

Action Required	Status	Due by
1. Unit 1 Water Ingress to bedroom. Water Ingress identified as originating from L2 Unit 11 balcony. Tiles removed and waterproofing around balcony drain completed with 2 nd coat of waterproofing applied 28/8/25. No evidence of water ingress since repair. Agreed with Leading Edge Property 27/5/26 to proceed to complete gyprock repairs, repaint & re-fix drain tiles rear balcony Unit 11.	Work Order held by Leading Edge property.	Pending
2. Unit 9 – cracked & loose living room tiles. Resolved for Lot Owner to write to SC to submit a proposal to address.	SC resolved to accept quote by Baytech Maintenance	CSTM to issue work order.
3. Unit 12 Eroded sliding door base. Inspected by Leading Edge Property 28/11/25.	Work Order held by Leading Edge Property	Quote Pending
4. Level 7 Roof Skylight above Unit 44 – damaged requiring replacement. Resolved to withdraw work order held by leading Edge property. MC to address on do and charge basis. CSTM to arrange work order to issue to Natural Lighting Products. Ph. 1300 859 561 https://www.naturallighting.com.au	MC to complete on do and charge basis. RE to issue work order.	Pending
5. Unit 12 Bathroom tiles & leaking shower recess. Resolved to have Lot Owner complete repair of shower enclosure aimed at containing water within the shower area.	CSTM to confirm strategy and advise lot owner & letting agent.	Pending
6. Unit 40 Garage – water ingress via expansion joint. Water appears to be entering via Unit 27 rear balcony / garden. Access to Units 27 & 12 will be necessary to assess repair.	MC to complete on do and charge basis.	Pending
7. Unit 35 – Loose & drummy rear balcony tiles. Water damaged rear walls & plumbing stack.	MC to review. Quote repairs.	Pending
8. Unit 15 – request to review mailbox.	SC to determine next steps	Pending