

12<sup>TH</sup> January 2006



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

Dear Council Member

### NOTICE OF MEETING

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

- DATE:** Monday 23<sup>rd</sup> January 2006
- TIME:** 4.00 pm
- LOCATION:** Unit 47, 147-159 Charles Street, West Perth
- AGENDA:**
1. Record Attendance
  2. Proxies
  3. Apologies for absence
  4. Quorum ✓/
  5. Appointment of Strata Company Chairman, Treasurer & Secretary
  6. Confirmation of Minutes of Meeting 13<sup>th</sup> September 2005 and discussion on AGM Minutes 281105.
  7. Report from past Treasurer Mr. Jan Blaszczyk .
  8. General Business
  9. Next Meeting
  10. Closure

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

Yours faithfully

A handwritten signature in black ink, appearing to read "Jim Smith".

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

MINUTES OF A MEETING OF THE COUNCIL OF OWNERS OF 147 – 159 CHARLES STREET, STRATA PLAN 5629, HELD AT UNIT 47/147-159 CHARLES STREET ON MONDAY 23<sup>RD</sup> JANUARY 2006, COMMENCING AT 4.05PM.



**1. RECORD**

<b>ATTENDANCE:</b>	Mr D Brown	Units 3, 10 & 47
	Mr S Tanasceva	Unit 13
	Mr A Macdonald	Unit 20
	Mr P Smith	Unit 23
	Mr J Blaszczyk	Unit 31
	Mrs N Bertolucci representing	Unit 8 (Observer)
	Mr J Smith representing Quin Ballard	

**2. PROXIES:** Nil

**3. APOLOGIES**

<b>FOR ABSENCE:</b>	Mr A Smith	Unit 9
	Mr S Saunders	Unit 48

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

**5. APPOINTMENT OF OFFICE BEARERS:**

The following people were appointed to the following positions;

Chairman	Mr David Brown
Treasurer	Mr J Blaszczyk
Secretary	Mr J Blaszczyk

**6. CONFIRMATION OF MINUTES:**

It was **RESOLVED** that the minutes of the council of owners meeting held on the 13/09/05 be received and accepted as a true and correct record.

**7. BUSINESS ARISING:**

7.1a Tree Plan

The tree plan as presented to the Annual General Meeting was accepted and therefore the council can not change this aspect. It was agreed that P Smith and D Brown would contact the tree surgeon to have them in regarding trees that were ear marked to be removed as the first phase of the tree plan. Mr J Blaszczyk would be involved regarding the financial side of the tree removal and acting within the roles of the approval of the Annual General Meeting regarding funds to be spent on this item.

#### 7.1b Hot Water Service to Unit 48

Mr J Blaszczyk advised that this problem had been dealt with and the matter was resolved.

#### 7.1c Installation of Foxtel to the Complex

This matter was due to be presented at the Annual General Meeting but was not discussed at that forum. It was advised that there was no cable running past the complex and any installation would have to be via a satellite dish. The overwhelming consensus was that the property would not present very well with several dishes on the roof. It was agreed it was to be done via one dish which would then be cabled to all units, the cost for cabling would be exorbitant and the council would prefer to look at this over a course of time and make a decision at some stage in the future. Because of the cost involved a decision may have to go to a general meeting of the strata company.

Items arising from the minutes of the Annual General Meeting on the 28<sup>th</sup> November 2005.

#### 7.1d Security

There was discussion regarding the By-laws of the property Mr Jim Smith pointed out that the only By-law registered on the strata plan was one to do with security which registered in 2003. A copy of the By-laws that was forwarded to the managers recently is similar to the standard By-laws of the schedule 1 and schedule 2 of the Strata Titles Act of 1985. It was agreed that each council would be issued with a copy of the standard schedule 1 and schedule 2 By-laws of the 1985 Act. These can then be compared with the hybrid set of By-laws from the property. If there was to be significant differences, the options would be that the additional By-laws could be presented at a general meeting of the Strata Company and added to or deleted from the schedule 1 and schedule 2 standard By-laws in the Strata Act of 1985.

#### 7.1e Concrete Repairs

It was agreed that Mr P Smith and Mr A Macdonald would look at the concrete repairs and in this regard may contact Perrott Concrete Repairs. The Annual General Meeting approved an amount of \$5,000.00 which could be expended for concrete repairs. Once the quotes have been obtained, they can present it at a council meeting for approval.

#### 7.1f General Painting

The Annual General Meeting approved an amount of \$8000.00 which the council would authorise to spend over the current financial year for remedial paint repairs. It was agreed that Mr D Brown and Mr J Blaszczyk would be the councillors that would look into aspects and obtain quotes which are to be presented to council for painting of various items that are required in the common area. It was also agreed that other councillors may look at affected areas and they can report to Mr D Brown and Mr J Blaszczyk so that they can gather quotes that would attend to the remedial paint repairs.

7.1g Installation of Bicycle Rack

The Council of Owners will look at this aspect over the issuing months and come up with a plan as to where and what type of bicycle rack could be installed. This matter will be ongoing by the present council. The overall aspect was to ensure that the walkways are clear and people are not obstructed in case of emergency.

7.1h Complaint – Resident of Unit 2

There was a complaint regarding the residents of units 2 and 20. This matter seems to have resolved itself now and the council is happy to let the matter stand. It was pointed out that resident of unit 2 does have two cats and the policy of the complex is that animals are not allowed within the complex. The council requested that managers write to the resident of unit 2 requesting that the cats be removed from the complex as animals are not allowed.

7.1i Door to Plumbing Ducts

This matter was raised at the Annual General Meeting and it was agreed that the managers would contact Western Maintenance Services to be in touch with Mr D Brown regarding the plumbing duct doors of the complex. It was agreed that the council may look at doing 10 doors this year, whether they are to be replaced or can be planed back, is a matter for the contractor to advise the council. Managers will have the contractor contact Mr D Brown so this process can start.

## **8. REPORT FROM TREASURER:**

Mr J Blaszczyk tabled his report and advised the meeting that the 2004/2005 year was very good, he particularly pointed out that the contract caretaker was proving very successful and was a great saving to the strata company. He pointed out that there was a saving of \$16,633.09 from the previous caretaker to the present contracted caretaker. As well the property is being cleaned and well maintained. It was then discussed regarding the financial position of the strata company and Mr J Blaszczyk pointed out that there was \$14,742.64 in the trust account as of the end of December and there was funds held externally with the Commonwealth Bank- \$24,559.92. He considered that the investment with Commonwealth Bank was earning an insufficient rate of interest and put it to the meeting that the fund should be placed with the ANZ or Westpac in a term deposit. After discussion it was resolved that \$26,000.00 would be placed in a six month term deposit and \$8,000.00 be placed in a three month term deposit. The managers will advise the council of owners who has present signing authority on the investment with the Commonwealth Bank, as this will need to be redeemed. The Council of Owners can advise which bank the funds can be deposited with.

The Treasurers report was accepted by those at the meeting.

## 9. GENERAL BUSINESS:

### 9.1 Letter from the Owner of Unit 2

A copy of the letter from the owner of Unit 2 regarding the following items;

1. Dispute between themselves and the occupant of unit 20 – this seemed to be resolved as previously minuted.
2. The trees and greenery around the complex – this matter was discussed at the Annual General Meeting and the plan was adopted by the Annual General Meeting, this can not be overturned by the council.
3. Cycle rack which is being investigated by the Council of Owners. The managers will write to the resident of unit 2 and inform her of the above. The council also advised that there are two cats at the unit which is against the policy of the strata company. Managers are to write to the owner of unit 2 to advise that the two cats must be removed under the Schedule 2 By-laws of the strata company.

### 9.2 Increase to Salary – Browns Home and Garden Maintenance

Mr D Brown forwarded a letter that was sent out with the Notice of Meeting regarding the increase in the hourly cost from \$15.00 to \$15.50 per hour. The council unequivocally approved the increase due to the standard of work and also the small amount of the increase required by Mr. Brown. Mr. Brown will be advised to place the increase on his next invoice.

### 9.3 TV Reception to Unit 1

A letter was tabled from agents Ray White regarding the TV reception of Unit 1. Several things have been mentioned that have been done by the TV repair man which has been employed by that agent. It was resolved that the managers write back to the agent of unit 1 and advise that the only practical solution as seen by the council was to place a TV antenna within the roof cavity above unit number 37 or 38 and that could be cabled down to service those six units – units 1,2,19,20,37 and 38. The cost would then be shared for those six units. Other owners had advised that they had installed a set top box and also an internal antenna and this seems to work fine on their reception. Managers will advise the agent of Unit 1 of the outcome and if they need to proceed with the installation of an antenna above unit 37 or 38. Managers will check with the appropriate owners of those units to make sure that they will share the costs.

### 9.4 Usage of the Pool

It was reported that nearby residents are sneaking in and using the pool for their own use. This was particularly hard to control as the front gates and the gates from the parking area are not locked and people can come and go as they wish. Mr Brown pointed out that the only way of controlling the pool in a manner that would keep other people out was to install a lock with a restricted key access. Give a key to each resident which they will be responsible for, increasing the height of the fence so

that it would stop intruders climbing over fence and getting access to the pool.

9.5 Approach by the Owner of New Development in Ivy Street regarding Changing the Fence to the South west Section of the Carpark

Mr D Garham had approached the strata manager regarding the replacing of the existing fibros fence adjoining the development he is doing and the strata company visitors parking area. Mr Graham had emailed to the managers who had passed the email onto the council of owners. He was pursuing a cost of \$1,600.00 to replace the present fibros fence with a pine lap fence. Mr D Brown pointed out that at an inspection of the fence, there were seven sheets that were presently broken, two of the breakages had been attributed to trees that are on the strata company boundary and five sheets had been broken during the earth works for the property being built on Ivy Street. It was agreed that the strata company did not want to contribute towards the cost of the fence in this regard manager can advise Mr Garham of the outcome. It was also advised that trucks delivering bricks and other materials to the complex had been using the strata company visitor parking area and whereby the council did not wish to stop this, it was to be pointed out that in some instances bug trucks had broken through the concrete and caused damage to the strata company parking area and more care was to be shown if trucks were to use this area to turn around and exit the property. Managers will write to Mr and Mrs Garham to advise them of the strata company's decision.

9.6 For Sale Sign

The Council advised that there was currently a for sale sign from McMahon Real Estate situated on the front of the property. The rules of the strata company prohibit signs being placed for either selling or rental of units at the complex. Managers advised that they had sent a fax to McMahon Real Estate and will make a phone call to the company to have the sign removed immediately.

9.7 Disabled Access to Unit 4

Mr D Brown advised the meeting that the owner of Unit 4 would soon be out of hospital and back in the unit. She is wheelchair bound and has to look at getting access to her unit from the carpark area. She has put forward a proposal to build a ramp at the steps coming off the car park and then a concrete walkway could be built from the side of unit 11 across the front of units 9 and 10 to unit 4, this would allow her access via the ramp and the concrete walkway to her unit. Mr Brown pointed out that the grassed area was not growing due to shade and there was difficulty getting it to take. When the path goes through, the section between the pathway and units 9 and 10 can be made into a nice garden area which will be more manageable and more attractive for the Strata Company. All those present agreed on the proviso that the owner of unit 4 pay for the cost of the ramp and the concrete work.

9.8 Sign on the Front Gate of Charles Street

Mr Tanasceva advised that recently a car followed him into the complex from Charles Street when he entered via the gate. It was pointed out that contractors often try to enter via this gate however without a remote control, access is denied. It was agreed that a sign would be done up and put on these gates which would show people access via Ivy Street to the visitor's carpark area.

**10. NEXT MEETING:** It was agreed that the next meeting would be held on Monday 3<sup>rd</sup> April 2006 at 4.00 pm and the venue is to be advised.

**12. CLOSURE:** There being no further business the meeting closed at 5.40 pm.

**CONFIRMED:** \_\_\_\_\_ **THIS** \_\_\_\_\_ **DAY OF** \_\_\_\_\_ **200** \_\_\_\_\_

27<sup>th</sup> March 2006



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

Dear Council Member

### NOTICE OF MEETING

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

- DATE:** Monday 3<sup>rd</sup> April 2006
- TIME:** 4.00 pm
- LOCATION:** Unit 47, 147-159 Charles Street, West Perth
- AGENDA:**
1. Record Attendance
  2. Proxies
  3. Apologies for absence
  4. Quorum
  5. Confirmation of Minutes of Meeting 23<sup>rd</sup> January 2006.
  7. Report from Treasurer.
  8. General Business
  9. Next Meeting
  10. Closure

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

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](http://www.quinballard.com.au)



### QUOTATION FORM

# ALL SUBURBS TREE SURGEONS

PTY. LTD.

ABN 20 229 332 227

FULLY INSURED

MEMBER TREE GUILD OF W.A. No. 8812

Greg Dale PROPRIETOR  
Qualified Tree Surgeon

29 ELSTREE AVENUE  
MT. LAWLEY, W.A. 6050

Mobile: 0412 921 927  
Tel: 9271 2768  
Fax: 9271 1942

TO: Quin Ballard

402/13417

13/3/06

REF: Jim Smith

WE HAVE PLEASURE IN SUBMITTING THE FOLLOWING QUOTATION FOR YOUR CONSIDERATION

PRICE

RE: 147-159 Charles St West Perth  
As discussed with Peter Smith (Unit 23)

5 large gums cut to ground & cart.  
(Marked with blue paint)  
Supply crane + log tip fees.

SUB-TOTAL \$ 2400-

GST \$ 240-

TOTAL \$ 2640-

Quote is valid until 60 days

SIGNED: Greg Dale

For additional information or to place order please contact us by telephone or letter at the above address.

# RIVERSIDE TREE SERVICES

405 01 WA 401 110

Ph 9434 1338 • Fax 9397 7295 • Mobile 0411 649 855

• Trees Pruned, Shaped & Removed • Stump Grinding  
• Mulch Sales • Fully Insured • Free Quotes

DATE: 21/11/20  
TO: Peter

QUOTE No  
2812

4 Marfield Street,  
Halestone WA 6111

9434 1338

Riverside Tree Services have pleasure in submitting the following quote for work to be carried out at:

PROPERTY ADDRESS: 17 Charles at Wood Perth

DESCRIPTION	AMOUNT
Cut to ground tree behind unit 2	180.00
Cut to ground tree in front of unit 43	580.00
Cut to ground tree at unit 10	450.00
Cut to ground tree at unit 10	450.00
Cut to ground tree at next to letterboxes	450.00
Cut to ground <sup>small</sup> palm tree next to bin area	100.00
(remove all stumps)	
(remove all logging)	

The above quote is valid for 30 days.  
Thank you for choosing Riverside Tree Services.

GRAND TOTAL	2,360.00
TAXES (GST)	236.00
TOTAL	2,596.00

<b>Western Maintenance Service</b> P.O. Box 8409 South Perth W.A. 6151 Mobile 0418913352 wesmaint@bigpond.net.au ABN 99 750 638 507	<b>QUOTE</b>
--	--------------

<b>TO:</b> Quin Ballard  P.O. Box 221 Como 6952 Client Phone. 94741533 Mob.	Quote No. Quote Date Account No.	F278 03-04-2006 10
--	--	--------------------------

QTY.	DESCRIPTION	PRICE	TAX%	TOTAL
	*147 Charles St West Perth. Please find quote for work as detailed below. Repairs to duct doors at above address.			
2	Unit 17 and 47 renew doors	\$154.54	10	\$339.98
16	Renew hinges to duct doors 45,39,38,43,24,20,27 and 32 and make operational.	\$2.50	10	\$44.00
10	Renew cylinders to all above duct doors keyed alike	\$25.00	10	\$275.00
10	Renew vents to all above duct doors	\$5.69	10	\$62.62
	Repaint all 10 doors above.	\$45.00	10	\$49.50
	( LABOUR )	\$480.00	10	\$528.00

Quote valid 30days only	<b>EX GST TOTAL</b> <b>GST TOTAL</b> <b>TOTAL + GST</b>	<b>\$1,181.00</b> <b>\$118.10</b> <b>\$1,299.10</b>
-------------------------	---	---

By Bizz Wizz Software 08 93490255



ABA Automatic Gates

Gate Operators • Accessories  
Video Intercom • Remote Controls

Unit 3, 504 Marmion St  
Booragoon WA 6154

PH: (08) 9330 3061  
FAX: (08) 9330 3062

Email: abagate@westnet.com.au  
Internet: www.abagate.com.au

A.B.N.: 50 401 425 389

### Fax Quote

❖ Number of pages including this page: 2	QUOTE: Q061570
TO: THE OWNERS OF 147 CHARLES ST	FROM: JEFF CADZOW
ATTN: JIM SMITH @ QUIN BALLARD	DATE: 16. MAR. 06
FAX no:	RE: ANTI TAMPER BOX

The Owners of 147 Charles St

We thank you for the opportunity of quoting on your project West Perth.

ABA Automatic Gates has been supplying and installing a wide range of high quality gate operators and boom gates since 1984. All domestic and industrial projects are undertaken by the company's own highly experienced professional staff ensuring problem free installations without any "shortcuts". Our prices are highly competitive ensuring the BEST VALUE FOR MONEY for your specific needs.

We are pleased to submit our quotation for the supply, installation and commissioning of the following equipment:

#### To supply and install

1x anti vandal motor cover – in 4.5mm aluminium, powder coated to match gate  
**\$532.00 plus GST**

Note: placing the aluminium cover over the motor and electronic components may reduce the range of the remote controls. If this occurs an external antenna can be fitted  
**Approx. \$138.00 plus GST**

Excluded from the above quote: 240 V power to gate motor position, low voltage wiring. Cables and conduits are to our specification.

This quotation is valid for a period of 30 days. The above price applies only to the goods specified and installation of all equipment being done in one stage. Any variation will affect the price accordingly.

Warranty is six (6) months on labour and twelve (12) months on goods, which, under proper use, may be faulty due to manufacturing defects. Warranty applies only to goods, which have been paid for in full. We will repair or replace all such goods or part thereof found by us to be defective. Terms of payment are strictly 7 days net.

ABA Automatic Gates

Any goods supplied by *ABA Automatic Gates* remain the property of *ABA Automatic Gates* until such time as any invoices relating to this quotation are paid in full. Our standard terms and conditions of trading (copy available on request) apply to this quotation.

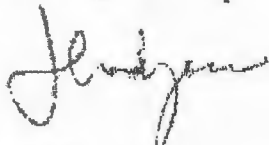
This quotation does not include the obtaining of any approval from any authorities or the preparation of any drawings or documentation for submission to any authorities or the payment of any fees or deposits to any authorities and does not allow for any retention of monies. Access to site (within 10 meters) by installation vehicle and electricity for power tools is to be made available during the installation period. No responsibility for damage to any underground services (i.e. underground pipes, cables etc) will be accepted unless we are advised of the location of these services in writing prior to commencement of works.

Should you have any comments in relation to the equipment offered in this quotation or the quoted price, please do not hesitate to contact us.

Trust the above information is in accordance with your requirements and await your further instructions.

**If you need further information please do not hesitate to call us**

Kind regards



Jeff Cadzow  
ABA

ABA Automatic Gates

ABA

ABA Automatic Gates • Unit 3, 504 Marmion St • Booragoon 6154  
PH: (08) 9330 3061 • FAX: (08) 9330 3062  
Email: abagate@westnet.com.au • Internet: www.abagate.com.au

**MINUTES OF A MEETING OF THE COUNCIL OF OWNERS OF 147 – 159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD AT UNIT 47/147 – 159 CHARLES STREET, WEST PERTH ON MONDAY, THE 3<sup>RD</sup> APRIL 2006, COMMENCING AT 4.05 PM.**

**1. RECORD**

<b>ATTENDANCE:</b>	Mr D Browne	Units 3,10,47
	Mr S Tanasceva	Unit 13
	Mr P Smith	Unit 23
	Mr J Blaszczyk	Unit 31
	Mr S Saunders	Unit 48
	Mr J Smith representing Quin Ballard	

**2. PROXIES:** Nil

**3. APOLOGIES**

<b>FOR ABSENCE:</b>	Mr A MacDonald	Unit 20
	Mr A Smith	Unit 9

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

**5. CONFIRMATION OF MINUTES:**

Confirmation of Minutes held 23/01/06.

**6. BUSINESS ARISING:**

6.1 Tree Plan

Two quotes were presented at the meeting, one from Riverside Tree Service for \$2,508.00 and one from All Suburbs Tree Surgeons \$2,640.00 both quotes included GST. The quotes relate to trees numbered 1, 5, 7, 9 and 10 on the original tree plan presented and approved by the Annual General Meeting also included is a small cotton palm on the Charles St side of the visitors parking bay which will be removed. It was **RESOLVED** unanimously that the quote from Riverside Tree Service would be accepted and managers are to forward a work order to that company to liaise with Mr Peter Smith regarding removal of the trees.

6.2 Installation of Foxtel at the Complex

This matter will be followed up by Mr S Saunders and he can do a report for the next Council of Owners meeting as to the findings of this investigation.



### 6.3 Concrete Repairs

Mr Peter Smith advised that this will be undertaken with Mr MacDonald when he returns from holiday at which time they can get together and look at the areas that need to be worked on regarding concrete cancer and repairs and then the appropriate quotes can be obtained.

### 6.4 General Painting

Mr D Browne and Mr J Blaszczyk advised that they are to meet two painters at the property next weekend who will provide quotes. It was agreed that these quotes be forwarded to the Council of Owners and they could agree on a contractor and then the work can proceed. When the quotes are received by managers they will forward to all councillors so a decision can be made and recorded appropriately on the strata company records.

### 6.5 Cats at Unit 2

A letter was forwarded to the resident of unit 2 where the cats still remain. Managers will write to the proprietor of unit 2 advising that the cats must be removed within seven days of the letter otherwise the Council of Owners can pursue the matter through the State Administrative Tribunal.

### 6.6 Doors to the Plumbing Ducts

A quote was tabled from Western Maintenance to replace two duct doors unit 17 and unit 47, to renew the hinges on eight of the doors, supply ten new locks for the doors which will be keyed alike and supply ten new vents on the doors total cost is \$1,299.10. It was agreed that this quote would be accepted and work order would be sent to the contractor to commence the work. Other duct doors will be inspected and work carried out to upgrade all doors so they are operable and can be locked.

### 6.7 Fence Between the Carpark and The New Development on Ivy Street

It was reported that there are seven fence sheets broken, five were broken by the contractor when developing the block on Ivy Street. At this stage the council will let the matter lie and see what develops once he has partially finished the development and what moves he makes regarding the fencing on the boundary between the two properties.

### 6.8 Sign on the Front Gate facing Charles Street

Mr D Browne will get a quote to replace the sign on this gate which advises tradespeople and visitors that the entry to the carpark is via Ivy Street and not via the gate off Charles Street.

**FROM THE****TREASURER:**

Mr J Blaszczyk tabled his report and advised the following:  
 The invested funds have been removed from the Commonwealth Bank and will be placed in a term deposit with Westpac \$34,000.00 for four months at the rate of 5.25% per annum. This will increase the return in the form of interest for the strata company and will make funds available for improvements at the property. Also advised it was approximately \$9,000.00 in the strata company general account as at the end of March and the levies were due on the 1<sup>st</sup> April which will further increase these funds. He mentioned the quotes for cutting the trees down and that the Riverside Tree Service quote was the preferred quote, he also advised that the Council were meeting contractors' onsite regarding quotes for the painting on Thursday between 9 – 10 am and the second quote would come after one week. He also pointed that there is repairs and painting of the gutters and the council could inspect these and determine the scope of work and then obtain quotes later on. He also pointed out that there was extra money involved with the phone calls from the treasurers' point of view and over the past three months he has spent \$35.00 on postage and phone calls. He sought reimbursement from the strata company for these amounts. This matter was discussed and it was agreed that the sum \$90.00 would be forwarded to Mr Blaszczyk to cover his costs. He also advised that there had been an increase to Midwaste the waste collection service and this would be accepted by the strata company. A quote from ABA Gates to place a vandal proof cover over the gate motor in the rear car park was tabled. It was advised that the motor would be inspected and that Mr Tanasceva will prepare a quote to make a vandal proof cover for this motor to save it from vandalism. The quote can be forwarded to the strata company who can consider the quote on receipt. Mr D Browne advised that in the past the sinking fund had been drawn off each quarter and that this would stay in the strata company general account and as and when the investment is due funds can be forwarded across to the investment as required. This was accepted by the meeting. Mr Blaszczyk advised that the owner of unit 39 was in arrears with levies and suggested that managers would write to the owner giving seven days to respond or pay the amount if this is not done legal action will be commenced to recover the amount owing. This action was agreed to by the Councillors.

**8. GENERAL BUSINESS:**

8.1 Mr D Browne advised he will be on leave as from Wednesday the 12<sup>th</sup> April 2006 and he will be absent for two weeks, in his absence Mr P Smith will attend to placing the bins out and other matters can be handled onsite as and when required.

**11. NEXT MEETING:**

The next meeting will be held on Monday the 10<sup>th</sup> July 2006 commencing at 4.00 pm.



**12. CLOSURE:**

There being no further business the meeting closed at 5.05 pm.

Following the meeting closure an inspection of the common property was undertaken.

**CONFIRMED:** \_\_\_\_\_ **THIS** \_\_\_\_\_ **DAY OF** \_\_\_\_\_ **200**\_\_

3<sup>rd</sup> July 2006



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

Dear Council Member

### NOTICE OF MEETING

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

- DATE:** Monday 10<sup>th</sup> July 2006
- TIME:** 3.45 pm
- LOCATION:** Unit 47, 147-159 Charles Street, West Perth
- AGENDA:**
1. Record Attendance
  2. Proxies
  3. Apologies for absence
  4. Quorum
  5. Confirmation of Minutes of Meeting 3<sup>rd</sup> April 2006.
  7. Report from Treasurer.
  8. General Business
  9. Next Meeting
  10. Closure

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

Yours faithfully

A handwritten signature in black ink, appearing to read "Jim Smith".

JIM SMITH  
STRATA COMPANY MANAGER  
For The Owners of Strata Plan 5629

**MINUTES OF THE COUNCIL OF MEETING OF THE OWNERS OF "THE MEWS", 147 – 159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD AT UNIT 47/147-149 CHARLES STREET, WEST PERTH ON MONDAY, 10TH JULY 2006 COMMENCING AT 4.05PM.**

**1. RECORD**

<b>ATTENDANCE:</b>	Mr D Browne	Units 3, 10 and 47
	Mr S Tanasceva	Unit 13
	Mr A Macdonald	Unit 20
	Mr P Smith	Unit 23
	Mr J Blaszczyk	Unit 31
	Mr S Saunders	Unit 48
	Mr Jim Smith representing Quin Ballard	

**2. PROXIES:** Nil

**3. APOLOGIES**

**FOR ABSENCE:** Mr A Smith Unit 9

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

**5. CHAIRPERSON:** It was unanimously **RESOLVED** that Mr David Brown be appointed to the Chair for the duration of the meeting.

**6. CONFIRMATION OF MINUTES:**

It was **RESOLVED** that the Minutes of the Annual General Meeting held on 03/04/2006 be received and accepted as a true and correct record and were signed by the Chairperson.

**7. BUSINESS ARISING:**

**7.1 Installation of FOXTEL at the complex**

Mr Shaun Saunders had been in touch with Foxtel and Mr Tony Clarke regarding installation of Foxtel at the complex. After discussion it was agreed that Mr Jim Smith the Strata Manager would write to Mr Tony Clarke advising that the complex was interested in registering with Foxtel and having the service provided. It was noted that Foxtel could only have 1 65cm dish which would service only 12 units at a time. If everyone wanted to hook on there may be a need for 5 dishes at the complex. It was advised that the managers would write to all of the residents advising them that Mr Tony Clarke of Foxtel would write requesting which residents were interested in having FOXTEL installed.

Thanks were passed onto Mr Shaun Saunders for his work in making contact with FOXTEL and progressing this matter to the status that it is currently at.

### 7.2 General Painting

Mr D Brown and Mr J Blaszczyk have been able to obtain one quote from Byblos Painting Services to paint the areas needing attention with the cost being \$7446.00 including GST. Another contractor Suburban Painting Services has visited the property and inspected the areas that need painting however he has declined to submit a quote. Manager will go to Riley Shelley and also Perriot Painting to visit the property and meet with Mr Brown or Mr Blaszczyk to provide a quote to paint the nominated areas.

### 7.3 Cats in Units 2 and 6

Letters have been forwarded to the residents of Units 2 and 6 regarding cats in those units. To date there has been no response from the residents of Unit 2 and a fax which was forwarded to the property manager of Unit 6 has not responded at this time. Managers advised he would write and advise the residents one more time and if no response was received the matter could progress to an application to the State Administrative Tribunal.

### 7.4 Doors to plumbing ducts

The meeting was advised that Western Maintenance had commenced the work on the plumbing ducts as per their quote. This work is still in progress and should be finished shortly. When funds permit further doors can be attended to and repaired.

### 7.5 Fence between car parks and the new development in Ivy Street

Reportedly some fence panels were broken when the contractor was doing the excavation work to the block of land. It was agreed that the manager would write to the owner or the developer of the property and request that the five fence sheets that were broken are replaced.

## **3. REPORT FROM TREASURER:**

Mr J Blaszczyk tabled his report. He advised that the last three months have been a busy time with Riverside Tree Services removing 5 trees several painting contractors attended the property but only one quote had been received at this stage. He also advised that the company Midwaste who attend to removing the garden waste bin should have their contract terminated. An instance two months ago where the company did come to clear the waste from the bin but only a small portion of the waste was taken away and the rest was left in the bin. The company were advised of this but did not return to clear the bin. Mr David Brown will now attend to removing the garden waste with his trailer and charge the Strata Company accordingly. A fax to go again to Midwaste to stop their services and request that they remove the bin from site and also be requested to forward any outstanding accounts. The account due for the month of May will not be paid as this service was not completed and that the driver should have checked that the bin was cleared prior to removing it from the property. The council will be advised of the outcome in due course. Mr Blaszczyk advised that the current balance at the end of June in the trust account was \$20,998.30 the fund held externally was \$34,000.00 making a total of \$54,998.30. He advised that \$2,000.00 should be taken from the trust

account and added to the term deposit plus the interest when this matures. Managers will contact the bank for their instructions and draw \$2,000.00 from the trust account to enter the deposit. He also advised that when heavier rains do come a quote can be prepared to repair the guttering and downpipes. There was an instance recently where Unit 8 had some damage to the ceiling in the bathroom. A contractor was brought in to attend to the repairs and an invoice for \$140.00 was forthcoming. We advised that this account should not be paid and in future times agents or owners wishing to carry out work in their unit should be advised that either Mr. Blaszczyk or Mr Brown should inspect the area prior to any action taking place so it can be determined if it is a Strata Company or owner cost to repair such areas.

## 9. GENERAL BUSINESS:

### 9.1 Enclosed patio to Unit 31

Mr Blaszczyk enquired as to enclosing his patio in glass. It was advised that he would need to write to the council giving details and plans to this area so that the council could consider and advise him in due course. Mr Blaszczyk will attend to a written submission to the council which can be discussed at the next council meeting.

### 9.2 Insurance Renewal

The insurance is due for renewal on 01/10/2006 and it was agreed that the next meeting of the strata council to be held in September the council can discuss the renewal options and suggest a cover from the insurers and then the policy can be renewed after the council meeting.

### 9.3 Concrete Repairs

Mr Peter Smith requested that the managers past on information regarding concrete repairs so that they can make contact and arrange for them to come and quote on the concrete repair work as required at the property.

### 9.4 Garden Makeover and Maintenance

It was thought appropriate that a vote of thanks be past on to the present gardener Mr David Brown for his work in the gardens. Appropriately a vote of thanks was passed onto Mr Brown for his effort and work in this regard.

### 9.5 Servicing Hot Water Systems

It was appropriate that the hot water systems at the units are serviced on an annual basis to maintain their efficiency and stop wear and tear and prolong the life of the unit. Managers will correspond with all owners in this regard so they are aware of the need to have their hot water systems serviced on an annual basis.

### 9.6 Damaged Light Pole Near the Pool Area

Recently a car was removed from the complex by a towing company and resulted in a damaged light fitting at the property. The particular pole has been removed and the wires have been cut to the seal to make them safe. A contractor will attend to replacing the pole in due course. The Strata Company

insurers will be advised of the incident and they can follow through with an appropriate claim on either the driver or the owner of the car that was removed. The Strata Company insurers will attend to an insurance claim to recoup the funds to the strata company.

9.7 Cover Over Vehicle Gate Motor

A quote will be obtained to place a metal cover of the vehicle gate motor that was damaged by vandals recently. When the quote is to hand it can be forwarded to the Council of Owners for their consideration at the time.

**10. NEXT MEETING:**

The next Council meeting will be on Monday 10/09/2006 at 4:00pm. A walk around prior to the meeting will commence at 3:45pm.

**11. CLOSURE:**

Mr Smith thanked those present for their attendance and input at the meeting. There being no further business the meeting closed at 5:15pm.

**CONFIRMED:** \_\_\_\_\_ **THIS** \_\_\_\_\_ **DAY OF** \_\_\_\_\_ **2006**

6<sup>th</sup> September 2006



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

Dear Council Member

### NOTICE OF MEETING

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

**DATE:** Monday 11<sup>th</sup> September 2006

**TIME:** 3.45 pm

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

**AGENDA:**

1. Record Attendance
2. Proxies
3. Apologies for absence
4. Quorum
5. Confirmation of Minutes of Meeting 10<sup>th</sup> July 2006.
6. Business Arising from Council Meeting 10<sup>th</sup> July 2006.
7. Report from Treasurer.
8. General Business
9. Next Meeting
10. Closure

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

Yours faithfully

A handwritten signature in black ink, appearing to read "Jim Smith".

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

**MINUTES OF THE COUNCIL MEETING OF THE OWNERS OF "THE MEWS", 147 – 159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD AT UNIT 47/147-159 CHARLES STREET, WEST PERTH ON MONDAY, 11TH SEPTEMBER 2006 COMMENCING AT 4.05PM.**

**1. RECORD**

<b>ATTENDANCE:</b>	Mr D Browne	Units 3, 10 and 47
	Mr S Tanasceva	Unit 13
	Mr A Macdonald	Unit 20
	Mr P Smith	Unit 23
	Mr J Blaszczyk	Unit 31
	Mr S Saunders	Unit 48
	Mr Jim Smith representing	Quin Ballard

**2. PROXIES:** Nil

**3. APOLOGIES FOR ABSENCE:** Mr A Smith Unit 9

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

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

**6. CONFIRMATION OF MINUTES:** It was **RESOLVED** that the Minutes of the Council of Owners held on 10/07/06 be received and accepted as a true and correct record and were signed by the Chairperson.

**7. BUSINESS ARISING:**

**7.1 Installation of FOXTEL at the complex**

Managers advised that following on the good work of Mr S Saunders, managers had spoken to Mr Tony Clarke of Foxtel and a letter will be forwarded to residents on site by the managing agents followed by a letter from Mr Tony Clarke of Foxtel. Those present noted that Foxtel can use dishes on the roof opposed to backbone cabling at the complex which will be a cheaper option. Mr Clarke advised that there is currently a special on regarding free installation and a good rate on the 12 month rental of Foxtel. He also advised that if enough interest is shown, he will be onsite to sum up residents.

**7.2 General Painting**

Mr J Blaszczyk advised that the painter will be onsite as from the 25<sup>th</sup> September to start the painting of the upper nominated areas. The selected contractor was Riley Shelley and this was organised by the council. Mr



Blaszczyk advised that an invoice recently submitted for \$1,595.00 for guttering repairs was being held unpaid at this point pending the contractor is coming back to clear two downpipes at units 49 & 53. Managers will contact the contractors and ask them to see Mr Blaszczyk on site meeting to rectify the problem so the invoice can be paid. At this point the matter regarding cleaning of gutters to the main building and also the carports, replacement of rusted gutters, cutting escape holes in the bottom of the downpipes was discussed. Three quotes were submitted, one from Vale Brothers to clean the gutters and nominated area \$1300.00, Glen Dodd Roofing to repoint the ridge capping and repair work to tiles \$2970.00, Riley Shelley to clean remaining gutters and downpipes and cut new holes in the downpipes, replace guttering with the cost being \$7620.00 plus GST, the final quote was from AMS Building Maintenance to clean the gutters as shown by Mr Blaszczyk which amount to 14.5 units, clean and flush the gutters on downpipes to carports, replace rusted gutters units 39, 42 & 43, total of 14 metres and cut escape holes in the bottom of the downpipes, total amount of quote was \$1627.45 plus \$5.00 per escape hole in each downpipe. It was agreed that the work would be awarded to AMS Building Maintenance, the managers advised that he will advise the contractor who will order the guttering and arrange a time to visit the property. The managers will request that the contractor contact Mr D Browne while he is on site regarding the soak wells to the property as he was concerned that they may be full and may need to be dug out or an investigation made as to how the soak wells are. When the contractor is onsite he is to contact Mr Browne in this regard. Managers also advised the council that the contractor was taking a week off commencing Monday 18<sup>th</sup> September 2006 and will be back in work on the 25<sup>th</sup> September and a date will be arranged thereafter.

### 7.3 Cats in Units 2 and 6

Managers advised that letters have been written to the resident of units 2 & 6 regarding the cats and to date no response has been received. Mr Browne advised that unit 6's cats seem to have disappeared but there was a cat at unit 7. Managers agreed that he would drop his card on the door of units 2 & 7 to seek a response from the residents regarding the cats at the property and once the responses are received, he will forward them to the council of owners for their consideration. Regarding unit 2, if the council decide that no adequate response is received then the matter will be taken to the State Administrative Tribunal.

### 7.4 Doors to Plumbing Ducts

The first ten doors have been either replaced or repaired, and the invoice paid. It was agreed that the contractor Western Maintenance will contact Mr Browne to arrange the work for the next ten storeroom doors.

### 7.5 Fence Between Car Parks and the New Development in Ivy Street

Managers advised that there had been no response from letters forwarded to the developer and this matter will be left until such time as the property is near completion.

#### 7.6 Enclosed Patio Unit 31

Mr Blaszczyk tabled a letter requesting enclosure of the balcony to unit 31. The request was for a glass tinted enclosure, this was discussed by the owners present and resolved that glass would not be acceptable and this item was not approved by the council. The second was a nylex screen with a zip or strap down, this matter was discussed and it was thought that the green colour would not match the existing surround of the property and it was advised that plastic enclosure were the type that were presently in place at the property and any future installation would have to be of plastic. It was pointed out that he could have problems with the Town of Vincent. The council were prepared to approve a plastic enclosure in a cream/beige colour this must come back to council for final approval.

#### 7.7 Insurance Renewal

Managers tabled the insurance bill from the insurers at the recommended insured amount of \$5,070,000.00 for buildings were accepted and it was agreed that this will be the insured amount for the property. Managers were requested to reinsure the property at the suggested figure of insurance.

#### 7.8 Concrete Repairs

Mr Smith advised that now that the weather has fined up quotes will be sought regarding the concrete repairs approved under last years budget.

#### 7.9 Servicing Hot Water Systems

Managers will write to all owners reminding them that it would be wise to have their units serviced on an annual basis to maintain their efficiency and prolong the life of the units.

#### 7.10 Damage to Light Pole in Pool Area

Managers were advised that the light still hasn't been repaired. The contractor was to get a new light fitting to replace the one that has been damaged by car impact. Managers will make contact with the contractor to ensure that the work takes place promptly. If there was any reason for delay, managers will advise the council accordingly.

#### 7.11 Cover Over Vehicle Gate Motor

While the contractors of AMS Building Maintenance are on site, managers will ask them to see Mr Browne or Mr Blaszczyk regarding quoting to place a cover over the gate motor, one that can be removed for servicing purposes.

### **8. REPORT FROM TREASURER:**

Mr J Blaszczyk tabled his report which contained the following, pedestrian gate – Charles Street needs to be repaired, R & R Fencing had been requested to attend to this, Riley Shelley cleaned the gutters and downpipes as previously stated their invoice of \$1595.00 has been held pending the outcome of units 49 & 53 downpipes. Riley Shelley are to commence painting on the 25/09/06 as previously reported. Trees number 2, 3, 4, 5 & B will be pruned next year, and this amount could be \$4500.00 to \$5000.00. This amount will be factored in the budget for next year. The balance held by the strata

company as at the 31<sup>st</sup> August was \$55,246.56 and Mr Blaszczyk recommended that \$5000.00 be placed in a term deposit, when it matures. He also advised that this amount could be held and added to cater for the resurfacing of the carpark area over the next 12 – 18 months.

**9. GENERAL  
BUSINESS:**

**9.1 Roller Shutters to Unit 13**

Mr Tanasceva requested to install roller shutters and also briefly discussed the enclosing of his balcony. It was agreed that he would put a submission in writing to the council so that they could discuss both items at the next meeting. The standard regarding enclosing balconies must be in plastic, the colour beige/cream and the colour of the roller shutters was also to be cream to match the paint work. The council can make a decision when the submission is received.

**9.2 Water Intrusion to Unit 3**

During the course of the period between the last council meeting, it was reported that water had entered unit 3. Mr D Browne had checked unit 21, it would seem to be dry but there was evidence of water coming down from the unit above – unit 40. Unit 40 has just been sold, the managers will contact the new owners so that it can be known and find out where the source of the water is coming from. Once contact is made with the owner, she will be requested to contact Mr D Browne so that he can view the unit to see if there is any evidence of water. If required, a plumber can be called at the council discretion to investigate the matter and fix the source of the leak.

**9.3 Bicycle Racks**

Mr Blaszczyk enquired regarding a place to construct a bicycle rack. Council discussed this matter however came to the conclusion that a bicycle rack was not required at the property and may pose more problems than it can cure. People were advised that bicycles should be kept in their units.

**9.4 Installation of Air Conditioning Unit to Unit 10**

Mr Brown tabled a letter from the owner of unit 10 to install an air condition unit. This was discussed by the council, the unit will be a split system and was approved by the council. Managers will write to the owner of unit 10 giving permission with the usual terms and conditions.

**10. NEXT MEETING:** The next Council meeting will be on Monday 06/11/06 at 4:00pm.

**11. CLOSURE:** Mr Smith thanked those present for their attendance and input at the meeting. There being no further business the meeting closed at 5.20pm.

**CONFIRMED:** \_\_\_\_\_ **THIS** \_\_\_\_\_ **DAY OF** \_\_\_\_\_ **2006**

30<sup>th</sup> November 2006



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

Dear Council Member

### NOTICE OF MEETING

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

**DATE:** Monday 6<sup>th</sup> November 2006

**TIME:** 3.45 pm

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

- AGENDA:**
1. Record Attendance
  2. Proxies
  3. Apologies for absence
  4. Quorum
  5. Confirmation of Minutes of Meeting 11<sup>th</sup> September 2006.
  6. Business Arising from Council Meeting 11<sup>th</sup> September 2006.
  7. Report from Treasurer.
  8. Acceptance of Budget for 2006/2007 and Financial Report to 30/9/06
  8. General Business
  9. Next Meeting
  10. Closure

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

Yours faithfully

A handwritten signature in black ink, appearing to read "Jim Smith".

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

**MINUTES OF A MEETING OF THE COUNCIL OF OWNERS OF THE MEWS, 147 -159 CHARLES STREET WEST PERTH STRATA PLAN 5629, HELD AT UNIT 47/147-159 CHARLES STREET WEST PERTH ON MONDAY 6<sup>th</sup> NOVEMBER 2006, COMMENCING AT 4.05PM.**

**1. RECORD**

<b>ATTENDANCE:</b>	Mr D Browne	Units 3, 10 & 47
	Mr A Macdonald	Unit 20
	Mr P Smith	Unit 23
	Mr J Blaszczyk	Unit 31
	Mr J Smith representing	Quin Ballard

**2. PROXIES:** Nil

**3. APOLOGIES**

<b>FOR ABSENCE:</b>	Mr A Smith	Unit 9
	Mr S Tanasceva	Unit 13
	Mr S Saunders	Unit 48

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

**5. CONFIRMATION OF MINUTES:**

It was **RESOLVED** that the minutes of the council of owners meeting held on the 11/09/06 be received and accepted as a true and correct record.

**6. BUSINESS ARISING:**

**6.1 Installation of Foxtel at the Complex**

The meeting advised that a letter had arrived from Foxtel to residents of the property and Foxtel would follow through with any installations that are required.

**6.2 General Maintenance**

Mr Blaszczyk advised that all painting has been done and they are expecting the invoice from the contractors Riley Shelley. When the invoice is to hand it is to be forwarded to the Treasurer for confirmation of payment.

**6.3 Pets Units 2 & 6**

It was advised that a cat had been seen at unit 2 and also a cat in unit 6. It is advised that if possible a photo could be taken of the cat at both of these units, it would certainly help the case to have some hard evidence if the matter progresses to the State Administrative Tribunal. Managers advised that a breech had been issued against the residents of unit 6 by the property managers Mc Mahon Real Estate for their cats.

Application to the State Administrative Tribunal can be forwarded to the council of owners to be completed and filed with the authority.

#### 6.4 Patio Unit 31

It was advised that the patio enclosure for unit 31 had been completed in clear plastic and the finished product was a great success. It was further resolved that for future requests for enclosed patios, owners will be advised to follow the patio type as per unit 31.

#### 6.5 Concrete Repairs

Mr P Smith advised that contractors will be requested to quote on the repairs in the near future and the matter can be resolved at that time.

#### 6.6 Servicing of Hot Water Systems

Managing agents will write to all owners reminding them that it is wise to have their units serviced on an annual basis to maintain their efficiency and prolong the life of the units.

#### 6.7 Light Near the Pool Area

The light near the pool area was knocked over by a contractor removing a car from the property. A quote has been received from Western Maintenance to install a new light and this quote will be forwarded to the insurers for confirmation and approval for the light to be installed.

#### 6.8 Cover Over Vehicle Gate Motor

It was agreed that this matter would be left in abeyance for the time being. When a contractor is onsite that may be able to weld a bracket over the motor, managers will request that they quote for while visiting this property which can then be forwarded to the council.

#### 6.9 Water Intrusion Unit 4

In the last minutes it was noted the water intrusion to it 3 and it should have been unit 4. It was reported that this matter seemed to have resolved itself by now and no further action is required.

#### 6.10 Stage Two of Painting

The quote of \$6336.00 was tabled from Riley Shelley to complete the second phase of the painting as has been discussed with Mr Browne and Mr Blaszczyk. It was agreed that the quote will be accepted and the contractors will be called early in the new year to complete the second phase of the painting.

## 7. REPORT FROM TREASURER:

Mr Blaszczyk tabled his written report that contained the following information, that Riley Shelley had completed the work to the down pipes, they had called back and corrected the two remaining down pipes and a tax invoice of \$1595.00 with GST has been approved for payment. It was also reported that Riley Shelley had completed the first section of



the painting and the invoice for \$3990.00 represented would be approved by the treasurer for payment. Riley Shelley had also quoted to do the second step of the painting, the cost being \$6336.00 and it was approved by the council and the painting will take place early in the new year. AMS Building Maintenance had attended to clean the gutters and downpipes to all of the property and the carports and also replace two sections of gutter, the amount being \$1627.45. Riverside Tree Service had quoted \$785.00 to remove two trees numbers 4 & 5, this amount was approved by the council and the work is to be undertaken as soon as possible. Mr Blaszczyk also advised that he and Mr D Browne had attended to trimming back trees on the fence line close to unit 9. He also advised that the next year, October & November 2007, the asphalt in the parking area driveway needs to be re-laid to both the residents and visitors parking area. The estimated cost is \$38,000.00 and that the lines would need to be painted again and the kerb need the numbers renewed, provisional cost of \$6,000.00 for this work. He also advised that the term deposit was being renewed for a further 12 months, the amount being \$44,082.95, this matures in October 2007 the rate being 6.1% along with the balance held in the trust being \$9,715.11, total funds available to the strata company being \$53,799.06. The report as tabled was accepted by the meeting and thanked Mr Blaszczyk for his efforts in this regard.

**8. ACCEPTANCE OF  
BUDGET 2006/2007  
& FINANCIAL**

**REPORT TO 30/09/06:** Mr Smith presented to the council of owners the statement of income and expenditure to the 30<sup>th</sup> September 2006 and the proposed budget for 2006/2007 and he accepted changes to the income and expenditure statement to the 30<sup>th</sup> June 2006 where that the interest on the term deposit should be added in to the income section so people can that interest has been earned and this can be taken out in the expenses column to make the trust account balance. Mr Smith will attend to this change. Regarding the budget, the following changes were tabled by Mr Blaszczyk the treasurer, provision for attendance to council meetings from \$800.00 to \$500.00 garden rubbish collection to be cancelled. Tree management \$6,000.00 reduced to \$5,000.00, provision for the concrete repairs increased from \$1,000.00 to \$3,000.00. The following changes to the budget were agreed to by the council and the provision for council meetings from \$800.00 to \$500.00, tree management \$6,000.00 to \$5,000.00, provision for painting \$10,400.00, and provision for future concrete repairs from \$1,000.00 to \$3,000.00, general repairs and maintenance \$3,212.00, the deletion of the funds for future maintenance \$7,666.00. The table will be \$58,776.00 which will be similar to last year and would not change.

## 9. GENERAL BUSINESS:

### 9.1 Discussion Regarding the Pool for the Annual General Meeting

It was noted that on the agenda for the Annual General Meeting a discussion point to be held regarding the pool and if the pool was to be kept or should it be filled in and dispensed with. It will be placed on the agenda and it will be a discussion point to seek the comments of all the owners and if there was some desire to remove the pool, this could be placed on the agenda for next years Annual General Meeting as a motion that the council will put to all the owners.

### 9.2 Installation of Hot Water Unit to Unit 27

The council advised that unit 27 had installed a new hot water system however the plumbing contractor had placed a flue inside the asbestos casing in the duct. This flue goes up to the roof and comes out on the roof as a silver coloured flue which will have to be painted to match the existing vent pipes on the roof. Managers will advise the property manager of this unit to attend to the painting of the flue.

### 9.3 Damage to the Door Unit 20

The owner of unit 20 advised that on the 31<sup>st</sup> October the security door and the wood door to the unit had been damaged by persons unknown. The police were called and the police report has been provided to the strata managers for insurance purposes. Mr MacDonald is to do some internal work over the next 3 – 4 weeks and during that time managers will arrange for a contractor to replace the screen door and also to replace or repair the wooden door as appropriate and these amounts can be claimed under insurance for the strata company insurers.

### 9.4 Time Spent Administering Animals the Property

The council highlighted the fact that considerable time has been spent over the past months regarding animals at the property namely cats. The council is of the opinion that this matter should be taken to the State Administrative Tribunal to resolve the issue once and for all, as the people with cats show little respect of the property. Managers will forward an application to the State Administrative Tribunal to the council of owners to fill out and lodge with the authority to resolve the matter.

### 9.5 Door Unit 16

Mr Browne advised that a section of the frame, and the door and also a security screen over the kitchen window has been damaged. It appears that the tenants may have damaged the property getting access to the unit. Managers will contact the managing agents of the unit to have them discuss with the tenants as to what happened and what caused the damage. Managers will also take photos of the frame and security screen for future reference if needed.

### 9.6 Flue for Unit 24 Above Unit 42 and Pipes in the Wall to Unit 44

Managers will take photos of the flue above unit 42 which belongs to 24 and also the pipe which goes through the wall at unit 44. Contact will be



made with the property managers of both units to advise that a flue above unit 42 has to be painted to match other pipes at the property and regarding the pipe at unit 44 that the two pipes protruding through the exterior wall will either be painted to match the wall and also the damage to the brick work will need to be repaired prior to painting. These costs will be at the owners expense.

**10. NEXT MEETING:** The next meeting will be the Annual General Meeting and it has been set for the 18<sup>th</sup> December 2006 at 4.00pm at the office of Quin Ballard.

**11. CLOSURE:** There being no further business the meeting closed at 5.10pm.

**CONFIRMED:** \_\_\_\_\_ **THIS** \_\_\_\_\_ **DAY OF** \_\_\_\_\_ **200**\_\_\_\_\_



27<sup>th</sup> November 2006

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 Charles Street, West Perth, Strata Plan 5629 will be held:-

**DATE:** Monday 18<sup>th</sup> December 2006  
**TIME:** 4.00pm  
**LOCATION:** At the office of Quin Ballard, 175 Labouchere Road, Como (Corner Labouchere Road & Preston Street, upstairs on 1st Floor)  
**AGENDA:** As per attached page.

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

A handwritten signature in black ink, appearing to read "Jim Smith".

JIM SMITH  
STRATA COMPANY MANAGER  
For the Owners of Strata Plan 5629

**STRATA PLAN 5629**

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

**18/12/06**

**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 28/11/05
8. Business Arising - AGM 28/11/05
9. Report from Manager
10. Financial Report
11. Election of Council of Owners
12. Re-appointment of Managers
  - Refer attached proposal from Quin Ballard
13. Insurance Covers - Refer attached Item 13
14. Special Business - See Annexure "A" for details
  - 14.1 Discussion Regarding the Pool and its' Use to the Property
15. General Business
16. Budget/Levy (Periodic Contributions)
17. Next Meeting
18. Closure

## ITEM 9

### STRATA MANAGERS REPORT THE MEWS 147 – 159 CHARLES STREET, WEST PERTH 18/12/06

---

#### 1. Strata Titles Act 1985

The Strata Titles Act 1985 continues to govern the property.

#### 2. Council of Owners

The strata council met on a number of occasions during the year to deal with various items of property and ground maintenance. Managers extend their thanks on behalf of all owners to the council members who gave of their time. All councillors had input during the year.

#### 3. The Past Year

During the past year, the following matters were addressed:

- The tree plan was implemented
- Some painting of common areas was undertaken
- The reserve fund was increased
- Foxtel will be connected to the complex
- Some of the latch doors were repaired/replaced
- Security gates are checked on a regular basis
- Some guttering was replaced

#### 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](mailto: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 overall management service we independently visited and viewed the common property sometime before the AGM.

Managers congratulate owners on the overall presentation of 147 – 159 Charles Street, West Perth.

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.

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

**STATEMENT OF INCOME & EXPENDITURE – 01/10/05 – 30/09/06**

<b>INCOME</b>			
Maintenance Levies to 30/09/06			45,898.51
GST In			5,410.45
Interest earned on Investment			755.78
Insurance Recoup			1,122.99
Insurance - Refund Premium			242.19
<b>TOTAL INCOME</b>			<b>\$53,429.92</b>
<b>EXPENDITURE</b>			
<b>GENERAL ADMINISTRATION</b>			
Management Fees	5,018.28		
Postage and petties	840.00		
AGM Fee	460.85		
Council Meeting Fee	320.55		
Council Members Reimbursement	90.00		
Funds to Investment Account	12,873.47		
GST – out	1,757.18		
BAS Payment	3,211.00		
Income Tax Paid	13.10		
PAYG – Income Tax	271.00		
Stationery	15.00	\$24,870.43	
<b>GROUNDS MAINTENANCE</b>			
Gardens	3,636.00		
Garden Supplies – fertilizer/chemicals	82.98		
Garden rubbish bag	536.97		
Lawns	2,695.90		
Reticulation Repairs/Replacement	127.48		
Reticulation Supplies – parts	89.47		
Tree Lopping	5,330.00	\$12,498.80	
<b>REPAIRS AND MAINTENANCE</b>			
Building	1,578.00		
Cleaning Common Areas	1,552.50		
Door – general	1,181.00		
Driveway	375.00		
Electrical	82.50		
Gates - Security	531.00		
Glass	450.00		
Globes & Tubes	152.63		
Hardware	27.41		
Plumbing	467.27		
Roof	450.00		
Signs	110.00		
Swimming Pool - equipment	54.50		
- maintenance contract	2,749.50		
- maintenance/repairs	988.68		
- pump repairs	92.40		
- supplies - chemicals	482.76	\$11,325.15	
ELECTRICITY - common areas	2,274.93	\$2,274.93	
WATER CONSUMPTION	3,140.15	\$3,140.15	
<b>TOTAL EXPENDITURE FOR THE PERIOD</b>		<b>\$54,109.46</b>	<b>\$54,109.46</b>
<b>EXCESS OF EXPENDITURE OVER INCOME</b>			<b>DR\$679.54</b>
PLUS PRE-PAID LEVIES TO 31/12/06			\$8,204.70
PLUS BALANCE AS AT 30/09/05			\$16,259.35
Funds to Investment Account (Interest)			DR\$755.78
<b>BALANCE OF TRUST A/C AT 30/09/06</b>			<b>\$23,028.73</b>
Levies in arrears at 30/09/06 – U30, 32 & 33)	\$805.02		

INVESTMENT ACCOUNT DETAILS – Westpac Bank – Term Deposit - \$36586.85

The Owners of The News  
 Strata Plan 5629  
 147-149 Charles Street  
 M A N A G I N G   A G E N T   C O P Y

Quin Ballard  
 Cnr Labouchere Rd & Preston St  
 COMO WA 6152  
 ABN 85869125509

Strata 147 CHARLES  
 BN 23678875633

Financial Statement 011006 to 301106

QUIN BALLARD TRUST ACCOUNT Licensee H U M PTY LTD Ph. 9474 1533 28/11/06

SUMMARY FOR PERIOD 03/10/06 - 31/10/06 DEBIT CREDIT SUBTOTAL BALANCE

BALANCE BROUGHT FORWARD 23028.73 23028.73

INCOME	DESCRIPTION	DEBIT	CREDIT	SUBTOTAL	BALANCE
100	CONTRIBUTIONS INCOME				
101	Strata Levy		4683.70	4683.70	CR
				4683.70	CR
EXPENSE	GENERAL ADMINISTRATION				
218	Council member - reimb phone etc	10.00			
225	Funds to investment account	7000.00			
230	Insurance premiums	5126.39			
232	Insurance - stamp duty	486.24			
				12622.63	DR
300	CONTRACTED SERVICES				
342	Garden maintenance	31.95			
354	Gutter and downpipe repairs	2929.50			
388	Plumbing	200.00			
391	Pool repairs/maintenance	98.50			
407	Rubbish removal	30.00			
414	Security - keys/cards/controllers	189.13			
				3479.08	DR
430	CLEANING & MAINTENANCE CONSUMABLES				
433	Garden equipment - tools	58.40			
				58.40	DR
460	FIXED FEES				
470	Management fees - base	418.19			
472	Postage, petty & storage of records	70.00			
				488.19	DR
630	GST & PAYG				
631	GST - in		468.38		
632	GST - out	874.40			
635	BAS - payment	943.00			
				1349.02	DR
				17997.32	DR

The Owners of The Mews  
Strata Plan 5629  
147-149 Charles Street  
MANAGING AGENT COPY

Quin Ballard  
Cnr Labouchere Rd & Preston St  
COMO WA 6152  
ABN 85869125509

ata 147CHARLES  
23678875633

Financial Statement 011006 to 301106

P:1

N BALLARD TRUST ACCOUNT	Licensee H U M PTY LTD	Ph. 9474 1533	28/11/06
-----			
MARY FOR PERIOD 03/10/06 - 31/10/06	DEBIT	CREDIT	SUBTOTAL BALANCE
=====			
ANCE HELD IN ACCOUNT		9715.11 CR	
D EXTERNALLY - Westpac Bank		44083.95 CR	
ATA COMPANY BALANCE			----- 53799.06 =====



**ITEM 12  
RE-APPOINTMENT OF MANAGERS**

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

---

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

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

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

**REGULAR SERVICES INCLUDE:**

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

**SPECIAL SERVICES INCLUDE:**

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





## 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 \$5940.00 plus postage, petties and storage of records \$924.00. Total \$6864.00 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.

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](http://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 18/12/06 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 18/12/06 to the date of the next Annual General Meeting in accordance with their proposal as attached to the Notice of Meeting".

---

**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](http://www.quinballard.com.au)

**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: 01/10/06 to 01/10/07. Policy No: 860638  
Insured: Owners of Strata Plan 5629

Levels of Cover

Building	\$5,070,000.00
Common area contents	\$21,000.00
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

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 \$5,070,000.00 was adopted. The previous level of cover was \$4,160,000.00.

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 18/12/06**

**AGENDA ITEM NO. 14 ANNEXURE "A" SPECIAL BUSINESS**

14.1

Discussion Regarding the Pool and its' Use to the Property

The council of owners wish to place this item on the agenda. The discussions will gather facts regarding the cost to maintain the pool, the time taken to manage the pool. Depending on the outcome of the discussion a motion to close the pool may be placed on the agenda at the next general meeting.

**OWNERS OF "THE MEWS"**  
**147 – 159 CHARLES STREET, WEST PERTH**  
**PROPOSED BUDGET – 2006/2007**

---

Management fees	5,400.00
Postage, petties and storage of records	840.00
Annual General Meeting Fee	473.00
Provision for attendance @ Council Meeting	500.00
GST on all management fees	721.00
Provision for income tax on investment	400.00
Insurance premiums (inc. Workers Compensation)	5,500.00
Common lighting and power	2,500.00
Caretaker Contract	14,000.00
Pool – chemical and supplies / maintenance	1,000.00
Lawns and Gardens	2,500.00
Water Consumption	3,300.00
Tree Management	5,000.00
Provision for Painting	10,400.00
Provisions for future possible Concrete cancer repairs	3,000.00
General repairs and maintenance	3,242.00

**TOTAL (Inclusive of GST where applicable)** \$58,776.00

\$58,766.00 = \$316.00 per unit entitlement per annum (186 total unit entitlement) quarterly in advance to commence from 01/01/07.

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

**NOMINATION FOR ELECTION TO COUNCIL**

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

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

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

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

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

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

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

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

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

I ACCEPT NOMINATION: \_\_\_\_\_

(Signature of Nominee)

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

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

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

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

**NOTE:**

\*

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

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

**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 Monday 18<sup>th</sup> December 2006 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 147  
- 159 CHARLES STREET, WEST PERTH, STRATA PLAN 5629, HELD AT THE  
OFFICE OF QUIN BALLARD, 175 LABOUCHERE ROAD, COMO, ON  
MONDAY 18<sup>TH</sup> DECEMBER 2006 COMMENCING AT 4.15PM.**

**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:**

Ms K Silverstone	Unit 2
Mr D Browne	Units 3 & 47
Mrs N Bertolucci	Unit 8
Mr A McDonald	Unit 20
Ms J Armstrong	Unit 40
Mr S Saunders	Unit 48

**3. PROXIES:**

Ms A Fraser	Unit 1
To Quin Ballard	
Mr D T G & E Browne	Unit 3
To Mr D Browne	
Mr J Daebritz	Unit 6
To Quin Ballard	
Mrs C Chapman	Unit 7
To Quin Ballard	
Mr J Bertolucci	Unit 8
To Mrs M Bertolucci	
Mr J Sloan	Unit 11
To Quin Ballard	
Mr S & Mrs K Tanavesca	Unit 13
To Mr S Saunders	
Mr M Quin & Mrs K Ballard	Unit 14
To Quin Ballard	
Mrs S Beale	Unit 16
To Quin Ballard	
Mr R Holland	Units 17, 19 & 28
To Mr P Smith	
Mr M Willis	Unit 27
To Quin Ballard	
Mr J Blaszczyk	Unit 31
To Mr D Browne	

Mr T Carvolth	Unit 33
To Quin Ballard	
Ms N Browne	Unit 37
To Mr D Browne	
Ms E Foston	Unit 42
To Quin Ballard	
Ms H Spence	Unit 43
To Quin Ballard	
Mr D Gilbert	Unit 46
To Mr D Browne	
MR D & Mrs T Browne	Unit 47
To Mr D Browne	
Mr K Von Knoll	Unit 50
TO Quin Ballard	
Mrs Y M Ip	Unit 53
To Quin Ballard	

**4. APOLOGIES  
FOR ABSENCE:**

Mr A Smith	Unit 9
Mr S & Mrs K Tanasceva	Unit 13
MR P & Mrs J Smith	Unit 23
Mr J Blaszczyk	Unit 31
Ms N Browne	Unit 37

**5. QUORUM:**

A quorum was present.

**6. CHAIRPERSON:**

It was unanimously **RESOLVED** that Mr J 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 28/11/05 be received and accepted as a true and correct record and were signed by the Chairperson.

**8. BUSINESS  
ARISING:**

8.1 Doors to Plumbing Ducts

A contractor was working through the plumbing duct doors to insure they can be locked and work effectively. This is being done on a progressive basis and will continue during this year.

**9. REPORT FROM**

**10. FINANCIAL  
REPORT:**

It was **RESOLVED** that the financial report for the period ending 30/09/06 be received and adopted as a true and correct record. A supplementary report up to the 30<sup>th</sup> November 2006 was enclosed with the notice of meeting, moved Mr A McDonald, seconded Mr S Saunders, carried.

**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.

Ms K Silverstone	Unit 2
Mr S Tanasceva	Unit 13
Mr A McDonald	Unit 20
Mr J Blaszczyk	Unit 31
Mr D Browne	Unit 47
Mr S Saunders	Unit 48

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 18/12/06 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 \$5520.00 (\$460.01 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 1/10/07.

Levels of Cover:

Building	\$5,070,000.00
Common Area Contents	\$21,000.00
Legal Liability	\$10,000,000.00
Office Bearers Liability	\$2,000,000.00
Workers Compensation	As Per Act
Excess on Building	\$50.00 per claim

It was RESOLVED that the building would be insured at the suggested figure from the insurers when the renewal notice is received. When the notice is received it will be forwarded to the council of owners and they can reaffirm that the suggested cover will be the amount that the property is insured for.

**14. SPECIAL  
BUSINESS:**

14.1 Discussion Regarding the Pool and its Use to the Property

The council of owners have requested that this item be placed on the agenda so they can gauge the worthiness and if the owners did want the pool at the property or not. Mrs Bertolucci opened discussion and advised that in her opinion and the opinion of her son that the pool should stay. Ms J Armstrong reiterated these remarks. Mr D Brown reported that the pool was presently losing water and there is a chance that there was a leak somewhere in the pool surface under the water. He also reported that residents of other properties near by use the pool after hours and to stop this a higher fence or some sort of card/code system should be placed on the pool gate lock. Mr A McDonald reported that he knows of a contractor who can check the pool for any leaks to the pool surface and he will advise the name and contact details of the contractor to the managing agents and also to Mr Browne. Mr Browne also reported that there was a graffiti attack on the pool recently and the paving surrounds had been sprayed by persons unknown. He has removed most of the

graffiti but has taken time which could have been better employed in other areas of the property. The following motion was tabled Mr Browne, the council of owners had authorised to obtain quotes to repair the pool and also obtain quotes to install either a higher fencing or some sort of card access or code access to the gate of the pool. If the cost of such items exceeds the councils authority, then under the councils authority, the managers can write out to the owners under section 47 (3) of the Strata Titles Act 1985 to extend the funds to either repair the pool and change the access to the pool area or increase the gate size. Seconded Mr A McDonald, carried unanimously by those present. It was overall thought that it was best to have secure pool rather than removing it from the property.

## **15. GENERAL BUSINESS:**

### **15.1 Access to Plumbing Ducts**

Ms J Armstrong enquired regarding the grate on the door of the plumbing duct outside their unit. The grate is loose and sometimes falls out onto the path. As previously advised in the minuted this matter was discussed under business arising from last years minutes and the contractor is currently progressively working through all the plumbing duct doors to make sure that they are secure, the lock does work so the doors aren't left open. He will check the grate on all the doors and make sure they are secure as well.

### **15.2 Recycling of Recyclable Items**

Ms J Armstrong enquired if there was a chance of getting recycling bins at the complex. Mr Browne addressed the meeting and that this had been done in the past however there had been problems with residents not attending to the recycling components and just placing rubbish in the recycling bins which cases an enormous amount of work. This has been trialled twice at the complex, both times the City of Stirling had refused to take the recycling bins as they were full of rubbish rather than recycling items, for that reason it has not been reintroduced at the property.

## **16. BUDGET/LEVY:**

After discussion, it was **RESOLVED** that the proposed Budget of \$58,776.00 for the period 2006/2007, be received and adopted and that the levy as per unit entitlement be adopted, payable quarterly in advance commencing from 01/01/07.

## **17. NEXT MEETING:**

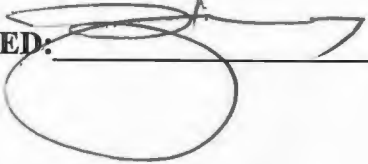
The next Council meeting is to be held on the 19<sup>th</sup> February 2007, commencing at 3.45 pm, the venue to be advised.

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<sup>th</sup> September 2007.

**18. CLOSURE:**

Mr Smith thanked those present for their attendance and input at the meeting. There being no further business the meeting closed at 5.05pm.

CONFIRMED:  THIS 17<sup>th</sup> DAY OF Dec 2007