



10 February 2004

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: 4 March 2004

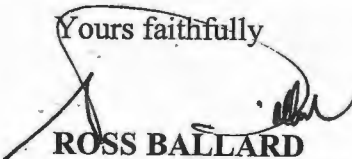
TIME: 6.30 PM

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

- AGENDA:**
1. Record Attendance
 2. Proxies
 3. Apologies for absence
 4. Quorum
 5. Appointment of Council Chairman, Secretary & Treasurer.
 6. Appointment of meeting Chairman.
 7. Confirmation of Minutes of Meeting held 15/09/03
 8. Business Arising - 15/09/03
 9. Financial report
 10. Correspondence
 11. General business
 12. Next Meeting
 13. Closure

I look forward to the first meeting of incoming members.

Yours faithfully


ROSS BALLARD
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

MINUTES OF A MEETING OF THE COUNCIL OF OWNERS OF "THE MEWS", 147 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD AT UNIT 43 THE MEWS, 147 CHARLES STREET, WEST PERTH ON THURSDAY 4 MARCH 2004, COMMENCING AT 6.30 PM.

1. RECORD

ATTENDANCE: Mr M Caplin Unit 30
 Ms Y Hill Unit 35
 Ms G Hourigan Unit 43
 Mr R Ballard representing Quin Ballard

2. PROXIES: Nil.

3. APOLOGIES

FOR ABSENCE: Nil.
 It was noted that Mr A McDonald was unable to attend as an assistant to the Council and this is recorded.

4. QUORUM: A quorum was present.

**5. APPOINTMENT OF COUNCIL CHAIRPERSON
 SECRETARY & TREASURER:**

Mr R Ballard referred to the need to appoint the three positions, and it was RESOLVED that Mr M Caplin officiate as the Council Chairman. Secretary Ms G Hourigan and Treasurer Ms Y Hill. Mr R Ballard indicated that with the three positions now in place that the business of the meeting could proceed.

6. APPOINTMENT OF MEETING

CHAIRMAN: Mr R Ballard referred to the appointment of a chairman for the meeting and it was agreed by those in attendance that he would proceed as chairman.

**7. CONFIRMATION
 OF MINUTES:**

It was RESOLVED that the minutes of the Council meeting held on 15 September 2003 be received and accepted as a true and correct record and these were then signed by the Chairman Mr M Caplin.
 Moved Mr R Ballard, seconded Ms Y Hill

8. BUSINESS ARISING:

8.1 Split System Airconditioner – Unit 31

Mr R Ballard referred to the action taking place in response to the letter forwarded by Mr J Blaszczyk. A further letter has been received which will be recorded under the item of correspondence.

8.2 Controllers Automatic Gates

It was referred to in a letter received by Mr T Clarkin with regards to the issue of controllers to owners and this matter has since been resolved with an additional amount being paid for the issue of a controller to the owners in question.

8.3 Gates/Security Fencing Project:

Mr Ballard advised that this item has now been completed. It was pleasing to note that the work carried out by the previous Council of Owners with chairman Mr Peter Smith that all matters had been attended to and that it had been confirmed by the caretaker Mr T Berry that the security of the complex was proceeding satisfactorily. Ms G Hourigan indicated that actions with regard to this matter for security did require further attention and any issues would be undertaken by the incoming council. Incoming council is to record their thanks to the council members in particular Mr P Smith with regard to action taken for the security of the strata complex.

8.4 Gas Hot Water Units

Mr R Ballard advised that this is an on going matter regarding the replacement of gas hot water units and as such the council will be required to attend to any issues that arise from time to time.

8.5 Concrete Cancer

It was noted by the members present that those area of concrete restoration work had been carried out throughout the strata complex and that any ongoing issues would be attended to by the council of Owners.

8.6 Unit Keys

Mr R Ballard indicated that he had contacted the former caretaker Mr D Browne with regard to unit keys and as such there is no board held. Mr Caplin indicated that as chairman he would be concerned as to unit keys being made available and as such each owner or tenant is responsible for the maintenance of the keys to their unit. It was agreed that this matter requires no further attention.

9. FINANCIAL REPORT:

Strata manager that each member has been issued with a copy of the financial report and that action with regard to information therein is as follows:

Balance of trust account at 04/03/04	\$ 7,044.53
Balance of investment account at 12/01/04	\$ 11,967.64.

OUTSTANDING LEVIES:

UNIT12	\$ 316.00
UNIT 18	\$ 316.00
UNIT 24	\$ 237.00
UNIT 26	\$ 237.00
UNIT 33	\$ 237.00
UNIT 39	\$ 316.00
UNIT 44	\$ 237.00
UNIT 48	<u>\$ 316.00</u>

TOTAL	\$2212.00
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The Strata Manager referred to the provisions of interest charged on outstanding levies and Mr Caplin indicated that one quarter of outstanding levies is allowed, otherwise interest is to be charged where the outstanding levy figure proceeds to a 2nd quarter and additional amount outstanding. Moved G Hourigan seconded M Caplin – accepted.

Mr R Ballard advised members that the previous council of owners had approved the transfer of an additional \$1000.000 from the investment account in order to meet the requirements for additional works with the security gates and fence project. He indicated to the council members that there will be a need for the transfer back into the investment account \$1000.00 and that this should be undertaken at a time when sufficient funds are available. The Council of Owners will be advised in due course as to the transfer of the \$1000.00 in to the investment account.

END OF REPORT

10. CORRESPONDENCE:10/02/04

Letter from the Caretaker Mr T Berry

Mr Ballard referred to a request made by Mr T Berry for the payment in lieu of annual leave for the outstanding amount of annual leave to Mr T Berry. Mr R Ballard referred to the annual leave as being a payment that would required additional consideration to funds from the budget in order to meet Mr Berry's request. He informed the council that the previous caretaker had been paid in lieu of annual leave in 1995 and as such a precedent had been set by the then accumulated leave process for that point in time.

The details of the payment is based on 20 days annual leave entitlement which is equal to \$1440.00 plus 17 ½% leave loading of \$252.00 amounting to a total payment of \$1692.00 less tax. Mr Ballard referred to the caretaker relief as being 50% ie. \$600, therefore a shortfall of \$1092.00 is required to be met from the budget 2003/4.

Following discussion, Ms G Hourigan indicated that if agreement is to proceed for the caretaker to be paid the leave in lieu, that it should be noted for further consideration, that an application would be required at least 2 months prior to the need for annual leave in lieu payment and that suitable action with regard to the budget would be necessary to meet the cost of this transaction. Strata Manager indicated that he would be informing Mr Berry that as a one off payment and that in future it is considered by the owners of the Strata Company that annual leave is to be taken if not in one amount, then in 2 parts in order that recreational purposes are served. Mr M Caplin advised that with the payment of \$1692.00 Mr Berry should be clearly advised of council's determination with regard to any further action of payment of leave in lieu of taking annual leave. The Strata Manager advised he would discuss the matter further Mr Berry and confirm the outcome as provided by council of owners. Ms Y Hill advised that Mr T Berry should provide good reason in future as to the non taking of annual leave. This will ensure that the council of owners were in a position to manage the budget

Brochure received – BG 65 Blower

Mr R Ballard advised that he had been issued with a copy of a brochure by Mr T Berry with a request that the Council of Owners consider this item to assist with the duties at the complex. The blower will help keep pathways and landings clear of rubbish and the quoted cost in the brochure is \$459.00. It was agreed in principal that the blower would be acquired, however with the current payout of leave in lieu and the position with the budget the council would review this request at their next meeting.

Email – Mr P Smith

Strata manager referred to 3 items that had been brought to his attention by Mr Peter Smith. It was indicated that at the front entrance and electrical cable is sticking out of the ground adjacent to the gateway facing Charles Street. In attendance with Mr Berry, Mr Ballard had

visited the area of concern and it would be a consideration for council of owners to review and decide on appropriate action. Mr Ballard indicated that the cable within the conduit may be dug within the area to bring in below the changed level of the ground, or some structure placed over the conduit to prevent any unsafe situation. Council of owners will review this matter and confirm with the strata manager further action required.

Position re covers over gate motors to protect from vandalism

It was noted that these had been placed and locked into position and as such Council of Owners are to ensure that all gate motor throughout the complex have a locked box to protect the gate motors.

Reference was made to the pot holes in the roadway, and as pointed out by the caretaker the main area of concern is at the gate entrance on the south side where the bins are for units facing Charles Street. It would appear that this area maybe patched and the matter will be reviewed by council of owners as to this location and any other pot holes which may require a quotation for repairs. Ms G Hourigan will investigate the position regarding the resurfacing of this area and other pot holes and will contact the strata manager to advise on action to be taken.

Quotation dated 14/12/03- Suburban Painting Services

Mr Ballard referred to the quotation of \$350.00 to repaint the water damaged ceilings to Unit 39. He indicated that work is required to seal ceilings and apply paint to kitchen dining and lounge rooms to effect repairs. Council have approved for acceptance of this quote and for the work to proceed.

Building Licence – Fence/Gates

The Strata Manager advised that the Town of Vincent had forwarded a letter confirming that the withdrawal of the building license application for the gate and fence installation works has now been cancelled.

The manager also referred to a letter received by ABA Automatic Gates dated 20/01/04, as to a service call under warranty for which no charge was allocated. It was necessary for the contractor to adjust the sensitivity on the sliding gate and to carry out other tests to ensure that cabling on the swing gate is in order. This was noted by the council of owners as a no charge service.

Letter 18/12/03 – J Blaszczyk

Mr R Ballard advised that he had received from the owner of Unit 31 a follow on request dated 18 December 2003, to consider his earlier letter and Council's reply to correct the current location of the airconditioning unit servicing his unit. After further discussion, Mr M Caplin advised that the 3 units mentioned in the letter were maybe installed prior to a policy that would have been set in place by the then council of owners. Ms G Hourigan confirmed that some units had been installed prior to

this time and that any further installation of air con units would need to meet the installation criteria as set by the council.

In consideration of this request, the Council of Owners confirmed that all owners must abide by the rules and that the Strata Manager is to review the minutes of a previous meeting to establish when the policy had been set and a copy of the item is to be issued to Mr Blaszczyk for his information. Strata Manager is to also write and confirm to the owner of Unit 31 to carry out the relocation of the airconditioning unit to meet the council determination. Chairman Mr M Caplin advised that he would discuss this matter verbally with Mr Blaszczyk and confirm the actions needed by the owner.

11. GENERAL BUSINESS:

11.1 - Cleaning of Stairwells/Bins

Ms G Hourigan advised that as a Council of Owner member she is concerned with the hygiene of the bins and also with the cleanliness of the stairwells around the complex. Strata Manager explained that any matter of concern as to the works carried out by the caretaker should be referred to him to ensure that the duties are followed by the caretaker. It was pointed out that the overall condition of the property requires an on going assessment of the works being carried out by the caretaker and Council of Owners are the body responsible to ensure that all duties are properly attended to. Mr G Hourigan indicated that the Strata Manager should notify the caretaker that the Council of Owners are reviewing the duties within the strata property and that further consideration will be given as to additional work required by the caretaker. In the meantime the Strata Manager is to contact the caretaker and verbally advise of action being undertaken.

11.2 Cleaning of Gutters Carports.

There is a need for consideration for the caretaker to also clean the gutters as recorded on the duty statement. The duties of cleaning within the carport area is a matter whereby the gutters should be cleaned on a regular basis to ensure that downpipes are not blocked and to ensure that adequate drainage is provided. Council of Owners are concerned that this is a matter which requires action through the duties of the Strata Company and as such they will review the current practices and confirm action necessary.

11.3 Stairways – handrails

It was noted that in general the cleaning of the stairways and handrails is for attention of the caretaker and that Mr Caplin & Ms G Hourigan will review on behalf of Council action to be taken regarding the cleaning of these areas. Strata Manager advised that as a general comment he will

inform the caretaker of the Councils' concern with stairwells and handrails and that there will be further action taken in due course with regard to these matters.

12. NEXT MEETING: The Council of Owners decided that they will hold an informal meeting in July 2004 for the purpose of reviewing the duties of the caretaker and for other matters which the Strata Manager refers to them for consideration. It is proposed that the next formal meeting of the Council of Owners requiring the attendance of the Strata Manager will be held in September 2004 which is prior to the Annual General Meeting scheduled for late November 2004.

13. CLOSURE: Mr Ballard thanked Ms G Hourigan the use of her unit. There being no further business the meeting closed at 8.00 pm

CONFIRMED: _____ **THIS** _____ **DAY OF** _____ **200** _____

27 July 2004



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:

DATE: Wednesday 28 July 2004
TIME: 7.00 pm
LOCATION: Unit 43/147 Charles Street, West Perth

- AGENDA:**
1. Record Attendance
 2. Proxies
 3. Apologies for absence
 4. Quorum
 5. Appointment of meeting Chairman
 6. Confirmation of Minutes of Meeting held 04/03/04
 7. Business Arising – 04/03/04
 8. Financial Report
 9. Correspondence – D Browne 14/6/04
- J Blasozky 29/3/04
- J Donnelly 15/6/04 all attached
 10. General Business
 11. Next Meeting
 12. Closure

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

Yours faithfully

M CAPLIN
CHAIRMAN
Council of Owners

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 ACN 009 057 103 ABN 85 869 125 509
Fax: (08) 9474 1302 Phone (08) 9474 1533 E-mail: quibal@inet.net.au Website: www.quinballard.com.au

**Minutes of Council of Owners
Unit 43, 147 Charles Street, West Perth**

Date: 28 July 2004

1. Record of Attendance: Mr M Caplin Unit 30
 Ms Y Hill Unit 35
 Ms G Hourigan Unit 43
2. Proxies: Nil
3. Apologies: Nil
4. Quorum: Present
5. Chair: M Caplin
 Sec: G Hourigan
 Treasurer: Y Hill
6. Meeting Chair: M Caplin
7. Confirmation of Minutes: 4 March 2004 Minutes accepted as true and correct.
 Moved: G Hourigan. Seconded: Y Hill

8. Business Arising:

8.1 Unit 31 – Split System Air-conditioner

Discussion held as to how Council of Owners can address this kind of issue in the future. If alterations to the common area are made without Council of Owners approval and request to remove ignored what is the next option – the legal system? It is an issue that needs addressing as these kinds of incidents will continue to arise.

Resolved to request Quin Ballard to write letter to air conditioner contractor to advise installed without Council of Owners approval and request removal. Michael to advise Quin Ballard name of contractor.

8.2 Controllers Automatic Gates

Discussion about requesting Quin Ballard to approach Peter Smith. Thought however Peter may not be willing due to his previous years of hard work on Council of Owners, especially overseeing this project.

Resolved that Geraldine would approach owners in the complex if willing to act as back up for automatic gates if Caretaker not on site and a fault occurs.

8.3 Gates/Security Fencing Project

M Caplin to finalise arrangements to add a panel to the fence line next to the main gate off Charles Street to close off entry point.

9. Financial Report: Have approximately \$11,000 in General account

10. Correspondence:

- 10.1 Caretaker
Caretaker informed Council of Owners will make one off payment in lieu of annual leave however future leave is to be taken in one amount or in 2 parts in order that a physical break from the position occurs. This needs to be stated to future caretakers.
- 10.2 Blower
Approval given for Caretaker to purchase this piece of equipment.
- 10.3 Email – P Smith
Electrical cable at front of entrance has been attended to by Caretaker, Geraldine to contact Quin Ballard to follow through on quotes to fix potholes.
- 10.4 Unit 39
Work completed.
- 10.5 Letter - J Blaszczyk
Owner has been provided with copy of strata obligations and M Caplin spoken directly to owner. Issue remains for Council how to address alterations made to common area when Council of Owners have not been notified.
- 10.6 Letter 14/6/04 – D Brown
Mr Brown has requested Council of Owners address trees on complex, with one scrapping on his roof and bathroom window. Also raised issue of instalment of Unit 31 air conditioner. Refer to 8.1 for action to be taken. Request Quin Ballard to write letter to David Browne to confirm addressing his concerns.
- Request Quin Ballard to accept quote from All Suburbs to have trees on the complex that need trimming to be done.
- 10.7 James Donnelly – building plans for complex on laneway
Request Quin Ballard to notify building agent no objections to plans. Discussion on concerns about parking for visitors to new complex but acknowledgement cannot do much about it.

- 10.8 Scarboro Electrics
Confirmed account to fix faulty sensor light be paid.

11. General Business

- 11.1 Stairwells/Bins
Stairwells being regularly swept and dusted. Hygiene of bins improved.

- 11.2 Gutters
Geraldine to request Quin Ballard to get a quote to clean carport gutters. Also will include cleaning roof gutters and any tiles on the roof that need repairing.

- 11.3 Stairwells
Geraldine raised having the concrete on stairwells steamed cleaned. Will get a quote by next meeting.

12. Next Meeting

13 October at 6.30 pm at Unit 43.

12 October 2004



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:

DATE: Wednesday 20 October 2004
TIME: 7.00 pm
LOCATION: Unit 43/147 Charles Street, West Perth

- AGENDA:**
1. Record Attendance
 2. Proxies
 3. Apologies for absence
 4. Quorum
 5. Appointment of meeting Chairman
 6. Confirmation of Minutes of Meeting held 28/07/04
 7. Business Arising – 28/07/04
 8. Financial Report
 9. Correspondence – Midwaste Diesel Fuel Levy
- Allied Roof & Gutters Quote
(all attached)
 10. General Business
AGM - Chairman's Report - November 2004
 11. Next Meeting
 12. Closure

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

Yours faithfully

**M CAPLIN
CHAIRMAN**

Council of Owners

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

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147 - 159 CHARLES STREET, WEST PERTH

" THE MEWS" STRATA PLAN 5629

FINANCIAL INFORMATION FOR COUNCIL MEETING ON
WEDNESDAY 20 OCTOBER 2004

Balance of general trust account as at 12 October 2004 \$ 8,035.30

Balance of investment account as at statement to 9 September 2004 \$ 16,611.34

Outstanding levies :

Unit 2	\$474.00	Period 01/04/04 - 30/06/04 & 01/07/04 - 30/09/04
Unit 33	237.00	01/07/04 - 30/09/04
Unit 39	376.33	01/07/04 - 30/09/04 inc Interest \$60.33

Total \$1,087.33 Note: Further interest now charged on levies 01/07/04 - 30/09/04

END OF REPORT



21 October 2004

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 25th November 2004
TIME: 5.30 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, only one person can vote, when voting 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. The person entitled to vote may be one of the co-proprietors or any other person as nominated on the form of proxy.

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 general enquiries about the annual accounts, please contact the undersigned at least **72 HOURS** before the meeting so that an appropriate response can be prepared.

Yours faithfully

ROSS BALLARD
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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STRATA PLAN 5629

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

147 – 159 CHARLES STREET, WEST PERTH

25/11/2004

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 24/11/2003
8. Business Arising - AGM 24/11/2003
9. Chairman's Report
- 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. Insurance Covers - Refer attached Item 13
14. Special Business - See Annexure "A" for details
 - 14.1 Council of Owners
 - 14.2 Air-Conditioners Installation
15. General Business
16. Budget/Levy (Periodic Contributions)
17. Next Meeting
18. Closure

**CHAIRMAN'S REPORT
ANNUAL GENERAL MEETING**

Owners are to note that the presentation of Chairman's Report was not available within the time to be mailed out and therefore is not included in the Notice of Meeting papers.

It is proposed that the Chairman's Report is to be presented on the evening of meeting 25 November 2004 and Mr M Caplin will be in attendance to discuss any matters that require his comments.

Strata Manager

STRATA PLAN 5629
OWNERS OF "THE MEWS"
147-159 CHARLES STREET, WEST PERTH
STATEMENT OF INCOME & EXPENDITURE - 01/10/03 - 30/09/04

INCOME

Maintenance Levies to 30/9/04	55045.78
Funds from Investment Account	12000.00
GST IN	5758.69
Insurance Recoup (*)	1011.30
Interest on Overdue Levy	72.86
Refund – GST BAS Statement	41.00
Refund – Income Tax	41.00
Reimbursement - Remote Control	300.00
Reimbursement – Security Cards/Keys	995.46
TOTAL INCOME	<u>\$76,266.09</u>

EXPENDITURE

GENERAL ADMINISTRATION

Management Fees	4909.20	
Postage, petties and storage of records	765.00	
AGM Fee	426.20	
Govt. Charges -BAD	104.30	
GST - Management Fee/Postage & Petties	3011.94	
Stamp Duty - Insurance	2.47	
Stationery	10.00	
Titles Office – Lodgement Fee	70.00	
Titles Office – Search Fee	96.00	
Business Activity Statement(BAS)Payment	2798.00	
Caretaker Wages	17668.00	
Caretaker Workers Compensation	835.41	
Caretaker - Income Tax Paid	686.00	
Caretaker PAYG - Wages	2036.00	
Caretaker PAYG – Income Tax	12.00	
Caretaker Superannuation Fund	2002.68	<u>\$35,743.10</u>

GROUNDS MAINTENANCE

Gardens	31.59	
Garden Bags	764.40	
Garden - Equipment & Supplies	1672.73	
Gardens - Fertilizer	34.64	
Lawns	371.29	
Reticulation	68.26	<u>\$2,942.91</u>

REPAIRS AND MAINTENANCE

Building	(*Unit 30)	285.00	
Clothesline		390.00	
Door – General		60.00	
Drains – Cleaning		57.64	
Driveway		545.00	
Gates – Security	(Vandals \$80.00)	10279.00	
Glass	(*Unit 53 – Shower Screen)	169.68	
Globes & Tubes		72.37	
Hard Ware		44.18	
Lighting		472.39	
Painting – Interior	(*Unit 30 - \$400.00)	700.00	
Rates		50.00	
Pool – Repairs/Maintenance		893.18	
- Supplies & Chemicals		290.00	
Roof		379.09	
Security – Key Cards/Controllers		2500.00	\$17,187.53

ELECTRICITY - common areas	\$2337.65	\$2337.65
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WATER CONSUMPTION	\$2,884.75	\$2,884.75
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	\$ 61,095.94	\$61,095.94
Surplus of Income Over Expenditure		\$14,170.15
PLUS PRE-PAID LEVIES TO 31/03/05 – U21 & To 30/06/05 – U25		\$553.00
PLUS BALANCE AS AT 30/09/03		\$5,697.63
Less funds Transferred to Investment Account		\$6,161.00
BALANCE OF TRUST A/C AT 30/09/04		\$14,259.78
Levies in arrears at 30/09/04 – U2 & U39	\$1,187.82	

Invested Funds – See details Underleaf

STRATA PLAN 5629
'THE MEWS'
147 – 159 CHARLES STREET, WEST PERTH

SUMMARY OF INVESTMENT FUNDS 01/10/2003 - 30/09/2004

Commonwealth Bank South Perth – Account No 6124 1011 4390

Balance as at 30/09/2003	\$22,374.09	
Plus Investments Funds Transferred from General Trust A/c	\$ 6,161.00	
Plus Interest	\$ 118.66	<u>\$28,653.75</u>
Less Transfer from Investment A/C 20/11/2003	\$12,000.00	
Less Bank Charges on Investment A/C	\$ 34.30	<u>\$12,034.30</u>
Balance at 30 September 2004		<u>\$16,619.45</u>



**ITEM 12
RE-APPOINTMENT OF MANAGERS**

**PROPOSAL FROM QUIN BALLARD TO THE OWNERS OF 'THE MEWS'
147 - 159 CHARLES STREET, 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.



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 \$5,520.00 plus postage, petties and storage of records \$924.00. Total \$6,444.00 payable \$53.70 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.

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 ACN 009 057 103 ABN 85 869 125 509
Fax: (08) 9474 1302 Phone (08) 9474 1533 E-mail: quibal@inet.net.au Website: www.quinballard.com.au



RESOLUTION SOUGHT

"The Strata Company resolves that the Council be directed to re-appoint Quin Ballard as Strata Company Agent Managers from 25/11/2004 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 25/11/2004 to the date of the next Annual General Meeting in accordance with their proposal as attached to the Notice of Meeting".

STRATA PLAN 5629
'THE MEWS'
147 – 159 CHARLES STREET, WEST PERTH

ITEM 13 - INSURANCE COVERS

To consider current levels of Insurance cover and if considered appropriate, to determine any increase in building sum insured.

Insurance covers for the property are with CHU Underwriting Agencies Pty Ltd.

Period of Insurance : 1/10/2004 to 1/10/2005. Policy No : 860638
Insured : Owners of Strata Plan 5629

<u>Levels of Cover</u>	
Building	\$ 4,610,000.00
Common area contents	\$ 19,000.00
Legal Liability	\$10,000,000.00
Office Bearers Liability	\$ 2,000,000.00
Workers compensation	As per the Act
Excess to building cover	\$ 50.00 per claim

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

Increase in Building Sum Insured

Managers advise that when the insurance renewal was received the suggested level of cover for building of \$4,610,000.00 was adopted. The previous level of cover was \$4,270,000.00.

Motions On Notice

- (1) The strata manager is directed to renew the policy when it falls due -
 - (a) At the current level of building sum insured
 - (b) At the level of building sum insured to a figure as determined at this meeting.
- OR
- (2) The strata council be directed to arrange a valuation for insurance purposes and if that valuation is higher than the current sum insured, managers are to arrange increase in insurance to that level.

FINANCIAL SERVICES REFORM ACT (FSRA)

The provisions of the FSRA disallow Quin Ballard to give personal advice relative to insurance covers; only general advice can be given by us.

This means that independent professional advice where applicable should be obtained by the strata company in respect of insurance matters.

- Quin Ballard can
- (i) Provide the Financial Services Guide and Product Disclosure Statement
 - (ii) Only give factual information
 - (iii) Only give general advice
- Quin Ballard cannot
- (i) Recommend an insurance company
 - (ii) Provide Advice on level of building replacement cover

**OWNERS OF 'THE MEWS'
STRATA PLAN 5629
147 – 159 CHARLES STREET, WEST PERTH**

ANNUAL GENERAL MEETING 25/11/2004

AGENDA ITEM NO. 14 ANNEXURE "A" SPECIAL BUSINESS

14.1

Council of Owners

The current Council of Owners are seeking support by owners to form an incoming council that comprises increased membership. As this strata company is a large entity and requires ongoing involvement to determine management outcomes for maintenance of assets, it is important that the number of members on council be increased.

Owners consideration and willingness to serve on Council of Owners is recommended by managers.

14.2

Air-conditioners Installation

Council of Owners have reviewed the practice of some owners who proceed to install air-conditioners without making application and fail to obtain approval of council prior to the contractor installing the appliance.

It is proposed that in future where alterations to the Common Property take place, without an owner seeking Council of Owners approval the owner involved is to be served with a notice to remove the appliance or face legal action.

The purpose of this decision is to ensure that owners follow the correct procedures and maintain a uniform standard for all owners of the Strata Company.

**STRATA PLAN 5629
OWNERS OF "THE MEWS"
147-159 CHARLES STREET, WEST PERTH
PROPOSED BUDGET – 2004/2005**

Management fees	4,968.00
Postage, petties and storage of records	837.00
Provision for attendance @ Council Meeting	1,000.00
Annual General Meeting fee	400.00
GST on all Managements Fees	785.00
Govt. charges - BAD	110.00
Provision for income tax on investment	400.00
Insurance premiums (Inc. Workers Compensation)	5,300.00
Common lighting and power	2,750.00
Caretaker - remuneration	19,000.00
Caretaker - Superannuation @ 9.0%	1,700.00
Caretaker - telephone, petrol, petties	400.00
Caretaker - relief caretaker (4 weeks @ 50%)	600.00
Caretaker - PAYG Tax on Wages	2,100.00
Pool - chemical and supplies	600.00
Lawns & Gardens	1,500.00
Water consumption	2,900.00
Tree management	700.00
Garden rubbish collection	650.00
Provision for future possible Concrete cancer repairs	1,000.00
General repairs and maintenance	3,410.00
SUBTOTAL	51,110.00
Funds for future major maintenance (15% of sub total)	7,666.00
TOTAL (Inclusive of GST where applicable)	58,776.00

\$58,776.00 = \$316.00 per unit entitlement per annum (186 total unit entitlement) quarterly in advance to commence from 01/01/04.

24 units @ UE 4 = \$316.00 per quarter

30 units @ UE 3 = \$237.00 per quarter

NOTES:

1. This budget includes provision for GST were application and it is recommended in the interest of prudent management
2. Previous council recommended inclusion in the above budget a provision for possible need is respect of concrete cancer repairs, rather than use existing reserve funds which will be needed for other major works.

'THE MEWS'
147 - 159 CHARLES STREET, WEST PERTH
STRATA PLAN 5629
NOMINATION FOR ELECTION OF COUNCIL

1. SOLE PROPRIETOR OR CORPORATION

I being the sole proprietor/corporation (*) of lot _____ nominate myself/the corporation for election to the Council of Owners at the forthcoming Annual General Meeting of Strata Plan 5629.

NAME (PRINT) _____

SIGNATURE: _____

SEALING CLAUSE IF APPLICABLE: _____

DATE: _____

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

Where the nominee is a corporation, the person authorised by the corporation to act on its behalf on council until further notice is _____

2. CO-PROPRIETORS

If there are co-proprietors of a lot, only one of the co-proprietors shall be eligible to be, or to be elected to be a member of the council and the co-proprietor who is so eligible shall be nominated by his co-proprietor. That is, a co-proprietor cannot nominate him/herself.

I/We being the co-proprietor/s of lot _____ nominate the following person for election to the Council of Owners at the forthcoming Annual General Meeting of Strata Plan 5629.

NAME OF NOMINEE: (PRINT) _____

I ACCEPT NOMINATION: _____
(Signature of Nominee)

NAMES (PRINT) AND SIGNATURES
OF CO-PROPRIETORS OF ABOVE LOT _____

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
or post to Quin Ballard, PO Box 221, Como WA 6952**

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 25/11/2004 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.



11 November 2004

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

Dear Owner,

NOTICE OF MEETING

Please be advised that the day of Annual General Meeting for "The Mews" is **Thursday**, 25 th November 2004, commencing at 5.30 pm.

It is regretted that the day of meeting is incorrectly shown and apologies are extended to owners, for any inconvenience caused.

Yours Faithfully,

A handwritten signature in black ink, appearing to read "Ross Ballard", written over a horizontal line.

Ross Ballard
Strata Manager
for Owners of Strata Plan 5629



11 November 2004

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

Dear Owner,

ANNUAL GENERAL MEETING

Owners who attended the Annual General Meeting in 2003 will recall the difficulty experienced in forming a quorum and the adjournment of meeting due to the lack of attendees. Adjournments incur additional fees.

To ensure this does not occur again this year, Owners are requested to complete the enclosed "Enduring Form of Proxy for General Meetings" and return to Quin Ballard as soon as possible.

This outcome is important to the Strata Company, as where an Owner is unable to attend the Annual General Meeting, there is a formal process to support those owners in attendance and allow the meeting to take place.

Additionally, it is essential that "The Mews" has a Council of Owners Body to oversee the business of the Strata Company. It is strongly recommended you consider your nomination to be on Council and complete the form that has been sent with the Notice of Meeting.

The return of "Enduring Form of Proxy" and your nomination form to be a Council Member, prior to the Annual General meeting on 25 November 2004 would be greatly appreciated.

Yours faithfully,

Ross Ballard
Strata Manager
for Owners of Strata Plan 5629

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

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Licensee: H.U.M. Pty Ltd as Trustee for H.U.M. Unit Trust trading as Quin Ballard ACN 009 057 103 ABN 85 869 125 509
Fax: (08) 9474 1302 Phone (08) 9474 1522 E-mail: quiballard@inet.net.au

**NOTE: If unable to attend meeting please return completed proxy to fax No. 9474 1302
or post to Quin Ballard, PO Box 221, Como WA 6952**

ENDURING FORM OF PROXY
FOR GENERAL MEETINGS

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

Name of Scheme (if appropriate) " The Mews "

Street address of scheme : 147 - 159 Charles Street
West Perth WA 6005

* A representative from Quin Ballard

OR _____

* Other person _____

to be my/our proxy to vote on my/our behalf at any future General Meeting of the Owners of
" The Mews ", Strata Plan 5629 or of any adjournment thereof.

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

(Delete the above paragraph if not applicable)

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:

NOTES:

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 Council of Owners
Unit 43, 147 Charles Street, West Perth**

Wednesday, 27th October 2004
held at M Caplin – 104 Royal St, Tuart Hill

- | | | | |
|----|---------------------------------|---------------|---------|
| 1. | Record of Attendance: | Mr M Caplin | Unit 30 |
| | | Ms Y Hill | Unit 35 |
| | | Ms G Hourigan | Unit 43 |
| 2. | Proxies: | Nil | |
| 3. | Apologies | Nil | |
| 4. | Quorum | Present | |
| 5. | Chair: | M Caplin | |
| | Sec | G Hourigan | |
| 6. | Meeting Chair: | Y Hill | |
| 7. | Confirmation of Minutes: | 28 July 2004. | |

Minutes accepted as true and correct by telephone 17 November with Yvonne Hill. Message left for M Caplin to confirm.

8. Business Arising

8.1 Unit 31 – Split System Air-conditioner

Michael advised he had been in contact with Quin Ballard and advised name of air-conditioner company. Meeting was unable to confirm if Quin Ballard had written to the contractor to advise installed without Council of Owners approval and request removal. Geraldine will contact Ross Ballard to confirm if letter prepared.

8.2 Controllers Automatic Gates

Geraldine advised owner was going to approach has become ill and would not be able to act as back up. Geraldine will raise at AGM as general business.

8.3 Gates/Security fencing gap

Michael advised had spoken with contractor and matter would be followed through to close gap in fence at Charles St main gate. Michael to finalise.

9. Financial Report

Yvonne advised balance was approximately \$11,000.

10. Correspondence

10.5 Unit 31

At AGM raise alterations to common ground without Council of Owners approval as a matter that needs a firm policy/procedure in place to guide future actions in this area of concern.

10.6 D Brown – 14/6/04

Geraldine to contact Ross Ballard to confirm if D Brown advised action being taken by Council of Owners. Geraldine to act on.

Trees have been completed.

10.7 Building plan for complex on laneway

Geraldine advised building agent notified by objections to plans.

11. General Business

11.1 & 3 Stairwells/bins

Geraldine advised will be raising at AGM standard of care to bins and stairwells. Geraldine to act on.

11.2 Gutters

Geraldine advised now that the trees had been lopped would contact Ross Ballard to request quotes for cleaning and tile repairing. Geraldine to act on.

12. New Business

12.1 Midwaste Diesel Fuel

Copy of letter forwarded by Quin Ballard notifying Council of Owners of increase in collection fee of skip waste bin. New levy accepted by Council of Owners.

12.2 Blind Installation permission – Unit

Letter received from David Smith, Unit 23 requesting permission to install blinds. Council of Owners confirmed a letter needs to be sent advising blinds can be installed as per the Council of Owners guidelines made when a request was made by Mr D Browne of Unit 47 to install blinds. Permission then granted on the blinds being of clear plastic only.

Per David Smith

12.3 Stairways

At the AGM Geraldine will request funds be granted to have stairways/hand rails professionally high pressure cleaned. Once cleaned would be expected Caretaker maintains. Geraldine to raise at AGM.

12.4 Outgoing Chairperson's Report

Michael confirmed he would prepare requested report by Quin Ballard of a Chairperson's report to be read at the AGM. Michael is to finalise before AGM in December.

Next Meeting

To be decided by new incoming Council of Owners following AGM in December.

MINUTES OF THE ADJOURNED 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 6TH DECEMBER 2004 COMMENCING AT 5.30 PM.

1. WELCOME:

Mr Ross Ballard of Quin Ballard, Strata Manager of the property welcomed all persons present. He enquired if everyone was recorded on to 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. It was noted this meeting was adjourned from 25/1104 due to a lack of quorum at that time.

2. RECORD

ATTENDANCE:

Mrs M Bertolucci & Ms J Peterkin	Unit 8
Mrs M Bertolucci Power of Attorney to act on Son J Bertolucci's behalf	
Mr A Smith	Unit 9
Mr A McDONald	Unit 20
Mr P & Mrs J Smith	Unit 23
Ms G Hourigan	Unit 43
Mr R Ballard representing Quin Ballard	

3. PROXIES:

Mr D & Mrs T Browne	Unit 3
Mr D & Mrs T Browne	Unit 10
Mr R Holland	Unit 17,19 & 28
Ms N Browne	Unit 37
Mr D & Mrs T Browne	Unit 47
All to Mr P Smith	
Ms T Thornton	Unit 4
Ms C Haddad	Unit 5
Mr J Dae Britz	Unit 6
Power of Attorney K Maslen	
Ms C Chapman	Unit 7
Mr J Bertolucci	Unit 8
To Ms J Peterkin	
Mr J Sloan	Unit 11
Mr S & Mrs K Tanascev	Unit 13
Mrs K Ballard & Mr M Quin	Unit 4
Mr R Kantor	Unit 26
Mr J Blaszczyk	Unit 31
Prof M Suclly	Unit 32
Mr T Carbolth	Unit 33
Mr S Sans & Mrs M Thompson	Unit 44
Ms D Gilbert	Unit 46
All to Mr R Ballard	

**4. APOLOGIES
FOR ABSENCE:**

Mr D Browne

Unit 3

5. QUORUM:

A quorum was present. It was noted that with the adjourned meeting the representation with regards to proxies and attendance was sufficient for the meeting to be held.

6. CHAIRPERSON:

It was unanimously **RESOLVED** that Mr R Ballard 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 24/11/2003 be received and accepted as a true and correct record and were signed by the Chairperson.

Confirmed Ms G Hourigan, seconded Mr P Smith. Carried

**8. BUSINESS
ARISING:**

The following items were referred to:

8.1 Financial Account

Strata Manager referred to the position with regards to \$1,000.00 being transferred from the investment account into the general account to meet the gates and security project. Council of Owners confirmed through Ms G Hourigan that the \$1,000.00 is to be transferred from the general account to the investment account as approved at their meeting held on 20/10/2004.

8.2 Insurance Covers

Strata Manager advised that contact had been made with the Council of Owners to ensure that adequate cover of insurance was in place for the Strata Property. Action had been taken in order to increase the level of cover and this item will be further discussed under item 13 – Insurance Covers.

Strata Manager also indicated to owners in attendance that action had been taken through the insurers to be reimbursed for damages to one of the gate controller units of the gates and security fencing. This had been reimbursed to the general account.

8.3 Electric Motors/Sliding Gates Covers

Action had been taken by Council of Owners in order that AB Gates security cover the motors to ensure that no further damage would be caused to the operation of the sliding gates.

8.4 Swimming Pool – Chemical Equipment

Action had been taken via the approval of Council of Owners and Pool Spa Wembley had attended to the repairs to equipment. It was noted that the operation of the swimming pool is closely monitored by the caretaker and any need for repairs would be reported to the Strata Manager.

8.5 Roofing Report

Strata Manager advised that Riverside Tree Services had attended to the lopping of tree limbs adjacent to the high rise units on the north side of the strata property. Works had been done in order that gutters and downpipes could be cleaned to ensure that roofing drainage is not impeded.

8.6 Air-conditioner Installation – Unit 31

Strata Manager referred to action taken by Council of Owners and to the item of special business which would be further discussed at the Annual General Meeting. It was noted by Ms G Hourigan that the position with regards to any installation or improvements to the common areas must be attended to through an application to Council of Owners for a decision to be made prior to installation. Ms G Hourigan advised that a policy or By-Law is necessary in order that these matters may be attended to in accordance with the Strata Titles Act 1985.

8.7 Security – By-Laws

Strata Manager confirmed that the By-laws had been registered at the Department of Land Administration and as such information is available to owners in regards to security of the Strata Property.

8.8 Driveway – Pot Holes

Strata Manager referred to Council of Owners action to approve the repairs to potholes throughout the driveway and parking area. Ms G Hourigan advised that the works carried out by the contractor was not to their normal standard and as such Council of Owners should review the works prior to further payments for any repairs undertaken. Strata Manager indicated that in all instances prior to accounts being paid, contact is to be made with Council of Owners to ensure that the job has been adequately carried out.

9. CHAIRMANS REPORT:

Strata Manager advised that despite a number of attempts it was not possible to present the chairmans report to the Annual General Meeting. It was noted that the chairman had been in attendance to three Council of Owner meetings however the formal presentation of a report was not possible at this time. Ms G Hourigan advised that it was difficult for the council to meet and that on the three occasions, action was taken in order to ensure that strata company affairs were attended to on a needs basis.

Ms G Hourigan confirmed to owners in attendance that the absence of owners to be on council proved to be a problem during the year and as such her recommendation is for owners to be involved to ensure that their investments

important particularly with the number of units throughout the strata company requiring on going attention to matters to ensure that the property is maintained. Strata Manager advised those in attendance that the chairman Mr M Caplin forwarded a letter to him indicating that he wished to resign from the position of chairman however, apart from the situation with regards to other matters the council through the efforts of Ms G Hourigan had attended to the minutes of meetings and supported action that a proper record was maintained.

9A.REPORT FROM MANAGER:

Mr Ballard gave his report and it contained the following:

1. Strata Titles Act 1985

The Strata Titles Act 1985 continues to govern the property.

2. Change of Owners

There have been four changes of owners since the last Annual General Meeting, and managers welcome Ms C Thornton - Unit 4, Ms C Haddad - Unit 5, Mr J Bertolucci – Unit 7 and Ms K Benson – Unit 40 to the strata company.

3. Gutters & Downpipes

Managers recommend that all gutters and downpipes should be checked and cleaned as may be appropriate at least once per annum, before the heavy winter rains.

Strata Manager confirmed that the gutters and downpipes had been cleaned by Allied Roof & Gutters and that they report the need for maintenance of gutters throughout the strata property. This item will be discussed further under the item of general business.

4. Visit to Property

Attendance at the Council of Owners meeting in March 2004 provided the following:

- Charles Street Entrance – A section of fencing does not meet the gate area and action to fill this to stop people from using this as access way is necessary. Ms G Hourigan advised that the chairman Mr M Caplin was to take action with regards to this particular item.
- Driveway condition – The presence of pot holes and areas requiring repairs were noted. The general wear and tear of the areas was for Council of Owner attention.
- Gutters and Downpipes – It was noted that with trees located on the North & East side of the property that twigs and debris from the trees would provide a maintenance condition and that these need to be trimmed back to enable the cleaning of gutters and free flow of water to drainage areas.

5. Council of Owners

The strata council met on three occasions during the year and managers extend thanks to council members for their action with regards to various matters to

discuss at that time. It was noted that the latter to meetings of the Council of Owners committee were undertaken with additional assistance provided by Ms G Hourigan and thanks are extended for her efforts over this time.

6. Prearranged Visits To Strata Management Office

In order to avoid disappointment or delays if you wish to visit our office to see your strata manager, we request owners prearrange the visit and make an appointment.

Many strata meetings are now being held during the day and strata managers are often out of the office at meetings or inspections.

7. Email Communications.

With the growth of email as an important form of written communication, there is a possible expectation by owners that an instant response will be received. By way of courtesy we advise that all correspondence is dealt with in order of receipt, unless the matter is a genuine emergency. We confirm that your business is important to us and your correspondence will be attended to as promptly as possible.

END OF REPORT

10. FINANCIAL REPORT:

It was **RESOLVED** that the financial report for the period ending 30/09/2004 be received and adopted as a true and correct record.

Moved Mr A McDonald, seconded Ms G Hourigan. Carried.

Strata Manager advised that in the area of expenditure action will be taken to produce an outcome in the budget where by the caretakers wages and caretaker PAYG wages is under one heading. It was noted that the caretaker income tax paid figure and the caretaker workers compensation are items that require to be recorded as shown. These together with the caretakers superannuation fund records the areas of expenditure for the caretaker.

The overall outcome with regards to the trust account as at 30/09/2004 together with the investment of funds records that the amount of \$16,619.45 remains in these two accounts. Strata Manager referred to the balance as at 24/11/2004 as the general account \$4,214.76 and \$18,168.81 located in the investment account. Total amount of \$22,383.57 as at that date.

11. ELECTION OF COUNCIL OF OWNERS:

Mr Ballard gave a brief description of the responsibilities of the Council of Owners and it was **RESOLVED** that the following owners be elected to the Council.

Mr A Smith

Unit 9

Mr A McDonald	Unit 20
Mr P Smith	Unit 23
Mr J Blaszczyk	Unit 31

Positions of Chairman, Treasurer and Secretary to be appointed at the first Council Meeting.

Mrs M Bertolucci enquired as to her attending the Council of Owner meeting and it was confirmed by Mr P Smith that this was in order and would be welcomed to assist in any matters arising, at the time of council meetings. The first meeting of Council of Owners is scheduled for Monday 24th January 2005 and will be held in Mr A Smith's Unit 9, commencing at 7 pm.

12. APPOINTMENT OF MANAGERS:

It was **RESOLVED** that the Council be directed to appoint Quin Ballard as Strata Company Agent Managers from the 6/12/2004 to the date of the next Annual General Meeting in accordance with their proposal as attached to the Notice of Meeting.

ALL FEES MENTIONED BELOW INCLUDE GST

Annual Management fee \$5,520.00 (\$460.00 charged monthly in advance) 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 \$77.00 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. INSURANCE COVERS:

The chairman referred to the information included in the Notice of Meeting under this item number.

It was noted that the following levels of cover apply, via CHU Underwriting Agencies Pty Ltd to expire on 1/10/2005.

Levels of Cover:

Building	\$ 4,610,000.00
Common Area Contents	\$ 19,000.00
Legal Liability	\$10,000,000.00
Office Bearers Liability	\$ 2,000,000.00
Workers Compensation	As Per Act
Excess to Building Cover	\$ 50.00 per claim

It was **RESOLVED** that the level of building sum insured be maintained at the figure of \$4,610,000.00 and this was approved as being adequate insurance cover for the insuring year.

**14. SPECIAL
BUSINESS:**

14.1 Council of Owners

As referred to earlier, discussion with regards to the Council of Owner body being in operation is an important matter and it was pleasing to see that four owners had been nominated to be the incoming Council of Owners for 2005.

Ms G Hourigan confirmed that it was important that general matters of business including decisions on outstanding matters be attended to by council.

14.2 Air-conditioners Installation

Mr G Hourigan advised that Council of Owners had reviewed the position with regards to the improper installation of the air-conditioner at Unit 31. The owner Mr Blaszczyk had written to the Council of Owners confirming that in his view the air-conditioner should remain however owners do require to introduce a policy to ensure that all installations of air-conditioners, hot water units and other items are first approved by Council of Owners.

Mr P Smith indicated that the gas hot water units were an issue and with the deterioration of the vent columns there is a need for the incoming Council of Owners to consider a policy with regards to replacement of the gas hot water units.

Further consideration with regards to these items will be undertaken by the Council of Owner body and a decision made with regards to a presentation of either a by-law or a policy which is to be issued to all owners to ensure that the uniform action for these items is adhered to. The Strata Plan is a document where action can be taken similar to the gates/security project for the registration of the by-law on the strata plan, and this will ensure that owners are made to adhere to the action applied by council.

**15. GENERAL
BUSINESS:**

15.1 Gutters & Downpipes

Strata Manager referred to the report as issued by Allied Roof & Gutters and as to the works required on the Roof pointing works. Ms G Hourigan confirmed that in her view the works taken by the contractor Allied Roof & Gutters was less to the standard required and that in future the Council of Owners should review closely any quotations issued for works to be undertaken of the Strata Property.

Mr P Smith advised that he was appalled at the condition of works undertaken at the Strata Property by this contractor and indicated that the site was left in a very messy state with no regard to owners cars and open window areas for the works carried out within the roofing areas.

It was recommended that in future that works with roofing and other areas that Council of Owners take a direct action with regard to these works and ensure that they are adequately carried out prior to any payment of accounts.

It was further advised by the Strata Manager that any works to replace gutters, downpipes and the re-pointing of the roofing areas would require the Council of Owners to set a priority listing and to ensure that adequate funds are provided within the budget for these works to be undertaken. Mr A McDonald advised the Council of Owners will review these matters and determine the proper action to be undertaken.

15.2 Caretaker's Agreement

Strata Manager referred to the action required by Council of Owners on the review of the caretaker's agreement prior to February 2005. Ms G Hourigan confirmed verbally with the caretaker, he was of the view that an increase in the remuneration is required for him to continue as the caretaker to the Strata Property. Strata Manager advised that a proper review should include application of existing duties and to include also any additional items that may be required by Council of Owners on behalf of owners.

Mr A McDonald confirmed that a time sheet record is necessary to ensure that the hours worked meets those hours as agreed to and as such an introduction of the new agreement will require this as part of the ongoing agreement position.

Council of Owners are at their meeting in January 2005 to review the overall position with regard to caretaker duties at the property and that owners are to be canvassed as to any further issues i.e. cleaning of the bins and other on going needs throughout the Strata Property.

15.3 Stairways/ Paths

Ms G Hourigan advised that Council of Owners should also review the need for the cleaning of dirt and stains from the stairways and other path areas. Currently this work is not carried out by the caretaker as part of his duties and as such the condition of these areas is very poor. Mr A McDonald indicated that a pressure cleaning unit would be suitable to do this work and that council should review either the acquisition of a high pressure cleaning unit or engage a contractor with a specific role of cleaning of the areas. Council of Owners will look into this matter further.

15.4 Unit 23 – Blinds

Mr P Smith enquired as to his written request to install blinds at Unit 23. Ms G Hourigan advised Mr Smith that the Council of Owners had reviewed his application and as such the type of blind was not in accordance with a policy previously set by a Council of Owner body. Mr P Smith accepted that this is the decision and will re-examine the proposal for the installation of a suitable blind.

16. BUDGET/LEVY:

After discussion, it was **RESOLVED** that the proposed Budget be amended to \$59,926.00 for the period 2004/2005 and it was **RESOLVED** that contributions (levies) be determined as follows: UE of 4 \$322.00 including GST and for UE of 3 \$241.50 including GST, to be payable quarterly in advance to commence from 1 January 2005.

Moved Mr A McDonald, seconded Ms J Peterkin. Carried

17. NEXT MEETING:

The next Council meeting is to be held on 24/1/2005 commencing at 7pm in Unit 9.

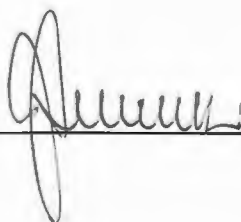
The next General Meeting will be in approximately twelve months. Details to be advised by Managers at least fourteen days prior.

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 30/09/2005.

18. CLOSURE:

Mr Ballard thanked those present for their attendance and input at the meeting. Mr A McDonald wish to place on record his thanks to Quin Ballard for their attendance to all business matters in the past year and noted that Mr R Ballard had been in touch with the Council of Owner members to ensure that the operations of the Strata Property were adequately attended to. There being no further business the meeting closed at 7.30 pm.

CONFIRMED:



THIS

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DAY OF NOVEMBER 2004