



**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
www.vbcs.com.au

99228 ma 20110203

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

19 December 2012

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

**Our office will close at 5.00pm on Thursday 20th December 2012 and
re-open at 9.00am on Monday 7th January 2013.
Our emergency service will continue in operation throughout the period.
We wish you a Merry Christmas and a safe and happy New Year.**

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 VBCS
- 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 2012 ANNUAL GENERAL MEETING OF MEMBERS OF
EDGEWATER SERVICE LIMITED
HELD AT 88-90A ACLAND STREET, ST KILDA
ON WEDNESDAY, 12 DECEMBER 2012 AT 7.00 PM

PRESENT:	<u>Name</u>	<u>Unit</u>
	Mr M.L. Rubenstein	GB
	Mr S. Jenkins	GH
	Mr Andrew Evans	1H
	Mr John Van Der Laan	2A
	Mr George Smyth	2C
	Mr D. Shaw	2G
	Mr Hilton Garcia	2H
	Mr Russell Jessop	3A
	Ms Emma Taranto	3E
	Mr Ben Meiklejohn	3G
	Mr Adam Herzberg	4C
	Mrs L. Rose	4D
	Mr Mark Brickles & Ms Gina Tonelly	4G
	Mr Ryan Farrell	5G
	Mr C.A. Nobbs	6A
	Mr R. J. & Mrs M. Manning	6B
	Ms J. Curtain	6D
	Mr Alan & Mrs Sheila Singer	6H
	Mr Antonia D'Amicaao	7C
	Mr G. Dunne	7E
	Ms J. Podgorlec	7H
	Ms P. Lever	9B
	Ms P Collins	9F
	Mr Sym & Mrs Susan Kohn	9H
	Mrs A Zavod	10B
	Mr Nick Lykopoulos	10D
	Ms C. Richards	10H
	Ms April Wilkinson	11A
	Ms Margaret Wilson	11G
	Mr & Mrs L. King	12C
	Mr Alan Schwarz	12D
	Ms Irene Condos	12G
	Dr N. Edwards	12H

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

PROXIES: Mr Sym Kohn was appointed as proxy for
Mrs Carol Altman 10G

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 Mr G. Dunne (7E) as an attendee at the previous Annual General Meeting **IT WAS RESOLVED** that the Minutes of the Annual General Meeting held on 21.2.2012 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 registered company auditor Mr Peter D'Ambrosio.

**APPOINTMENT OF
DIRECTORS:**

IT WAS RESOLVED that the following Member be reappointed as a Director of the Company

<u>Name :</u>	<u>Unit No.</u>
Mr Sym Kohn	9H

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 Hilton Garcia	2H
Mr Russell Jessop	3A
Mr Mark Brickles	4G
Mr Adrian Constable	8H

**FEES TO COVER
GENERAL
ADMINISTRATION
AND MAINTENANCE
1.7.2012 to
30.6.2013:**

IT WAS RESOLVED to establish a Maintenance Fund (Budget) of \$383,800 including GST, if applicable, to meet the anticipated expenses for the current financial year of the Service Company being 1.7.2012 to 30.6.2013. 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:

\$950 per Lot per quarter

GENERAL BUSINESS :

CHAIRMAN'S REPORT: The Chairman of the Board of Directors referred all attendees to his formal written report which was attached to the Notice for the Annual General Meeting (AGM). Mr Kohn, together with other members of the Board, addressed the meeting as to various activities of the Board since the last AGM. The address by various Board members was accompanied by a visual display presentation as to various internal and external features of the building.

CHAIRMAN'S REPORT: CONTINUED A summary of the presentation by various Board members is :

Sym Kohn

- pursuing owners in arrears – noting a substantial reduction in moneys owed since the previous AGM.
- Mr Kohn referred attendees to various aspects of his Chairman's report.

Hilton Garcia

- new lighting systems in the foyer and hallways in various parts of the building.
- major upgrade to car park during 2013.

John Van Der Laan

- upgrade to Service Company windows – and plans to have all "in-fill" windows repaired / replaced by owners over time.

Russell Jessop

- upgrade to major water pipes
- foyer upgrade
- garden upgrades
- carpet upgrades in the building.

Mark Brickles

- installation of new CCTV system for the building.

MOTIONS ON NOTICE: Notice No. 1 – 2 Motions on Notice.

Two motions were proposed by Ms Christine Richards with the requisite number of valid signatures attached. A copy of the motions is appended (see attached). The Chair notified the meeting that the Board generally supported the motions and in prior discussions with the proposer, agreed on the following amendments.

1. That the beginning of the third sentence of motion no. 1 will be changed from "A member of the House Committee should be on the Board..." to "A member of the Board shall be on the House Committee...". To give effect to this motion, the Chair announced that the proposer of the motion, Ms Christine Richards would be co-opted onto the Board at the next Board meeting.
2. Both motions are, and remain, valid insofar as they do not abrogate the Board's responsibility for making decisions that are the responsibility of the Board.

The motions were adopted unanimously.

Notice No. 2 – 3 Motions on Notice.

Three motions were proposed by Ms Judy Podgorlec with the requisite number of valid signatures attached. The Chair notified the meeting that the Notice of Motion contained statements that were defamatory and foreshadowed that legal action would be taken as a result of the publication of the Notice. The meeting was cautioned to be careful when speaking to the motions. The Chair said that even though the motions contained defamatory material and under the Corporations Act, the Board was not obliged to put

MOTIONS ON NOTICE: the motions, the Board felt that the subject warranted discussion.
CONTINUED

The motions were discussed and then proposed by Ms. Podgorlec. There was no seconder for any of the motions so the Chair declared that the motions failed.

Notice No. 3 – 1 Motion on Notice.

A motion was proposed by Ms Judy Podgorlec with the requisite number of valid signatures attached. As this motion was received after the deadline, the Board declined to put the motion to the meeting.

Summary of information provided to the meeting by the Board in relation to the security cameras.

1. The Surveillance Devices Act 1999 of Victoria refers specifically to “private activities”. A private activity does not include “an activity carried on in any circumstances in which the parties to it ought reasonably to expect that it may be observed by someone else;”. Thus the security cameras at Edgewater fall outside this Act.
2. The footage can only be viewed from a computer that has the appropriate software installed and then only by entering the appropriate user name and password. Whilst all Board members have been given access to the software, only 2 Board members have installed the software on their computers, so only these 2 members currently have access to the footage.
3. The Board member with primary responsibility for the operation of the cameras is Mr. Mark Brickles. When Mr. Brickles is not available, the Chair, Mr. Sym Kohn, is the secondary contact with access.
4. Access only occurs when an incident is reported to the Board. Mr. Brickles told the meeting that it can sometimes take up to 20 hours to search the footage and prepare a DVD for the police.
5. The footage is recorded onto a hard drive that is in a secure location within the building. When the hard drive is full after approximately 40 days, the system starts to continuously overwrite existing footage starting with the oldest. No backups of the hard drive are made and no copy of the footage is made or kept anywhere, so that any footage, once overwritten, can no longer be recovered by any means.

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

.....
Chairman

DATED this day of 2011
 Prepared by
 VICTORIA BODY CORPORATE SERVICES PTY LTD
 LOCKED BAG 1291, PORT MELBOURNE 3207
 Tel. 8531 8100
 19/12/2012 jhh



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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

Two Motions
for the consideration of the
Edgewater Towers AGM
on 12 December 2012

The movers of the following motions congratulate the members of the Edgewater Towers Board for the significant progress made on the renovation of the Edgewater Towers building. They wish to work with the Board to improve the appearance of the building, whilst working within the budget for the planned works. They move that:

1. A Board sub-committee (to be called the House Committee) be established. The House Committee will provide consideration and advice about the appearance of the building (both inside and outside) to the Board. A member of the House Committee should be on the Board in order to communicate to the Board the recommendations of the Committee. Noting that the painting of corridors and installation of new carpet will be performed in April 2013, the committee will as soon as possible meet with architect, Rowan Opat, to discuss and agree upon the optimal outcomes for the following items:

- 1.1 The colour of the corridor walls;
- 1.2 The colour of the paint to be used on the walls in the stairwells;
- 1.3 The replacement of the white-wash on the northern wall in the doorway entrance on the Acland Street side;
- 1.4 The colour of the corridor carpet;
- 1.5 The need for a uniform colour on the floor landings in the stairwell and the floors of the laundry (- currently two different colours are proposed);
- 1.6 The possibility of painting the pipes in the corridor another colour (possibly the colour of the carpet);
- 1.7 The painting of the screen doors at the entrance of each apartment; and
- 1.8 A cost-effective way of restoring the building's mail-boxes.

2. The House Committee will also oversee the standard of cleaning in the building, and liaise with the cleaners to rectify any problems.

(Note: If motion 1 passes, the election of the House Committee members should be undertaken on the evening of the AGM.)
