

# *Edgewater Service Ltd*

C/- Tideways Pty Ltd PO Box 1027 Caulfield North VIC 3161

[www.edgewater Towers.com.au](http://www.edgewater Towers.com.au)

EDGEWATER SERVICE LIMITED

12 MARINE PARADE, ST KILDA

## MINUTES OF THE 2018 ANNUAL GENERAL MEETING OF THE MEMBERS OF EDGEWATER SERVICE LIMITED

HELD AT

THE ST KILDA SOLDIERS' AND SAILORS' MEMORIAL HALL BUILDING

1<sup>st</sup> FLOOR

88-90A ACLAND STREET, ST KILDA

TUESDAY 13<sup>th</sup> NOVEMBER 2018 AT 7:30 PM

**PRESENT:**

<u>NAME</u>	<u>APARTMENT</u>
Ty Brierley	GF
John Van Der Laan	2A
Adela McMurray	2E
Don Shaw	2G
<b>Bede Stallard</b>	<b>2H</b>
Russell Jessop	3A
Ben Meiklejohn	3G
Linsay King	4A
Kristine Slodyczka	4B
Mark Brickles	4G
Mrs A Leighton	5A
Mrs A Leighton	5B
Ryan Farrell	5G
<b>Judy Curtain</b>	<b>6D</b>
<b>Dean Dobric</b>	<b>7A</b>
Brenda Bisland & Noel Buckley	7G
<b>Marina Levitsky</b>	<b>9A</b>
Sym & Susan Kohn	9H
Colin Trewem	10A
Ann Zavod	10B
Nick Lykopoulos	10D
April Wilkinson	11A
<b>Nicholas Powell</b>	<b>11E</b>
Margaret Wilson	11G
Grant Kelso	12B
Nancy Edwards	12H

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**PROXIES:**

**NAME**

**APARTMENT**

Elizabeth Langdon & Anna O'Connor  
In favour of Sym Kohn

GD

Andrew Delahunt  
In favour of Jen Delahunt

5F

Ann Black  
In favour of Ann Zavod

12F

**APOLOGIES:**

Kim Douglass

5H

**IN ATTENDANCE:**

Tal Sahar – Tideways Pty Ltd

**CHAIRPERSON:**

**IT WAS RESOLVED** to appoint Sym Kohn to act as the Chairperson of the Meeting.

**MINUTES OF  
PREVIOUS ANNUAL  
GENERAL MEETING**

**IT WAS RESOLVED** that the minutes of the Annual General Meeting held on 29<sup>th</sup> November 2017 as presented to the Meeting, be confirmed as a true and accurate account of proceedings at that Meeting. Moved Ann Zavod, seconded Ben Meiklejohn.

**APPOINTMENT OF  
DIRECTORS**

**IT WAS RESOLVED** that Sym Kohn and Ty Brierley having retired in accordance with the Service Agreement, and being eligible and having offered themselves for re-election, were declared elected unopposed.

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

<b><u>Name</u></b>	<b><u>Apartment</u></b>
John Van Der Laan	2A
Don Shaw	2G
Russell Jessop	3A
Mark Brickles	4G

**MANAGING DIRECTOR'S  
& CHAIRMAN'S REPORT:**

Sym Kohn presented the combined report (attached)

**FINANCIAL STATEMENTS:**

The financial statements that were audited by the registered company Auditor Mr Peter Cursio - Cursio & Co, and the new budget were presented and adopted at the meeting.

The quarterly fees will be set at \$1,175 Admin and \$50 Sinking per quarter. Commencing the 01/01/19.

**APPOINTMENT OF  
AUDITOR:**

**IT WAS RESOLVED to** appoint Scott Partners Chartered Accountants as the accounting and auditors for the auditing and accounting services required for the Service Company.

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## GENERAL BUSINESS:

### Roof Access:

It was questioned whether additional lighting will be installed on the rooftop to facilitate night time access. Sym and Russell explained that the Board was closely monitoring the use of the rooftop, however the original thinking was that it would not be accessible after hours due to safety and noise concerns. No final decisions have been made by the Board.

Ty added that the Board would be seeking direct feedback from owners regarding the use of the rooftop and associated rules in the new year.

### Arrears & Debt Collection

Sym reminded all owners that formal debt recovery procedures will commence against any owners who have fees which remain outstanding.

NB: The threshold set by the board is \$2,000 or more outstanding.

### Strata Conversion:

Finishing touches are being put on a Strata Conversion info pack which will be distributed to all owners early in the new year. Following the distribution of the pack, a Q&A session will be scheduled where all owners can attend and raise any questions or concerns. Once all queries had been answered, an Extraordinary General Meeting (EGM) will be scheduled in order to vote on the conversion proceeding. The issue of whether to keep lot liabilities equal in the conversion process would be discussed at the Q&A session.

### Sprinkler Heads in Chutes:

It was clarified by the Board that sprinkler heads exist in rubbish chutes only on every second level. This was a fire engineering requirement when the sprinklers were retrofitted into the building.

### Balconies:


It was clarified by the Board that enclosed balconies can be reverted to open balconies by owners (pending Board review and approval of the design)

### Interior Smoke Detectors:

All smoke detectors inside apartments are “addressable” by the main fire panel in the Ground Floor lobby and interfering with them may cause false alarms. There are approximately 11 apartments who have not yet switched over to an addressable smoke detector and the Board will shortly be sending a letter to each owner requesting them to arrange this.

**THERE BEING NO FURTHER BUSINESS THE MEETING WAS DECLARED CLOSED AT 8.30pm**

**SIGNED and DATED as a correct record**



Ty Brierley – ESL Managing Director and Chairman (acting)

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## IT IS NOTED:

## INSURANCE:

The Manager obtain quotes for insurance cover prior to renewal date 20/08/2019 and submit them to the Directors for their decision.

<b>Insurer</b>	CHU Policy No. 13307
<b>Building</b>	\$ 47,107,000
<b>General Excess</b>	\$ 1000
<b>Water Damage Excess</b>	\$ 7,500
<b>Public or Legal Liability</b>	\$ 20,000,000
<b>Voluntary Worker</b>	\$ 200,000
<b>Fidelity Guarantee</b>	\$ 100,000
<b>Office Bearer's Legal Liability</b>	\$ 5,000,000
<b>Machinery Breakdown</b>	\$ 5,000

For further information please refer to the policy

**PLEASE NOTE IF AN INSURABLE EVENT IS CAUSED BY YOUR APARTMENT i.e. (Burst Hot Water Unit), THEN THE OWNER OF THAT APARTMENT WILL BE LIABLE TO PAY THE EXCESS AS DISCUSSED AT THIS MEETING.**

Members are reminded that the Service Company Insurance **does not** cover contents or owner' s chattels, including carpets, inside the apartment (but does now include floating floors). Each owner should have Contents Insurance with includes personal & Public Liability. Landlords are advised to have Landlords Contents cover.

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## MD'S & CHAIR'S COMBINED REPORT

### Edgewater Service Limited

### 2018 AGM – November 2018

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On behalf of the Board of Edgewater Service Limited (ESL), we'd like to welcome you all to the 2018 AGM.

We'd like to thank all the Board members for their dedicated hard work on behalf of all of us at Edgewater. Current Board members are (in order of longevity)

- John van der Laan,
- Sym Kohn,
- Russell Jessop,
- Mark Brickles,
- Ty Brierley
- Don Shaw

This year, we replaced BBC as our building manager. Our new building management company is Tideways Pty Ltd, represented by Mr. Tal Sahar. In the 4 months that Tal has been on board, he has been pro-active and has provided the Board with a level of service and experience that we have not experienced for many years.

#### **Completed, Ongoing, and Future Projects:**

- Replacement of carpet on first floor after the flooding  
As you are aware, there was a blockage in a waste drain that flooded the lobby, the first-floor corridor, and a number of apartments. Gallant Plumbing was called in, and they determined that the blockage was caused by a build-up of detritus. They cleared the blockage and were confident that the problem was solved.

Our insurance company had ruled that the carpet on the first floor, which had been damaged by the sewage overflow, was a health risk, and removed the affected section. The original carpet was no longer available, and after a lengthy negotiation with the insurance company, a new patch was made that was as close to the original as we could get.

Since then, we have had a second overflow. It appears that this was caused by a buildup of kitty litter, which is NOT meant to be flushed down the toilet. We have undertaken an extensive (and expensive) remediation measure, so that this shouldn't happen again.

We do stress that, kitty litter, baby wipes, sanitary waste, cotton balls, and the like must **NOT** be flushed down the toilet, as the flushing pressure may not be enough to completely disperse these items. If they get stuck in the pipe, the sewage will back-up, causing an overflow. If we find, by using our security cameras and the plumber's inspection cameras, any owner or resident to be the cause of any future blockages the board will hold the owner responsible and on-charge all the rectification costs.

- Cleaning and polishing of the terrazzo floor  
The Board, for a long time, kept deferring the cleaning, polishing, and repair of the terrazzo floor whilst the rooftop project was being undertaken. We felt any refurbishment of the floor would be quickly damaged by the passage of workers and material. We are pleased with the results of the polishing and have received many comments from residents commenting on how shiny the floor now looks.

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- Tree maintenance completed  
There had been a number of complaints that it was difficult to walk along the path due to branches getting in the way. Whilst the pruning looks fairly drastic, it will result in the maintenance of long-term health of the trees.
- Our high-speed internet network has been completed  
If you use Pineapple, or one of the other service providers that use the DGTek gigabit system, you will be experiencing speeds of up to 1000 Mbps, depending on the plan you have chosen. DGTek offers plans with available speeds of 100/100 (100 Mbps download and 100Mbps upload), 300/300, and the top speed of 1000/1000. The NBN Company still has not made a decision about the timing of high-speed internet to the building. Their current timetable seems to be for provision of service about late 2019 using HFC (hybrid fibre coaxial) technology, which is inferior to the private networking technology that we have installed in the building. If you require access to high-speed internet, and you want to stick to your current provider, you should ask them to install the DGTek system (which is available to all service providers and can be run in parallel to their other systems).
- Bike tags  
We have had a large number of bikes left by residents that moved out and couldn't be bothered (or just forgot) to take their bikes with them, which meant that current residents could not use the hooks. To prevent this, we distribute bike tags each year and any bike that is on a hook and is **not tagged with a current tag**, will be removed and donated to the charity, Back2Bikes. We will also remove bikes that are not on hooks in the laundry, as well as any other objects that have been placed in the laundry.
- Abandoned bikes donated to charity  
About a dozen abandoned bikes were removed from the laundries and the stairwells and donated to Back2Bikes – a social enterprise that refurbishes bikes for distribution to other charities and to the local community.
- Smoke alarm replacement  
Smoke alarm replacements in most apartments has now been completed, - at no charge to owners. Eleven owners, who did not make their apartments available for the changeover will be charged the additional costs of replacing the smoke alarms as they fail. In the event of a fire, the board will notify the MFB and the insurer of an apartment who has not provided access. This could result in a claim against the owner by our insurance company and to avoid this, the Board encourages any owner who has not replaced their smoke alarm to contact Tideways as soon as possible to arrange the replacement of their smoke alarms.
- Completion of the Façade Survey  
One of the conditions that applied when permission was granted to enclose balconies, was, and remains, that owners assume the responsibility for ALL maintenance of enclosed balconies. Repairs to windows, and seals around the windows, must be carried out by the respective owners at their own expense.

We are now working through the defect report provided by Wayne's High Access. The report is comprised of over 400 defect photos and accompanying comments. About 50 repairs are deemed urgent, consisting mainly of rotting windows, frames and ledges in enclosed balconies, with a further 372 repairs (ranging from minor to more significant) that are required, but not urgent. The Board is currently working through these to determine which are Board-responsible repairs (i.e. to kitchen & bedroom windows), and which are owner-responsible repairs (to infills).

We are looking at effective ways to work co-operatively with owners to facilitate repairs. We will be sending letters to all affected owners, inviting them to a meeting at which we can discuss available options. Breach notices will be issued for non-compliance issues, such as air conditioning condensers on ledges or straddling balconies and visible external hot water services and piping – none of which would have received permission.

- Security camera upgrades  
Cameras have now been installed on all levels and in the stairwells, so we can now more easily identify residents that dump stuff, such as building materials in the bins, unwanted goods in the

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lobby or in laundries. We recently identified a resident that stole an item from the lobby and handed the footage over to the police. If the police ask for footage, we will hand it over to them. We will not provide footage to a resident or owner unless we are provided with a genuine reason for the request. Searching the footage can take considerable time, and in almost all cases, the resident or owner will have to pay for the time taken to search the footage.

- Rooftop Project

The project had to overcome a number of major hurdles before finally being completed in June this year.

The building surveyor required proof that the roof slab could support the planned weight for person access (even though it supported the (extremely heavy BMU – building maintenance unit). The council could not (or would not) find any original structural plans, and none were available in the State Library. We tried 3 different concrete scanning methods, none of which worked (and for which we were subsequently not charged). We ended up putting a swimming pool above apartment 12H, filling it with water to simulate the correct weight, and measuring the consequential movement return of the roof slab. We thank the owner of apartment 12H, who allowed us to access the apartment for a number of days so that we could satisfactorily conclude the tests.

We have had overwhelming positive feedback from residents who have been making good use of the rooftop. With warmer weather & longer days approaching, we expect that the BBQ facilities will be fully utilised. We want to emphasise to anyone using the rooftop to be mindful of the residents of the 12<sup>th</sup> floor corridor when waiting for the lifts and ensure that all the rules (such as no smoking and no glass on the rooftop) are observed.

We especially request that, if you've used the BBQs, please clean them thoroughly for the next person. The rooftop is currently cleaned on Friday and Monday and this will be reviewed in due course.

- 6<sup>th</sup>. Open House Melbourne

We had about 250 visitors, which is a record number of people through. We received very positive feedback and we couldn't do it without the help of a number of resident volunteers: thanks to Kim Douglass, Noel Buckley, Marg Wilson, Nick Lykopoulos, and the 2 people who collect and curate the information: Susan Kohn, & Russell Jessop.

- Heritage recognition & Dutch film crew

One of the early residents in Edgewater Towers was an automotive engineer called Josef Ganz, who worked for GMH. He is now being credited as the creator and designer of the Volkswagen. A Dutch film crew, led by Paul Schilperood, who wrote a book about Ganz, timed their visit to Edgewater to coincide with the unveiling of the heritage plaque placed by the City of Port Phillip. The documentary they were filming is due out late 2018 or early 2019 and will include interviews conducted in some of the apartments with present & former residents.

The heritage plaque recognizes the significance of Edgewater Towers, the architect Mordechai Benshemesh and commemorates Ganz, as well as Sir Hubert "Oppy" Opperman, who was one of the most distinguished residents of Edgewater.

- Wikipedia page

Continues to generate a lot of interest, garnering over 200 hits per month – especially when an apartment goes on sale, and just before Open House Melbourne.

- Lifts

Our lifts are ageing, and require an upgrade, not only to bring them into line with current regulations and to maintain their high safety levels. At the same time, we will take the opportunity to extend the lift service to the rooftop, thus providing access to people with disability aids. The costs to provide access at a later date will far exceed the marginal increase in costs if we do this at the time of upgrade.

The Board considers the lift upgrade to be a priority, and is working hard to ensure that the best outcome is achieved at the most effective cost. Planning for the upgrade has already commenced and

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we expect to fund it from existing levies, which should remain at the current levels.

- Short stay rentals within Edgewater  
The Board recognizes that short stay rentals can often be advantageous for some owners. We have also determined that providing this service is a breach of the Service Agreement, however, the Board has, with the assistance of one of the owners, developed a licence agreement which will allow an owner to rent out their apartment for short term periods. We will shortly be approaching any owner that is currently renting their apartment on a short-term basis and asking them to sign the agreement.
- Monitoring of outstanding quarterly fees  
As at the 30<sup>th</sup>. June 2018, there were only approximately \$19,000 of outstanding fees. The Board would remind you that you should not ignore your fee notices. If any owner has outstanding fees in excess of \$2,000 **and has not made a prior payment arrangement with the Board**, legal action is commenced automatically. Once legal action has started, it is too late to make any sort of arrangement. We will only accept payment of the outstanding amount in full.
- Conversion to strata title  
We are commencing the process of conversion to strata title. We engaged a registered valuer to provide information on the potential difference in value of apartments if we were a strata-titled building compared to our current values. There are a small number of other issues to sort out, and once completed, we will be presenting an information pack to all owners, outlining the benefits and costs of the conversion. Once the owners have had a chance to read the information pack, the Board will call a number of meetings to answer questions and discuss the proposal in detail.
- Sinking Fund  
The concept of a sinking fund is to spread the capital cost of major maintenance and repairs over a period of time – typically 10 years. The Board has engaged a consulting company to develop a 10-year maintenance plan that will form the basis of the amounts to be collected each quarter for the sinking fund. It also serves to ensure that anyone that has owned an apartment in Edgewater, contributes to its upkeep. We have budgeted for a small amount to be contributed to the sinking fund each quarter so that we can all get used to the concept. This becomes a legislated necessity, once we have converted to strata.
- Painting of the lobby  
We recognize that the lobby requires re-painting, however with the lift project slated to commence shortly, the Board feels that it is prudent to defer the re-paint until after the completion so that any inadvertent damage can be repaired at the same time.
- Ground Floor  
The ground floor exterior has been painted and redundant cabling has been removed. Together with the resumption of regular building wash down and window washing, the Board will continue to prioritise the maintenance and enhancement of the appearance of the entrance.
- Gas meter audit  
This will be a fairly complex undertaking and the Board is prioritizing the strata conversion and lift upgrade. We will schedule the audit as soon as we have a Board member able to manage it.
- Survey  
A building survey will be distributed in the near future seeking feedback regarding the direction of the building and the community within.
- Peanut Farm Lighting  
After strongly lobbying the council, the Board is pleased that the lighting has been installed along the path, greatly improving the safety of our residents.
- Change of Auditors  
The Board is recommending that a new auditor be appointed to prepare the statutory accounts, tax returns, and audited financial statements for the financial year ending 30 June 2019. We are taking this step because the current auditor cannot, or will not, prepare the accounts in the time frame that



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we require. The current auditor is located in Moonee Ponds, which is not particularly convenient when meetings are required.

## **Important Reminders:**

1. Through Tideways, our insurance policy has been upgraded so that floor coverings, including floating floors, are now covered as a standard inclusion. Most building insurance policies exclude floor coverings from their coverage, and the Board believes that the inclusion will add to owners' amenity and potentially reduce costs if an insurable event occurs. You are reminded that you should refer to the quick reference guide that was circulated, and that you should seek your own independent insurance advice to determine whether to rely on the building policy, or to maintain your own policy to ensure that you have appropriate cover.
2. The building insurance policy is held by the Service Company, and any claims must now be presented through our brokers. Residents and owners are advised that any excess, with respect to a claim made on their behalf by the broker, will be charged back to the owner of the apartment. The current excess is \$7,500 for water damage or exploratory costs relating to water damage, and \$1,000 for other claims.
3. If any resident causes a false fire alarm, regardless of whether the alarm was caused by a willful, negligent, foreseeable, unforeseeable, or accidental action, the owner of the apartment will be charged for the MFB call-out fee. If the apartment is tenanted, the owner may choose to pass the cost on to the tenant.

A false alarm can be caused by:

- a. Burning food when cooking and opening the door to allow the smoke to escape into the corridors.
- b. Dust from any building or renovation activities, which is allowed to escape into the corridors, or from allowing workers to carry out any renovation activities in the corridors without permission.

Each director puts in a substantial amount of (unpaid) time and effort and we are continually working to improve the amenity in the building for all residents. If you have any compliments, complaints, comments, or suggestions, please send them to Tal at Tideways.



Ty Brierley

**MD**

**Edgewater Service Limited**



Sym Kohn

**Chair**