



2 January 2001

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, 5 February 2001
- TIME:** 10.00 am
- 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 13/11/00
  7. Business Arising - 13/11/00
  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

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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 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 47 THE MEWS, ON MONDAY, 5 FEBRUARY 2001, 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. APOLOGIES FOR ABSENCE:**
- |               |         |
|---------------|---------|
| Ms G Hourigan | Unit 43 |
|---------------|---------|
- 4. QUORUM:** A quorum was present.
- 5. APPOINTMENT OF CHAIRMAN, SECRETARY & TREASURER:** It was resolved that the following office bearers be appointed:
- |                         |
|-------------------------|
| Mr R Holland - Chairman |
| Mr P Smith - Secretary  |
| Mr A Smith - Treasurer  |
- 6. CONFIRMATION OF MINUTES:**
- It was resolved that the minutes of the Council meeting held on the 13/11/00 be received and accepted as a true and correct record and these were then signed by the chairman.
- 7. BUSINESS ARISING FROM MINUTES:**
- 7.1 Painting Under 1st Floor Walkways & Flaking Paint on West Side of Unit 19,44 and 9.
- It was noted that although instructions have been issued to the contractor, this work has not yet commenced. It was agreed Mr Holland will follow up with the painting contractor for work to commence as soon as possible.
- 7.2 Carport Gutters Units 6 and 25 and Some Downpipe Near Unit 17
- Mr Browne confirmed that managers referred contractors to him and he is still in the process of obtaining quotations.

It was agreed that Mr Brown is authorised to accept the cheapest quotation and to arrange for work to proceed.

### 7.3 Broken Downpipe Outside Unit 1

Mr Browne reported that this work is not yet been completed however he will finalise it before the next Council Meeting.

### 7.4 Airconditioner Unit 21

Mr Munday confirmed that managers wrote, as per the minutes.

### 7.5 Visitor Parking Signage

Mr Holland confirmed this work was satisfactorily completed.

### 7.6 Signage at Pool

Mr Holland reported that this signage has been installed however it may require additional fixing at the base of the sign and he requested other members to inspect in that regard.

### 7.7 Roof Repairs/Replacement

Mr Browne reported that he has not yet obtained quotations as his contact is now not available. It was agreed that Mr A Smith and Mr P Smith will jointly investigate options for roof repairs/replacement as a stand alone project, whereby they will obtain advice and estimation of cost regarding roof treatment. It was noted that council intends to submit a report regarding the roof to the next Annual General Meeting.

### 7.8 Vehicles Left on Property for Extended Periods

Mr Munday confirmed that managers wrote letters as per the minutes.

## **8. FINANCIAL SITUATION:**

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

Balance of general trust account as at Fri 2 February 2001      \$ 1,715.88

Balance of investment account as at Fri 02 February 2001      \$32,068.05

#### Outstanding Levies:

Due 01/07/00                      \$ 24.26 Unit 53

Due 01/10/00                      \$204.00 Unit 38

\$272.00 Unit 53

Due 01/01/01                      Units 3,10,13,15,24,30,32,33,38,40,47,48,50,53

Total \$3,424.00

**END OF REPORT**

**9. CORRESPONDENCE:**

17/11/00 to Clarkin & Co re vehicle unit 5  
 17/11/00 to owner unit 21 re vehicle unit 21  
 17/11/00 to owner unit 21 re air conditioner unit 21  
 26/11/00 from owner unit 21 re air conditioner unit 21  
 26/11/00 from owner unit 21 re car unit 21  
 05/12/00 fax to Clarkin & Co re paint repair unit 51  
 22/01/01 fax from Clarkin & Co re paint repair unit 50  
 23/01/01 to Clarkin & Co repaint unit 50 enclosing letter to them of 08/05/00

**10. GENERAL  
BUSINESS :****10.1 Paint Repair of Ceiling Unit 51**

Mr Munday referred to report from Clarkin & Co regarding need for paint repair of the ceilings at units 51 and Mr Browne confirmed that approval was given for Clarkin & Co to arrange for this work to be completed. Mr Munday tabled an account from G H M General Home Maintenance for a total \$275.00 for this work and it was agreed that the account is approved for payment.

**10.2 Mould on Ceiling Unit 17**

Mr Holland reported that mould which was present on the ceiling of unit 17 has been removed. He believes that the mould may relate to leakage from the downpipe which is soon to be repaired. He advised that he will monitor the ceiling for return of any mould, during the year ahead.

**10.3 Installation of Air-conditioner at Unit 49**

It was noted that a split system air-conditioner was installed on the balcony of unit 49, after enquiry to Mr Browne regarding permission to install. It was noted there has been a long standing policy of no items being permitted on walkways and it was agreed that policy is to continue. It was also noted that split system units installed on balconies are approved for installation, subject to low level installation on the balcony. It was agreed that a letter is to be forwarded by managers to the owner/occupier of unit 49 advising that they are fully responsible for maintenance of the unit.

**10.4 Security**

Mr P Smith referred to the matter of security as raised at the Annual General Meeting. Mr Browne reported that Mr Allam referred a security firm which attended at the property, however a quotation is not yet to hand. Mr Browne reported of various recent incidents of stolen car, stolen clothes from clothesline, trespassers in the swimming pool and syringes found in garden areas. It was agreed that the council will take further advice with a view to improvement of security and subject to information received may call an informal council meeting to discuss the findings.

10.5 Annual Leave for Caretaker

Mr Browne reported that he would like to take 4 weeks annual leave from 02/04/01. It was agreed the leave is approved. Mr Holland will secure a person to attend to the lawns and gardens with a cost to be agreed between Mr Holland and Mr Browne and with reference to the provision in the budget for relief caretaking. Mr P Smith volunteered to deal with checking bins, pool and litter at no cost to the strata company.

10.6 Burn- out at Meter Board - Front Block

Mr Browne reported details of the need to call out an electrician to a burn-out due to a circuit breaker break down and he tabled two accounts for attendance by electricians. He gave details of the need for two attendances in the matter and it was agreed the accounts be approved for payment.

**11. NEXT MEETING:**

Mr Munday reported an enquiry from council member Ms Hourigan regarding council meetings being held after office hours, as she is unable to attend meetings during the day. Consideration was given to convenience of other members attending night time meetings and also the variation in management cost and after discussion it was agreed to retain a daytime meeting time. It was agreed Ms Hourigan, by record in these minutes, is requested to remain on council and to submit input to council on any matters which she feels to be appropriate.

The next council meeting is to be held on Monday 7 May 2001 commencing at 10.00 am unit 47.

**12. CLOSURE:**

Mr Munday thanked Mr Browne for the kind use of his unit for the meeting. There being no further business the meeting closed at 12.00 midday.

CONFIRMED: R. Holland THIS 30 DAY OF APRIL 2001

Addendum Note

Subsequent to the meeting Mr Holland contacted managers and requested a change of meeting date to 30 April 2001 and he confirmed that this was agreed after his contact with other members.



18 April 2001

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, 30 April 2001
- 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 Holland the appointed Chairperson is not present.
  5. Confirmation of Minutes of Meeting 05/02/01
  6. Business Arising - 05/02/01
  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

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

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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 TO 159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD IN UNIT 47 THE MEWS ON MONDAY 30 APRIL 2001, COMMENCING AT 10.00 AM**

- 1. PRESENT:**
- |  |                   |
|--|-------------------|
| Mr P Smith                             | Unit 23           |
| Mr R Holland                           | Unit 17, 19 & 28. |
| Mr D Browne                            | Units 3 & 47      |
| Mr P Munday representing Quin Ballard. |                   |
| Apologies: Mr A Smith      Unit 9      |                   |
- 2. PROXIES:** Nil.
- 3. QUORUM:** A quorum was present.
- 4. APPOINTMENT OF CHAIRPERSON:** Mr Holland, the appointed Chairperson presided for the duration of the meeting.
- 5. CONFIRMATION OF MINUTES:**
- It was resolved that the minutes of the Council Meeting held on the 5 February 2001 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 Painting Under First Floor Walkways And Flaking Paint On West Side of Units 19, 44 & 9.  
Mr Holland reported that work has been completed but some areas need a final inspection. It was agreed this would be done following the end of this meeting.
- 6.2 Carport Gutters Units 6 & 25 & Some Downpipe Near Unit 17  
Mr Browne reported that two quotations were obtained :  
Pauls Maintenance Company      \$506.00  
Plumbers WA      \$832.00  
Mr Browne reported that he requested for Pauls Maintenance Company to proceed, however work has not yet been completed and Mr Browne agreed to follow up in the matter.
- 6.3 Broken Down Pipe Outside Unit 1  
Mr Browne reported that this work has been completed.
- 6.4 Signage At Pool  
Mr Smith reported that the fixing is excellent.

6.5 Roof Repairs/Replacement

Mr Smith reported that his investigations are continuing and he anticipates a report will be available for the next meeting.

6.6 Security

Mr Smith reported that he is investigating with a firm called Strata Security. Mr Browne reported that a firm recommended by Mr Allam, which previously inspected at the property, is now uncontactable and no report is to hand. The matter of security is to reported on, later.

6.7 Annual Leave for Caretaker

Mr Smith confirmed that work to lawns and gardens was extremely well done and the contractor was very reliable.

## 7. FINANCIAL REPORT:

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

### 147-159 CHARLES STREET WEST PERTH STRATA PLAN 5629

#### FINANCIAL INFORMATION FOR COUNCIL MEETING ON 30/04/01

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|   |            |
|---|------------|
| Balance of general trust account as at Fri 27/04/01 | \$4,857.99 |
|---|------------|

|  |             |
|--|-------------|
| Balance of investment account as at Fri 27/04/01 | \$33,716.43 |
|--|-------------|

Outstanding levies :

|              |                  |
|--------------|------------------|
| Due 01.10.00 | \$204.00 unit 38 |
|              | \$272.00 unit 53 |

|              |                  |
|--------------|------------------|
| Due 01.01.01 | \$210.00 unit 38 |
|              | \$272.00 unit 53 |

|  |            |
|--|------------|
| Due 01.04.01 9 units, including 38 & 53, being total | \$2,088.00 |
|--|------------|

**END OF REPORT**

It was noted that unit 53 is being sold. Mr Munday reported that interest has been added to units 38 & 53. It was agreed that, if payment is not received within a few days from unit 38, a letter is to be forwarded to threaten legal action for recovery.



- 8. CORRESPONDENCE:** 12/02/01 To Ms D Wilson Unit 49 Re: Install. of Air Conditioner Unit @ Unit 49.  
 29/03/01 From G A Perry. To advise that toilet blockage @ Unit 15 was caused from within unit and is owner cost.  
 05/04/01 From Clarkin & Co being request for payment of repaint to ceilings @ Unit 50.  
 It was agreed that payment of \$275.00 is to be made, on receipt of appropriate tax invoice.  
 11/04/01 From Clarkin & Co to report leaks into unit 36 when unit above uses shower (ie. Unit 54).  
 Mr Smith advised that he endeavoured to contact the occupants of units 36 & 54 to arrange inspection, however he has been unable to do so. It was agreed that managers are to write to the owners of unit 54 to request their investigative action, in liaison with Clarkin and Co to access unit 36, with a copy of the letter to Clarkin & Co.

**9. GENERAL BUSINESS :**

9.1 Request from owner - Unit 31 Re: Signage for Car Parking

Mr Munday reported regarding a verbal enquiry by the owner of unit 31 whereby he requested installation of a sign advising of a penalty for improper parking. It was agreed that Mr Browne will inquire details of facilities available from the Town of Vincent and will report his findings to the next Council Meeting.

9.2 Resurface of Driveway

Mr Smith confirmed that he is continuing to investigate indicative costs.

9.3 Concrete Spalling on Walkways

Mr Smith brought to attention details of concrete cancer (spalling) on walkways where the balustrade is attached to the edge of the concrete walkway. It is most noticeable on the top floors. He recommended an ongoing maintenance program should be planned and he volunteered to draw up a plan of needs and to report details to the next Council Meeting.

- 10. NEXT MEETING:** The next Council Meeting is to be held on Monday 23 July 2001, at 10.00 am in unit 47.

- 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 11.10 am.

CONFIRMED: R. Holland THIS 30 DAY OF July 2000 2001

18 July 2001



The Council of Owners  
Strata Plan 5629  
147-159 Charles Street  
WEST PERTH WA 600

Dear Council Member

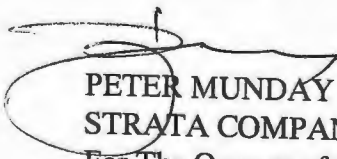
### NOTICE OF MEETING

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 30 July 2001 (Changed from 23 July)
- 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 Holland the appointed Chairperson is not present.
  5. Confirmation of Minutes of Meeting 30/04/01
  6. Business Arising - 30/04/01
  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

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

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**MINUTES OF A MEETING OF THE COUNCIL OF OWNERS OF "THE MEWS", 147 - 159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD IN UNIT 47, "THE MEWS" ON MONDAY 30 JULY 2001, COMMENCING AT 10.00 AM.**

**1. RECORD**

**ATTENDANCE:** Mr P Smith Unit 23  
 Mr R Holland Units 17, 19 28  
 Mr D Browne Units 3 & 47  
 Mr P Munday representing Quin Ballard.  
 Apologies:  
 Mr A Smith Unit 9

**2. PROXIES:** Nil.

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

**4. CHAIRPERSON:** Mr Holland the appointed Chairperson presided for the duration of the meeting.

**5. CONFIRMATION OF MINUTES:** It was RESOLVED that the minutes of Council Meeting held on 30 April 2001 be received and accepted as a true and correct record and these were then signed by the Chairman.

**6. BUSINESS ARISING:**

6.1 Painting on First Floor Walkways and Flaking Paint on West Sides of Units 19, 44 & 9.

It was noted that a final inspection took place after the last Council Meeting and it was agreed that the account be passed for payment, at that time.

6.2 Carport Gutters - Unit 6 & 25 & Some Downpipe Near Unit 17

Mr Browne reported that work was satisfactory completed, however the carport gutters have not yet been painted and he confirmed that he will attend to this work.

6.3 Roof Repairs/Replacement

Mr Smith reported that he discussed the matter of roof replacement with Paul's Maintenance Company and he obtained a verbal indication of cost to replace the existing tile roof with metal: \$25,000 - \$30,000.

It was agreed that council will give further consideration in respect of this item, for recommendation to the next Annual General Meeting.

#### 6.4 Security

Mr Smith reported details of his investigations and he tabled plans to provide possible options for fencing to improve security. He commented on the high costs associated with electronic security. After discussion it was agreed that Mr Smith will seek indications of costs for fences and gates, with letterboxes to be incorporated into the fence for improved security for mail. This matter to be given further consideration at the next Council Meeting with a view to recommendation to the next Annual General Meeting.

#### 6.5 Concrete Spalling On Walkways

Mr Smith reported that he has drawn up a plan of needs and he tabled a summary of his visual inspection of walkways, which provide details of balustrade "stumps" which require attention. It was noted that the stumps are graded into conditions of "very bad", "bad" and "not too bad", however Mr Smith recommended that all listed need attention. He reported that the plan was drawn up based only on his visual inspection. It was agreed that Mr Holland will seek appropriate quotations for repairs based on the report as tabled. Council members thanked Mr Smith for the considerable efforts contributed by him with respect to the items of concrete spalling, security and roof replacement.

#### 6.6 Signage for Carparking

Mr Smith reported on his enquiry on the Town of Vincent and advised that an arrangement is available, however it seems that enforcement may be difficult. After due consideration it was agreed that the very low incidence of problems does not warrant further action at this time.

#### 6.7 Resurfacing of Driveway

Mr Smith reported details of estimated costs per meter to provide a resurface spray with ten millimetre pebbles to the driveway. It was agreed that Mr Holland will confirm costs and report details to the next meeting, in order for consideration and any recommendation to the next Annual General Meeting.

## **7. FINANCIAL REPORT:**

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

Balance of general trust account as at Friday 27 July 2001 \$ 3,125.43  
Balance of investment account as at Friday 27 July 2001 \$35,385.17

Outstanding levies:

|              |                           |             |
|--------------|---------------------------|-------------|
| Due 01/04/01 | \$210.00                  | Unit 10     |
| Due 01/07/01 | \$1,930.51 (inc interest) | Eight Units |

**END OF REPORT**

- 8. CORRESPONDENCE:**
- 08/05/01 to owners unit 54 to request remedial action re leak into unit 36
  - 22/05/01 to owner unit 35 to advise of water seepage onto walkway near unit 35.
  - 22/05/01 to owner unit 53 to request remedial action re leaking hot water system for that unit.
  - 22/05/01 to agent unit 6 to request remedial action re leakage onto pathway outside unit 6.  
Mr Browne reported that the cause of this leak being taps inside unit 6, has been fixed.
  - 09/06/01 from owner unit 17 to provide report <sup>on</sup> leak into that unit which came down from unit 53 into unit 35 and then into unit 17.  
It was noted that the insurer has been advised of the consequential damages to units 5 & 17 and an assessor has been requested by the insurer to attend, to provide quotations and report.
  - 19/06/01 to Pauls Maintenance Co. to request reissue of account into strata Co. name.
  - 20/06/01 from the owner of unit 35 regarding damage at unit 35 from the leak above in unit 53.  
Mr Browne reported that he inspected at unit 53 with Tommy Clarkin and confirmed a number of damage spots on the ceiling. Mr Browne reported that he has requested Western Maintenance to fix the roof above unit 53.
  - 04/07/01 from D Browne unit 47 to request leave for two weeks commencing on 16/07/01.
  - 06/07/01 from agents unit 52 to report water damage spots on ceiling.
  - 05/07/01 from owner unit 13 to request permission to install a satellite dish on the roof.
  - 06/07/01 to owner unit 13 to advise request referred to council meeting.  
After discussion council decided that permission was not granted for installation of the satellite dish - managers to advise owner of unit 13.

**9. GENERAL  
BUSINESS:**

9.1 Break-in to Storage Shed

Mr Munday advised that he received a report from Mr Browne that the locked garden/storage shed was broken into on Sunday 1 July. The padlock was broken and a brush cutter and chainsaw were stolen. A bolt cutter resistant padlock has since been installed at the shed and the insurance company has approved a replacement of the stolen goods.

**10. NEXT MEETING:**

The next Council Meeting is to be held on Monday 17 September 2001 commencing at 10.00 am in unit 47.

**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 12.05 pm.

CONFIRMED: R. Holland THIS 17 DAY OF SEPTEMBER 2001



6 September 2001

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

Dear Council Member

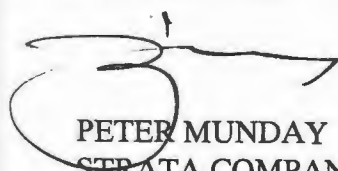
### NOTICE OF MEETING

**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 September 2001
- 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 Holland the appointed Chairperson is not present.
  5. Confirmation of Minutes of Meeting 30/07/01
  6. Business Arising - 30/07/01
  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

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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 ABN 85 869 125 509

**MINUTES OF A MEETING OF THE COUNCIL OF OWNERS OF "THE MEWS", 147 - 159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD IN UNIT 47, "THE MEWS" ON MONDAY 17 SEPTEMBER 2001, COMMENCING AT 10.05 AM.**

**1. RECORD**

**ATTENDANCE:** Mr P Smith Unit 23  
 Mr R Holland Units 17, 19 28  
 Mr D Browne Units 3 & 47  
 Mr P Munday representing Quin Ballard.  
**Apologies:**  
 Mr A Smith Unit 9

**2. PROXIES:** Nil.

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

**4. CHAIRPERSON:** Mr Holland the appointed Chairperson presided for the duration of the meeting.

**5. CONFIRMATION OF MINUTES:**

It was RESOLVED that the minutes of Council Meeting held on 30 July 2001 be received and accepted as a true and correct record and these were then signed by the Chairman.

**6. BUSINESS ARISING:**

6.1 Painting Carport Gutters - Unit 6 & 25 and some Downpipe near Unit 17

Mr Browne reported that this work has not yet been done, however it will be done soon due to the fine weather.

6.2 Roof Repairs/Replacement

Mr Munday recommended that a report from Council be included for the Annual General Meeting including forward planning for the replacement of the roof.

6.3 Security

Mr P Smith tabled a quotation obtained in respect of installation of fences and gates at the property. He tabled a page of possible options in respect of security and it was agreed that Mr Smith prepare an explanation of option number 4 including replacement of keys, and cost of re-keying. It was agreed to recommend the installation of the fence, to the Annual General Meeting with a view to a later general meeting being held to finalise approval, funding and creation of a By-Law in order for works to proceed.

6.4 Concrete Spalling On Walkways



Mr Holland reported that quotations were obtained and he gave details relative to work involved. To undertake work for the "Bad" and "Very Bad" cost is approximately \$3,800.00. It was agreed to include \$4,000.00 into the proposed budget for the Annual General Meeting to provide for concrete/balustrade work.

#### 6.5 Resurfacing of Driveway

Mr Holland reported that he has not yet been able to obtain site plans or confirmation of cost. He agreed to follow through in the matter.

### **7. FINANCIAL REPORT:**

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

Balance of general trust account as at Friday 14 Sept 2001 \$ 816.19  
Balance of investment account as at Friday 14 Sept 2001 \$35,475.46

#### Outstanding levies:

Due 01/07/01 \$840.00 being units 10,24,38 & 52

### **END OF REPORT**

- 8. CORRESPONDENCE:** 31/07/01 to owners unit 13 regarding application for satellite dish.  
22/05/01 from D Browne re fence damage  
01/08/01 to occupiers 72 Carr Street, regarding repairs of dividing fence and removal of litter.

It was agreed that managers are to request solicitors to send a letter of demand at an approximate cost of \$150.00 to the occupiers of 72 Carr Street in respect to repairs to dividing fence and removal of litter.

### **9. GENERAL BUSINESS**

#### 9.1 Renewal of Insurance Cover

Mr Munday table<sup>d</sup> a renewal notice and reported that the insurers provided two options to either re-insure at the current sum insured for building of \$3,390,000 or alternatively for the recommended sum insured for \$3,660,000. It was agreed to renew at the level of \$3,660,000, with managers to pay the premium for that level.

#### 9.2 Unit 17

Mr Holland reported that the insurance company sent an assessor to inspect the damage and it was agreed by the insurer that Mr Holland obtain an additional quotation and that he would liaise direct with the insurer in respect of repair work.





1 November 2001

All Owners  
147-159 Charles Street, West Perth WA  
Strata Plan 5629

Dear Owners

**RE: ANNUAL GENERAL MEETING STRATA PLAN 5629**

Enclosed herewith is your notice for the annual general meeting for strata plan 5629.

The financial report and proposed budget will be forwarded under separate cover within the next few days.

We take this opportunity to request you forward a completed form of proxy if you are unable to attend the meeting. This assists to form a quorum for a meeting to proceed and is appreciated by those owners who are in attendance.

Yours faithfully

A handwritten signature in black ink, appearing to be 'Peter Munday', written over a circular stamp or mark.

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@inet.net.au ABN 85 869 125 509



1 November 2001

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 5629 will be held:-

**DATE:** Monday 19 November 2001  
**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

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

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**STRATA PLAN 5629**

**ANNUAL GENERAL MEETING OF THE OWNERS OF  
"THE MEWS", 147-159 CHARLES STREET, WEST PERTH 6005**

**19/11/01**

**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 04/12/00
8. Business Arising - AGM 04/12/00
9. Report from Chairman
- 9A. 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 - See Annexure "A" for details
  - 13.1 Possible Future Installation of Fences & Gates
  - 13.2 Application for Installation of Blinds on Balcony - Unit 47
14. General Business
15. Budget/Levy (Periodic Contributions)
16. Next Meeting
17. Closure

## CHAIRMAN'S REPORT 2001

147-159 Charles Street, West Perth.      Strata Plan 5629

This year the committee has investigated four areas of concern for the complex.

1. Security.
2. Condition of Roofs.
3. Deterioration of Driveway.
4. Concrete Cancer.

### 1. Security.

It was agreed at the December 2000 AGM that the incoming committee would investigate possible security options for the complex. The following options were considered: -

- A. Individual carport bollards.
- B. Cable gates at each vehicle entrance.
- C. Retractable bollards on each vehicle entrance.
- D. Security fencing
- E. Fencing without full security.

The committee recommends option E for the following reasons: -

1. The price, which is very competitive with the other types of security assessed.
2. The convenience of allowing tradesmen and visitors pedestrian access to all units.
3. Eliminates the re-positioning of the mailboxes within the fence line.
4. Aesthetically pleasing.

### Advantages.

No visitor car access through complex.  
Visitor parking area not affected.  
Increase capital value of units.  
Access for garbage collection.  
Access to post boxes.  
Existing post boxes become more secure.  
Improve rental opportunities

### Disadvantages.

Pedestrian gates not secure. Manual operation only.  
Ongoing maintenance cost.  
Ongoing power costs.  
Manual operation of gates needed during power failure.

### Fence Description and Cost.

Fence the front of the property and the visitors' car park with 1.8 metre high aluminium powder coated fencing. 3 matching single and 1 double self-closing pedestrian manually operated gates. 2 sliding automatic road gates and 1 swing automatic front road gate. See Drawing. Cost including 54 remote key fobs, installation and G.S.T. \$22,169-40 as of August 2001.

Should owners show sufficient support for this security proposal a further general meeting will be called to finalise approval, funding and a by-law to establish controls for such items as replacement transmitters.

We suggest a sum of \$12,000 be raised by way of special levy and \$12,000 drawn from existing reserves. An Extraordinary General Meeting would be held in February 2002 to finalise this matter.

## **2. Roofing.**

In the past 18 months a number of units have been damaged as a result of a leaking roof. Ridge cappings have been re-pointed. Roof tiles have been replaced. With the age of the roof this problem can only get worse.

The committee has made an initial enquiry with Paul's Maintenance for the cost to replace the tile roof with steel. A figure of between \$25,000 and \$30,000 has been indicated. The committee envisages forming a 5 year plan to replace the roofs.

## **3. Deterioration of Driveway.**

The committee addressed the matter of the deteriorating sealed driveway and carports. Verbal quotes have been given for two types of material.

Hot Mix involves spraying bitumen and covering with 10mm stones and has a life expectancy of 5 years. The cost is approximately \$2.60 per square metre plus G.S.T. Approximate area 2000 square metres.

Black Asphalt is laid at 25mm thickness giving a life expectancy of 12 to 15 years. Cost \$7-50 per square metre plus G.S.T.

## **4. Concrete Cancer.**

It was noted during the year that the stumps of the walkway handrails in some areas of the complex were rusting and breaking the concrete. The committee received a report saying it could cost approximately \$5000 to find how far the rust has progressed into the walkways, and to replace the 13 stumps. See Drawing marked as 'very bad' and 'bad'. The committee requests that this amount of money be approved at the AGM on November 19<sup>th</sup>.

## **Garden Watering.**

Mr. David Browne, our caretaker, will mulch the gardens to assist with water conservation.

## **Conclusion.**

The committee believes the security proposal would be very worthwhile in this day and age. In the year 2001-2002 the incoming committee should prioritise the maintenance issues. Owners must realise that in order to fund these expenses it may be necessary to increase levies and also use special levies to complete these major tasks on a timely basis. A costing proposal will be included in the Chairman's report for the 2002 AGM.

I would like to thank the members of the committee for all their efforts and also Mr. Peter Munday of Quin Ballard for his professional assistance during the year.

On behalf of the council I wish all owners 'Compliments of the Season and a Prosperous 2002.'

Yours faithfully,

Roger Holland  
Chairman of council  
Strata plan 5629

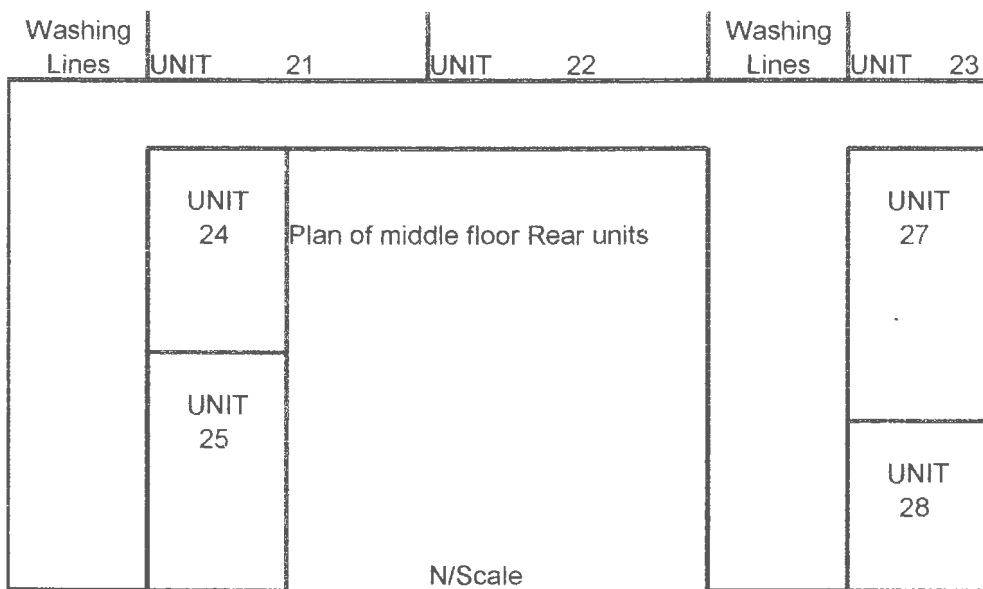
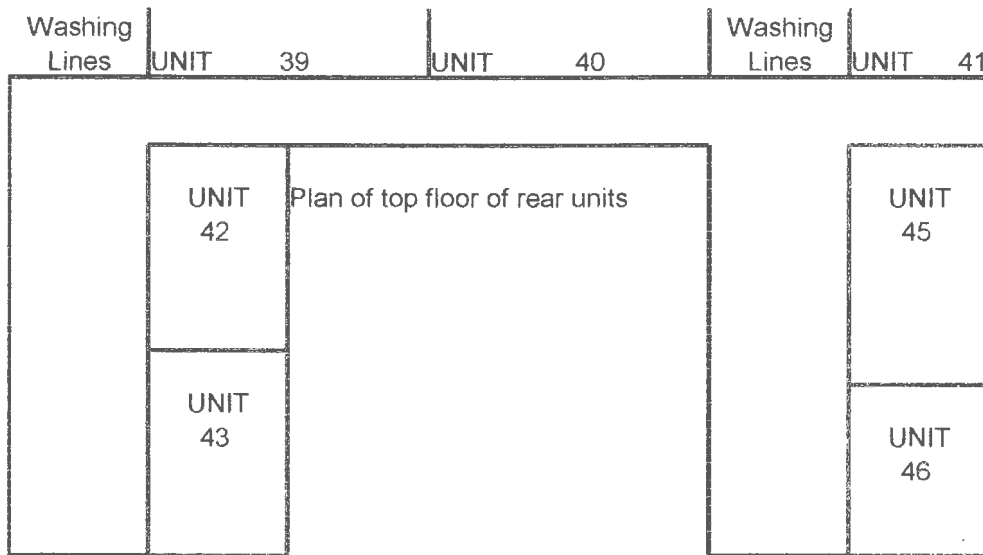




# 147, Charles St, Concrete Cancer in Walkways

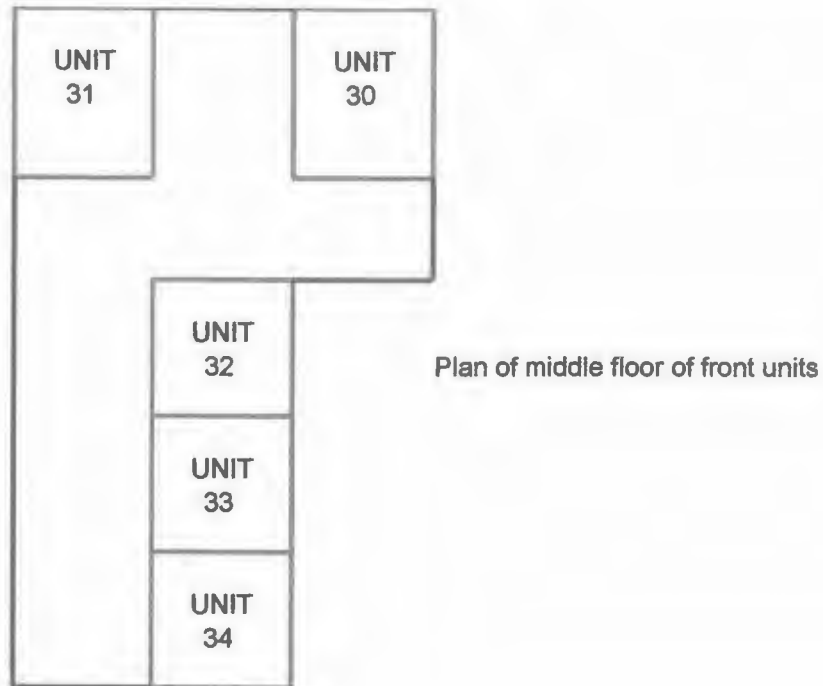
## Visual inspection of walkways

|        |               |          |                           |
|--------|---------------|----------|---------------------------|
| UNIT # | 45            | 2 Stumps | Very Bad                  |
| UNIT # | 21            | 2 Stumps | Very Bad                  |
| UNIT # | Between 20&21 | 1 Stump  | Very Bad                  |
| UNIT # | 40            | 2 Stumps | Bad                       |
| UNIT # | Between 22&23 | 1 Stump  | Bad                       |
| UNIT # | 22            | 2 Stumps | Bad                       |
| UNIT # | 32            | 2 Stumps | Bad See page # 2 for Plan |
| UNIT # | Between 31&32 | 1 Stump  | Bad See page # 2 for Plan |
| UNIT # | 46            | 1 Stump  | Not to Bad                |
| UNIT # | 27            | 4 Stumps | Not to Bad                |
| UNIT # | 28            | 2 Stumps | Not to Bad                |
| UNIT # | 20            | 1 Stump  | Not to Bad                |
| UNIT # | 25            | 1 Stump  | Not to Bad                |



N/Scale

## 147, Charles St, Concrete Cancer in Walkways



I noted while I was inspecting the stumps, that the stumps which were not built into the concrete were not rusted. So that when they are replaced it would be an idea not to have them buried in the concrete, just 'Dyna Bolted' on the top.



**ITEM 12  
RE-APPOINTMENT OF MANAGERS**

**PROPOSAL FROM QUIN BALLARD TO THE OWNERS OF "THE MEWS"  
147-159 CHARLES STREET, WEST PERTH 6005, 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 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.

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-2-

## **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 \$5033.00 plus postage, petties and storage of records \$594.00. Total \$5627.00 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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**LICENSED REAL ESTATE AGENTS • PROPERTY MANAGERS • STRATA MANAGERS • MEMBER R.E.I.W.A.**

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Fax: (08) 9474 1302 Phone (08) 9474 1533 E-mail: quibal@iinet.net.au ABN 85 869 125 509



**RESOLUTION SOUGHT**

# "The Strata Company resolves that the Council be directed to re-appoint Quin Ballard as Strata Company Agent Managers from 19/11/01 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 19/11/01 to the date of the next Annual General Meeting in accordance with their proposal as attached to the Notice of Meeting".

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**OWNERS OF "THE MEWS"**  
**STRATA PLAN 5629**  
**147-159 CHARLES STREET, WEST PERTH 6005**  
**ANNUAL GENERAL MEETING 19/11/01**

**AGENDA ITEM NO. 13 ANNEXURE "A" SPECIAL BUSINESS**

**13.1 Possible Future Installation of Fences and Gates**

With reference to the Report from Chairman as attached to this Notice of Meeting - refer agenda item 9 - to discuss the possibility of future installation of additional fences and gates at the property to improve security. The matter of security was raised at the last Annual General Meeting and accordingly the strata council has undertaken investigations in the matter. It should be noted that no resolutions are on notice and that no decisions regarding works or funding are proposed for this meeting. The purpose for this meeting is only preliminary discussion.

**13.2 Application for Installation of Blinds on Balcony - Unit 47**

The owners of unit 47 have requested permission to install plastic roll-up blinds on the balcony for that unit, and they have submitted the following :

- The reason for this is that the wind and rain make the area damp and unbearable and therefore of no use during the winter months.
- During pleasant weather, the blinds would be rolled up and virtually un-noticeable from the outside.
- We agree to be responsible for all ongoing maintenance of the blinds and we also agree that the blinds will be removed at our cost whenever we sell the unit.

To resolve whether permission is granted, based on the above submission.

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

**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.

**NOTE: If unable to attend meeting please return completed proxy to fax No. 9474 1302**

**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 6005, Strata Plan 5629 to be held on 19/11/01 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.





5 November 2001

All Owners  
147-159 Charles Street, West Perth WA  
Strata Plan 5629

Dear Owners

**RE: ANNUAL GENERAL MEETING STRATA PLAN 5629**

Further to our recent letter in this respect, we now enclose the annual financial report and proposed budget for the above strata scheme.

Please include these with the documents recently forwarded to you for the annual general meeting.

Thank you.

Yours faithfully

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

PETER MUNDAY  
MANAGER STRATA DIVISION

**STRATA PLAN 5629**  
**147-159 CHARLES ST, WEST PERTH 6005**  
**STATEMENT OF INCOME & EXPENDITURE - 01/10/00 - 30/09/01**

**INCOME**

|                                |  |                    |
|--------------------------------|--|--------------------|
| Maintenance Levies to 30/09/01 |  | \$45237.93         |
| GST IN                         |  | 4581.07            |
| Interest on overdue levy       |  | 33.59              |
| Reimbursement of expense       |  | 826.49             |
| Insurance Recoup(*)            |  | 1174.55            |
| <b>TOTAL INCOME</b>            |  | <u>\$51,853.63</u> |

**EXPENDITURE**

**GENERAL ADMINISTRATION**

|  |           |             |
|--|-----------|-------------|
| Management Fees                                  | 4193.75   |             |
| Postage, petties and storage of records          | 585.00    |             |
| AGM Fee  | 295.00    |             |
| Council Meeting Fee                              | 822.50    |             |
| Caretaker Wages                                  | 19,098.00 |             |
| - Superannuation Fund                            | 1641.60   |             |
| Govt. charges - FID/BAD                          | 112.35    |             |
| GST - Out  | 4935.25   |             |
| Income Tax                                       | 139.68    |             |
| Insurance Premiums (\$3588.51 paid post 1/10/01) | 1800.04   |             |
| Replace Stolen Grounds Equip (*879.08)           | 879.08    | \$34,502.25 |

**GROUNDS MAINTENANCE**

|                             |         |           |
|-----------------------------|---------|-----------|
| Garden Equipment & Supplies | 430.16  |           |
| Garden rubbish bag          | 710.91  |           |
| Lawn supplies & fertilizer  | 226.71  |           |
| Reticulation                | 92.00   |           |
| Tree Lopping                | 1065.00 | \$2524.78 |

**REPAIRS AND MAINTENANCE**

|                           |         |           |
|---------------------------|---------|-----------|
| Building                  | 76.70   |           |
| Electrical                | 908.58  |           |
| Fencing                   | 238.60  |           |
| Lock & Keys (*95.47)      | 240.91  |           |
| Painting                  | 4495.45 |           |
| Pool supplies & chemicals | 394.94  |           |
| Roof                      | 1269.34 |           |
| Signs                     | 140.00  | \$7764.52 |

|                            |         |           |
|----------------------------|---------|-----------|
| ELECTRICITY - common areas | 2022.68 | \$2022.68 |
|----------------------------|---------|-----------|

|                   |         |           |
|-------------------|---------|-----------|
| WATER CONSUMPTION | 2440.70 | \$2440.70 |
|-------------------|---------|-----------|

|   |  |                    |                    |
|---|--|--------------------|--------------------|
| <b>TOTAL EXPENDITURE FOR THE PERIOD</b>         |  | <u>\$49,254.93</u> | <u>\$49,254.93</u> |
| <b>SURPLUS OF INCOME OVER EXPENDITURE</b>       |  |                    | 2598.70            |
| <b>LESS FUNDS TRANSFERRED TO INVESTMENT A/C</b> |  |                    | 5833.75            |
| <b>PLUS BALANCE AS AT 30/09/00</b>              |  |                    | <u>\$3689.68</u>   |

|   |  |  |                 |
|---|--|--|-----------------|
| <b>BALANCE OF TRUST A/C AT 30/09/01</b> |  |  | <u>\$454.63</u> |
|---|--|--|-----------------|

|                                |          |  |
|--------------------------------|----------|--|
| Levies in arrears at 30/09/01: | \$840.00 |  |
|--------------------------------|----------|--|

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

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

---

Commonwealth Bank South Perth - Account No. 6124 1011 4390

|  |                          |
|--|--------------------------|
| Balance as at 30/09/00                                       | \$29056.17               |
| plus investment funds transferred from General Trust Account | \$ 5833.75               |
| plus interest  | \$ 588.43                |
| less government duty   | <u>\$ 2.89</u>           |
| <b>BALANCE AT 30 SEPTEMBER 2001</b>                          | <b><u>\$35475.46</u></b> |

oooo00000oooo

**STRATA PLAN 5629  
OWNERS OF "THE MEWS"  
147-159 CHARLES ST, WEST PERTH 6005  
PROPOSED BUDGET - 2001-2002**

|  |                   |
|--|-------------------|
| Management fees                                  | 5033.00           |
| Postage, petties and storage of records          | 594.00            |
| Provision for attendance @ Council Meeting       | 1000.00           |
| Provision of income tax on investment            | 150.00            |
| Annual General Meeting Fee                       | 400.00            |
| Govt. charges - BAD                              | 103.00            |
| Insurance Premiums                               | 4900.00           |
| Common lighting and power                        | 2100.00           |
| Caretaker - Remuneration                         | 19000.00          |
| Caretaker - Superannuation @ 8.0%                | 1500.00           |
| Caretaker - telephone, petrol, petties           | 572.00            |
| Caretaker - relief caretaker (4 weeks @ 50%)     | 720.00            |
| Pool - chemicals & supplies                      | 1000.00           |
| Lawns/gardens                                    | 1500.00           |
| Water consumption                                | 2500.00           |
| Tree Management                                  | 1500.00           |
| Garden rubbish collection                        | 700.00            |
| Concrete cancer repairs - per Chairman's Report  | 4000.00           |
| General repairs and maintenance                  | 4000.00           |
| <b>SUB TOTAL</b>                                 | <b>51272.00</b>   |
| Funds for future maintenance (15% of sub total)  | 7690.00           |
| <b>TOTAL (Inclusive of GST where applicable)</b> | <b>\$58962.00</b> |

\$58962.00 = \$317.00 per unit entitlement per annum (186 total unit entitlement)  
quarterly in advance to commence from 01/~~02~~/<sub>01</sub>02

24 units @ UE 4 = \$317.00 per quarter

30 units @ UE 3 = \$237.75 per quarter

- NOTES:**
1. This budget includes provision for GST where applicable and it is recommended in the interests of prudent management.
  2. Council recommends inclusion in the above budget a provision for concrete cancer repairs, rather than use existing reserve funds which will be needed for other major works in the near future.

**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 19 NOVEMBER 2001, 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 Zappavigna & Miss J Dennis        | Unit 4          |
| Mr & Mrs D A & T Clarke                | Unit 8          |
| Mr A Smith                             | Unit 9          |
| Mr C McDougall                         | Unit 15         |
| Mr R Holland                           | Unit 17,19 & 28 |
| Mr P Smith                             | Unit 23         |
| Mr R Kantor                            | Unit 26         |
| Mrs Y Hall                             | Unit 35         |
| Ms G Hourigan                          | Unit 43         |
| Mr D Browne                            | Unit 3 & 47     |
| Mr P Munday representing Quin Ballard. |                 |
- 3. PROXIES:**
- |  |         |
|--|---------|
| T Ivory                                    | Unit 2  |
| to D Browne                                |         |
| D A, T, G J & E A Browne                   | Unit 3  |
| to D Browne                                |         |
| D Zappavigna & J Dennis                    | Unit 4  |
| to D Zappavigna                            |         |
| J J & A I Jamieson                         | Unit 5  |
| to Chairman                                |         |
| T J Dickson                                | Unit 6  |
| C M Chapman                                | Unit 7  |
| both to a representative from Quin Ballard |         |
| T Clarke                                   | Unit 8  |
| to D A Clarke                              |         |
| M Quin & K Ballard                         | Unit 14 |
| P A & A M Wrightson                        | Unit 16 |
| M Skully                                   | Unit 32 |
| all to a representative from Quin Ballard  |         |
| S Clarkin                                  | Unit 36 |
| to D Browne                                |         |

|                                       |         |
|---------------------------------------|---------|
| J R D Legge                           | Unit 40 |
| to a representative from Quin Ballard |         |
| S J Sams & M J Thompson               | Unit 44 |
| to Chairman                           |         |
| D Gilbert                             | Unit 46 |
| D J & J M Ponnambalam                 | Unit 48 |
| both to D Browne                      |         |
| D Wilson                              | Unit 49 |
| to a representative from Quin Ballard |         |

**4. APOLOGIES FOR  
ABSENCE:**

|                   |         |
|-------------------|---------|
| Mr & Mrs Tanascev | Unit 13 |
| Mr S Clarkin      | Unit 36 |

**5. QUORUM:**

A quorum was present.

**6. CHAIRPERSON:**

Mr R Holland the appointed Chairman presided for the duration of the meeting.

**7. CONFIRMATION OF  
MINUTES:**

It was **RESOLVED** that the minutes of the Annual General Meeting held on 4 December 2000 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  
CHAIRMAN:**

Mr Munday referred to the Report from Chairman as attached to the notice of meeting and he enquired if Mr Holland wished to make any additional comments in the respect of the report, however he did not.

It was **RESOLVED** that the Report from the Chairman be received and accepted.

**10. 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 the by-laws which apply to the property are those contained in schedules 1 & 2 to that Act.

## 2. Strata Council

The strata council had a busy year and met on a number of occasions to address various matters on behalf of the strata company. Mr Roger Holland acted as chairman, Mr Peter Smith as secretary and Mr Andrew Smith as treasurer. Some items which were addressed include paintwork maintenance, improved signage at the pool area, visitor parking signage, replacement of equipment stolen from a shed break-in, repair of the usual roof leaks together with investigation of the matters mentioned in the Chairman's Report. To all council members managers extend a vote of thank you on behalf of all owners for the valuable time contribution given by them to council matters.

## 3. Insurance Covers

CHU Underwriting Agencies Pty Ltd continue to insure the property to expire on 01/10/02.

As agents of CHU, managers advise that we receive a commission on volume business, however this does not affect the strata company premium in any way.

Levels of Cover:

|                          |                 |
|--------------------------|-----------------|
| Building                 | \$3,660,000.00  |
| Common Contents          | \$16,000.00     |
| Legal Liability          | \$10,000,000.00 |
| 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 period ending 30/09/01 and he informed members present that managers responded satisfactorily to some enquiries received 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** that the financial report for the period ending 30/09/01 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 on the first council meeting following the Annual General Meeting, in accordance with the By-laws.

**12. REAPPOINTMENT OF MANAGERS:**

Mr Munday referred to the proposal from Quin Ballard as attached to the notice of meeting and 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 19/11/01 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:** 13.1 Possible Future Installation of Fences & Gates

Mr Munday referred to the information shown on the agenda under this item and also to the information contained in the chairman's report.

Council member, Mr P Smith gave additional information in respect of investigations with fencing contractors including comments on the various aspects of the proposed gate and fence installation. It was noted that the combination of automatic sliding gates and manually operated pedestrian gates removes the need for expensive intercom installations, continues to enable visitor parking in the appropriate area and provides improved security of parking bays for residents. Discussion took place regarding the advantages and disadvantages of installation of gates and fences and comments were made regarding the visual enhancement of the property and the possible positive effect on property values and rental of units.



It was noted that a number of car thefts have occurred during the year, together with problems associated with itinerant wanderers onto the property and it was considered that the installation of fences would provide a good visual deterrent. The Chairman called for an indication from members present whether council should progress the possibility of gate and fence installation, with an Extraordinary General Meeting to be called in the early new year to formally address the matter. The Chairman noted that only one comment of opposition to the proposed project had been received in writing with no verbal opposition at the meeting. It was the unanimous wish of members present at the meeting that an Extraordinary General Meeting should be called in the early new year with a view with the project being progressed and it was noted that there were no members present at the meeting who did not agree with the proposed installations.

#### 13.2 Application for Installation of Blinds on Balcony - Unit 47

Mr Munday referred to the information contained on the agenda for this item. After discussion it was resolved that permission is granted, based on the submission included in the notice of meeting.

It was recommended that the strata council circulate a notification to all residents and non resident owners that any additions or alterations must be subject to written application and appropriate approval.

### **14. GENERAL BUSINESS:**

#### 14.1 Cleaning

Ms Hourigan requested that extra care be taken with the cleaning of common property areas and she gave examples of areas where she felt that the standard is currently inadequate. Her comments were noted.

#### 14.2 Care of Grounds

Ms Hourigan requested that additional care be taken with grounds care, including improved installation of plants in some areas of the common property. Her comments were noted.

### **15. BUDGET/LEVY:**

Mr Munday referred to the proposed budget as circulated to all owners prior to the meeting and he noted that there is a proposed increase in budget and a proposed increase in level of contributions. Mr P Smith commented on the possible need for additional funds for concrete repairs which may exceed the level of \$4,000 as included in the budget. It was agreed that any additional needs for this work be taken from existing reserve funds.

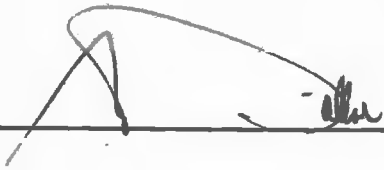
It was **RESOLVED** that the proposed Budget of \$58,962.00 (including GST) for the year ending 2002 be received and that the levy of \$317.00 (including GST) per unit entitlement 4 and \$237.75 (including GST) per unit entitlement 3, be adopted payable quarterly in advance commencing from 01/01/02.

**16. NEXT MEETING:** The next Council meeting is to be on Monday 4 February 2002, commencing at 10.00 am in unit 47. An Extraordinary General Meeting will be called in the early new year to deal with the matter of installation of gates and fences.

The next General Meeting will be called in approximately twelve months with 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 30/09/02.

**17. CLOSURE:** Mr Munday thanked those present for the attendance and input at the meeting and he thanked Mr Holland for his chairmanship of the strata company. There being no further business, the meeting closed at 7.10 pm.

CONFIRMED:  THIS 26<sup>th</sup> DAY OF March 2002