



**Owners Corporation PS743082B
12 Marine Parade St Kilda VIC 3182**

Notice is hereby given that the Inaugural General Meeting of the Owners Corporation is to be held via video conference on 15 December 2020 at 6:30pm

AGENDA

- 1. Attendance / Apologies / Proxies**
- 2. Quorum**
- 3. Appointment of Chairperson & Secretary**
- 4. Compliance with s67 of the Owners Corporation Act**
- 5. Maintenance Plan**
- 6. Owners Corporation Budget & Fees**
- 7. Insurance**
- 8. Insurance Excess**
- 9. Insurance Replacement & Reinstatement**
- 10. Penalty Interest on Arrears**
- 11. Cost Recovery**
- 12. Leases, Agreements and Deeds**
- 13. Election of Committee**
- 14. Appointment of Owners Corporation Manager**
- 15. Common Seal**
- 16. Owners Corporation Rules**
- 17. Owners Corporation Signage**
- 18. General Business**



Inaugural Annual General Meeting Venue

Due to COVID-19 and in line with the social distancing advice currently issued by the Department of Health, Tideways have implemented a policy of conducting any essential meetings (such as Annual General Meetings) via remote means, either by teleconference or video conference.

The meeting will be run remotely via Zoom (www.zoom.us). The details of the web conference dial-in details are included below and associated instructions for setting up Zoom and attending a web conference meeting are attached with this notice.

In order to ensure a smooth meeting, it is imperative that you read through the attached instructions and complete all the prerequisites ahead of the meeting.

Please note, all owners assigning proxies are required to send through a copy of the completed proxy forms prior to the Inaugural AGM. Please send proxy forms to meetings@tideways.com.au.

Should you have any questions or concerns, please do not hesitate to contact me directly on 0421 523 850.

Regards,

Leye Petersen
Owners Corporation Manager
(for and on behalf of Owners Corporation PS743082B)



MEETING PROCEEDINGS

1. **Registration of Attendance, Apologies, Proxies**
2. **Quorum**
3. **Appointment of Chairperson and Secretary**
4. **Compliance with s67 of the Owners Corporation Act**

A copy of the following items are provided under section 67 of the Act:

- a) the Owners Corporation register;
- b) any accounts or records made on behalf of the Owners Corporation;
- c) books to enable the keeping of the necessary minutes, accounts and other records;
- d) the maintenance plan;
- e) any contract, leases and licences binding on or benefiting the Owners Corporation;
- f) a copy of the Plan, and all related building plans, planning documents and other similar documents;
- g) a copy of the Act and the Regulations and the Subdivision Act 1988 (Vic) and the regulations under that Act;
- h) any insurance policies in force in relation to the property, including any insurance policy taken out under section 9AAA of the Sale of Land Act 1962 (Vic);
- i) the names of any companies, tradespeople or suppliers who have provided a warranty or other guarantee on any matter for which the Owners Corporation is responsible and copies of those warranties and guarantees; and
- j) the common seal for the Owners Corporation.

5. **Maintenance Plan**

Introduction. An Owners Corporation is required to have a 10-year maintenance plan in place to guide the collection of fees for the future expenses. In consultation with Roscon, the Board, as it was, worked to put together a plan that complies with the requirements of the Owners Corporation Act, but at the same time addresses the particular characteristics and challenges of the building. The board (committee) understands that the lift is the priority and that has been costed and budgeted for.

The report will form part of this notice and it is important to understand that this is a preliminary report. Within the next 12 months the various subcommittees will look at the building remediation and the Owners Corporation fees to determine the right level when a plan moving forward is known.

The report while very accurate in most regards, also makes allowances for items that may likely change in the future, such as the building may or may not be scaffolded, a swing lift might be used and so on. Until the plan is incorporated by the committee, through feedback by the sub-committee it is difficult to define costs 10 years into the future.



There are also some items that do not need to be attended to over the 10 year plan, for example the letter boxes that were deliberately restored and intended to look at they do and the public toilets which might be repurposed after consultation with the owners.

It is common ground that the owners want to see a complete remediation of the building, ensuring that there is a fairness in who pays for that. That is why the decision has been made to spend the cumulative savings on the lifts, then consult with the owners on the last and most overdue phase, namely restoring the external appearance of the building.

The overriding principle is that there is a lot of scope within Edgewater Towers to improve and restore the building and while the Inaugural General Meeting is designed to commence the official Owners Corporation Status, it is simply the first step in this significant milestone and the future committee will work towards further improvements.

This maintenance plan will be reassessed in 12 months and the proposed 10-year costs are not to be fixed, but rather serve as a guideline for the sub-committee to help plan for the future years.

Motion: That the Owners Corporation adopt the Maintenance Plan prepared by Roscon in 2020 and for the Maintenance Plan to take effect in line with s38(1) of the Owners Corporation Act 2006.

6. Owners Corporation Budget & Fees

The fees have been set at the current expenditure, though this requires some changes to the way the budget has been set. While the overall fees will remain the same, the maintenance fund will see a significant increase due to the way certain items are categorized. The administrative fund will decrease to account for the day to day activities while the maintenance fund will start building for the future remediation of the building.

Motion: That the Owners Corporation Financial Year begin 1st July and end 30th June in any year

Motion: That Owners Corporation fees be levied quarterly in advance and due 1st July, 1st October, 1st January, 1st April each year.

The proposed budget for the administrative fund has been based on the expenditure in previous years for Edgewater Towers with an allowance for anticipated increases to operating costs.

Motion: That an administration budget of **\$277,188.67** (plus GST) for Owners Corporation PS743082B for the year 01/07/2020 - 30/06/2021 be approved and adopted

Motion: That administration fees of **\$262,500** (plus GST) for Owners Corporation PS743082B for the year 01/07/2020 - 30/06/2021 be collected effective from **1 July 2020**.



Motion: That maintenance fund contributions of **\$81,818.18** (plus GST) for Owners Corporation PS743082B for the year 01/07/2020 - 30/06/2021 be collected effective **1 July 2020**. These funds are to contribute to the cost of the lift upgrade project. Any residual balance of the maintenance fund is to be used towards the implementation of the Maintenance Plan as directed by the Building Audit sub-committee.

7. Special Resolution - Lift Upgrade

A proposed project to upgrade both lifts has been investigated and costed. The estimated cost of the project is \$580,000 plus contingencies. Details outlining the scope of the project are attached to this document.

This proposed project will be fast-tracking the timeframe for upgrade and it is to be funded using a combination of existing funds and regular levies for the maintenance fund. It is anticipated that a Special Levy will not be required to fund this project.

It is proposed that \$400,000 be transferred from the administrative fund to the maintenance fund to contribute to the cost of the project. Existing funds in the maintenance fund in conjunction with maintenance fund levies for the year 01/07/2020 - 30/06/2021 are to be used for the balance of funding for the project.

Section 53 (1) of the Owners Corporation Act 2006 states that "An owners corporation may by special resolution approve the carrying out of upgrading works for the common property and the levying of fees on lot owners for that purpose".

Motion: The Owners Corporation resolves, by Special Resolution, to approve the carrying out of upgrade works to both lifts within the Owners Corporation, at an estimated cost of \$580,000 plus contingencies, and the levying of fees on lot owners for that purpose.

Motion: That \$400,000 is transferred from the administrative fund to the maintenance fund to be used to fund the lift upgrade project.

8. Insurance

Motion: That the insurance cover for Owners Corporation PS743082B be noted, details of which are set out below

Broker:	Resolute Property Protect
Insurer:	CHU Underwriting Agencies Pty Ltd
Policy Number:	13307
Building Cover	\$41,100,000
Common Contents Cover:	\$146,000
Public Liability Cover:	\$30,000,000
Office Bearers Cover:	\$5,000,000
Renewal Date:	20 th August 2021



Premium: \$40,138.67

Personal/Owners Contents & Legal Liability

Owners are reminded that it is their own responsibility to arrange insurance cover for public liability and personal contents inside their lot (including carpets, curtains and light fittings).

9. Insurance Excess

Motion: That if the Owners Corporation or another Member makes an insurance claim against the Owners Corporation's insurance policy for damage caused by another Member, then the insurance excess incurred will be on charged to the Member that caused the damage.

10. Insurance Replacement & Reinstatement

Motion: That the Owners Corporation acknowledge Section 65 of the Owners Corporation Act 2006 and accept to have an insurance replacement and reinstatement report carried out on the building and common contents every 5 years and that the policy be adjusted to the limits of cover as recommended in the report.

11. Penalty Interest on Arrears

Motion: That the Owners Corporation will charge interest at the maximum rate of interest payable under the Penalty Interest Act 1983 on any money owed by a member to the Owners Corporation after the due date.

12. Cost Recovery

Motion: That the Owners Corporation will recover outstanding Owners Corporation fees and charges by action in a Court or Tribunal of competent jurisdiction and that the Owners Corporation will recover as a debt due from the person, persons or company in default or breach, the costs, charges and expenses incurred by the Owners Corporation (not including the personal time cost of any person acting in an honorary capacity, including the Chairman or a Committee Member of the Owners Corporation) arising out of any default or breach by any lot owner or occupier of a lot.

Motion: That if there is a Committee of the Owners Corporation, that Committee is authorised and given complete discretion to settle on any terms and conditions the Committee deems as fair and reasonable, any debt recovery proceeding against any member where, based on legal advice received, it is of the opinion that settlement is in the best interests of the Owners Corporation

Motion: That all costs associated with repairs, maintenance, leak investigations or other works relevant to private property or for the benefit of a lot, incurred by the Owners Corporation shall be passed on the lot owner affected or serving to benefit. The costs charges and expenses shall be due and payable as a debt due by the lot owner in default or breach to the Owners Corporation



Motion: That all costs incurred by the Owners Corporation as a result of charges arising from a breach or obligation by a lot owner, or an occupier of a lot (ie: from the false fire alarms, fire brigade charges, or relevant authority charges), shall be payable by any member in default or breach. The costs charges and expenses shall be due and payable as a debt due by lot owner in default or breach to the Owners Corporation

13. Special Resolution - Leases, Agreements and Deeds

Motion: By Special Resolution, pursuant to sections 10, 12(1)(b) and 14 of the Owners Corporations Act 2006 that Owners Corporation PS743082B effect/enter into the following leases, agreements and deeds in their general form:

- Substation Lease
- Laundry Lease Agreement
- Car Park License Agreements for all owners with existing car parks

Motion: That the Owners Corporation execute the above documents by affixing the common seal of the Owners Corporation to the documents to which they are each a party in accordance with the requirements of the Owners Corporations Act 2006 (Vic) and section 98CD of the Transfer of Land Act 1958.

Motion: That the Owners Corporations also transfers the following agreements over from ESL and that where applicable the manager be delegated power to sign the agreements or services on behalf of the Owners Corporation or as instructed by the Committee;

- ADT Fire Monitoring, Balmoral Fire, Avanti Gates, Dormakaba, Securetel, Connected Buildings, Elite high Access, GDP, Handyman Prof Property Maintenance, M&G Cleaning, DSP Electrics, Gallant Plumbing, Motion Elevators, Australian Tax Office, Pineapple Net, Revenge Design, Scott Partners, Tango Energy, Telstra, WR Gay, Foxtel.
- and any other documents pertinent to the functions & duties of the Owners Corporation

14. Election of Committee

The Owners Corporation shall call for nominations for a Committee of no less than three and no more than twelve members, such Committee to serve until the next AGM.

Motion: That the Committee is delegated all of the powers and functions that may be delegated under Section 11 of the Owners Corporations Act 2006 (except for the powers or functions that require unanimous or special resolutions, or the power to delegate or the powers delegated to the Manager).

Motion: That the Owners Corporation resolves that the Committee of the Owners Corporation serves as the Grievance Committee;



Note: The Committee is required to appoint a Chairman and Secretary and is charged with this duty as soon as practicable after this AGM, and no later than the completion of the first committee meeting.

Motion: That the Owners Corporation resolves that the Committee of the Owners Corporation serves at the first Committee Meeting establish the following sub-committees:

- **Car Park** - To consider the conversion of titles and propose a timeline and costing. The scope to include all options for owners (not just those with a car space entitlement) to consider. This sub-committee will require a budget of \$10,000 for planning and legal advice which is to be funded from the administrative fund.
- **Building Audit** - To review the Roscon 10-year maintenance plan, the Building Defect report and any OH&S report. The scope is to include costing/funding options and the scope of works to be included. This sub-committee will require a budget of \$15,000 for professional reporting and advice which is to be funded from the administrative fund.
- **Rules** – To review the Special Rules and how they can be further tailored to Edgewater in response to any legislative changes (eg, short stay accommodation). This sub-committee will require a budget of \$5,000 for legal advice which is to be funded from the administrative fund.
- **Greening ESL** – To consider and implement initiatives and options for a more sustainable and environmentally aware Edgewater. Such initiatives may include installation of solar panels, rooftop garden, water treatment/recycling. No budget would be required with any proposals for implementation to the referred to the Committee for consideration and voting.

15. Appointment of Owners Corporation Manager

Motion: That Tideways Pty Ltd be appointed as Owners Corporation Manager for Owners Corporation on Plan No. PS743082B for a term of three years and that two members of the Owners Corporation witness the affixing of the common seal to the contract of appointment of the Manager, in accordance with Section 20 and Section 21 of the Owners Corporation Act 2006 (VIC).

Motion: That pursuant to Section 11 of the Owners Corporation Act 2006 the Owners Corporation delegates powers and functions to the Manager as set out in these minutes and the Contract of Appointment.

The Manager is delegated by the Owners Corporation 2006 the authority to:

- a) collect the fees for the Owners Corporation and to operate a bank account for or on behalf of the Owners Corporation.
- b) prepare and submit any required tax return on behalf of the Owners Corporation;
- c) apply for an Australian Business Number for the Owners Corporation;



- d) register the Owners Corporation for goods and services tax purposes; and
- e) prepare and submit any required business activity statements on behalf of the Owners Corporation;
- f) approve maintenance and repairs works up to \$5,000 in cost and report back to the Committee of any approvals provided;
- g) prepare and issue notice to rectify breach and/or Owners Corporation Complaint forms as deemed necessary by the Manager;
- h) keep and maintain the Owners Corporation Register;
- i) any and all duties as outlined in the contract of appointment;
- j) any and all duties as lawfully delegated by the committee from time to time and duly recorded in minutes;
- k) any and all powers or functions that can be delegated under section 11 of the Owners Corporation Act 2006, specifically excluding those which require a unanimous resolution, special resolution or a resolution at a general meeting.

16. Common Seal

Motion: That the Owners Corporation delegate powers to the manager to use the common seal for the purpose of issuing Owners Corporation Certificates

17. Special Resolution - Owners Corporation Rules

The Special Rules for the Owners Corporation which were intended to be registered at the time of the registration of the Owners Corporation by the Land Titles Office, were not registered due to administrative error. Due to this it is necessary the Owners Corporation resolve by Special Resolution to adopt these Special Rules, a copy of which is attached to this document and otherwise as provided as part of the conversion consultation.

Motion: The Owners Corporation resolves, by Special Resolution, to approve and adopt the Special Rules of the Owners Corporation and to lodge these rules with the Land Titles Office pursuant section 142 of the Owners Corporation Act 2006.

18. Owners Corporation Signage

Motion: That the Owners Corporation erect and maintain a sign:

- a) with the 'Owners Corporation Plan no PS743082B;
- b) stating the name and details of the Manager;
- c) clearly visible from either the letterboxes or main entrance to the common property, to comply with regulation 17 of the Regulations.

19. General Business

**EDGEWATER SERVICE LTD LP054820**

12 Marine Parade, St Kilda Vic 3182

BALANCE SHEET

AS AT 30 JUNE 2020

	ACTUAL 30/06/2020	ACTUAL 30/06/2019
<u>OWNERS FUNDS</u>		
Administrative Fund	375,130.87	317,863.77
Maintenance Fund	86,613.93	68,263.64
<u>TOTAL</u>	<u>\$ 461,744.80</u>	<u>\$ 386,127.41</u>
<u>THESE FUNDS ARE REPRESENTED BY</u>		
<u>CURRENT ASSETS</u>		
Bank Balance Admin Fund	395,010.44	337,490.65
Investment Admin Fund	42,107.00	41,000.00
Bank Balance Maintenance Fund	89,969.45	73,112.24
Levies In Arrears	6,348.73	13,107.88
Other Arrears	3,475.22	2,812.29
Interest On Overdue Levies	333.14	632.37
Secondary Debtors	2,495.00	0.00
Committee Debit Card	284.70	760.40
Funds Held In Trust	4,657.00	0.00
<u>TOTAL ASSETS</u>	<u>544,680.68</u>	<u>468,915.83</u>
<u>LIABILITIES</u>		
Gst Payable/(Receivable)	9,016.93	4,698.04
Provision For Income Tax	112.81	112.81
Bike Room Deposits Held	3,000.00	2,500.00
Creditors	1,988.25	1,271.09
Accruals	0.00	4,650.00
Arrears Fee Clearing Account	(726.00)	0.00
Arrears Fee Clearing Acc Oc1	726.00	0.00
Levies In Advance	68,817.89	69,530.94
Interest On Overdue Levies	0.00	25.54
<u>TOTAL LIABILITIES</u>	<u>82,935.88</u>	<u>82,788.42</u>
<u>NET ASSETS</u>	<u>\$ 461,744.80</u>	<u>\$ 386,127.41</u>

**EDGEWATER SERVICE LTD LP054820**

12 Marine Parade, St Kilda Vic 3182

STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 JULY 2019 TO 30 JUNE 2020

	ACTUAL	BUDGET	ACTUAL
	01/07/19-30/06/20	01/07/19-30/06/20	01/07/18-30/06/19
<u>ADMINISTRATIVE FUND</u>			
<u>ADMINISTRATIVE FUND INCOME</u>			
Administrative Fund	431,224.83	431,545.00	431,545.46
Laundry Receipts	4,521.36	3,150.00	2,601.82
Insurance Claims	0.00	0.00	23,664.40
Fob/Remote Payment	2,115.40	0.00	2,939.04
Other Recoveries	0.00	0.00	17.50
Interest On Investments- Admin	1,107.00	300.00	296.46
Miscellaneous Receipts	0.00	1,000.00	300.00
Owner Expense Clearing	0.00	0.00	(681.82)
Bank Conversion Consent Recov.	4,233.59	0.00	0.00
Admin Overdue Interest	470.72	1,500.00	1,089.23
<u>TOTAL OPERATING FUND INCOME</u>	443,672.90	437,495.00	461,772.09
<u>ADMIN FUND EXPENDITURE</u>			
Audit & Accounting Fees	11,000.04	10,000.00	9,376.36
Asic Filing Fees	402.73	1,270.00	1,245.46
Strata Pay/Bank Fee Charge	704.96	650.00	60.00
Bike Bond Transfer	0.00	0.00	2,500.00
Caretaker	49,771.25	55,000.00	60,570.00
Cleaning Building&Windows	21,850.00	20,000.00	19,067.00
Committee Expenses	218.18	1,000.00	1,021.31
Door & Window Maintenance	7,081.82	6,000.00	7,004.55
Electricity	13,925.23	18,700.00	18,539.03
Electrical Repairs	3,674.30	6,000.00	6,210.11
Floors	490.00	5,000.00	5,308.00
Fences	0.00	1,000.00	1,472.73
Fire Protection	16,185.17	10,000.00	15,898.85
Gardening	1,850.00	2,500.00	7,329.83
General Repairs & Maintenance	14,490.56	10,000.00	10,475.06
Income Tax	88.00	1,000.00	88.90
Insurance- Premium	47,414.49	52,000.00	39,956.15
Insurance- Claims Exp.	2,500.00	0.00	13,722.50
Insurance - Stamp Duty	5,011.54	0.00	4,220.23
Legal & Debt Collection Fees	939.00	0.00	0.00
Lift - Maintenance	10,607.90	10,000.00	10,155.87
Locks, Keys & Card Keys	359.09	270.00	705.97

**EDGEWATER SERVICE LTD LP054820**

12 Marine Parade, St Kilda Vic 3182

STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 JULY 2019 TO 30 JUNE 2020

	ACTUAL	BUDGET	ACTUAL
	01/07/19-30/06/20	01/07/19-30/06/20	01/07/18-30/06/19
Management Fees	47,250.02	47,250.00	44,788.53
Management Fees- Additional	2,606.77	0.00	0.00
Meeting & Miscellaneous Exp.	1,563.38	7,000.00	7,057.26
Pest & Vermin Control	1,520.00	1,610.00	1,930.75
Plumbing	5,357.11	10,000.00	12,521.03
Professional Fee Other	2,720.00	0.00	0.00
Postage	0.00	200.00	110.88
Security Doors & Gates	7,496.86	10,000.00	21,438.77
Telephone & Internet Charges	4,143.71	2,000.00	2,681.13
Tv Antenna & Cables	0.00	800.00	779.60
Water & Sewerage	118.80	130.00	118.25
<u>PROJECTS</u>			
Rooftop Project (Lighting)	4,867.62	5,000.00	5,965.76
Security - Cctv Upgrading	21,980.61	5,000.00	5,461.49
Strata Conversion	75,000.00	75,000.00	24,523.18
Lift Upgrade	3,216.66	400,000.00	3,222.00
<u>TOTAL ADMIN EXPENDITURE</u>	386,405.80	774,380.00	365,526.54
<u>SURPLUS / DEFICIT</u>	\$ 57,267.10	\$ (336,885.00)	\$ 96,245.55
Admin Fund Opening Balance	317,863.77	317,863.77	221,618.22
<u>ADMINISTRATIVE FUND BALANCE</u>	\$ 375,130.87	\$ (19,021.23)	\$ 317,863.77



EDGEWATER SERVICE LTD LP054820

12 Marine Parade, St Kilda Vic 3182

STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 JULY 2019 TO 30 JUNE 2020

	ACTUAL	BUDGET	ACTUAL
	01/07/19-30/06/20	01/07/19-30/06/20	01/07/18-30/06/19
<u>MAINTENANCE FUND</u>			
<u>MAINTENANCE FUND INCOME</u>			
Maintenance Fund Contributions	18,350.29	18,363.64	18,363.64
<u>TOTAL MAINTENANCE FUND INCOME</u>	18,350.29	18,363.64	18,363.64
<u>MAINTENANCE FUND EXPENDITURE</u>			
<u>TOTAL MAINTENANCE EXPENDITURE</u>	0.00	0.00	0.00
<u>SURPLUS / DEFICIT</u>	\$ 18,350.29	\$ 18,363.64	\$ 18,363.64
Maintenance Opening Balance	68,263.64	68,263.64	49,900.00
<u>MAINTENANCE FUND BALANCE</u>	\$ 86,613.93	\$ 86,627.28	\$ 68,263.64



T I D E W A Y S

Level 3, 521 Toorak Rd, Toorak VIC 3142
PO Box 1027, Caulfield North Vic 3161

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Member - Strata Community Australia

www.tideways.com.au

EDGEWATER SERVICE LTD LP054820

12 Marine Parade
St Kilda Vic 3182

CREDITORS BALANCE REPORT

30 June 2020

<u>Account No</u>	<u>Name</u>	<u>Amount</u>
08200748	Dormakaba Australia Pty Ltd	-397.65
08200825	Idrillipump	-1,590.60
Total		-1,988.25



Plan of Subdivision No. 743082B

12 Marine Parade, St Kilda Vic 3182

PROPOSED ANNUAL BUDGET

BUDGET
01/07/20-30/06/21

ADMINISTRATIVE FUND

ADMINISTRATIVE FUND INCOME

Administrative Fund	262,500.00
Laundry Receipts	4,110.33
Fob/Remote Payment	1,923.09
Interest On Investments- Admin	1,107.00
Admin Overdue Interest	470.72
<u>TOTAL OPERATING FUND INCOME</u>	270,111.14

ADMIN FUND EXPENDITURE

Audit & Accounting Fees	10,000.00
Asic Filing Fees	500.00
Strata Pay	750.00
Caretaker	55,000.00
Cleaning Building&Windows	10,000.00
Committe Expenses	500.00
Door & Window Maintenance	5,000.00
Electricity	15,000.00
Electrical Repairs	4,000.00
Floors	3,000.00
Fences	500.00
Fire Protection	15,000.00
Gardening	2,500.00
General Repairs & Maintenance	10,000.00
Insurance- Premium	32,512.32
Insurance- Claims Exp.	2,000.00
Insurance - Stamp Duty	3,576.35
Legal & Debt Collection Fees	1,000.00
Lift - Maintenance	7,500.00
Locks, Keys & Card Keys	500.00
Management Fees	48,000.00
Management Fees- Additional	5,000.00
Meeting & Miscellaneous Exp.	2,000.00
Pest & Vermin Control	1,600.00
Plumbing	5,000.00
Postage	100.00
Security Doors & Gates	5,000.00



Plan of Subdivision No. 743082B

12 Marine Parade, St Kilda Vic 3182

PROPOSED ANNUAL BUDGET

	BUDGET
	01/07/20-30/06/21
Telephone & Internet Charges	3,000.00
Transfer To Sinking Fund	400,000.00
Tv Antenna & Cables	500.00
Water & Sewerage	150.00
<u>PROJECT</u>	
Security - Equipment Upgrading	10,000.00
Security - Gates Upgrading	5,000.00
Strata Conversion	(17,000.00)
Car Park Conversion	10,000.00
Esl Rules Update	5,000.00
Building Audit	15,000.00
<u>TOTAL ADMIN EXPENDITURE</u>	677,188.67
<u>SURPLUS / DEFICIT</u>	<u>\$ (407,077.53)</u>
Admin Fund Opening Balance	375,130.87
<u>ADMINISTRATIVE FUND BALANCE</u>	<u>\$ (31,946.66)</u>



Plan of Subdivision No. 743082B

12 Marine Parade, St Kilda Vic 3182

PROPOSED ANNUAL BUDGET

BUDGET
01/07/20-30/06/21

MAINTENANCE FUND

MAINTENANCE FUND INCOME

Maintenance Fund Contributions	81,818.18
Transfer From Admin Fund	400,000.00
<u>TOTAL MAINTENANCE FUND INCOME</u>	481,818.18

MAINTENANCE FUND EXPENDITURE

Lift Upgrade	595,000.00
<u>TOTAL MAINTENANCE EXPENDITURE</u>	595,000.00

SURPLUS / DEFICIT

Maintenance Opening Balance	86,613.93
<u>MAINTENANCE FUND BALANCE</u>	<u>\$ (26,567.89)</u>



OWNERS CORPORATION PROXY

Schedule 1, Regulation 8, Owners Corporations Regulations 2018

Owners Corporation Plan Number

UNDER REGULATION 8 OF THE OWNERS CORPORATIONS REGULATIONS 2018, I/WE

Name(s) of lot owners

of (address)

being the owner(s) of lot(s), lot number(s)

AUTHORISE

Name of person

of (address)

AS MY/OUR PROXY:

A to attend, speak and vote in person on my/our behalf until
(insert date until which proxy authorisation will be valid, up to a maximum period of 12 months)

to attend, speak and vote in person on my/our behalf at the annual or special general meeting of the owners corporation to be held on

I/We direct the proxy to vote in relation to the following resolutions or matters as follows
(if relevant, set out specific instructions to your proxy concerning how to vote in relation to particular resolutions or matters)

B To represent me/us on the Committee of the Owners Corporation. *If the proxy is elected to the Committee, the proxy's appointment continues until a new Committee is elected*

I consent to be nominated for the Committee of the Owners Corporation.

I do not consent to myself or my proxy being nominated for the Committee of the Owners Corporation

Signed by (member(s)
giving proxy)

Printed name(s)

Date



INFORMATION ABOUT PROXIES

- This section is for information only and not part of the prescribed form.
- Lot owners can appoint a trusted person as their representative at meetings, to vote in ballots or represent them on the committee. This person is your “proxy”.
- Where a lot is owned in the name of a company, a proxy appointing a representative to attend the meeting must be completed by the company’s director(s). The person appointed as proxy must be named (full name) on the proxy form.
- To authorise a proxy you must use the prescribed form and deliver it to the owner’s corporation secretary. If appointing a power of attorney as a proxy, you should attach a copy of the power of attorney.
- Proxies automatically lapse 12 months after the form is delivered to the secretary, unless an earlier date is specified.
- Proxies must act honestly and in good faith and exercise due care and diligence.
- Proxies cannot transfer the proxy to another person.
- A lot owner can revoke the authorisation at any time and choose to vote on a certain issue or attend a meeting.
- It is illegal for someone to coerce a lot owner into making another person their proxy.
- Owners Corporations must keep the copy of the proxy authorisation for 12 months.



OWNERS CORPORATION COMMITTEE NOMINATION FORM

Section 103, Owners Corporations Act 2006, Owners Corporations Regulations 2018
and Owners Corporation Rules

- A member of the committee must be a lot owner or be authorised by a lot owner (hold a proxy) to act on their behalf.
- A person is not eligible to be elected as a committee member if they are in arrears for any fees or other amounts owed to the owners corporation.

TO: (THE OWNERS CORPORATION)

Owners Corporation Plan Number

Name of Owners Corporation

FROM: (DETAILS OF PERSON NOMINATING TO BE ELECTED AS A COMMITTEE MEMBER)

Name(s)

Postal address (if different from above)

Phone:

Email:

I AM A: (MARK APPLICABLE BOX WITH AN ✓)

A lot owner of lot number(s)

A proxy holder of the lot owner(s) to act on their behalf for lot number(s)

I wish to nominate as a candidate for election as a committee member.

Outlined below is a summary of the skills and knowledge I can bring to the committee.

Signed by (member(s)
giving proxy

Printed name(s)

Date

Lodge this form with the owners corporation, The committee will be determined at the next annual general meeting or as notified by the owners corporation.

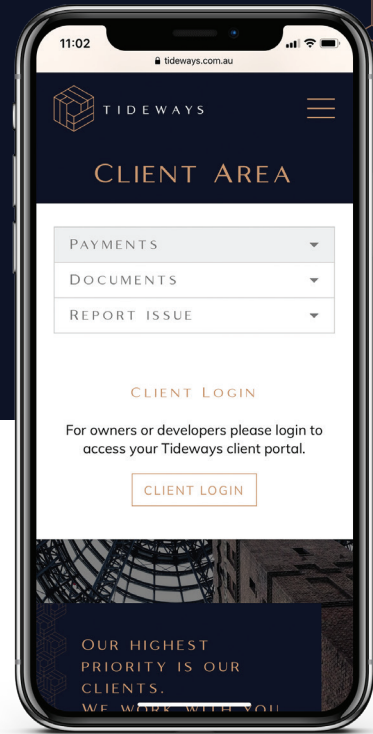


WELCOME TO THE TIDEWAYS PORTAL

The easiest and most efficient way to obtain financial information, update your details, or even make a payment is to access the Tideways Portal.

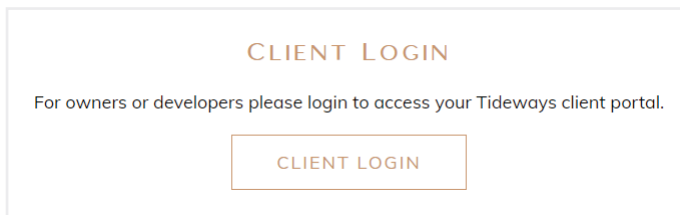
BENEFITS OF USING THE PORTAL INCLUDE THE ABILITY TO:

- view your levy payment history
- make a payment or set up a direct debit
- view reports and documentation pertaining to your building
- update owner details and add Property Manager information (if leasing)

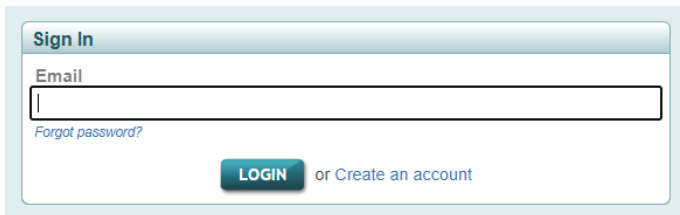


FOLLOW THESE STEPS TO SET UP YOUR PORTAL ACCESS:

1. Go to www.tideways.com.au/client-area/



2. You will be redirected to:



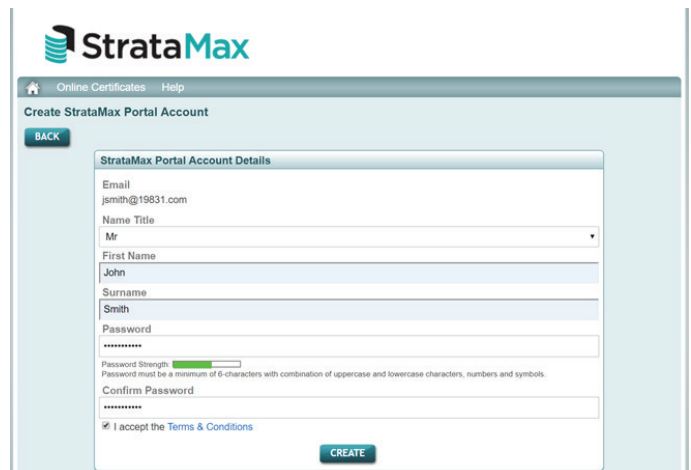
3. Enter the email you have registered with Tideways in the email field

4. Click Create Account

5. Click Send Email

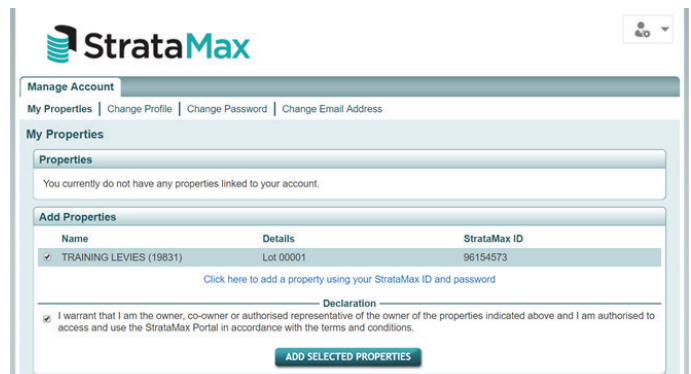
6. Check your email (including spam/junk folder) for further instructions and follow the prompts to create your account.

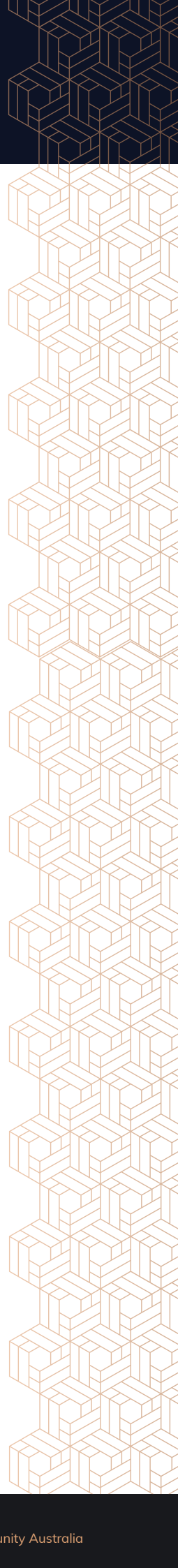
7. Tick I accept the Terms & Conditions and then click on Create.



You will receive a confirmation that your account has been created.

8. Tick your property to add it to your StrataMax Portal account. Tick the declaration, then click Add Selected Properties button.





HOW TO USE THE PORTAL

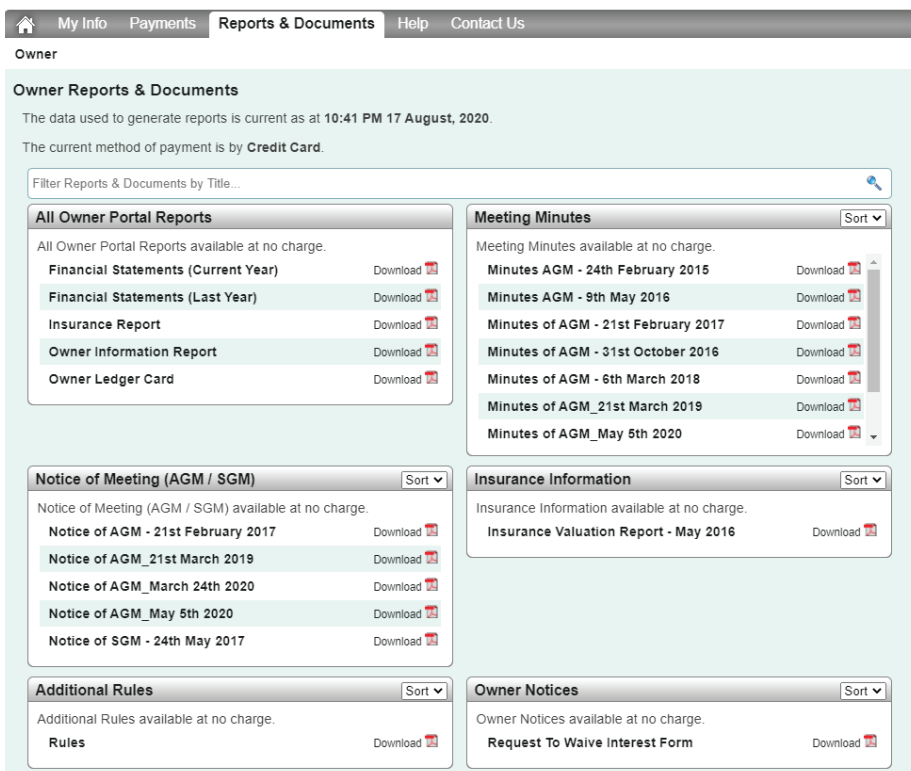
1. Update your details using the **My Info** tab

2. Make a payment via the **Payments** tab



The screenshot shows the TIDEWAYS portal interface. At the top is the logo and a search bar. Below is a navigation menu with tabs: My Info, Payments, Reports & Documents, Help, and Contact Us. The main content area is titled "Welcome to StrataMax" and contains four informational boxes: "Reports & Documents", "Payments", "Share Property", and "Passwords".

3. Obtain your Ledger Card (Statement), check other financial information or Owners Corporation Reports via the **Reports & Documents** tab



The screenshot shows the "Reports & Documents" section of the portal. It includes a search filter, a "Filter Reports & Documents by Title..." input, and several categorized lists of documents available for download. The categories are: "All Owner Portal Reports", "Meeting Minutes", "Notice of Meeting (AGM / SGM)", "Insurance Information", "Additional Rules", and "Owner Notices".

Category	Document Title	Action
All Owner Portal Reports	Financial Statements (Current Year)	Download
	Financial Statements (Last Year)	Download
	Insurance Report	Download
	Owner Information Report	Download
	Owner Ledger Card	Download
Meeting Minutes	Minutes AGM - 24th February 2015	Download
	Minutes AGM - 9th May 2016	Download
	Minutes of AGM - 21st February 2017	Download
	Minutes of AGM - 31st October 2016	Download
	Minutes of AGM - 6th March 2018	Download
	Minutes of AGM_21st March 2019	Download
Notice of Meeting (AGM / SGM)	Notice of AGM - 21st February 2017	Download
	Notice of AGM_21st March 2019	Download
	Notice of AGM_March 24th 2020	Download
	Notice of AGM_May 5th 2020	Download
	Notice of SGM - 24th May 2017	Download
Insurance Information	Insurance Valuation Report - May 2016	Download
Additional Rules	Rules	Download
Owner Notices	Request To Waive Interest Form	Download