

Edgewater Service Ltd

C/- Tideways Pty Ltd PO Box 1027 Caulfield North VIC 3161
www.edgewater Towers.com.au

EDGEWATER SERVICE LIMITED
12 MARINE PARADE, ST KILDA

MINUTES OF THE 2019 ANNUAL GENERAL MEETING OF THE MEMBERS OF EDGEWATER SERVICE LIMITED

HELD AT THE ST KILDA SOLDIERS' AND SAILORS' MEMORIAL HALL
BUILDING 1st FLOOR

88-90A ACLAND STREET, ST KILDA
TUESDAY 12th NOVEMBER 2019 AT 7:00 PM

PRESENT:

<u>NAME</u>	<u>APARTMENT</u>
Ty Brierley	GF
Shane Jenkins	GH
Mr & Mrs Duke Fonias	1C
John Van Der Laan	2A
Adela McMurray	2E
Don Shaw	2G
Rick Beddome	3B
Krista Marotta	3C
Dan Lennox & Ana Mikulic	3E
Kristine Slodyczka	4B
Mark Brickles	4G
Ebbele & Clara Van der Kooi	5C
Jane Reid	5G
Craig Nobbs	6A
Judy Curtain	6D
Roger Hackworth	6F
Solomon Rosenzweig	6H
Gregory Day	7B
Mr G Dunne	7E
Brenda Bisland & Noel Buckley	7G
Marg Harvey	8C
Patricia Lever	9B
Michael Cass	9E
Patricia Collins	9F
Sym & Susan Kohn	9H
Colin Trewern	10A
Robin Coates	10G
Dana Morfett	10H
April Wilkinson	11A
Nicholas Fowell	11E
Sharon Scott	12A
Grant Kelso	12B
Hugo Leschen	12C
Nancy Edwards	12H

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PROXIES:

NAME

APARTMENT

George Verginis & Maureen Singh
In favour of Mark Brickles

4H

Kim Douglass
In favour of Ty Brierley (chair)

5H

Christie Kelso
In favour of Grant Padula

12B

APOLOGIES:

Kim Douglass

5H

IN ATTENDANCE:

Tal Sahar – Tideways Pty Ltd

CHAIRPERSON:

IT WAS RESOLVED to appoint Ty Brierley to act as the Chairperson of the Meeting. Moved: April Wilkinson, Seconded: John Laan

MINUTES OF PREVIOUS ANNUAL GENERAL MEETING

IT WAS RESOLVED that the minutes of the Annual General Meeting held on 13th November 2018 as presented to the Meeting, be confirmed as a true and accurate account of proceedings at that Meeting. Moved: Michael Cass. Seconded: John Laan

MAXIMUM NUMBER OF DIRECTORS

IT WAS RESOLVED to limit the maximum number of ESL Directors to seven (7). Moved: Patricia Lever. Seconded: Nancy Edwards.

APPOINTMENT OF DIRECTORS

IT WAS RESOLVED that Mr Mark Brickles, having retired in accordance with the Service Agreement, and being eligible and having offered himself for re-election, was declared elected unopposed.

It is noted that the following Directors were elected throughout the year and their elections were confirmed.

<u>Name</u>	<u>Apartment</u>
Michael Cass	9E
Colin Trewern	10A
April Wilkinson	11A

MANAGING DIRECTOR'S REPORT:

Ty Brierley presented the report (attached with these minutes)

FINANCIAL STATEMENTS:

The financial statements that were audited by the registered company Auditor (Scott Partners), and the accounts were presented and adopted at the meeting. Ty Brierley spoke to the fees and the board has considered the budget in light of the conversion and moves that they remain unchanged at \$1,175 Admin and \$50 Sinking per quarter and they would be reviewed on conversion. Moved: John Laan. Seconded: Michael Cass.

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GENERAL BUSINESS:

Rooftop Safety:

Noel Buckley noted that the entire circumference of the railing had a gap at the bottom which allowed objects to roll off the side of the building (e.g. a can of soft drink in a strong wind). Noel suggested a plastic lip or some other deterrent below the rail.

Ty thanked Noel for the feedback and advised that the Board would discuss and consider how any alterations to the railing could be made.

Pooling of Water in Carpark:

Patricia Lever raised a concern regarding pooling water near the undercover carparks. It was noted by those on the Board with some history of issues in that area that drainage of water away from that area of the building has been problematic and that there have been issues with the neighbouring property in relation to water ingress. It was agreed to monitor that area for any further degradation or worsening of water pooling over time.

Undercover Carpark:

Robin Coates queried whether there were any plans to convert the carpark into one where all cars were undercover and not exposed to the harsh environmental elements. Ty advised that following conversion, the short to medium term priority would be to convert the carpark licenses to titles. As part of that process, or independently, the Board could investigate the merit of undercover parking for all or at least replacing/extending the existing car port. If a partial rebuild or extension was to occur then only those who have an undercover car park would be expected to contribute.

Deliveries:

Noel Buckley commented on the difficulty that couriers faced in delivering packages and parcels to residents at the building. He suggested that the intercom system was quite complicated and that couriers often gave up trying to figure it out. Ty concurred and said the Board welcomed any feedback on how to make the intercom instructions / signage simpler for all.

THERE BEING NO FURTHER BUSINESS THE MEETING WAS DECLARED CLOSED AT 8.15pm

SIGNED and DATED as a correct record on 10 December 2019



Ty Brierley – ESL Managing Director and Chairman

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IT IS NOTED:

INSURANCE:

The Manager obtain quotes for insurance cover prior to renewal date 20/08/2020 and submit them to the Directors for their decision.

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

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

Managing Director's Report **Edgewater Service Limited** **2019 AGM – 12 November 2019**

On behalf of the Edgewater Service Limited Board (ESL) I welcome you to the 2019 AGM. I will start by welcoming our new Board members and thanking all the Board members for their dedicated hard work since the last AGM.

The primary focus this year has been the conversion. By now all owners will have received a 'consent pack' which contains all the necessary documents required to enable the conversion to proceed. If you support the conversion and have not provided the consent then you are encouraged to email conversion@edgewater Towers.com.au to arrange signing. It is important that all owners understand conversion requires 100% support, you must not ignore the request for consent if you support it. Most banks have already provided consent and the board intends on lodging the conversion plan in December with the first AGM being held in February, all going well.

This year, ESL engaged Scott & Co as our auditors and combined with Tideways financial reporting, the Board has been able to save a significant amount of time in reviewing and managing the accounts. The Board has made the decision to keep fees set at the current level pending the conversion, with any surplus funds being utilised for the lift upgrade.

The Board is managing the funds of ESL with the goal of ensuring that long term maintenance and projects are planned for without the need for special levies. All major projects, namely the rooftop, conversion project and the upcoming lift upgrade will be funded without special levies while on average fees reducing over the last few years.

Once the conversion has occurred, a sub-committee will be started to review the fees in light of a 10-year maintenance plan and future major projects. I remain committed to reviewing existing and future contracts to ensure that expenditure is minimised while maintaining the level of service the ESL community has come to expect.

In addition to the above, I will update on the projects undertaken in the last 12 months and planned for the rest of the financial year.

- **Lifts.** After the conversion project, the lift upgrade is the priority for the Board. An initial scope of works has been prepared and costing estimate provided. Costs are expected to be between \$400,000 to \$500,000 (both lifts), subject to variables such as ancillary works to the rooftop, size and speed of the elevator. It is expected that the scope will be decided by the end of the year with a tender and contract to be awarded before Easter 2020. The works will be staggered with one lift done first and the other only after the first is operational.

As with the conversion, this project is already largely funded with \$400,000 allocated to this financial year budget. This will allow the works to commence this year, with the balance to be made up in next year's budget.

- **Building appearance.** The façade survey undertaken by Waynes High Access is being reviewed by the Board with the view of attending to all items identified as urgently requiring rectification. Where these works are attributed to the owner the option will be provided to the owner to replace on their own accord, or to combine rectification with a contractor engaged by ESL. The latter should result in cost savings. Only apartments identified on the list as requiring urgent works will be contacted, all other items will be deferred until a later date when the whole of building can be looked at, including painting.

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- **Security Cameras (CCTV).** The Board is upgrading the CCTV system further to extend the recording time and identify any areas without coverage. The policy remains that if the Police ask for footage, the Board will provide on request, however footage will not be provided to a resident or owner unless there is a genuine reason for the request. Searching the footage takes considerable time, and in almost all cases, the resident or owner will have to pay for the time taken to search the footage.
- **7th. Open House Melbourne.** ESL had approximately 250 visitors, which is a record number of people through. Positive feedback was received which would not have been possible without the help of a number of resident volunteers: thanks to Collin Trewern and the people who collect and curate the information: Sym Kohn, Susan Kohn, & Russell Jessop.
- **Lobby painting.** The Board has deferred repainting the lobby area until after the lift upgrades as there will be structural works required to the lift entrance. While the lobby appearance is important, it is equally important to best use available funds.
- **Gas Meter Audit.** The Board has previously received the records from Multinet, and aside from being incomplete, they differ greatly to the internal records the Board holds. The Board has resolved to engage a contractor, being a licenced plumber and gasfitter, to implement a plan to identify and tag all gas meters.

This will ensure you are paying for the correct gas usage and importantly, enable the Board to turn off the gas supply to individual apartments in the event of an emergency. This project has been planned for some time but due to the cost and time required, the project will be deferred to next financial year.

- **Web Camera.** The Board has entered into an agreement with SwellNet to provide live footage of St Kilda beach with residents receiving access to an inhouse MATV system and free advertising space for Edgewater on their website. The camera will not record the rooftop activities of residents and is fully maintained by SwellNet at no cost to ESL.
- **Survey.** A building survey will be distributed once the Conversion has been lodged, seeking feedback regarding the direction of the building and the community within.

Important Information:

- **Rooftop.** The Board has had overwhelming positive feedback from residents who have been making use of the rooftop. With warmer weather & longer days approaching, the Board expect that the Rooftop and especially the BBQ facilities will be fully utilized.

The board emphasizes two issues that have arisen. Firstly, anyone using the rooftop must be mindful of the residents of the 12th floor, noise from the corridor and from the rooftop itself can disturb the amenity of fellow residents. In addition to the ESL rules, the EPA guidelines dictate noise requirements and anyone disrupting the amenity of residents will have their rooftop access removed.

Secondly there have been instances of the BBQ being left dirty and unusable for the next guest. Please ensure that you make an effort to clean the BBQ so that others may enjoy them after you have. CCTV will be used to determine residents leaving the BBQ excessively dirty and cleaning costs will be on charged.

- **Fibre Internet.** The internal fibre network is running well and by all accounts residents are happy with the reliability and speed, reporting average connection speeds of 90Mbps on a 100Mbps plan. If you have not signed up to the internal fibre network then the Board encourages you to contact **Pineapple.net.au** to connect.

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The NBN Co has also resolved to proceed with HFC (Hybrid Fibre Coaxial), which means instead of installing fibre inside the building, the NBN Co will use the existing cable network ('pay tv') already installed and will have its speed limited by the speed of the coaxial cable. NBN is due to be connected by early 2020.

- **Drains.** The Board emphasizes 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. The Board will use the CCTV and plumber's inspection cameras to identify the owner or resident responsible for any blockage and on-charge all the rectification costs.

- **Bike tags.** ESL distributes 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. Back2Bikes is a social enterprise that refurbishes bikes for distribution to other charities and to the local community.

- **Smoke alarm replacement.** Smoke alarm replacement in most apartments has now been completed. 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.

Any apartment not fitted to the internal Smoke Alarm system will not be compliant with current Regulations and may have their insurance voided as a result. 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.

- **Wikipedia & Website.** 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. The Website also contains a wealth of important information.

- **Short stay rentals.** 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.

- **Quarterly fees.** If any owner has outstanding fees in excess of \$2,000 **and has not made a prior payment arrangement with the Board**, legal action will commence automatically. Once legal action has started, it is too late to make any sort of arrangement.

- **Insurance.** Through Tideways, our insurance policy has been upgraded so that floor coverings, including floating floors, are now covered as a standard inclusion (but not carpet). 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.

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.

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- **MFB Fire Alarm.** 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 burning food when cooking and opening the door to allow the smoke to escape into the corridors or 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.

In Conclusion

Once the strata conversion and lift upgrade has occurred, the future Owners Corporation Committee will be moving to the next phase of improving the building, namely exterior façade appearance and re-painting.

Each director puts in a substantial amount of (unpaid) time and effort and 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.

I thank everyone who has attended this AGM and look forward to another productive year at Edgewater Towers.



Ty Brierley

Managing Director

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