of all owners for their time contribution on council matters. In addition to the many routine items of building & grounds maintenance which were addressed, an inspection found no white ant presence at the property. Clotheslines were replaced, signage renewed and pool rules are being formulated. Again well done to all council members.

3 Insurance

CHU Underwriting Agencies Pty Ltd continue to insure the property to expire on 01/10/01.

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

Levels of Cover:

Building	\$3,390,000.00
Legal Liability	\$10,000,000.00
Common Contents	\$15,000.00
Office Bearers Liability	\$2,000,000.00
Workers Compensation	As per the act

END OF REPORT

10. FINANCIAL REPORT:

Mr Munday referred to the report for the year ending 30/09/00 and he advised that managers received no queries regarding the report prior to the meeting.

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

It was **RESOLVED** the financial report for the period ending 30/09/00 be received and adopted as a true and correct record.

11. COUNCIL OF OWNERS:

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

Mr A Smith unit 9, Mr P. Smith unit 23, Mr R Holland units 17,19 & 28, Ms G Hourigan unit 43, Mr D Browne units 3 & 47.

Positions of chairman, treasurer & secretary to be appointed at the first council meeting following the Annual General Meeting.

12. REAPPOINTMENT OF MANAGERS:

Mr Munday referred to the proposal from Quin Ballard as attached to the notice of meeting and he confirmed that Quin Ballard are happy to continue in the role of strata managers.

It was resolved that the strata council be directed to reappoint Quin Ballard to manage the strata company from the 4 December 2000 to the date of the next

Annual General Meeting in accordance with the proposal as attached to the Notice of Meeting.

ALL FEES MENTIONED BELOW INCLUDE GST

Annual Management fee \$5,033.00 (\$419.42 charged monthly) plus Annual General Meeting fee charged at hourly rate. Adjourned Meeting fee \$82.50 - 9.00 a.m. - 5.00 p.m. and \$115.50 otherwise, cost of postage, petties and storage of records \$49.50 per month.

Extra duties which are performed at the rate of \$82.50 per hour during office hours and \$115.50 per hour otherwise, include compliance with The New Tax System, attendance at Extraordinary and Council Meetings, and registration of By-laws, collection of Special Levies, legal actions as required and property inspections. Fees collected in accordance with Section 43 of the Act are payable to Managers, being for preparation of Certificates providing information or arranging inspection of Strata Company records.

13. SPECIAL BUSINESS: Nil - no resolutions sought.

14. GENERAL BUSINESS:

14.1 Security

Mr Sloan enquired if consideration has previously been given to increased security at the property. Mr Munday responded the matter has not previously been raised.

Discussion took place regarding investigation of possible improvement of security and it was agreed the strata council will give the matter further consideration, make queries and report feedback to the next Annual General Meeting.

15. BUDGET/LEVY:

Mr Munday referred to the proposed budget as attached to the notice of meeting. He confirmed that the proposed budget was recommended by the strata council and that appropriate provision for goods and services tax was included. It was **RESOLVED** that the proposed Budget of \$52,080.00 (Including GST) for the year ending 2001, be received and adopted and that the levy of \$210.00 (including GST) per unit entitlement 3 and \$280.00 (inc GST) per unit entitlement 4, be adopted, payable quarterly in advance commencing from 01/01/01.

16. NEXT MEETING:

The next Council meeting is to be Monday 05/02/01, commencing at 10.00 am in unit 47.

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

All proprietors are notified herewith that if any proprietor wishes for an item to be included onto the agenda for the next Annual General Meeting, details should be submitted in writing to Quin Ballard by 30/09/01.

17. CLOSURE:

Mr Munday extended Compliments of the Season to all persons present and he thanked them for their attendance and input at the meeting. There being no further business, the meeting closed at 6.40 pm.

CONFIRMED: R. Holland THIS 19 DAY OF NOVEMBER 2001.