Strata Committee Meeting Minutes

Minutes of Strata Committee Meeting of the Owners Corporation SP84451 held on Wednesday 24th June 2026, 10.00am Swimming Pool Meeting Room

1. **Present**
   John Cox, Ross Elsley, Paul Williams, Mark Coleman, Stuart Speight

2. **Apologies**
   Narelle Ward, Susan Howes,
3. **In attendance**
   Diane McCauley

4. **Minutes of Previous Meeting 27th May 2026,**
   RESOLVED that the minutes of the preceding Strata Committee meetings held on 27th May 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 24th June 2026**
   RESOLVED to approved and accept the following financial update.

Administration fund	$ 44,150.05cr
Capital Account	$ 244,951.64cr
Capital Account Term Deposit	$ 0.00cr
Total Funds Held	**$ 289,101.69Cr.**

Levies outstanding / yet to be paid –9 lot owners of which (7) > 90days.

Administration A/c

Arrears Quarterly Levies	$	13,274.00
Receivable – Owners	$	457.25
Cash at Bank – unallocated	$	2,745.53
Total @ 24th June 2026	**$**	**16,476.78**

Capital A/c

Arrears Quarterly Levies	$	3,948.98
Arrears Special Levies	$	43,776.70
Receivable – Owners	$	110.47
Total @ 24th June 2026	**$**	**47,836.15**

Liabilities @ 24th June 2026

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

Admin (GST)	$	553.58
Capital (GST)	$	1,110.55
GST total	**$**	**4,547.47**

Levies paid in Advance:

Admin Account	$	5,698.96
Capital Account	$	1,695.30
Unallocated	$	0.00

6. Correspondence Received

Unit 9 – providing quotes to repair cracked & loose living room tiles. **Resolved** to accept quote from Baytech Maintenance $4,992.90. CSTM to issue work order. Cost exceeding quote to be payable by the lot owner.

Unit 4 – Request for payment plan. **Resolved** not to agree to a payment plan. RE to instruct CSTM.

7. Maintenance Database / Outstanding Work Orders

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

8. Matters arising – Meeting 27th May 2026.

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. Proposal to soundproof & Time of use restriction. **Noted** that Letting Agent agreed to trial installation of sound proofing around outside air-conditioning compressor. Unit 4 tenant has agreed to restrict hours of operation and not run the air-condition before 7.00am daily and turned off after bed hours. Lot 7 Lot Owner accepts hours of operation resolution. Sound proofing still requires follow-up as this has not happened. **Resolved** to have CSTM follow up with Lot 4 Letting Agent.

2. Fire Services / Annual Fire Safety Statement – update.

    a. Datacom Fire – Acquisition by Redmen. **Noted** that Datacom Fire have been acquired by Redmen Fire Protection. Annual AFSS inspection completed by Redmen 23/6/26 with report, defect list and quote pending. AFSS statement is due by 26/7/26.

    b. All Passive Services – **Project Update. Noted** that All Passive Services has completed passive fire defect repairs and all invoices have been paid. Passive Fire Services will certify completed defect repairs for the purpose of annual AFSS due 26/7/26.

c. Romteck Grid Pty Ltd – false alarm charge. **Noted** that NSW Fire Brigade attended 3/6/26 due to fire alarm activation triggered by dust. A False Alarm fee of $1,838.16 was applied and paid. CSTM have applied to have this cost waived / refunded.

9. Building Security:

Motion - That building security be reviewed. **Noted** that there are no known security incidents during the period.

10. Building Safety

Motion - That building safety matters be reviewed. **Noted** that there are no known security incidents during the period.

11. Approvals

Noted that Unit 13 is preparing a 'Future Works Application' for installation of a pergola on their rear balcony. The application will be listed for consideration at the next General Meeting of Lot Owners.

12. General Business

Motion: That General Business items be reviewed and actioned:

a. EV Charging level 1 backbone as per 'Ready Steady Plug' quote. **Resolved** to list as an agenda item for our 2026 AGM.

b. Future Building Maintenance – **Noted** that Mark Coleman has provided all necessary documentation & insurances enabling listing as a contractor to SP84451. Mark will be available as a valuable resource for maintenance & small repairs. **Closed.**

c. 2026 AGM Agenda items & budget for 2026/27.

   a. Change date for AGM to 25th July 2026. **Resolved** to change AGM date to Saturday 25th July 2026.

   b. AGM Venue – Tigers Club Bateau Bay. **Resolved** to have CSTM book this venue for 2026 AGM commencing at 9.00am.

   c. Budget recommendation 2026/27. **Resolved** to recommend a 4% increase in expenses / levies for 2026/2027 Financial Year.

   d. External Painting & rust removal. **Noted** that quotes are still pending. Three (3) contractors have attended for the purpose of quoting. AGM agenda item for consideration by Lot Owners.

e. Cleaning – quote review. Three (3) quotes received ranging from $32k to $62k. Quotes received validate our existing cleaning costs. **Resolved** not to change cleaning contractors.

f. Lawns and Gardens – quote review. Three (3) quotes received ranging from $18k to $27k. Quotes received validate our existing lawn & garden costs. **Resolved** not to change lawn & garden contractor.

g. EV Charging / by-law & motions. **Resolved** to list as an agenda item for our 2026 AGM.

h. Lift consultant quote review. **Noted** that CSTM are yet to receive a quote for this service. **Resolved** to continue follow-up.

13. Next SC Meeting

Immediately following AGM Saturday 25th July 2026 - Tigers Club Bateau Bay