



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

Victoria Body Corporate  
Services Pty Ltd

ABN: 85 007 034 522

64 Fennell Street  
Port Melbourne Vic 3207

t. (03) 8531 8100

f. (03) 8531 8190

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

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

88418 ma 20171026

# Interim Decisions of Annual General Meeting

**Owners Corporation 2 Plan No. 414258 (Tower Only)**

**127 Beach Street, Port Melbourne**

Manager: Mr David Moss  
Dir. Tel: 8531 8126  
Email: [dmooss@vbcs.com.au](mailto:dmooss@vbcs.com.au)

Meeting date: 26 October 2017

# Interim Decisions of the 2017 Annual General Meeting

**Owners Corporation 2 Plan No:414258 (Tower Only)**

**Address: 127 Beach Street, Port Melbourne**

**Held at: 64 Fennell Street, Port Melbourne**

**Date: Thursday 26 October 2017 at 6.00pm**

## **PRESENT :**

### Name

### Unit

Ms R McKenna	107 / 127 Beach Street
Mr P Manning	201 / 127 Beach Street
Mr H McKenzie	301 / 127 Beach Street
Mrs N Pudney	704 / 127 Beach Street
Mrs J Snell	707 / 127 Beach Street
Mr D Hunter	902 / 127 Beach Street
Mrs G Simon	904 / 127 Beach Street
Mr & Mrs Oppenheim	1001 / 127 Beach Street
Mr R & Mrs W Grenfell	1101 / 127 Beach Street
Mr & Ms Holmes	1103 / 127 Beach Street
Mr W Lee & Ms L Basham	1104 / 127 Beach Street
Ms S Papas	1201 / 127 Beach Street
Mr & Ms Cessford	1202 / 127 Beach Street

## **IN ATTENDANCE :**

Mr David Moss, Victoria Body Corporate Services Pty Ltd  
Mr Martin Meltzer, Victoria Body Corporate Services Pty Ltd  
Mr J Farrugia, Building Manager

## **APOLOGIES**

Mr M Drummond	101 / 127 Beach Street
Mr & Mrs Millar	406 / 127 Beach Street

## **PROXIES :**

Mr D Hunter was appointed as proxy for	
Mr & Mrs Baster	T02 / 127 Beach Street
Ms G Hall	401 / 127 Beach Street
Mr & Mrs Hutchinson	906 / 127 Beach Street

## **CHAIRPERSON :**

**IT WAS RESOLVED** to appoint Mr David Moss 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 9 November 2016 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 Victoria Body Corporate Services and consisting of the following:

- (a) Statement of Financial Performance for the year ended 30.06.2017
- (b) Statement of Financial Position as at 30.06.2017

**FEES TO COVER  
GENERAL  
ADMINISTRATION &  
MAINTENANCE  
01.07.2017 to  
30.06.2018 :**

**IT WAS RESOLVED** that pursuant to Section 23 of the Owners Corporations Act 2006, an amount of \$150,000 including GST, if applicable, be raised to meet the anticipated expenses for the current financial year of the Owners Corporation being 01.07.2017 to 30.06.2018. This Fund is to remain in force until the next Annual General Meeting.

The above amount comprises of :

Administration Fund	: \$ 75,000
Maintenance Fund	: <u>\$ 75,000</u>
Total	: <u>\$150,000</u>

**FEES :**

The fees per unit for the Quarter commencing 1st July, October, January and April.

See attached Schedule of Fees.

**IT WAS RESOLVED** that pursuant to section 31 of the Owners Corporations Act 2006 the Manager will issue fee notices in the approved form and that the Date of Notice will be the production date of that notice.

**LATE PAYMENT OF  
ADMINISTRATION  
FUND AND  
LEVIES :**

**IT WAS RESOLVED** that fees and charges are payable within the statutory period of 28 days from the Date of Notice as set out on the Fee Notice.

**IT WAS FURTHER RESOLVED** that the Owners Corporation will, pursuant to section 29 of the Owners Corporations Act 2006, apply interest to the amounts owing by a member after the due date at the rate fixed from time to time under the Penalty Interest Rates Act 1983.

**IT WAS RESOLVED FURTHER** that the costs incurred by the Owners Corporation in recovering fees and levies due under Section 32 of the Owners Corporations Act 2006, Act No. 69/2006, will be fully recoverable from the indebted lot owner.

This includes administrative fees charged to the Owners Corporation by the Manager and all legal fees incurred as a result of the failure to pay levies, fees and charges due.

**ARREARS AS AT DATE  
OF MEETING :**

The Manager advised the Meeting that there were two owners in arrears as at date of Meeting.

**COMMITTEE REPORT :**

The Committee reported to the Annual General Meeting on the activities of the Committee and in particular the insurance changes, capital works and future works.

**COMMITTEE OF  
MANAGEMENT :**

**IT WAS RESOLVED** that a Committee of 7 Members be appointed until the next Annual General Meeting.

The following were declared duly elected as Members of the Committee of the Owners Corporation.

<u>Name</u>	<u>Unit No.</u>
Mr H McKenzie	301 / 127 Beach Street
Ms G Hall	401 / 127 Beach Street
Mrs J Snell	707 / 127 Beach Street
Mr D Hunter	902 / 127 Beach Street
Mr R Grenfell	1101 / 127 Beach Street
Mr W Lee	1104 / 127 Beach Street
Ms S Papas	1201 / 127 Beach Street

**IT WAS FURTHER RESOLVED** that the Committee may determine the notice to be given for a committee meeting and is not required to give three (3) days notice as set down in section 109 of the *Owners Corporations Act 2006*.

**DELEGATION TO  
COMMITTEE :**

**IT WAS RESOLVED** that the Owners Corporation delegates by these minutes to the Committee of the Owners Corporation all the powers it may properly delegate pursuant to the provisions of Section 11 of the Owners Corporations Act 2006.

**DELEGATION TO  
MANAGER :**

**IT WAS RESOLVED** that pursuant to Section 11 of the Owners Corporations Act 2006 the Owners Corporation delegate powers and functions to the Manager as set out in these minutes and the Contract of Appointment.

**PERSON IN CONTROL  
OF A BUSINESS  
UNDERTAKING :**

It was acknowledged that the Owners Corporation is the Person in Control of a Business Undertaking in regard to the common property for the purposes of occupational health and safety legislation.

**COMMON SEAL :**

**IT WAS RESOLVED** pursuant to section 20 of the *Owners Corporation Act 2006* to authorise the affixing of the common seal of the Owners Corporation to leases, licences, assignments or transfer of leases or licences, contracts and agreements required to be executed under the common seal of the Owners Corporation if approved by the Committee.

THERE BEING NO FURTHER BUSINESS THE MEETING WAS DECLARED CLOSED AT 6.40pm.

.....  
Chairperson

DATED this            day of            2017

Prepared by  
VICTORIA BODY CORPORATE SERVICES PTY LTD  
LOCKED BAG 1291, PORT MELBOURNE 3207  
Tel. 8531 8100  
9/11/2017 - SJS

## Owners Corporation 2 Plan No. 414258

127 Beach Street, Port Melbourne

### Schedule of Fees

#### Administration Fund

Unit No	<u>1/07/17 - 30/09/17</u>	<u>1/10/17 - 31/12/17</u> <u>1/01/18 - 31/03/18</u> <u>1/04/18 - 30/06/18</u>	<u>1/07/18 - 30/09/18</u>
7	\$468.75	\$234.38	\$234.38
8	\$217.50	\$108.75	\$108.75
9	\$217.50	\$108.75	\$108.75
10	\$491.25	\$245.63	\$245.63
11	\$468.75	\$234.38	\$234.38
12	\$468.75	\$234.38	\$234.38
13	\$502.50	\$251.25	\$251.25
14	\$288.75	\$144.38	\$144.38
15	\$288.75	\$144.38	\$144.38
16	\$528.75	\$264.38	\$264.38
17	\$442.50	\$221.25	\$221.25
18	\$442.50	\$221.25	\$221.25
19	\$461.25	\$230.63	\$230.63
20	\$300.00	\$150.00	\$150.00
21	\$300.00	\$150.00	\$150.00
22	\$536.25	\$268.13	\$268.13
23	\$375.00	\$187.50	\$187.50
24	\$375.00	\$187.50	\$187.50
25	\$446.25	\$223.13	\$223.13
26	\$472.50	\$236.25	\$236.25
27	\$318.75	\$159.38	\$159.38
28	\$318.75	\$159.38	\$159.38
29	\$543.75	\$271.88	\$271.88
30	\$386.25	\$193.13	\$193.13
31	\$386.25	\$193.13	\$193.13
32	\$453.75	\$226.88	\$226.88
33	\$480.00	\$240.00	\$240.00
34	\$333.75	\$166.88	\$166.88
35	\$333.75	\$166.88	\$166.88
36	\$555.00	\$277.50	\$277.50
37	\$393.75	\$196.88	\$196.88
38	\$393.75	\$196.88	\$196.88
39	\$461.25	\$230.63	\$230.63
40	\$487.50	\$243.75	\$243.75
41	\$341.25	\$170.63	\$170.63
42	\$341.25	\$170.63	\$170.63
43	\$562.50	\$281.25	\$281.25
44	\$401.25	\$200.63	\$200.63
45	\$401.25	\$200.63	\$200.63
46	\$472.50	\$236.25	\$236.25
47	\$495.00	\$247.50	\$247.50

<u>Unit No</u>	<u>1/07/17 - 30/09/17</u>	<u>1/10/17 - 31/12/17</u> <u>1/01/18 - 31/03/18</u> <u>1/04/18 - 30/06/18</u>	<u>1/07/18 - 30/09/18</u>
48	\$348.75	\$174.38	\$174.38
49	\$348.75	\$174.38	\$174.38
50	\$570.00	\$285.00	\$285.00
51	\$408.75	\$204.38	\$204.38
52	\$408.75	\$204.38	\$204.38
53	\$480.00	\$240.00	\$240.00
54	\$502.50	\$251.25	\$251.25
55	\$356.25	\$178.13	\$178.13
56	\$356.25	\$178.13	\$178.13
57	\$577.50	\$288.75	\$288.75
58	\$420.00	\$210.00	\$210.00
59	\$420.00	\$210.00	\$210.00
60	\$487.50	\$243.75	\$243.75
61	\$510.00	\$255.00	\$255.00
62	\$363.75	\$181.88	\$181.88
63	\$363.75	\$181.88	\$181.88
64	\$585.00	\$292.50	\$292.50
65	\$427.50	\$213.75	\$213.75
66	\$427.50	\$213.75	\$213.75
67	\$495.00	\$247.50	\$247.50
68	\$517.50	\$258.75	\$258.75
69	\$375.00	\$187.50	\$187.50
70	\$375.00	\$187.50	\$187.50
71	\$600.00	\$300.00	\$300.00
72	\$435.00	\$217.50	\$217.50
73	\$435.00	\$217.50	\$217.50
74	\$502.50	\$251.25	\$251.25
75	\$532.50	\$266.25	\$266.25
76	\$386.25	\$193.13	\$193.13
77	\$386.25	\$193.13	\$193.13
78	\$607.50	\$303.75	\$303.75
79	\$525.00	\$262.50	\$262.50
80	\$525.00	\$262.50	\$262.50
81	\$547.50	\$273.75	\$273.75
82	\$393.75	\$196.88	\$196.88
83	\$393.75	\$196.88	\$196.88
84	\$570.00	\$285.00	\$285.00
85	\$532.50	\$266.25	\$266.25
86	\$532.50	\$266.25	\$266.25
87	\$877.50	\$438.75	\$438.75
88	\$877.50	\$438.75	\$438.75
89	\$761.25	\$380.63	\$380.63
TOTAL	\$37,500.00	\$18,750.19	\$18,750.19

## Owners Corporation 2 Plan No. 414258

127 Beach Street, Port Melbourne

### Schedule of Fees

#### Maintenance Fund

Unit No	<u>1/10/17 - 31/12/17</u> <u>1/01/18 - 31/03/18</u> <u>1/04/18 - 30/06/18</u>	<u>1/07/18 - 30/09/18</u>
7	\$234.38	\$234.38
8	\$108.75	\$108.75
9	\$108.75	\$108.75
10	\$245.63	\$245.63
11	\$234.38	\$234.38
12	\$234.38	\$234.38
13	\$251.25	\$251.25
14	\$144.38	\$144.38
15	\$144.38	\$144.38
16	\$264.38	\$264.38
17	\$221.25	\$221.25
18	\$221.25	\$221.25
19	\$230.63	\$230.63
20	\$150.00	\$150.00
21	\$150.00	\$150.00
22	\$268.13	\$268.13
23	\$187.50	\$187.50
24	\$187.50	\$187.50
25	\$223.13	\$223.13
26	\$236.25	\$236.25
27	\$159.38	\$159.38
28	\$159.38	\$159.38
29	\$271.88	\$271.88
30	\$193.13	\$193.13
31	\$193.13	\$193.13
32	\$226.88	\$226.88
33	\$240.00	\$240.00
34	\$166.88	\$166.88
35	\$166.88	\$166.88
36	\$277.50	\$277.50
37	\$196.88	\$196.88
38	\$196.88	\$196.88
39	\$230.63	\$230.63
40	\$243.75	\$243.75
41	\$170.63	\$170.63
42	\$170.63	\$170.63
43	\$281.25	\$281.25
44	\$200.63	\$200.63
45	\$200.63	\$200.63
46	\$236.25	\$236.25
47	\$247.50	\$247.50
48	\$174.38	\$174.38

<u>Unit No</u>	<u>1/10/17 - 31/12/17</u> <u>1/01/18 - 31/03/18</u> <u>1/04/18 - 30/06/18</u>	<u>1/07/18 - 30/09/18</u>
49	\$174.38	\$174.38
50	\$285.00	\$285.00
51	\$204.38	\$204.38
52	\$204.38	\$204.38
53	\$240.00	\$240.00
54	\$251.25	\$251.25
55	\$178.13	\$178.13
56	\$178.13	\$178.13
57	\$288.75	\$288.75
58	\$210.00	\$210.00
59	\$210.00	\$210.00
60	\$243.75	\$243.75
61	\$255.00	\$255.00
62	\$181.88	\$181.88
63	\$181.88	\$181.88
64	\$292.50	\$292.50
65	\$213.75	\$213.75
66	\$213.75	\$213.75
67	\$247.50	\$247.50
68	\$258.75	\$258.75
69	\$187.50	\$187.50
70	\$187.50	\$187.50
71	\$300.00	\$300.00
72	\$217.50	\$217.50
73	\$217.50	\$217.50
74	\$251.25	\$251.25
75	\$266.25	\$266.25
76	\$193.13	\$193.13
77	\$193.13	\$193.13
78	\$303.75	\$303.75
79	\$262.50	\$262.50
80	\$262.50	\$262.50
81	\$273.75	\$273.75
82	\$196.88	\$196.88
83	\$196.88	\$196.88
84	\$285.00	\$285.00
85	\$266.25	\$266.25
86	\$266.25	\$266.25
87	\$438.75	\$438.75
88	\$438.75	\$438.75
89	\$380.63	\$380.63
TOTAL	\$18,750.19	\$18,750.19



## **Notice pursuant to Section 78 of the Owners Corporations Act 2006**

As the general meeting did not have a quorum, section 78 of the *Owners Corporations Act 2006* determines that the resolutions passed at that meeting are interim resolutions and take effect in accordance with that section. We set out subsections (78(1) to 78(4) inclusive and draw your attention to section 78(4).

- (1) Subject to subsection (4), if there is not a quorum, the general meeting may proceed but all resolutions are interim resolutions.*
- (2) Notice of all interim resolutions and the minutes of the meeting at which the interim resolution is made must be forwarded to all lot owners within 14 days of the meeting.*
- (3) The minutes must be accompanied by a notice setting out the effect of subsection (4).*
- (4) Interim resolutions become resolutions of the owners corporation—*
  - (a) subject to paragraphs (b) and (c), 29 days from the date of the interim resolution; or*
  - (b) if notice of a special general meeting is given within that 29 day period and the meeting is held within 28 days after the notice is given, only if confirmed at that meeting; or*
  - (c) if notice of a special general meeting is given within that 29 day period and the meeting is not held within 28 days after the notice is given, at the end of that 28 day period.*

### **Note**

*The effect of subsection (4) is that an interim resolution cannot be acted on for 29 days after it is made but if notice of a special general meeting is given within that 29 day period, the interim resolution cannot be acted on until the resolution is confirmed at that meeting (which must be held within 28 days after the notice is given) or if the meeting is not held, until the end of that 28 day period.*

## Information for Owners

### Insurance

1. The Building and Public Liability policy is arranged in the name of the Owners Corporation for common property.
2. Most owners corporations are also required to insure all of the building affected by the Owners Corporation. Company share and stratum estate service companies are usually required by the company constitution or service agreement to insure all buildings within the development.
3. The policy covers the accidental loss and/or damage to the building and legal liability in relation to Owners Corporation 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 bathroom tiles.

4. The building insurance policy covers damage to fixtures but not fittings.  
The Owners Corporation policy does not extend to cover owner's contents such as furniture, carpets, floating floors, curtains, blinds, light fittings or electrical appliances that are not built in to or integral to the premises. If, for example, a fire causes damage to a kitchen, the Owners Corporation insurance policy covers damage to walls and ceilings, kitchen cupboards, bench tops and built-in appliances such as cook top, wall oven and dishwasher. These items are covered because they are fixtures which are considered part of the building.

Damage caused to the carpets, curtains and personal furnishings would not be covered under the Owners Corporation policy because those items are 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.

Any fixtures or fittings which a tenant is entitled to remove at the end of a tenancy are not part of a building and are not covered by the Owners Corporation building cover. Lot owners should ensure they, or their or tenant, have cover for such items.

5. The public liability policy only covers parties injured on common property where the Owners Corporation is found to be liable.

Areas of common property are set out in the plan of subdivision and may 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, on a balcony or terrace, car space or storage unit.

6. All owners, whether resident or absentee, should have appropriate contents insurance policy which includes personal liability cover for injuries sustained inside a unit, the owner's car space or other area within the lot boundary.
7. 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 a premises, this cover provides for rental of a comparable accommodation whilst their lot is uninhabitable. For premises subject to a tenancy agreement, it provides compensation of the rent payable under the agreement during the period the premises are uninhabitable. If a building is not insured by the owners corporation, the loss of rent cover is not available.

For this cover to operate there is a requirement that the premises are not fit for habitation, not merely that damage causes inconvenience or a lessened rental opportunity. For example, a fire in a kitchen which damaged part of the kitchen cabinets but did not render an apartment uninhabitable would not give rise to a loss of rent.

8. Any excess applicable to a claim is met by the party making the claim or determined by the committee. If the claim is for damage to common property, the Owners Corporation meets the excess. Where the claim is for damage to a member's unit, the excess is met by the member making the claim.

## Owners Portal & Website Information

### Website

On our website [www.vbcs.com.au](http://www.vbcs.com.au) you will find useful information relating to your property, background on VBCS and helpful links to make your Strata experience as simple and easy.

### Owners Portal

Victoria Body Corporate Services' online portal provides you with free access to all important information about your property 24 hours a day, seven days a week. This information is only accessible to clients of VBCS.

Information for Owners:

- |                                |                   |                                 |
|--------------------------------|-------------------|---------------------------------|
| ✓ Minutes of AGM               | ✓ Notices of AGM  | ✓ Registered Rules              |
| ✓ Insurance valuation & report | ✓ VBCS Newsletter | ✓ Account balance & fin. status |

Information for Committee Members (in addition to the Owners reports):

- |                                  |                     |
|----------------------------------|---------------------|
| ✓ Financial reports (all owners) | ✓ Aged balance list |
| ✓ Bank balances                  | ✓ Committee reports |

### How can I access the portal?

- 1) Visit our website at [www.vbcs.com.au](http://www.vbcs.com.au) and click on "Owners Login" on the top right corner.
- 2) Click "CREATE" and enter your StrataMax ID which is your StrataPay reference number from your levy notice excluding the last digit.
- 3) Enter your "Password" that has been sent to you by mail.
- 4) Click "UPGRADE" and follow the instruction to activate your account.

### Already have an account?

If you already have a User Account setup; login to your account, click on "My properties" and link your property using the ID and Password you have received via mail.

### I have multiple properties, how do I link them to my account?

Please log in to your account and go to "My properties". Link your property using the ID and Password you have received via mail.

### What if I can't remember my password?

Please visit [www.vbcs.com.au](http://www.vbcs.com.au) and click on "Owners Login".

On the Sign-In box please click on "Having problems logging in?" to reset your password instantly. The new password will be sent to your email address.

If you encounter any issues regarding the portal we are happy to assist you.

Tel: 03 8531 8100  
Email: [vbcs@vbcs.com.au](mailto:vbcs@vbcs.com.au)