

Strata Committee Meeting Minutes

Minutes of Strata Committee Meeting of the Owners Corporation SP84451 held on Tuesday 24th June 2025 Watermark Pool Room at 1.30pm:

Present

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

Apologies

Mark Coleman

In attendance

Nil

Minutes of Previous Meeting 21st May 2025

RESOLVED that the minutes of the preceding Strata Committee meeting held on 21st May 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.

1. Financial Update – YTD 24th June 2025

Noted that our financial position was:

Administration fund	\$ 56,493.14cr
Capital Account	\$ 246,455.40cr
Capital Account Term Deposit	<u>\$ 0.00cr</u>
Total Funds Held	\$ 302,948.54Cr.

Levies outstanding / yet to be paid – 2 lot owners of which (0) > 90days.

Administration A/c

Arrears Quarterly Levies	\$ 2,391.61
Receivable – Owners	\$ 176.50
Arrears Special Levies	\$ 0.00
Cash at Bank – unallocated	<u>\$ 0.00</u>
Total @ 21st May 2025	\$ 2,568.11

Capital A/c

Arrears Quarterly Levies	\$ 784.15
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Liabilities @ 21st May 2025

Creditors O/s - Admin	\$ 385.00
Creditors O/s – Capital A/c	\$ 0.00

Admin (GST)	\$ 1,163.14
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Watermark, 1-9 Beach Street, The Entrance NSW – SP 84451

Capital (GST)	\$ 1,909.23
GST total	\$ 4,493.83
Levies paid in Advance:	
Admin Account	\$ 5,113.11
Capital Account	\$ 1,676.57

2. Correspondence Received

Datacom Fire Services Defect Quotation Q-4147 & Q4310

3. Purpose of Meeting

To review options and strategies to address issues raised by Datacom Fire to allow Annual Fire Safety Statement due 31st July 2025 to issue.

4. Background & Context

The Watermark buildings final occupancy certificate issued 17th December 2010. There have been several fire service providers engaged over the years to ensure compliance with fire regulations and secure annual fire safety certification.

Annual Fire Safety Statements 2011 thru 2024 have always reflected compliance with fire regulations and any defects identified addressed to ensure ongoing compliance.

Recent fire safety regulations including enhanced accreditation and certification requirements have caused all fire services providers to reflect on a building's full compliance to BCA and fire safety standards. What has been deemed acceptable in the past is now being identified as non-compliant.

Datacom Fire Services became our service provider in 2023 and immediately identified fire services defects that required addressing, quotes were accepted and repairs completed. Fire Safety Statement for 2023 issued 24th February 2024 with a note to identify work was ongoing in respect of fire seals protecting openings in fire resisting components of the building.

On 11th March 2025, Datacom issued a defect quotation Q-4147 listing multiple penetration repairs in Level 1, Basement 1 & 2 carparks with a repair cost quote of \$45,276 Inc. GST. In addition, the report noted that a Fire Services consultant would need to inspect & provide a report which addressed penetrations running through all risers, electrical & communications cupboards on all levels. Quote Q - 4310 for \$4,389 Inc. GST.

The Strata Committee deemed it appropriate to secure an alternate 'arms-length' report and quote to address passive fire non-compliance within the building. ADEPT Fire was engaged at a cost of \$650 Inc. GST, and their report confirmed the issues previously identified by Datacom plus addressed penetrations running through all risers, electrical & communications cupboards on all levels. ADEPT Fire provided quotes totalling \$58,149.30 for defect repairs and broke these into into three (3) stages:

1. Stage 1 Q8495 (V5) \$28,233.70
2. Stage 2 Q8495 (V4) \$22,335.50

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3. Stage 3 Q8495 (V2) \$7,580.10

ADEPT Fire indicated that their completed works would need to be certified by another competent fire safety practitioner for AFSS certification.

In addition, we received a quote for carpark penetration repairs from Statewide Fire Solutions for \$17,941 to complete carpark repairs however, this was dismissed as it was a desktop quote without inspection and did not adequately address the issues.

The buildings annual fire safety inspection commenced 7.00am Tuesday 24th June 2025 and a meeting with Datacom Fire Chief Operations Manager, Justin Hughes was attended by John Cox, Stuart Speight & Ross Elsley in which we reviewed the ADEPT Fire report and recommendations for repairs. Unfortunately, there is some conjecture whether the repairs recommended by ADEPT Fire would fully satisfy the requirements of 2005 BCA or fire safety regulations especially in respect of the penetrations running through all risers, electrical & communications cupboards on all levels.

Considering the importance of addressing the identified fire safety issues and on the basis that the committee is not skilled or accredited to manage defect repairs to ensure compliance to required fire safety standards, it is recommended that we secure the services of a competent Fire Consultancy Service to manage the process end to end. A recommendation by Datacom Fire is that we engage EBS Consultants.

Given the importance of addressing the issues urgently, it is also recommended that we issue a work order to ADEPT Fire to complete repairs to all basement penetrations now but exclude penetrations running through all risers, electrical & communications cupboards on all levels until a report from a fire consultancy service can be provided.

Early discussion with the Central Coast Council Fire Inspector indicates that Council will work with us and allow time to complete repairs provided we have a robust plan in place to finalise the work.

5. Motion 1

Resolved to accept quotes and issue a work order to ADEPT Fire for defect repairs to all carpark areas but to revisit their existing quote(s) to:

1. Isolate penetration defect repair quotes to indicate cost of repairs for each of the carpark areas – Level 1; B1 & B2
2. Remove quote for defect repairs to penetrations running through all risers, electrical & communications cupboards on all levels
3. ADEPT Fire to be one of the contractors selected to provide a quote for 2 above when a Fire Consultancy Service is secured.
4. List an agenda item for 2025 AGM which provides context and background for the Strata Committee's decision.

6. Motion 2

Resolved to seek three (3) quotes to engage an accredited and certified Fire Consultancy Service to:

Requirement #1

1. Review and report on the compliance of common property risers within the building including electrical & communications cupboards on each of the residential levels to identify compliance with fire and life safety codes and 2005 BCA.
2. Provide recommendations for the repair of defects identified and develop a scope of works to complete repairs.
3. Manage the contractor tendering process using a standard scope of works to secure qualified contractor quotes to complete repairs.
4. Secure three (3) defect repair quotes to enable consideration by the owner's corporation SP84451.
5. Manage the defect repairs to be completed by the successful contractor and their compliance to the scope of works provided.
6. Provide certification that completed works meet fire and life safety codes and 2005 BCA.

Requirement #2

1. Inspect works to be completed by ADEPT Fire Protection Services Pty Ltd which address passive fire defect repairs in building carpark areas of level 1, Basement 1 & Basement 2.
2. Provide certification that completed works meet fire and life safety codes and 2005 BCA.