

Strata Committee Meeting Minutes

Minutes of Strata Committee Meeting of the Owners Corporation SP84451 held on Wednesday 9th September 2026, 10.00am Swimming Pool Meeting Room

1. Present

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

2. Apologies

Nil

3. In attendance

Dianne McCauley

4. Minutes of Previous Meeting 24th June & 25th July 2026,

RESOLVED that the minutes of the preceding Strata Committee meetings held on 24th June & 25th July 2026 as recorded in the Owners Corporation minute book are confirmed as a true and correct record of the proceedings and that the chairperson sign them accordingly.

5. Financial Update – YTD 9th September 2026

RESOLVED to approved and accept the following financial update.

Administration fund	\$ 52,743.88 cr
Capital Account	\$ 293,519.99 cr
Capital Account Term Deposit	\$ 0.00 cr
Total Funds Held	\$ 346,263.87 Cr.

Levies outstanding / yet to be paid –7 lot owners of which (2) > 90days.

Administration A/c

Arrears Quarterly Levies	\$ 12,456.99
Receivable – Owners	\$ 285.37
Cash at Bank – unallocated	\$ 0.00
Total @ 9th September 2026	\$ 12,742.36

Capital A/c

Arrears Quarterly Levies	\$ 3,705.99
Arrears Special Levies	\$ 5,906.73
Receivable – Owners	\$ 488.57
Total @ 9th September 2026	\$ 10,101.29

Watermark, 1-9 Beach Street, The Entrance NSW – SP 84451

Liabilities @ 9th September 2026

Creditors O/s - Admin	\$	2,750.00
Creditors O/s – Capital A/c	\$	0.00
Admin (GST)	\$	1,521.98
Capital (GST)	\$	<u>5,071.27</u>
GST total	\$	6,593.25

Levies paid in Advance:

Admin Account	\$	4,834.05
Capital Account	\$	1,448.14
Unallocated	\$	<u>16.50</u>
Levies paid in Advance – Total	\$	6,298.69

6. Correspondence Received

Unit 6 Complaint 9/9/26 – incident relating to dogs barking. **Resolved** to note this complaint. RE to respond to the tenants.

7. Maintenance Database / Outstanding Work Orders

That maintenance items as per the attached schedule to be reviewed and actioned.

8. Matters arising – Meeting 24th June 2026.

Motion: That action items from the previous meeting be reviewed and actioned:

- a. Notice to Comply to the Owner of Lot 4 Notice for contravention of Special By-Law # 24 Major & Minor Renovation Program. **Noted** that the Letting Agent has indicated that a noise reduction cover will be installed. **Closed.**
- b. Fire Services / Annual Fire Safety Statement – update. **Noted** that our 2026 AFSS has been acknowledged by Central Coast Council with next Annual review due 31/7/2027. RE advised that the frequency of some fire safety equipment checks required under AS1851-2012 has increased resulting in increased costs for fire safety adherence. **Closed.**
- c. Romteck Grid Pty Ltd – false alarm charge – Update. **Noted** that an application for refund of charge was lodged with Fire Rescue NSW 13th August 2026. A decision on a refund for false alarm charge may take several months.
- d. EV Charging level 1 backbone - AGM 2026 Approval. Update: **Noted** that the 2026 AGM approved EV Charging infrastructure and has now established a ‘process’ for installation of all EV Charging requests within the building. Grace lawyers have been instructed to register the EV Charging by-law. As at 9/9/26, nine (9) Lots have applied and taken advantage of the discounted costs to install EV Charging

Watermark, 1-9 Beach Street, The Entrance NSW – SP 84451

infrastructure in their garage space. Ready Steady Plug advise that installation of the EV Charging backbone is scheduled for end October 2026.

- e. **External & Internal Painting** – review of quotes: **Noted** that 2026 AGM resolved 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. The following quotes were considered:

Contractor	Stage 1	Stage 2	Stage 3	Total
Shades & Tones	\$134,305	\$104,345	\$19,900	\$258,550
Baydole Pty Ltd	\$117,041	\$125,306	\$16,634	\$258,981
CPR Painting	\$138,831	\$101,779	\$4,550	\$245,160
Coating The Coast	\$137,562	\$118,847	\$18,538	\$274,948
Colonial Painting	\$160,096	\$138,500	\$19,588	\$318,184
Aussie Brush Painting	\$153,000	\$98,500	\$18,500	\$270,000

Note:

- 1.) HBFC Insurance is payable by the Owners Corporation – 5% to 7% of total quote.
- 2.) CPR Painting have been previous satisfactory contractors to SP84451
- 3.) CPR Painting offer 'Free' high pressure washdown of building after 3 years
- 4.) CPR Painting will allow completion to be broken into stages without incurring additional set up costs.

Resolved to accept the quote from CPR Painting and invite the Director of CPR Painting to meet with the Strata Committee to determine next steps and the schedule for completion. Painting project to be broken into separate stages to suit cashflow requirements.

- f. **Lift consultant report** - review. **Noted** that LMI Lift Consultants have provided a comprehensive audit report for our three (3) lifts resulting in sixty-one (61) defects including seven (7) major defects being identified. LMI also recommends addressing rusting within the Lift wells. GoingUp Elevators have been requested to have all defects addressed within 90 days. The rectification process has commenced. **Resolved** to have LMI Lift Consultants quote to review and confirm compliance of completed repairs. **Resolved** to seek quotes to address rusting with the lift wells.
- g. **Lift # 1 Out of Service:** **Noted** that Lift # 1 was placed out of service Tuesday 1st September due to a necessary major repair. The Lift Drive and Main Board require replacement. GoingUp Elevators advise that replacement parts are held and repair is scheduled for 15th & 16th September. We hold a comprehensive lift service and repair contract with GoingUp Elevators resulting in cost for this repair falling to GoingUp Elevators.

Watermark, 1-9 Beach Street, The Entrance NSW – SP 84451

9. Building Security:

Motion - That building security be reviewed. **Noted** that Ocean Parade foyer door has been sighted as being propped open. Confirmed that on site contractors are responsible.

10. Building Safety

Motion - That building safety matters be reviewed.
Nil reported incidents.

11. Approvals

Lot 2 – confirmation of SC email approval to keep two (2) pet dogs. **Noted** that the Strata Committee resolved via email vote to approve this application. **Closed.**

Lot 6 – Application to keep three (3) dogs. **Resolved** to approve all applications based on strict adherence to Special By-Law # 3. Keeping of Animals. RE to advise the tenants. **Closed.**

Noted that there are now sixteen (16) approved dogs listed on our pet database which may cause a potential issue if by-law requirements are not adhered to. **Resolved to write to all Lot Owners reinforcing the requirement to adhere to Special By-Law # 3.**

12. General Business

Motion: That General Business items be reviewed and actioned:

1. Strata Committee Training starts 1 October 2026:
<https://www.nsw.gov.au/housing-and-construction/strata/serving-on-a-committee/strata-committee-training> **Noted** that current SC members are not required to complete this training until after the 2027 AGM.
2. Memorial – Wayne Winslade. **Noted** that a lemon tree has been planted in the backyard BBQ area as a memorial to Wayne in recognition for his contribution made to Watermark.

13. Next SC Meeting

Wednesday 19th November 2026 10.00am