



**VICTORIA  
BODY CORPORATE  
SERVICES PTY LTD**  
your strata care company

64 Fennell Street  
Port Melbourne Vic 3207  
Locked Bag 1291  
Port Melbourne Vic 3207

ABN 85 007 034 522

t. (03) 8531 8100  
f. (03) 8531 8190

e. [vbcs@vbcs.com.au](mailto:vbcs@vbcs.com.au)  
[www.vbcs.com.au](http://www.vbcs.com.au)

99228\_ma\_20120221

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

**NOTICE TO OWNERS**  
**AMENDED**  
**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](mailto:dan.slattery@vbcs.com.au)**

7 March 2012

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

Member of Strata Community Australia (Vic)



**VICTORIA  
BODY CORPORATE  
SERVICES PTY LTD**

your strata care company

64 Fennell Street  
Port Melbourne Vic 3207

Locked Bag 1291  
Port Melbourne Vic 3207

t. (03) 8531 8100

f. (03) 8531 8190

e. [vbcs@vbcs.com.au](mailto:vbcs@vbcs.com.au)

[www.vbcs.com.au](http://www.vbcs.com.au)

### 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](http://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 VBCS
- Store this password.

When registered:

- Go to [www.vbcs.com.au](http://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 LTD  
12 MARINE PARADE, ST KILDA  
AMENDED**

MINUTES OF THE 2011 ANNUAL GENERAL MEETING OF MEMBERS OF  
EDGEWATER SERVICE LTD  
HELD AT 88 – 90A ACLAND STREET, ST KILDA  
ON TUESDAY, 21 FEBRUARY 2012 AT 7.00PM

<b>PRESENT:</b>	<u>Name</u>	<u>Unit</u>
	Mr M Rubinstein	GB
	Mr Franz Samuel	1E
	Mr John Van Der Laan	2A
	Mr Donald Shaw	2G
	Mr Hilton Garcia	2H
	Mr Russell Jessop	3A
	Ms Emma Taranto	3E
	Mr Mark Brickles	4G
	Mr George Verginis	4H
	Ms Sandra Goldbloom Zurbo	5C
	Ms J. Curtain	6D
	Mr & Mrs Singer	6H
	Mr Alan Harvey	8C
	Mr Adrian Constable	8H
	Ms Patricia Lever	9B
	Mr Sym & Mrs Susan Kohn	9H
	Mr Allan Zavod representing	10B
	Mr Nick Lykopoulos	10D
	Ms April Wilkinson	11A
	Ms Margaret Wilson	11G
	Dr N. Edwards	12H

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

**PROXIES:** Mr Allan Zavod was appointed as proxy for  
Mrs A. Zavod 10B  
Ms Patricia Lever was appointed as proxy for  
Mr & Mrs Bowden 12D

**CHAIRMAN:** **IT WAS RESOLVED** to appoint Mr Sym Kohn 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 3.2.11 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 re-appointed as Directors of the Company until the next Annual General Meeting.

<u>Name :</u>	<u>Unit No. :</u>
Mr Franz Samuel	1E
Mr John Van Der Laan	2A
Mr Russell Jessop	3A
Mr Mark Brickles	4G

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

<u>Name :</u>	<u>Unit No. :</u>
Mr Hilton Garcia	2H
Mr Adrian Constable	8H
Mr Sym Kohn	9H

**FEES TO COVER GENERAL ADMINISTRATION AND MAINTENANCE 1.7.2011 to 30.6.2012:**

**IT WAS RESOLVED** to establish a Maintenance Fund (Budget) of \$368,650 including GST, if applicable, to meet the anticipated expenses for the current financial year of the Service Company being 1.7.2011 to 30.6.2012. 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:

<u>Unit</u>	<u>1/07/11 – 30/09/11</u>	<u>1/10/11 – 31/12/11</u>	<u>1/4/12 – 30/06/12</u>	<u>1/7/12 – 30/9/12</u>
				<u>1/01/12 – 31/03/12</u>
GB	\$875.00	\$1025.00	\$950.05	
GD	\$875.00	\$1025.00	\$950.05	
GF	\$875.00	\$1025.00	\$950.05	
GG	\$875.00	\$1025.00	\$950.05	
GH	\$875.00	\$1025.00	\$950.05	
1A	\$875.00	\$1025.00	\$950.05	
1B	\$875.00	\$1025.00	\$950.05	
1C	\$875.00	\$1025.00	\$950.05	
1D	\$875.00	\$1025.00	\$950.05	
1E	\$875.00	\$1025.00	\$950.05	
1F	\$875.00	\$1025.00	\$950.05	
1G	\$875.00	\$1025.00	\$950.05	
1H	\$875.00	\$1025.00	\$950.05	

**MAINTENANCE  
CHARGES :  
Continued**

	1/07/11 – 30/09/11		
Unit	1/10/11 – 31/12/11	1/4/12 – 30/06/12	1/7/12 – 30/9/12
	<u>1/01/12 – 31/03/12</u>		
2A	\$875.00	\$1025.00	\$950.05
2B	\$875.00	\$1025.00	\$950.05
2C	\$875.00	\$1025.00	\$950.05
2D	\$875.00	\$1025.00	\$950.05
2E	\$875.00	\$1025.00	\$950.05
2F	\$875.00	\$1025.00	\$950.05
2G	\$875.00	\$1025.00	\$950.05
2H	\$875.00	\$1025.00	\$950.05
3A	\$875.00	\$1025.00	\$950.05
3B	\$875.00	\$1025.00	\$950.05
3C	\$875.00	\$1025.00	\$950.05
3D	\$875.00	\$1025.00	\$950.05
3E	\$875.00	\$1025.00	\$950.05
3F	\$875.00	\$1025.00	\$950.05
3G	\$875.00	\$1025.00	\$950.05
3H	\$875.00	\$1025.00	\$950.05
4A	\$875.00	\$1025.00	\$950.05
4B	\$875.00	\$1025.00	\$950.05
4C	\$875.00	\$1025.00	\$950.05
4D	\$875.00	\$1025.00	\$950.05
4E	\$875.00	\$1025.00	\$950.05
4F	\$875.00	\$1025.00	\$950.05
4G	\$875.00	\$1025.00	\$950.05
4H	\$875.00	\$1025.00	\$950.05
5A	\$875.00	\$1025.00	\$950.05
5B	\$875.00	\$1025.00	\$950.05
5C	\$875.00	\$1025.00	\$950.05
5D	\$875.00	\$1025.00	\$950.05
5E	\$875.00	\$1025.00	\$950.05
5F	\$875.00	\$1025.00	\$950.05
5G	\$875.00	\$1025.00	\$950.05
5H	\$875.00	\$1025.00	\$950.05
6A	\$875.00	\$1025.00	\$950.05
6B	\$875.00	\$1025.00	\$950.05
6C	\$875.00	\$1025.00	\$950.05
6D	\$875.00	\$1025.00	\$950.05
6E	\$875.00	\$1025.00	\$950.05
6F	\$875.00	\$1025.00	\$950.05
6G	\$875.00	\$1025.00	\$950.05
6H	\$875.00	\$1025.00	\$950.05

**MAINTENANCE  
CHARGES :  
Continued**

	1/07/11 - 30/09/11		
<u>Unit</u>	<u>1/10/11 - 31/12/11</u>	<u>1/4/12 - 30/06/12</u>	<u>1/7/12 - 30/9/12</u>
	<u>1/01/12 - 31/03/12</u>		
7A	\$875.00	\$1025.00	\$950.05
7B	\$875.00	\$1025.00	\$950.05
7C	\$875.00	\$1025.00	\$950.05
7D	\$875.00	\$1025.00	\$950.05
7E	\$875.00	\$1025.00	\$950.05
7F	\$875.00	\$1025.00	\$950.05
7G	\$875.00	\$1025.00	\$950.05
7H	\$875.00	\$1025.00	\$950.05
8A	\$875.00	\$1025.00	\$950.05
8B	\$875.00	\$1025.00	\$950.05
8C	\$875.00	\$1025.00	\$950.05
8D	\$875.00	\$1025.00	\$950.05
8E	\$875.00	\$1025.00	\$950.05
8F	\$875.00	\$1025.00	\$950.05
8G	\$875.00	\$1025.00	\$950.05
8H	\$875.00	\$1025.00	\$950.05
9A	\$875.00	\$1025.00	\$950.05
9B	\$875.00	\$1025.00	\$950.05
9C	\$875.00	\$1025.00	\$950.05
9D	\$875.00	\$1025.00	\$950.05
9E	\$875.00	\$1025.00	\$950.05
9F	\$875.00	\$1025.00	\$950.05
9G	\$875.00	\$1025.00	\$950.05
9H	\$875.00	\$1025.00	\$950.05
10A	\$875.00	\$1025.00	\$950.05
10B	\$875.00	\$1025.00	\$950.05
10C	\$875.00	\$1025.00	\$950.05
10D	\$875.00	\$1025.00	\$950.05
10E	\$875.00	\$1025.00	\$950.05
10F	\$875.00	\$1025.00	\$950.05
10G	\$875.00	\$1025.00	\$950.05
10H	\$875.00	\$1025.00	\$950.05
11A	\$875.00	\$1025.00	\$950.05
11B	\$875.00	\$1025.00	\$950.05
11C	\$875.00	\$1025.00	\$950.05
11D	\$875.00	\$1025.00	\$950.05
11E	\$875.00	\$1025.00	\$950.05
11F	\$875.00	\$1025.00	\$950.05
11G	\$875.00	\$1025.00	\$950.05
11H	\$875.00	\$1025.00	\$950.05

**MAINTENANCE  
CHARGES :  
continued**

<u>Unit</u>	<u>1/07/11 - 30/09/11</u> <u>1/10/11 - 31/12/11</u> <u>1/01/12 - 31/03/12</u>	<u>1/4/12 - 30/06/12</u>	<u>1/7/12 - 30/9/12</u>
12A	\$875.00	\$1025.00	\$950.05
12B	\$875.00	\$1025.00	\$950.05
12C	\$875.00	\$1025.00	\$950.05
12D	\$875.00	\$1025.00	\$950.05
12E	\$875.00	\$1025.00	\$950.05
12F	\$875.00	\$1025.00	\$950.05
12G	\$875.00	\$1025.00	\$950.05
12H	\$875.00	\$1025.00	\$950.05
TOTAL	\$88375.00	\$103525.00	\$95955.05

**PLEASE NOTE :** The quarterly levies have been increased from \$875.00 to \$950.05 for period 1<sup>st</sup> January 2012 to 30<sup>th</sup> June 2012. The increase in the annual budget for that period will be collected in the 1<sup>st</sup> April 2012 levy – and at the start of the new financial year on 1<sup>st</sup> July 2012, the quarterly fees will revert to the new budget level of \$950.05.

**GENERAL BUSINESS**

**CHAIRMAN'S REPORT:** The Chairman of the Board of Directors – Mr Sym Kohn – referred all attendees to his formal written report which was attached to the Notice for the Annual General Meeting. Mr Kohn then referred the meeting to some aspects of his report – summarised as follows :

1. installation of CCTV security camera systems.
2. pursuing more tender responses for major upgrade to the foyer entrance area.
3. pursuing repairs to Service Company windows – with advice to relevant owners with "in-fills" that they must repair their windows.
4. a 3 year 'master plan' for major upgrades to both lifts in the building.
5. establishment of a website for owners to make direct contact with Directors.
6. substantial reduction in arrears of fees.
7. pursuing proposal to amend the Service Agreement to incorporate a much more streamlined and easier process for setting special levies for major capital works programmed.

**APPOINTMENT OF  
AUDITOR :**

**IT WAS RESOLVED** to appoint Mr Peter D'Ambrosio as the auditor for the Service Company for the next 12 months.

**CLEANING IN BUILDING :**

Mr Alan Zavod read out a letter prepared by Mrs Anne Zavod of Apt. 10B. The essence of the letter was to complain about the standard of cleaning in the building.

**CLEANING IN BUILDING : continued**

The Chairman advised that the Board would review the current cleaning schedule and make any necessary adjustments which may assist with improving the standard of the cleaning in the building.

**ROOF ACCESS :**

The meeting was advised that the roof area will remain closed – probably until at least next summer – whilst various OH & S and other general safety issues are resolved in this area of the building.

**GARDENING :**

Ms S.G. Zurbo expressed her disappointment that a Heritage Landscape Consultant has been appointed to prepare a plan for the gardens. A discussion ensued between Ms Zurbo and Mr Russell Jessop of the Board.

**THANKS TO BOARD :**

The meeting warmly thank the Board for its substantial contribution to the maintenance and improvements to this building.

THERE BEING NO FURTHER BUSINESS THE MEETING WAS DECLARED CLOSED AT 8.00PM

.....  
Chairman

DATED this

day of

2012

Prepared by  
**VICTORIA BODY CORPORATE SERVICES PTY LTD**  
LOCKED BAG 1291, PORT MELBOURNE 3207  
Tel. 8531 8100  
7/03/2012 jhh