Att. 1.

Strata Information

Unit 5 / 161 Charles Street, West Perth

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Summary of Outgoings & Owners Funds		
Council Rates	$1,799.51	per year
Water Service	$1,118.87	per year
Strata Admin	$833.35	per quarter
Strata Reserve	$150.00	per quarter
Net Owners Funds	$65,362.23	as at 31/01/2025

James Yeoman 0400 900 622

Strata Sales Specialist james@kprperth.com.au

Floor Plan



Ground Floor - Unit 5

161 Charles Street

WEST PERTH

(This floor plan is for information & guidance purposes only / measurements shown are approximate)

FORM 1

STRATA PLAN 5000

Ca. 1

PARCEL OF LAND PORTION OF PERTH ~~SHIRE~~ TOWN LOTS Y271 AND Y272 BEING LOT 51 ON DIAGRAM 50868

CERTIFICATE OF TITLE : VOL. 1446 FOL. 339

LOCAL AUTHORITY CITY OF PERTH

LOCALITY WEST PERTH INDEX PLAN PERTH 1000 25 : 52

NAME OF BUILDING "BARCLAY"

ADDRESS FOR SERVING OF NOTICES ON COMPANY 161-173 CHARLES STREET, WEST PERTH, W.A.

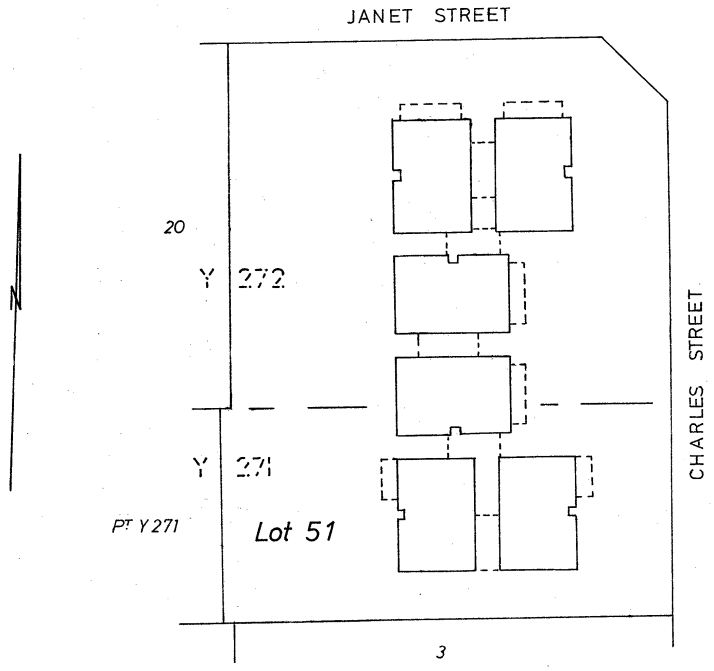
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LODGED 17 . 5 . 77

EXAMINED 19 . 5 . 77

REGISTERED 26 . 5 . 77 APP. B 343242

REGISTRAR OF TITLES.



SCALE 1:500 ~~LINKS TO AN INCH~~

SCHEDULE OF UNIT ENTITLEMENT		OFFICE USE ONLY CURRENT Cs. of TITLE	
LOT No.	UNIT ENTITLEMENT	VOL.	FOL.
	SEE ANNEXURE 'A'		
AGGREGATE			

SURVEYOR'S CERTIFICATE

I hereby certify that the building shown on the plan is within the external surface boundaries of the parcel ~~and where eaves or guttering project beyond those boundaries, that a registered easement has been granted as an appurtenance of the parcel or, where the projection is over a road that the Local Authority has consented thereto.~~

DATE 4/4/77 LICENSED SURVEYOR.

APPROVED BY THE TOWN PLANNING BOARD FOR THE PURPOSES OF THE STRATA TITLES ACT 39 OF 1966

DATE 10 MAY 1977 CHAIRMAN.

8377O/9/70—2M—O/MGD

A56 19/56

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ANNEXURE 'A' OF STRATA PLAN No. 5000

SCHEDULE OF UNIT ENTITLEMENT		OFFICE USE ONLY CURRENT Cs. of TITLE	SCHEDULE OF UNIT ENTITLEMENT		OFFICE USE ONLY CURRENT Cs. of TITLE
LOT No.	UNIT ENTITLEMENT	VOL. FOL.	LOT No.	UNIT ENTITLEMENT	VOL. FOL.
1	1	1469-101			
2	1	1469-102			
3	1	1469-103			
4	1	1469-104			
5	1	1469-105, 1666-435			
6	1	1469-106			
7	1	1469-107			
8	1	1469-108			
9	1	1469-109			
10	1	1469-110, 1933-734			
11	1	1469-111, 1665-235,			
12	1	1469-112, 1650-450,			
13	1	1469-113			
14	1	1469-114			
15	1	1469-115			
16	1	1469-116, 1933-733			
17	1	1469-117			
18	1	1469-118			
AGGREGATE	18				

APPROVED

FOR THE PURPOSES OF THE STRATA TITLES ACT 39 OF 1966 AS AMENDED

TOWN PLANNING BOARD

David Carr

Date 1 MAY 1972 CHAIRMAN.

LOCAL AUTHORITY.....

Date..... SHIRE/TOWN CLERK.

85371/11/70-2M-G124

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C.A. 3

FORM 3

STRATA PLAN No. 5000

CERTIFICATE OF LOCAL AUTHORITY

FOR THE PURPOSES OF THE STRATA TITLES ACT 39 OF 1966

CITY OF PERTH, THE LOCAL AUTHORITY,

HEREBY CERTIFIES THAT:—

(1) The building shown on the plan has been inspected and that it is consistent with the building plans and specifications in respect thereof that have been approved by the Local Authority.

(2) The building, in the opinion of the local authority, is of sufficient standard and suitable to be divided into lots pursuant to the Strata Titles Act, 1966.

DESCRIPTION OF BUILDING:—

A THREE STOREY BRICK AND TILE BUILDING SITUATED ON LOT 51 OF PT PERTHSHIRE TOWN LOTS Y271 AND Y272 ON DIAGRAM 50868 AND COMPRISED IN CERTIFICATES OF TITLE ~~VOL. 967 FOL. 155 AND VOL. 1292 FOL. 491~~ VOL. 1446 FOL. 339

THE BUILDING IS KNOWN AS "BARCLAY" AND THE ADDRESS IS 161-173 CHARLES STREET, WEST PERTH. W.A.

THE BUILDING CONTAINS EIGHTEEN DWELLING UNITS.

DATE .....

~~SHIRE~~/TOWN CLERK

62067/5/69—200—F802

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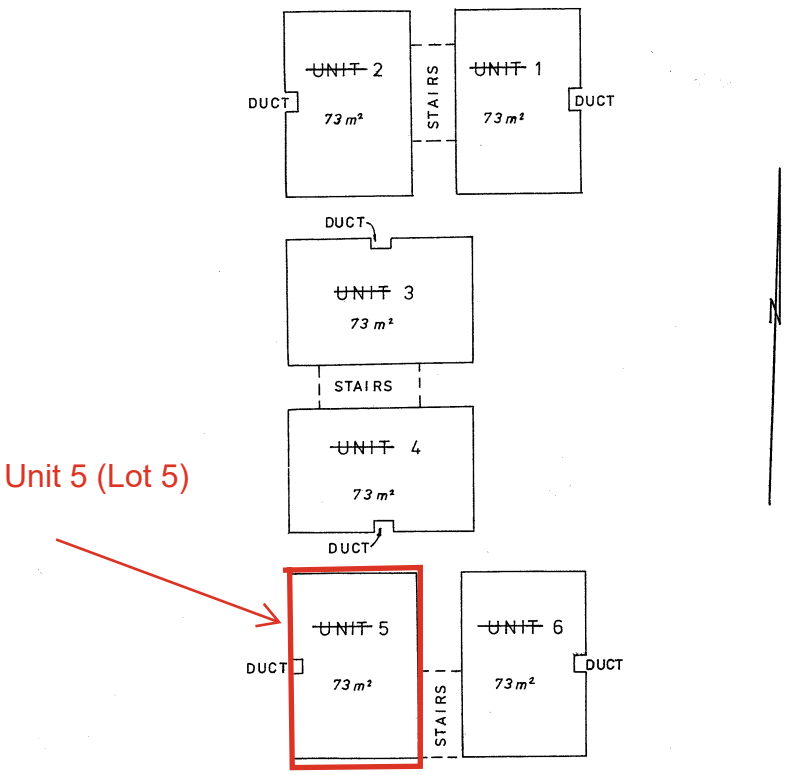
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C.A. 4

SHEET No. 1 OF 3 SHEETS

STRATA PLAN No. 5000

GROUND FLOOR



SCALE 1:300

APPROVED

FOR THE PURPOSES OF THE STRATA TITLES ACT 39 OF 1966 AS AMENDED

TOWN PLANNING BOARD

DATE ..... CHAIRMAN

LOCAL AUTHORITY .....

DATE ..... SHIRE/TOWN CLERK

57295/6/76–2M–C397

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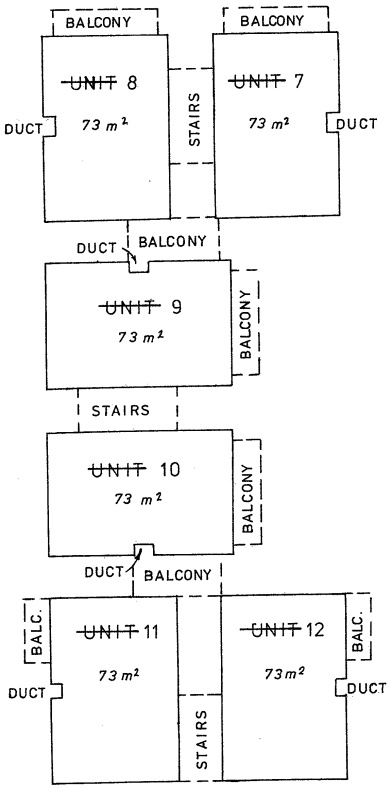
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C.A. 4

SHEET No. 2 OF 3 SHEETS

STRATA PLAN No. 5000

FIRST FLOOR



SCALE 1:300

APPROVED

FOR THE PURPOSES OF THE STRATA TITLES ACT 39 OF 1966 AS AMENDED

TOWN PLANNING BOARD

David Carr

DATE ..... CHAIRMAN

LOCAL AUTHORITY .....

DATE ..... ~~SHIRE~~/TOWN CLERK

57295/6/76–2M–C397

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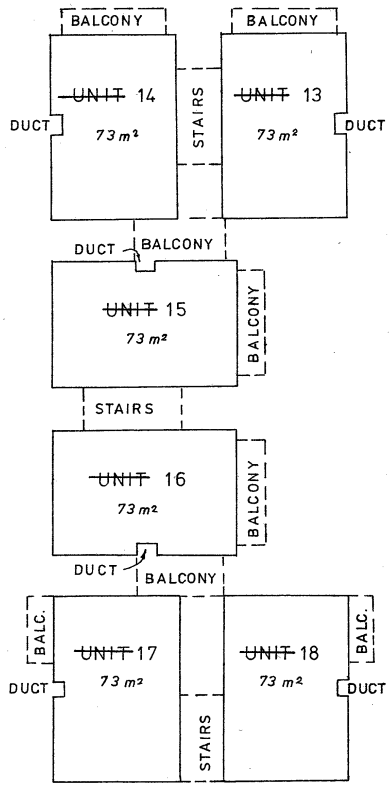
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C.A. 4

SHEET No. 3 OF 3 SHEETS

STRATA PLAN No. 5000

SECOND FLOOR



SCALE 1:300

APPROVED

FOR THE PURPOSES OF THE STRATA TITLES ACT 39 OF 1966 AS AMENDED

TOWN PLANNING BOARD

David Carr

DATE 10 MAY 1977 CHAIRMAN

LOCAL AUTHORITY .....

DATE ..... ~~SHIRE~~/TOWN CLERK

57295/6/76–2M–C397

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ANNEXURE 'B' OF STRATA PLAN No. 5000 REGISTRAR OF TITLES

SCHEDULE OF REGISTERED PROPRIETORS

REGISTERED PROPRIETOR	INSTRUMENT			SIGNATURE OF REGISTRAR of TITLES
	NATURE	NUMBER	REGIST'D	

SCHEDULE OF ENCUMBRANCES, ETC.

INSTRUMENT		PARTICULARS	REGIST'D	SIGNATURE OF REGISTRAR of TITLES	CANCELLATION			
NATURE	NUMBER							
		SEE RECORD OF STRATA TITLES SCHEME FOR FURTHER ENDORSEMENTS						

NOTE : ENTRIES RULED THROUGH AND AUTHENTICATED BY THE SIGNATURE OF THE REGISTRAR OF TITLES ARE CANCELLED.

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GOVERNMENT OF WESTERN AUSTRALIA

Landgate

Record of Strata Titles Scheme
Limitations, Interests, Encumbrances and Notifications

Approved Form 2020-27588
Version 3 – 1/07/2020

OFFICE USE ONLY
ANNEXURE B
STRATA PLAN 5000

BGRoberts

REGISTRAR OF TITLES

Document			Cancellation		
Number	Particulars	Date recorded/ lodged/registered	Nature	Number	Registered
Q705321	SCHEME BY-LAWS	18/12/2025			

GOVERNMENT OF WESTERN AUSTRALIA

Landgate

Q705321 FI SB SE ONLY
18 Dec 2025 14:55:18 Midland

SB Scheme By-laws

Lodged by:[17]

Address:

Phone Number:

Email Address:

Reference Number:

Issuing Box Number: 888V

Strata Title Consult Pty Ltd
Shane White
PO Box 453 Maylands WA 6931
shane.white@stratatitleconsult.com.au
Mob: 0439 724 090

Instruct if any documents are to issue to other than Lodging Party

1/1

Prepared by: Strata Title Consult Pty Ltd

Address: PO Box 453 Maylands 6931

Phone Number: 0439724090

Email Address: Shane.white@stratatitleconsult.com.au

Reference Number: SP5000 – Barclay – WestEnd Strata

Titles, Leases, Evidence, Declarations etc. lodged herewith

1.
2.
3.
4.
5.

OFFICE USE ONLY

Landgate Officer

Number of Items Received: 0

Landgate Officer Initial: KC

[17] Lodging Party Name may differ from Applicant Name.

Please note: As stated in the *Strata Titles Act 1985* (Act) section 59 the Registrar of Titles is not obliged to examine scheme by-laws lodged for registration for compliance with the Act, it must not be presumed that because the Registrar of Titles has registered scheme by-laws, the by-laws are valid or enforceable and the State does not guarantee the validity or enforceability of scheme by-laws.

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Scheme By-laws

Strata Titles Act 1985 (STA)
Part 4 Division 4

Scheme Number: **5000**

Part 1 – Applicant

(a) For existing schemes:

The Owners of[1] **"Barclay" Strata Scheme 5000** (strata company); or

(b) For new schemes:
The owner(s)[2] _____ of land the subject of the plan described as[3]
_____

Part 2 – Select Option

☐ **Option 1 – Voluntary Consolidation**[4]

[This option is to be selected by schemes registered prior to 1/5/2020 that choose to lodge a consolidated set of by-laws updated solely to take account of changes to by-laws made by *Strata Titles Act 1985* Schedule 5 clause 4]

In compliance with the *Strata Titles Act 1985* section 56 and Schedule 5 clause 4 and the *Strata Titles (General) Regulations 2019* regulation 180(2), the Applicant applies to the Registrar of Titles for registration of an amendment to the strata titles scheme by registration of a consolidated set of scheme by-laws at Part 4.

☐ **Option 2 – New Scheme**

[This option is to be selected if this form is being lodged together with the **Application to register strata titles scheme** and the governance by-laws in Schedule 1 and conduct by-laws in Schedule 2 of the *Strata Titles Act 1985* are being added to, amended or repealed.]

The Applicant applies to the Registrar of Titles to have the consolidated set of scheme by-laws as set out in Part 4 registered with the **Application to register strata titles scheme** in respect of the above land.

☒ **Option 3 – Application to Amend**

[This option is to be selected by schemes registered under the *Strata Titles Act 1985* that are making additions, amendments or repeals to the existing scheme by-laws.]

In compliance with the *Strata Titles Act 1985* section 56 and *Strata Titles (General) Regulations 2019* regulation 56 and if *Strata Titles Act 1985* Schedule 5 clause 4 and the *Strata Titles (General) Regulations 2019* regulation 56 and 180(1) apply to the by-laws of the strata company, the

---

[1] To be completed as "[scheme name + scheme type + scheme number]" under s.14(2) of the Act, e.g. Pretty Ponds Survey-Strata Scheme 12345.
[2] Insert the full name(s) of the owners of land the subject of the plan as shown on the certificate of title.
[3] Insert the description of parcel, e.g. Lot 1 on Deposited Plan 12345.
[4] No resolution is required for by-law changes set out in the *Strata Titles Act 1985* Schedule 5 clause 4 and renumbering consequential on those changes.

Please note: As stated in the *Strata Titles Act 1985* (Act) section 59 the Registrar of Titles is not obliged to examine scheme by-laws lodged for registration for compliance with the Act, it must not be presumed that because the Registrar of Titles has registered scheme by-laws, the by-laws are valid or enforceable and the State does not guarantee the validity or enforceability of scheme by-laws.

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Applicant applies to the Registrar of Titles for registration of an amendment to the strata titles scheme by amending the scheme by-laws at Part 3 and including a consolidated set of scheme by-laws at Part 4.

Part 3 – Application to Amend
[In this part specify additions, amendments and repeals of by-laws]

The Applicant certifies that:

By resolution without dissent, the voting period for which opened on **14/10/2025** and closed on **11/11/2025** (and which must be registered within 3 months after the closing date) the ☒ **additions**/ ☐ **amendments**/ ☐ **repeal**[5] to the Governance by-laws were made as detailed here.

[Insert Governance by-law(s) additions, amendments or repeal and their by-law number here]

16. Financial Year

The end of the financial year will be the 31st of January each year.

☐ **and** / ☐ **or**[5]

By special resolution, the voting period for which opened on _____ and closed on _____ (and which must be registered within 3 months after the closing date) the ☐ **additions**/ ☐ **amendments**/ ☐ **repeal**[5] to the Conduct by-laws were made as detailed here.

[Insert Conduct by-law(s) additions, amendments or repeal and their by-law number here]

[5] Select one.

Please note: As stated in the *Strata Titles Act 1985* (Act) section 59 the Registrar of Titles is not obliged to examine scheme by-laws lodged for registration for compliance with the Act, it must not be presumed that because the Registrar of Titles has registered scheme by-laws, the by-laws are valid or enforceable and the State does not guarantee the validity or enforceability of scheme by-laws.

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Part 4 – Consolidated set of by-laws

[In this part provide the full text of the current set of scheme by-laws for the scheme classified as governance or conduct and with the relevant by-law number. This should incorporate the addition of new by-laws, amendments to existing by-laws and the removal of repealed by-laws as set out in Part 3.]

The strata company certifies that the consolidated set of by-laws set out below is the current full set of by-laws for the scheme with the scheme number specified on page 1.

Governance by-laws

[Insert Governance by-law(s) and their by-law number here]

1. Duties of owner

(1) The owner of a lot must —

(a) immediately carry out all work that may be ordered under a written law in respect of the lot other than such work as may be for the benefit of the building generally and pay all rates, taxes, charges, outgoings and assessments that may be payable in respect of the lot;

(b) maintain and repair the lot, and keep it in a state of good condition, reasonable wear and tear, and damage by fire, storm, tempest or act of God excepted.

(1A) The owner of a lot must —

(a) notify in writing the strata company immediately on becoming the owner of the lot, including in the notice the owner's address for service for the purposes of this Act; and

(b) if required in writing by the strata company, notify the strata company of any mortgage or other dealing in connection with the lot, including in the case of a lease of a lot, the name of the lessee and the term of the lease.

2. *Deleted by Strata Titles Amendment Act 2018*

3. Power of strata company regarding submeters

(1) If the supply of gas or electricity to a lot is regulated by means of a submeter, the strata company may require the owner or occupier of the lot to pay the strata company by way of security for the payment of charges arising through the submeter an amount not exceeding $200 and, if any amount so paid is applied by the strata company under sub-bylaw (3), to pay such further amount or amounts by way of such security as may be necessary to maintain the amount of the security as, subject to this sub-bylaw, the strata company may require.

(2) The strata company must lodge every sum received under this by-law to the credit of an interest-bearing ADI account and all interest accruing in respect of amounts so received must, subject to this by-law, be held on trust for the owner or occupier who made the payment.

(3) If the owner or occupier of a lot in respect of which a submeter is used for the supply of gas or electricity refuses or fails to pay any charges due for the supply of gas or electricity to that lot, the strata company may apply in payment of those charges all, or such part as is necessary, of any amount paid to the strata company by that owner or occupier under this by-law, including any interest that may have accrued in respect of that amount.

(4) If a person who has paid an amount under this by-law to a strata company satisfies the strata company that the person is no longer the owner or occupier of a lot and that the strata company no

Please note: As stated in the *Strata Titles Act 1985* (Act) section 59 the Registrar of Titles is not obliged to examine scheme by-laws lodged for registration for compliance with the Act, it must not be presumed that because the Registrar of Titles has registered scheme by-laws, the by-laws are valid or enforceable and the State does not guarantee the validity or enforceability of scheme by-laws.

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longer has any liability or contingent liability for the supply of gas or electricity to that lot during the period when that person was an owner or occupier of the lot, the strata company must refund to that person the amount then held on the person's behalf under this by-law.

4. Constitution of council

(1) The powers and duties of the strata company must, subject to any restriction imposed or direction given at a general meeting, be exercised and performed by the council of the strata company and a meeting of the council at which a quorum is present is competent to exercise all or any of the authorities, functions or powers of the council.

(2) Until the first annual general meeting of the strata company, the owners of all the lots constitute the council.

(3) If there are not more than 3 lots in the scheme, the council consists of all of the owners of the lots and, if there are more than 3 lots in the scheme, the council consists of not less than 3 nor more than 7 of the owners of the lots, as is determined by the strata company.

(4) If there are more than 3 lots in the scheme, the members of the council must be elected at each annual general meeting of the strata company or, if the number of lots in the scheme increases to more than 3, at an extraordinary general meeting convened for the purpose.

(5) Deleted by Strata Titles Amendment Act 2018

(6) If there are co-owners of a lot, 1 only of the co-owners is eligible to be, or to be elected to be, a member of the council and the co-owner who is so eligible must be nominated by the co-owners, but, if the co-owners fail to agree on a nominee, the co-owner who owns the largest share of the lot is the nominee or, if there is no co-owner who owns the largest share of the lot, the co-owner whose name appears first in the certificate of title for the lot is the nominee.

(7) Deleted by Strata Titles Amendment Act 2018.

(8) Except if the council consists of all the owners of lots in the scheme, the strata company may by special resolution remove any member of the council before the expiration of the member's term of office.

(9) A member of the council vacates office as a member of the council —

(a) if the member dies or ceases to be an owner or co-owner of a lot; or

(b) on receipt by the strata company of a written notice of the member's resignation from the office of member; or

(c) at the conclusion of an annual general meeting of the strata company at which an election of members of the council takes place and at which the member is not elected or re-elected; or

(d) in a case where the member is a member of the council by reason of there being not more than 3 owners of lots in the scheme, on an election of members of the council (as a result of there being an increase in the number of owners to more than 3) at which the member is not elected; or

Please note: As stated in the *Strata Titles Act 1985* (Act) section 59 the Registrar of Titles is not obliged to examine scheme by-laws lodged for registration for compliance with the Act, it must not be presumed that because the Registrar of Titles has registered scheme by-laws, the by-laws are valid or enforceable and the State does not guarantee the validity or enforceability of scheme by-laws.

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(e) if the member is removed from office under sub-bylaw (8); or

(f) if the Tribunal orders that the member's appointment is revoked and the member is removed from office.

(10) The remaining members of the council may appoint a person eligible for election to the council to fill a vacancy in the office of a member of the council, other than a vacancy arising under sub-bylaw (9)(c) or (d), and any person so appointed holds office, subject to this by-law, for the balance of the predecessor's term of office.

(11) Except if 1 person is the owner of all of the lots in the scheme, a quorum of the council is 2 if the council consists of 3 or 4 members; 3, if it consists of 5 or 6 members; and 4, if it consists of 7 members.

(12) The continuing members of the council may act even if there is a vacancy in the council, but so long as the number of members is reduced below the number fixed by these by-laws as the quorum of the council, the continuing members or member of the council may act for the purpose of increasing the number of members of the council or convening a general meeting of the strata company, but for no other purpose.

(13) All acts done in good faith by the council, even if it is afterwards discovered that there was some defect in the appointment or continuance in office of any member of the council, are as valid as if that member had been duly appointed or had duly continued in office.

5. Election of council at general meeting

The procedure for nomination and election of members of a council must be in accordance with the following rules —

(1) The meeting must determine, in accordance with the requirements of by-law 4(3) the number of persons of whom the council is to consist.

(2) The chairperson must call on those persons who are present at the meeting in person or by proxy and entitled to nominate candidates to nominate candidates for election to the council.

(3) A nomination is ineffective unless supported by the consent of the nominee to the nomination, given —

(a) in writing, and furnished to the chairperson at the meeting; or

(b) orally by a nominee who is present at the meeting in person or by proxy.

(4) When no further nominations are forthcoming, the chairperson —

(a) if the number of candidates equals the number of members of the council determined in accordance with the requirements of by-law 4(3), must declare those candidates to be elected as members of the council;

(b) if the number of candidates exceeds the number of members of the council as so determined, must direct that a ballot be held.

(5) If a ballot is to be held, the chairperson must —

(a) announce the names of the candidates; and

(b) cause to be furnished to each person entitled to vote and present in person or by proxy, a blank form in respect of each lot in respect of which the person is entitled to vote for use as a ballot form.

(6) A person who is entitled to vote must complete a valid ballot form by —

Please note: As stated in the *Strata Titles Act 1985* (Act) section 59 the Registrar of Titles is not obliged to examine scheme by-laws lodged for registration for compliance with the Act, it must not be presumed that because the Registrar of Titles has registered scheme by-laws, the by-laws are valid or enforceable and the State does not guarantee the validity or enforceability of scheme by-laws.

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(a) writing on the form the names of candidates, equal in number to the number of members of the council so that no name is repeated; and

(b) indicating on the form the number of each lot in respect of which the person's vote is cast and whether the person so votes as owner or first mortgagee of each such lot or as proxy of the owner or first mortgagee; and

(c) signing the ballot form; and

(d) returning it to the chairperson.

(7) The chairperson, or a person appointed by the chairperson, must count the votes recorded on valid ballot forms in favour of each candidate.

(8) Subject to sub-bylaw (9), candidates, being equal in number to the number of members of the council determined in accordance with by-law 4(3), who receive the highest numbers (in terms of lots or unit entitlements as required under the Strata Titles Act 1985 section 122) of votes are to be declared elected to the council.

(9) If the number (in terms of lots or unit entitlements as required under the Strata Titles Act 1985 section 122) of votes recorded in favour of any candidate is the lowest of the numbers of votes referred to in sub-bylaw (8) and —

(a) that number equals the number of votes recorded in favour of any other candidate; and

(b) if each of those candidates were to be declared elected the number of persons elected would exceed the number of persons required to be elected, as between those candidates, the election must be decided by a show of hands of those entitled to vote and present in person or by proxy.

6. Chairperson, secretary and treasurer of council

(1) The members of a council must, at the first meeting of the council after they assume office as such members, appoint a chairperson, a secretary and a treasurer of the council.

(2) A person —

(a) must not be appointed to an office referred to in sub-bylaw (1) unless the person is a member of the council; and

(b) may be appointed to 1 or more of those offices.

(3) A person appointed to an office referred to in sub-bylaw (1) holds office until the first of the following events happens —

(a) the person ceases to be a member of the council under by-law 4(9);

(b) receipt by the strata company of a written notice of the person's resignation from that office;

(c) another person is appointed by the council to hold that office.

(3A) The remaining members of the council must appoint a member of the council to fill a vacancy in an office referred to in sub-bylaw (1), other than a vacancy arising under by-law 4(9)(c) or (d), and any person so appointed holds office, subject to this by-law, for the balance of the predecessor's term of office.

(4) The chairperson is to preside at all meetings of the council but, if the chairperson is absent from, or is unwilling or unable to preside at, a meeting, the members of the council present at that meeting can appoint 1 of their number to preside at that meeting during the absence of the chairperson.

Please note: As stated in the *Strata Titles Act 1985* (Act) section 59 the Registrar of Titles is not obliged to examine scheme by-laws lodged for registration for compliance with the Act, it must not be presumed that because the Registrar of Titles has registered scheme by-laws, the by-laws are valid or enforceable and the State does not guarantee the validity or enforceability of scheme by-laws.

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7. Chairperson, secretary and treasurer of strata company

(1) Subject to sub-bylaw (2), the chairperson, secretary and treasurer of the council are also respectively the chairperson, secretary and treasurer of the strata company.

(2) A strata company may at a general meeting authorise a person who is not an owner of a lot to act as the chairperson of the strata company for the purposes of that meeting.

(3) A person appointed under sub-bylaw (2) may act until the end of the meeting for which the person was appointed to act.

8. Meetings of council

(1) At meetings of the council, all matters must be determined by a simple majority vote.

(2) The council may —

(a) meet together for the conduct of business and adjourn and otherwise regulate its meetings as it thinks fit, but the council must meet when any member of the council gives to the other members not less than 7 days' notice of a meeting proposed by the member specifying in the notice the reason for calling the meeting; or

(b) employ or engage, on behalf of the strata company, any person as it thinks is necessary to provide any goods, amenity or service to the strata company; or

(c) subject to any restriction imposed or direction given at a general meeting of the strata company, delegate to 1 or more of its members such of its powers and duties as it thinks fit, and at any time revoke the delegation.

(3) A member of a council may appoint an owner of a lot, or an individual authorised under the Strata Titles Act 1985 section 136 by a corporation which is an owner of a lot, to act in the member's place as a member of the council at any meeting of the council.

(4) An owner of a lot or individual may be appointed under sub-bylaw (3) whether or not that person is a member of the council.

(5) If a person appointed under sub-bylaw (3) is a member of the council the person may, at any meeting of the council, separately vote in the person's capacity as a member and on behalf of the member in whose place the person has been appointed to act.

9. Powers and duties of secretary of strata company

The powers and duties of the secretary of a strata company include —

(a) the preparation and distribution of minutes of meetings of the strata company and the submission of a motion for confirmation of the minutes of any meeting of the strata company at the next such meeting; and

(b) the giving on behalf of the strata company and of the council of the notices required to be given under the Act; and

(c) the supply of information on behalf of the strata company in accordance with the Strata Titles Act 1985 sections 108 and 109; and

(d) the answering of communications addressed to the strata company; and

(e) the calling of nominations of candidates for election as members of the council; and

(f) subject to the Strata Titles Act 1985 sections 127, 128, 129, 200(2)(f) and (g) the convening of meetings of the strata company and of the council.

Please note: As stated in the *Strata Titles Act 1985* (Act) section 59 the Registrar of Titles is not obliged to examine scheme by-laws lodged for registration for compliance with the Act, it must not be presumed that because the Registrar of Titles has registered scheme by-laws, the by-laws are valid or enforceable and the State does not guarantee the validity or enforceability of scheme by-laws.

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10. Powers and duties of treasurer of strata company

The powers and duties of the treasurer of a strata company include —

(a) the notifying of owners of lots of any contributions levied under the Strata Titles Act 1985; and

(b) the receipt, acknowledgment and banking of and the accounting for any money paid to the strata company; and

(c) the preparation of any certificate applied for under the Strata Titles Act 1985 section 110; and

(d) the keeping of the records of account referred to in the Strata Titles Act 1985 section 101 and the preparation of the statement of accounts referred to in the Strata Titles Act 1985 section 101.

11-15. *Deleted by Strata Titles Amendment Act 2018*

16. Financial Year

The end of the financial year will be the 31st of January each year.

Conduct by-laws

[Insert Conduct by-law(s) and their by-law number here]

1. Vehicles and parking

(1) An owner or occupier of a lot must take all reasonable steps to ensure that the owner's or occupier's visitors comply with the scheme by-laws relating to the parking of motor vehicles.

(2) An owner or occupier of a lot must not park or stand any motor or other vehicle on common property except with the written approval of the strata company.

2. Use of common property

An owner or occupier of a lot must —

(a) use and enjoy the common property in such a manner as not unreasonably to interfere with the use and enjoyment of the common property by other owners or occupiers of lots or of their visitors; and

(b) not use the lot or permit it to be used in such manner or for such purpose as causes a nuisance to an occupier of another lot (whether an owner or not) or the family of such an occupier; and

(c) take all reasonable steps to ensure that the owner's or occupier's visitors do not behave in a manner likely to interfere with the peaceful enjoyment of an owner or occupier of another lot or of a person lawfully using common property; and

(d) not obstruct lawful use of common property by any person.

Please note: As stated in the *Strata Titles Act 1985* (Act) section 59 the Registrar of Titles is not obliged to examine scheme by-laws lodged for registration for compliance with the Act, it must not be presumed that because the Registrar of Titles has registered scheme by-laws, the by-laws are valid or enforceable and the State does not guarantee the validity or enforceability of scheme by-laws.

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3. Damage to lawns etc. on common property

Except with the approval of the strata company, an owner or occupier of a lot must not —

(a) damage any lawn, garden, tree, shrub, plant or flower on common property; or

(b) use any portion of the common property for the owner's or occupier's own purposes as a garden.

4. Behaviour of owners and occupiers

An owner or occupier of a lot must be adequately clothed when on common property and must not use language or behave in a manner likely to cause offence or embarrassment to an owner or occupier of another lot or to any person lawfully using common property.

5. *Deleted by Strata Titles Amendment Act 2018*

6. Depositing rubbish etc. on common property

An owner or occupier of a lot must not deposit or throw on that lot or any other lot or the common property any rubbish, dirt, dust or other material likely to interfere with the peaceful enjoyment of an owner or occupier of another lot or of any person lawfully using the common property.

7. Drying of laundry items and signage

An owner or occupier of a lot must not, except with the consent in writing of the strata company —

(a) hang any washing, towel, bedding, clothing or other article on any part of the parcel in such a way as to be visible from outside the building, other than for a reasonable period on any lines provided by the strata company for the purpose; or

(b) display any sign, advertisement, placard, banner, pamphlet or like matter on any part of their lot in such a way as to be visible from outside the building.

8. Storage of inflammable liquids etc.

An owner or occupier of a lot must not, except with the written approval of the strata company, use or store on the lot or on the common property any inflammable chemical, liquid or gas or other inflammable material, other than chemicals, liquids, gases or other materials used or intended to be used for domestic purposes, or any such chemical, liquid, gas or other material in a fuel tank of a motor vehicle or internal combustion engine.

9. Moving furniture etc. on or through common property

An owner or occupier of a lot must not transport any furniture or large object through or on common property within the building unless that person has first given to the council sufficient notice of their intention to do so to enable the council to arrange for its nominee to be present at the time when that person does so.

10. Floor coverings

Please note: As stated in the *Strata Titles Act 1985* (Act) section 59 the Registrar of Titles is not obliged to examine scheme by-laws lodged for registration for compliance with the Act, it must not be presumed that because the Registrar of Titles has registered scheme by-laws, the by-laws are valid or enforceable and the State does not guarantee the validity or enforceability of scheme by-laws.

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An owner of a lot must ensure that all floor space within the lot (other than that comprising kitchen, laundry, lavatory or bathroom) is covered or otherwise treated to an extent sufficient to prevent the transmission therefrom of noise likely to disturb the peaceful enjoyment of an owner or occupier of another lot.

11. Garbage disposal

An owner or occupier of a lot must —

(a) maintain within their lot, or on such part of the common property as may be authorised by the strata company, in clean and dry condition and adequately covered, a receptacle for garbage;

(b) comply with all local laws relating to the disposal of garbage;

(c) ensure that the health, hygiene and comfort of an owner or occupier of any other lot is not adversely affected by their disposal of garbage.

12. Additional duties of owners and occupiers

An owner or occupier of a lot must not —

(a) use the lot for a purpose that may be illegal or injurious to the reputation of the building; or

(b) make undue noise in or about the lot or common property; or

(c) keep animals on the lot or the common property after notice in that behalf given to that person by the council.

13. Notice of alteration to lot

An owner of a lot must not alter or permit the alteration of the structure of the lot except as may be permitted and provided for under the Act and the by-laws and in any event must not alter the structure of the lot without giving to the strata company, not later than 14 days before commencement of the alteration, a written notice describing the proposed alteration.

14. Appearance of lot

An owner or occupier of a lot must not, without the written consent of the strata company, maintain within the lot anything visible from outside the lot that, viewed from outside the lot, is not in keeping with the rest of the building.

15. Decoration of, and affixing items to, inner surface of lot

An owner or occupier of a lot must not, without the written consent of the strata company, paint, wallpaper or otherwise decorate a structure which forms the inner surface of the boundary of the lot or affix locking devices, flyscreens, furnishings, furniture, carpets and other similar things to that surface, if that action will unreasonably damage the common property.

Please note: As stated in the *Strata Titles Act 1985* (Act) section 59 the Registrar of Titles is not obliged to examine scheme by-laws lodged for registration for compliance with the Act, it must not be presumed that because the Registrar of Titles has registered scheme by-laws, the by-laws are valid or enforceable and the State does not guarantee the validity or enforceability of scheme by-laws.

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Part 5 – By-laws of significance

[Please complete this part where the by-laws are shown in Part 4. Please complete Part 6 if making, amending or repealing a governance by-law of the kind described in Part 5 and ensure that relevant consents/approvals accompany the Scheme by-laws form.]

The Applicant acknowledges that the following governance by-laws need consent from a party other than the strata company if they are to be made, amended or repealed. For more information about who these parties are, refer to the *Strata Titles Act 1985* and the *Strata Titles (General) Regulations 2019*:

	By-law number(s)
Staged subdivision by-laws[6]:	_____ _____ _____
By-law under planning (scheme by-laws) condition[7]**:**	_____ _____ _____
Exclusive use by-laws[8]: (existing and new)	_____ _____ _____

		Western Australian Planning Commission (WAPC) approval number (if applicable)[9]:
Leasehold by-laws[10]**:**	_____	_____

[6] Refer *Strata Titles Act 1985* section 42.
[7] Refer *Strata Titles Act 1985* section 22.
[8] Refer *Strata Titles Act 1985* section 43.
[9] Refer *Strata Titles Act 1985* section 20. Will not be applicable for schemes registered prior to 1/5/2020.
[10] Refer *Strata Titles Act 1985* section 40. Will not be applicable for schemes registered prior to 1/5/2020.

Please note: As stated in the *Strata Titles Act 1985* (Act) section 59 the Registrar of Titles is not obliged to examine scheme by-laws lodged for registration for compliance with the Act, it must not be presumed that because the Registrar of Titles has registered scheme by-laws, the by-laws are valid or enforceable and the State does not guarantee the validity or enforceability of scheme by-laws.

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Part 6 – Accompanying documents

[Select those documents to be lodged as evidence]

- ☐ **Consent Statement – Designated Interest[11] Holders for making / amendment / repeal of staged subdivision by-laws**
- ☐ Written consent of owner of each lot granted exclusive use (owners of special lots)
- ☐ Written consent of Western Australian Planning Commission (WAPC) or Local Government (as relevant) to amendment or repeal of any by-laws created in relation to a planning (scheme by-laws) condition
- ☐ **Consent of the Owner of the Leasehold Scheme**[12] to leasehold by-laws or staged subdivision by-laws
- ☐ Approval of WAPC to making, amendment or repeal of leasehold by-laws providing for postponement of the expiry day for the scheme

[11] Refer to section 3(1) of the *Strata Titles Act 1985* for the meaning of designated interest.
[12] Owner of the leasehold scheme has the meaning in section 3(1) of the *Strata Titles Act 1985*.

Please note: As stated in the *Strata Titles Act 1985* (Act) section 59 the Registrar of Titles is not obliged to examine scheme by-laws lodged for registration for compliance with the Act, it must not be presumed that because the Registrar of Titles has registered scheme by-laws, the by-laws are valid or enforceable and the State does not guarantee the validity or enforceability of scheme by-laws.

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Part 7 – Execution

1. For new schemes, owners to sign here:

Date of Execution: _____
(To be signed by each Applicant)

[Insert corporation clause here, if applicable]

_____	_____
Signature	Signature
_____	_____
Full Name	Full Name
In the presence of:	In the presence of:
_____	_____
Witness Signature	Witness Signature
_____	_____
Full Name	Full Name
_____	_____
Address	Address
_____	_____
Occupation	Occupation

Please note: As stated in the *Strata Titles Act 1985* (Act) section 59 the Registrar of Titles is not obliged to examine scheme by-laws lodged for registration for compliance with the Act, it must not be presumed that because the Registrar of Titles has registered scheme by-laws, the by-laws are valid or enforceable and the State does not guarantee the validity or enforceability of scheme by-laws.

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2. For existing schemes, strata company to execute here:

Common Seal[13]

Date of Execution: _____

The common seal of[14]

_____

is fixed to this document in accordance with the *Strata Titles Act 1985* section 118(1) in the presence of:

[AFFIX COMMON SEAL HERE]

Member of Council[15]:

_____
Signature

_____
Full Name

Member of Council[15]:

_____
Signature

_____
Full Name

OR

Not executed under Common Seal[13]

Date of Execution: 17/12/2025

Signed for and on behalf of[14] **THE OWNERS OF "Barclay" Strata Scheme 5000** in accordance with the *Strata Titles Act 1985* section 118(2):

☐ Member of Council / ☑ Strata Manager of strata company[16]:

_____
Signature

Yvonne Harwood.
Full Name

☐ Member of Council / ☐ Strata Manager of strata company[16]:

_____
Signature

_____
Full Name

[13] See SIG-14 for execution of documents by a strata company.
[14] Insert the name of the strata company (i.e. The Owners of + scheme name + scheme type + scheme number), e.g. The Owners of Pretty Ponds Survey-Strata Scheme 12345.
[15] The common seal must be witnessed by 2 members of council.
[16] Select whichever is applicable.

Please note: As stated in the *Strata Titles Act 1985* (Act) section 59 the Registrar of Titles is not obliged to examine scheme by-laws lodged for registration for compliance with the Act, it must not be presumed that because the Registrar of Titles has registered scheme by-laws, the by-laws are valid or enforceable and the State does not guarantee the validity or enforceability of scheme by-laws.

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The Owners of Barclay
161-173 Charles Street
WEST PERTH WA 6005
Strata Plan 5000

MINUTES OF ANNUAL GENERAL MEETING

DATE: **TUESDAY 14th OCTOBER 2025**

TIME: **5:30 PM**

VENUE: **WESTEND STRATA**
LEVEL 1, UNIT 2 / 2 EDWARD STREET
PERTH WA 6000

PRELIMINARY
Registration and recording of proprietors/proxy holders and quorum.

Attendance

H More	Lot 5	Zoom
P James	Lot 6	Zoom
R Marchei	Lot 7	
A King	Lot 8	
A Hayton	Lot 9 & 16	
Y Harwood	Representing Westend Strata	

Apologies & Proxies

Department of Housing	Lot 2	Nominated Chairperson
V Graneri	Lot 4	Nominated Chairperson
M Atzori	Lot 12	Nominated P James
A Ross	Lot 13	Nominated Y Harwood
J Ellis	Lot 17	Nominated P James

Quorum
Subsection (4) states that if a quorum is not present after 30 minutes has lapsed from the time appointed for a general meeting of a strata company, the persons entitled to vote who are present at the meeting are taken to constitute a quorum for the purposes of that meeting.

As it was verified that a quorum of owners had been established, the meeting commenced at 5:35 pm and the following business was conducted.

1. **Appointment of Chairperson**

   It was resolved by ordinary resolution, that Y Harwood be appointed as Chairperson for this meeting. **CARRIED**

   Initial: **……**

Westend Strata
Level 1, Unit 2 / 2 Edward Street
Perth, WA 6000
9468 7705
strata@westendstrata.com.au
STRATA EXCEL PTY LTD
ABN 65 794 740 150
westendstrata.com.au

strata community association WA

2. Confirmation of Previous Minutes

The meeting resolved by ordinary resolution, the minutes of the Annual General Meeting held 28th May 2024, be accepted as a true record of proceedings. **CARRIED**

3. Financial Statement of Account

The meeting resolved by ordinary resolution, the Statement of Accounts for the period 1st February 2024 to 31st January 2025 showing an amount of $65,632.23 net owners funds, be adopted as presented. **CARRIED**

4. Administration Budget

(a) The meeting resolved by ordinary resolution, the Estimated Administration Expenditure Budget for the period 1st February 2025 to 31st January 2027, amounting to $60,000.00 each financial year, be adopted as presented. **CARRIED**

(b) The meeting resolved by ordinary resolution, to raise the Levy of Contributions on proprietors over four (4) quarters as per unit entitlement, to a total amount of $47,000.00 each financial year, in line with the approved expenditure budget, with contributions falling due quarterly in advance from 1st November 2025. **CARRIED**

5. Reserve Fund Budget

(a) The meeting resolved by ordinary resolution, the Estimated Reserve Fund Budget for the period 1st February 2025 to 31st January 2027, amounting to $10,800.00 each financial year, be adopted as presented. **CARRIED**

(b) The meeting resolved by ordinary resolution, to raise the Levy of Contributions on proprietors as per unit entitlement, to a total amount of $10,800.00 each financial year, with contributions falling due quarterly in advance from 1st November 2025. **CARRIED**

6. Levy Contributions Arrears

The meeting resolved by ordinary resolution, the Council of Owners be authorised to instruct the Strata Manager, in respect to late payment of Strata Contributions, to:

(i) Issue Final Notices of late payment and initiate any appropriate legal and/or debt collection action to recover contributions owing for more than two quarters by a lot proprietor.

(ii) Collect the costs relating to any such legal and/or debt collection action from the defaulting lot proprietor. **CARRIED**

7. Insurance

As Authorised Representatives, Westend Strata are authorised to provide general advice.

(a) The meeting resolved by ordinary resolution, the QUS Financial Services Guide, Product Disclosure Statement & Policy, be received and incorporated into the records of the Strata Company. **CARRIED**

(b) The meeting resolved by ordinary resolution, the Council of Owners be authorised to instruct the Strata Manager, to renew the current insurance policy prior to its expiry date in such sums as are suggested by the Insurer or as are recommended by a qualified professional advisor. **CARRIED**

Initial: **……**

8. Election of Council of Owners

(a) The meeting resolved by ordinary resolution, the Council of Owners consist of six (6) proprietors. **CARRIED**

(b) The meeting resolved by ordinary resolution, the following nominations be elected to the Council of Owners, until the next AGM:

H More	Lot 5
P James	Lot 6
R Marchei	Lot 7
A King	Lot 8
A Hayton	Lot 9
M Atzoni	Lot 12

CARRIED

- Positions of Chairperson, Treasurer and Secretary are to be nominated at the first Council of Owners meeting after this AGM, in accordance with the Strata Titles Act By-Laws 1985.

(c) The meeting resolved by ordinary resolution, the Strata Company authorizes the duly elected Council of Owners members to make, vary, extend, discharge or terminate contracts and use the common seal if required, which are in the name of or for and on behalf of the Strata Company. **CARRIED**

9. Appointment of Strata Company Managers

The meeting resolved by ordinary resolution, Westend Strata be appointed as Strata Manager for the ensuing period of twelve (12) months and the Council of Owners proceed with executing their Strata Management Agreement, in line with the budget provisions. **CARRIED**

10. Special Business

(a) Resolution Without Dissent – End of Financial Year

On motion **moved** by A Hayton and **seconded** by A King, the meeting resolved by Resolution Without Dissent, the financial year for the Strata Company is to remain as 31st of January every year. **UNANIMOUSLY CARRIED**

(b) Consolidation

The meeting resolved by ordinary resolution, to proceed with a consolidation of the By-Laws and lodge with Landgate, including the new End of Financial Year By-Law. **CARRIED**

(c) Painting Eaves

The meeting discussed the quotes provided for the painting of all eaves to the complex. It was agreed that the balustrading and roof beams works are to be completed first. Once the balustrading and roof beam works have been completed, the painting is to commence soon after.

The meeting advised Painting Force were the preferred contractor to complete the painting works. It was requested the Strata Manager obtain an updated quote, once the woodwork and balustrading works are completed.

The meeting resolved by ordinary resolution, the updated quote be presented at an EGM for the painting of all eaves, and a special levy to be raised. **CARRIED**

Initial: ……

(d) Balustrading

The meeting discussed to repair or replace the rotting balustrading.

The meeting was addressed by A Hayton who advised that she had already organised a carpenter to provide a quote for the required balustrading and roof beam works.

The meeting discussed replacing the balustrading and beams with treated pine.

The meeting requested photos be obtained for the balustrading to the units on the 2nd and 3rd floors and forward them and the Strata Plan to A Hayton, for her contractor.

Upon receipt of the quote, the Council of Owners will call an EGM to approve and a special levy to fund works.

(e) Roof Beams

The meeting advised a scissor lift will be needed to replace the rotting roof beams. This will be addressed at the EGM, so the roof beams can be replaced at the same time as the balustrading.

(f) Emergency Procedures

The meeting discussed obtaining an emergency procedure for the building in case of an emergency event such as, a fire breaking out on the premises.

The Strata Manager advised that obtaining a Fire Plan will involve appointing an owner to be a fire marshal. Fire marshals have the responsibility to go to all Units to make sure everyone has evacuated.

P James to investigate further and report back to the Council of Owners.

The meeting further discussed the vehicle gate not opening during an electrical outage to the complex. The Strata Manager advised that the gate should have a battery backup that would open the gate when there is a power outage.

The meeting discussed that in case of power outages where the gate battery doesn't function as it should, there should be a manual release key for the gate, to be stored in a lock box at the complex.

It was noted there is a lockbox for the cleaners on the gate. P James will investigate the installation of a lockbox inside the electrical cabinet, with a combination lock, for owners only.

11. General Business

(a) Sewer Pipe Replacement

The meeting discussed the Majestic Plumbing quotation that was circulated to all owners prior to the AGM, to replace a section of damaged sewer pipes.

The meeting requested the Strata Manager obtain an additional quote for the replacement of the damaged sewer pipes. The Scope of works and CCTV footage provided by Majestic Plumbing is to be supplied with the quote request.

The meeting discussed reaching out to 'No Probs Plumbing' to check if they can supply the additional quote.

Initial: ……

The meeting resolved by ordinary resolution, the Council of Owners have authority to proceed with appointing a contractor to complete the replacement of the damaged section of sewer pipes, spending up to a maximum amount of $10,000.00 **CARRIED**

(b) Unit 12 – Windows

The meeting discussed the proposal from the owner of Unit 12, to replace their windows with double glazed windows and upgrading the frames.

The proposal was received after the AGM Agenda was issued and could not be voted on.

The meeting advised that the proposal can be discussed at the EGM being held to discuss the balustrading and roof beam works.

The owners further discussed there were other owners who would want to upgrade their windows. The costing to have multiple units done together might be cheaper for the owner of Unit 12.

The Strata Manager was asked to approach the owner of Unit 12, to ask for the contractor's details to obtain quotes for more units to complete at the same time.

The Strata Manager to ask owners for their feedback/interest.

The meeting requested that the proposal received from Unit 12 did not include the profile of the windows.

The Strata Manager will contact Unit 12 and ask for the profile to be included on the proposal.

(c) Gardener

The meeting discussed the condition of the gardens, after the gardener's recent visit. The gardeners left a mess upon the completion of their service.

The meeting confirmed that the tree lopping had been completed.

On the gardeners last attendance, they were on site for only 1 hour. They were seen trimming the hedges, whipper snipping and mowing the lawns. They should also be cleaning underneath the shrubs, and they are not.

The gardeners were seen taking rubbish from the verge, crossing the road and dumping the items outside another complex.

The Strata Manager is requested to speak to the gardener. P James will send through photos taken after the gardeners last attendance.

(d) Maintenance

1. Unit 4 – Damaged fencing to be fixed by owner of Unit 4
2. Unit 4 – Lattice taken down and left behind on common property. To be removed by owner of unit 4
3. Pathway bricks – bricks dropping in the walkway near Unit 9, to be repaired.
4. Unit 5 – Frayed Blind – to be removed. Strata Manager to contact Property Manager and request frayed blind be removed.
5. Unit 11 – Hanging washing on walls. Strata Manager to send a reminder to Unit 11.
6. Junk in bin area – Strata Manager to send a reminder to all residents reminding them not to dump items in the bin area.

***Initial:* ……**

A Hayton will provide photos of all these items.

12. <u>Closure of Meeting</u>

Thank you to all owners who personally attended or by proxy.

As there was no further business to be discussed, the meeting was declared closed at 6:37 pm.

****

I certify that the above minutes are a true and
correct record of proceedings of the Annual General Meeting
Held for the Owners of Strata Plan 5000, on the 14th October 2025.

***Signed:* ……..**

***Dated:* ……..**

Westend Strata
PO Box 4114
VICTORIA PARK WA 6979
9468 7705
strata@westendstrata.com.au

Income & Expenditure Statement for the financial year-to-date 01/02/2025 to 31/08/2025

Strata Plan--Strata Scheme 5000 — Barclay, 161-173 Charles Street, WEST PERTH WA 6005

Administrative Fund

	Current period 01/02/2025-31/08/2025	Annual budget 01/02/2025-31/01/2026	Previous year 01/02/2024-31/08/2024
Revenue			
Certificate 110 Fees Received	0.00	0.00	560.00
Interest on Arrears--Admin	177.50	0.00	138.48
Levies Due--Admin	35,251.20	47,000.00	35,251.20
Total revenue	35,428.70	47,000.00	35,949.68
Less expenses			
Admin--Certificate 110 Certificate Fees Paid	0.00	0.00	560.00
Admin--Income Tax--Admin	341.00	400.00	66.00
Admin--Management Fees--Standard	3,850.00	6,600.00	3,850.00
Insurance--Premiums	14,317.77	15,000.00	19,537.26
Maint Bldg--Cleaning	2,783.60	5,200.00	2,440.80
Maint Bldg--Cleaning Gutters/Downpipes	1,089.00	1,100.00	0.00
Maint Bldg--Electrical	871.75	0.00	0.00
Maint Bldg--General Repairs	2,466.05	7,500.00	3,288.50
Maint Bldg--Pest/Vermin Control	0.00	800.00	0.00
Maint Bldg--Plumbing & Drainage	2,875.40	3,000.00	(550.00)
Maint Bldg--Remote controls	0.00	0.00	(140.00)
Maint Bldg--Security Gates	418.00	2,200.00	2,171.45
Maint Grounds--Irrigation Systems	0.00	700.00	0.00
Maint Grounds--Lawns & Gardening	4,175.00	9,500.00	5,358.00
Maint Grounds--Tree Lopping/Removal	825.00	2,200.00	990.00
Utility--Electricity	851.41	1,000.00	619.80
Utility--Water Consumption	2,380.38	4,800.00	3,332.19
Total expenses	37,244.36	60,000.00	41,524.00
Surplus/Deficit	(1,815.66)	(13,000.00)	(5,574.32)
Opening balance	36,738.45	36,738.45	45,101.27
Closing balance	**$34,922.79**	**$23,738.45**	**$39,526.95**

Reserve Fund

	Current period 01/02/2025-31/08/2025	Annual budget 01/02/2025-31/01/2026	Previous year 01/02/2024-31/08/2024
Revenue			
Interest on Arrears--Sinking	40.78	0.00	28.34
Levies Due--Sinking	8,100.00	10,800.00	8,100.00
Total revenue	8,140.78	10,800.00	8,128.34
Less expenses			
Maint Bldg--Roof	0.00	0.00	39,590.00
Total expenses	0.00	0.00	39,590.00
Surplus/Deficit	8,140.78	10,800.00	(31,461.66)
Opening balance	28,893.78	28,893.78	57,631.45
Closing balance	**$37,034.56**	**$39,693.78**	**$26,169.79**

Westend Strata
PO Box 4114
VICTORIA PARK WA 6979
9468 7705
strata@westendstrata.com.au

Proposed Budget to apply from 01/02/2025

Strata Plan--Strata Scheme 5000 — Barclay, 161-173 Charles Street, WEST PERTH WA 6005

Administrative Fund

	Proposed budget	Actual 01/02/2024-31/01/2025	Previous budget
Revenue			
Certificate 110 Fees Received	0.00	560.00	0.00
Interest on Arrears--Admin	0.00	242.87	0.00
Levies Due--Admin	47,000.00	47,001.60	47,000.00
Total revenue	47,000.00	47,804.47	47,000.00
Less expenses			
Admin--Certificate 110 Certificate Fees Paid	0.00	560.00	0.00
Admin--Income Tax--Admin	400.00	66.00	400.00
Admin--Management Fees--Standard	6,600.00	6,600.00	6,600.00
Insurance--Premiums	15,000.00	19,537.26	20,000.00
Insurance--Valuation	0.00	550.00	0.00
Maint Bldg--Cleaning	5,200.00	4,224.49	5,200.00
Maint Bldg--Cleaning Gutters/Downpipes	1,100.00	0.00	900.00
Maint Bldg--General Repairs	7,500.00	5,010.00	8,000.00
Maint Bldg--Pest/Vermin Control	800.00	0.00	800.00
Maint Bldg--Plumbing & Drainage	3,000.00	(275.00)	2,000.00
Maint Bldg--Remote controls	0.00	(140.00)	0.00
Maint Bldg--Security Gates	2,200.00	3,238.45	1,000.00
Maint Grounds--Irrigation Systems	700.00	0.00	700.00
Maint Grounds--Lawns & Gardening	9,500.00	9,208.00	6,600.00
Maint Grounds--Tree Lopping/Removal	2,200.00	2,145.00	1,500.00
Utility--Electricity	1,000.00	675.46	1,000.00
Utility--Water Consumption	4,800.00	4,767.63	4,800.00
Total expenses	60,000.00	56,167.29	59,500.00
Surplus/Deficit	(13,000.00)	(8,362.82)	(12,500.00)
Opening balance	36,738.45	45,101.27	45,101.27
Closing balance	$23,738.45	$36,738.45	$32,601.27

Total units of entitlement	18	18
Levy contribution per unit entitlement	$2,611.11	$2,611.11

Reserve Fund

	Proposed budget	Actual 01/02/2024-31/01/2025	Previous budget
Revenue			
Interest on Arrears--Sinking	0.00	52.33	0.00
Levies Due--Sinking	10,800.00	10,800.00	10,800.00
Total revenue	10,800.00	10,852.33	10,800.00
Less expenses			
Maint Bldg--Roof	0.00	39,590.00	0.00
Total expenses	0.00	39,590.00	0.00
Surplus/Deficit	10,800.00	(28,737.67)	10,800.00
Opening balance	28,893.78	57,631.45	57,631.45
Closing balance	$39,693.78	$28,893.78	$68,431.45
Total units of entitlement	18		18
Levy contribution per unit entitlement	$600.00		$600.00

Westend Strata
PO Box 4114
VICTORIA PARK WA 6979
9468 7705
strata@westendstrata.com.au

Balance Sheet

As at 31/01/2025

Strata Plan--Strata Scheme 5000 — Barclay, 161-173 Charles Street, WEST PERTH WA 6005

	Current period
Owners' funds	
Administrative Fund	
Operating Surplus/Deficit--Admin	(8,362.82)
Owners Equity--Admin	45,101.27
	36,738.45
Reserve Fund	
Operating Surplus/Deficit--Sinking	(28,737.67)
Owners Equity--Sinking	57,631.45
	28,893.78
Net owners' funds	**$65,632.23**
Represented by:	
Assets	
Administrative Fund	
Cash at Bank--Admin	45,220.30
Receivable--Levies--Admin	1,310.15
	46,530.45
Reserve Fund	
Cash at Bank--Sinking	30,842.73
Receivable--Levies--Sinking	301.05
	31,143.78
Unallocated Money	
Cash at Bank--Unallocated	871.08
	871.08
Total assets	78,545.31
Less liabilities	
Administrative Fund	
Prepaid Levies--Admin	9,792.00
	9,792.00
Reserve Fund	
Prepaid Levies--Sinking	2,250.00
	2,250.00
Unallocated Money	
Prepaid Levies--Unallocated	871.08
	871.08
Total liabilities	12,913.08
Net assets	**$65,632.23**

QUS
STRATA INSURANCE

CERTIFICATE OF CURRENCY

This Certificate of Currency is issued as a matter of information only and confers no rights on the certificate holder.

This Certificate of Currency does not form part of the terms and conditions of the policy and does not amend, extend, replace or alter the terms, conditions, definitions, limitations or exclusions contained therein. Please read the Policy Wording, Schedule and any other documents forming the Policy for the terms and conditions of cover.

This Certificate of Currency is provided as a summary of cover only and is current only at the date of issue. The Policy may be subsequently altered or cancelled in accordance with its terms after the date of issue of this notice without further notice to the holder of this notice.

Insurer(s):	certain underwriters at Lloyd's
Insured:	Strata Plan 5000
Intermediary:	Honan Insurance Brokers Pty Ltd - Perth
Named Party:	
Property Insured:	161-173 Charles Street WEST PERTH WA 6005
Period of Insurance:	From 01/02/2025 to 01/02/2026
Policy Number:	QUSS053074

		SUM INSURED
Section 1	PROPERTY INSURED	
	Building(s)	$9,855,980
	Additional Benefits	
	- Loss of Rent/Temp Accommodation	$1,478,397
	- Common Contents including carpets	$98,560
	Optional Additional Benefits	
	- Lot Owner's Fixtures and improvements in Commercial Lots/Units	$0
	- Catastrophe Escalation Costs	$2,956,794
	Special Benefits	
	- Residential Lots/Units	$250,000
Section 2	PROPERTY OWNERS LEGAL LIABILITY	$20,000,000
Section 3	FIDELITY GUARANTEE	$100,000
Section 4	VOLUNTARY WORKERS PERSONAL ACCIDENT	
	Capital Benefit	$200,000
	Weekly Benefit	$2,000
Section 5	OFFICE BEARER'S LIABILITY	$1,000,000
Section 6	MACHINERY BREAKDOWN	
	Blanket cover	$100,000
Section 7	LEGAL EXPENSES	$100,000
Section 8	AUDIT EXPENSES	$25,000

To be valid, this Certificate of Currency must be signed by an authorised officer or agent of the Insurer(s).

Signed on the 3/2/2025

C. J. Hodgson

.....

Issued on behalf of the Insurer(s):

QUS Pty Ltd ('QUS') (ABN 92 122 665 310, AFSL 321877) acting under a binding authority as agent for the Insurer(s) certain underwriters at Lloyd's.

Independent Professional Reports

10 YEAR RESERVE FUND PLAN

DATE OF INSPECTION: 8 AUGUST 2020



BARCLAY, 161 - 173 CHARLES STREET, WEST PERTH :: SP5000



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Annexure A - Annual Individual Lot Contribution over the 10 Year Plan

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Identification of Covered Items - 10 Year Reserve Fund Plan - Cost Estimates (includes GST)

10 Year Plan for:	The Owners of Barclay, Strata Plan 5000 - 161-173 Charles Street, West Perth	**Strata Plan:**	**SP5000**
Period covered by the Plan:	31 January 2021 to 31 January 2031	**Plan prepared on:**	14 August 2020

					End of Year 1	End of Year 2	End of Year 3	End of Year 4	End of Year 5	End of Year 6	End of Year 7	End of Year 8	End of Year 9	End of Year 10
Ser -ial	***Covered Items**	**Current Cost Estimate**	**Approx year work required**	**Escalated amount**	**Jan-22**	**Jan-23**	**Jan-24**	**Jan-25**	**Jan-26**	**Jan-27**	**Jan-28**	**Jan-29**	**Jan-30**	**Jan-31**
1	**Structure**													
2	Roof	$15,000	10	$23,295										$23,295
3	Long term capital items	$8,000	10	$12,424										$12,424
4	**Appendages**													
5	Common property doors	$4,200	8	$5,973								$5,973		
6	Common property lighting	$4,000	7	$5,443							$5,443			
7	Fire safety services	$950	3	$1,053			$1,053							
8	Roof access system	$3,300	7	$4,491							$4,491			
9	Sealing evelated walkways	$4,500	8	$6,399								$6,399		
10	Guttering + downpipes	$2,200	10	$3,417										$3,417
11	Security gate + motor + system	$3,400	3	$3,770			$3,770							
12	Balustrades	$6,500	9	$9,660									$9,660	
13	Clotheslines	$800	7	$1,089							$1,089			
14	**Other**													
15														
16														
17	Intercom + security doors	$3,500	6	$4,558						$4,558				
18	Handrails	$1,200	2	$1,285		$1,285								
19	**Outside**													
20	External painting	$13,500	5	$16,034					$16,034					
21	Security cameras + system	$2,500	5	$2,969					$2,969					
22	Fences	$2,000	9	$2,972									$2,972	
23	Utility cabinets + conduits	$1,500	7	$2,041							$2,041			
24	Garden + landscaping	$1,300	5	$1,544					$1,544					
25	Garbage bin area	$1,800	8	$2,560								$2,560		
26	Trip or slip hazards	$1,500	1	$1,553	$1,553									
27	Stormwater pits + pipes	$850	4	$975				$975						
28	Stair nosings + anti-slip	$2,200	3	$2,439			$2,439							
29	Pavers	$3,500	4	$4,016				$4,016						
30	Line marking + signage	$2,200	6	$2,865						$2,865				
31	Mail boxes	$750	6	$977						$977				
	Total Estimate (rounded)	**$91,150**		**$123,801**	**$1,553**	**$1,285**	**$7,262**	**$4,992**	**$20,547**	**$8,400**	**$13,064**	**$14,932**	**$12,632**	**$39,135**

* ***Covered Items*** are the items as defined in regulation 77(1)(e) of the Strata Titles (General) Regulations 2019.

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RESERVE FUND PLANS 1300 55 18 30

10 Year Plan for:	The Owners of Barclay, Strata Plan 5000 - 161-173 Charles Street, West Perth	**Strata Plan:**	**SP5000**
Period covered by the Plan:	31 January 2021 to 31 January 2031	**Plan prepared on:**	14 August 2020

Method and Reasoning

Serial	Covered Items	Current Cost Estimate	*Approx year work required	Details of any maintenance, repair, renewal or replacement that is anticipated to be required in the period covered by the Plan	Current Condition or operating state	Estimated Lifespan after work carried out
1	**Structure**					
2	Roof	$15,000	10	Contribution towards the maintenance of the roof	Below average cond.	More than 20 years
3	Long term capital items	$8,000	10	Contribution towards the repair of the long term capital items		More than 20 years
4	**Appendages**					
5	Common property doors	$4,200	8	Contribution towards the repair of the common property doors	Average condition	5-7 years
6	Common property lighting	$4,000	7	Allowance for the renewal of the common property lighting	Average condition	5-7 years
7	Fire safety services	$950	3	Allowance for fire safety services		5-7 years
8	Roof access system	$3,300	7	Contribution towards maintenance of the roof access system	Average condition	7-10 years
9	Sealing evelated walkways	$4,500	8	Contribution towards the renewal of the sealing evelated walkways	Average condition	7-10 years
10	Guttering + downpipes	$2,200	10	Contribution towards the repair of the guttering + downpipes	Average condition	11-15 years
11	Security gate + motor + system	$3,400	3	Contribution towards maintenance of the security gate + motor + system	Average condition	5-7 years
12	Balustrades	$6,500	9	Contribution towards the repair of the balustrades	Average condition	11-15 years
13	Clotheslines	$800	7	Allowance for the repair of the clotheslines	Average condition	7-10 years
14	**Other**					
15						
16						
17	Intercom + security doors	$3,500	6	Allowance for the renewal of the intercom + security doors	Average condition	7-10 years
18	Handrails	$1,200	2	Allowance for handrails		7-10 years
19	**Outside**					
20	External painting	$13,500	5	Contribution towards the renewal of the external painting	Average condition	7-10 years
21	Security cameras + system	$2,500	5	Contribution towards the renewal of the security cameras + system	Average condition	7-10 years
22	Fences	$2,000	9	Allowance for the repair of the fences	Average condition	15-20 years
23	Utility cabinets + conduits	$1,500	7	Contribution towards the repair of the utility cabinets + conduits	Average condition	11-15 years
24	Garden + landscaping	$1,300	5	Contribution towards the renewal of the garden + landscaping	Average condition	7-10 years
25	Garbage bin area	$1,800	8	Allowance for garbage bin area		11-15 years
26	Trip or slip hazards	$1,500	1	Allowance for trip or slip hazards		7-10 years
27	Stormwater pits + pipes	$850	4	Contribution towards the maintenance of the stormwater pits + pipes	Average condition	7-10 years
28	Stair nosings + anti-slip	$2,200	3	Allowance for stair nosings + anti-slip		7-10 years
29	Pavers	$3,500	4	Allowance for the repair of the pavers	Average condition	11-15 years
30	Line marking + signage	$2,200	6	Allowance for the renewal of the line marking + signage	Average condition	5-7 years
31	Mail boxes	$750	6	Contribution towards the repair of the mail boxes	Average condition	7-10 years
	Total Estimate (rounded)	**$91,150**				

* This means the year after the Plan is prepared.

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RESERVE FUND PLANS 1300 55 18 30

PAYMENT PLAN	Recommended Annual Reserve Fund Payment Plan to cover estimated costs for Covered Items		
10 Year Plan for:	The Owners of Barclay, Strata Plan 5000 - 161-173 Charles Street, West Perth	**Strata Plan:**	**SP5000**
Period covered by the Plan:	31 January 2021 to 31 January 2031	**Plan prepared on:**	14 August 2020

End of Year	Year Ending	Recom-mended Reserve Fund Payment	Annual % change in Reserve Fund Payment	Adjust-ment to Reserve Fund Payment (increase/ decrease)	Res/Fund Balance + Interest + Annual Res/Fund Payment	Costs in each year refer to the table above (page 3)	Reserve Fund Balance	Interest on the Reserve Fund Balance
A	B	C	D	E	F	G	H	I
					H+I+C		F-G	0.75%
							$28,725	**$215**
1	Jan-22	**$8,712**			$37,652	$1,553	**$36,100**	**$271**
2	Jan-23	**$9,060**	4.00%		$45,431	$1,285	**$44,145**	**$331**
3	Jan-24	**$9,423**	4.00%		$53,899	$7,262	**$46,637**	**$350**
4	Jan-25	**$9,799**	4.00%		$56,786	$4,992	**$51,794**	**$388**
5	Jan-26	**$10,191**	4.00%		$62,374	$20,547	**$41,827**	**$314**
6	Jan-27	**$10,599**	4.00%		$52,740	$8,400	**$44,340**	**$333**
7	Jan-28	**$11,023**	4.00%		$55,696	$13,064	**$42,632**	**$320**
8	Jan-29	**$11,464**	4.00%		$54,416	$14,932	**$39,484**	**$296**
9	Jan-30	**$11,923**	4.00%		$51,702	$12,632	**$39,070**	**$293**
10	Jan-31	**$12,399**	4.00%		$51,763	$39,135	**$12,628**	**$95**
11	Jan-32	**$12,895**	4.00%		$25,618		**$25,618**	**$192**

Note: some figures may be rounded

Assumptions	
Base Annual Reserve Fund contribution for Capital Items	$12,462
Buffer (or adjustment to the base annual contribution)	-$3,750
Recommended Annual Reserve Fund Contribution (After Buffer)	**$8,712**
Current Annual Reserve Fund contribution (as instructed)	$10,800
Current Reserve Fund Balance (as instructed)	$28,725
Annual Reserve Fund Payment increase rate	4.00%
Adopted Investment Rate after tax	0.75%

Our Recommendation of the Annual Reserve Fund Payments for the next 11 years is set out in the Table above. Column C (Recommended Reserve Fund Payment) may include Extra Costs Payments (positive adjustment) or reductions in the Recommended Reserve Fund Payment (negative adjustment) from Column E to ensure that the Reserve Fund Balance remains positive in each year. Column F includes the Reserve Fund Balance as at the end of the previous year plus any interest earned plus the Recommended Reserve Fund Payment for the current year. Column G sets out the Anticipated Expenses in each year. Column H is the Reserve Fund Balance which remains positive and proves our Recommendations are correct.

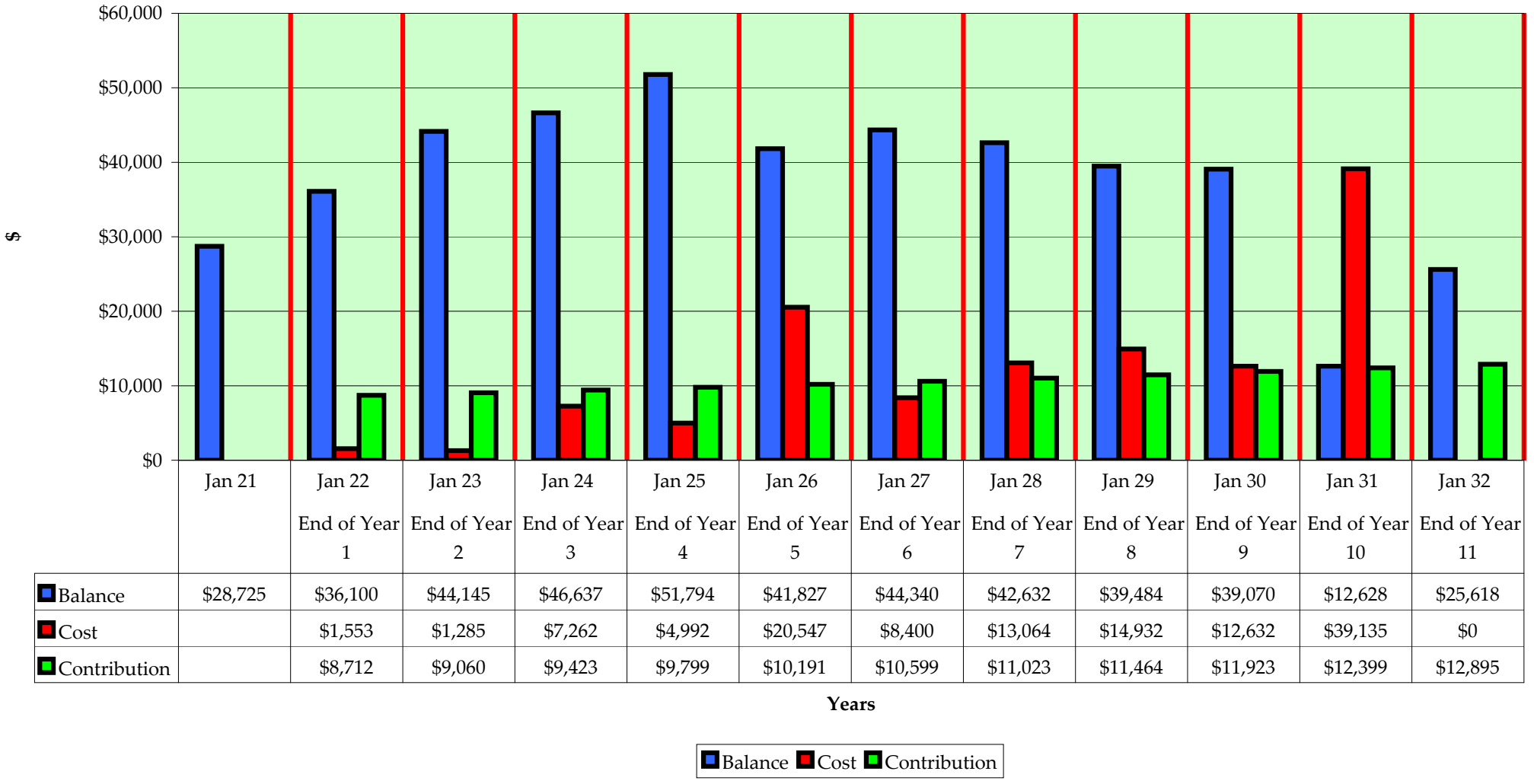
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RECOMMENDATION	First Year - Recommended Annual Reserve Fund Contributions for each Lot - PER ANNUM		
10 Year Plan for:	The Owners of Barclay, Strata Plan 5000 - 161-173 Charles Street, West Perth	**Strata Plan:**	**SP5000**
Period covered by the Plan:	31 January 2021 to 31 January 2031	**Plan prepared on:**	14 August 2020

Rate per U/E	Lot No	Unit Entitlem.	First Year Reserve Fund Payment PA
$544.48	1	1	$544
	2	1	$544
	3	1	$544
Total Unit Entitlement	4	1	$544
	5	1	$544
	6	1	$544
16	7	1	$544
	8	1	$544
	9	1	$544
Recommended First Year Reserve Fund Contribution	10	1	$544
	11	1	$544
	12	1	$544
	13	1	$544
$8,712	14	1	$544
	15	1	$544
	16	1	$544
			$8,712

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10 Year Reserve Fund Plan



	Jan 21	Jan 22 End of Year 1	Jan 23 End of Year 2	Jan 24 End of Year 3	Jan 25 End of Year 4	Jan 26 End of Year 5	Jan 27 End of Year 6	Jan 28 End of Year 7	Jan 29 End of Year 8	Jan 30 End of Year 9	Jan 31 End of Year 10	Jan 32 End of Year 11
Balance	$28,725	$36,100	$44,145	$46,637	$51,794	$41,827	$44,340	$42,632	$39,484	$39,070	$12,628	$25,618
Cost		$1,553	$1,285	$7,262	$4,992	$20,547	$8,400	$13,064	$14,932	$12,632	$39,135	$0
Contribution		$8,712	$9,060	$9,423	$9,799	$10,191	$10,599	$11,023	$11,464	$11,923	$12,399	$12,895

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RESERVE FUND PLANS 1300 55 18 30

Method

The Method by which the estimated costs for the maintenance, repair, renewal or replacement of the Covered Items as set out in the 10 Year Plan were determined is set out below: See Regulation 77(1)(g).

The assessments contained in this Plan have been calculated in accordance with the Strata Titles Act 1985 (**Act**) (in particular, section 100(2A) and the Strata Titles (General) Regulations 2019 (**Regulations**) (specifically, Regulations 77 and 179).

The recommended Contributions are calculated from an amalgam of cost estimates and a single figure is provided for practical purposes from within a range of values and a combination of a range of estimates. Areas have been calculated from our on-site measurements of the external parts of the building or the subject Strata Plan. Building plans or building surveys should be provided if the Strata Company requires more accurate areas.

We have relied upon published Building Costs Guides and our extensive experience in costs assessment to determine the costs of maintenance, repair, replacement or renewal of Covered Items and do not accept responsibility for any errors from the above providers of source data.

Our inspection of the improvements only includes easily accessible areas of the property at the time of inspection.

The property is physically inspected, and the Covered Items requiring maintenance, repair, renewal or replacement are identified, and then an estimated cost within the likely range of cost for that item is made having regard to quotes, costings from building costs publications, and using our over 30 years experience as Valuers.

The estimated cost in a future year is escalated from a today's cost to allow for the increase in building costs and uncertainty and risk over time.

Additional comments

The property appears to be well maintained for its age. I have made allowances for maintaining the fire services from a capital and not a recurrent basis, common property lighting (some of which can be as simple as solar lights), the garbage area enclosure to mask the bin area, roof access system in order to minimise roof and gutter maintenance costs in the future, sealing elevated concrete walkways, applying stairs nosings and anti-slip measures, and other Covered Items of a capital (not recurrent) nature.

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RESERVE FUND PLANS 1300 55 18 30

Recommendation

We consider that the existing Reserve Fund Balance is insufficient, and additional allowances should always be maintained for any unforseen circumstances. We recommend that the Strata Company adopt as a minimum the Reserve Fund Payments as shown in the table below and for the following ten years.

Points of consideration

We have made the following allowances:

- contribution towards the maintenance of the roof, if required.
- contribution towards the repair of the long term capital items, if required.
- contribution towards the repair of the common property doors.
- allowance for the renewal of the common property lighting in year 7, if required.
- in year 3, allowance for fire safety services.
- in year 7, contribution towards maintenance of the roof access system, if required.
- contribution towards the renewal of the sealing evelated walkways in year 8.
- contribution towards the repair of the guttering + downpipes, if required.
- contribution towards maintenance of the security gate + motor + system.
- contribution towards the repair of the balustrades in year 9, if required.
- in year 7, allowance for the repair of the clotheslines.
- allowance for the renewal of the intercom + security doors in year 6.
- allowance for handrails, if required.
- contribution towards the renewal of the external painting in year 5, if required. If performed regularly, repainting will prevent excessive preparation costs in the future.
- contribution towards the renewal of the security cameras + system in year 5.
- allowance for the repair of the fences. Where appropriate, at 50% of the cost in accordance with the Fences legislation.
- contribution towards the repair of the utility cabinets + conduits in year 7, if required.
- in year 5, contribution towards the renewal of the garden + landscaping. The owners may wish to change the plantings, refresh and restore the landscaped areas.
- in year 8, allowance for garbage bin area, if required.
- allowance for trip or slip hazards in year 1.
- contribution towards the maintenance of the stormwater pits + pipes, if required.
- allowance for stair nosings + anti-slip.
- allowance for the repair of the pavers in year 4, if required.
- in year 6, allowance for the renewal of the line marking + signage.
- in year 6, contribution towards the repair of the mail boxes, if required.

Note that this Reserve Fund Plan is only an estimate of what items may reasonably require maintenance, repair, renewal or replacement during the period covered by the Plan. There is no guarantee that a reasonable assessment of a future projection today may in fact come to pass. Additional items of capital repairs or replacement that are unforeseen at the time of preparing a Reserve Fund Plan may occur in the immediate future. This Reserve Fund Plan should be reviewed periodically to remove items that are no longer required and to add new items that are discovered. The amounts shown on the Plan are a recommendation based upon our assessment of the likely expenditure on the Covered Items contained in the 10 Year Reserve Fund Plan, as requested by the Strata Company. The Strata Company is entitled to choose whatever Reserve Fund contributions they deem appropriate for their particular circumstances.

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Summary

The following annual Reserve Fund contributions are recommended at the dates scheduled below.

Year	Year Ending	Recommended Reserve Fund Payment (includes any Extra Costs payment)
1	Jan-22	**$8,712**
2	Jan-23	**$9,060**
3	Jan-24	**$9,423**
4	Jan-25	**$9,799**
5	Jan-26	**$10,191**
6	J	
	Jan-28	**$11,023**
8	Jan-29	**$11,464**
9	Jan-30	**$11,923**
10	Jan-31	**$12,399**
11	Jan-32	**$12,895**

For the recommended annual contribution for each Lot and for each year in the Plan see Annexure A.

Plan prepared by:



W. L. Dobrow FAPI FRICS FREI REIV(Aust) CDP CPP CPV
Licenced Valuer No. 44995 Western Australia - Unrestricted
Australian Property Institute - Certified Practising Valuer
Suite 18, 30 Kearns Crescent, Applecross WA 6153

This Plan is for the use of the Strata Company and the Strata Manager to determine budgets and for no other purpose. No responsibility is accepted to any third party who may use or rely on the whole or any part of the content of this Plan. Neither the whole nor any part of this Plan or any reference thereto may be included in any published document, circular or statement or published in any way without our written approval of the form and context in which it may appear. This Plan has been prepared on the basis of instruction being for a 10 Year Plan for the Reserve Fund only in order to satisfy the requirements of the Act and the Regulations, and for no other purpose.

A comprehensive Report including a 10 Year Plan should be commissioned if a party requires a Report for another purpose or for use in litigation matters. We reserve the right to review or withdraw our Plan at any time. This Plan does not cover the structural condition of the property nor environmental contamination.

This Plan does not identify or comment on the structural integrity (defect, pest or rot, etc), nor occupational safety and health, nor fire safety, nor council or building compliance in any respect (ie. flooding, cladding, building standards, etc) nor should it be construed as such.

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The Legislation

A Designated Strata Company is defined as a strata company for a:

a. strata titles scheme with 10 or more lots, or
b. strata scheme with less than 10 lots that has a scheme building replacement cost of more than $5,000,000, or
c. survey-strata scheme with less than 10 lots if the replacement costs of the improvements on the common property is more than $5,000,000.

Section 100 of the Strata Titles Act 1985 states that any other strata company **MAY** establish a Reserve Fund, the purpose of which is to accumulate funds for contingent expenses of a non-routine nature and major expenses of the strata company likely to arise in the future.

Budget

The legislative purpose of a 10 Year Plan is to assist owners and a strata company in determining an appropriate annual budget for the reserve fund.

> ***102. Budget (Strata Titles Act 1985)***
> *(1)* ***A strata company must prepare a budget*** *for each financial year and submit it for approval to its annual general meeting.*
> *(2) The budget must be prepared -*
> *(a) taking into account, if applicable,* ***the 10 year plan for the reserve fund*** *; and*
> *(b) in accordance with any requirements set out in the regulations and the scheme by-laws.*

We have called our Plan a **Reserve Fund Plan** because the 10 Year Plan is aimed at assisting owners to decide how much money to allocate to the reserve fund.

Decisions made by the Strata Company about the Plan

The Strata Company has instructed us to prepare the 10 year Plan on the following basis:

1 The Covered Items contained within the Plan are all of the items the Strata Company anticipates will require maintenance, repair, renewal or replacement in the period covered by the plan: see regulation 77(1)(e) of the Regulations.

2 The Covered Items contained within the Plan includes all of the items of value that form part of the common property or the personal property of the Strata Company that, in the opinion of the Strata Company, should be included in the Plan having regard to the maintenance, repair, renewal or replacement that it is anticipated will be required in the period covered by the Plan: see regulation 77(2) of the Regulations.

3 The Strata Company considers the way the items have been itemised separately or grouped together in the Plan as appropriate: see regulation 77(4) of the Regulations.

4 The Strata Company considers the information contained in the Condition Report within the Plan as the appropriate information for each Covered Item in accordance with regulation 77(6) of the Regulations.

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Regulation 77 of the Regulations allows the Owners the discretion to choose or confirm the list of Covered Items scheduled within the 10 year plan provided, as well as the discretion to augment the Condition Report within the Plan with further details if they choose. These additional details for any Covered Item in a Condition Report include the installation, construction or acquisition date, the present condition, working or operating state, the date of last inspection, details of any anticipated maintenance, repair, renewal or replacement costs and future dates required, if the Owners so choose (see Regulation 77(2) and 77(6)). If the Strata Company or the Owners choose not to provide any of the above information, this Reserve Fund Plan is a 10 Year Plan that still complies with the Strata Titles Act 1985 and the Strata Titles (General) Regulations 2019.

When we prepare the 10 year Reserve Fund Plan, we already take into account the above details as best available, and the Owners may choose to add or amend the information provided within our issued Reserve Fund Plan. The benefit of this approach is the time saving for the Owners and the Strata Manager, as well as compliance with the legislation.

Covered Items

We take into account the list of Covered Items set out in Regulation 77(3) being the items of value of common property of the scheme and personal property of the Strata Company, as well as any other relevant items of value that should be included within the 10 year Reserve Fund Plan. The Owners may choose to add additional items and their estimate of the costs to repair, maintain, renew or replace those items. The additional items may include cladding rectification, building defects, the construction of improvements upon the common property such as a new pergola, garbage bin enclosure, landscaping upgrading, additional car parking and the like.

Condition Report

Our 10 year Reserve Fund Plan includes a Condition Report which sets out the current condition of each item scheduled within the Plan, the expected lifespan once the item has been maintained, repaired, renewed or replaced, as well as the method and any assumptions used to determine the estimated costs in order to comply with Regulation 77.

Long Term Capital Items

Our Long Term Capital Items comprises two broad components. (1) minor and small items that would not warrant a separate inclusion on the Plan ie hinges, glass window rollers or glass door rollers, seals, locks and similar fittings; and (2) contingency and larger long term items such as an allowance for improved fire rating between Sole Occupancy Units (BCA or National Construction Code term) if they may require upgrading, future structural improvements, ie sagging roof timbers in villas and townhouses, that would be beyond the 10 year plan but contributed as a user pays approach in the 10 years contained within the Plan. These items are typically reflected as an amount ranging between $500 and $750 per Lot, and on a more simplistic straight-line approach, it is about $50 to $75 per lot per annum of the 10 year Plan.

Reserve Fund Plans Compliance with the Legislation

In weighing up the above approach and analysis of the legislation, our Reserve Fund Plan complies with each relevant aspect of the Strata Titles Act 1985 and Strata Titles (General) Regulations 2019 relating to 10 Year Plans.

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General background comments

The following comments and observations do not form part of the Plan and are only provided to assist the owners.

Explanation of a Reserve Fund Plan

Primarily the purpose of a Reserve Fund Plan is to determine the most practical and cost effective annual contribution for the reserve fund, which covers the anticipated costs for the maintenance, repair, renewal or replacement of items of value that form part of the common property of the scheme and the personal property of the Strata Company for the 10 year period the Plan covers.

Practical approach

Our recommended contribution takes into account any of the 'Covered Items' scheduled under Regulation 77(3) that apply to the Strata Company as well any other relevant common property including personal property of a scheme, for example, lawnmowers, vehicles, computers, gardening or maintenance equipment and signage.

Benefit of a well prepared Reserve Fund Plan

Our 10 year Reserve Fund Plan smooths out the cash flow lumps, and provides practical and useful recommended annual contributions for your Reserve Fund.

The benefit of a properly prepared and implemented Reserve Fund Plan is that it creates a form of forced savings plan on a user pays basis for the scheme that avoids or minimises irregular and unexpected special levies, and provides a pool of funds immediately available for the Strata Company to meet their legislative obligations to repair and maintain the common property.

A Maintenance Plan is generally different to a 10 year Plan required under the Act, and will tend to schedule the cost of items such as the renewal of fire services or air-conditioning plant or equipment that will need an overhaul or replacement after so much scheduled use, usually by hours of use rather than time. An analogy of a Maintenance Plan is getting your car tuned after so many kilometres or months of use. A Maintenance Plan is no different to the current circumstance for a Strata Company where large special levies are typically imposed upon owners in a scheme as a result of poor financial planning. For example, a Maintenance Plan for lifts (or air conditioning or painting or other items) may have no money required for years 1 to 4, and then have a large amount in year 5 for the upgrading of the lift cars, and then nothing for each of the following years, and that is all a Maintenance Plan provides.

A scheme that relies upon Maintenance Plans only is left with lumps of money required in various years, whereas a properly prepared 10 Year Plan will consider the Reserve Fund balance and make adjustments for reasonable and practical annual Reserve Fund contributions.

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Contractors and consultants

A large or multi-storey strata scheme may have consultants and contractors that provide maintenance servicing, testing, repairs and similar for common property services such as lifts with motors, cables, cars, controller systems; common air exhaust systems for bathrooms and car parks with fans, motors and filters; air conditioning plant with equipment, controller systems, shared cooling towers; common hot water services with piping, sensors, tanks; fire services with hydrant tanks, pumps, piping, detection and alarm systems, and the like. Each of these servicing companies may be able to provide maintenance or servicing plans with more detailed estimates of the capital cost of maintaining, repairing, renewing or replacing common property items that are not of a routine nature, and these plans assist with informing some figures within a Reserve Fund Plan. In the absence of these figures we make an allowance towards these likely costs.

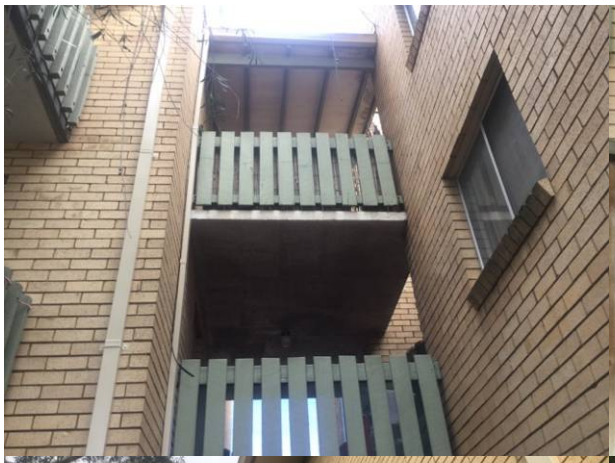
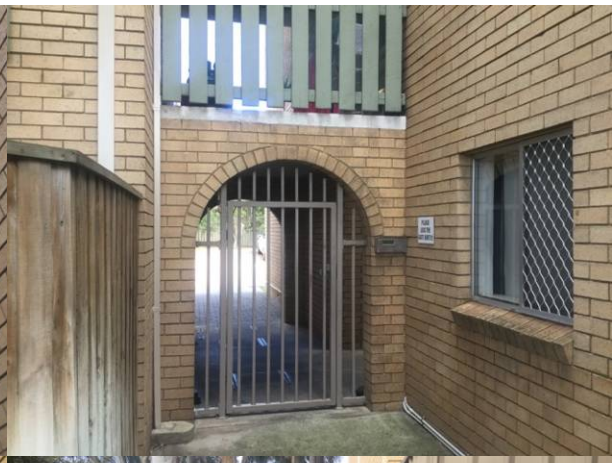
In addition, some schemes may have engaged engineers or fire or building consultants to make comment upon building defects or external combustible cladding, fire upgrading, and similar costs. All of these costs need to be allowed for in the budget. It really is impractical to have a building consultant inspect the property and list a series of items that need work carried out upon them, provide a cost estimate and then walk away. This sort of advice and situation leaves the Owners in exactly the same position they were in prior to the introduction of the strata reform legislation. That is, the Owners are still left with special levies when large items have not been allowed for nor saved in earlier years leading up to a major cost.

In contrast to the above, our 10 year Reserve Fund Plan is a practical budgeting tool that provides a saving plan approach that ensures that there is sufficient money in the Reserve Fund to pay for the estimated contingent costs to maintain, repair, renew or replace each anticipated Covered Item.

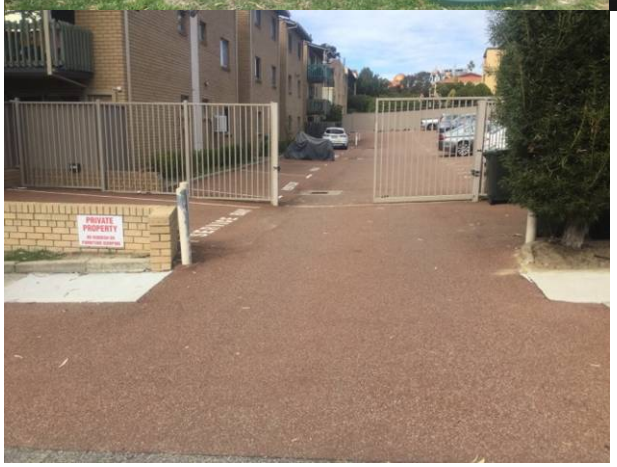
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ANNEXURE A	Annual Individual Lot Contributions over the 10 Year Plan		Figures may be rounded
10 Year Plan for:	The Owners of Barclay, Strata Plan 5000 - 161-173 Charles Street, West Perth	**Strata Plan:**	**SP5000**
Period covered by the Plan:	31 January 2021 to 31 January 2031	**Prepared:**	14 August 2020

Lot No	Unit Ent.	End of Year 1 **Jan-22**	End of Year 2 **Jan-23**	End of Year 3 **Jan-24**	End of Year 4 **Jan-25**	End of Year 5 **Jan-26**	End of Year 6 **Jan-27**	End of Year 7 **Jan-28**	End of Year 8 **Jan-29**	End of Year 9 **Jan-30**	End of Year 10 **Jan-31**	End of Year 11 **Jan-32**
1	1	$545	$566	$589	$612	$637	$662	$689	$717	$745	$775	$806
2	1	$545	$566	$589	$612	$637	$662	$689	$717	$745	$775	$806
3	1	$545	$566	$589	$612	$637	$662	$689	$717	$745	$775	$806
4	1	$545	$566	$589	$612	$637	$662	$689	$717	$745	$775	$806
5	1	$545	$566	$589	$612	$637	$662	$689	$717	$745	$775	$806
6	1	$545	$566	$589	$612	$637	$662	$689	$717	$745	$775	$806
7	1	$545	$566	$589	$612	$637	$662	$689	$717	$745	$775	$806
8	1	$545	$566	$589	$612	$637	$662	$689	$717	$745	$775	$806
9	1	$545	$566	$589	$612	$637	$662	$689	$717	$745	$775	$806
10	1	$545	$566	$589	$612	$637	$662	$689	$717	$745	$775	$806
11	1	$545	$566	$589	$612	$637	$662	$689	$717	$745	$775	$806
12	1	$545	$566	$589	$612	$637	$662	$689	$717	$745	$775	$806
13	1	$545	$566	$589	$612	$637	$662	$689	$717	$745	$775	$806
14	1	$545	$566	$589	$612	$637	$662	$689	$717	$745	$775	$806
15	1	$545	$566	$589	$612	$637	$662	$689	$717	$745	$775	$806
16	1	$545	$566	$589	$612	$637	$662	$689	$717	$745	$775	$806
	16	**$8,712**	**$9,060**	**$9,423**	**$9,799**	**$10,191**	**$10,599**	**$11,023**	**$11,464**	**$11,923**	**$12,399**	**$12,895**

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STRATA TITLES ACT 1985

SCHEDULES

SCHEDULE 1 & SCHEDULE 2 (s39)

Schedule 1 — Governance by-laws

[Heading inserted by No. 30 of 2018 s. 86.]

[Part I heading deleted by No. 58 of 1995 s. 87(1).]

1. Duties of owner

(1) The owner of a lot must —

(a) immediately carry out all work that may be ordered under a written law in respect of the lot other than such work as may be for the benefit of the building generally and pay all rates, taxes, charges, outgoings and assessments that may be payable in respect of the lot;

(b) maintain and repair the lot, and keep it in a state of good condition, reasonable wear and tear, and damage by fire, storm, tempest or act of God excepted.

(1A) The owner of a lot must —

(a) notify in writing the strata company immediately on becoming the owner of the lot, including in the notice the owner's address for service for the purposes of this Act; and

(b) if required in writing by the strata company, notify the strata company of any mortgage or other dealing in connection with the lot, including in the case of a lease of a lot, the name of the lessee and the term of the lease.

[Clause 1 amended by No. 58 of 1995 s. 87(2); No. 14 of 1996 s. 4; No. 74 of 2003 s. 112(15); No. 30 of 2018 s. 87.]

[**2.** Deleted by No. 30 of 2018 s. 88.]

3. Power of strata company regarding submeters

(1) If the supply of gas or electricity to a lot is regulated by means of a submeter, the strata company may require the owner or occupier of the lot to pay the strata company by way of security for the payment of charges arising through the submeter an amount not exceeding $200 and, if any amount so paid is applied by the strata company under sub-bylaw (3), to pay such further amount or amounts by way of such security as may be necessary to maintain the amount of the security as, subject to this sub-bylaw, the strata company may require.

(2) The strata company must lodge every sum received under this by-law to the credit of an interest-bearing ADI account and all interest accruing in respect of amounts so received must, subject to this by-law, be held on trust for the owner or occupier who made the payment.

(3) If the owner or occupier of a lot in respect of which a submeter is used for the supply of gas or electricity refuses or fails to pay any charges due for the supply of gas or electricity to that lot, the strata company may apply in payment of those charges all, or such part as is necessary, of any amount paid to the strata company by that owner or occupier under this by-law, including any interest that may have accrued in respect of that amount.

(4) If a person who has paid an amount under this by-law to a strata company satisfies the strata company that the person is no longer the owner or occupier of a lot and that the strata company no longer has any liability or contingent liability for the supply of gas or electricity to that lot during the period when that person was an owner or occupier of the lot, the strata company must refund to that person the amount then held on the person's behalf under this by-law.

[Clause 3 amended by No. 26 of 1999 s. 104; No. 74 of 2003 s. 112(16); No. 30 of 2018 s. 89.]

4. Constitution of council

(1) The powers and duties of the strata company must, subject to any restriction imposed or direction given at a general meeting, be exercised and performed by the council of the strata company and a meeting of the council at which a quorum is present is competent to exercise all or any of the authorities, functions or powers of the council.

(2) Until the first annual general meeting of the strata company, the owners of all the lots constitute the council.

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(3) If there are not more than 3 lots in the scheme, the council consists of all of the owners of the lots and, if there are more than 3 lots in the scheme, the council consists of not less than 3 nor more than 7 of the owners of the lots, as is determined by the strata company.

(4) If there are more than 3 lots in the scheme, the members of the council must be elected at each annual general meeting of the strata company or, if the number of lots in the scheme increases to more than 3, at an extraordinary general meeting convened for the purpose.

(6) If there are co-owners of a lot, 1 only of the co-owners is eligible to be, or to be elected to be, a member of the council and the co-owner who is so eligible must be nominated by the co-owners, but, if the co-owners fail to agree on a nominee, the co-owner who owns the largest share of the lot is the nominee or, if there is no co-owner who owns the largest share of the lot, the co-owner whose name appears first in the certificate of title for the lot is the nominee.

(8) Except if the council consists of all the owners of lots in the scheme, the strata company may by special resolution remove any member of the council before the expiration of the member's term of office.

(9) A member of the council vacates office as a member of the council —

(a) if the member dies or ceases to be an owner or co-owner of a lot; or

(b) on receipt by the strata company of a written notice of the member's resignation from the office of member; or

(c) at the conclusion of an annual general meeting of the strata company at which an election of members of the council takes place and at which the member is not elected or re-elected; or

(d) in a case where the member is a member of the council by reason of there being not more than 3 owners of lots in the scheme, on an election of members of the council (as a result of there being an increase in the number of owners to more than 3) at which the member is not elected; or

(e) if the member is removed from office under sub-bylaw (8); or

(f) if the Tribunal orders that the member's appointment is revoked and the member is removed from office.

(10) The remaining members of the council may appoint a person eligible for election to the council to fill a vacancy in the office of a member of the council, other than a vacancy arising under sub-bylaw (9)(c) or (d), and any person so appointed holds office, subject to this by-law, for the balance of the predecessor's term of office.

Note for this sub-bylaw: By-law 6(3A) provides for the filling of vacancies in the offices of chairperson, secretary and treasurer.

(11) Except if 1 person is the owner of all of the lots in the scheme, a quorum of the council is 2 if the council consists of 3 or 4 members; 3, if it consists of 5 or 6 members; and 4, if it consists of 7 members.

(12) The continuing members of the council may act even if there is a vacancy in the council, but so long as the number of members is reduced below the number fixed by these by-laws as the quorum of the council, the continuing members or member of the council may act for the purpose of increasing the number of members of the council or convening a general meeting of the strata company, but for no other purpose.

(13) All acts done in good faith by the council, even if it is afterwards discovered that there was some defect in the appointment or continuance in office of any member of the council, are as valid as if that member had been duly appointed or had duly continued in office.

[Clause 4 amended by No. 30 of 2018 s. 90.]

5. Election of council at general meeting

The procedure for nomination and election of members of a council must be in accordance with the following rules —

(1) The meeting must determine, in accordance with the requirements of by-law 4(3) the number of persons of whom the council is to consist.

(2) The chairperson must call on those persons who are present at the meeting in person or by proxy and entitled to nominate candidates to nominate candidates for election to the council.

(3) A nomination is ineffective unless supported by the consent of the nominee to the nomination, given —

(a) in writing, and furnished to the chairperson at the meeting; or

(b) orally by a nominee who is present at the meeting in person or by proxy.

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(4) When no further nominations are forthcoming, the chairperson —

(a) if the number of candidates equals the number of members of the council determined in accordance with the requirements of by-law 4(3), must declare those candidates to be elected as members of the council;

(b) if the number of candidates exceeds the number of members of the council as so determined, must direct that a ballot be held.

(5) If a ballot is to be held, the chairperson must —

(a) announce the names of the candidates; and

(b) cause to be furnished to each person entitled to vote and present in person or by proxy, a blank form in respect of each lot in respect of which the person is entitled to vote for use as a ballot form.

(6) A person who is entitled to vote must complete a valid ballot form by —

(a) writing on the form the names of candidates, equal in number to the number of members of the council so that no name is repeated; and

(b) indicating on the form the number of each lot in respect of which the person's vote is cast and whether the person so votes as owner or first mortgagee of each such lot or as proxy of the owner or first mortgagee; and

(c) signing the ballot form; and

(d) returning it to the chairperson.

(7) The chairperson, or a person appointed by the chairperson, must count the votes recorded on valid ballot forms in favour of each candidate.

(8) Subject to sub-bylaw (9), candidates, being equal in number to the number of members of the council determined in accordance with by-law 4(3), who receive the highest numbers (in terms of lots or unit entitlements as required under the *Strata Titles Act 1985* section 122) of votes are to be declared elected to the council.

(9) If the number (in terms of lots or unit entitlements as required under the *Strata Titles Act 1985* section 122) of votes recorded in favour of any candidate is the lowest of the numbers of votes referred to in sub-bylaw (8) and —

(a) that number equals the number of votes recorded in favour of any other candidate; and

(b) if each of those candidates were to be declared elected the number of persons elected would exceed the number of persons required to be elected, as between those candidates, the election must be decided by a show of hands of those entitled to vote and present in person or by proxy.

[Clause 5 amended by No. 74 of 2003 s. 112(17)-(19); No. 30 of 2018 s. 91.]

6. Chairperson, secretary and treasurer of council

(1) The members of a council must, at the first meeting of the council after they assume office as such members, appoint a chairperson, a secretary and a treasurer of the council.

(2) A person —

(a) must not be appointed to an office referred to in sub-bylaw (1) unless the person is a member of the council; and

(b) may be appointed to 1 or more of those offices.

(3) A person appointed to an office referred to in sub-bylaw (1) holds office until the first of the following events happens —

(a) the person ceases to be a member of the council under by-law 4(9);

(b) receipt by the strata company of a written notice of the person's resignation from that office;

(c) another person is appointed by the council to hold that office.

(3A) The remaining members of the council must appoint a member of the council to fill a vacancy in an office referred to in sub-bylaw (1), other than a vacancy arising under by-law 4(9)(c) or (d), and any person so appointed holds office, subject to this by-law, for the balance of the predecessor s term of office.

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(4) The chairperson is to preside at all meetings of the council but, if the chairperson is absent from, or is unwilling or unable to preside at, a meeting, the members of the council present at that meeting can appoint 1 of their number to preside at that meeting during the absence of the chairperson.

[Clause 6 amended by No. 30 of 2018 s. 92.]

7. Chairperson, secretary and treasurer of strata company

(1) Subject to sub-bylaw (2), the chairperson, secretary and treasurer of the council are also respectively the chairperson, secretary and treasurer of the strata company.

(2) A strata company may at a general meeting authorise a person who is not an owner of a lot to act as the chairperson of the strata company for the purposes of that meeting.

(3) A person appointed under sub-bylaw (2) may act until the end of the meeting for which the person was appointed to act.

[Clause 7 inserted by No. 58 of 1995 s. 87(3); amended by No. 74 of 2003 s. 112(20); No. 30 of 2018 s. 93.]

8. Meetings of council

(1) At meetings of the council, all matters must be determined by a simple majority vote.

(2) The council may –

(a) meet together for the conduct of business and adjourn and otherwise regulate its meetings as it thinks fit, but the council must meet when any member of the council gives to the other members not less than 7 days' notice of a meeting proposed by the member specifying in the notice the reason for calling the meeting; or

(b) employ or engage, on behalf of the strata company, any person as it thinks is necessary to provide any goods, amenity or service to the strata company; or (c) subject to any restriction imposed or direction given at a general meeting of the strata company, delegate to 1 or more of its members such of its powers and duties as it thinks fit, and at any time revoke the delegation.

(3) A member of a council may appoint an owner of a lot, or an individual authorised under the *Strata Titles Act 1985* section 136 by a corporation which is the owner of a lot, to act in the member's place as a member of the council at any meeting of the council.

(4) An owner of a lot or individual may be appointed under sub-bylaw (3) whether or not that person is a member of the council.

(5) If a person appointed under sub-bylaw (3) is a member of the council the person may, at any meeting of the council, separately vote in the person's capacity as a member and on behalf of the member in whose place the person has been appointed to act.

[Clause 8 amended by No. 30 of 2018 s. 94.]

9. Powers and duties of secretary of strata company

The powers and duties of the secretary of a strata company include –

(a) the preparation and distribution of minutes of meetings of the strata company and the submission of a motion for conf rmation of the minutes of any meeting of the strata company at the next such meeting; and

(b) the giving on behalf of the strata company and of the council of the notices required to be given under the Act; and

(c) the supply of information on behalf of the strata company in accordance with the *Strata Titles Act 1985* sections 108 and 109; and

(d) the answering of communications addressed to the strata company; and

(e) the calling of nominations of candidates for election as members of the council; and

(f) subject to the *Strata Titles Act 1985* sections 127, 128, 129, 200(2)(f) and

(g) the convening of meetings of the strata company and of the council.

[Clause 9 amended by No. 30 of 2018 s. 95.]

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10. Powers and duties of treasurer of strata company

The powers and duties of the treasurer of a strata company include —

(a) the notifying of owners of lots of any contributions levied under the Strata Titles Act 1985; and

(b) the receipt, acknowledgment and banking of and the accounting for any money paid to the strata company; and

(c) the preparation of any certificate applied for under the *Strata Titles Act 1985* section 110; and

(d) the keeping of the records of account referred to in the *Strata Titles Act 1985* section 101 and the preparation of the statement of accounts referred to in the *Strata Titles Act 1985* section 101.

[Clause 10 amended by No. 30 of 2018 s. 96.]

[**11-15.** Deleted by No. 30 of 2018 s. 97.]

Schedule 2 — Conduct by-laws

[Heading inserted by No. 30 of 2018 s. 98.]

1. Vehicles and parking

(1) An owner or occupier of a lot must take all reasonable steps to ensure that the owner's or occupier's visitors comply with the scheme by-laws relating to the parking of motor vehicles.

(2) An owner or occupier of a lot must not park or stand any motor or other vehicle on common property except with the written approval of the strata company.

[Clause 1 inserted by No. 30 of 2018 s. 99.]

2. Use of common property

An owner or occupier of a lot must —

(a) use and enjoy the common property in such a manner as not unreasonably to interfere with the use and enjoyment of the common property by other owners or occupiers of lots or of their visitors; and

(b) not use the lot or permit it to be used in such manner or for such purpose as causes a nuisance to an occupier of another lot (whether an owner or not) or the family of such an occupier; and

(c) take all reasonable steps to ensure that the owner's or occupier's visitors do not behave in a manner likely to interfere with the peaceful enjoyment of an owner or occupier of another lot or of a person lawfully using common property; and

(d) not obstruct lawful use of common property by any person.

[Clause 2 inserted by No. 30 of 2018 s. 100.]

3. Damage to lawns etc. on common property

Except with the approval of the strata company, an owner or occupier of a lot must not —

(a) damage any lawn, garden, tree, shrub, plant or flower on common property; or

(b) use any portion of the common property for the owner's or occupier's own purposes as a garden.

[Clause 3 amended by No. 30 of 2018 s. 101.]

4. Behaviour of owners and occupiers

An owner or occupier of a lot must be adequately clothed when on common property and must not use language or behave in a manner likely to cause offence or embarrassment to an owner or occupier of another lot or to any person lawfully using common property.

[Clause 4 amended by No. 30 of 2018 s. 102.]

[**5.** Deleted by No. 30 of 2018 s. 103.]

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6. Depositing rubbish etc. on common property

An owner or occupier of a lot must not deposit or throw on that lot or any other lot or the common property any rubbish, dirt, dust or other material likely to interfere with the peaceful enjoyment of an owner or occupier of another lot or of any person lawfully using the common property.

[Clause 6 amended by No. 58 of 1995 s. 88(2); No. 30 of 2018 s. 104.]

7. Drying of laundry items and signage

An owner or occupier of a lot must not, except with the consent in writing of the strata company –

(a) hang any washing, towel, bedding, clothing or other article on any part of the parcel in such a way as to be visible from outside the building, other than for a reasonable period on any lines provided by the strata company for the purpose; or

(b) display any sign, advertisement, placard, banner, pamphlet or like matter on any part of their lot in such a way as to be visible from outside the building.

[Clause 7 amended No. 30 of 2018 s. 105.] [Former By-law 8 repealed by No. 58 of 1995 s. 88(3).]

8. Storage of inflammable liquids etc.

An owner or occupier of a lot must not, except with the written approval of the strata company, use or store on the lot or on the common property any inflammable chemical, liquid or gas or other inflammable material, other than chemicals, liquids, gases or other materials used or intended to b used for domestic purposes, or any such chemical, liquid, gas or other material in a fuel tank of a motor vehicle or internal combustion engine.

[Clause 8, formerly by-law 9, renumbered as by-law 8 by No. 58 of 1995 s. 88(4); amended by No. 30 of 2018 s. 106.]

9. Moving furniture etc. on or through common property

An owner or occupier of a lot must not transport any furniture or large object through or on common property within the building unless that person has first given to the council sufficient notice of their intention to do so to enable the council to arrange for its nominee to be present at the time when that person does so.

[Clause 9, formerly by-law 10, renumbered as by-law 9 by No. 58 of 1995 s. 88(4); amended by No. 30 of 2018 s. 107.]

10. Floor coverings

An owner of a lot must ensure that all floor space within the lot (other than that comprising kitchen, laundry, lavatory or bathroom) is covered or otherwise treated to an extent sufficient to prevent the transmission therefrom of noise likely to disturb the peaceful enjoyment of an owner or occupier of another lot.

[Clause 10, formerly by-law 11, renumbered as by-law 10 by No. 58 of 1995 s. 88(4); amended by No. 30 of 2018 s. 108.]

11. Garbage disposal

An owner or occupier of a lot must –

(a) maintain within their lot, or on such part of the common property as may be authorised by the strata company, in clean and dry condition and adequately covered, a receptacle for garbage;

(b) comply with all local laws relating to the disposal of garbage; (c) ensure that the health, hygiene and comfort of an owner or occupier of any other lot is not adversely affected by their disposal of garbage.

[Clause 11, formerly by-law 12, renumbered as by-law 11 by No. 58 of 1995 s. 88(4); amended by No. 57 of 1997 s. 115(5); No. 30 of 2018 s. 109.]

12. Additional duties of owners and occupiers

An owner or occupier of a lot must not –

(a) use the lot for a purpose that may be illegal or injurious to the reputation of the building; or

(b) make undue noise in or about the lot or common property; or

(c) keep animals on the lot or the common property after notice in that behalf given to that person by the council.

[Clause 12 inserted by No. 58 of 1995 s. 88(5); amended by No. 74 of 2003 s. 112(22); No. 30 of 2018 s. 110.]

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13. Notice of alteration to lot

An owner of a lot must not alter or permit the alteration of the structure of the lot except as may be permitted and provided for under the Act and the by-laws and in any event must not alter the structure of the lot without giving to the strata company, not later than 14 days before commencement of the alteration, a written notice describing the proposed alteration.

[Clause 13 inserted by No. 58 of 1995 s. 88(5); amended by No. 30 of 2018 s. 111.]

14. Appearance of lot

An owner or occupier of a lot must not, without the written consent of the strata company, maintain within the lot anything visible from outside the lot that, viewed from outside the lot, is not in keeping with the rest of the building.

[Clause 14 inserted by No. 58 of 1995 s. 88(5); amended by No. 30 of 2018 s. 112.]

15. Decoration of, and affixing items to, inner surface of lot

An owner or occupier of a lot must not, without the written consent of the strata company, paint, wallpaper or otherwise decorate a structure which forms the inner surface of the boundary of the lot or affix locking devices, flyscreens, furnishings, furniture, carpets and other similar things to that surface, if that action will unreasonably damage the common property.

[Clause 15 inserted by No. 30 of 2018 s. 113.]