

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, 19 July 2025 at The Entrance Leagues Club, 3 Bay Village Rd, Bateau Bay and it commenced at 09:06 AM.

PRESENT:

Lot #	Unit #	Attendance	Owner Name Representative
1	1	Yes	JP Cox
2	2	Yes	DF & MM Flood by proxy Dianne McAuley
5	5	Yes	MB Coleman
6	6	Yes	WR Winslade by proxy John Cox
7	7	Yes	RV Mockbil
9	9	Yes	PM Williams
10	10	Yes	CJ Astridge by teleconference
11	11	Yes	RA Elsley
14	14	Yes	MJ Ryan
18	18	Yes	JE Ballantyne by proxy Susan Howes
19	19	Yes	D McAuley
20	20	Yes	N Ward
24	24	Yes	S & PV Goldstein
25	25	Yes	R Bhattacharya & EA Graham
26	26	Yes	WJ Britten
27	27	Yes	J Ciantar
28	28	Yes	M Grima
30	30	Yes	JW Jackson
31	31	Yes	ME Fitzgerald by proxy Ross Elsley
34	34	Yes	SW Howes

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 20th July 2024, 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 pre-received: **Susan Howes, Narelle Ward, Ross Elsley, Stuart Speight, John Cox, Mark Coleman & Paul Williams.**

3 STRATA COMMITTEE ELECTED

Resolved that the Owners Corporation determine the number of members of the Strata Committee as **seven (7)** and to elect the Strata Committee as:

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

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 independant audit of the accounts and financial records of the scheme **is** undertaken.

8 ARREARS PART A - 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, reminder notices 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 & 94 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 ARREARS PART B - Payment Plans for Levy Arrears (NSW)

Resolved that the Owners - Strata Plan 84451 determine to agree to enter into payment plans generally for matters involving arrears of unpaid contributions/levies or other amounts including interest, legal and other costs/expenses thereon and to delegate to the Strata Manager and/or the Strata Committee the ability to enter into, arrange and monitor each such payment plan limited to a period of 12 months per payment plan with any further or subsequent payment plan to be entered into as agreed by the Strata Committee or Owners Corporation by resolution.

- 10 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.
- 11 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 **valued 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.
- 12 INSURANCE VALUATION**
Resolved that the Owners Corporation determine **to** have its building valued for insurance purposes and authorises the Strata Managing Agent to engage a Valuer for this purpose in **September 2025**.
- 13 STRATA MANAGEMENT**
Resolved that the Owners Corporation determine, pursuant to section 49 of the Act, to:
- appoint CSTM Central Coast ABN 43 073 850 094 as its Strata Managing Agent and to be effective from Saturday, 19 July 2025 for a term of 3 years;
 - delegates to the Strata Managing Agent the powers, authorities, duties and functions of the Owners Corporation and its Strata Committee, according to the terms of the strata management agreement annexed to the meeting notice; and
 - authorises the execution of the Strata Management Agreement annexed to the meeting notice by affixing the Common Seal of the Owners Corporation under signature of the Secretary and Chairperson or in their absence, any two owners of lots in the Strata Scheme.
- 14 COMMISSIONS RECEIVED**
Resolved that the Owners Corporation determine to acknowledge commissions paid to the Agent within the prior calendar year and commissions likely to be payable to them within the next calendar year.
- Insurance Commission received - \$4,389.18
 - Insurance Commission estimated - \$0.00
- 15 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:
- The preparation of estimates and levying of Administrative and Capital Works Funds contributions
 - Issuing receipts and payment of money to or from the Owners Corporation
 - The taking out of insurance.
 - The conduct of meetings, handling of correspondence and the maintenance of records.
 - The conduct of emergency works under \$1,000.00.
- 16 10 YEAR CAPITAL WORKS FUND PLAN**
Resolved that the Owners Corporation discuss the preparation of the 10-year Capital Works Fund plan and determine to delegate to the Strata Committee for amendment.
- 17 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.

18 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.

19 TERMITE INSPECTION

Resolved that the Owners Corporation determine **to** engage the services of **Bees Knees Pest Management in September 2025** 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.

BUDGET SUMMARY

The following two motions refers to your proposed budget for the forthcoming year. When combining the Administrative and Capital Works funds, the proposal is an increase of **8.8%** overall when comparing the total levies raised for 2024/25 financial year. The first levy for this financial year, being the **1st August 2025** levy, was previously approved at your 2024 AGM and there has been no increase to this levy. The subsequent following levies being **1st November 2025, 1st February 2026, 1st May 2026 and 1st August 2026** increase by **11%**.

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 **\$260,024.60** & 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 2025	\$67,015.06
1st February 2026	\$67,015.06
1st May 2026	\$67,015.06
1st August 2026*	\$67,015.06*

This levy instalment is not included within the total yearly levy amount of **\$260,024.60*

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 **\$79,142.80** & 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 2025	\$19,934.71
1st February 2026	\$19,934.71
1st May 2026	\$19,934.71
1st August 2026*	\$19,934.71*

This levy instalment is not included within the total yearly levy amount of **\$79,142.80*

22 DATE OF NEXT AGM

Resolved that the next Annual General Meeting of the Owners Corporation be set for Saturday 18th July 2026 at **The Entrance Leagues Club - 3 Bay Village Rd, Bateau Bay** commencing at 9.00 AM.

23 POOL COMPLIANCE AUTHORITY TO AGENT

Resolved that the Owners Corporation appoint Tahlia Tuxford of CSTM Strata Group as the owner's agent to complete the application for a Section 22D of the Swimming Pools Act 1992 and undertake all the necessary administrative processes to obtain the Swimming Pool Compliance Certificate.

24 CONSIDERATION OF ENVIRONMENTAL SUSTAINABILITY

Resolved that the Owners Corporation resolves to:

- (a) Review and consider the scheme's common property energy and water consumption and expenditure for the previous 12 months, and
- (b) Include in its capital works fund planning the potential costs associated with the installation, replacement, or repair of sustainability infrastructure, including but not limited to electricity meters, solar panels, battery storage systems, water-saving fixtures, and sustainable building materials.

25 UTILITY AGREEMENTS

Resolved that the Owners Corporation resolves 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.

EV CHARGING BACKBONE PROJECT - CONTEXT FOR MOTIONS 26 - 31

Resolved at the 2023 AGM The Owners Corporation approved motions # 24 EV Charging and motion # 25 Special By-Law # 28.

Special by-Law # 28 was subsequently registered and provides for the installation of new electricity infrastructure in our building to facilitate electric vehicle (EV) charging to be carried out in stages within 1 to 10 years from 2023. Our Capital Account Plan prepared in 2023 makes provision for EV charging.

During 2023/2024, The Owners Corporation applied for and was successful in securing an NSW Government Grant under the EV Building Ready Grants Program for a stage 1 grant to secure an EV Charging Feasibility Study for SP84451. The study made recommendations for a Level 2 EV Charging Electrical Backbone.

Stage 2 of the grants program offered funding of up to 80% or a maximum of \$80,000 to assist install EV Charging Infrastructure. The Strata Committee subsequently sourced multiple quotes (x7) for the installation of a level 2 charging EV Electrical backbone for our building. Quotes ranged between \$163,000 to \$296,000, which the Strata Committee deemed as too expensive even if we secured a Government Grant. The inconsistencies in the scope of works indicated in the quotes received was also a concern.

In sourcing quotes, the Committee also discovered and secured a quote for a level 1 EV Charging Backbone, (trickle charging) which included electrical load balancing, automatic billing and open charge protocols that would protect our building and provide a significant value add for the building. The quote to supply and install a Level 1 charger is \$115, 552 Inc.GST and is attached to this agenda.

Unfortunately, the NSW Government Grants program would only fund level 2 EV Charging so we withdrew from the round one grants program. In discussion with the Government Grants team, we have since discovered that a second round of the Government EV Charging grant program may become available during the 2025/2026 financial year and may possibly offer funding for level 1 charging.

The following motions are aimed at positioning ourselves to immediately apply should the grant scheme be announced.

26 EV CHARGING GRANT APPLICATION

Resolved in the motions which follow, these terms have the corresponding meanings -

(a) Authorised Representative means The Strata Committee SP84451 & CSTM Strata Group

(b) EV Charging Infrastructure means the electric vehicle charging infrastructure and equipment itemised in the Preferred Quote.

(c) ECCS Group means the State of New South Wales acting through the Energy, Climate Change and Sustainability (ECCS) Group within the NSW Department of Climate Change, Energy, the Environment and Water.

(d) Funding Agreement means an agreement generally in the form of the document headed "Funding

(e) Grant Application means an application for the New South Wales Government's electric vehicle ready buildings stage two grant for co-funding of the installation of EV Charging Infrastructure at the strata scheme arising from the owners corporation's successful application for a Stage 1 feasibility assessment grant numbered EVRBR1S100051

(f) Preferred Quote means the scope of works and costs set out in the document:

- i. Prepared by TB Electrical & Communications & Ready Steady Plug and
- ii. Dated 7th March 2025 & 20th February 2025 _ \$115,522 Inc.GST

Note: We will need to refresh this quote and source two additional quotes.

27 AUTHORISATION OF SUBMISSION OF GRANT APPLICATION AND APPOINTMENT OF AUTHORISED REPRESENTATIVE

Resolved the owners corporation RESOLVES -
to submit a Grant Application to the ECCS Group and to appoint the Authorised Representative as its representative for the purposes of that application.

28 AUTHORISATION OF FUNDING AGREEMENT

Resolved the owners corporation RESOLVES -
if its Grant Application is successful, to enter into a Funding Agreement with the Crown in the right of New South Wales acting through the Department of Climate Change, Energy, the Environment and Water.

29 MOTION TO APPROVE EV CHARGING INFRASTRUCTURE WORKS TO COMMON PROPERTY

Resolved the owners corporation SPECIALLY RESOLVES
If the Grant Application is successful, to authorise the installation of the EV Charging Infrastructure on the common property, having first considered:
i. Its cost and the expected running and maintenance expenses;
ii. That the owners corporation will own, install and maintain it; and
iii. That it will be available for use by all owners and occupiers of lots in the strata scheme.

30 MOTION TO ACCEPT QUOTE FOR WORKS

Resolved that the owners corporation resolved, if its Grant Application is successful, to proceed with the installation of the EV Charging Infrastructure.

31 MOTION AUTHORISING AFFIXING OF THE SEAL

Resolved that the owners corporation authorise the affixing of the owners corporation's seal to any document required to give effect to a resolution made pursuant to motions 27 to 28 above.

32 COMMITTEE AUTHORITY - EV CHARGING WORKS

Resolved that the Owners Corporation determines to resolve to authorise the Strata Committee to approve works for EV Charging Infrastructure and fund a contribution to the total cost of up to \$50,000.00 from the Capital Account if the grant application is successful.

33 REIMBURSEMENT OF TRAINING COSTS TO COMMITTEE MEMBERS

Resolved that the Owners Corporation determine to reimburse Strata Committee members for any costs associated with the new training requirements, a new addition to the Strata Schemes Management Act 2015.

CLOSURE: There being no further business, the chairperson thanked all those present and declared the meeting closed at 10:01 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, 19 July 2025 at 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	Yes	DF & MM Flood by proxy Dianne McAuley
5	5	Yes	MB Coleman
6	6	Yes	WR Winslade by proxy John Cox
7	7	Yes	RV Mockbil
9	9	Yes	PM Williams
10	10	Yes	CJ Astridge by teleconference
11	11	Yes	RA Elsley
14	14	Yes	MJ Ryan
18	18	Yes	JE Ballantyne by proxy Susan Howes
19	19	Yes	D McAuley
20	20	Yes	N Ward
24	24	Yes	S & PV Goldstein
25	25	Yes	R Bhattacharya & EA Graham
26	26	Yes	WJ Britten
27	27	Yes	J Ciantar
28	28	Yes	M Grima
30	30	Yes	JW Jackson
31	31	Yes	ME Fitzgerald by proxy Ross Elsley
34	34	Yes	SW Howes

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: **Ross Elsley**

Chairperson: **John Cox**

Treasurer: **Stuart Speight**

Committee Members: **Mark Coleman, Paul Williams, 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 10:10 AM.