



**VICTORIA
BODY CORPORATE SERVICES PTY LTD**

A.B.N. 34 745 395 997

Postal Address: PO Box 291, Elsternwick 3185
Telephone: 9523 5038 Facsimile: 9528 6935
Email : vbcs@vbcs.com.au

EDGEWATER SERVICE LIMITED

12 MARINE PARADE, ST KILDA

NOTICE TO OWNERS

MINUTES OF ANNUAL GENERAL MEETING

We enclose for your retention Minutes of the recently held Annual General Meeting.

DAN SLATTERY
Manager

Direct Telephone : 8531 8118
Email : dan.slattery@vbcs.com.au

17 December 2009

Our office will close on Wednesday 23rd December 2009 at 5 p.m. and
re-open Monday 11th January 2010 at 9 a.m.
Our emergency service will continue in operation throughout the period.
We wish you a Merry Christmas and a safe and happy New Year.

Please see information regarding our website on the reverse side of this page.

Level 1, 6 Riddell Parade Elsternwick Victoria
Member of Owners Corporations Victoria
"Committed to Excellence"



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INTERNET SITE

We invite you to register with us to enable you to access details regarding the Owners Corporation.

HOW DO I REGISTER?

If you have access to the internet and have not yet visited our site, we would invite you to do so and register by carrying out the following steps:

1. Go to our site which is www.vbcs.com.au.
2. Click on "Your Property" at the top of the screen.
3. Enter your User-ID which is the BPay number, the number following the "Ref" in the BPay box located on the right hand side of your Levy Notice. If you do not have a User-ID click on "Click here to register for access to secure website" to have your User-ID mailed to you.
4. You will then be requested to provide relevant details. On completion, and to ensure security is maintained, we will forward your password by mail to the current address you have listed with our Company. Once you have received a password you will be able to access the system using your User-ID (BPay number) and the password provided.

We set out below information about the Victoria Body Corporate Services Pty Ltd website.

GENERAL WEBSITE – Available to public at large

This provides general information to the public which includes the following:

- General information about Victoria Body Corporate Services Pty Ltd;
- Legal Requirements when selling your property;
- General Owners Corporation information detailing functions of a Owners Corporation, legal requirements of a Owners Corporation; and
- Where to obtain a copy of current *Owners Corporation Act*.

RESTRICTED WEBSITE – Only available to clients of Victoria Body Corporate Services

This website has been developed to allow both members and tenants to access information regarding the Owners Corporation from any computer that has access to the Internet.

The website provides the following information :

- Your financial status -
- i.e. details of contributions payable, amount paid etc
- Your contact details - address and telephone details
- Insurance details summary
- Insurance Policy wording
- Notice of Annual General Meeting
- Minutes of Annual General Meeting
- Special Levies
- Additional Rules (if applicable)
- Relevant circulars
- Standard Owners Corporation Rules
- House Rules (if applicable)
- Swimming Pool Rules (if applicable)
- Car Parking Rules
- Circulars sent to all residents

In conformity with privacy regulations the website restricts access to certain information dependent on your status with the Owners Corporation.

For example, "Your Financial Status" and your "Contact Details" can only be accessed and viewed by you.

Tenants will have more limited access and will be able to view documents that are relevant to an occupier such as:

- Model Rules
- House Rules (if applicable)
- Car Parking Rules
- Additional Rules (if applicable)
- Swimming Pool Rules (if applicable)
- Circulars sent to all residents

WHAT HAPPENS IF I HAVE MORE THAN ONE PROPERTY?

Should you have more than one property with Victoria Body Corporate Services, we provide the added convenience to link all your properties to one User-ID and password.

Once you have registered and are able to access the website, there will be a provision for you to link multiple properties on one username and password.

DOES THIS REPLACE PAPER DOCUMENTATION NORMALLY SENT?

The information on our website does not replace the hard copy information currently forwarded by mail. It provides a complementary source of information which can be accessed at any time from an internet enabled computer.

**EDGEWATER SERVICE LIMITED
12 MARINE PARADE, ST KILDA**

**MINUTES OF THE 2009 ANNUAL GENERAL MEETING OF MEMBERS OF
EDGEWATER SERVICE LIMITED
HELD AT THE NOVOTEL MELBOURNE ST KILDA
16 THE ESPLANADE, ST KILDA
ON MONDAY, 14 DECEMBER, 2009 AT 7.30PM**

PRESENT:	<u>Name</u>	<u>Unit</u>
	Mr M.L. Rubinstein	GB
	Mr P.J. Georgiadis	GF
	Mr S. Jenkins	GH
	Ms D. Kildby	1D
	Mr Stephen Whitson	1F
	Mr Andrew Evans	1H
	Mr John Van Der Laan	2A
	Mr D. Shaw	2G
	Mr Hilton & Mrs Alice Garcia	2H
	Mr R.L. Jessop	3A
	Ms Emma Taranto	3E
	Mrs L. Rose	4D
	Mr George Verginis & Ms Maureen Singh	4H
	Ms J.M. Foyster	5D
	Mr A. Davidson	5E
	Mr M.G. Britt	5F
	J.A. Kadir & C.A. Nobbs	6A
	Ms Omar & Ms Sita	6F
	Mr & Mrs Singer	6H
	Ms R.A. Feldman	7A
	Mr G.J. Day	7B
	Mr Richard Middleton	7C
	Mr G. Dunne	7E
	Mr M. MacDonald	7F
	Mr D. Milner	7G
	Mr Tom Szecsodi	8E
	Mr Adrian Constable	8H
	Ms Tracey Ann Avery	9E
	Ms P. Collins	9F
	Mr Sym Kohn	9H
	Mrs A. Zavod	10B
	Mr Nick Lykopoulos	10D
	Mr C. Nobbs & Ms G. Sugden	11F
	Ms P.M. Eade	11H
	Ms S.A. Scott	12A
	Ms A. Stock & Ms S. Scott	12E
	Mrs A. Black	12F
	Mr T.J. Kenessey	12G
	Dr N. Edwards	12H

IN ATTENDANCE: Mr D.S. Slattery, Victoria Body Corporate Services Pty Ltd
Mr Albert Van Grieken – Aurecon Group
Mr Michael Yan – Aurecon Group

PROXIES:	Mr D.S. Slattery was appointed as proxy for Mr J. Vogt	8G
	Mr C.A. Nobbs was appointed as proxy for Mr R.J. & Mrs M. Manning	6B
	Mrs Anne Zavod was appointed as proxy for Mr C. Dixon	3G
	Ms Olga Webb	8C
	Ms P. Lever	9B
	Mr P. & Mrs M. Bowden	12D
	Ms Miranda Foyster was appointed as proxy for Ms J.A. Aughterson	7D
	Dr N. Edwards was appointed as proxy for Mrs C. Altman	10G

CHAIRMAN: **IT WAS RESOLVED** to appoint Ms J.M. Foyster to act as the Chairman of the Meeting.

MINUTES OF PREVIOUS ANNUAL GENERAL MEETING: **IT WAS RESOLVED** that the Minutes of the Annual General Meeting held on 9.12.08 as presented to the Meeting be confirmed as a true and accurate account of proceedings at that Meeting.

FINANCIAL STATEMENTS: **IT WAS RESOLVED** to approve and adopt the Financial Statements prepared by Victoria Body Corporate Services and consisting of the following:

- (a) Statement of Financial Performance for the year ended 30.6.09.
- (b) Statement of Financial Position as at 30.6.09.

APPOINTMENT OF DIRECTORS: **IT WAS RESOLVED** that the following Members be appointed as Directors of the Company until the next Annual General Meeting.

<u>Name :</u>	<u>Unit No. :</u>
Mr John Van Der Laan	2A
Ms J.M. Foyster	5D
Mr Richard Middleton	7C
Mr Adrian Constable	8H
Mr Sym Kohn	9H
Mr T.J. Kenessey	12G

Mr A. Davidson of Apartment 5E, and Ms Tracey Ann Avery of Apartment 9E both resigned as Directors of Edgewater Service Limited as of the 14th December 2009.

FEES TO COVER GENERAL ADMINISTRATION AND MAINTENANCE 1.7.2009 to 30.6.2010 : **IT WAS RESOLVED** to establish a Maintenance Fund (Budget) of \$353,500 to meet the anticipated expenses for the current financial year of the Service Company being 1.7.2009 to 30.6.2010. This Maintenance Fund is to remain in force until the next Annual General Meeting.

This amount is to be levied by NOTICE from the Secretary **QUARTERLY IN ADVANCE ON THE DUE DATE BEING 1ST** of July, October, January and April.

MAINTENANCE CHARGES: **IT WAS RESOLVED** to set Maintenance charges per unit as follows:
\$875.00 per Quarter

**LATE PAYMENT OF
MAINTENANCE
CHARGES AND LEVIES:**

IT WAS RESOLVED that Maintenance charges and levies are payable within 28 days of the due date.

IT WAS FURTHER RESOLVED that penalty interest rate is to apply, effective from the due date, if payment of Maintenance charge and levies is not made within 28 days of the due date.

**APPOINTMENT OF
AUDITOR :**

IT WAS RESOLVED to continue the appointment of Mr Peter D'Ambrosio as the Auditor for Edgewater Service Limited.

FAÇADE WORKS :

The Chairperson provided an outline of the tender responses for the proposed façade works. A summary of the Chairperson's report is as follows : -

1. There were four responses to the tender process – two quoting exceptionally high costs – two quoting lower costs.
2. The Directors considered that the two higher quotations were far too excessive. Of the two lower quotations from Vertitech and Structural systems – a comparison of the two indicated :
 - (a) Vertitech would take much longer to carry out the works and could not commence until later in the year, had not planned liaison with the client, and were not prepared to enter into a Guaranteed Maximum Price Contract.
 - (b) By comparison Structural Systems were more cost competitive, could commence the works earlier and could complete them in a shorter time frame, had clearly planned client liaison and were prepared to enter into a Guaranteed Maximum Price Contract.
3. The painting of windows that are the responsibility of the Service Company is included in the overall works.
4. Renovations to the roof membrane are not included in the overall works.
5. Repairs to concrete balustrades are included in the works. Metal balustrades will be repaired as part of a separate works programme.
6. Repair and/or replacement of infill balcony windows is not included in the overall works. This will be addressed in a separate works programme to run in concert with the concrete remediation programme. Owners whose balcony infill windows require replacement due to the poor condition of the windows, or who wish to replace their balcony infill windows in any case, will be contacted in the near future regarding a programme and likely costs. Owners believing their balcony infill windows need replacement or requesting replacement were asked to contact the Manager.
7. The removal of the old gas flue ducts is not included in the overall works.
8. There will be a 10 year warranty on the protective coating applied to the external surface of the building.

**FAÇADE WORKS
CON'T :**

9. A maintenance programme will be put in place to extend the life of the external coating.
10. The entire contract will be administered by Aurecon.
11. A credit check will be pursued on the chosen contractor before the final contracts are signed.
12. The total cost of the Concrete Remediation works will be \$1.6 million, including GST with a 10% contingency. With available funds of approximately \$1.2 million an additional \$400,000.00 will be required to pay for the works.

After quite lengthy discussion on the matter : -

IT WAS RESOLVED by way of vote of 43 For and 4 Against (including proxies)

- (a) To hire the services of Structural Systems Pty Ltd to carry out the major façade works at the property.
- (b) To set a special levy of \$400,000.00 – payable over a 12 month period commencing 1st January 2010 – in 4 equal instalments of \$1,000.00 per quarter per owner.

GENERAL BUSINESS :

**ARREARS OF FEE
PAYMENTS :**

The meeting discussed the issue of many owners being in arrears of fee payments. The Manager advised that all owners in substantial arrears of fee payments have been referred to Solicitors for collection of such arrears.

T.V. RECEPTION :

A large number of owners indicated that they had poor T.V. reception in their apartments. These owners were asked to approach the Manager at the end of the meeting to provide details of their T.V. reception problem.

The Manager advised that he would refer all affected owners to a T.V. antenna specialist company to pursue any remedial works required for the relevant apartments.

ROOF REPAIRS :

The meeting was advised that once the major façade works were completed that the issue of any required repairs to the roof area would be pursued.

**“BEAUTIFICATION”
WORKS :**

After due discussion on the issue of the ongoing “beautification” programme for the property **IT WAS RESOLVED** to refer all further discussions on the matter to the next Annual General Meeting.

**DISTRIBUTION OF
SECURITY ACCESS FOB /
REMOTES / CARDS :**

The meeting was advised that the new car park gates installation programme was almost completed and should be commissioned by weeks end.

**DISTRIBUTION OF
SECURITY ACCESS FOB /
REMOTES / CARDS
CON'T :**

Further the distribution of access FOB keys, remote controls / cards would take place on-site at a date and time to be advised early in the new year.

THERE BEING NO FURTHER BUSINESS THE MEETING WAS DECLARED CLOSED AT 10.15PM.

.....
Chairman

DATED this

day of

2009

Prepared by
VICTORIA BODY CORPORATE SERVICES PTY LTD
PO BOX 291, ELSTERNWICK 3185
Tel. 9523 5038
17/12/2009 h

