



31 December 2004

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

Dear Councillor,

NOTICE OF MEETING

This is to confirm that the **urgent meeting** of council members is to be held on **Monday 10 Th January 2004**, commencing at **3.00 PM**.

Meeting venue is at Andrew Smith's unit 9 at " The Mews " .

The purpose of meeting is to discuss the Caretaker duties and determine the process for replacement of Caretaker; following the notice of resignation from Mr T Berry.

Separate papers have been issued to Council members to assist with this matter.

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.

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**

Quin Ballard

From: "Peter Smith" <awho@bigpond.com>
To: "Ross Ballard" <quibal@inet.net.au>
Cc: "Alex MacDonald" <alex.mac@westnet.com.au>
Sent: Monday, 10 January 2005 10:06 PM
Attach: Mail.PNG
Subject: Council of owners 147/159, Charles Street.

Hi Ross,

It was agreed by the council to employ David Browne as a contract Caretaker at the Mews. I have enclosed the minutes of the meeting for your attention.

Regards,

Peter.

Council of Owners Meeting.

Date: Monday 10th January 2005.

Time: 3:00 P.M.

Location: Unit 9/147, Charles Street.

Agenda: Attendance Jan Blaszczyk, Andrew Smith and Peter Smith.

Apologies None.

Quorum Yes

Appointees. Chairman Peter Smith. Treasurer Jan Blaszczyk. Secretary Andrew Smith.

Business from A.G.M.

Financial Report. Not available.

Correspondence. Not available.

General Business.

Next Meeting. 11th April 2005 7.00PM Unit 9/147, Charles Street.

Close.5PM.

Notes:

The first meeting of the new Mews Council was held at the above time and place. As we had a quorum it was decided to appoint a chairman, treasurer and secretary.

The most urgent matter to attend to was the appointment of a new caretaker. We all agreed it would be better for the complex for the position to be filled by contractors. I invited David Browne the former caretaker to the meeting, so that the committee could hear his proposal on his being the contract caretaker.

He would take over all the caretaker's duties from Thursday 13th January 2005. With the exception of looking after the security gate controllers, NOT sorting out problems for owners and tenants i.e.; lighting blown out gas pilot lights, people getting in touch with him while he was at his restaurant, occupancy bad behaviour which must be reported to either Quin Ballard or the police.

After much discussion it was agreed this would be the very best option for the complex for David to start to clean the disgustingly filthy mess left by the outgoing caretaker. It was reported that the light tube on the walkway stairs at unit 31 has not been replaced since October last year even though the caretaker was informed on several occasions. The garbage bins have not been cleaned out for at least twelve months the garden sprinklers are broken or just do not work properly so parts of the lawns are completely brown and dead. The most dangerous is the green slime sticking to the sides and bottom of the swimming pool. The list goes on and on. People are getting fed up

paying their fees and living in squalid conditions. David Brown said he would attend to these matters immediately. I am enclosing an attachment quote from him. He also said he would take to the tip old mattresses, washing machines etc which have been dumped in the complex, at a fee to cover his and the rubbish tip costs.

The committee agreed this would a cheaper option and a much better one, with a person who has an interest in the work and the complex.

As the mess cannot be cleared in a week or a month-logistically the Midwaste bin will only hold so much garden rubbish-it was decided that an extra amount of monies be allocated to bring the complex to a standard where people can live without danger and stench. We thought the amount of \$200.00 be made available.

It was also noted that the Midwaste bin was full of general household rubbish, a letter to all owners not to put general rubbish into this bin would be in order.

Jan Blaszczyk raised the matter of changing the padlocks on the sheds, an inventory of all the equipment the age and its condition. The pool equipment and chemicals must be included in this.

The treasurer asked for a monthly statement and all bills to be approved by him before any payment is made.

It was also agreed that quotations for gutters and downpipe repairs should be obtained before the winter rains.

That no work of a dirty or noisy nature be carried out at the Mews without prior notification to owners of at least one week.

It was also agreed at the meeting that the strata manager should write to unit 31 owner that his air conditioner may remain where it is as long as he is fully responsible for its upkeep and maintenance.

Would the strata manager on behalf of the Mews, notify the Town of Vincent Council that Ivy Street is so full of potholes it is a danger to motorists.

From now on new owners should be notified that nothing of a fixed nature be placed anywhere outside their units including the balconies.

Meeting Closed at 5PM.

**Preliminary quote for contract Gardening/Maintenance at
The Mews.**

Lawn Mowing and Edging. **\$150.00 (per 4 weeks)**

Approx 10 hours every 4 weeks. Includes time and costs in purchasing fuel, mower blades etc.

Weekly Garden Maintenance. **\$150.00 (per week)**

Includes Weeding, Spraying, Pruning, Checking Sprinklers etc.

Swimming Pool **\$30.00 (per week)**

Check chemicals, water level, leaf box daily. Vacuum and scrub pool as required. Purchase chemicals as required.

Building Maintenance **\$30.00 (per week)**

Sweep walkways and stairs, clean cobwebs and replace light globes weekly.

Vacuum Car Park **\$30.00 (per week)**

I estimate that the above will be sufficient to improve the appearance of The Mews on a gradual basis over a period of about 3 months.

In winter a lot of the items listed as weekly should be able to be extended to every 10-14 days which will reduce the cost over that quiet period.

Please note that I am not able to attend to owners /Agents requests for assistance with regard to Hot Water Systems. Nor am I willing to attend to matters regarding noise or security or any other problems which would normally be handled by a Caretaker.

I am willing to commence the above contracts when required and fully understand that as a contractor, my services can be terminated without notice.

David Browne

24 February 2005



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

Dear Owners

**RE: CESSATION OF EMPLOYMENT OF FORMER CARETAKER
"THE MEWS", 147-159 CHARLES STREET, WEST PERTH**

This is to inform all owners that the former caretaker Mr T. Berry who was employed on behalf of the strata company by the strata council in February 2003, tendered his resignation to be formally effective from 12 January 2005.

At the adjourned Annual General Meeting held on 6 December 2004, a strata council of four members was elected; none of the former three council members renominated and therefore were not re-elected.

The incoming council has brought to our attention its extreme dissatisfaction with the standard of service (or where applicable, lack of service) provided under the terms of the former caretaker's agreement. Council has since engaged Mr David Browne on a caretaking basis to provide certain services, including grounds maintenance, pool maintenance and sweeping, cobwebbing and globe replacement. Mr Browne is not available to attend to matters relative to noise disturbances, hot water systems or security items.

Council has prepared an inventory of equipment and items owned by the strata company. Council has indicated it intends to maintain a specific "hands on" approach to the management of onsite matters to ensure that the property maintenance and condition does not deteriorate as it did during the previous period.

Managers have met with the chairman and treasurer at which time discussion took place regarding various matters including council's responsibility to act on behalf of the strata company in respect of all on site management. In essence our role as strata managers is to provide a secretarial and financial/accounting service together with provision of advice on procedural matters, to the company and its council. Managers have confirmed to council that we are pleased to continue to provide our services and assistance, as we have for many years past.

If any owner wishes to discuss any matter relative to the overall management of "The Mews", I will be pleased to oblige in that respect.

Yours faithfully


PETER MUNDAY
MANAGER - STRATA DIVISION

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

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24 February 2004

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

Dear Council members

**RE: CESSATION OF EMPLOYMENT OF FORMER CARETAKER
"THE MEWS" 147-159 CHARLES STREET, WEST PERTH**

We were pleased to meet with the chairman and treasurer on 14 February in our offices and at that time a number of issues were discussed. We were advised of the unsatisfactory actions of Mr T Berry the former caretaker and we were very surprised to be heavily criticised relative to Berry's performance (or lack of it). We responded with the perspective that Berry was employed by the strata company, via the council, and that the council was directly responsible to control and monitor his onsite services.

From comments expressed to us it became apparent that the former council was, to say the least, inactive and uncommunicative. We informed the chairman and treasurer of our difficulties and frustration at the former council's vacuity and confirmed to them the statutory position relative to the decision making, powers of expenditure and responsibilities that rest with a strata council. As managers we cannot overtake the role of the council.

The recommendation I made to the chairman was agreed by him, that I write to all owners to generally inform them regarding the change of caretaking circumstances and that action has been taken.

We look forward to working with council to achieve mutually satisfactory outcomes in all matters.

Kind regards

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

**PETER MUNDAY
MANAGER - STRATA DIVISION**

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Kareena Ballard, Quin Ballard

From: Mike Quin, Quin Ballard [quibal@inet.net.au]
Sent: Wednesday, 13 April 2005 3:40 PM
To: quibal@inet.net.au
Subject: FW: Emailing: Advice Sheet and notes from meeting.



Advice Sheet.doc
(24 KB)

-----Original Message-----

From: Peter Smith [mailto:awho@bigpond.com]
Sent: Wednesday, 13 April 2005 12:21 PM
To: Peter Munday
Cc: Alex MacDonald
Subject: Emailing: Advice Sheet and notes from meeting.

Hi Peter,

These are the notes from the meeting for you to file for us. I have also enclosed a Mews advice "doc" to be sent out to all residents, if you would be so kind. I have asked everyone who was at the meeting to check the "doc's" before I sent them to you and everyone approved them. If you want to save on the postage send the advice notes to me or Andrew and we will put them into every letter box. Regards, Peter. Notes for The Mews Strata council meeting 11/April 2005

Time: 7:00 P.M.

Location: Unit 9/147, Charles Street, W/Perth.

Agenda: Attendance: Peter Smith, Jan Blaszczyh, Alex MacDonald, Andrew Smith.

Apologies: None.

Quorum: Yes

Guests: Suzanne Tracy from McMahon Real Estate, David Browne our Contract Caretaker.

Business: OK

Financial Report: OK

Correspondence: OK

General Business: See below

Next meeting: 11 July 2005

Close: 9:00 PM.

Council of Owners.

Notes: The copy of notes of our last meeting 10/1/05 were signed by Jan and Andrew as to being a true statement.

Invitation: Suzanne Tracey, Strata Manger of McMahon Real Estate. To give

statement information on change of strata agent as asked for by some owners. For the Council of owners to consider. She stated that her company charged at the fixed rate of \$205-00 per unit per year, which seems to give a fixed figure to budget from, As our complex was in the close proximity to their office she would give free inspections twice or more a year. Alex asked why we would want to change our present agent? It was stated that at a meeting with our strata managers 14 February 2005, although the complex became so rundown and squalid to live in last year, our strata managers' thoroughly assured us that it was no fault of theirs; only the outgoing committee were to blame. Which we understood, but some owners have asked some members of the committee to look into changing the strata managers. The general consensuses of opinion from everyone on the committee were that we should get more quotes from other agents. Jan and Alex are to seek other quotes for our next meetings.

Invitation David Browne, The Mews Contract Gardener. Gardening Report and

requirements i.e. brick edging under fencing to facilitate mowing and edging, it was agreed that we the council should look into getting quotes for this work as this would not only save time but also add to the looks of the complex. Swimming Pool, the black stains-which cannot be removed-that are at the bottom and the sides of the pool were probably hastened by the lack of the maintenance to the pool last year, when it was left for the green slime to build up over several months. It shows up more now, that the water in the pool is crystal clear. Replacement of the reticulation control system. David said that the water reticulation control system has failed and has to be moved from station to station manually. As this is a time consuming practice, the committee agreed that it should be replaced immediately and not have the old one repaired. Accepting the quote that David had acquired from Hugall Hoile to replace the controller \$255-20 plus the installation fee at the rates of \$75-00 for 15 minutes or \$125-00 for 1 hour or \$195-00 for 2 hours. David also asked the committee's approval for replacing the small area of lawn at the Charles Street entrance with a native type border. This would be much easier to maintain than having to carry the lawnmower over the water meter and mow a difficult area. The committee also agreed to this. The committee also thanked David for his supreme efforts and his dedication in transforming the Complex and restoring it to its former state.

Midwaste Bin: Is policing working? The committee heard that someone disposing of a sofa had used the Midwaste container. The committee agreed it should be discouraged but that this would happen from time to time. So that unless the culprit (s) could be found the complex would have to bear the cost.

Finance: Banking: Change of the cheque account owing to the increased fees?

Not necessary. Jan Blaszczyh, our Treasurer asked David Browne if he knew what the Building Maintenance figures were in the monthly report he said that he would look into this and get back to him. It was also agreed that David Browne would supply an extra copy of his monthly account for Jan to file one as a record.

Gutter Quotes: For Downpipes and replacement of carport gutters. Quote as \$1210-00 Inc GST from Glen Dodd Roofing

The problem with the downpipes rusting out, staining the paintwork and over flowing onto the building should be addressed before the building has to be repainted/repared in these areas. The quotation also included replacing the carport gutters, which had been crushed by tall vehicles, i.e. garbage truck etc; Should also be replaced as they are leaking and could be hazardous if they fall. The committee agreed that this quote should be accepted.

Security: Quotes for road gates maintenance and controllers registrar. It

was recommended that the quote from A.B.A Gates be accepted and missing gate controllers should be removed from the active list on the gates affected. The spare gate controllers should be handed to A.B.A Gates along with the register of the controllers, so as they can keep an up to date record of all controllers. It was also noted that there is no out of hours call outs for the controllers (see security by-laws) It was also recommended that the Contract Caretaker should get a front and rear gate controller posted out to him, so that he does not have to keep borrowing one from his other units.

Concrete: For the visitor's car park, because of Town of Vincent Council's

Garbage Truck is tearing a large hole into the bitumen-which is now getting larger by the day-and has broken the kerbing into several pieces. The quote to replace the kerbing and the hole in the roadway with 10cms of concrete also a concrete filled steel Bollard. \$990-00 Including GST from Tilley's Kerbing. It was agreed this quote should be accepted as the matter is becoming more urgent as the hole becomes larger.

Pot Holes: I asked the Town Of Vincent if they would be resurfacing Ivy Street: The reply was next year maybe the year after or the year after.

Information note: An information notice has been prepared to send to Quin Ballard for distribution:

Clothes lines: Austral Retract away 40 \$106-00 each four required from 14,

Vulcan Road, Canning Vale, it has been arranged with David Browne to collect them and bolt them into position onsite. Approximate total cost of clotheslines, including pick

up and fixing \$500-00 this will then complete the renewing of all the 26 year old clotheslines in the complex.

Letters: Letters have been received from Ms C. Haddad (unit 5) for permission for a split system air conditioner to be placed on the balcony below the wall level, which Peter Smith after consulting the onsite committee members attended to in the affirmative via the strata managers. Also a letter from T. and G. Knight (unit 25) seeking permission for a split system air conditioner to be placed on the balcony below the wall level, after consulting the onsite committee members Peter Smith also attended to this in the affirmative via the strata managers. As these letters seemed to be of an urgent nature they were approved pending this meeting. The committee now agreed at this meeting this system of approval maybe used for air condition installation.

Next meeting: 11 July 2005 7:00 PM at unit 9/147, Charles Street, W/Perth.

Meeting Closed: 9:00PM

The message is ready to be sent with the following file or link attachments:

Advice Sheet

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

"The Mews" 147-159, Charles Street, West Perth

General Notice and information.

For the benefit of all owners and residents we advise the following regulations relating to living at The Mews

Balconies:

All occupants are requested not to dry any item on your balcony area particularly strings of washing, also washing draped over balcony edges is not acceptable - not only does this detract from the overall appearance of the complex but also contravenes the Town of Vincent Council Environmental Protection Laws and also the laws of the owners of The Mews.

The balcony areas are not to be used to store furniture or any other items. (Other than garden chairs and pot plants).

Noise:

Proprietors, Occupiers and residents must realize it is an offence to create any unreasonable noise in or about any lot of the common property. Noise is deemed unreasonable if it interferes with the health, welfare, convenience, comfort or amenity of any persons in any premises.

When living in close communities, it is necessary to remember that the majority of residents, when arriving home from their place of work, want peace and a lot of quiet.

Therefore, it would be appreciated if all controls of volume on your source of entertainment were kept well down. If you step outside your door and hear the sound clearly, with the door closed, it is therefore "too loud"! Please adjust your volume control down.

Failure to observe these requests may result in additional action being taken.

Health and Safety:

If Residents are suffering noise pollution or harassment in any form they should phone the police, not the Strata Managers. The police phone number 9222 1111. Also noise pollution can be reported during office hours to the Town of Vincent Health Services at the Administration and Civic Centre. 224, Vincent Street, Leederville WA 6007.

Garbage Disposal:

The garbage bins are washed frequently now, but if you do not wrap your household refuse they will soon become rank and smell. To avoid this happening, please wrap and seal your household refuse before placing into the garbage bin. Garbage bins are placed outside the secured area on the mornings of Monday, Wednesday and Friday.

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Parking: One carport per unit inside of the security fences has been allocated and numbered for each unit; any other parking must be in the visitors parking area. If the visitor parking is all occupied then off site parking will be necessary.

Parking fines will be arranged in conjunction with the Town of Vincent (Maximum \$80-00. Please remember to check on your guests parking arrangements.

Gate Controllers: If residents misplace or lose their radio gate controller(s), it must be reported to The Strata manager within 14 days. There will be a charge for removing and replacing the lost controller(s) from the active list for each gate. (See security by-laws.) Residents are reminded not to open the road gates for any other person(s); this will help maintain the security of the complex.

Pets: Please be advised that no pets whatsoever are permitted in or on this property, those persons with pets must relocate them to another home outside this property promptly: Written applications to keep a pet on site will be refused.

Mail: If mail arrives in your letterbox and is addressed to somebody else. Please place the wrongly addressed mail into the corporate letterbox.
Will parents please ensure their children do not play with the letterboxes not belonging to them, as mail can blow away from open letterboxes, also the garden sprinklers can wet the mail in open letterboxes.

Junk Mail: There is a bin provided for junk mail and only junk mail, please do not place any other items in this bin throw unwanted mail onto the garden.

Laundry: It is suggested that washing is not left on the clotheslines for any length of time, as soon as it is dry remove it from the clotheslines. This will reduce the risk of your washing being taken, also free up the clotheslines for others to use.

Litter: With the windy conditions experienced of late, it would be appreciated if you would pick up litter in the grounds and walkways, as this will make a cleaner and tidier place for us all to live in.

If you have any enquiries in any matter please direct them in writing to Quin Ballard Strata Manager for The Mews.

Notes for The Mews Strata council meeting 11th July 2005

Time: 7:00 P.M.
Location: Unit 9/147, Charles Street, West Perth.
Agenda:
Attendance: Peter Smith, Jan Blaszczyh, Andrew Smith, and Alex MacDonald.
Apologies: None.
Quorum: Yes
Guests: None.
Business: OK
Financial Report: OK
Correspondence: OK
General Business: See below
Next meeting: 17th October 2005
Close: 8:20 PM.

Notes: The copy of notes of our last meeting 11/4/05 were duly signed by Jan Blaszczyh and Andrew Smith as to being a true statement.

Grounds Maintenance: It has been noted by all the committee; the great improvements in the general appearance of the complex. Several property managers at The Mews have made very agreeable comments in regards to the improved general appearance of the Complex. The new concrete work being carried out by David Browne (The Mews contract caretaker) has so many advantages in stopping the litter from the roadway blowing onto the gardens and improving the appearance at the front of the complex. The committee would like to take this opportunity to thank David for his work and his idea. The swimming pool is now looking cleaner now that the black marks are wearing away from the bottom and sides, which were left behind by the lack of maintenance by the former caretaker. It was agreed by the committee that David should be asked if he would be interested in concreting ½ Meter Square at the gates, to eliminate the wear pattern on the grass.

It was also noted that the tree that was blown over onto the roof of the carport should be claimed against the insurance. For the work in cutting and removing the debris, also getting the damaged carport guttering replaced.

Extra Charges: ABA Gates charge \$11-00 for keeping records of each of the gate controllers, as our strata managers are unable or unwilling to keep these records. As the mews owns 137 radio gate controllers this could be a very expensive for us all. It was suggested that all new quotes from strata managers must include this recording in their standard fee, one fixed charge, deal with all financial work and supply up to date accounts for council meetings, pass all incoming bills to the treasurer, pay all contractors and communicate with the strata council to advise them. It was suggested that all new quotes from strata managers must include this recording in their standard fee. It was also suggested that all quotes must be priced per unit per year to make it a level playing field, quotes that did not meet these criteria's would not be accepted. To save time and money at the AGM the committee would review all quotes recommending the best quote for acceptance, as no two are the same so that they are difficult to compare and assess such quotes and to arrive at a properly reasoned decision.

Rubbish: Rubbish dumped at the side of the Garbage areas is an ongoing issue, as the complex has to pay for its removal. If any person notices anybody dumping rubbish, they should report this to any member of the strata council or the caretaker.

Finance: Treasurer Jan Blaszczyh said that the accounts were in order and to be accepted.

General Business: The new clotheslines are fitted and give more line space. The gutters and down pipes are completed. The kerbing, roadway and post have been finish, which has stopped the garbage trucks from damaging the roadway. Jan Blaszczyh will get quotes (up to \$100-00) to stop rainwater leaking into unit 2, as this matter is now urgent. The nuisance report that came from the tenant in unit 20 (Nickie Guerriero) is at the present time being resolved. A list must be drawn up for all on site members of the committee to access in the case of emergency, for plumbers, electricians etc; who will accept payment from strata managers and not only by credit card or cash.

Letters: Letter from Mr. A. Smith unit 9 asked for replacement of balcony floor tiles and painting inside wall of balcony should be approved. Also a letter from Mr. P. Smith unit 23 wanting to put floor tiles on his balcony should also be approved. Mr. R. Holland thanking the chairman of the meeting for notification of water leaks from his unit.

Next meeting: 17th October 2005 7:00PM venue unit 9/147, Charles Street, West Perth.

Meeting Closed: 8:20PM.

Signed  Date 13/10/05

Signed  Date 13/10/05

Notes for The Mews Strata council meeting 13th September 2005

Time: 7:00 P.M.
Location: Unit 9/147, Charles Street, West Perth.
Agenda: October meeting brought forward for insurance premium due 1/10/05
Attendance: Jan Blaszczyk, Andrew Smith, and Peter Smith.
Apologies: None
Quorum: Yes.
Guests: None.
Financial Report: Treasurer.
Correspondence: See below.
General Business: Strata Insurance, Caretakers insurance, Tree plan and Strata management.
Next meeting: A.G.M.
Close: 8:15 PM.

Notes: The copy of the notes of our last meeting 11/7/05 were duly signed by Jan Blaszczyk and Andrew Smith as to being a true statement.

Insurance: It was decided to bring forward this meeting, which was scheduled for 17/10/2005, as it was necessary to resolve the following insurance questions before the Mews Strata Companies insurance expired. The insurance for the complex quotation from Q.B.E. Insurance for 2005-2006 was approved by the committee and should be renewed. It was also approved by the committee, that the Strata Company should continue to pay the Workers Compensation insurance for the Contact Caretaker. The insurance forms should be sent to the strata managers for completion by the strata managers.

Treasurers Report: The savings involved in having a Contract Caretaker rather than having a full time Caretaker has been an enormous success. The treasurer has estimated for the first six months of this year a saving to the Strata Company of \$6,000-00. The total annual savings cannot be evaluated until January 2006, which will be the anniversary date of contracting the caretaker's work. It was agreed that the treasurer of the present and all incoming councils of the Mews should view and approve all bills and accounts. Treasurer Jan Blaszcyh said that the accounts of the Mews Strata Company were in order and to be accepted by this meeting. All the treasurers' proposals were approved.

Tree Plan: Peter Smith proposed a two-year tree plan to prune and remove trees that were causing problems now and will in the future. With the need for the urgent action on these matters the council should get quotations up to \$3,000-00 without delay from the tree loppers. This must be done immediately to save any more mishaps. The Strata Company this year has had to pay for the removal of a tree blown down onto the carport roof and across the roadway. The damage caused by this incident was minimal, but easily could have been much worse. It was also suggested that we refer this plan to the A.G.M. for a further \$6,000-00 to be allocated to carry out the tree plan. At the present time we are paying the contact caretaker to continually clean up the mess and the damage caused by these trees. Andrew Smith kindly offered to help David Browne with the clearing up of the tree pruning, ready for the Town of Vincent Council's green verge collection. Also this year we had to call out plumbers a couple of times to come and clear the blocked drains of tree roots. The trees that are removed should be replaced with more suitable trees on a case-by-case basis.

Correspondence: Jan Blaszczyk agreed to look into the problem with the hot water service in unit 48 and explain to the owner what is required in this case. We also agreed to refer the question of Foxtel connections to the A.G.M. for further discussion, as committees have resolved this issue in previous years. The committee viewed a letter (about noise pollution) from Kostadinka & Seckularac Tanascev, owners of unit 13, which they will send to the strata managers for inclusion in the A.G.M. agenda. The committee will respond in the affirmative to the letter sent by P. Smith asking for a shade cloth blind to protect the plants on his balcony.

Strata Managers: It was agreed after viewing all the many applicants' proposals for the position of Strata managers of the Mews, we the committee will be recommending to the Annual General Meeting of the Mews Strata Company the new proposal from Quin Ballard (our present Strata managers) be accepted for the coming year.

Thanks: We thanked Andrew Smith for the continuing use of his unit as the venue for our council meetings.

Next meeting: Annual General Meeting of the Mews Strata Company.

Meeting Closed: 8:15PM.

Signed _____ Date ____ / ____ / ____

Signed _____ Date ____ / ____ / ____



4 November 2005

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 28 November 2005
TIME: 12.00 pm Midday
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

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

STRATA PLAN 5629

**ANNUAL GENERAL MEETING OF THE OWNERS OF
'THE MEWS'
147 – 159 CHARLES STREET, WEST PERTH**

28/11/2005

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 06/12/04
8. Business Arising - AGM 06/12/04
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 Health and Safety (House Rules)
 - 14.2 Tree Plan for 'The Mews'
 - 14.3 Concrete Repairs
 - 14.4 General Painting
 - 14.5 Installation of Cycle Park
15. General Business
16. Budget/Levy (Periodic Contributions)
17. Next Meeting
18. Closure

The Mews Strata Council Chairman's Report 2005

This year the incoming council had to deal with the immediate problem of changing the complex from months of being a disgustingly filthy and squalid mess left by the outgoing caretaker. Our Strata managers thoroughly assured the Council it was no fault of theirs and said. "The out going committee were to blame".

David Browne agreed to become our CONTRACT CARETAKER to clean up the squalid and rundown conditions we were all subjected to live in. I would like to take this opportunity to thank David on behalf of everyone living at The Mews for a couple of the many things like cleaning the months of stinking maggot ridden garbage bins, repairing and replacing the broken irrigation system also his supreme effort in making this a pleasant place to live in once again.

The committee addressed the matter of the Gate controller's registrar by accepting the quotation from ABA Gates to maintain the road gates and remove the lost gate controllers from the active list.

Now the Garbage Truck has been stopped from driving through the complex the guttering on the carports does not get damaged and the roadway does not get torn up, so this has saved some of the ongoing repairs. A post and a concrete pad have been placed at the Ivy Street entrance to the Mews. This is to stop the fence and roadway being broken, as the weight of the Garbage Truck was damaging the kerbing and roadway.

Your council looked into the tree problem that we have which is: The complaints from adjoining properties, broken fences, damaged roadways and plumbers being called out to remove tree roots from blocked drains. We have in consultation with a roofing contractor and a plumber formulated a cost-effective plan to start removing this very costly problem.

The Mews council decided after looking at all the quotations from a number of strata managements to recommended to the AGM that it accepts the new quotation from Quin Ballard Strata Managers, which now incorporates along with their former services, the keeping of the records of all gate controllers, viewing of the complex and reporting to the committee, a different strata manager and a new low fee of \$127-11¢ per unit.

The committee also asked for The Mews equipment assets to be entered into the end of the year financial report.

The black marks in the swimming pool are beginning to fade now that David has maintained the pool in a pristine condition since becoming the caretaker last January.

Next years council will have to look into the roofing, the damaging tree problem, repairing and replacing doors to all duct ways, repainting of carports and buildings, resurfacing roadway, a parking place for bicycles and concrete cancer in some walkways.

I would like to thank all the members of this year's council for all their work and efforts in saving a great deal of your money. Also a special thanks to the onsite members of the council in helping the caretaker with days of work in pruning the trees for the green verge collection. On behalf of the council members I wish all owners "Compliments of the Season and a very prosperous 2006".

Peter Smith.

Chairman of the Mews Council.

ITEM 9

STRATA MANAGERS REPORT 147 CHARLES STREET, WEST PERTH 28/11/05

1. Strata Titles Act 1985

The Strata Titles Act 1985 continues to govern the property. A significant change to the legislation is the removal of the office of the Strata Titles Referee with dispute resolution to be overseen after 1 January 2005 by the newly created State Administrative Tribunal.

2. Council of Owners

The strata council met on a number occasions during the year to deal with various items of property and grounds maintenance. Managers extend their thanks on behalf of all owners to the council members who gave of their time, with special thanks to Mr Peter Smith, who prepared minutes of meetings and generally acted as liaison person with managers. Thanks to councillors, Peter Smith and Jan Blaszczyk and caretaker David Browne for making themselves available to meet and familiarise newly assigned strata manager Jim Smith with the property and common areas. In particular it was of interest for managers to receive a first hand explanation from the chairman in respect of the trees works at the scheme.

3. The Past Year

During the past year, the following matters were addressed:

- Gutters were cleaned.
- Mr David Browne was appointed to certain caretaking duties and there has been a marked improvement in this area. Thanks to David.
- The tree management program has commenced to ensure the trees are regularly pruned and to protect the buildings.

Gutters and downpipes

By way of reminder, 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.

4. E-mail Communications

With the growth of e-mail we find that increasingly owners use this as their main form of communication. Mail can now be forwarded direct and the new address for your strata manager Jim Smith is jim@quinballard.com.au.

By way of courtesy we advise that all correspondence including email 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

5. Prearranged Appointments 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 property visits.

6. The Year Ahead

Managers are pleased to inform owners that as part of our reviewed management service we independently visit and view the common property to assist the council.

The preservation and enhancement of your capital investment does not happen by chance and results from a combination of care and good management by the strata council together with the support and sensible financial contribution by owners.

Managers wish all owners well for the year ahead.

END OF REPORT

**STRATA PLAN 5629
OWNERS OF "THE MEWS"
147-159 CHARLES STREET, WEST PERTH
STATEMENT OF INCOME & EXPENDITURE - 01/10/04 - 30/09/05**

INCOME

Maintenance Levies to 30/9/05	47,930.24
GST IN	5,854.94
Income Tax Refund	117.40
Insurance Recoup (*)	788.50
Interest paid on overdue levies	17.58
Petty Cash float – returned	300.00
Remote Control – Reimbursement	50.00
TOTAL INCOME	<u>\$55,058.66</u>

EXPENDITURE

GENERAL ADMINISTRATION

Management Fees	4,991.01	
Additional fees – Special Services	38.64	
Postage, petties and storage of records	840.00	
AGM Fee	598.35	
Council Members Reimbursement	8.95	
Govt. Charges – BAD	77.20	
GST – Management Fee/Postage & Petties	3,182.99	
Insurance Premiums (Two years premiums)	8,525.25	
Insurance – Stamp Duty (Two years premiums)	914.69	
Stationery	18.50	
Caretaker – Wages	6,153.00	
Caretaker – Super	454.00	
BAS – payment	3,275.00	
Income Tax Paid	135.00	
PAYG - out – Income Tax	31.00	
PAYG – out – wages	1,944.00	<u>\$31,187.58</u>

GROUNDS MAINTENANCE

Gardens	2,864.72	
Garden Equipment – tools	648.95	
Garden Rubbish Bags	692.30	
Garden Supplies - Fertilizer/mulch/plants	374.07	
Grounds	157.50	
Lawns	1,082.00	
Reticulations Supplies – parts	53.55	
Reticulation – repair/replacement	613.42	
Tree Lopping	3,030.00	<u>\$9,516.51</u>

REPAIRS AND MAINTENANCE

Building (*)	755.00	
Cleaning Common Areas	123.00	
Clothesline	378.41	
Drains – Cleaning	181.29	
Driveway – Maintenance	1,065.00	
Electrical Repairs	60.62	
Gates – Security	420.00	
Glass Repairs (*)	1,064.58	
Globes & Tubes	36.85	
Gutter & Downpipe – cleaning	590.91	
Gutter & Downpipe – repairs	1,100.00	
Hardware Supplies	436.31	
Hire of Equipment	40.20	
Lighting Equipment	86.05	
Painting – interior	136.36	
Plumbing	160.00	
Pool – repairs/maintenance	510.82	
Pool – supplies – chemicals	257.95	
Rood Repairs	360.00	
Rubbish Removal	496.59	
Security – Gates	210.00	
Security – keys/cards/controllers	63.64	\$8,533.58

ELECTRICITY - common areas	\$2,392.41	\$2,392.41
WATER CONSUMPTION	\$3,076.70	\$3,076.70

Total Expenditure for the period	\$ 54,706.78	\$54,706.78
Surplus of Income Over Expenditure		\$351.88
PLUS PRE-PAID LEVIES TO 31/12/05		
(28 units) 31/03/06 – unit 48		\$7,808.69
PLUS BALANCE AS AT 30/09/04		\$14,259.78
Less funds to Investment Account		\$6,161.00
BALANCE OF TRUST A/C AT 30/09/05		\$16,259.35
Levies in arrears at 30/09/05	Nil	

SUMMARY OF INVESTMENT FUNDS 01/10/2004 – 30/09/2005

Commonwealth Bank South Perth – Account No 6124 1011 4390

Balance as at 30/09/2004	\$16,619.45
Plus Investment Funds Transferred from General Trust A/c	\$ 6,161.00
Plus Interest	\$ 182.85
Less State Govt Tax	.30
Balance as at 30 September 2005	<u>\$22,963.00</u>

Summary of Tool Shed Inventory as at 17th January 2005

See Attached Sheet

Total Assets

\$4,853.00

Mews 147-159 Charles Street,

Tool shed Inventory as 17th January 2005.

This is the inventory as the above date; I do not know if anything is missing or stolen before this time.

<u>Description</u>	<u>Make</u>	<u>Number</u>	<u>Size</u>	<u>Approx Value</u>
Broom		1	Yard broom	\$20
Broom		1	Garden broom	\$20
Chainsaw	Stihl	1	14 inch	\$500
Electric Extension Cords		4	15 Metres each	\$25 each
Fork		2	4 tines	\$16 each
Fuel tank for Machines		1	10 Litres	\$40
Garden Hoses		3	Plastic	\$60
Handsaw		1	60cms	\$17
Lawnmowers	Rover Regal	1+1 Spare parts	18" cut new 21/2/05	\$625
Leaf rake		3	Plastic	\$15 each
Leaf skimmer net		1	Long Handle	\$60
Long handle shovel		1	Standard	\$18
Long handle shovel		1	Narrow	\$16
Mechanics Vice		1	10cms	\$40
Padlocks	Master	2	Large	\$70
Pruning Saw		1	45cms	\$20
Pump Sprayer	Hozelock	1	10Litres	\$30
Spade		1	Edging Blade	\$15
Swim Pool vacuum hose		1	10 Metres	\$100
Tool Shed		1	3M X 3M X 2M High	\$800
Vacuum Sweeper	Yardman	1	Four wheel	\$1600
Wheelbarrow	Pneumatic Tyre	1	Large Heavy Duty	\$150
Whippersnipper	Stihl FS 85	1	Self feeding	\$500
Wooden Bench	Home Built	1	180cms X 90cms	\$100
				Total 4853



**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

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 \$5,940.00 plus postage, petties and storage of records \$924.00. Total \$6,864.00 payable \$572.00 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.

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RESOLUTION SOUGHT

"The Strata Company resolves that the Council be directed to re-appoint Quin Ballard as Strata Company Agent Managers from 28/11/2005 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 28/11/2005 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 : 1/10/2005 to 1/10/2006. Policy No : 860638
Insured : Owners of Strata Plan 5629

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 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.

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 28/11/2005

AGENDA ITEM NO. 14 ANNEXURE "A" SPECIAL BUSINESS

- 14.1 Health and Safety (House Rules)
Per written request from an owner. All residents are requested to be mindful of the rules for health and safe dwelling at 'The Mews'. The owner involved is invited to attend and speak to this item.
- 14.2 Tree Plan for 'The Mews'
As per attached sheets marked attachments 'A' and "B". The Council of Owners have proposed a plan for management of trees in the common areas. There is a provision in the budget for \$6000.00 to be expended in the first year of the plan.
- 14.3 Concrete Repairs

Motion On Notice
To authorise the Council of Owners to expend up to \$5000.00 over the current financial year to 30/09/06 on concrete repairs with funds to come from existing reserve funds held.
- 14.4 General Painting

Motion on Notice
To authorise the Council of Owners to expend up to \$8,000.00 over the current financial year up to 30/09/06 on remedial paint repair of the common areas. Funds to come from existing reserve funds held or from general administration funds, as may be determined by the Council of Owners.
- 14.5 Installation of Cycle Park

Motion on Notice
To authorise the Council of Owners to expend up to \$1,000.00 for construction of a cycle park. Funds to come from accumulated general administration surplus funds.

Tree plan for the Mews September 2005.

TWO YEAR PLAN FOR A.G.M.

Gum Trees:

	Description	Comments
1).	Large tree last Pruned November 2004.	No immediate danger.
2).	Large tree over grown.	Needs removing, as near roofing, road, kerb carport
3).	Large tree neatly pruned.	Breaking fence and lifting roadway.
4).	Large tree neatly pruned.	Breaking fence and lifting roadway.
5).	Large tree neatly pruned.	Breaking fence and lifting roadway.
6).	Large tree over grown.	Needs removing, breaking fence, road, kerb carport
7).	Large tree neatly pruned.	Needs to be kept pruned.
8).	Large tree neatly pruned.	Needs to be kept pruned near building. <i>NEAR DRAIN</i>
9).	Large tree neatly pruned.	Leaning at an angle.
10).	Large tree neatly pruned.	Nearing roofing.
11).	Large unruly tree over grown.	Needs removing, as near roofing, breaking fence.
12).	Large Stump covered in ivy.	Stump needs killing.
13).	Large Stump covered in ivy.	Stump needs killing.

Palm Trees:

	Description	Comments
a).	Large palm.	Needs pruning has rats.
b).	Large palm.	Needs pruning has rats.
c).	Large palm.	Needs pruning has rats.
d).	Large palm.	Needs removing breaking fence.
e).	Medium palm.	Needs removing for green verge collection.
f).	Medium palm.	Needs removing for green verge collection.
g).	Medium palm.	David will prune.
h).	Medium palm.	David will prune.

Lillypilly:

	Description	Comments
L1).	Medium, Fruiting tree dropping messy fruit.	Needs pruning for green verge collection.
L2).	Medium, Fruiting tree dropping messy fruit.	Needs pruning for green verge collection.
L3).	Medium, dropping messy fruit into pool.	Needs pruning for green verge collection.

CHARLES STREET



APPACHMENT B"

13 SEP 2005

COPY

Kostadinka & Sekularac
TANASCEV
u13/147 Charless St.
West Perth

5 September 2005

QUIN BALLARD
P.O Box 221
Como, W.A

Dear Gents,

As the owners of Unit 13/147 Charles St., West Perth we would like to inform you about an issue that is very important and crucial regarding our health and safety as well as the other tenants and owners of "The Mews" which is an excellent place for living and very popular spot for the home buyers.

The purpose of this letter is that we would like this topic to be mentioned at the next AGM meeting. This item must be included in the agenda because this matter is not new, It didn't just happen over night, or couple of times (so we'll say: "-Ok, let it go...no worries!")....this problem (I take liberty of naming it like this) stays on the spot ever since! (we have lived here since September 2000, and we haven't seen some changes) and every time new tenants arrive this issue it keeps increasing.

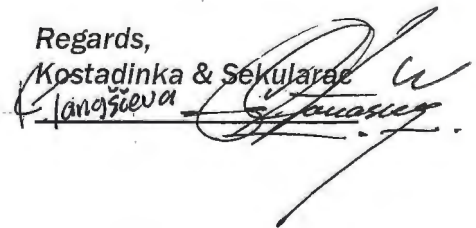
We, the owners and You guys as our strata management company have to stand up and inform every new tenant (or new owner) just this. **YOU MUST ADHERE BY THE RULES OF THE HEALTH & SAFETY LIVING AT THE MEWS!!!**

With writing this letter to you guys about this very important matter and discussing it on the next AGM we hope that you'll put the health & safety issue on a higher level than what it's on now...at this very moment-low!

Eagerly waiting to have a chat with you guys and other owners on the next AGM about this very important matter which is becoming a burden.

Regards,

Kostadinka & Sekularac
Tanasceva



**STRATA PLAN 5629
OWNERS OF "THE MEWS"
147 – 159 CHARLES STREET, WEST PERTH
PROPOSED BUDGET – 2005/2006**

Management fees	5,400.00
Postage, petties and storage of records	840.00
Annual General Meeting Fee	473.00
Provision for attendance @ Council Meeting	1,000.00
GST on all management fees	771.00
Provision for income tax on investment	200.00
Insurance premiums (inc. Workers Compensation)	5,500.00
Common lighting and power	2,500.00
Caretaker Contract	12,000.00
Pool – chemical and supplies / maintenance	800.00
Lawns and Gardens	6,000.00
Water Consumption	3,100.00
Tree Management	6,000.00
Garden rubbish collection	700.00
Provisions for future possible Concrete cancer repairs	1,000.00
General repairs and maintenance	4,826.00
SUBTOTAL	<u>51,110.00</u>
Funds for future major maintenance (15% of sub total)	7,666.00
TOTAL (Inclusive of GST where applicable)	<u><u>\$58,776.00</u></u>

\$58,766.00 = \$316.00 per unit entitlement per annum (186 total unit entitlement) quarterly in advance to commence from 01/01/06.

24 units @ UE 4 = \$316.00 per quarter

30 units @ UE 3 = \$237.00 per quarter

Notes:

1. This budget includes provision for GST where applicable and it is recommended by the Council in the interest of prudent management

'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 28/11/05 or any adjournment thereof.

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

SIGNATURES OF ALL CO-PROPRIETORS: _____

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

In the case of a Company:

The Common Seal of:

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

NOTE

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

MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF "THE MEWS", 147 – 159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD AT THE OFFICE OF QUIN BALLARD, 175 LABOUCHERE ROAD, COMO, ON MONDAY, 28TH NOVEMBER 2005 COMMENCING AT 12.07 PM.

1. WELCOME: Mr Jim Smith 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.

2. RECORD

ATTENDANCE:

Mr D Browne representing	Units 3, 10 and 47
Mrs M Bertolucci	Unit 8
Mr A Smith	Unit 9
Mr S Tanasceva	Unit 13
Mr A Macdonald	Unit 20
Mr J & Mrs P Smith	Unit 23

3. PROXIES:

M/s A Fraser	Unit 1
To the representative of Quin Ballard	
M/s K Silverstone	Unit 2
To Mr D Browne	
D,T,G & E Browne	Unit 3
To Mr D Browne	
M/s C Thornton	Unit 4
To Mr P Smith	
Mr J Daebritz	Unit 6
To representative of Quin Ballard	
Mrs C Chapman	Unit 7
To representative of Quin Ballard	
Mr J Bertolucci	Unit 8
To Mrs M Bertolucci	
Dept of Housing & Works	Units 12, 18
To Great Mates WA	
Mr S & Mrs K Tanasceva	Unit 13
To Mr S Tanasceva	
Mr M Quin & Mrs K Ballard	Unit 14
To representative from Quin Ballard	
M/s S Beale	Unit 16
To representative from Quin Ballard	
Mr R Holland	Units 17, 19 and 28
To Mr P Smith	
M/s S Dyer	Unit 27
To representative from Quin Ballard	

Mr J Blaszczyk	Unit 31
To Mr P Smith	
M/s R Watt	Unit 32
To representative from Quin Ballard	
Mr T Carvolth	Unit 33
To representative from Quin Ballard	
M/s E Foston	Unit 42
To representative from Quin Ballard	
M/s G Hourigan	Unit 43
To representative from Quin Ballard	
Mr S Sams & Ms M Thompson	Unit 44
To representative from Quin Ballard	
Mrs D Gilbert	Unit 46
To Mr D Browne	
Mr S Saunders	Unit 48
To representative from Quin Ballard	
Mr K Von Knoll	Unit 50
To representative from Quin Ballard	
M/s Y Ip	Unit 53
To representative from Quin Ballard	
Mr J Jurkov	Unit 54
To representative from Quin Ballard	

**4. APOLOGIES
FOR ABSENCE:**

M/s K Silverstone	Unit 2
Mr S Clarkin	Unit 36
Mr S Saunders	Unit 48

5. QUORUM: A quorum was present.

6. CHAIRPERSON: It was unanimously **RESOLVED** that Mr Jim Smith 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 6/12/2004 be received and accepted as a true and correct record and were signed by the Chairperson.

**8. BUSINESS
ARISING:**

8.1 Amendment to Last Years Minutes

Under Managers Report welcome to new owners it was recorded that Mr J Bertolucci was recorded as unit 7 where it should have been unit 8.

8.2 Security

Mr Smith produced a document regarding the By-Laws contained in Schedule 2 of the Act and it was agreed that these By-Laws should be forwarded to all owners and residents for them to peruse and make themselves familiar with the By-Laws of The Mews so that people can conduct themselves in the appropriate manner on site.

9. REPORT FROM CHAIRMAN:

The chairman's report was tabled and accepted by the meeting.

9. A REPORT FROM MANAGER

The strata managers report included in the Notice of Meeting was accepted.

10. FINANCIAL REPORT:

It was **RESOLVED** that the financial report for the period ending 30/09/2005 be received and adopted as a true and correct record.

The Treasurer who could not be present at the meeting did ask two questions from Mr Peter Smith, the first one being that the balance in trust account is at 30/09/2005 balance being \$16,259.35. Mr Blaszczyk thought it should have been \$15,235.00 this balance represented the balance carried forward at the start of September 2005 where as the balance at the end of September was \$16,259.35. He also questioned the amount of the investment account as at the 30/09/2005 the amount being \$22,963.00 this amount was proven correct.

11. ELECTION OF COUNCIL OF OWNERS:

Mr Smith 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 Andrew Smith	Unit 9
Mr David Browne	Unit 47
Mr Sekularac Tanasceva	Unit 13
Mr Alex McDonald	Unit 20
Mr Peter Smith	Unit 23
Mr Jan Blaszczyk	Unit 31
Mr Sean Saunders	Unit 48

Mrs Meryl Bertolucci requested permission that she attend council meetings if the council be so kind as to advise her of when the meetings will be held. She would only be an observer and would not have any input into the meetings. The council undertook to let her know when the meetings will be held as she could be in attendance.

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

**12. APPOINTMENT
OF MANAGERS:**

It was **RESOLVED** that the Council be directed to appoint Quin Ballard as Strata Company Agent Managers from the 28/11/05 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 \$5,940.00 (\$195.00 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 1/10/06.

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

It was **RESOLVED** that building sum insured be increased to the figure suggested by the insurers when the renewal is received.

**14. SPECIAL
BUSINESS:**

14.1 Health and Safety House Rules

Mr Tanasceva spoke to this motion as he had formally posted a letter to be discussed at this meeting. The letter is regarding the noise that is emanating from other units around him and the effect it has had on the health and safety aspect of the complex. It was agreed that as was previously mentioned that a copy of the Schedule 2 By-Law be sent out to all residents for them to adhere

to and also copy to all owners so that they could inform their residents or their agents likewise. It was also pointed out that the protocol regarding any noise complaints is, the police would be called as first point of reference, secondly the Town of Vincent during business hours and thirdly is the strata managers who can write to the agents or the owners requesting that the residents modify their behaviour or else a breach of lease will be issued by them. It was pointed out that the strata managers or the council could not cut across the lease agreement between an agent and a tenant or an owner and a tenant and that the only person who could evict the tenant would be either the agent or the owner who was in control of that lease. A copy of a draft letter which was discussed at the April meeting of the Council of Owners will be resent to all owners and agents the police contact will be changed to 131444.

14.2 Tree Plan For "The Mews"

The tree plan was attached to the notice of Annual General Meeting as presented by the Council of Owners. There is a plan for pruning back or removing some trees that are a danger to the building and also removing trees that are in contact with the building. This will save maintenance on the building and also the potential of damage of wind and so on from the trees. A letter was received from the owner of unit 2 relating to the tree plan and her reaction to it this was noted however insufficient time was allowed to read through the letter. The letter will be forwarded on to the Council of Owners for their consideration at the next council meeting. The tree plan was accepted by those present at that meeting and the objection as for unit 2 was noted. It was resolved the tree plan as presented at the meeting would be accepted.

14.3 Concrete Repairs

Some concrete repairs were attended to in previous years and funds are being placed aside in the annual budget. The following motion was tabled "The Strata Company Council of Owners are authorised to expend up to \$5,000 over the financial year to the 30/09/2006 on concrete repairs with funds to come from existing reserve funds held."

Moved Mr P Smith. Seconded Mr D Browne. Carried.

It was agreed the council would look at the concrete repairs. Previous repairs have been attended to by Perrott Concrete Repairs.

14.4 General Painting

This matter was discussed as several areas of the property painting are starting to flake of so rather than do a full repaint, some areas will be touched up to prolong the need for a full paint. The following motion was tabled by Mr P Smith "The Council of Owners is authorised to expend up to \$8,000.00 over the current financial year up to 30/09/2006 on remedial paint repairs the common areas. Funds to come from existing reserve funds held or from general administrative funds as maybe determined by the Council of Owners. Seconded Mr D Brown. Carried.

The Council will put in place the painting over the course of the year.

14.5 Installation of Cycle Rack

This matter was discussed as there were several cycles were being left on the walkways from the units and this was impeding the carriage way for

pedestrians. It was pointed out that if emergency services were called on site they would certainly object and report the complex if access was denied by objects on the walkways. The motion on notice to authorise strata Council of Owners to expend up to \$1,000.00 on construction of a cycle rack funds will be coming from accumulated general administration surplus funds.

Moved by Mr P Smith. Seconded by Mr D Browne. Carried.

Objections from the owner of unit 2 were noted and the council can discuss this at the next council meeting.

15. GENERAL BUSINESS:

15.1 Complaint from the Resident of Unit 2

A letter was tabled regarding a complaint from the resident of unit 2 regarding the behaviour of the resident in unit 20. This matter can be discussed by the Council of Owners and the recommendations as to an outcome. The Strata Company is not able to evict a tenant because the strata company cannot cut across an agreement between an owner or agent and a tenant.

15.2 Duct Doors to the Plumbing Ducts

Mrs Bertolucci pointed out that on a couple of occasions doors of the plumbing ducts have been left open and there is no protection for children or adults if one was to fall into the plumbing ducts. It had been agreed that the council would look at a more effective means to lock the doors shut on a permanent basis. Owners are reminded that if any contractors are visiting the property they are to close these duct doors once they have finished. The council will investigate and in some cases where the duct doors are difficult to close these would be planed back so that they can close with ease.

15.3 Tool Shed Inventory

The Council of Owners last year did up a tool shed inventory and this was attached to a financial statements handed out at the meeting a copy of the inventory would be forwarded with the minutes of the meeting to all owners so that they are aware of what tools the strata company do own. Mr Peter Smith pointed out that the strata company does own the controls for the security doors as well and these are on lease to the owners. A stock of these is held by ABA Gates who attend to the coding of these controls.

16. BUDGET/LEVY:

After discussion, it was **RESOLVED** that the proposed Budget of \$58,766.00 for the period 2005/2006, be received and adopted a levy payable in terms of unit entitlement be adopted, payable quarterly in advance commencing from 01/01/06.

17. NEXT MEETING:

The next Council meeting is to be at a date to be decided.

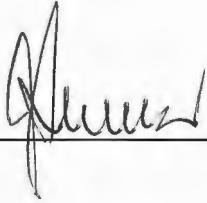
The next General Meeting will be in approximately twelve months. Details to be advised by Managers at least fourteen days prior.

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 30/09/06.

18. CLOSURE:

Mr Smith thanked those present for their attendance and input at the meeting. There being no further business the meeting closed at 1.40 pm.

CONFIRMED:



THIS

18

DAY OF

Dec. 2006

Mews 147-159 Charles Street,

Tool shed Inventory as 17th January 2005.

This is the inventory as the above date; I do not know if anything is missing or stolen before this time.

<u>Description</u>	<u>Make</u>	<u>Number</u>	<u>Size</u>	<u>Approx Value</u>
Broom		1	Yard broom	\$20
Broom		1	Garden broom	\$20
Chainsaw	Stihl	1	14 inch	\$500
Electric Extension Cords		4	15 Metres each	\$25 each
Fork		2	4 tines	\$16 each
Fuel tank for Machines		1	10 Litres	\$40
Garden Hoses		3	Plastic	\$60
Handsaw		1	60cms	\$17
Lawnmowers	Rover Regal	1+1 Spare parts	18" cut new 21/2/05	\$625
Leaf rake		3	Plastic	\$15 each
Leaf skimmer net		1	Long Handle	\$60
Long handle shovel		1	Standard	\$18
Long handle shovel		1	Narrow	\$16
Mechanics Vice		1	10cms	\$40
Padlocks	Master	2	Large	\$70
Pruning Saw		1	45cms	\$20
Pump Sprayer	Hozelock	1	10Litres	\$30
Spade		1	Edging Blade	\$15
Swim Pool vacuum hose		1	10 Metres	\$100
Tool Shed		1	3M X 3M X 2M High	\$800
Vacuum Sweeper	Yardman	1	Four wheel	\$1600
Wheelbarrow	Pneumatic Tyre	1	Large Heavy Duty	\$150
Whippersnipper	Stihl FS 85	1	Self feeding	\$500
Wooden Bench	Home Built	1	180cms X 90cms	\$100
				Total 4853