



**VICTORIA
BODY CORPORATE
SERVICES PTY LTD**

Committed to Excellence

ABN 85 007 034 522
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Port Melbourne Vic 3207
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Port Melbourne Vic 3207
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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

18 February 2011

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

Member of Owners Corporations Victoria



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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:

To register:

- Go to www.vbcs.com.au
- Click on "Your Property" at the top of the screen
- Supply your BPay reference number where requested. Your BPay reference number appears on your Levy Notice.
- Fill in registration details
- A confirmation email with password will be posted to the address held by VBBS
- Store this password.

When registered:

- Go to www.vbcs.com.au
- Click on "Your Property" at top of the screen
- Enter your BPay reference number which appears on your Levy Notice
- Click on Log In. You will then be asked for your password, and you can then gain access to the site. All minutes are shown in a column to the left.

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 2010 ANNUAL GENERAL MEETING OF MEMBERS OF
EDGEWATER SERVICE LIMITED
HELD AT THE NOVATEL HOTEL, 16 THE ESPLANADE, ST KILDA
ON THURSDAY 3 FEBRUARY 2011 AT 7.00 PM

PRESENT:	<u>Name</u>	<u>Unit</u>
	Mr S Jenkins	GH
	Mr S Whitson	1F
	Mr John Van Der Laan	2A
	Mr & Mrs Chevalier	2B
	Mr George Smyth	2C
	Mr Hilton & Mrs Alice Garcia	2H
	Mr R L Jessop	3A
	Ms E Taranto	3E
	Mrs L Rose	4D
	Mr Mark Brickles & Ms Gina Tonelly	4G
	Mr George Verginis & Ms Maureen Singh	4H
	Ms Sandra Goldbloom Zurbo	5C
	Mr R J & Mrs M Manning	6B
	Ms J Curtain	6D
	Mr & Mrs Singer	6H
	Mr M K Walker	7D
	Mr Adrian Constable	8H
	Ms P Lever	9B
	Mrs Gertrude Moss	9D
	Ms P Collins	9F
	Mr Sym & Mrs Susan Kohn	9H
	Mrs A Zavod	10B
	Mr & Mrs Bowden	12D
	Mrs A Black	12F
	Dr N Edwards	12H

IN ATTENDANCE: Mr D Slattery, Victoria Body Corporate Services Pty Ltd

PROXIES:

Mr D Slattery was appointed as proxy for	
Ms Jennifer Aughterson	7D
Steven & Samantha Dawson	8D
Mr Sym Kohn was appointed as proxy for	
Mrs S Law	1E
Mrs S Singer was appointed as proxy for	
Ms D Omar	6F

CHAIRMAN: **IT WAS RESOLVED** to appoint Mr Sym Kohn to act as the Chairman of the Meeting.

MINUTES OF PREVIOUS ANNUAL GENERAL MEETING:

Save and except for the addition of Ms Sandra Goldbloom Zurbo to the attendee list for the December 2009 Annual General Meeting **IT WAS RESOLVED** that the Minutes of the Annual General Meeting held on 14.12.10 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 the registered company auditor, Mr Peter D'Ambrosio.

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 Hilton Garcia	7C
Mr Adrian Constable	8H

It was noted that the following Directors remain in office having previously been appointed.

<u>Name :</u>	<u>Unit No. :</u>
Mr John Van Der Laan	2A
Mr Sym Kohn	9H

INSURANCE:

Insurance cover is as follows :-

Insurer :

Building	\$ 43,394,000
Public Liability	\$ 20,000,000
Common Contents	\$ 135,000

FEES TO COVER GENERAL ADMINISTRATION AND MAINTENANCE 1.1.2011 to 31.12.2011 :

IT WAS RESOLVED to establish a Maintenance Fund (Budget) of \$353,500.00 including GST, if applicable, to meet the anticipated expenses for the current financial year of the Service Company being 1.1.2011 to 31.12.2011. This Maintenance Fund is to remain in force until the next Annual General Meeting.

This amount is to be levied by NOTICE from the Manager **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.

GENERAL BUSINESS :

**ARREARS OF FEE
PAYMENTS :**

The Chairman advised that a number of owners were in arrears for late payment of their quarterly fees and / or special levies. The meeting was further advised of a strategy to pursue those in default of fee payments with the emphasis on ensuring that all such owners will be pursued as vigorously as possible. The meeting was advised that if an owner ultimately refused to pay their arrears then legal proceedings would be instituted against such owners.

**ALTERATIONS TO
APARTMENTS :**

The Chairman referred the meeting to the issue of owners pursuing upgrades to their apartments without first seeking approval from the Board. Of particular concern is where owners construct enclosed balconies without having their internal sprinklers systems moved and / or repositioned to take into account any new structures within the apartment. The meeting was advised that before any internal alterations are pursued in any apartment the owner must first contact the Manager who will then pass on the application to the Board for approval. In the event that an owner does not follow the correct protocol then they will be issued with a Default Notice.

**ALTERATION TO
SERVICE AGREEMENTS :**

The Chairman outlined the problems associated with the current Service Agreement – reflecting that the original agreement was struck in the 1960's and in many aspects is either out of date or otherwise not providing a functional system to reflect the needs of the 21st century. In due course the Board will consider amendments to the agreement – which will then be presented to all owners for consideration and comment. If most owners agree to the amendments – but the 100% approval is not obtained – then the matter may have to be referred to the Supreme Court in order to achieve the required amendments.

**APPOINTMENT OF
AUDITOR :**

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

BOARD MEMBERSHIP :

The meeting was advised that the Board could comprise of 2 up to 11 members – and the Board membership could change throughout the year without notifying members. The role of the Board was to ensure that the Company was run in a proper manner for the benefit of all owners at the property.

**FAÇADE WORKS
REPORT :**

Mr John Van Der Laan – Board Member – provided a detailed summary of the status of the façade works project and associated issues.

**FAÇADE WORKS
REPORT :**
Contd

John's report, in summary was :-

- (a) New auto gates have been installed for the car park area to optimise security for the property. This system is linked to the intercom system to enable residents to provide access for visitors and contractors.
- (b) The major façade works programme is progressing well – on budget – but slightly behind schedule due the inclement weather over recent months. As the contract is fixed price there will be no financial disadvantage due to any delays. The project is expected to finish in February / March 2011.
- (c) Works on open balconies will be done from the inside after gaining access through the relevant apartments.
- (d) STAGE 2 of the ongoing works involving the painting of windows – from the inside – for open balconies. The additional works will also include
 - i. Removal of old hot water services from laundries together with associated ventilation vents. The old vents will be removed and be replaced with a panel.
 - ii. Kitchen vents on A & B and G & H apartments to be replaced or repainted after appropriate corrosion treatments.
 - iii. Several windows have been identified in A & B and G & H apartments that require replacement of timber frames, these will be planned as a group.
 - iv. John requested that all air conditioners be accessible from the inside of the apartment.
 - v. The Service Company will not be repairing private infill windows. This is a complex matter and the process of arranging such window repairs will be re-visited by the Board.

MAINTENANCE PLAN : The meeting was advised that a Maintenance Plan for the building will be prepared by AESG.

THANK YOU TO BOARD : The attendees at the meeting fully supported a motion that the Board be congratulated for the enormous amount of work done to upgrade the property.

CLOSURE OF RUBBISH CHUTE : The Chairman confirmed the Boards decision to close the rubbish chute. The Chairman advised that there were substantial OH & S issues and other general health issues associated with the current very old chute system. Some attendees at the meeting spoke against the closure of the chute.

**CLOSURE OF RUBBISH
CHUTE :
Contd**

The Chairman, on behalf of the Board, invited those opposed to the closure of the chute to meet, discuss any alternative rubbish removal systems and to present such proposal to the Board.

COCKROACHES :

Ms Patricia Lever complained that she had cockroaches in her apartment and that the Service Company should pay for the eradication of such pests. After due discussion on the matter, the Chairman advised that the Board's view on the matter was that individual owners were responsible for the eradication of such pests within their respective apartments.

CAR PARK UPGRADE :

The meeting was advised that part of the ongoing works at the property will include a re-surfacing of the car park area, together with new line marking for the parking areas.

THERE BEING NO FURTHER BUSINESS THE MEETING WAS DECLARED CLOSED AT 9.00 PM

.....
Chairman

DATED this

day of

2011



NOTICE TO OWNERS

INSURANCE

1. The Building and Public Liability policy is arranged in the name of the Company.
2. The policy covers the accidental loss and/or damage to the building and legal liability in relation to Company common property.

The cover does not include wear and tear, or damage arising from inadequate or improper maintenance. An example of excluded cover would be water damage from porous tiles or grout in a bathroom.

3. The building insurance policy covers damage caused to fixtures but not damage to fittings.

The Company policy does not extend to cover owner's contents such as furniture, carpets, curtains, blinds, light fittings or electrical appliances that are not built into the apartment or integral to the apartment. If, for example, a fire causes damage to a kitchen, the Company insurance policy will reinstate the damaged walls and ceilings and the fire damaged kitchen cupboards, bench tops and built-in appliances such as cook top, wall oven and dishwasher. These items will be reinstated because fixtures are considered part of the building.

Damage caused to the carpets, curtains and personal furnishings would not be covered under the Company policy because those items are deemed to be fittings and are specifically excluded even if the loss is caused by the same act that damaged the fixtures. This exclusion extends to personal possessions such as furniture, electrical goods, bedding and clothing.

4. The public liability policy only covers parties injured on common property where the Company is found to be liable.

Areas of common property include stairwells, lifts, lobbies, gymnasiums and swimming pools. The public liability policy does not extend to cover injuries sustained by parties such as owners, visitors and friends which occur inside an apartment, courtyard or on a balcony or terrace, car space or storage unit.

5. All owners, whether resident or absentee, should effect appropriate contents insurance policy which includes personal liability cover for injuries sustained inside a unit, the owner's car space or other areas which are not common property.

6. The loss of rent cover provides compensation if an apartment is rendered uninhabitable due to an event under the policy. For an owner who occupies an apartment, this cover provides for rental of a comparable apartment whilst their apartment is uninhabitable. For an apartment subject to a tenancy agreement, it provides compensation of the rent payable under the agreement during the period of the apartment being uninhabitable.

For this cover to operate there is a requirement that the apartment is not fit for habitation, not merely that damage causes inconvenience or a lessened rental opportunity. For example, a fire in a kitchen which damages part of the kitchen cabinets would not cause the apartment to be uninhabitable and thus the loss of rent cover would not operate.

7. Any excess applicable to a claim will be met by the party making the claim. If the claim is for damage to common property, the Company meets the excess. Where the claim is for damage to a member's unit, the excess is met by the member making the claim.

September 2009