

# The Owners of 147-159 Charles Street 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 the office of Exclusive Strata Management, Suite 15, 443 Albany Highway, Victoria Park on Tuesday, 1<sup>st</sup> November 2011, commencing at 5.30 pm.

**Registration from 5.15 pm.**

This notice is issued pursuant to the by-laws of the strata company, on 5<sup>th</sup> day October 2011, 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. *Statement of accounts for period 01/10/10 to 30/09/11.*
2. *Copy of certificate of currency, important insurance information and Strata. Company Manager's disclosure statement.*
3. *Budget of estimated expenditure from the Administrative Fund and provision for Reserve Fund for period 01/10/11 to 30/09/12.*
4. *Forms of specific and enduring proxy.*
5. *Information in respect to nomination and election of members of the Council.*

Signature of person issuing this notice.....Date...../...../.....  
*Laura Chapman on behalf of Exclusive Strata Management*

## **PRELIMINARY MATTERS**

Registration of proprietors and proxy holders

Verification of valid proxies received

Verification of those eligible to vote and personally present

Record those present by invitation

Record any apologies received

**Confirmation by the Council Chairman or Secretary of an enabling quorum being present, that the meeting is properly constituted and may proceed to the conduct of business.**

*(Or that it is adjourned one week hence)*

## **Meeting Agenda**

- 1. Appointment of chairperson for the meeting.**  
-Only required if the Chairman of the Council is unavailable or unwilling to act.
- 2. Confirmation of previous minutes.**  
-Minutes of the last general meeting have previously been distributed to proprietors.
  - (a) Motion under notice –**  
That the previously circulated minutes of the General Meeting held on 16/11/10 be confirmed as a true record of those proceedings.
  - (b) Consideration of any matters arising not otherwise provided for by this agenda.**
- 3. Consideration of Statement of Accounts**  
-A copy of which is attached to this notice.  
*(Questions of a financial nature should be notified to the strata company not later than 3 business days prior to the meeting.)*  
**Motion under notice –**  
That the Statement of accounts for the period 01/10/10 to 30/09/11, showing an amount of \$45,921.93 net owners' funds, be adopted as presented.
- 4. Constitution of the Council.**
  - 4.1 Motion under notice –**  
That the Council of the Strata Company consist of 7 proprietors.
  - 4.2** Chairman to call for nominations of candidates for election to the Council;  
  
And, if required will,
  - 4.3** Conduct a ballot to elect members of the Council.

## **SPECIAL BUSINESS**

**5. Change of the strata company's address for service of notices.**

**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 c/- Exclusive Strata Management, P O Box 779, Victoria Park WA 6979

**6. Insurance**

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

**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.

**7. Items of business notified or proposed by proprietors/Council or others**

**a) Electrical, gas and plumbing works**

Due to several legislative requirements money needs to be spent on electrical, gas and plumbing. Instead of raising a special levy – an increase in the strata levies has occurred.

**8. Consideration of budget of estimated expenditure from the Administrative Fund.**

(A copy of which is attached to this notice)

**Motion under notice –**

That the budget of estimated expenditure from the Administrative Fund GST inclusive for the period 01/10/11 to 30/09/12, amounting to \$104,951.00 be adopted.

**9. Transfer of reserve funds.**

**Motion under notice –**

That the Council be authorised to transfer funds to a maximum of \$16,000.00 from the Reserve Fund to the Administrative Fund as may be required to meet the cost of future works.

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

**– proposal enclosed.**

**Motion under notice –**

That the levy of contributions on proprietors for the Administrative Fund be payable in advance, inclusive of GST, by instalments due and payable in the amounts and on the dates as shown below:

\$100.00 per unit entitlement	1 <sup>st</sup> January	2012,
\$100.00 per unit entitlement	1 <sup>st</sup> April	2012,
<u>\$100.00 per unit entitlement</u>	<u>1<sup>st</sup> July</u>	<u>2012,</u>
\$100.00 per unit entitlement	1 <sup>st</sup> October	2012,

to raise a total of \$72,354.00 in the financial year,

and,

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

\$6.00 per unit entitlement	1 <sup>st</sup> January	2012,
\$6.00 per unit entitlement	1 <sup>st</sup> April	2012,
<u>\$6.00 per unit entitlement</u>	<u>1<sup>st</sup> July</u>	<u>2012,</u>
\$6.00 per unit entitlement	1 <sup>st</sup> October	2012,

to raise a total of \$4,464.00 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.

**12. Close of meeting.**

**The Owners of 147-159 Charles Street  
Strata Plan 5629**

**Proxy Form for the General Meeting**

**To Be Held On 01/11/11**

*Please read the important notes below before completing this form*

---

I/We, \_\_\_\_\_

being the proprietor/s of lot number/s \_\_\_\_\_ hereby appoint:

(\*Select only one of the below options by deleting the other two options.)

**\*Option 1**

Name of proxy holder \_\_\_\_\_ only, **or**,

**\*Option 2**

The Chairperson of the general meeting only, **or**,

**\*Option 3**

Name of proxy holder \_\_\_\_\_ or, failing his/her attendance at the general meeting, the Chairperson of the general meeting.

to speak and act as my/our proxy holder and to vote for me/us in my/our name at the general meeting to be held on 01/11/11 **and at any adjournment of that meeting.**

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Signature of **sole** proprietor

or **all** co-proprietors

\_\_\_\_\_ Proprietor

\_\_\_\_\_ Co-Proprietor

\_\_\_\_\_ Co-Proprietor

\_\_\_\_\_ Co-Proprietor

---

**Section Below For Use Only by a Corporate Proprietor**

---

In the case of an **incorporated proprietor**, this form requires the signature of a duly authorised person authorised to sign by its constitution.

\_\_\_\_\_

Director/Secretary/Attorney/Officer/Agent (Delete those not applicable)

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**IMPORTANT NOTES**

- 1 Any natural person can hold a proxy form. That person does not have to be a proprietor.
- 2 An incorporated proprietor should appoint a natural person as its proxy holder if it intends to vote.
- 3 Except in the case of a unanimous resolution, co-proprietors of a lot (e.g. husband and wife) may **only** vote on a show of hands if a proxy form has been completed by **all** co-proprietors appointing one person to vote for them.
- 4 If possible, please complete and return the proxy form to the strata manager well before the general meeting.
- 5 If you want to revoke this proxy form, please give notice of revocation to the proxy holder and the strata manager.

**The Owners of 147-159 Charles Street  
Strata Plan 5629**

**Enduring Proxy Form for General Meetings**

*Please read the important notes below before completing this form*

---

I/We, \_\_\_\_\_

being the proprietor/s of lot number/s \_\_\_\_\_ hereby appoint:  
(\*Select only **one** of the below options by deleting the other two options.)

**\*Option 1**

Name of proxy holder \_\_\_\_\_ only, **or**,

**\*Option 2**

The Chairperson from time to time of general meetings of the strata company, **or**,

**\*Option 3**

Name of proxy holder \_\_\_\_\_ or, failing his/her attendance at the general meeting, the Chairperson of the general meeting.

to speak and act as my/our proxy holder and to vote for me/us in my/our name at all general meetings of the Strata Company until this enduring proxy is revoked.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Signature of **sole** proprietor

or **all** co-proprietors

\_\_\_\_\_ Proprietor

\_\_\_\_\_ Co-Proprietor

\_\_\_\_\_ Co-Proprietor

\_\_\_\_\_ Co-Proprietor

---

**Section Below For Use Only by a Corporate Proprietor**

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Director/Secretary/Attorney/Officer/Agent (Delete those not applicable)

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- 3 Except in the case of a unanimous resolution, co-proprietors of a lot (e.g. husband and wife) may **only** vote on a show of hands if a proxy form has been completed by **all** co-proprietors appointing one person to vote for them.
- 4 If possible, please complete and return the proxy form to the strata manager well before the general meeting.
- 5 If you want to revoke this proxy form, please give notice of revocation to the proxy holder and the strata manager.

**The Owners of 147-159 Charles Street  
Strata Plan 5629**

(Please read the notes below)

**Nomination for Election to Council - AGM 2011**

**Proprietor/s nominating him or herself, a co- proprietor, or, in the case of a Corporate proprietor, itself.**

The Chairman  
The Owners of 147-159 Charles Street Strata Plan 5629

I/we being the Proprietor/Co-proprietors of lot \_\_\_\_ hereby nominate (please print)

.....(name of the person or corporate 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 01/11/11.

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

Signature/s of nominator/s:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\*Director/Secretary/Attorney/Officer/Agent*

(\*In the case of an incorporated proprietor, the nominator should delete those not applicable:)

Dated: \_\_\_\_\_

**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 01/11/11 and, if elected, to serve as a member of the Council.

Name of nominee: \_\_\_\_\_ (Please print) of lot: \_\_\_\_\_

Signature of Nominee: \_\_\_\_\_ Dated: \_\_\_\_\_

*\*Director/Secretary/Attorney/Officer/Agent*

(\*In the case of an incorporated proprietor, the nominator must delete those not applicable:)

This form must be in the hands of the Chairperson of the Annual General Meeting prior to the close of nominations for that election.

*(In the case of an individual natural person being the lot proprietor written consent is only required if the candidate is not personally present at the meeting.*

*In the case of co-proprietors of a lot the nomination must be in favour of one co-proprietor and signed by all co-proprietors including the nominee.*

*If the candidate is a corporation the nomination and acceptance must be in writing signed by a properly authorised person.)*

**Attachment to Insurance Schedule and provided with the notice of  
Annual General Meeting to be held on 1<sup>st</sup> November 2011**

**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 <b>Administrative Fund-</b>	Proposed Budget (01/10/11-30/09/12)	Adjustment	Current Year (01/10/10-30/09/11)			Last Year (01/10/09-30/09/10)		
			Budget	Actual	Variance	Budget	Actual	Variance
<b>Contribution Schedule</b>								
Archive Storage Charges	\$360.00		\$350.00	\$360.00	\$10.00-	\$0.00	\$336.00	\$336.00-
Bank Charges	\$250.00		\$250.00	\$105.36	\$144.64	\$90.00	\$234.01	\$144.01-
BAS -Compilation and lodgement	\$650.00		\$650.00	\$617.50	\$32.50	\$0.00	\$650.00	\$650.00-
Cleaning	\$2,500.00		\$400.00	\$1,779.25	\$1,379.25-	\$0.00	\$396.00	\$396.00-
Council/Strata Expense	\$0.00		\$0.00	\$12.50	\$12.50-	\$0.00	\$0.00	\$0.00
Disbursement Charges	\$250.00		\$250.00	\$206.82	\$43.18	\$180.00	\$241.14	\$61.14-
Debt Recovery Fees	\$200.00		\$150.00	\$190.50	\$40.50-	\$0.00	\$109.09	\$109.09-
Electricity - Common	\$4,000.00		\$2,900.00	\$3,343.18	\$443.18-	\$2,545.00	\$2,961.94	\$416.94-
Gardening	\$10,000.00		\$12,000.00	\$8,665.76	\$3,334.24	\$8,180.00	\$10,960.57	\$2,780.57-
Income Tax Instalment	\$800.00		\$200.00	\$788.00	\$588.00-	\$270.00	\$197.00	\$73.00
Insurance	\$8,500.00		\$6,500.00	\$0.00	\$6,500.00	\$6,360.00	\$6,527.84	\$167.84-
Insurance Claim	\$0.00		\$0.00	\$572.73	\$572.73-	\$0.00	\$0.00	\$0.00
Insurance Claim Excess	\$0.00		\$0.00	\$90.91	\$90.91-	\$0.00	\$0.00	\$0.00
Insurance Stamp Duty	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$641.29	\$641.29-
Lawnmowing	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$200.00-	\$200.00
M&R - Electrical	\$3,000.00		\$3,200.00	\$4,698.67	\$1,498.67-	\$1,800.00	\$2,878.27	\$1,078.27-
M&R - General	\$5,000.00		\$8,000.00	\$6,463.67	\$1,536.33	\$6,800.00	\$13,131.44	\$6,331.44-
M&R - Gutter Cleaning/Repairs	\$0.00		\$500.00	\$5,834.55	\$5,334.55-	\$3,600.00	\$0.00	\$3,600.00
M&R - Painting	\$1,000.00		\$200.00	\$727.23	\$527.23-	\$1,800.00	\$1,310.00	\$490.00
M&R - Pest Control	\$0.00		\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00
M&R - Plumbing	\$6,000.00		\$2,000.00	\$4,482.38	\$2,482.38-	\$4,540.00	\$1,247.00	\$3,293.00
M&R - Pool	\$7,000.00		\$3,800.00	\$5,954.54	\$2,154.54-	\$3,640.00	\$3,577.27	\$62.73

**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 <b>Administrative Fund-</b>	Proposed Budget (01/10/11-30/09/12)	Adjustment	Current Year (01/10/10-30/09/11)			Last Year (01/10/09-30/09/10)		
			Budget	Actual	Variance	Budget	Actual	Variance
<b>Contribution Schedule</b>								
M&R - Reticulation	\$0.00		\$500.00	\$0.00	\$500.00	\$0.00	\$472.58	\$472.58-
M&R - Roofing	\$3,000.00		\$0.00	\$250.00	\$250.00-	\$0.00	\$0.00	\$0.00
M&R - Security Doors/Gates	\$5,000.00		\$300.00	\$3,099.67	\$2,799.67-	\$0.00	\$0.00	\$0.00
Management Fees	\$8,500.00		\$8,200.00	\$8,181.84	\$18.16	\$8,180.00	\$8,147.02	\$32.98
Meeting Fees & Expenses	\$500.00		\$800.00	\$539.18	\$260.82	\$1,100.00	\$1,194.18	\$94.18-
Pool + Spa Cleaning	\$0.00		\$0.00	\$50.00	\$50.00-	\$0.00	\$50.00	\$50.00-
Pool Chemicals	\$0.00		\$150.00	\$75.00	\$75.00	\$0.00	\$108.18	\$108.18-
Postage & Petties	\$750.00		\$750.00	\$735.60	\$14.40	\$910.00	\$702.71	\$207.29
Section 43's	\$0.00		\$200.00	\$200.00	\$0.00	\$0.00	\$200.00	\$200.00-
Special Projects	\$22,400.00		\$22,320.00	\$0.00	\$22,320.00	\$0.00	\$0.00	\$0.00
Supply Remote Controls/Keys	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$18.00	\$18.00-
Tax Return - Preparation & Lod	\$350.00		\$0.00	\$308.00	\$308.00-	\$270.00	\$0.00	\$270.00
Telephone Costs	\$0.00		\$0.00	\$165.03	\$165.03-	\$0.00	\$0.00	\$0.00
Trades Monitoring Fee	\$400.00		\$400.00	\$400.00	\$0.00	\$270.00	\$400.00	\$130.00-
Treelopping/Pruning	\$0.00		\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00
Waste - Rubbish Removal	\$0.00		\$1,000.00	\$997.27	\$2.73	\$820.00	\$1,192.73	\$372.73-
Water Consumption	\$5,000.00		\$4,700.00	\$4,850.00	\$150.00-	\$4,845.00	\$4,674.70	\$170.30
Window Cleaning	\$0.00		\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00
<b>Total Contribution Schedule</b>	<b>\$95,410.00</b>		<b>\$82,120.00</b>	<b>\$64,745.14</b>	<b>\$17,374.86</b>	<b>\$56,200.00</b>	<b>\$62,358.96</b>	<b>\$6,158.96-</b>
<b>TOTAL ADMIN FUND</b>	<b>\$95,410.00</b>		<b>\$82,120.00</b>	<b>\$64,745.14</b>	<b>\$17,374.86</b>	<b>\$56,200.00</b>	<b>\$62,358.96</b>	<b>\$6,158.96-</b>
<b>ADMIN BUDGET SUBTOTAL</b>	<b>\$95,410.00</b>							
<b>ADD: ADMIN GST</b>	\$9,541.00		\$6,019.64			\$5,681.46		
<b>TOTAL ADMIN BUDGET</b>	<b>\$104,951.00</b>		<b>\$88,139.64</b>			<b>\$61,881.46</b>		

10<sup>th</sup> October 2011

L1

**Re: Annual General Meeting of the Strata Company  
Strata Plan 5629 – 147-159 Charles Street**

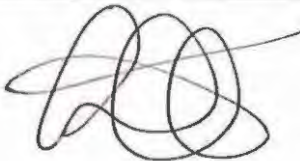
Please find enclosed documents relating to the Annual General Meeting for the above Strata Company.

If you have any queries on the financial statements please address them in writing to our office at least 48 hours prior to the meeting. We can then prepare a response for you prior to the meeting.

Please pay particular attention to the proxy form to ensure that it is completed correctly. An invalid proxy means you will be unable to vote at the meeting. If you have any questions about how to complete the proxy form, please contact our office.

Thank you for your attention to the above. We look forward to seeing you at the meeting.

Yours faithfully,



Laura Chapman  
**Exclusive Strata Management**

Enc.

---

**The Owners of 147-159 Charles Street  
Strata Plan 5629**

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**Registration from 5.15 pm.**

This notice is issued pursuant to the by-laws of the strata company, on 10<sup>th</sup> day October 2011, 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. *Statement of accounts for period 01/10/10 to 30/09/11.*
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Signature of person issuing this notice..........Date: 10/10/11.  
*Laura Chapman on behalf of Exclusive Strata Management*

## **PRELIMINARY MATTERS**

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Verification of valid proxies received

Verification of those eligible to vote and personally present

Record those present by invitation

Record any apologies received

**Confirmation by the Council Chairman or Secretary of an enabling quorum being present, that the meeting is properly constituted and may proceed to the conduct of business.**

*(Or that it is adjourned one week hence)*

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-Only required if the Chairman of the Council is unavailable or unwilling to act.
2. **Confirmation of previous minutes.**  
-Minutes of the last general meeting have previously been distributed to proprietors.
  - (a) **Motion under notice –**  
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  - (b) Consideration of any matters arising not otherwise provided for by this agenda.
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4. **Constitution of the Council.**
  - 4.1 **Motion under notice –**  
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  - 4.2 Chairman to call for nominations of candidates for election to the Council;  
  
And, if required will,
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**Motion under notice-**  
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Due to several legislative requirements, money needs to be spent on electrical, gas and plumbing. Instead of raising a special levy, an increase in the strata levies is proposed.
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**Motion under notice –**  
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– proposal enclosed.  
**Motion under notice –**  
That the levy of contributions on proprietors for the Administrative Fund be payable in advance, inclusive of GST, by instalments due and payable in the amounts and on the dates as shown below:

\$100.00 per unit entitlement	1 <sup>st</sup> January	2012,
\$100.00 per unit entitlement	1 <sup>st</sup> April	2012,
<u>\$100.00 per unit entitlement</u>	<u>1<sup>st</sup> July</u>	<u>2012,</u>
\$100.00 per unit entitlement	1 <sup>st</sup> October	2012,

to raise a total of \$72,354.00 in the financial year,

and,

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

\$6.00 per unit entitlement	1 <sup>st</sup> January	2012,
\$6.00 per unit entitlement	1 <sup>st</sup> April	2012,
<u>\$6.00 per unit entitlement</u>	<u>1<sup>st</sup> July</u>	<u>2012,</u>
\$6.00 per unit entitlement	1 <sup>st</sup> October	2012,

to raise a total of \$4,464.00 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.

**12. Close of meeting.**

**The Owners of 147-159 Charles Street  
Strata Plan 5629**

**Proxy Form for the General Meeting**

**To Be Held On 01/11/11**

*Please read the important notes below before completing this form*

I/We, \_\_\_\_\_

being the proprietor/s of lot number/s \_\_\_\_\_ hereby appoint:  
(\*Select only one of the below options by deleting the other two options.)

**\*Option 1**

Name of proxy holder \_\_\_\_\_ only, or,

**\*Option 2**

The Chairperson of the general meeting only, or,

**\*Option 3**

Name of proxy holder \_\_\_\_\_ or, failing his/her attendance at  
the general meeting, the Chairperson of the general meeting.

to speak and act as my/our proxy holder and to vote for me/us in my/our name at the general meeting  
to be held on 01/11/11 *and at any adjournment of that meeting.*

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Signature of sole proprietor

or all co-proprietors

\_\_\_\_\_ Proprietor

\_\_\_\_\_ Co-Proprietor

\_\_\_\_\_ Co-Proprietor

\_\_\_\_\_ Co-Proprietor

**Section Below For Use Only by a Corporate Proprietor**

In the case of an **incorporated proprietor**, this form requires the signature of a duly authorised  
person authorised to sign by its constitution.

\_\_\_\_\_

Director/Secretary/Attorney/Officer/Agent (Delete those not applicable)

**IMPORTANT NOTES**

- 1 Any natural person can hold a proxy form. That person does not have to be a proprietor.
- 2 An incorporated proprietor should appoint a natural person as its proxy holder if it intends to vote.
- 3 Except in the case of a unanimous resolution, co-proprietors of a lot (e.g. husband and wife) may only vote on a show of hands if a proxy form has been completed by **all** co-proprietors appointing one person to vote for them.
- 4 If possible, please complete and return the proxy form to the strata manager well before the general meeting.
- 5 If you want to revoke this proxy form, please give notice of revocation to the proxy holder and the strata manager.



**The Owners of 147-159 Charles Street  
Strata Plan 5629**

**Enduring Proxy Form for General Meetings**

*Please read the important notes below before completing this form*

---

I/We, \_\_\_\_\_

being the proprietor/s of lot number/s \_\_\_\_\_ hereby appoint:  
(\*Select only one of the below options by deleting the other two options.)

**\*Option 1**

Name of proxy holder \_\_\_\_\_ only, or,

**\*Option 2**

The Chairperson from time to time of general meetings of the strata company, or,

**\*Option 3**

Name of proxy holder \_\_\_\_\_ or, failing his/her attendance at the general meeting, the Chairperson of the general meeting.

to speak and act as my/our proxy holder and to vote for me/us in my/our name at all general meetings of the Strata Company until this enduring proxy is revoked.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Signature of sole proprietor

or all co-proprietors

\_\_\_\_\_ Proprietor

\_\_\_\_\_ Co-Proprietor

\_\_\_\_\_ Co-Proprietor

\_\_\_\_\_ Co-Proprietor

---

**Section Below For Use Only by a Corporate Proprietor**

---

In the case of an **incorporated proprietor**, this form requires the signature of a person duly authorised to sign by its constitution.

\_\_\_\_\_  
Director/Secretary/Attorney/Officer/Agent (Delete those not applicable)

---

**IMPORTANT NOTES**

- 1 Any natural person can hold a proxy form. That person does not have to be a proprietor.
- 2 An incorporated proprietor should appoint a natural person as its proxy holder if it intends to vote.
- 3 Except in the case of a unanimous resolution, co-proprietors of a lot (e.g. husband and wife) may **only** vote on a show of hands if a proxy form has been completed by **all** co-proprietors appointing one person to vote for them.
- 4 If possible, please complete and return the proxy form to the strata manager well before the general meeting.
- 5 If you want to revoke this proxy form, please give notice of revocation to the proxy holder and the strata manager.

**The Owners of 147-159 Charles Street  
Strata Plan 5629**

(Please read the notes below)

**Nomination for Election to Council - AGM 2011**

**Proprietor/s nominating him or herself, a co- proprietor, or, in the case of a Corporate proprietor, itself.**

The Chairman  
The Owners of 147-159 Charles Street Strata Plan 5629

I/we being the Proprietor/Co-proprietors of lot \_\_\_ hereby nominate (please print)

.....(name of the person or corporate 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 01/11/11.

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

Signature/s of nominator/s:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\*Director/Secretary/Attorney/Officer/Agent*

(\*In the case of an incorporated proprietor, the nominator should delete those not applicable:)

Dated: \_\_\_\_\_

**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 01/11/11 and, if elected, to serve as a member of the Council.

Name of nominee: \_\_\_\_\_ (Please print) of lot: \_\_\_\_\_

Signature of Nominee: \_\_\_\_\_ Dated: \_\_\_\_\_

*\*Director/Secretary/Attorney/Officer/Agent*

(\*In the case of an incorporated proprietor, the nominator must delete those not applicable:)

This form must be in the hands of the Chairperson of the Annual General Meeting prior to the close of nominations for that election.

*(In the case of an individual natural person being the lot proprietor written consent is only required if the candidate is not personally present at the meeting.*

*In the case of co-proprietors of a lot the nomination must be in favour of one co-proprietor and signed by all co-proprietors including the nominee.*

*If the candidate is a corporation the nomination and acceptance must be in writing signed by a properly authorised person.)*

**Attachment to Insurance Schedule and provided with the notice of  
Annual General Meeting to be held on 1<sup>st</sup> November 2011**

**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

PO Box 779 VICTORIA PARK WA 6979

Ph 08 9362 1166 Fax 08 9362 1133

ABN: 20422677948

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Page 1

## Balance Sheet - Strata Plan 05629 "The Mews: 147-159 Charles Street" For the Financial Period 01/10/10 to 30/09/11

	Admin Fund	Reserve Fund	TOTAL
<b>Assets</b>			
Cash at Bank			
Owners of The Mews 147-159 Charles Street - Strata Pl	26,159.20	3,993.15	30,152.35
Investment A/c			
The Owners of SP 5629 Inv Acct 2	309.74	11,615.83	11,925.57
The Owners of SP 5629 Inv Acct 1	11,925.57	0.00	11,925.57
GST Paid	1,600.69	0.00	1,600.69
GST Unpaid	20.00	0.00	20.00
Levies Receivable	914.80	90.00	1,004.80
<b>Total Assets</b>	<b>40,930.00</b>	<b>15,698.98</b>	<b>56,628.98</b>
<b>Liabilities</b>			
Levies Paid in Advance	9,739.45	653.53	10,392.98
GST Uncollected	1,008.12 DR	51.30 DR	1,059.42 DR
GST Collected	741.55	761.94	1,503.49
Accounts Payable	220.00	0.00	220.00
<b>Total Liabilities</b>	<b>9,692.88</b>	<b>1,364.17</b>	<b>11,057.05</b>
<b>Nett Assets</b>	<b>31,237.12</b>	<b>14,334.81</b>	<b>45,571.93</b>
<b>Owners Funds</b>			
Opening Balance	4,201.24	18,339.37	22,540.61
Surplus/Deficit for the period	18,628.54	4,402.78	23,031.32
Closing Balance	22,829.78	22,742.15	45,571.93
Admin Fund Transfers	8,407.34	0.00	8,407.34
Sinking Fund Transfers	0.00	8,407.34 DR	8,407.34 DR
<b>Total Owners Funds</b>	<b>31,237.12</b>	<b>14,334.81</b>	<b>45,571.93</b>

# Exclusive Strata Management

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Page 2

## Income & Expenditure Statement - Strata Plan 05629

### "The Mews: 147-159 Charles Street"

For the Financial Period 01/10/10 to 30/09/11

#### Administrative Fund

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
<b>Income</b>			
Debt Collection Costs	352.32	0.00	80.00
Insurance Claim Reimbursements	2,070.00	0.00	2,965.18
Interest on Term Deposits	951.34	0.00	283.97
Interest on Overdue Levies	157.70	0.00	161.95
Levy Income	59,371.28	0.00	56,222.71
Remote Controls/Security	180.00	0.00	0.00
Section 43	200.00	0.00	200.00
Special Levy Income	20,291.04	0.00	0.03 DR
<b>Total Admin fund income</b>	<b>83,573.68</b>	<b>0.00</b>	<b>59,913.78</b>
<b>Expenses</b>			
Archive Storage Charges	360.00	350.00	336.00
Bank Charges	245.36	250.00	234.01
BAS -Compilation and lodgement	617.50	650.00	650.00
Cleaning	1,779.25	400.00	396.00
Council/Strata Expense	12.50	0.00	0.00
Debt Recovery Fees	190.50	150.00	109.09
Disbursement Charges	246.82	250.00	241.14
Electricity - Common	3,343.18	2,900.00	2,961.94
Gardening	8,665.76	12,000.00	10,960.57
Income Tax Instalment	788.00	200.00	197.00
Insurance Stamp Duty	0.00	0.00	641.29
Insurance Claim	572.73	0.00	0.00
Insurance Claim Excess	90.91	0.00	0.00
Insurance	0.00	6,500.00	6,527.84
Lawnmowing	0.00	0.00	200.00 CR
M&R - Electrical	4,698.67	3,200.00	2,878.27
M&R - General	6,713.67	8,000.00	13,131.44
M&R - Gutter Cleaning/Repairs	5,834.55	500.00	0.00
M&R - Painting	727.23	200.00	1,310.00
M&R - Pest Control	0.00	200.00	0.00
M&R - Plumbing	4,482.38	2,000.00	1,247.00
M&R - Pool	5,954.54	3,800.00	3,577.27
M&R - Reticulation	0.00	500.00	472.58
M&R - Security Doors/Gates	3,099.67	300.00	0.00
Meeting Fees & Expenses	539.18	800.00	1,194.18
Management Fees	8,201.84	8,200.00	8,147.02
Pool Chemicals	125.00	150.00	108.18
Pool + Spa Cleaning	0.00	0.00	50.00
Postage & Petties	735.60	750.00	702.71
Section 43's	200.00	200.00	200.00
Supply Remote Controls/Keys	0.00	0.00	18.00
Special Projects	0.00	22,320.00	0.00
Tax Return - Preparation & Lod	308.00	0.00	0.00
Telephone Costs	165.03	0.00	0.00
Trades Monitoring Fee	400.00	400.00	400.00
Treelopping/Pruning	0.00	250.00	0.00
Waste - Rubbish Removal	997.27	1,000.00	1,192.73

# Exclusive Strata Management

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## Income & Expenditure Statement - Strata Plan 05629

### "The Mews: 147-159 Charles Street"

For the Financial Period 01/10/10 to 30/09/11

#### **Administrative Fund**

	TOTAL THIS YEAR	This Year Budget	Last Year Actual
<b>Expenses</b>			
Water Consumption	4,850.00	4,700.00	4,674.70
Window Cleaning	0.00	1,000.00	0.00
<b>Total Admin fund expenses</b>	<b>64,945.14</b>	<b>82,120.00</b>	<b>62,358.96</b>
<b>Admin Fund Surplus/Deficit</b>	<b>18,628.54</b>	<b>82,120.00 DR</b>	<b>2,445.18 DR</b>

## Exclusive Strata Management

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### Income & Expenditure Statement - Strata Plan 05629

#### "The Mews: 147-159 Charles Street"

For the Financial Period 01/10/10 to 30/09/11

#### **Reserve Fund**

	<b>TOTAL THIS YEAR</b>	<b>This Year Budget</b>	<b>Last Year Actual</b>
<b>Income</b>			
Interest on Overdue Levies	13.00	0.00	11.96
Interest on Term Deposit	331.86	0.00	283.97
Levy Income	4,057.92	0.00	3,043.44
<b>Total Reserve Fund income</b>	<b>4,402.78</b>	<b>0.00</b>	<b>3,339.37</b>
<b>Expenses</b>			
<b>Total Reserve Fund expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Reserve Fund Surplus/Deficit</b>	<b>4,402.78</b>	<b>0.00</b>	<b>3,339.37</b>

**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)  
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Aggregate UoE 186 <b>Administrative Fund-</b>	Proposed Budget (01/10/11-30/09/12)	Adjustment	Current Year (01/10/10-30/09/11)			Last Year (01/10/09-30/09/10)		
			Budget	Actual	Variance	Budget	Actual	Variance
<i>Contribution Schedule</i>								
Archive Storage Charges	\$360.00		\$350.00	\$360.00	\$10.00-	\$0.00	\$336.00	\$336.00-
Bank Charges	\$250.00		\$250.00	\$245.36	\$4.64	\$90.00	\$234.01	\$144.01-
BAS -Compilation and lodgement	\$650.00		\$650.00	\$617.50	\$32.50	\$0.00	\$650.00	\$650.00-
Cleaning	\$2,500.00		\$400.00	\$1,779.25	\$1,379.25-	\$0.00	\$396.00	\$396.00-
Council/Strata Expense	\$0.00		\$0.00	\$12.50	\$12.50-	\$0.00	\$0.00	\$0.00
Disbursement Charges	\$250.00		\$250.00	\$246.82	\$3.18	\$180.00	\$241.14	\$61.14-
Debt Recovery Fees	\$200.00		\$150.00	\$190.50	\$40.50-	\$0.00	\$109.09	\$109.09-
Electricity - Common	\$4,000.00		\$2,900.00	\$3,343.18	\$443.18-	\$2,545.00	\$2,961.94	\$416.94-
Gardening	\$10,500.00		\$12,000.00	\$8,665.76	\$3,334.24	\$8,180.00	\$10,960.57	\$2,780.57-
Income Tax Instalment	\$800.00		\$200.00	\$788.00	\$588.00-	\$270.00	\$197.00	\$73.00
Insurance	\$8,500.00		\$6,500.00	\$0.00	\$6,500.00	\$6,360.00	\$6,527.84	\$167.84-
Insurance Claim	\$0.00		\$0.00	\$572.73	\$572.73-	\$0.00	\$0.00	\$0.00
Insurance Claim Excess	\$0.00		\$0.00	\$90.91	\$90.91-	\$0.00	\$0.00	\$0.00
Insurance Stamp Duty	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$641.29	\$641.29-
Lawnmowing	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$200.00-	\$200.00
M&R - Electrical	\$3,000.00		\$3,200.00	\$4,698.67	\$1,498.67-	\$1,800.00	\$2,878.27	\$1,078.27-
M&R - General	\$5,000.00		\$8,000.00	\$6,713.67	\$1,286.33	\$6,800.00	\$13,131.44	\$6,331.44-
M&R - Gutter Cleaning/Repairs	\$0.00		\$500.00	\$5,834.55	\$5,334.55-	\$3,600.00	\$0.00	\$3,600.00
M&R - Painting	\$1,000.00		\$200.00	\$727.23	\$527.23-	\$1,800.00	\$1,310.00	\$490.00
M&R - Pest Control	\$0.00		\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00
M&R - Plumbing	\$6,000.00		\$2,000.00	\$4,482.38	\$2,482.38-	\$4,540.00	\$1,247.00	\$3,293.00
M&R - Pool	\$7,000.00		\$3,800.00	\$5,954.54	\$2,154.54-	\$3,640.00	\$3,577.27	\$62.73



**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

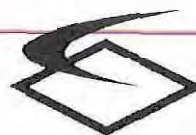
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Aggregate UoE 186 <b>Administrative Fund-</b>	Proposed Budget (01/10/11-30/09/12)	Adjustment	Current Year (01/10/10-30/09/11)			Last Year (01/10/09-30/09/10)		
			Budget	Actual	Variance	Budget	Actual	Variance
<i>Contribution Schedule</i>								
M&R - Reticulation	\$0.00		\$500.00	\$0.00	\$500.00	\$0.00	\$472.58	\$472.58-
M&R - Roofing	\$3,000.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
M&R - Security Doors/Gates	\$4,000.00		\$300.00	\$3,099.67	\$2,799.67-	\$0.00	\$0.00	\$0.00
Management Fees	\$8,980.00		\$8,200.00	\$8,201.84	\$1.84-	\$8,180.00	\$8,147.02	\$32.98
Meeting Fees & Expenses	\$500.00		\$800.00	\$539.18	\$260.82	\$1,100.00	\$1,194.18	\$94.18-
Pool + Spa Cleaning	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00-
Pool Chemicals	\$0.00		\$150.00	\$125.00	\$25.00	\$0.00	\$108.18	\$108.18-
Postage & Petties	\$750.00		\$750.00	\$735.60	\$14.40	\$910.00	\$702.71	\$207.29
Section 43's	\$0.00		\$200.00	\$200.00	\$0.00	\$0.00	\$200.00	\$200.00-
Special Projects	\$22,400.00		\$22,320.00	\$0.00	\$22,320.00	\$0.00	\$0.00	\$0.00
Supply Remote Controls/Keys	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$18.00	\$18.00-
Tax Return - Preparation & Lod	\$350.00		\$0.00	\$308.00	\$308.00-	\$270.00	\$0.00	\$270.00
Telephone Costs	\$0.00		\$0.00	\$165.03	\$165.03-	\$0.00	\$0.00	\$0.00
Trades Monitoring Fee	\$400.00		\$400.00	\$400.00	\$0.00	\$270.00	\$400.00	\$130.00-
Treelopping/Pruning	\$0.00		\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00
Waste - Rubbish Removal	\$0.00		\$1,000.00	\$997.27	\$2.73	\$820.00	\$1,192.73	\$372.73-
Water Consumption	\$5,000.00		\$4,700.00	\$4,850.00	\$150.00-	\$4,845.00	\$4,674.70	\$170.30
Window Cleaning	\$0.00		\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00
<b>Total Contribution Schedule</b>	<b>\$95,390.00</b>		<b>\$82,120.00</b>	<b>\$64,945.14</b>	<b>\$17,174.86</b>	<b>\$56,200.00</b>	<b>\$62,358.96</b>	<b>\$6,158.96-</b>
<b>TOTAL ADMIN FUND</b>	<b>\$95,390.00</b>		<b>\$82,120.00</b>	<b>\$64,945.14</b>	<b>\$17,174.86</b>	<b>\$56,200.00</b>	<b>\$62,358.96</b>	<b>\$6,158.96-</b>
<b>ADMIN BUDGET SUBTOTAL</b>	<b>\$95,390.00</b>							
<b>ADD: ADMIN GST</b>	<b>\$9,539.00</b>		<b>\$6,019.64</b>			<b>\$5,681.46</b>		
<b>TOTAL ADMIN BUDGET</b>	<b>\$104,929.00</b>		<b>\$88,139.64</b>			<b>\$61,881.46</b>		

Issued on behalf of the Insurers:

QBE Insurance (Aust) Ltd ABN 78 003 191 035 82 Pitt Street Sydney NSW 2000 (AFS Licence No: 239545)  
QBE Workers Compensation (NSW) Limited - Agent for the NSW WorkCover Scheme ABN 83 564 379 108 004



**CHU**

The Specialists in Strata and  
Community Title Insurance

Policy No: 860638  
Period of Insurance:-  
From: 01/10/2011  
To: 01/10/2012 at 4:00pm

The Insured & Situation:  
THE OWNERS OF S P 5629  
147-159 CHARLES STREET  
WEST PERTH  
WA 6005

## Certificate of Currency

Cover Selected		Sum Insured
POLICY 1	BUILDING Loss of Rent/Temp Accomodation(15%) Common Area Contents	7,627,000 1,144,050 32,000
POLICY 2	LEGAL LIABILITY	10,000,000
POLICY 3	PERSONAL ACCIDENT FOR VOLUNTARY WORKERS	200,000/2,000
POLICY 4	WORKERS COMPENSATION (NSW,ACT,TAS & WA ONLY)	As per Act
POLICY 5	FIDELITY GUARANTEE	100,000
POLICY 6	OFFICE BEARER'S LIABILITY	2,000,000
POLICY 9	Government Audit Costs Appeal Expenses, common property health and safety breaches Legal Defence Expenses	25,000 100,000 50,000
POLICY 10	LOT OWNERS FIXTURES AND IMPROVEMENTS (per lot)	250,000
	Date of issue:	10/10/2011
	Issue Fee Incl GST:	0
	Issue Fee GST:	0.00

This certificate confirms that on the date of issue noted above, a policy existed for the period and sums insured shown.  
This document is produced for body corporate records only.

CHU Underwriting Agencies Pty Ltd is an Underwriting intermediary acting on behalf of the insurers.

(8a977f6c6cd82aa27a52e620d5beab3e4e8030da)

**New South Wales**  
1 Northcliff Street  
Milsons Point 2061  
PO Box 507, Milsons Pt 1565  
Phone: 1300 361 263  
Fax: 1300 361 269  
info\_nsw@chu.com.au

**Victoria**  
Level 30, 459 Collins Street  
Melbourne 3000  
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**Queensland**  
6 Floor, 445 Upper Edward Street  
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Fax: 07 3832 0367  
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**Western Australia**  
1050 Hay Street  
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**South Australia**  
Ground Floor  
208 Greenhill Road  
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# The Owners of The Mews

## Strata Plan 5629

### MINUTES OF THE ANNUAL GENERAL MEETING

Held at Exclusive Strata Management Services,  
15/443 Albany Highway, Victoria Park  
on Tuesday 1<sup>st</sup> November 2011 at 5.30 pm.

#### PRESENT

Danny Hawkins	Kittiphong Thongkam	Clodagh Connery
Rachel Riley	Saxon Mailey	Sean Saunders
Joanne Armstrong	Andrea Bowden	

#### BY INVITATION

Laura Chapman representing Exclusive Strata Management (ESM)

#### APOLOGIES

Nil

#### PROPRIETORS PRESENT OR REPRESENTED BY PROXY

Lot	Proprietor	Represented by	Proxy and/or Proprietor
1	Mr S Mailey	Saxon Mailey	Proprietor
4	Mr B & Mrs J Stanley	Laura Chapman	Proxy
5	Mr E Cummins	Saxon Mailey	Proxy
6	Mr J Daebritz	Laura Chapman	Proxy
7	Mrs C M Chapman	Laura Chapman	Proxy
8	Mr B Mahoney	Saxon Mailey	Proxy
9	Mr A Smith	Sean Saunders	Proxy
10	Ms S Mao	Saxon Mailey	Proxy
11	Mr J Sloan	Laura Chapman	Proxy
13	Mr S Tanascev & Ms K Tanasceva	Sean Saunders	Proxy
14	Mr M Quin & Mrs K Ballard	Laura Chapman	Proxy
19	Mr R Holland	Saxon Mailey	Proxy
20	Ms R L Riley	Rachel Riley	Proprietor
21	S Allam & S Saleh	Laura Chapman	Proxy
22	Mr S A Saunders	Sean Saunders	Proprietor
23	Mr P & Mrs J Smith	Sean Saunders	Proxy
24	Mr D Hawkins	Danny Hawkins	Proprietor
25	Mr L C P Chan	Laura Chapman	Proxy
28	Mr R Holland	Saxon Mailey	Proxy
29	S Allam & S Saleh	Laura Chapman	Proxy
33	Mr P Wakefield & Ms A Bowden	Andrea Bowden	Proprietor / Proxy
34	S Allam & S Saleh	Laura Chapman	Proxy
40	Ms J Armstrong	Joanne Armstrong	Proprietor
42	Ms E M Foston	Laura Chapman	Proxy
43	Mr K Thongkam & Ms C Connery	Kittiphong Thomgkam	Proprietor / Proxy
46	Mrs D Gilbert	Saxon Mailey	Proxy
48	Mr S Saunders	Sean Saunders	Proprietor
51	S Allam & S Saleh	Laura Chapman	Proxy
54	Mr J Jurkov	Saxon Mailey	Proxy

**1. Appointment of Chairman for the Meeting**

Laura Chapman was appointed to chair this meeting.

**2. Confirmation of Quorum Present**

It being confirmed that there was a quorum of 29 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 5.35 pm.

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

It was resolved on a motion proposed by Danny Hawkins and seconded by Sean Saunders that the minutes of the General Meeting held on 16/11/10 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 Sean Saunders that the statement of accounts for the period ending 30/09/11 be adopted as presented, Total Owners Funds being \$45,571.93.

**6.1 Constitution of the Council**

It was resolved on a motion proposed by Danny Hawkins and seconded by Sean Saunders that the Council of the Strata Company consists of 6 proprietors.

**6.2** The following candidates were nominated:

- Joanne Armstrong
- Andrea Bowden
- Danny Hawkins
- Saxon Mailey
- Rachel Riley
- Sean Saunders

The above 6 candidates were declared duly elected to the Council.

**7. Change of strata company's address for service of notices**

The following motion was not put to the meeting "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 c/- Exclusive Strata Management, PO Box 779, Victoria Park WA 6979.

NOTE: This motion was passed at the last Annual General Meeting.

**8. Insurance**

It was resolved on a motion proposed by Saxon Mailey and seconded by Danny Hawkins that the council be directed to obtain a building replacement valuation and amend the sum insured to the amount of that valuation.

**9. Items of business notified of proposed by proprietors/ Council of others**

The following item was put to the meeting:

**a) Electrical, gas and plumbing works.**

Due to several legislative requirements, money needs to be spent on electrical, gas and plumbing. Instead of raising a special levy, an increase in the strata levies is proposed.

**10. Consideration of budget of estimated expenditure**

It was resolved on a motion proposed by Saxon Mailey and seconded by Joanne Armstrong that the budget of estimated expenditure of \$105,479.00, inclusive of GST, be adopted as the budget of the Strata Company for the period 01/10/11 to 30/09/12.

NOTE: Includes \$22,320.00 (special levy) carried over from the last financial year.

**11. Transfer of Reserve Funds.**

It was resolved on a motion proposed by Saxon Mailey and seconded by Sean Saunders that the Council be authorised to transfer funds to a maximum of \$16,000.00 from the Reserve Fund to the Administrative Fund as may be required to meet the cost of future works.

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

It was resolved on a motion proposed by Joanne Armstrong and seconded by Andrea Bowden 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:

\$100.00 per unit entitlement	1 <sup>st</sup> January	2012,
\$100.00 per unit entitlement	1 <sup>st</sup> April	2012,
<u>\$100.00 per unit entitlement</u>	<u>1<sup>st</sup> July</u>	<u>2012,</u>
\$100.00 per unit entitlement	1 <sup>st</sup> October	2012,

to raise a total of \$72,354.00 in the financial year,

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:

\$6.00 per unit entitlement	1 <sup>st</sup> January	2012,
\$6.00 per unit entitlement	1 <sup>st</sup> April	2012,
<u>\$6.00 per unit entitlement</u>	<u>1<sup>st</sup> July</u>	<u>2012,</u>
\$6.00 per unit entitlement	1 <sup>st</sup> October	2012,

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

**13. General Business**

**(a) Valuation for Insurance purposes:** Council to arrange prior to next Annual General Meeting 2012.

**(b) Hot Water Systems:** Council of Owners to discuss and advise if rebates can be gained from the Strata Company.

**(c) Thanks:** Owners present at the meeting thanked Saxon for all his hard work in

the past year.

**(d) ESM Management Contract:** The ESM Management Agreement was presented to Saxon Mailey to consider. The meeting was advised that the agreement should be signed by 2 council members and returned to ESM within 30 days. The provisions of the contract apply after 1 month.

**Close**

There being no further business the meeting closed at 6.00 pm.

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

\_\_\_\_\_  
**CHAIRPERSON**

\_\_\_\_\_  
**DATE**