

MINUTES OF AN ANNUAL GENERAL MEETING
(Section 18 & schedule 1 of Strata Schemes Management Act 2015 (NSW))

THE OWNERS OF LOTS IN THE STRATA PLAN NO: 84451
ADDRESS: 'Watermark', 1-9 Beach St, THE ENTRANCE NSW 2261

An Annual General Meeting was held on Saturday, 25 July 2026 The Entrance Leagues Club 3 Bay Village Rd, Bateau Bay and it commenced at 09:00 AM.

PRESENT:

Lot #	Unit #	Attendance	Owner Name Representative
1	1	Yes	JP Cox
2	2	Apology	DF & MM Flood
5	5	Yes	MB Coleman
7	7	Yes	RV Mockbil
9	9	Yes	PM Williams
11	11	Yes	RA Elsley
13	13	Yes	OE Demin
14	14	Yes	MJ Ryan
15	15	Yes	J & JL McKean
16	16	Yes	P Cario
18	18	Yes	JE & LE Ballantyne by proxy Susan Howes
19	19	Apology	D McAuley
20	20	Yes	GN & NWard
21	21	Yes	F & A Fusca
23	23	Yes	SR Speight
24	24	Yes	S & PV Goldstein
25	25	Yes	R Bhattacharya & EA Graham
26	26	Yes	WJ Britten
28	28	Yes	M Grima
29	29	Yes	Mr Robins & Ms Gough ATF, David Robins
31	31	Yes	ME Fitzgerald by proxy Peter Fitzgerald
34	34	Yes	SW Howes
39	39	Yes	CC & JW Boniface

CHAIRPERSON (acting): Tahlia Tuxford

QUORUM: The chair declared the presence of a quorum

Minutes of the meeting:

1 MINUTES

Resolved that the Owners Corporation determine the minutes of the last General Meeting of the Owners Corporation, dated 31st January 2026, as a true record of the proceedings of that meeting.

2 STRATA COMMITTEE NOMINATIONS

Resolved that the Owners Corporation determine to call for nominations for the Strata Committee.

Nominations received: **Ross Elsley, Stuart Speight, Mark Coleman, Rajeev Bhattacharya, Paul Williams, John Cox, Susan Howes & Narelle Ward.**

3 STRATA COMMITTEE ELECTED

Resolved that the Owners Corporation determine the number of members of the Strata Committee as **eight (8)** members and to elect the Strata Committee as:

Ross Elsley, Stuart Speight, Mark Coleman, Rajeev Bhattacharya, Paul Williams, John Cox, Susan Howes & Narelle Ward.

4 LIMITATIONS ON THE STRATA COMMITTEE

Resolved that the Owners Corporation determine whether there should be any restrictions placed on the Strata Committee other than those imposed by section 36(3)(a) of the Act and resolves a further restriction of **\$30,000.00** per transaction from the Capital Works Fund is to apply.

5 REIMBURSEMENTS

Resolved that the Owners Corporation determine to reimburse any member of the Strata Committee for any out of pocket expenses that they incur as a direct result of their duties imposed under the Act.

6 FINANCES

Resolved that the Owners Corporation consider and determine to adopt the accounting records, statements of financial information for the Administrative Fund, Capital Works Fund and any other fund held by the Owners Corporation and any auditors report as annexed to this meeting notice for the period of the last Financial Year.

7 AUDITOR APPOINTED

Resolved that the Owners Corporation determine that an independent audit of the accounts and financial records of the scheme is undertaken.

8 DEBT COLLECTION

Resolved that the Owners - Strata Plan No 84451 determine pursuant to the Strata Schemes Management Act 2015 (including section 103) for the purpose of collecting levy contributions to authorise the Strata Managing Agent and/or the Strata Committee to do any one or more of the following:

- a) to issue arrears notices, offer of entering into a payment plan, reminder notices (including via SMS) and/or letters to seek recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs/expenses and arrange and monitor payment plans;

AND/OR

Stage 1 - Reminder Notice for at least \$50 and 35 days overdue

Stage 2 - Final notice for at least \$100 and 65 days overdue

Stage 3 - Legal action commenced for at least \$800 & 105 days overdue

Recovery costs can be found in your Management Agreement under Further Services

- b) to engage or appoint the services of a debt collection agency, obtain legal advice and/or retain legal representation and/or experts on behalf of The Owners- Strata Plan No 84451;
- c) to issue demands, commence, pursue, continue or defend any court, tribunal or any other proceedings against any lot owner, mortgagee in possession and/or former lot owner in relation to all matters arising out of the recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs;
- d) Enter and enforce any judgment obtained in the collection of levy contributions including issuing writ for levy of property (personal and real property), garnishee orders, examination notices/orders/hearings, bankruptcy notices, statutory demands and commencing and maintaining bankruptcy proceedings or winding up proceedings;
- e) Filing an appeal or defending an appeal against any judgment concerning the collection of levy contributions; and
- f) Liaise, instruct and prepare all matters with the Owners Corporation's debt collection agents, lawyers and experts in relation to any levy recovery proceedings.

9 INSURANCES - Confirm Current Policies

Resolved that the Owners Corporation determine to confirm the insurance policies currently held by the Owners Corporation in accordance with section 164 of the Act and if applicable, with section 165(2) of the Act.

10 INSURANCE RENEWAL

Resolved that the Owners Corporation determine to take out insurance of the kind referred to in section 164 and 165(2) of the Act and authorises the Strata Managing Agent prior to the end of term of any existing insurance policy, to:

Obtain three quotations at the **suggested** amount, and taking into consideration the wishes of the Strata Committee, if the terms are reasonably comparable, to enter into a new contract for insurance on behalf of the Owners Corporation.

11 INSURANCE VALUATION

Resolved that the Owners Corporation determine **not** to have its building valued for insurance purposes.

- 12 REPORT ON COMMISSIONS, TRAINING & ANY CONNECTIONS WITH SUPPLIERS/ORIGINAL OWNERS**
Resolved the Owners - Strata Plan No. **84451** RESOLVES by ordinary resolution to consider the report from the Strata Managing Agent attached to the notice for the meeting, as to;
- (a) whether any commissions or training services have been provided to or paid for the agent (other than by the owners corporation) in connection with the exercise by the agent of functions for the scheme during the preceding 12 months and particulars of any such commissions or training services;
 - (b) any such commissions or training services and the estimated amount or value of any such commissions or training services that the agent believes are likely to be provided to or paid for the agent in the following 12 months;
 - (c) whether, during the preceding 12 months, a supplier of goods or services for the strata scheme has become connected with the agent, or an original owner of the strata scheme has become connected with the agent; and
 - (d) the following information:
 - i. the suppliers of goods or services for the strata scheme who are connected with the agent, including details about the nature of the relationship between the agent and the supplier and details about the goods and services provided by the supplier; and
 - ii. the original owners of the strata scheme who are connected with the agent, including details about the nature of the relationship between the agent and the original owner.
- 13 NOTICE OF DELEGATED FUNCTIONS BY A STRATA MANAGING AGENT**
Resolved that the Owners Corporation determine to accept that the following list of duties of the Strata Managing Agent was undertaken during the preceding twelve months under the Strata Managing Agent's ongoing delegated function:
- a. The preparation of estimates and levying of Administrative and Capital Works Funds contributions
 - b. Issuing receipts and payment of money to or from the Owners Corporation
 - c. The taking out of insurance
 - d. The conduct of meetings, handling of correspondence and the maintenance of records.
 - e. The conduct of emergency works under \$500.
- 14 CAPITAL WORKS FUND PLAN**
Resolved that the Owners Corporation discuss the preparation of the 10-year Capital Works Fund plan and determine to accept the existing 10-year Capital Works plan.
- 15 ANNUAL FIRE SAFETY**
Resolved that the Owners Corporation appoint **Tahlia Tuxford** as the owner's agent to complete the Fire Safety Statement, approved under the Environmental Planning and Assessment Regulations 2000, and undertake all the necessary administrative processes to obtain the Fire Safety Statement, for the coming year.
- That the Owners Corporation further determine that the owners' agent will select a competent Fire Safety Practitioner, using the guidelines published by NSW Planning, in accordance with the Environmental Planning and Assessment Amendment (Fire Safety and Building Certification) Regulations 2017.
- Note: Due July each year.
- 16 WORK HEALTH & SAFETY AUDIT**
Resolved that the Owners Corporation determine **not** to engage the services of an independent contractor to undertake a Work Health & Safety Audit of the Common Property.
- 17 TERMITE INSPECTION**
Resolved that the Owners Corporation determine to engage the services of an independent contractor to undertake an inspection of the Common Property for evidence of Termite activity and that the Managing Agent forward the report onto the Strata Committee for instructions.
- 18 CONSIDERATION OF ENVIRONMENTAL SUSTAINABILITY**
Resolved that the Owners Corporation determine to review and consider the scheme's common property energy and water consumption and expenditure for the previous 12 months.

19 UTILITY AGREEMENTS

Resolved that the Owners Corporation determine to note and consider the current utility supply arrangements in place for the scheme, including those arranged through Strata Energy as part of a multi-site energy procurement service.

BUDGET SUMMARY

Resolved the following two motions refer to your proposed budget for the forthcoming year. When combining the Administrative and Capital Works funds, the proposal is an increase of 4.4% overall when comparing the total levies raised for 1/8/25 to 1/5/26. The first levy for this financial year, being the 1st August 2026 levy, was previously approved at your 2025 AGM and there has been no increase to this levy. The subsequent following levies being 1st November 2026, 1st February 2027, 1st May 2027 & 1st August 2027 increase by 4.4%".

20 ADMINISTRATIVE FUND

Resolved that the Owners Corporation determine that the estimate of the contribution required to the Administrative Fund in accordance with section 79(1) of the Act is **\$272,580.00** & to determine to levy this amount in accordance with section 81(1) of the Act with contributions due and payable as follows:

Date Instalment Due	Levy Instalment Amount
1st November 2026	\$68,521.30
1st February 2027	\$68,521.30
1st May 2027	\$68,521.30
1st August 2027*	\$68,521.30*

Levy due 1/8/26 was predetermined at the 2025 AGM and remains unchanged at \$67,015.06

21 CAPITAL WORKS FUND

Resolved that the Owners Corporation determine to confirm the estimate of the contribution required to the Capital Works Fund in accordance with section 79(2) of the Act is **\$ 81,517.70** & determine to levy this amount in accordance with section 81(1) of the Act with contributions due and payable as follows:

Date Instalment Due	Levy Instalment Amount
1st November 2026	\$20,527.35
1st February 2027	\$20,527.35
1st May 2027	\$20,527.35
1st August 2027*	\$20,527.35*

Levy due 1/8/26 was predetermined at the 2025 AGM and remains unchanged at \$19,934.71

22 STRATA COMMITTEE REPORT AND UPDATE

Resolved "That The Owners - Strata Plan No. 84451 received and notes the Strata Committee Report for the 2025/2026 financial year, a copy of which is annexed to this agenda, and to invite a representative of the Strata Committee to address the meeting to provide a verbal update."

EXPLANATORY NOTE:

The Strata Committee has prepared a comprehensive report outlining the key matters and updates addressed during the 2025/2026 period. The full report is annexed to this agenda for owners to review in detail prior to the meeting. During this item, the chairperson will hand the floor to the Strata Committee to provide a summary of the update.

The report covers the following key items:

Valediction (In Memory of Wayne Winslade): The Committee conveys its sincere condolences and pays tribute to long-term Strata Committee member Wayne Winslade, acknowledging his countless hours of dedicated service and the technical expertise he brought to the Watermark community.

Passive Fire Defect Repairs & Compliance: Confirmation that 100% of the identified fire safety defects have been rectified, with the final 2026 Annual Fire Safety Statement (AFSS) anticipated to be issued by 31 July 2026.

Central Hot Water System: The successful replacement and subsequent stabilization of the new commercial-grade hot water plant in March 2026.

Service Contracts: The results of a recent market review which confirmed the current cleaning and landscaping contractors remain highly competitive, resulting in their retention.

Lift Servicing: The commissioning of a comprehensive, independent maintenance and condition audit to proactively manage the building's 16-year-old elevators.

Capital Works (Painting): An update on the ongoing tender process for the upcoming internal and external painting programme, which has been split into three distinct stages.

EV Charging Infrastructure: A strategic summary strongly endorsing the proposed Ready Steady Plug (RSP) electrical backbone, dynamic load management, and billing solution to facilitate building-wide EV charging.

Management of Visitors Car Park: Addressing the persistent issue of owners and tenants utilizing designated visitor parking bays for unauthorized overnight parking. The Committee is adopting a zero-tolerance enforcement strategy moving forward, which will include formal By-Law Breach Notices and potential escalation to the NSW Civil and Administrative Tribunal (NCAT).

23 LOT 33 DEBT RECOVERY CREDIT REQUEST

Resolved "That The Owners - Strata Plan No. 84451 by ordinary resolution **not** to credit the \$44.00 debt recovery fee, dated 22 June 2026, back to the strata levy account for Lot 33 (33/1-9 Beach Street, The Entrance NSW)."

24 REPEAL SPECIAL BY-LAW 28

Resolved "That The Owners - Strata Plan No. 84451 by special resolution, pursuant to section 141 of the Strata Schemes Management Act 2015, to repeal Special By-Law 28: Electric Vehicle Charging, and to delegate to the Strata Managing Agent or the Secretary of the Owners Corporation the authority to execute and lodge the necessary Consolidation/Change of By-Laws forms with NSW Land Registry Services to give effect to this repeal."

EXPLANATORY NOTE:

Special By-Law 28 was previously enacted to regulate the individual installation and use of Electric Vehicle (EV) Chargers within the building. The purpose of this motion is to formally rescind this outdated by-law because the Owners Corporation is proposing a new, building-wide EV charging solution. By repealing this by-law, the Owners Corporation clears the way to implement a centralized Charging-as-a-Service (CaaS) model, managed by a third-party provider like ReadySteadyPlug (RSP),

which does not require individual by-laws for each user. As this involves a change to the registered by-laws, it must be passed by a special resolution.

25 APPROVAL OF EV CHARGING INFRASTRUCTURE AND NEW SPECIAL BY-LAW

Resolved "That The Owners - Strata Plan No. 84451 by special resolution (and/or sustainability infrastructure resolution under Section 132B of the Strata Schemes Management Act 2015) to:

Approve the installation of electric vehicle (EV) charging infrastructure within the building as sustainability infrastructure. This may include electrical backbone cabling, EV Distribution Boards (EVDBs), metering equipment, communication hardware, Dynamic Load Management (DLM) systems, and associated software.

Authorise the Owners Corporation to either install, own, operate, and maintain the EV-charging infrastructure; OR engage a service provider such as ReadySteadyPlug (RSP) to install, own, operate, and/or maintain the infrastructure under a Charging-as-a-Service (CaaS) or similar arrangement.

Approve the attached EV-Charging Infrastructure By-Law (outlined below), which regulates access, use, cost recovery, maintenance responsibilities, and operational arrangements for the EV-charging system.

Authorise the strata committee to finalise any commercial terms with the selected service provider, approve the detailed design and installation plan, sign any required agreements, and take all necessary steps to implement the EV-charging solution.

Note that individual lot owners do not require separate by-laws to access or use the system.

Note that under a CaaS arrangement, upgrades, expansions, and operational management are performed by the service provider and do not, by default, create costs for the Owners Corporation.

Note that temporary outages or reductions in charging capacity may occur due to maintenance, faults, safety requirements, or the operation of dynamic load management (DLM) or other energy-management systems.

Authorise the strata manager to register the approved by-law at NSW Land Registry Services."

PROPOSED SPECIAL BY-LAW: EV-CHARGING INFRASTRUCTURE

1. Purpose of this By-Law

The purpose of this by-law is to enable the Owners Corporation (OC) to install, operate, and maintain electric vehicle (EV) charging infrastructure within the building, or engage a third party to do so, and to regulate how lot owners and occupiers may access and use that infrastructure. This by-law is made in accordance with Section 132B of the Strata Schemes Management Act 2015 (NSW), relating to sustainability infrastructure.

2. Owners Corporation Works

The Owners Corporation is authorised to install, own, operate, and maintain the EV-charging infrastructure, or to engage a third-party provider (such as ReadySteadyPlug) to install, own, operate, and/or maintain the infrastructure under a chosen service model, including a Charging-as-a-Service (CaaS) arrangement. This infrastructure includes electrical backbone cabling, EV Distribution Boards (EVDBs), metering and load-management equipment, communication hardware, charging points or connection interfaces, and any associated software or control systems. The OC may engage ReadySteadyPlug (RSP) or any other provider to design, supply, install, commission, and maintain this infrastructure.

3. Access and Use by Lot Owners

Lot owners and occupiers may access and use the EV-charging infrastructure on an "opt-in" basis, which may be taken up at any time. Users must comply with the OC's conditions of use, including the payment of subscription or service fees, electricity usage charges, and adherence to any technical or safety requirements. Users must not interfere with, modify, or connect equipment without OC approval. The OC may suspend or restrict access for safety, maintenance, or non-payment.

4. Costs and Cost Recovery

The OC may recover from users the costs of electricity consumption, subscription or service fees, metering or billing charges, maintenance and operational costs, and any additional costs reasonably incurred in providing the service. Users must pay these charges in the manner determined by the OC.

5. Maintenance and Repairs

The OC is responsible for maintaining and repairing the EV-charging infrastructure it owns. Users are responsible for any damage they cause, the condition of their own EV chargers (if applicable), and ensuring their vehicle and charging cable comply with safety standards.

6. No Individual By-Law Required for Each User

Because the EV-charging infrastructure is owned and controlled either by the Owners Corporation or by a service provider such as ReadySteadyPlug (RSP) under a Charging-as-a-Service (CaaS) arrangement, individual lot owners do not require separate by-laws to access or use the system.

7. Future Upgrades and Compatibility

The EV-charging infrastructure may be upgraded or expanded by the Owners Corporation or by a service provider such as ReadySteadyPlug (RSP). Under a Charging-as-a-Service (CaaS) arrangement, upgrades and expansions are carried out by the service provider and do not, by default, create any cost for the Owners Corporation.

8. No Guarantee of Continuous Service

The Owners Corporation or a service provider such as ReadySteadyPlug (RSP) will take reasonable steps to ensure the EV-charging system is operational, but no guarantee of uninterrupted service is provided. Temporary outages or reductions in charging capacity may occur due to maintenance, faults, safety requirements, or the operation of Dynamic Load Management (DLM) or other energy-management systems.

9. Indemnity

Users indemnify the OC against any loss or damage arising from misuse, unauthorised modifications, or unsafe equipment connected by the user.

10. Interpretation

If any part of this by-law is inconsistent with NSW legislation, the legislation prevails.

11. Commencement

This by-law takes effect upon registration.

26 APPROVAL OF PAINTING WORKS SCOPE AND DELEGATION TO STRATA COMMITTEE

Resolved "That The Owners - Strata Plan No. 84451 by ordinary resolution to approve the proposed scope of painting and remedial works for the building, and to delegate authority to the Strata Committee to review all submitted quotes, select the preferred contractor, and execute the necessary contracts to carry out the approved works."

EXPLANATORY NOTE:

The Strata Committee is currently in the process of sourcing quotes for upcoming painting works. Because the AGM agenda is being issued before all competitive quotes have been received, the Committee is seeking approval for the specific scope of the works now, so that they can proceed with selecting a contractor once all quotes are in.

The recommended scope of works to be approved includes:

Exterior Works: Painting of the Beach Street frontage and the Eastern facade (ocean facing), which specifically includes the removal and treatment of rust spots.

Interior/Common Area Works: Painting of both the Ocean Parade and Beach Street main entry foyers, the garbage room, the swimming pool area, adjoining toilets, and the meeting room.

27 APPROVAL OF MAJOR WORKS (LOT 13 - PERGOLA INSTALLATION)

Resolved That The Owners - Strata Plan No 84451 pursuant to section 108 of the Strata Schemes Management Act 2015, that the owner of lot 13 be authorised to alter and to add to the common property by carrying out the works described in the by-law the subject of the following motion for the purposes of improving or enhancing the common property.

MOTION PART B:

That The Owners - Strata Plan No. 84451 SPECIALLY RESOLVES pursuant to section 143 of the Strata Schemes Management Act 2015 to make a common property rights by-law adding to the by-laws applicable to Strata Plan No 84451 in the following terms:

**SPECIAL BY-LAW NO 34: Major Works Lot 13 - Construction of Pergola
PART A1: PREAMBLE**

A1.1 This by-law is made pursuant to Parts 6 and 7 of the Strata Schemes Management Act 2015.

A1.2 The purpose of the by-law is to confer on the Owner the right to carry out works to their lot and common property as set out in this by-law.

A1.3 The rights conferred by the Special By-Law shall endure for the benefit of the Owner.

PART A2: GRANT OF RIGHT

A2.1 Subject to Part A3 and A4 of this by-law, the Owner shall have:

a special privilege to carry out the Works to and on the common property; and

exclusive use and enjoyment of those parts of the common property occupied by the Works.

PART A3: APPLICATION OF SPECIAL BY-LAW

A3.1 In this By-Law, unless the contrary intention appears, Works Programme By-Law means Special By-Law 24.

A3.2 Subject to the exceptions and variations set forth in Part A4, the Owners Corporation and the Owner hereby ratify and confirm, and covenant one with the other in terms of the Works Programme By-Law in the same manner as if the provisions of the Works Programme By-Law were set forth in full in this By-Law (as varied below).

PART A4: VARIATIONS

A4.1 The Works Programme By-Law is hereby varied in its application to this By-Law as follows:

(1) The heading "SPECIAL BY-LAW NO 24 PAST AND FUTURE WORKS APPROVAL PROGRAMME" is deleted.

(2) Part 1 is deleted.

(3) Clause 2.1(b) is deleted, regarding Approved Form.

(4) Clause 2.1(i) is replaced with: Lot means Lot 13 in strata plan 84451.

(5) Clause 2.1(j) regarding Major Works is deleted and replaced as follows: "Major Works" means the works to be undertaken by the Owner including but not limited to the work description, plans and specifications strictly in accordance with the application form titled "ANNEXURE A (FUTURE WORKS APPROVED FORM)" signed and completed by the Owner for its Lot together with all attachments provided therein, ALL of which must be attached to this by-law: PROVIDED ALWAYS THAT: (1) all parts of the Major Works are within and limited to part of the Owner's Lot, unless specifically indicated otherwise. (Collectively, Work Plans).

(6) Clause 3.1 to 3.3.1 are deleted.

(7) Clause 3.3.2(a) - delete the introduction, ie,: "If the strata committee determines that works to be carried out are Future Major Works", so the introduction starts with: "The Owner must".

(8) All references to "Future Major Works" are replaced with "Major Works", so that the Works Programme By-Law applies to the Major Works as defined in this by-law.

(9) Clause 3.3.2(a)(iii) to (vi) (inclusive) are deleted.

(10) Clause 3.3.2(b) is deleted.

(11) Clause 3.5 is deleted.

(12) Annexures A-E are deleted.

ADDITIONAL/SPECIAL CONDITIONS

The Lot Owner is to engage a licensed building certifier and charged with the responsibility to:

- a. Submit to the Central Coast City Council a development application for the major works,
- b. Secure a construction certificate,
- c. Certify the completed works, and
- d. Secure a final occupancy certificate.

EXPLANATORY NOTE:

The Owners of Unit 13 have submitted an application to install a Lumex Motorised Louvre Roof System (pergola) over their existing rear terrace. The pergola will cover an area of approximately 8.0 m x 3.45 m (27.6 m²). The proposed installation features motorised aluminium louvre blades, integrated LED lighting, and external retractable blinds along the front.

Under the scheme's Special By-Law 24, these works are deemed 'Major Works' and require formal approval at a general meeting of Lot Owners. To protect the Owners Corporation, approval is strictly conditional upon the Lot Owners engaging a private building certifier and securing all necessary Central Coast Council approvals, including DA Approval, a Construction Certificate, and a Final Occupation Certificate.

28 DATE OF NEXT AGM

Resolved that the next Annual General Meeting of the Owners Corporation be set for Saturday 31st July 2027 at **The Entrance Leagues Club 3 Bay Village Rd, Bateau Bay** commencing at 09:00 AM.

CLOSURE: There being no further business, the chairperson thanked all those present and declared the meeting closed at 10:26 AM.

MINUTES OF A STRATA COMMITTEE MEETING
(Section 18 & schedule 2 of Strata Schemes Management Act 2015 (NSW))

**TO THE STRATA COMMITTEE MEMBERS & OWNERS
OF LOTS IN STRATA PLAN NO: 84451
ADDRESS: 'Watermark', 1-9 Beach St, THE ENTRANCE NSW 2261**

A Strata Committee Meeting was held on Saturday, 25 July 2026 The Entrance Leagues Club 3 Bay Village Rd, Bateau Bay and it commenced immediately upon completion of the Annual General Meeting.

PRESENT:

Lot #	Unit #	Attendance	Owner Name Representative
1	1	Yes	JP Cox
2	2	Apology	DF & MM Flood
5	5	Yes	MB Coleman
7	7	Yes	RV Mockbil
9	9	Yes	PM Williams
11	11	Yes	RA Elsley
13	13	Yes	OE Demin
14	14	Yes	MJ Ryan
15	15	Yes	J & JL McKean
16	16	Yes	P Cario
18	18	Yes	JE & LE Ballantyne by proxy Susan Howes
19	19	Apology	D McAuley
20	20	Yes	GN & NWard
21	21	Yes	F & A Fusca
23	23	Yes	SR Speight
24	24	Yes	S & PV Goldstein
25	25	Yes	R Bhattacharya & EA Graham
26	26	Yes	WJ Britten
28	28	Yes	M Grima
29	29	Yes	Mr Robins & Ms Gough ATF, David Robins
31	31	Yes	ME Fitzgerald by proxy Peter Fitzgerald
34	34	Yes	SW Howes
39	39	Yes	CC & JW Boniface

CHAIRPERSON (acting): Tahlia Tuxford

QUORUM: The chair declared the presence of a quorum

Minutes of the meeting:

1. MINUTES

Resolved that the Strata Committee determines to confirm the Minutes of its last Meeting as a true record of the proceedings of that Meeting

2. STRATA COMMITTEE

Resolved that the nominations be sought for the positions of Chairperson, Secretary and Treasurer and that those Members of the Strata Committee are as follows:

Secretary & Chairperson: **Ross Elsley**

Treasurer: **Stuart Speight**

Committee Members: **Mark Coleman, Rajeev Bhattacharya, Paul Williams, John Cox, Susan Howes & Narelle Ward**

3. POINT OF CONTACT RESOLVED

Resolved that **Ross Elsley** of the Strata Committee be the Schemes point of contact to interact with the Strata Managing Agent.

4. INVOICE APPROVAL

Resolved that the Strata Committee determined the process for invoice approval via the SMATA platform as Option B: **Ross Elsley & Stuart Speight** are the Strata Committee members delegated as the external approvers on the SMATA platform to give their final approval for invoice payments over the amount of \$1,500.00.

5. OFFICE OF FAIR TRADING PORTAL (STRATA HUB)

Resolved that the Strata Committee authorise the strata manager to comply with the owners corporation obligations under the Strata Schemes Management Amendment (Information) Regulation 2021 this year and on an ongoing basis and to charge in accordance with the terms of its agency agreement"

CLOSURE: There being no further business, the chairperson thanked all those present and declared the meeting closed at 10:26 AM.