

## Strata Committee Meeting Minutes

**Minutes of Strata Committee Meeting of the Owners Corporation  
SP84451 held on Wednesday 7<sup>th</sup> January 2026  
Watermark Pool Room at 10.00am:**

**1. Present**

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

**2. Apologies**

Nil

**3. In attendance**

Dianne McCauley

**4. Minutes of Previous Meetings 8<sup>th</sup> December 2025.**

RESOLVED that the minutes of the preceding Strata Committee meetings held on 8<sup>th</sup> December 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 7<sup>th</sup> January 2026**

RESOLVED to approved and accept the following financial update.

Administration fund	\$ 24,633.58cr
Capital Account	\$ 223,253.07cr
Capital Account Term Deposit	\$ 0.00cr
<b>Total Funds Held</b>	<b>\$ 247,886.65Cr.</b>

**Levies outstanding / yet to be paid – 1 lot owner of which (0) > 90days.**

**Administration A/c**

Arrears Quarterly Levies	\$ 2097.10
Receivable – Owners	\$ 104.06
Arrears Special Levies	\$ 0.00
Cash at Bank – unallocated	\$ 16.50
<b>Total @ 7<sup>th</sup> January 2026</b>	<b>\$ 2,217.66</b>

**Capital A/c**

Arrears Quarterly Levies	\$ 624.20
Receivable – Owners	\$ 8.33

**Liabilities @ 7<sup>th</sup> January 2026**

Creditors O/s - Admin	\$ 0.00
Creditors O/s – Capital A/c	\$ 208.39

Admin (GST)	\$ (3,846.35)cr
Capital (GST)	\$ 208.39
GST total	\$ (3,637.96)cr

**Levies paid in Advance:**

Admin Account	\$ 8,088.08
Capital Account	\$ 2,406.05

**6. Correspondence Received**

Nil

**7. Maintenance Database / Outstanding Work Orders**

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

**8. Matters arising – Meeting 8<sup>th</sup> December 2025.**

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

1. Notice to Comply to the Owner of Lot 4 Notice for contravention of Special By-Law # 24 Major & Minor Renovation Program. **Noted** that we have not received a response from the Lot Owner since email of 3<sup>rd</sup> October 2025 when a commitment was made to relocate the air-conditioning unit to its original position. Resolved for RE to again email the Lot Owner seeking confirmation of when relocation will occur. Should a response not be received by 28<sup>th</sup> February 2026 issue to be escalated to NCAT.
2. Notice to Comply to the occupant of Lot 12 for continued contravention of By-Law 11 - Behaviour of Owners, Occupiers and Invitees. **SC to consider cost recovery.** **Noted** that Energy Australia account covering the period 19/9/25 to 17/12/25 had been received indicating a 1735% increase in usage. Total bill = \$493.34 (normally \$125). Unfortunately, we were unable to identify increased water consumption and costs as this is driven to individual Lot Owners. **Resolved** for CSTM to send a copy of Energy Australia statement to The Lot Owner, Letting Agent and Tenant indicating increased cost due to actions taken by the tenant in Unit 12 and seeking reimbursement of excess costs.
3. Damaged Lift # 1. Update. **Resolved** not to seek recovery of cost and to close this item.
4. Fire Services / Annual Fire Safety Statement – update.
  - a. Datacom Fire - Annual Fire Safety Statement. **Noted** that a provisional Annual Fire Safety Statement (AFSS) issued with a notation that works to passive fire services was ongoing. Central Coast Council has

granted extension of time to allow defect repair completion until 27/7/26.

- b. ADEPT Fire – basement defect repairs. Update / SC to consider next steps. **Noted** that EBS has completed their defect rectification inspection for the purpose of certification with numerous repairs completed by ADEPT Fire still deemed non-compliant. RE has emailed Paul Shaw from ADEPT Fire a copy of the rectification defect report seeking an update on when defect repairs would be addressed. ADEPT have been advised that invoices submitted would not be paid until all items were certified as compliant by EBS.
- c. EBS Consultancy – review, scope of works & full audit of passive fire penetrations. **Update** - sub-committee (JC, RE, PW & MC) **Noted** that EBS has submitted three (3) quotes to complete defect repairs:
  - i. One Stop Fire \$501,768.
  - ii. National Fire Passive \$490,809.
  - iii. Ash Passive \$495.350

EBS has recommended the quote from Passive Fire **Note**: Additional costs: EBS Inspections \$25,520 + recommended 10% Contingency \$49,080. Making total cost of project if supervised and certified by EBS Consultancy **\$565,410**.

MC has been working with local passive fire specialists. A quote has been received from All Passive Services to complete defect repairs raised in EBS Inspection report of 16<sup>th</sup> October 2025 – **Quote \$181,775 Inc. GST** (Plus allow a contingency for unforeseen issues should they arise during completion of repairs. **Estimated total cost \$240,000**) A further quote from SWOT Fire is pending. All quotes to be available for review and consideration by Lot Owners at a General Meeting to be scheduled for Saturday 31<sup>st</sup> January 2026.

- d. **Hot Water System** – review available 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 updated quotes are pending. RE has appointment with two (2) further plumbers for Thursday 8<sup>th</sup> January. All quotes to be available for review and consideration by Lot Owners at a General Meeting to be scheduled for Saturday 31<sup>st</sup> January 2026.

b) Supplier Name	Quote Inc GST	Heater Type
Rheem Australia	\$ 48,737.61	Like with Like Replacement
Clear Coast Plumbing	\$ 45,518.00	Like with Like Replacement
Turner & Co	\$ 47,489.00	Like with Like Replacement
Turner & Co	\$ 54,961.00	Instantaneous System *
Dempsey Plumbing	\$ 63,682.30	Instantaneous System *

Note \*Instantaneous heaters recommended as less prone to corrosion and far more economical to run resulting in cost savings for Lot owners. Also removes addition cost for crane hire and to remove existing hot water system enclosure.

**9. Building Security:**

**Motion** - That building security be reviewed.

Nil known issues

**10. Building Safety**

**Motion** - That building safety matters be reviewed.

Nil Known issues

**11. Approvals**

Nil

**12. General Business**

Motion: That General Business items be reviewed and actioned:

- a) SC to consider date & venue for a General Meeting of Lot Owners

**Resolved** to hold a General Meeting of Lot Owners on:  
Saturday 31<sup>st</sup> January 2026, 9.00am.

The Entrance Leagues Club, 3 Bay Village Road, Bateau Bay plus Video access to general meeting to be provided.

- b) General Meeting purpose to consider and approve

- a. a special levy to fund Passive Fire Defect Repairs - \$240k (To be confirmed once all quotes received)
- b. a special levy to fund replacement Hot Water System-\$60k. (To be confirmed once all quotes received.)

**13. Next SC Meeting**

Following General Meeting Saturday 31<sup>st</sup> January 2026.