

12th January 2010
The Council of Owners
"The Mews"
147-159 Charles Street
WEST PERTH WA 6005

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 "The Mews" (Strata Plan 5629), will be held:

DATE: MONDAY JANUARY 18th 2010
TIME: 6.00 pm
LOCATION: Heritage Room, Beatty Park Leisure Centre.

AGENDA:

1. Record Attendance
2. Apologies for Absence
3. Quorum
4. Appointment of Chairman
5. Appointment of Office Bearers
6. Business Arising from Minutes of Last Meeting
7. Correspondence
8. Financial Report
9. Special Business
10. General Business
11. Next Meeting
12. Comments from Office Bearers
13. Closure

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

Yours faithfully

Saxon Mailey
STRATA COMPANY CHAIRMAN
saxon@themewswestperth.com.au

6. BUSINESS ARISING FROM MINUTES OF LAST MEETING

6.1. Completed Items

a)

6.2. In Progress

a)

7. CORRESPONDENCE

7.1. U14 – Removal of makeshift screen

Agent contacted early January
Jeanette to provide update

8. FINANCIAL REPORT

8.1. Financial Accounts: Review financial accounts and confirm balances as expected.

8.2. Outstanding Strata Levies: A report detailing outstanding strata levies will be presented.

a) Council to decide if further action is required to recover outstanding funds.

8.3. Treasurers Report: The Treasurer will give a brief summary of accounts since the last report.

9. SPECIAL BUSINESS

- 9.1. Garden Maintenance: Some time ago additional work was approved after several trees were removed. Discuss options available for extra plantings.
a) Decide on a course of action for new plants to be added to the complex
- 9.2. Digital Television Reception: The current television reception equipment is not designed for digital TV. Reception equipment needs to be upgraded to support the full range of digital offerings. Contractors are currently quoting to upgrade the reception equipment. More information will be available at the meeting.
- 9.3. Plumbing Duct Doors: Over the last 4 years the plumbing duct doors have been gradually repaired/replaced.
a) VOTE: We have a quote to do the final batch of duct doors from AMS Building Maintenance.
- 9.4. Parking Signage: We are still having issues with the visitor parking area with residents leaving cars parked for long periods of time. We have also received a complaint from the vincent council regarding access to the rubbish bins. (Saxon)
- 9.5. Driveway Mirror: There is a blind spot at the end of the driveway leading in from the Charles St gate. Installing a driveway mirror will increase visibility and reduce the risk of an accident. This may also reduce the risk of fence damage that has been caused by reversing vehicles in the past. (Sean)
a) VOTE: should we install a driveway mirror at the bend of the Charles St driveway to reduce the risk of an accident.

10. GENERAL BUSINESS

11. NEXT MEETINGS

The next meetings will be held on the following dates.

- 6:00pm Monday April 5th
- 6:00pm Monday July 5th
- 6:00pm Monday October 4th

12. COMMENTS FROM OFFICE BEARERS

13. CLOSURE

**The Mews Council of Owners
147 Charles West Perth**

Meeting Minutes
12 January 2010

Opening:

The regular meeting of "The Mews Strata Council" (sp 5629) was called to order at 18:00 on January 12th 2010 at the Heritage Room, Beatty Park Leisure Centre.

1. Record of Attendance:

- Saxon – Chairman
- Roger – Treasurer
- Andrea – Secretary
- Brad
- Jeanette (Strata Manager)
- Kim (late)

2. Apologies for Absence:

- none

3. Quorum

Quorum was reached with all members of council present.

4. Appointment of Chairman

Saxon nominated as chairman and was accepted.

5. Appointment of office bearers

The following office bearers were nominated and accepted

- Secretary: Andrea
- Treasurer: Roger

6. Business Arising from Minutes

The minutes of the previous meeting were unanimously approved as distributed.

Electrical Lighting Repairs:

- Lighting detectors to replace timers to avoid incorrect lighting activation times.
- Lighting detectors to replace timers to avoid incorrect lighting activation times.
- Two lights poles at the front of the property to be installed where old ones have deteriorated and fallen over. (AMS to perform this work)
- All lights at the front of the property (5 in total) will have the pole top section replaced with sphere lighting as recommended by the electrical contractors. Lights removed will be used to fix broken lighting at the rear of the property.

Garden Maintenance:

- Reticulation repairs continuing, and new reticulation is being installed in areas that are receiving too little water.

7. Correspondence

The following is a summary of correspondence since the last meeting:

- U14 – EMS have instructed the property manager to have the makeshift screen removed
 - 3/2/2010 – Jeanette informed via email this has NOT been done.

- U13 – Digital TV Reception: have informed the owner via email we are looking into upgrading the digital reception in the building. We have provided the owner with approx costs and advised a special levy may need to be raised.

8. Financial Report

Reports accepted as presented in the last AGM – it was noted that given the strata manager has changed and previous reports were inaccurate there were some discrepancies. It was agreed that these discrepancies were acceptable and required no further investigation.

- Outstanding Levies to be followed up. Jeanette presented the following system and council approved.
 - 30 days overdue – reminder notice sent out
 - 60 days overdue - \$12 admin fee added
 - 90 days overdue – collection process initiated
- U39 – Outstanding amount of 135 (approx) to be followed up. Owner advises that they agree Levies were paid late, however they do not agree they should pay a late fee.

9. Special Business

The following special business items were discussed

- \$500 approval limit set: approval given to costs up to \$500 based on a 7 day notice period to council before work starts.
- Pool Compliance: Currently working with the pool contractor to bring pool into compliance
 - Pool signage – requires updating (addition “No Lifeguard on Duty”)
 - Pool depth markers – required (corners and middle of long side)
- Garden Maintenance: Quotes will be obtained for work on the following areas for later consideration:
 - Strip adjacent to U18 to be replanted.
 - S/E Front section of property to be planted.
 - Strip near visitors car park and bin areas to be replanted and reticulation installed.
 - Small trees to be replanted to replace trees removed last year (as agreed by the last council)

Kim requested that palms be installed in the pool area.

 - Council will consider installation of appropriate plants when the fence has been repaired.

- Digital Television Reception Upgrade
To be discussed at the next meeting once quotes have been received and compared. Majority of council agreed that this work needs to be completed.

- Jeanette (Strata Manager) pointed out that a special levy could be used for this work if there are insufficient funds in the reserve account.

Current quotes are as follows:

- CableIQ - \$26,500 (aerial to outlet) / \$5500 (aerial to unit side of distribution equipment)
- Antenna Masters – TBA

- e) Plumbing Duct doors
30 doors still require painting and vents to be repaired/replaced so that all doors are in working order and match.
 - Council Vote: work to be postponed for later consideration.

- f) Parking Areas
 - Signage required in visitor parking areas to indicate the following rules. Saxon to obtain quotes.
 - The Mews visitor parking only
 - maximum parking time of 24h
 - 1 vehicle per residence maximum
 - Parking in marked bays only
 - Offending vehicles ticketed/towed at owners expense
 - “No Standing” to be sprayed in visitor parking areas where vehicles are
 - parking outside marked bays. Council Voted: proceed.

 - Driveway mirror to be installed on front entrance driveway (at bend) to avoid collisions and further damage to fencing and lighting as a result of reversing vehicles. Saxon to obtain quotes.

 - Property Owner / Manager contacts to be verified and updated. Jeanette to action.

10. General Business

- a) Several Tenants in the front building have advised there was a bed bug issue within the last few months that appears to have been addresses.
 - Update (5/2) – MRP have advised there is little that can be done to prevent bed bugs except common sense. Early treatment is very important.
 - NOTE: Any pest issues must be reported to the strata council/manager asap so appropriate action can be taken.

- b) Flooring: council discussed flooring covers and reiterated that any changes to floor coverings must be approved by the council prior to work commencing. Council would like to remind all owners that they may be liable for the removal and replacement of floor coverings if found inappropriate.

Adjournment:

Meeting was adjourned at 20:00. The next general meetings will be held at the same time and location on the following dates:

- 6:00pm Monday April 5th
- 6:00pm Monday July 5th
- 6:00pm Monday October 4th.

**The Mews Council of Owners
147 Charles Street
West Perth**

Minutes of meeting 5th April 2010
In the Heritage Room at Beatty
Park Leisure Centre

Record of Attendance:

- **Mr S. Mailey**
- **Mr R. Holland**
- **Ms K. Silverstone**
- **Mr B Stanley**

Apologies: Ms A. Bowden

Quorum: Present

Chairman: Mr Mailey (for duration of the meeting)

General Business:

Lighting detectors that control electric light usage according to daylight levels have now been installed .

Work has proceeded to replace two corroded light poles and Saxon has found the light covers and will provide them to the electrical contractor.

Garden Maintenance:

Further quotes are being sought for new reticulation in the areas receiving too little water.

Eroding land on the boundary with 161 Charles Street at the Charles Street side requires a quotation for a possible retaining wall this should be quoted at the same time as the pool wall.

Correspondence:

E.M.S. has informed the Strata that the rubbish outside unit 14 has now been removed.

Digital T.V. Reception:

The Strata has received a quotation for an antenna and amplifier upgrade of \$6500.

The committee feels that because the TV cabling has been in the complex since inception and together with fact that cabling has been improved over the years a total fit out would be the best option.

A quote of \$26500 has been received for such work. This will require a special levy and it has been agreed that Roger and Saxon will draft a letter seeking owners views on this matter. This levy constitutes a cost of \$500 per unit.

Pool:

All depth indicators have now been completed and the committee agrees that the quotation for \$700+GST for the shower installation proceed. The shower is required by law.

Quotations are needed for the retaining wall within the swimming pool enclosure before any planting can proceed.

Parking Areas:

All signage is awaiting quotes except for "No Standing" signs which have already been implemented.

Driveway mirror quotation has been accepted at this meeting and Saxon will inform contractor to install.

Rubbish:

The dumping of large items such as furniture and TV's has got out of hand. We will organise that the existing rubbish is collected. Roger will investigate with E.M.S. what options we have legally to address this problem. It was suggested signage be used.

Financial Report:

Unit 39 is not prepared to pay the outstanding 'Late Payment' charge which has been incurred because of late levy payments. This has been an ongoing issue with last two Strata Managers and the committee have decided to ask E.M.S. to write to the owner for half the amount rather than proceed through the courts to recoup it.

The last income statement from E.M.S. on March 9th 2010 showed a total of five units with outstanding levies totaling \$1673.63 We await a more up to date statement of outstanding levies before asking E.M.S. to pursue the payments.

Next Meeting: Monday July 5th

Closure: There being no further business the meeting closed at 6pm.

**The Mews Council of Owners
147 Charles Street
West Perth**

Minutes of meeting 5th July 2010
In the Heritage Room at Beatty
Park Leisure Centre

Record of Attendance:

- **S. Mailey** (SM)
- **R. Holland** (RH)
- **K. Silverstone** (KS)
- **B. Stanley** (BS)
- **A. Bowden** (AB)

Apologies: None

Quorum: Present

Chairman: Mr Mailey (for duration of the meeting)

Confirmation of minutes from last meeting (5th April):

- R. Holland
- B. Stanley

General Business:

Current Maintenance:

- Lighting upgrades around grounds to replace vertical fluorescent with sphere lighting is 40% complete.
- Driveway mirror installation has been arranged for the driveway off Charles st, this should be completed by the end of August.
- Regulations require the installation of a pool shower, this should be completed by the end of August.

Proposed Maintenance:

- Gardening: mulching and some tree planting will take place around the complex shortly.

Future Maintenance:

- The council has compiled a list of items that need addressing over the next 2-3 years. This list will be prioritised and then published for everyone to view.

Special Business:

Cleaning:

- Walkways are very dirty, especially in enclosed areas in the front building. Council is to arrange quotes for regular high pressure of walkways

Digital Television Upgrade:

- The cost for the upgrade for the whole complex is well outside what the budget allows for so a special levy will need to be raised if this work is to be performed. The council will be sending out a letter to all owners asking if they are happy for a special levy to be raised for this work to be completed. Council will re-assess this item after receiving feedback from owners.

Pool Requirements:

- A question has been raised regarding pool requirements, specifically around the requirement to use a pool blanket. SM to investigate and feed back to council.

Parking Issues:

- We continue to have issues with residents parking in the visitor parking area resulting in all bays being full on many occasions. Signage to be arranged for this area stipulating a 24h maximum parking time, infringements and towing to apply to vehicles that do not comply.
- The dumped vehicle in the west most bay is to be collected by FESA for training purposes. SM to arrange

Rubbish:

- We are still experiencing issues with residents dumping rubbish in the recycling areas. Signage is currently being arranged and will be installed over the coming weeks.
- We are still experiencing issues with resident dumping household rubbish and non-recyclable items in the recycling bins. Signage is currently being investigated and will be installed over the coming weeks.
- U15 – Car parts have been dumped in the garden, strata manager to be notified and U15 tenant to be informed.

Water Seepage:

- Water appears to be seeping through the walls adjacent to units 1-4. Council to investigate and take appropriate action.

Correspondence:

- E.M.S. has informed the Strata that the rubbish outside unit 14 has now been removed.

Financial Report:

- Current Financial Position (at 30/06/2010)
 - Admin Account: \$18215.02
 - Reserve Account: \$18054.02
- Unit 39 is not prepared to pay the outstanding 'Late Payment' charge which has been incurred because of late levy payments. This has been an ongoing issue with last two Strata Managers and the committee have decided to ask E.M.S. to write to the owner for half the amount rather than proceed through the courts to recoup it.
- Resident with more than one payment outstanding to be sent a letter and if payment not made promptly ESM to forward to a collection agency.

Next Meeting: Monday October 4th

Closure: There being no further business the meeting closed at 7:20 pm.

The Mews Strata Company

2011 Financial Budget

	2011 Budget	2010 Expenditure
Archive Storage Charges	\$350.00	\$336.00
Bank Charges	\$250.00	\$234.01
BAS -Compilation and lodgement	\$650.00	\$650.00
Cleaning	\$400.00	\$396.00
Debt Recovery Fees	\$150.00	\$109.09
Disbursement Charges	\$250.00	\$241.14
Electricity - Common	\$2,900.00	\$2,496.08
Gardening	\$12,000.00	\$8,718.57
Income Tax Instalment	\$200.00	\$197.00
Insurance	\$6,500.00	\$6,000.00
M&R - Electrical	\$3,200.00	\$2,878.27
M&R - Fencing	\$0.00	\$0.00
M&R - General	\$8,000.00	\$12,431.44
M&R - Gutter Cleaning/Repairs	\$500.00	\$0.00
M&R - Painting	\$200.00	\$1,310.00
M&R - Pest Control	\$200.00	\$0.00
M&R - Plumbing	\$2,000.00	\$1,247.00
M&R - Pool	\$3,800.00	\$3,577.27
M&R - Reticulation	\$500.00	\$472.58
M&R - Roofing	\$0.00	\$0.00
M&R - Security Doors/Gates	\$300.00	\$0.00
Management Fees	\$8,200.00	\$8,147.02
Meeting Fees & Expenses	\$800.00	\$1,194.18
Pool + Spa Cleaning	\$0.00	\$50.00
Pool Chemicals	\$150.00	\$108.18
Postage & Petties	\$750.00	\$702.71
Section 43's	\$200.00	\$100.00
Tax Return - Preparation & Lod	\$0.00	\$0.00
Trades Monitoring Fee	\$400.00	\$400.00
Treelopping/Pruning	\$250.00	\$0.00
Waste - Rubbish Removal	\$1,000.00	\$1,192.73
Water Consumption	\$4,700.00	\$4,674.70
Water Service Charges	\$0.00	\$0.00
Window/Door Replacements	\$1,000.00	\$0.00
TOTAL ADMIN FUND	\$59,800.00	\$57,863.97

**The Mews Council of Owners
147 Charles Street
West Perth**

Minutes of meeting held
11th October 2010

Record of Attendance:

- S. Mailey (SM)
- R. Holland (RH)
- K. Silverstone (KS)

Apologies for Absence:

- A. Bowden (proxy to S. Mailey)
- B. Stanley (proxy to S. Mailey)

Quorum: Present

Chairman: S. Mailey (for duration of meeting)

Confirmation of minutes from last meeting (5th July):

- R. Holland
- K. Silverstone

General Business:

Completed Maintenance:

- Driveway mirror installation completed 09/2010.
- Garden mulching completed 09/2010.

Current Maintenance:

- Pool Shower installation currently underway.
- Lighting upgrades continuing where required.

Proposed Maintenance:

- Parking area signs are not compliant with TOV. Cost to generate new signs that are compliant is \$200+GST.
 - **Approved** (For: RH, SM + proxy / Against: KS)
- Palm Tree Pruning (letterbox area). Cost is \$100+GST
 - **Approved** (For: RH, SM + proxy / Against: KS)

Special Business:

Cleaning:

- Walkways are very dirty, especially in enclosed areas in the front building. Council is to arrange quotes for regular high pressure of walkways.
- Update: no movement on this item, council to follow up.

Digital Television Upgrade:

- The cost for the upgrade for the whole complex is well outside what the budget allows for so a special levy will need to be raised if this work is to be performed. The council will be sending out a letter to all owners asking if they are happy for a special levy to be raised for this work to be completed. Council will re-assess this item after receiving feedback from owners.
- Update: it was decided that the AGM will be the best venue to raise this item. The following item has been sent to ESM to be added to the AGM.

Voting item to raise a special levy to upgrade the television reception equipment.

The television reception equipment installed in the building is not compatible with the new digital television transmissions. After receiving several quotes the cost to upgrade this system is around \$22,000. As there is not sufficient funds to cover this upgrade, a special levy of \$22,000 needs to be raised.

Rubbish:

- We are still experiencing issues with residents dumping rubbish in the recycling areas.
- Update: Signs have been placed in these areas to deter people from dumping rubbish.

Water Seepage (Units 3-4):

- Water appears to be seeping through the walls adjacent to units 3-4. Council to investigate and take appropriate action.
- Update: Plumbers have attended the site and tracked the leak back to the area surrounding the mains tap in unit 40. plumbers have dismantled and replaced mains tap in the hope this fixes the issue.

Correspondence:

- None

Financial Report:

- Current Financial Position (at 30/09/2010)
 - Admin Account: \$11,370.53
 - Reserve Account: \$18,339.37
- The 2011 budget was discussed and confirmed – available on the website.
- Resident with more than one payment outstanding to be sent a letter and if payment not made within 21 days ESM to forward to a collection agency.

Next Meeting: Tuesday November 16th (**AGM**)

Closure: There being no further business the meeting closed at 7:30 pm.

**The Owners of “The Mews”
147-159 Charles Street, West Perth”
Strata Plan 5629**

NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the Annual General Meeting of the above Strata Company will be held at Exclusive Strata Management Services, 15/443 Albany Highway, VICTORIA PARK on Tuesday 16th November 2010 commencing at 5.30pm.

This notice is given by authority and on the instruction of the Secretary of the Strata Company pursuant to Schedule 1, by-law 9, of the Strata Titles Act 1985, on 25th October 2010, being not less than 14 days prior to the holding of the meeting.

The attention of proprietors is drawn to the following documents enclosed with this combined notice and agenda for this meeting:

1. Meeting Agenda
2. Statement of accounts for period ending 30/09/10
3. Budget of estimated expenditure for period 01/10/10 to 30/09/11
4. Funding proposal for the levying of contributions – see agenda.
5. Form of specific proxy.
6. Forms in respect to the election of members of the Council.

Person issuing this notice: **Michelle Odine**
Strata Company Manager

Meeting Agenda 16/11/10

(i) PRELIMINARY MATTERS

- 1 **Appointment of chairperson for the meeting.**
- 2
 - (a) Verification of number of valid proxies received.
 - (b) Verification of number of those eligible to vote and personally present.
 - (c) Announcement of those present by invitation.
 - (d) Announcement of any apologies received.
- 3 **Declaration of quorum present and confirmation that the meeting is properly constituted and may proceed to the consideration of business.** (*Or that it is adjourned one week hence*)
- 4 Confirmation of the minutes of the previous General Meeting held 24/11/09 and consideration of any matters arising not otherwise provided for by this agenda.

(ii) GENERAL BUSINESS

- 5 **Statement of Accounts**
Consideration of the statement of accounts for the period ending 30/09/10 a copy of which is attached to this notice.
Proposed motion –
That the Statement of accounts be adopted as presented.
- 6.1 **Constitution of the Council.**
Proposed motion - That the Council of the Strata Company consist of 5 proprietors.
- 6.2 Call for nominations of candidates for election to the Council.
- 6.3 If required, conduct a ballot to elect members of the Council.

(iii) SPECIAL BUSINESS

- 7 **Change of the strata company's address for service of notices.**
Proposed Motion under notice-
That pursuant to section 40 of the Strata Titles Act, 1985 the address for the purpose of the service of notices on the strata company be changed to Exclusive Strata Management, PO Box 779, Victoria Park, WA 6979.

8 Insurance

Copy of certificate of currency, important insurance information and Strata Company Manager's disclosure statement are enclosed.

Proposed Motion under notice –

That the Council be directed to:

Obtain a building replacement valuation and amend the sum insured to the amount of that valuation, and further,
Renew the current insurance policy prior to its expiry date in such sums as are suggested by the insurer or as are recommended by qualified professional advisors.

9 Consideration of budget of estimated expenditure.

(Copy of which is attached hereto)

Proposed motion- That the budget of estimated expenditure be adopted as the budget of the Strata Company for the period 01/10/10 to 30/09/11

10 Determination of the levy of contributions for period 01/01/11 to 31/12/11

Proposed motion-That the levy of contributions on proprietors for the Administrative Fund be payable quarterly in advance inclusive of GST by installments due and payable in the amounts and on the dates as shown below :

\$88.20	per unit entitlement	1 st January	2011,
\$88.20	per unit entitlement	1 st April	2011,
\$88.20	per unit entitlement	1 st July	2011,
\$88.20	per unit entitlement	1 st October	2011,

to raise a total of \$64,839.60 in the financial year,

and,

that the special levy of contributions on proprietors for the Administrative Fund for the TV reception equipment be payable in advance inclusive of GST being due and payable in the amount and on the date as shown below :

\$120.00	per unit entitlement	1 st January	2011,
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to raise a total of \$22320.00,

and,

that the levy of contributions on proprietors for the Reserve Fund be payable quarterly in advance inclusive of GST by installments due and payable in the amounts and on the dates as shown below :

\$6.30	per unit entitlement	1 st January	2011,
\$6.30	per unit entitlement	1 st April	2011,
\$6.30	per unit entitlement	1 st July	2011,
\$6.30	per unit entitlement	1 st October	2011,

to raise a total of \$4,631.40 in the financial year.

11 Matters without notice for discussion and referral to the Council.

Note: Such matters may only be raised at the discretion of the Chair and with leave of the meeting.

Close of meeting.

**The Owners of “The Mews”
147-159 Charles Street, West Perth
Strata Plan 5629**

SPECIFIC FORM OF PROXY

I/We being the proprietor/s of lot/s _____ in the above Strata Scheme do hereby appoint:

..... ,

or the Chairman of the Strata Company,

to act as my/our proxy, to speak and to vote on my/our behalf at the Annual General Meeting of the Strata Company to be held on 16/11/10 or at any adjournment thereof.

Dated this _____ day of _____ 2010.

Signature/s of proprietor _____

And/or all co-proprietors _____

In the case of a Company (see note 3 below)

Authorised Signatory/ies

NOTES

1. Proxies should be lodged prior to the appointed time of commencement of the meeting. If mailing or faxing your proxy form please ensure that it will be received before the time of commencement of the meeting.
**For your convenience proxy forms may be faxed to 9362-1133 or mailed to
Exclusive Strata Management Service,
P O Box 779, VICTORIA PARK, 6979**
2. Co-proprietors of a lot (e.g. Mr. & Mrs., Joint Tenants, etc) cannot vote on a show of hands unless a proxy form has been completed and signed by all of them, which nominates **one** person as being entitled to vote on their behalf. If a poll is demanded, then each of the co-proprietors can vote to the extent of their individual share of ownership of the lot/s. (e.g. 50%).
3. A Company should appoint a natural person as its proxy and the execution of a proxy form by a company may be required to be signed under the common seal of the company in accordance with the company's Memorandum and Articles of Association.
4. Proprietors may appoint any person of their choice to be their proxy and that person does not have to be a proprietor but must be present at the meeting for the proxy to have effect. You may also direct your proxy to vote either for or against any of the motions, which come before the meeting.

**NOMINATION FOR
ELECTION TO COUNCIL**

1. Proprietor/s nominating a fellow proprietor, himself or itself.

The Secretary
The Owners of "The Mews" 147-159 Charles Street, West Perth
Strata Plan 5629

I/we being Co-proprietor/s of lot ____ hereby nominate
.....(name of the proprietor who is being nominated) as a
candidate for election to the Council at the Annual General Meeting of the Strata
Company to be held on 16/11/10 or at any adjournment thereof.

Name/s of nominator/s (please print): _____

Signature/s of nominator/s: _____

**CONSENT TO NOMINATION FOR
ELECTION TO COUNCIL**

I/we hereby advise that I/we consent to being nominated as a candidate for
election to the Council of the Strata Company at the Annual General Meeting to be
held on 16/11/10 and, if elected, to serve as a member of the Council.

NAME.....(Please print)

Co-proprietor of lot/s (unit/s).....

Signature of nominee.....

This form of consent to nomination must be in the hands of the Chairperson of the
Annual General Meeting prior to the close of nominations for that election.
(Written consent is only technically required if the candidate, being a natural
person, is not personally present at the meeting. If the candidate is a corporation
the nomination and acceptance must be in writing and may need to be signed
under the common seal of that corporation)

**Attachment to Insurance Schedule and provided with the notice of
Annual General Meeting to be held on 16th November 2010.**

**Exclusive Strata Management
Insurance requirements and important information for Strata Plan 5629**

Your strata company is required to comply with various insurance provisions of the *Strata Titles Act, 1985 (WA)* (“Act”). Sections 53 to 59 of the Act set out the full insurance requirements. These requirements are insured under the current policy, details of which are shown on the attached Insurance Schedule issued by the insurer.

In the case of the sum insured in respect of buildings this must be for the replacement value as defined by the Act. We recommend that an independent valuation be carried out at a minimum of three yearly intervals to ensure that this cover is kept in line with current and projected building replacement costs.

In the case of public liability risks the minimum amount under the Act is \$5 million. Many strata companies now insure for a minimum of \$20 million in residential schemes and as much as \$50 million where there is any commercial use of lots or common property.

- A. We also suggest that every strata company effects insurance in respect to possible liability under the *Workers Compensation and Injury Management Act 1981* and your strata company has insured against such a risk.

The strata company has the discretionary power to further insure for other risks such as personal accident for voluntary workers, fidelity guarantee, office bearer’s liability, machinery breakdown, catastrophe cover government audit costs, and proprietors fixtures and improvements.

The enclosed insurance schedule will show which risks have been selected as currently insured and the sum insured where that is applicable.

General Advice Warning

The above information is not personal advice. This advice is general advice and before a decision is made to insure, the Product Disclosure Statement should be carefully reviewed. The strata company has been provided with a copy of the relevant CHU Financial Services Guide and Product Disclosure Statement and these are held as part of the records of the strata company and are open to personal inspection by proprietors pursuant to section 43 of the Act.

Exclusive Strata Management are authorised to give General Advice and information about insurance, but not Personal Advice. If the strata company requires specialist insurance advice we can refer it to an insurance advisor or CHU. If we recommend that your insurance be placed with CHU the strata company acknowledges and agrees that the recommendation is General Advice and not Personal Advice

Disclosure of our relationship and commissions received

Exclusive Strata Management are Authorised Representative No: 269635 of CHU Underwriting Agencies and an agent of the insurers, QBE Insurance (Australia) Limited and QBE Workers Compensation (NSW) Limited. CHU Underwriting Agencies Pty Ltd is a specialist strata and community title insurance intermediary and holds an Australian Financial Service License (AFS License No: 243261) with the authority to advise, deal and issue general insurance products.

As your Strata Manager we act as Agent of CHU for arranging the insurance and receive a commission. This commission does not affect the premium you pay to the insurer.

Exclusive Strata Management
Proposed Budget for Strata Plan 05629
The Mews: 147-159 Charles Street, 147-159 Charles Street WEST PERTH

Prepared by Exclusive Strata Management (ABN 20422677948)
 PO Box 779 VICTORIA PARK WA 6979 Ph 08 9362 1166 Fax 08 9362 1133

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Aggregate UoE 186 Administrative Fund-	Proposed Budget (01/10/10-30/09/11)	Adjustment	Current Year (01/10/09-30/09/10)			Last Year (01/10/08-30/09/09)		
			Budget	Actual	Variance	Budget	Actual	Variance
Contribution Schedule								
Archive Storage Charges	\$350.00		\$0.00	\$336.00	\$336.00-	\$0.00	\$0.00	\$0.00
Bank Charges	\$250.00		\$90.00	\$234.01	\$144.01-	\$0.00	\$7.00	\$7.00-
BAS -Compilation and lodgement	\$650.00		\$0.00	\$650.00	\$650.00-	\$0.00	\$0.00	\$0.00
Cleaning	\$400.00		\$0.00	\$396.00	\$396.00-	\$0.00	\$0.00	\$0.00
Disbursement Charges	\$250.00		\$180.00	\$241.14	\$61.14-	\$0.00	\$4.77	\$4.77-
Debt Recovery Fees	\$150.00		\$0.00	\$109.09	\$109.09-	\$0.00	\$0.00	\$0.00
Electricity - Common	\$2,900.00		\$2,545.00	\$2,961.94	\$416.94-	\$2,600.00	\$0.00	\$2,600.00
Gardening	\$12,000.00		\$8,180.00	\$10,960.57	\$2,780.57-	\$7,000.00	\$1,025.91	\$5,974.09
Income Tax Instalment	\$200.00		\$270.00	\$197.00	\$73.00	\$500.00	\$0.00	\$500.00
Insurance	\$6,500.00		\$6,360.00	\$6,527.84	\$167.84-	\$6,500.00	\$6,259.50	\$240.50
Insurance Stamp Duty	\$0.00		\$0.00	\$641.29	\$641.29-	\$0.00	\$0.00	\$0.00
Lawnmowing	\$0.00		\$0.00	\$200.00-	\$200.00	\$0.00	\$400.00-	\$400.00
M&R - Electrical	\$3,200.00		\$1,800.00	\$2,878.27	\$1,078.27-	\$500.00	\$0.00	\$500.00
M&R - Fencing	\$0.00		\$0.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00
M&R - General	\$8,000.00		\$6,800.00	\$13,131.44	\$6,331.44-	\$6,070.00	\$5,157.63	\$912.37
M&R - Gutter Cleaning/Repairs	\$500.00		\$3,600.00	\$0.00	\$3,600.00	\$2,000.00	\$0.00	\$2,000.00
M&R - Painting	\$200.00		\$1,800.00	\$1,310.00	\$490.00	\$3,500.00	\$0.00	\$3,500.00
M&R - Pest Control	\$200.00		\$0.00	\$0.00	\$0.00	\$0.00	\$227.00-	\$227.00
M&R - Plumbing	\$2,000.00		\$4,540.00	\$1,247.00	\$3,293.00	\$500.00	\$0.00	\$500.00
M&R - Pool	\$3,800.00		\$3,640.00	\$3,577.27	\$62.73	\$3,000.00	\$2,808.48	\$191.52
M&R - Reticulation	\$500.00		\$0.00	\$472.58	\$472.58-	\$0.00	\$123.91-	\$123.91
M&R - Roofing	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$1,230.00-	\$1,230.00

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Aggregate UoE 186 Administrative Fund-	Proposed Budget (01/10/10-30/09/11)	Adjustment	Current Year (01/10/09-30/09/10)			Last Year (01/10/08-30/09/09)		
			Budget	Actual	Variance	Budget	Actual	Variance
Contribution Schedule								
M&R - Security Doors/Gates	\$300.00		\$0.00	\$0.00	\$0.00	\$0.00	\$3,355.18-	\$3,355.18
Management Fees	\$8,200.00		\$8,180.00	\$8,147.02	\$32.98	\$7,300.00	\$1,280.30	\$6,019.70
Meeting Fees & Expenses	\$800.00		\$1,100.00	\$1,194.18	\$94.18-	\$1,500.00	\$0.00	\$1,500.00
Pool + Spa Cleaning	\$0.00		\$0.00	\$50.00	\$50.00-	\$0.00	\$2,462.47-	\$2,462.47
Pool Chemicals	\$150.00		\$0.00	\$108.18	\$108.18-	\$0.00	\$237.83-	\$237.83
Postage & Petties	\$750.00		\$910.00	\$702.71	\$207.29	\$1,222.00	\$92.57	\$1,129.43
Section 43's	\$200.00		\$0.00	\$200.00	\$200.00-	\$0.00	\$0.00	\$0.00
Supply Remote Controls/Keys	\$0.00		\$0.00	\$18.00	\$18.00-	\$0.00	\$0.00	\$0.00
Tax Return - Preparation & Lod	\$0.00		\$270.00	\$0.00	\$270.00	\$0.00	\$0.00	\$0.00
Trades Monitoring Fee	\$400.00		\$270.00	\$400.00	\$130.00-	\$0.00	\$0.00	\$0.00
Treelopping/Pruning	\$250.00		\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
Waste - Rubbish Removal	\$1,000.00		\$820.00	\$1,192.73	\$372.73-	\$500.00	\$0.00	\$500.00
Water Consumption	\$4,700.00		\$4,845.00	\$4,674.70	\$170.30	\$4,200.00	\$631.15	\$3,568.85
Water Service Charges	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$631.15-	\$631.15
Window Cleaning	\$1,000.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Window/Door Replacements	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$345.45-	\$345.45
Working Capital	\$0.00		\$0.00	\$0.00	\$0.00	\$8,000.00	\$0.00	\$8,000.00
Total Contribution Schedule	\$59,800.00		\$56,200.00	\$62,358.96	\$6,158.96-	\$59,892.00	\$8,254.32	\$51,637.68
TOTAL ADMIN FUND	\$59,800.00		\$56,200.00	\$62,358.96	\$6,158.96-	\$59,892.00	\$8,254.32	\$51,637.68
ADMIN BUDGET SUBTOTAL	\$59,800.00							
ADD: ADMIN GST	\$5,980.00							
TOTAL ADMIN BUDGET	\$65,780.00							

The Owners of "The Mews"

147-159 Charles St, West Perth

URGENT: IF YOU ARE NOT THE OWNER PLEASE BRING THIS NOTICE TO THEIR ATTENTION IMMEDIATELY

New AGM Meeting Tuesday 23rd November

To be held at Exclusive Strata Management Services, 15/443 Albany Hwy,
Victoria Park

I urge you all to vote NO on the following items of the AGM under SPECIAL BUSINESS item 10 – determination of the levy contributions

Vote:

- ❖ **NO on the increase to the Administrative Fund to \$88.20 per unit entitlement, payable quarterly– We have already had one considerable increase to the strata levy this past 12 months.**

- ❖ **NO on TV reception equipment for the one off payment of \$120 per unit entitlement (x 3 for one brm units and x 4 for two brm units) – meaning a total cost of \$480 for two brm units. People with 2brm units have to pay \$120 more than one brm unit owners for the same service with no additional benefit. If you are not an owner/occupier there is no benefit at all.**

A number of self-serving council members have been lobbying hard to seek a Yes endorsement to the above levies. **Don't let them get their way.** Send your Proxy voting slips to ESM via email, fax, post, or in person or attend the AGM meeting on Tuesday 23rd November.

The Owners of "The Mews"

147-159 Charles St, West Perth

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SPECIAL BUSINESS item 10 – determination
of the levy contributions**

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"Members of the Council of Owners are required to carry out their duties for the benefit of all owners, without favour."

Clearly some members who are owner/occupiers of one brm apartments have been lobbying hard to seek a Yes endorsement to the above levy. **Don't let them get their way.** Send your Proxy voting slips to ESM via email, fax, post, or in person or attend the AGM meeting on Tuesday 23rd November.

42	Ms E Foston	Michelle Odine	Proxy
46	Mrs D Gilbert	David Browne	Proxy
47	Mr D & Mrs T Browne	Michelle Odine	Proxy
48	Mr S Saunders	Sean Saunders	Proprietor

1. Appointment of Chairman for the Meeting

Michelle Odine was appointed to chair this meeting.

2. Confirmation of Quorum Present

It being confirmed that there was an enabling quorum of 18 owners present or represented, the Chairman advised that the meeting was properly constituted and could proceed to the transaction of the notified business and declared the meeting open at 5.30pm.

3. Confirmation of the minutes of the previous General Meeting.

It was resolved on a motion proposed by Andrea Bowden and seconded by Sean Saunders that the minutes of the General Meeting held on 24/11/09 be confirmed.

4. Matters Arising from the Previous Meeting

Nil.

5. Statement of Accounts

It was resolved on a motion proposed by Saxon Mailey and seconded by Danny Hawkins that the statement of accounts for the period ending 30/09/10 be adopted as presented, Total Owners Funds being \$33,235.76.

6. Constitution of the Council

It was resolved on a motion proposed by Saxon Mailey and seconded by Danny Hawkins that the Council of the Strata Company consist of 5 proprietors.

The following candidates were nominated:

- Kim Silverstone
- Saxon Mailey
- Sean Saunders
- Danny Hawkins
- Andrea Bowden

The above 5 candidates were declared duly elected to the Council.

7. Change of Strata Company's address for service of notices.

It was resolved on a motion proposed by Saxon Mailey and seconded by Sean Saunders that pursuant to section 40 of the Strata Titles Act, 1985 the address for the purpose of the service of notices on the strata company be changed to Exclusive Strata Management, PO Box 779, Victoria Park, WA 6979.

8. Insurance

It was resolved on a motion proposed by Saxon Mailey and seconded by Sean Saunders that the council be directed to further renew the current insurance policy to its expiry date in such sums as are suggested by insurer or as are recommended by a qualified professional advisor.

9. Consideration of budget of estimated expenditure

It was resolved on a motion proposed by Saxon Mailey and seconded by Andrea Bowden that the budget of estimated expenditure of \$65,780.00 be adopted as the budget of the Strata Company for the period 01/10/10 to 30/09/10

10. Determination of the levy of contributions for period 01/01/11 to 31/12/11

It was resolved on a motion proposed by Saxon Mailey and seconded by Andrea Bowden that the levy of contributions on proprietors for the Administrative Fund be payable quarterly in advance by installments due and payable in the amounts and on the dates as shown below:

\$89.00 per unit entitlement	1 st January	2011,
\$89.00 per unit entitlement	1 st April	2011,
<u>\$89.00 per unit entitlement</u>	<u>1st July</u>	<u>2011,</u>
\$89.00 per unit entitlement	1 st October	2011,

to raise a total of \$66,216.00 in the financial year,

and,

that the levy of contributions on proprietors for the Special Fund (for digital television upgrade) be payable quarterly in advance by installments due and payable in the amounts and on the dates as shown below:

\$60.00 per unit entitlement	1 st March	2011,
\$60.00 per unit entitlement	1 st May	2011,

to raise a total of \$22,320.00 in the financial year,

and,

that the levy of contributions on proprietors for the Reserve Fund be payable quarterly in advance by installments due and payable in the amounts and on the dates as shown below:

\$6.00 per unit entitlement	1 st January	2011,
\$6.00 per unit entitlement	1 st April	2011,
<u>\$6.00 per unit entitlement</u>	<u>1st July</u>	<u>2011,</u>
\$6.00 per unit entitlement	1 st October	2011,

to raise a total of \$4,464.00 in the financial year.

11. General Business

- a) **External Fixtures** – Satellite dish on wall of unit 39 – not installed by the owner and service is not connected to unit 39. ESM to send letter to unit 3 and unit 21. **Owners are reminded that external fixtures may not be attached to external walls without Council of Owners approval.**
- b) **Aerials** – ESM to send letter to all occupiers/owners advising that the current TV aerials will be removed when the new digital compatible television service upgrade

is installed in latter half of year.

- c) **Hot Water Systems – Owners are reminded that they may not install electric hot water systems due to limitations in the buildings electricity supply.** When gas hot water systems are upgraded the strata company will cover part of the installations costs (subject to prior approval.)

- d) **Free Gas Hot Water System Upgrades** – Free gas hot water system upgrades are currently available on original hot water systems installed prior to 1980 (subject to approval.) The strata company is currently liaising with Alintagas and the Office of Energy (WA) to perform these upgrades across the whole complex.

Close

There being no further business the meeting closed at 7.10pm.

Signed as a true and correct record of this meeting:-

CHAIRPERSON

DATE

Further Information is available on the website:

<http://www.themewswestperth.com.au>

Complex Rules: <http://www.themewswestperth.com.au/rules>
Financial Reports: <http://www.themewswestperth.com.au/finance>
Maintenance: <http://www.themewswestperth.com.au/maintenance>