

Strata Committee Meeting Minutes

**Minutes of Strata Committee Meeting of the Owners Corporation
SP84451 held on Saturday 4th October 2025
Watermark Pool Room at 8.30am:**

1. Present

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

2. Apologies

Nil

3. In attendance

Dianne McCauley

4. Minutes of Previous Meetings 21st May 2025, 24th June 2025 & 19th July 2025.

RESOLVED that the minutes of the preceding Strata Committee meetings held on 21st May, 24th June & 19th July 2025 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 4th October 2025

RESOLVED to approved and accept the following financial update.

Administration fund	\$ 60,426.18cr
Capital Account	\$ 216,672.08cr
Capital Account Term Deposit	\$ <u>0.00cr</u>
Total Funds Held	\$ 277,098.26Cr.

Levies outstanding / yet to be paid – 4 lot owners of which (1) > 90days.

Administration A/c

Arrears Quarterly Levies	\$ 5,871.02
Receivable – Owners	\$ 164.00
Arrears Special Levies	\$ 0.00
Cash at Bank – unallocated	\$ <u>0.00</u>
Total @ 4th October 2025	\$ 6,035.02

Capital A/c

Arrears Quarterly Levies	\$ 1,924.98
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Liabilities @ 4th October 2025

Creditors O/s - Admin	\$ 5,952.49
Creditors O/s – Capital A/c	\$ 3,019.50

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Admin (GST)	\$ (84.60)cr
Capital (GST)	<u>\$ (2,315.59)cr</u>
GST total	\$ (2,400.19)cr

Levies paid in Advance:

Admin Account	\$ 6,488.75
Capital Account	\$ 1,930.21

6. Correspondence Received

Nil

7. Maintenance Database / Outstanding Work Orders

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

8. Matters arising – Meetings 21st May; 24th June; & 19th July 2025.

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

1. Electric Vehicle (EV) charging – project update. **Noted** that 2025 AGM approved funding of the EV Charging project subject to a Government Grant being approved. **Noted** that the NSW Government is yet to announce continuation of the EV Ready Buildings grants scheme for 2026. **Project on hold.**
2. Lot 4 Notice to comply with by-law. **Noted** that Notice to comply was issued by CSTM with the Owner of Lot 4 responding via email on 3rd October 2025 and agreeing to instruct their letting agent to reinstate the air-conditioning compressor to its original position. **Resolved** to withhold any action in NCAT subject to relocation of air-conditioning unit.
3. Visitor Carpark Management. **Resolved** to have the Strata Committee adopt a watch and act approach to carpark management. **Noted** that a few residents are still utilising the visitor's carpark. **Closed.**
4. Damaged Lift # 1. Update. **Noted** that the Strata Committee meeting 21/5/25 **Resolved** to pursue recovery of cost from the Lot Owner & Tenant of Unit 32 - \$1843 Exc.GST. Special By-Laws #'s 11, 20 & 21 refer. **Resolved** for RE to follow up with CSTM to identify progress with this claim.
5. Fire Services / Annual Fire Safety Statement – update.
 1. Datacom Fire - Annual Fire Safety Statement
 2. ADEPT Fire – basement defect repairs
 3. EBS Consultancy – review & scope of works & full audit of passive fire penetrations.

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Noted that 2025 AFSS has been lodged with Central Coast Council and passive fire defect repairs noted as ‘on going’. JC, PW & RE met with EBS Consultants & ADEPT Fire 3rd October with ADEPT fire committing to address necessary defect repairs which will be approved and certified by EBS Consultants. EBS completed a full audit of passive fire requirements for the building on 3rd October. They will now prepare a full scope of works, secure quotes for necessary repairs and submit for approval of a preferred quote by The Owners Corporation. **Note:** The preferred defect repair contractor will need to be approved via an EGM of Lot Owners. EBS will supervise completion of defect repairs and provide certification. The end-to-end process may take up to 6 months to achieve full compliance.

9. Building Security:

Motion - That building security be reviewed. Nil known security breaches.

Noted that suspected poisoning of Ocean Parade hedge (garbage room path to front stair entry) has occurred. Our gardener is attempting to recover the hedge growth.

10. Building Safety

Motion - That building safety matters be reviewed. Nil Known security breaches.

11. Approvals

- a. Unit 5 – Flooring: **Noted:** Minor works application approved via electronic voting since last SC Meeting.
- b. Unit 11 – Replace reverse cycle air conditioner. **Noted:** Minor works application approved via electronic voting since last SC Meeting.

12. General Business

Motion: That General Business items be reviewed and actioned:

1. Carwash – tap & fittings. **Noted** that car wash tap fittings are repeatedly being reported as missing with a few Lot Owners voluntarily replacing the fittings. Lot Owners should ensure fittings remain in place after use. **Closed.**
2. Defibrillators – battery and pad replacement due to expiry date. **Noted** that replacement batteries and pads are on back order with delivery expected November 2025. **Closed.**
3. Swimming Pool Certification – update. **Noted** that Central Coast Council has attended and completed an inspection with defective door closer identified. PW has replaced the door closer with final inspection and certification now pending. **Resolved** to have CSTM instruct Central Coast Council to re-inspect.

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4. Building Valuation for Insurance purposes – update. **Noted** that Building Valuation for Insurance purposes has been received – Revised Insurance Valuation is now \$37,080,000. **Closed.**
5. Building Insurance Policy renewal due 31/12/25. **Resolved** to instruct CSTM to seek three (3) renewal quotes from our Insurance Broker with quotes to be available for review and approval at the next SC meeting 3rd December 2025.
6. Lift # 1 – call buttons. Noted that Going Up Elevators has been instructed to repair / replace call buttons during next service. **Closed.**
7. Hot Water System – review three (3) quotes for replacement of four (4) heavy duty hot water heaters and recommend a preference quote for escalation to EGM of Lot owners for approval. **Noted** that due to the extensive differences between product recommendations and quotes to supply and install, an onsite meeting with Rheem Australia during week commencing 13th October has been arranged to identify best option for the building. Do we proceed with a ‘like for like’ replacement or opt for an instantaneous hot water heating system which may save 20% on gas usage. After this meeting, further quotes will be requested using a standard scope of works.

13. Next SC Meeting

7.30pm Wednesday 3rd December 2025.