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***This agenda has been amended***

# NOTICE OF ANNUAL GENERAL MEETING FOR STRATA PLAN 84451

*(Section 18 & Schedule 1 of Strata Schemes Management Act 2015 (NSW))*

**'Watermark', 1-9 Beach St, THE ENTRANCE NSW 2261**

*** **TENANTS** ** This document is issued to you as a tenant of this property as per the requirements under the Strata Schemes Management Act 2015 and is purely for your information only. While tenants may attend the meeting, you are unable to vote on any matter. Additionally, tenants may be requested to leave the meeting whilst some matters are being discussed ie. financial.*

06 July 2026

Dear Owner/s,

Please find attached the Notice for your upcoming Annual General Meeting. The following pages include important information for the meeting and how to vote.

Your meeting will be held on **Saturday, 25 July 2026** at **The Entrance Leagues Club 3 Bay Village Rd, Bateau Bay.** Your Strata Manager will be chairing the meeting under delegated authority and will commence at **09:00 AM**.

To attend by zoom:

Join from PC, Mac, iOS or Android: https://cstm.zoom.us/j/85823231861

Or join by phone:

+61 3 7018 2005 (Australia Toll) or +61 2 8015 6011 (Australia Toll)
Meeting ID: 858 2323 1861
International numbers available: https://cstm.zoom.us/u/kdf2nz3yYo

Please find following:
- AGM Motions to be voted upon
- Strata Committee Motions to be voted upon
- Strata Roll Details Confirmation form
- Proxy Appointment form
- Pre-Meeting Electronic Voting Papers - for both the AGM and SCM Meetings

Your Meeting Check List:
- Are you Financial?
- Is your Voting Paper or Proxy completed and submitted?
- Have you submitted the Strata Roll Details Confirmation form?
- Does CSTM hold your current Company Nominee form? If your lot is owned by a Company, under the SSMA a Company Nominee <u>must</u> be nominated and noted on the Strata Roll to be eligible to vote at meetings.

If you have any queries regarding this Notice please do not hesitate to contact me.

Kind regards
*Tahlia Tuxford*
CSTM Central Coast
tuggerah@cstm.com.au

1 **MINUTES**

That the Owners Corporation determine the minutes of the last General Meeting of the Owners Corporation, dated 31st January 2026, as a true record of the proceedings of that meeting.

2 **STRATA COMMITTEE NOMINATIONS**

That the Owners Corporation determine to call for nominations for the Strata Committee.

**Strata Committee Notes**

*For eligibility requirements apply - see sections 31 - 33 of the Act.*
*The maximum number of Committee Members is nine.*
*If the Scheme is a large Scheme then it must have at least three Committee Members.*
*If the Scheme is a two lot Scheme and each are owned by either an individual or a company, the Strata Committee is comprised of that lot owner or Company Nominee.*
*If the Scheme is a two lot Scheme and a lot is co-owned, the co-owner nominated by the other co-owner(s) or their Company Nominee or if there are no nominations the co-owner listed first on the Strata Roll is the Strata Committee Member.*

3 **STRATA COMMITTEE ELECTED**

That the Owners Corporation determine the number of members of the Strata Committee and to elect the Strata Committee.

4 **LIMITATIONS ON THE STRATA COMMITTEE**

That the Owners Corporation determine whether there should be any restrictions placed on the Strata Committee other than those imposed by section 36(3)(a) of the Act and resolves that no further restrictions are to apply.

Note: The Current Limitation is $30,000.00 per transaction from the Capital Works Fund.

**Limitation on the Strata Committee Notes**

*Section 36(3)(a) of the Act states that Strata Committees cannot make decisions that are required to be made by the Owners Corporation by Special Resolution or Unanimous Resolution at General Meeting.*
*This motion may further restrict on the powers of the Strata Committee by restricting the power to make certain decisions or classes of decisions to the Owners Corporation at a General Meeting.*

5 **REIMBURSEMENTS**

That the Owners Corporation determine to reimburse any member of the Strata Committee for any out of pocket expenses that they incur as a direct result of their duties imposed under the Act.

6 **FINANCES**

That the Owners Corporation consider and determine to adopt the accounting records, statements of financial information for the Administrative Fund, Capital Works Fund and any other fund held by the Owners Corporation and any auditors report as annexed to this meeting notice for the period of the last Financial Year.

Please refer to Page 19 for the Annual Reports.

**Finance Notes**

*The accounting records and the last statements of key financial information for the Administrative & Capital Works Funds (and any other fund prepared by the Owners Corporation) are annexed to this notice.*

7 **AUDITOR APPOINTED**

That the Owners Corporation determine that an independent audit of the accounts and financial records of the scheme is undertaken.

Note: Last completed 2025.

**Auditor Notes**

*Section 95(1) of the Act requires large Strata Schemes and Schemes where the annual budget exceeds $250,000 to have their accounts and Financial Statements audited prior to presentation at an Annual General Meeting. Please note that a fee of $88 will be applicable for CSTM's assistance with the auditing process.*

## 8 DEBT COLLECTION

That the Owners - Strata Plan No 84451 determine pursuant to the Strata Schemes Management Act 2015 (including section 103) for the purpose of collecting levy contributions to authorise the Strata Managing Agent and/or the Strata Committee to do any one or more of the following:

a) to issue arrears notices, offer of entering into a payment plan, reminder notices (including via SMS) and/or letters to seek recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs/expenses and arrange and monitor payment plans; AND/OR

Stage 1 - Reminder Notice for at least $50 and 35 days overdue
Stage 2 - Final notice for at least $100 and 65 days overdue
Stage 3 - Legal action commenced for at least $800 & 105 days overdue

Recovery costs can be found in your Management Agreement under Further Services

b) to engage or appoint the services of a debt collection agency, obtain legal advice and/or retain legal representation and/or experts on behalf of The Owners- Strata Plan No 84451;
c) to issue demands, commence, pursue, continue or defend any court, tribunal or any other proceedings against any lot owner, mortgagee in possession and/or former lot owner in relation to all matters arising out of the recovery of levy contributions and the recovery of other debts, including penalties, interest, legal and other costs;
d) Enter and enforce any judgment obtained in the collection of levy contributions including issuing writ for levy of property (personal and real property), garnishee orders, examination notices/orders/hearings, bankruptcy notices, statutory demands and commencing and maintaining bankruptcy proceedings or winding up proceedings;
e) Filing an appeal or defending an appeal against any judgment concerning the collection of levy contributions; and
f) Liaise, instruct and prepare all matters with the Owners Corporation's debt collection agents, lawyers and experts in relation to any levy recovery proceedings.

**Debt Collection Notes**

*This resolution gives the Owners Corporation the power to take action to recover unpaid levies, interest and recovery costs including commencing proceedings and enforcing judgments obtained in legal proceedings for the recovery of unpaid levies, interest and recovery costs. Recovery costs can only be recouped if an order is obtained from a competent jurisdiction.*

**9** **INSURANCES - Confirm Current Policies**

That the Owners Corporation determine to confirm the insurance policies currently held by the Owners Corporation in accordance with section 164 of the Act and if applicable, with section 165(2) of the Act.

**Insurance Notes**

Policy No.LNG-STR-20136051
Longitude Insurance Pty Ltd
Type : Building
Broker : StrataAdvise Insurance Brokers

Premium : $37,489.67 Paid on : 28/11/2025 Start : 30/12/2025 Next due : 30/12/2026

| Cover | Sum Insured | Excess | |
|---|---|---|---|
| Building | $37,080,000.00 | $2,000.00 | |
| Common Contents | $370,800.00 | $2,000.00 | |
| Loss of Rent | $5,562,000.00 | $2,000.00 | |
| Lot Owner Fixtures And Improvements (per Lot) | | $300,000.00 | $2,000.00 |
| Building Catastrophe | $11,124,000.00 | $2,000.00 | |
| Voluntary Workers | 200,000/2,000 | $0.00 | |
| Office Bearers Liability | $10,000,000.00 | $2,000.00 | |
| Fidelity Guarantee | $100,000.00 | $2,000.00 | |
| Machinery Breakdown | $100,000.00 | $2,000.00 | |
| Public Liability | $50,000,000.00 | $2,000.00 | |
| Gov Audit Costs | $30,000.00 | $500.00 | |
| Appeal Expenses | $150,000.00 | $500.00 | |
| Legal Defence Expenses | $50,000.00 | $1,000.00 | |

**10** **INSURANCE RENEWAL**

That the Owners Corporation determine to take out insurance of the kind referred to in section 164 and 165(2) of the Act and authorises the Strata Managing Agent prior to the end of term of any existing insurance policy, to:

Obtain three quotations, and taking into consideration the wishes of the Strata Committee, if the terms are reasonably comparable, to enter into a new contract for insurance on behalf of the Owners Corporation.

**Insurance Renewal Notes**

*Section 165(2) of the Act refers to insurance for:*
*(a) damage to property, death or bodily injury for which a person holding the office of chairperson, secretary, treasurer or member of the Strata Committee of the Owners Corporation could become liable in damages because of an act or omission, committed or omitted in good faith, in performing the functions of that office,*
*(b) misappropriation of money or other property of the Owners Corporation.*

**11** **INSURANCE VALUATION**

That the Owners Corporation determine to have its building valued for insurance purposes and authorises the Strata Managing Agent to engage a Valuer for this purpose.

**Insurance Valuation Notes**

Last valuation undertaken 25th September 2025
Last valuation amount $37,080,000.00
*Although there is no requirement under the Act or the Regulations for a valuation to be conducted, it is strongly recommended, that a valuation be obtained for insurance purposes at least once every five years.*

**12 REPORT ON COMMISSIONS, TRAINING & ANY CONNECTIONS WITH SUPPLIERS/ORIGINAL OWNERS**

The Owners - Strata Plan No. **84451** RESOLVES by ordinary resolution to consider the report from the Strata Managing Agent attached to the notice for the meeting, as to;

(a) whether any commissions or training services have been provided to or paid for the agent (other than by the owners corporation) in connection with the exercise by the agent of functions for the scheme during the preceding 12 months and particulars of any such commissions or training services;
(b) any such commissions or training services and the estimated amount or value of any such commissions or training services that the agent believes are likely to be provided to or paid for the agent in the following 12 months;
(c) whether, during the preceding 12 months, a supplier of goods or services for the strata scheme has become connected with the agent, or an original owner of the strata scheme has become connected with the agent; and
(d) the following information:
  i. the suppliers of goods or services for the strata scheme who are connected with the agent, including details about the nature of the relationship between the agent and the supplier and details about the goods and services provided by the supplier; and
  ii. the original owners of the strata scheme who are connected with the agent, including details about the nature of the relationship between the agent and the original owner.

**Commissions, Training, Suppliers & Original Owners Notes**

*The Strata Managing Agent may receive commissions and/or training services in connection with the exercise of the agents functions for the scheme. It is a requirement under section 60(1) of the Strata Schemes Management Act 2015 that the agent provide, at each Annual General Meeting of the owners corporation, a report disclosing a range of matters which include the details and amounts of the commissions and training services received for the preceding 12 months and anticipated details and amount of commissions and training services for the following 12 months.*

**13 NOTICE OF DELEGATED FUNCTIONS BY A STRATA MANAGING AGENT**

That the Owners Corporation determine to accept that the following list of duties of the Strata Managing Agent was undertaken during the preceding twelve months under the Strata Managing Agent's ongoing delegated function:

a. The preparation of estimates and levying of Administrative and Capital Works Funds contributions
b. Issuing receipts and payment of money to or from the Owners Corporation
c. The taking out of insurance
d. The conduct of meetings, handling of correspondence and the maintenance of records.
e. The conduct of emergency works under $500.

**Notice of Delegated Functions by a Strata Managing Agent Notes**

*CSTM is authorised to carry out works under $500 for emergency works under its delegated authority. Normally the records of emergency works under $500 are passed onto the Strata Committee directly after the event but these works and the exercises of the Strata Managing Agent's exercise of delegated authority must be reported annually to the Owners Corporation SSMA Sect 55(2).*

**14 CAPITAL WORKS FUND PLAN**

That the Owners Corporation discuss the preparation of the 10-year Capital Works Fund plan and determine to:

a. accept the existing 10-year Capital Works plan
b. authorise the Strata Managing Agent to obtain such a plan from a suitably qualified consultant.

**Capital Works Fund Plan Notes**

Capital Works Fund Plan review date 20th September 2028.

*Should you require a copy of the 10 year Capital Works plan, please contact our office prior to the meeting.*

*Section 80(3) of the Strata Schemes Management Act 2015 states that an Owners Corporation may, by resolution at a general meeting, review, revise or replace a 10-year plan prepared under this section and <u>must review the plan at least once every 5 years.</u>*

**15 ANNUAL FIRE SAFETY**

That the Owners Corporation appoint **Tahlia Tuxford** as the owner's agent to complete the Fire Safety Statement, approved under the Environmental Planning and Assessment Regulations 2000, and undertake all the necessary administrative processes to obtain the Fire Safety Statement, for the coming year.

That the Owners Corporation further determine that the owners' agent will select a competent Fire Safety Practitioner, using the guidelines published by NSW Planning, in accordance with the Environmental Planning and Assessment Amendment (Fire Safety and Building Certification) Regulations 2017.

Note: Due July each year.

**Annual Fire Safety Statement Notes**
*Due to recent changes introduced, council are now requiring more specific details in relation to the Annual Fire Safety Statements (AFSS). For Council to accept the AFSS the above motion needs to be approved and for the Owners Corporation to nominate a person to sign the AFSS.*

**16 WORK HEALTH & SAFETY AUDIT**

That the Owners Corporation determine to engage the services of an independent contractor to undertake a Work Health & Safety Audit of the Common Property and submit a report to the Managing Agent on the safety and possible hazards at the property and that the Managing Agent forward the report onto the Strata Committee for instructions.

Note: Last completed in 2018
*Should you require a copy of this report, please contact our office*.

**Work Health & Safety Audit Notes**
*CSTM strongly recommend that the Owners Corporation undertakes a Work, Health & Safety audit by an independent contractor. This is a legislative requirement for all Commercial, Industrial and Mixed Use Strata Schemes.*

**17 TERMITE INSPECTION**

That the Owners Corporation determine to engage the services of an independent contractor to undertake an inspection of the Common Property for evidence of Termite activity and that the Managing Agent forward the report onto the Strata Committee for instructions.

Note: Previously undertaken in September 2025 by Bees Knees Pest Management Service

**Termite Inspection Notes**

*There is no statutory obligation for an Owners Corporation to have an annual termite inspection undertaken however it is recommended by CSTM that regular inspections be considered.*

**18 CONSIDERATION OF ENVIRONMENTAL SUSTAINABILITY**

That the Owners Corporation determine to:

a. Review and consider the scheme's common property energy and water consumption and expenditure for the previous 12 months, and

b. Include in its capital works fund planning the potential costs associated with the installation, replacement, or repair of sustainability infrastructure, including but not limited to electricity meters, solar panels, battery storage systems, water-saving fixtures, and sustainable building materials.

**19 UTILITY AGREEMENTS**

That the Owners Corporation determine to note and consider the current utility supply arrangements in place for the scheme, including those arranged through Strata Energy as part of a multi-site energy procurement service.

**Utility Agreement Notes**

*Strata Energy is engaged to source competitive utility agreements on behalf of CSTM-managed schemes, leveraging bulk purchasing to secure discounted multi-site rates. The current utility provider is generally Origin Energy, though arrangements may vary by scheme.*

**BUDGET SUMMARY**

The following two motions refer to your proposed budget for the forthcoming year. When combining the Administrative and Capital Works funds, the proposal is an increase of 4.4% overall when comparing the total levies raised for 1/8/25 to 1/5/26. The first levy for this financial year, being the 1st August 2026 levy, was previously approved at your 2025 AGM and there has been no increase to this levy. The subsequent following levies being 1st November 2026, 1st February 2027, 1st May 2027 & 1st August 2027 increase by 4.4%".

**20 ADMINISTRATIVE FUND**

That the Owners Corporation determine that the estimate of the contribution required to the Administrative Fund in accordance with section 79(1) of the Act is **$272,580.00** & to determine to levy this amount in accordance with section 81(1) of the Act with contributions due and payable as follows:

| Date Instalment Due | Levy Instalment Amount |
|---|---|
| 1st November 2026 | $68,145.00 |
| 1st February 2027 | $68,145.00 |
| 1st May 2027 | $68,145.00 |
| | |
| 1st August 2027* | $68,145.00* |

***Levy due 1/8/26 was predetermined at the 2025 AGM and remains unchanged at $67,015.06***

21 **CAPITAL WORKS FUND**

That the Owners Corporation determine to confirm the estimate of the contribution required to the Capital Works Fund in accordance with section 79(2) of the Act is **$ 81,517.70** & determine to levy this amount in accordance with section 81(1) of the Act with contributions due and payable as follows:

| Date Instalment Due | Levy Instalment Amount |
|---|---|
| 1st November 2026 | $20,379.45 |
| 1st February 2027 | $20,379.45 |
| 1st May 2027 | $20,379.45 |
| | |
| 1st August 2027* | $20,379.45* |

*Levy due 1/8/26 was predetermined at the 2025 AGM and remains unchanged at $19,934.71*

22 **STRATA COMMITTEE REPORT AND UPDATE**

"That The Owners - Strata Plan No. 84451 RESOLVE to receive and note the Strata Committee Report for the 2025/2026 financial year, a copy of which is annexed to this agenda, and to invite a representative of the Strata Committee to address the meeting to provide a verbal update."

EXPLANATORY NOTE:
The Strata Committee has prepared a comprehensive report outlining the key matters and updates addressed during the 2025/2026 period. The full report is annexed to this agenda for owners to review in detail prior to the meeting. During this item, the chairperson will hand the floor to the Strata Committee to provide a summary of the update.

The report covers the following key items:

Valediction (In Memory of Wayne Winslade): The Committee conveys its sincere condolences and pays tribute to long-term Strata Committee member Wayne Winslade, acknowledging his countless hours of dedicated service and the technical expertise he brought to the Watermark community.

Passive Fire Defect Repairs & Compliance: Confirmation that 100% of the identified fire safety defects have been rectified, with the final 2026 Annual Fire Safety Statement (AFSS) anticipated to be issued by 31 July 2026.

Central Hot Water System: The successful replacement and subsequent stabilization of the new commercial-grade hot water plant in March 2026.

Service Contracts: The results of a recent market review which confirmed the current cleaning and landscaping contractors remain highly competitive, resulting in their retention.

Lift Servicing: The commissioning of a comprehensive, independent maintenance and condition audit to proactively manage the building's 16-year-old elevators.

Capital Works (Painting): An update on the ongoing tender process for the upcoming internal and external painting programme, which has been split into three distinct stages.

EV Charging Infrastructure: A strategic summary strongly endorsing the proposed Ready Steady Plug (RSP) electrical backbone, dynamic load management, and billing solution to facilitate building-wide EV charging.

Management of Visitors Car Park: Addressing the persistent issue of owners and tenants utilizing designated visitor parking bays for unauthorized overnight parking. The Committee is adopting a zero-tolerance enforcement strategy moving forward, which will include formal By-Law Breach Notices and potential escalation to the NSW Civil and Administrative Tribunal (NCAT).

23 **LOT 33 DEBT RECOVERY CREDIT REQUEST**

"That The Owners - Strata Plan No. 84451 RESOLVE by ordinary resolution to credit the $44.00 debt recovery fee, dated 22 June 2026, back to the strata levy account for Lot 33 (33/1-9 Beach Street, The

Entrance NSW)."

EXPLANATORY NOTE:
This motion has been submitted by the owners of Lot 33. The owners respectfully request the Owners Corporation to credit the $44.00 debt recovery fee listed on their recent Reminder Notice. Over the past several months, the owners have been undergoing the process of preparing to sell their previous home and relocating to a new property. This significant event caused major disruptions to their normal routines, leading to the oversight. They thank the Owners Corporation for their understanding and consideration.

**24 REPEAL SPECIAL BY-LAW 28**

"That The Owners - Strata Plan No. 84451 RESOLVE by special resolution, pursuant to section 141 of the Strata Schemes Management Act 2015, to repeal Special By-Law 28: Electric Vehicle Charging, and to delegate to the Strata Managing Agent or the Secretary of the Owners Corporation the authority to execute and lodge the necessary Consolidation/Change of By-Laws forms with NSW Land Registry Services to give effect to this repeal."

EXPLANATORY NOTE:
Special By-Law 28 was previously enacted to regulate the individual installation and use of Electric Vehicle (EV) Chargers within the building. The purpose of this motion is to formally rescind this outdated by-law because the Owners Corporation is proposing a new, building-wide EV charging solution. By repealing this by-law, the Owners Corporation clears the way to implement a centralized Charging-as-a-Service (CaaS) model, managed by a third-party provider like ReadySteadyPlug (RSP), which does not require individual by-laws for each user. As this involves a change to the registered by-laws, it must be passed by a special resolution.

**25 APPROVAL OF EV CHARGING INFRASTRUCTURE AND NEW SPECIAL BY-LAW**

"That The Owners - Strata Plan No. 84451 RESOLVE by special resolution (and/or sustainability infrastructure resolution under Section 132B of the Strata Schemes Management Act 2015) to:

Approve the installation of electric vehicle (EV) charging infrastructure within the building as sustainability infrastructure. This may include electrical backbone cabling, EV Distribution Boards (EVDBs), metering equipment, communication hardware, Dynamic Load Management (DLM) systems, and associated software.

Authorise the Owners Corporation to either install, own, operate, and maintain the EV-charging infrastructure; OR engage a service provider such as ReadySteadyPlug (RSP) to install, own, operate, and/or maintain the infrastructure under a Charging-as-a-Service (CaaS) or similar arrangement.

Approve the attached EV-Charging Infrastructure By-Law (outlined below), which regulates access, use, cost recovery, maintenance responsibilities, and operational arrangements for the EV-charging system.

Authorise the strata committee to finalise any commercial terms with the selected service provider, approve the detailed design and installation plan, sign any required agreements, and take all necessary steps to implement the EV-charging solution.

Note that individual lot owners do not require separate by-laws to access or use the system.

Note that under a CaaS arrangement, upgrades, expansions, and operational management are performed by the service provider and do not, by default, create costs for the Owners Corporation.

Note that temporary outages or reductions in charging capacity may occur due to maintenance, faults, safety requirements, or the operation of dynamic load management (DLM) or other energy-management systems.

Authorise the strata manager to register the approved by-law at NSW Land Registry Services."

PROPOSED SPECIAL BY-LAW: EV-CHARGING INFRASTRUCTURE

1. Purpose of this By-Law
The purpose of this by-law is to enable the Owners Corporation (OC) to install, operate, and maintain

electric vehicle (EV) charging infrastructure within the building, or engage a third party to do so, and to regulate how lot owners and occupiers may access and use that infrastructure. This by-law is made in accordance with Section 132B of the Strata Schemes Management Act 2015 (NSW), relating to sustainability infrastructure.

2. Owners Corporation Works
The Owners Corporation is authorised to install, own, operate, and maintain the EV-charging infrastructure, or to engage a third-party provider (such as ReadySteadyPlug) to install, own, operate, and/or maintain the infrastructure under a chosen service model, including a Charging-as-a-Service (CaaS) arrangement. This infrastructure includes electrical backbone cabling, EV Distribution Boards (EVDBs), metering and load-management equipment, communication hardware, charging points or connection interfaces, and any associated software or control systems. The OC may engage ReadySteadyPlug (RSP) or any other provider to design, supply, install, commission, and maintain this infrastructure.

3. Access and Use by Lot Owners
Lot owners and occupiers may access and use the EV-charging infrastructure on an "opt-in" basis, which may be taken up at any time. Users must comply with the OC's conditions of use, including the payment of subscription or service fees, electricity usage charges, and adherence to any technical or safety requirements. Users must not interfere with, modify, or connect equipment without OC approval. The OC may suspend or restrict access for safety, maintenance, or non-payment.

4. Costs and Cost Recovery
The OC may recover from users the costs of electricity consumption, subscription or service fees, metering or billing charges, maintenance and operational costs, and any additional costs reasonably incurred in providing the service. Users must pay these charges in the manner determined by the OC.

5. Maintenance and Repairs
The OC is responsible for maintaining and repairing the EV-charging infrastructure it owns. Users are responsible for any damage they cause, the condition of their own EV chargers (if applicable), and ensuring their vehicle and charging cable comply with safety standards.

6. No Individual By-Law Required for Each User
Because the EV-charging infrastructure is owned and controlled either by the Owners Corporation or by a service provider such as ReadySteadyPlug (RSP) under a Charging-as-a-Service (CaaS) arrangement, individual lot owners do not require separate by-laws to access or use the system.

7. Future Upgrades and Compatibility
The EV-charging infrastructure may be upgraded or expanded by the Owners Corporation or by a service provider such as ReadySteadyPlug (RSP). Under a Charging-as-a-Service (CaaS) arrangement, upgrades and expansions are carried out by the service provider and do not, by default, create any cost for the Owners Corporation.

8. No Guarantee of Continuous Service
The Owners Corporation or a service provider such as ReadySteadyPlug (RSP) will take reasonable steps to ensure the EV-charging system is operational, but no guarantee of uninterrupted service is provided. Temporary outages or reductions in charging capacity may occur due to maintenance, faults, safety requirements, or the operation of Dynamic Load Management (DLM) or other energy-management systems.

9. Indemnity
Users indemnify the OC against any loss or damage arising from misuse, unauthorised modifications, or unsafe equipment connected by the user.

10. Interpretation
If any part of this by-law is inconsistent with NSW legislation, the legislation prevails.

11. Commencement
This by-law takes effect upon registration.

**26 APPROVAL OF PAINTING WORKS SCOPE AND DELEGATION TO STRATA COMMITTEE**

"That The Owners - Strata Plan No. 84451 RESOLVE by ordinary resolution to approve the proposed scope of painting and remedial works for the building, and to delegate authority to the Strata Committee to review all submitted quotes, select the preferred contractor, and execute the necessary contracts to carry out the approved works."

EXPLANATORY NOTE:
The Strata Committee is currently in the process of sourcing quotes for upcoming painting works. Because the AGM agenda is being issued before all competitive quotes have been received, the Committee is seeking approval for the specific scope of the works now, so that they can proceed with selecting a contractor once all quotes are in.

The recommended scope of works to be approved includes:

Exterior Works: Painting of the Beach Street frontage and the Eastern facade (ocean facing), which specifically includes the removal and treatment of rust spots.

Interior/Common Area Works: Painting of both the Ocean Parade and Beach Street main entry foyers, the garbage room, the swimming pool area, adjoining toilets, and the meeting room.

**27 APPROVAL OF MAJOR WORKS (LOT 13 - PERGOLA INSTALLATION)**

Submitted by: Ross Elsley on behalf of the Strata Committee / Osvaldo & Alicia Demin (Owners of Lot 13)

MOTION PART A:

That The Owners - Strata Plan No 84451 SPECIALLY RESOLVES pursuant to section 108 of the Strata Schemes Management Act 2015, that the owner of lot 13 be authorised to alter and to add to the common property by carrying out the works described in the by-law the subject of the following motion for the purposes of improving or enhancing the common property.

MOTION PART B:

That The Owners - Strata Plan No. 84451 SPECIALLY RESOLVES pursuant to section 143 of the Strata Schemes Management Act 2015 to make a common property rights by-law adding to the by-laws applicable to Strata Plan No 84451 in the following terms:

SPECIAL BY-LAW NO 34: Major Works Lot 13 - Construction of Pergola
PART A1: PREAMBLE

A1.1 This by-law is made pursuant to Parts 6 and 7 of the Strata Schemes Management Act 2015.

A1.2 The purpose of the by-law is to confer on the Owner the right to carry out works to their lot and common property as set out in this by-law.

A1.3 The rights conferred by the Special By-Law shall endure for the benefit of the Owner.

PART A2: GRANT OF RIGHT

A2.1 Subject to Part A3 and A4 of this by-law, the Owner shall have:

a special privilege to carry out the Works to and on the common property; and

exclusive use and enjoyment of those parts of the common property occupied by the Works.

PART A3: APPLICATION OF SPECIAL BY-LAW

A3.1 In this By-Law, unless the contrary intention appears, Works Programme By-Law means Special By-Law 24.

A3.2 Subject to the exceptions and variations set forth in Part A4, the Owners Corporation and the Owner hereby ratify and confirm, and covenant one with the other in terms of the Works Programme By-Law in the same manner as if the provisions of the Works Programme By-Law were set forth in full in this By-Law (as varied below).

PART A4: VARIATIONS

A4.1 The Works Programme By-Law is hereby varied in its application to this By-Law as follows:

(1) The heading "SPECIAL BY-LAW NO 24 PAST AND FUTURE WORKS APPROVAL PROGRAMME" is deleted.

(2) Part 1 is deleted.

(3) Clause 2.1(b) is deleted, regarding Approved Form.

(4) Clause 2.1(i) is replaced with: Lot means Lot 13 in strata plan 84451.

(5) Clause 2.1(j) regarding Major Works is deleted and replaced as follows: "Major Works" means the works to be undertaken by the Owner including but not limited to the work description, plans and specifications strictly in accordance with the application form titled "ANNEXURE A (FUTURE WORKS APPROVED FORM)" signed and completed by the Owner for its Lot together with all attachments provided therein, ALL of which must be attached to this by-law: PROVIDED ALWAYS THAT: (1) all parts of the Major Works are within and limited to part of the Owner's Lot, unless specifically indicated otherwise. (Collectively, Work Plans).

(6) Clause 3.1 to 3.3.1 are deleted.

(7) Clause 3.3.2(a) - delete the introduction, ie,: "If the strata committee determines that works to be carried out are Future Major Works", so the introduction starts with: "The Owner must".

(8) All references to "Future Major Works" are replaced with "Major Works", so that the Works Programme By-Law applies to the Major Works as defined in this by-law.

(9) Clause 3.3.2(a)(iii) to (vi) (inclusive) are deleted.

(10) Clause 3.3.2(b) is deleted.

(11) Clause 3.5 is deleted.

(12) Annexures A-E are deleted.

ADDITIONAL/SPECIAL CONDITIONS

The Lot Owner is to engage a licensed building certifier and charged with the responsibility to:

a. Submit to the Central Coast City Council a development application for the major works,

b. Secure a construction certificate,

c. Certify the completed works, and

d. Secure a final occupancy certificate.

EXPLANATORY NOTE:
The Owners of Unit 13 have submitted an application to install a Lumex Motorised Louvre Roof System (pergola) over their existing rear terrace. The pergola will cover an area of approximately 8.0 m x 3.45 m (27.6 m²). The proposed installation features motorised aluminium louvre blades, integrated LED lighting, and external retractable blinds along the front.

Under the scheme's Special By-Law 24, these works are deemed 'Major Works' and require formal approval at a general meeting of Lot Owners. To protect the Owners Corporation, approval is strictly conditional upon the Lot Owners engaging a private building certifier and securing all necessary Central Coast Council approvals, including DA Approval, a Construction Certificate, and a Final Occupation Certificate.

**28 DATE OF NEXT AGM**

That the next Annual General Meeting of the Owners Corporation be set for Saturday 31st July 2027 at **The Entrance Leagues Club 3 Bay Village Rd, Bateau Bay** commencing at 09:00 AM.

Date of this notice: 06 July 2026

The name of your CSTM Strata Manager is Tahlia Tuxford

## IMPORTANT NOTES TO MEETING NOTICE

**Clause 8, Schedule 1 Notice - Voting at the meeting**

1. *Priority votes:* A vote at the meeting by an owner of a lot does not count if a priority vote in respect of the lot is cast in relation to the same matter. A "priority vote" is defined in cl 24(1) of Schedule 1 of the Act. It essentially means an owner's vote does not count if a vote is cast on the same motion by:
   (a) the mortgagee shown on the Strata Roll for the lot;
   (b) the covenant chargee shown on the Strata Roll for the lot; or
   (c) in the case of multiple mortgagees or covenant chargees, the priority mortgagee or chargee shown on the Strata Roll for the lot;
2. *Contributions:* An owner of a lot or person with a priority vote in respect of a lot may not vote at the meeting on a motion (other than a motion requiring a Unanimous Resolution) unless payment has been made before the meeting of all contributions levied on the owner and any other amounts recoverable from the owner, in relation to the lot that are owing at the date of the meeting;
3. *Person or proxy:*
   (a) if the addressee of this notice is not a corporation - voting and other rights conferred by Schedule 1 of the Act may be exercised in person or by proxy;
   (b) if the addressee of this notice is a corporation - voting and other rights conferred by Schedule 1 may be exercised only by the Company Nominee in person, or by proxy appointed by the addressee;
4. *Proxy delivery:* A proxy instrument is ineffective unless it contains the date on which it is made and it is given to the secretary of the Owners Corporation:
   (a) in the case of a large strata Scheme, at least 24 hours before the first meeting in relation to which the instrument is to operate; or
   (b) in any other case, at or before the first meeting in relation to which the instrument is to operate: cl 26 (3), Schedule 1.

***Quorum***

Clause 17 of Schedule 1 of the Act states the following in relation to a quorum:

"(1) *Quorum required for motion or election* A motion submitted at a meeting must not be considered, and an election must not be held at a meeting, unless there is a quorum present to consider and vote on the motion or on the election.

(2) *When quorum exists* A quorum is present at a meeting only in the following circumstances:
   (a) if not less than one-quarter of the persons entitled to vote on the motion or election are present either personally or by duly appointed proxy,
   (b) if not less than one-quarter of the aggregate unit entitlement of the strata Scheme is represented by the persons who are present either personally or by duly appointed proxy and who are entitled to vote on the motion or election,
   (c) if there are 2 persons who are present either personally or by duly appointed proxy and who are entitled to vote on the motion or election, in a case where there is more than one owner in the strata Scheme and the quorum otherwise calculated under this subclause would be less than 2 persons.

(3) A person who has voted, or intends to vote, on a motion or at an election at a meeting by a permitted means other than a vote in person is taken to be present for the purposes of determining whether there is a quorum.

(4) *Procedure if no quorum* If no quorum is present within the next half-hour after the relevant motion or business arises for consideration at the meeting, the chairperson must:
   (a) adjourn the meeting for at least 7 days, or
   (b) declare that the persons present either personally or by duly appointed proxy and who are entitled to vote on the motion or election constitute a quorum for considering that motion or business and any subsequent motion or business at the meeting.

(5) *Quorum for adjourned meeting* If a quorum is not present within the next half-hour after the time fixed for the adjourned meeting, the persons who are present either personally or by duly appointed proxy and who are entitled to vote on the motion or election constitute a quorum for considering that motion or business and any subsequent motion or business at the meeting."

**Call for Nominations to Strata Committee**

This meeting notice includes a further call for nominations for members of the Strata Committee. Please provide our office with any written nominations and include the following information:

- your name;
- the name of the person you are nominating; and
- confirmation that the person you are nominating consents to their nomination

Nominations for Strata Committee Membership may be also be received at the General Meeting.

An owner or a person may make a nomination for the Strata Committee even if they not entitled to vote due to their un-financial status.

## GENERAL INFORMATION

### Limitations on Proxies

Limitations on proxies apply. In particular, clause 27(7) of Schedule 1 of the Act provides:
"The total number of proxies that may be held by a person (other than proxies held by the person as the co-owner of a lot) voting on a resolution are as follows:
(a) if the strata Scheme has 20 lots or less, one,
(b) if the strata Scheme has more than 20 lots, a number that is equal to not more than 5% of the total number of lots.

*Before providing your proxy form you should contact your proxy to determine whether or not they hold any other proxy forms.*

### Types of Motions

Motions listed requiring a Unanimous or Special Resolution will be clearly indicated.
A *Special Resolution* is a resolution against which not more than one quarter of the value of votes are cast.
A *Unanimous Resolution* is a resolution where there cannot be any votes cast against the motion.

### Voting Eligibility & Financial Status

Clause 23(8) of Schedule 1 of the Act provides that voting rights cannot be exercised if the contributions for your lot have not been paid. The relevant consideration is whether or not the owner of the lot was an un-financial owner at the date notice of the meeting was given and did not pay the amounts owing before the meeting. This does not affect voting rights on a motion requiring a Unanimous Resolution

***What does this mean?***

If, as at the date of the meeting notice, you owe any contributions or interest, for example $1.00 you must pay that $1.00 prior to the actual meeting. If you do not, you are an un-financial member and cannot vote unless the motion requires a Unanimous Resolution.

*Your Strata Manager, under their strata managing agreement, does not accept cash payments. Any payment of contributions, interest or other amounts owing are deemed received when they are received in cleared funds.*

All references in this notice to the *Act* refer to the *Strata Schemes Management Act 2015* and all references to the Regulations are to the *Strata Schemes Management Regulations 2016* unless otherwise indicated.

# NOTICE OF STRATA COMMITTEE MEETING

*(schedule 2 of Strata Schemes Management Act 2015 (NSW))*

## TO STRATA COMMITTEE MEMBERS AND OWNERS
## OF LOTS IN STRATA PLAN NO: 84451

## ADDRESS: 'Watermark', 1-9 Beach St, THE ENTRANCE NSW 2261

A Strata Committee Meeting will be held on **Saturday, 25 July 2026** and it will commence immediately upon completion of the Annual General Meeting.

### The Agenda for the meeting is:

1. **MINUTES**
   That the Strata Committee determine the Minutes of its last Meeting as a true record of the proceedings of that Meeting.

2. **STRATA COMMITTEE**
   That nominations be sought for the positions of Chairperson, Secretary and Treasurer and that Members of the Strata Committee be duly elected to fill these positions.

3. **POINT OF CONTACT**
   That a member of the Strata Committee be elected to be the schemes point of contact to interact with the Strata Managing Agent.

4. **INVOICE APPROVAL**
   That the Strata Committee determine the process for invoice approval via the SMATA platform by resolving one of the following options:

   **Option A:** Instruct CSTM to approve all invoices on behalf of the Owners Corporation: OR

   **Option B**: Appoint one or more Strata Committee members as external approvers on the SMATA platform, who will be required to give final approval for invoice payments. The Strata Committee will determine at this meeting the approval threshold amount (e.g. $1,500) and the number of Committee Members required to approve each invoice.

   ***Invoice approval Notes***
   *It is recommended that more than one Strata Committee Member be appointed as an approver to ensure continuity in the approval process in the event that a designated approver is unavailable, such as due to holidays or other commitments.*

5. **OFFICE OF FAIR TRADING PORTAL (STRATA HUB)**
   The Strata Committee authorises the strata manager to comply with the owners corporation obligations under the Strata Schemes Management Amendment (Information) Regulation 2021 this year and on an ongoing basis and to charge in accordance with the terms of its agency agreement".

   ***Office of Fair Trading Portal (Strata Hub) Notes***
   *New regulations commenced on 30th June 2022 which imposed a requirement on the owners corporation to lodge information to the Office of Fair Trading in relation to the scheme on an annual basis, as well as providing updates of any changes to the information supplied. There will be a charge of $3 per lot payable to the Office of Fair Trading and a further service charge from CSTM in line with your agency agreement.*

Date of this notice: 06 July 2026

## GENERAL INFORMATION

**Quorum (Clause 12 of schedule 2 of the Act)**
"(1) A motion submitted at a meeting of a strata committee must not be considered unless there is a quorum present to consider and vote on the motion.
(2) A quorum is present at a meeting only in the following circumstances:
(a) in the case of a strata committee which has only one member, if the member is present,
(b) in any other case, if not less than one-half of the persons entitled to vote on the motion are present.
(3) A person who has voted, or intends to vote, on a motion or at an election at a meeting by a permitted means other than a vote in person is taken to be present for the purposes of determining whether there is a quorum.
(4) The quorum for meetings of a strata committee is to be calculated on the basis of the number of members last determined by the owners corporation for the committee."

**Voting Eligibility & Financial Status**
Clause 9(4) of Schedule 2 of the Act provides that voting rights cannot be exercised if the contributions for your lot have not been paid or if you were nominated for the strata committee by a member who has not paid the contributions for their lot. The relevant consideration is whether or not the owner of the lot was an un-financial owner at the date notice of the meeting was given and did not pay the amounts owing before the meeting.

***What does this mean?***
If, as at the date of the meeting notice, you (or the member who nominated you for the strata committee) owe any contributions or interest, for example $1.00 you must pay that $1.00 prior to the actual meeting. If you do not, you are an un-financial member and cannot vote at the meeting.

*Your strata manager, under their strata managing agreement, does not accept cash payments. Any payment of contributions, interest or other amounts owing are deemed received when they are received in cleared funds.*

**Tenant Representative**
Section 33 of the Act provides that the tenant representative, if the strata committee so determines, is not entitled to be present at the meeting when the following matters are discussed: financial statements <http://www.austlii.edu.au/au/legis/nsw/consol_act/ssma2015242/s4.html> and auditor's reports, levying of contributions, recovery of unpaid contributions, a strata renewal proposal under Part 10 of the *Strata Schemes Development Act 2015* <http://www.austlii.edu.au/au/legis/nsw/consol_act/ssda2015279/> or any related matter, or any other financial matter specified by the regulations.

Clause 9(5) of Schedule 2 of the Act provides that the tenant representative is not entitled to vote on any motion.

**Attendance at Strata Committee Meetings by Non-Members**
Owners or company nominees of a lot in the scheme may attend a strata committee meeting however they are not entitled to address the meeting unless authorized by a resolution of the meeting.

All references in this notice to the *Act* refer to the *Strata Schemes Management Act 2015* and all references to the Regulations are to the *Strata Schemes Management Regulations 2016* unless otherwise indicated.

*This does not prevent a Strata Committee meeting being held or attended in person or a meeting being held in writing in accordance with schedule 2 clause (2) of the Regulations. Meetings held by telephone conference or video conference are not recorded by the Strata Managing Agent.*

## Strata Roll Details Confirmation

**Strata Plan 84451 - 'Watermark', 1-9 Beach St, THE ENTRANCE NSW 2261**

06 July 2026

Dear Owner/s,

Please assist us to ensure that the information recorded on our database is correct by completing the below, including your preferred title (eg. Mr, Mrs, Ms, Dr) then sign where indicated and return to our office for processing.

**If the lot is owned by a company, this form MUST be completed by the Company Nominee.** 'Appointment of a Company Nominee' form available upon request.

***NB:*** *Contact information may be distributed to members of the Strata Committee and tradespersons for the sole purpose of administering the property.*

Tahlia Tuxford
CSTM Central Coast Strata

**Owner Details**: Lot No. ______ Unit No. ______

Owner Name/s: ________________________________________________

Address: ________________________________________________

T (H): ______________________ W: ______________________ M: ______________________

Email: ________________________________________________
*(Please print clearly)*

**Delivery Details:** *circle **1** option only for each of the following 2 document types*

1. Levy Notices: Email to Owner OR Post to Owner OR Email to Agent OR Email to Tenant
2. All other Correspondence: Email to Owner OR Post to Owner OR Email to Agent

**Owner Occupier:** YES / NO

**Rental Agent Details:** Name: ________________________________________________

Address: ________________________________________ T: ______________

**Tenant Details:** ***(if self-managed)*** **All names on lease:** ________________________________

________________________________________________

T (H): ______________________ W: ______________________ M: ______________________

Email: ________________________________________________

Lease Start Date: ___/___/___ Term: _____ mths

**Owner Name:** ______________________________ **Owner Signature:** ______________________ ___/___/___

***Return to:*** *CSTM Central Coast, 6/19 Reliance Dr, Tuggerah NSW 2259 E: updates@cstm.com.au*

# PROXY APPOINTMENT FORM

*Strata Schemes Management Act 2015   Clauses 13, 20 and 43*

I/We ______________________________________________________________________ Date ___/___/___

The owners of Lot No. ________ in Strata Plan No. **84451**

1. Appoint _____________________________________________ of _____________ as my/our Proxy for the purposes of Meetings of the Owners Corporation (including adjournments of Meetings). **OR**
2. I/We appoint _________________________________________ of ______________ as my/our Proxy for the purposes of Meetings of the Owners Corporation (including adjournments of Meetings) if ______________ ______________________________ already holds the maximum number of proxies that may be accepted.

Period or number of Meetings for which appointment of proxy has effect:

* 1 Meeting or * ____ Meetings OR
* 1 month or * ____ months OR
* 12 months or 2 consecutive Annual General Meetings.

** Circle or complete and circle whichever applies*
*(Note. The appointment cannot have effect for more than 12 months or 2 consecutive AGM's, whichever is the greater.)*

*1. This form authorises the proxy to vote on my/our behalf on all matters. **OR**
*2. This form authorises the proxy to vote on my/our behalf on the following matters only:
[Specify the matters and any limitations on the matter in which you want the proxy to vote.]

_____________________________________________________________________________

** Delete paragraph 1 or 2, whichever does not apply.*

I/We request that the Proxy record my/our vote as follows: (Circle **'YES'** **or** **'NO'** for each motion on the agenda)

| | | | | |
|---|---|---|---|---|
| Motion 1 Yes / No | Motion 2 Yes / No | Motion 3 Yes / No | Motion 4 Yes / No | Motion 5 Yes / No |
| Motion 6 Yes / No | Motion 7 Yes / No | Motion 8 Yes / No | Motion 9 Yes / No | Motion 10 Yes / No |
| Motion 11 Yes / No | Motion 12 Yes / No | Motion 13 Yes / No | Motion 14 Yes / No | Motion 15 Yes / No |
| Motion 16 Yes / No | Motion 17 Yes / No | Motion 18 Yes / No | Motion 19 Yes / No | Motion 20 Yes / No |
| Motion 21 Yes / No | Motion 22 Yes / No | Motion 23 Yes / No | Motion 24 Yes / No | Motion 25 Yes / No |
| Motion 26 Yes / No | Motion 27 Yes / No | Motion 28 Yes / No | | |

Do you wish to be elected to the Strata Committee (one nomination per lot)   Yes / No

Preferred Position if elected (number 1-4) __ Chairperson __ Treasurer __ Secretary __ Member

______________________________________________   ______________________________

*Name of Nominated Person*   *Signature of Nominee as consent*

*3. If a vote is taken on whether (the Strata Managing Agent) should be appointed or remain in office or whether another Managing Agent is to be appointed, I/we want the proxy to vote as follows:

_____________________________________________________________________________

* Delete paragraph 3 if proxy is not authorised to vote on this matter. For examples, read note 1 below.

*4. I understand that, if the Proxy already holds more than the permitted number of proxies, the Proxy will not be permitted to vote on my/our behalf on any matters.

Signature of Owner/s _________________________________________________________________

***Return this Proxy to:** CSTM Central Coast Strata, 6/19 Reliance Dr, Tuggerah NSW 2259   E: tuggerah@cstm.com.au*

# IMPORTANT INFORMATION ON PROXY APPOINTMENT

## Notes on appointment of proxies

1. This form is ineffective unless it contains the date on which it was made and it is given to the secretary of the owners corporation at least 24 hours before the first meeting in relation to which it is to operate (in the case of a large strata scheme) or at or before the first meeting in relation to which it is to operate (in any other case).
2. This form will be revoked by a later proxy appointment form delivered to the secretary of the owners corporation in the manner described in the preceding paragraph.
3. This form is current from the day on which it is signed until the end of the period (if any) specified on the form or the first anniversary of that day or at the end of the second annual general meeting held after that day (whichever occurs first).
4. If a person holds more than the total number of proxies permissible, the person cannot vote using any additional proxies. The total number of proxies that may be held by a person (other than proxies held by the person as the co-owner of a lot) voting on a resolution are as follows:
   (a) if the strata scheme has 20 lots of less, one,
   (b) if the strata scheme has more than 20 lots, a number that is equal to not more than 5% of the total number of lots.
5. A provision of a contract for the sale of a lot in a strata scheme, or of any ancillary or related contract or arrangement, is void and unenforceable to the extent that it:
   (a) requires the purchaser of a lot, or any other person, to cast a vote at a meeting of the owners corporation at the direction of another person, or
   (b) requires the purchase to give a proxy at the direction of another person for the purpose of voting at a meeting of the owners corporation (that is a person cannot rely on any such proxy to cast a vote as a proxy).

## Notes on rights of proxies to vote

1. A duly appointed proxy:
   (a) may vote on a show of hands (or by other means approved by general resolution at a meeting of the owners corporation), subject to any limitation in this form, or may demand a poll, and
   (b) may vote in the person's own right if entitled to vote otherwise than as a proxy, and
   (c) if appointed as a proxy for more than one person, may vote separately as a proxy in each case.
2. A proxy is not authorised to vote on a matter:
   (a) if the person who appointed the proxy is present at the relevant meeting and personally votes on the matter, or
   (b) so as to confer a pecuniary or other material benefit on the proxy, if the proxy is a strata managing agent, building manager or on-site residential property manager, or
   (c) if the right to vote on any such matter is limited by this form.

# PRE-MEETING ELECTRONIC VOTING PAPER

*(Clause 15 Strata Schemes Management Regulation 2016)*

## ANNUAL GENERAL MEETING

This Pre-Meeting Electronic Voting Paper is to be received **no later than 24 hours via email (NOT via post) prior to the commencement of the meeting**, being Saturday, 25 July 2026 to commence at 09:00 AM.

**Strata Plan: 84451 ~ Lot: ____ ~ Unit: ____ ~ Units of Entitlement (UE): ________**
***Note:*** *UE must be completed if the motion is a special resolution. If you do not know your lots' UE, please contact our office.*

**Owner Name as recorded on the Strata Roll:** ______________________________________________

______________________________________________________________________________

***Note:*** *If the lot is owned by a Company, only the Company Nominee noted on the Strata Roll is entitled to vote. Please contact our office if you are unsure or if you require a Company Nominee form.*

I, ______________________________________________________________ hold the voting rights to

Lot ______ in Strata Plan 84451 and in the capacity of (select from list below):

- ❑ Lot Owner
- ❑ Appointed Proxy Nominee
- ❑ Company Nominee
- ❑ First Mortgagee
- ❑ Covenant Chargee
- ❑ Mortgagee In Possession

If your vote is cast as a proxy, specify the following in respect of the person who gave you the Proxy:

(a) Name: ______________________________________
(b) Capacity of that person: (ie. Lot Owner, Proxy, Mortgagee) ____________________________________

**Voting Table:**

| | | | | |
|---|---|---|---|---|
| Motion 1 Yes / No | Motion 2 Yes / No | Motion 3 Yes / No | Motion 4 Yes / No | Motion 5 Yes / No |
| Motion 6 Yes / No | Motion 7 Yes / No | Motion 8 Yes / No | Motion 9 Yes / No | Motion 10 Yes / No |
| Motion 11 Yes / No | Motion 12 Yes / No | Motion 13 Yes / No | Motion 14 Yes / No | Motion 15 Yes / No |
| Motion 16 Yes / No | Motion 17 Yes / No | Motion 18 Yes / No | Motion 19 Yes / No | Motion 20 Yes / No |
| Motion 21 Yes / No | Motion 22 Yes / No | Motion 23 Yes / No | Motion 24 Yes / No | Motion 25 Yes / No |
| Motion 26 Yes / No | Motion 27 Yes / No | Motion 28 Yes / No | | |

**Committee:**
Do you wish to be elected to the Strata Committee (one nomination per lot) Yes / No

__________________________________________________ ____________________________
*Name of Nominated Person* *Signature of Nominee as Consent*

**Voting Conditions:**
**This voting paper must be completed and received by our office electronically** (NOT via Post) no later than 24 hours prior to the commencement of the meeting for it to be counted as a valid vote.

**Signature of Owner/s:** ____________________________________________ Date: ___/___/___

**Name of Owner/s:** ______________________________________________________________

**Return this Pre-Meeting Electronic Voting Paper to:**
**CSTM Central Coast at tuggerah@cstm.com.au**

# PRE-MEETING ELECTRONIC VOTING PAPER

*(Clause 15 Strata Schemes Management Regulation 2016)*

## STRATA COMMITTEE MEETING

This Pre-Meeting Electronic Voting Paper is to be received **no later than 24 hours** **via email** **(NOT via post) prior to the commencement of the meeting**, being Saturday, 18 July 2026 to commence at 09:00 AM.

**Strata Plan: 84451 ~ Lot: ____ ~ Unit**: ____

I, ______________________________________________________________________ hold the voting rights to

*Strata Committee Members full name*

If your vote is cast as a proxy, specify the following in respect of the person who gave you the Proxy:

(a) Name: _____________________________________________
(b) Capacity of that person: (ie. Lot Owner or Strata Committee Member) _________________________________

**Voting Table:**

| | | | | |
|---|---|---|---|---|
| Motion 1 Yes / No | Motion 2 Yes / No | Motion 3 Yes / No | Motion 4 Yes / No | Motion 5 Yes / No |

**Amendments as to any 'No' votes made above:** _____________________________________________________

______________________________________________________________________________________________

**Committee:**
Preferred Position if elected (in order of preference 1-4): ____ Chairperson ____ Treasurer ____ Secretary ____ Member

**Voting Conditions:**
**This voting paper must be completed and received by our office electronically** (NOT via Post) no later than 24 hours prior to the commencement of the meeting for it to be counted as a valid vote.

**Signature of Voting Party:** _____________________________________________ Date: ___/___/___

**Return this Pre-Meeting Electronic Voting Paper to:**
**CSTM Central Coast at tuggerah@cstm.com.au**

## IMPORTANT INFORMATION ON PRE-MEETING ELECTRONIC VOTING

**How to complete this Voting Paper:**

1. To ensure your vote is counted your pre-meeting electronic voting paper must:
   - be received by our office not less than 24 hours prior to the commencement of the meeting;
   - be received by electronic means, facsimile or email; (NOT by post)
   - the lot must be financial, being no money outstanding;
   - signed by the voting party;
   - contain the following details:
     i. your name
     ii. lot number
     iii. capacity in which you are voting
     iv. if the motion is a special resolution, your unit entitlement; and
     v. if you are voting by proxy, the name and capacity of the person who gave you the proxy.

**Pre-Meeting Electronic Voting Notice:**

2. If the motion is to be determined ***partly*** by pre-meeting voting. This means that you may vote either by pre-meeting electronic voting or by attending the meeting itself. If you choose to cast a pre-meeting electronic vote, you should be aware that the motion may be amended at the general meeting after pre-meeting electronic voting has taken place. If that occurs your pre-meeting vote may have no effect
3. If the motion is to be decided ***only*** by pre-meeting electronic voting. This means that the motion cannot be amended at the meeting for which the pre-electronic meeting is conducted and that you will not be able to vote on the motion at the meeting itself.

# PRE-MEETING ELECTRONIC VOTING PAPER

*(Clause 15 Strata Schemes Management Regulation 2016)*

Pre-meeting electronic voting can be accessed through your owners portal. If you have an email address and not yet created your owners portal account, please email tuggerah@cstm.com.au to request an 'invitation' where you can then create your account and login here: <https://my.smata.com>

Follow the below steps to cast your vote:
1. Towards the bottom of the main building screen listed under Upcoming Meetings, select "VOTE" on the appropriate meeting.
2. Cast your vote accordingly on each of the motions, and finally click submit at the bottom.
3. Voting must be completed 24 hours before the scheduled meeting time.

## IMPORTANT INFORMATION ON PRE-MEETING ELECTRONIC VOTING

**Pre-Meeting Electronic Voting Notice:**
1. If the motion is to be determined ***partly*** by pre-meeting voting. This means that you may vote either by pre-meeting electronic voting or by attending the meeting itself. If you choose to cast a pre-meeting electronic vote, you should be aware that the motion may be amended at the general meeting if other voting options are available. If that occurs your pre-meeting vote may have no effect. The pre-meeting vote can not be counted towards some motions such as the election of the Strata Committee and other similar motions that are not a straightforward yes or no.

2. If the motion is to be decided only by pre-meeting electronic voting. This means that the motion cannot be amended at the meeting for which the pre-electronic meeting is conducted and that you will not be able to vote on the motion at the meeting itself.

## Commissions, Training & Connections Disclosures

S57 - Commissions and training services provided to or paid for the agent (other than by the owners corporation) in connection with the exercise by the agent of functions for the scheme requiring owners corporation approval:

**Commission Disclosure - Insurance**
**Provider**: Longitude Insurance
**Nature of Benefit**: Insurance commissions.
**Estimated Amount/Calculation**: $0 - calculated as a percentage of the insurer's base premium for policies placed for the Owners Corporation (excl. government charges), as detailed on the insurer/broker statement.
**Connection to Agent's Functions/Services**: Commission on insurance effected for the Owners Corporation.
**Relationship Between Managing Agent & Provider**: Professional; no ownership or related-entity interest.
**Why it is in the Owners Corporations Best Interests**: Access to broader markets, placement/renewal support, claims advocacy and policy optimisation without additional OC fees; commission remunerates broker services.
**Conflict Compliance**: Acceptance and disclosure do not breach Sch 1 cl 11; no conflict arises and the agent continues to act in the OC's best interests.

**Training Benefit Disclosure - Staff Training**
**Provider**: Bannermans Lawyers.
**Nature of Benefit:** Provision of training to the Agent's staff.
**Estimated Amount/Calculation**: This service is paid for by CSTM.
**Connection to Agent's Functions/Services**: Training improves competence directly related to strata management services provided to the Owners Corporation.
**Relationship Between Managing Agent & Provider**: Independent professional relationship; no ownership or related-entity interest.
**Why it is in the Owners Corporations Best Interests**: Enhances staff capability, service quality and operational efficiency, delivering better outcomes for the scheme.
**Conflict Compliance**: The training benefit, as disclosed, does not create any obligation or expectation of reciprocity and does not breach Sch 1 cl 11; no conflict arises and the agent continues to act in the OC's best interests.

**Connection with Suppliers**
Persons who are suppliers of potential suppliers to you, in relation to whom we are a "connected person" for the purposes of the act, by reason of the relationship or potential future relationship specified below.

| Supplier | Goods or services supplied to strata schemes | Nature of relationship with us |
|---|---|---|
| Dempsey Plumbing | Plumbing | We may directly engage their services |
| OAG Property Maintenance | Handyman | Family member of CSTM Staff Member |
| Squeeky Group | Cleaning | We may directly engage their services |
| BPest Services | Pest Control | We may directly engage their services |

**Connection with Original Owner**
The Managing Agent confirms that there are **no disclosures to be made** in relation to any connection with the original owner.

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# ANNUAL REPORTS

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## for the financial year to 30/06/2026

Strata Plan 84451

'Watermark', 1-9 Beach St, THE ENTRANCE NSW 2261

Manager: Tahlia Tuxford

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# Statement of Key Financial Information

Approved form under: Strata Schemes Management Act 2015 (Section 94 (1))

The Owners--Strata Plan 84451 'Watermark', 1-9 Beach St, THE ENTRANCE NSW 2261

Name of Fund: Administrative Fund

Reporting Period: 1/07/2025 to 30/06/2026

| | $ | |
|---|---|---|
| Balance carried forward from previous reporting period: | 52,094.18 | |
| Total income received during reporting period: | 254,479.91 | (2) |
| Total interest earned by fund during reporting period: | 577.22 | (3) |
| Total contributions paid during reporting period: | 251,333.91 | |
| Total unpaid contributions payable for reporting period: | 11,009.83 | (4) |
| Total expenditure for maintenance during reporting period: | 241,083.69 | (5) |
| Total expenditure for administration costs during reporting period: | 0.00 | |
| Balance of Fund at end of reporting period: | 48,418.78 | |

List of principal items of expenditure proposed for next reporting period: (6)

| | |
|---|---|
| Admin--Agent Disburst--Admin Costs | 3,000.00 |
| Admin--Agent Disburst--Telephone/Fax/Email | 100.00 |
| Admin--Auditors--Audit Services | 1,200.00 |
| Admin--BAS/Income Tax Return Fee | 1,200.00 |
| Admin--Executive Committee Expenses | 500.00 |
| Admin--Fair Trading Strata Hub | 150.00 |
| Admin--Further Services Fees | 5,000.00 |
| Admin--Income Tax | 2,500.00 |
| Admin--Legal & Debt Collection Fees | 2,000.00 |
| Admin--Management Fees--Standard | 7,000.00 |
| Admin--Meeting Room Expenses | 250.00 |
| Admin--Online Services | 2,500.00 |
| Admin--Status Certificate Fees Paid | 300.00 |
| Admin--Subscriptions | 2,500.00 |
| Admin--WH&S Creditor Compliance | 250.00 |
| Insurance--Premiums | 37,500.00 |
| Maint Bldg--Cleaning | 47,000.00 |
| Maint Bldg--Electrical | 5,500.00 |
| Maint Bldg--Fire Protection Admin | 18,000.00 |
| Maint Bldg--General Repairs | 25,000.00 |
| Maint Bldg--Intercom | 1,000.00 |
| Maint Bldg--Lift--Maintenance Contract | 22,000.00 |
| Maint Bldg--Lift--Registration Fees | 100.00 |
| Maint Bldg--Lift--Telephone | 2,500.00 |

Notes:
(1) The Statement of Key Financial Information is a statutory report to display amounts for the financial period for financial information required under the Act. It is not a cumulative report and should not be interpreted as one.
(2) Total income received represents the total receipts (inclusive of GST) and may include amounts not represented on this report. Unallocated receipts are not included on this report as they are not assigned to a fund.
(3) Total interest includes interest received on the working account, and investment accounts and penalty interest for late payment of levies.
(4) This amount represents the total of unpaid levy contributions due and payable during, and prior to the reporting period.
(5) All expenditure for the plan is shown under maintenance. As the plan is GST registered all amounts shown in expenditure totals are exclusive of GST.
(6) As the plan is GST registered all amounts listed for proposed expenditure are exclusive of GST.

| | |
|---|---|
| Maint Bldg--Locks, Keys & Card Keys | 500.00 |
| Maint Bldg--Pest/Vermin Control Admin | 2,500.00 |
| Maint Bldg--Plumbing & Drainage | 10,000.00 |
| Maint Bldg--Security Surveillance Equipment | 500.00 |
| Maint Bldg--Signs & Notice Boards | 250.00 |
| Maint Grounds--Lawns & Gardening | 20,000.00 |
| Maint Grounds--Pool | 6,000.00 |
| Utility--Electricity | 20,000.00 |
| Utility--Gas | 500.00 |
| Utility--Rubbish Removal | 500.00 |
| Total Expenses | 247,800.00 |

Notes:
(1) The Statement of Key Financial Information is a statutory report to display amounts for the financial period for financial information required under the Act. It is not a cumulative report and should not be interpreted as one.
(2) Total income received represents the total receipts (inclusive of GST) and may include amounts not represented on this report. Unallocated receipts are not included on this report as they are not assigned to a fund.
(3) Total interest includes interest received on the working account, and investment accounts and penalty interest for late payment of levies.
(4) This amount represents the total of unpaid levy contributions due and payable during, and prior to the reporting period.
(5) All expenditure for the plan is shown under maintenance. As the plan is GST registered all amounts shown in expenditure totals are exclusive of GST.
(6) As the plan is GST registered all amounts listed for proposed expenditure are exclusive of GST.

Name of Fund: Capital Works Fund

Reporting Period: 1/07/2025 to 30/06/2026

| | $ | |
|---|---|---|
| Balance carried forward from previous reporting period: | 238,452.78 | |
| Total income received during reporting period: | 382,716.52 | (2) |
| Total interest earned by fund during reporting period: | 827.44 | (3) |
| Total contributions paid during reporting period: | 382,661.80 | |
| Total unpaid contributions payable for reporting period: | 47,052.17 | (4) |
| Total expenditure for maintenance during reporting period: | 343,267.94 | (5) |
| Total expenditure for administration costs during reporting period: | 0.00 | |
| Balance of Fund at end of reporting period: | 286,145.06 | |

List of principal items of expenditure proposed for next reporting period: (6)

| | |
|---|---|
| Maint Bldg--General Replacement--Capital Works | 22,316.00 |
| Total Expenses | 22,316.00 |

Notes:
(1) The Statement of Key Financial Information is a statutory report to display amounts for the financial period for financial information required under the Act. It is not a cumulative report and should not be interpreted as one.
(2) Total income received represents the total receipts (inclusive of GST) and may include amounts not represented on this report. Unallocated receipts are not included on this report as they are not assigned to a fund.
(3) Total interest includes interest received on the working account, and investment accounts and penalty interest for late payment of levies.
(4) This amount represents the total of unpaid levy contributions due and payable during, and prior to the reporting period.
(5) All expenditure for the plan is shown under maintenance. As the plan is GST registered all amounts shown in expenditure totals are exclusive of GST.
(6) As the plan is GST registered all amounts listed for proposed expenditure are exclusive of GST.

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# Balance Sheet - Detailed
## As at 30/06/2026

The Owners--Strata Plan 84451 — 'Watermark', 1-9 Beach St, THE ENTRANCE NSW 2261

| | Current period |
|---|---|
| **Owners' funds** | |
| Administrative Fund | |
| Operating Surplus/Deficit--Admin | (3,675.40) |
| Owners Equity--Admin | 52,094.18 |
| | 48,418.78 |
| Capital Works Fund | |
| Operating Surplus/Deficit--Capital Works | 47,692.28 |
| Owners Equity--Capital Works | 238,452.78 |
| | 286,145.06 |
| Net owners' funds | $334,563.84 |
| **Represented by:** | |
| Assets | |
| Administrative Fund | |
| Cash at Bank--Admin | 43,513.92 |
| Receivable--Levies--Admin | 11,009.83 |
| Receivable--Owners--Admin | 413.71 |
| | 54,937.46 |
| Capital Works Fund | |
| Cash at Bank--Capital Works | 241,629.55 |
| Receivable--Levies--Capital Works | 3,275.47 |
| Receivable--Levies (Special)--Capital Works | 43,776.70 |
| Receivable--Owners--Capital Works | 64.71 |
| | 288,746.43 |
| Unallocated Money | |
| Cash at Bank--Unallocated | 5,431.49 |
| | 5,431.49 |
| *Total assets* | 349,115.38 |
| Less liabilities | |
| Administrative Fund | |
| Creditor--GST--Admin | 229.34 |
| Prepaid Levies--Admin | 6,289.34 |
| | 6,518.68 |
| Capital Works Fund | |
| Creditor--GST--Capital Works | 730.45 |
| Prepaid Levies--Capital Works | 1,870.92 |
| | 2,601.37 |
| Unallocated Money | |
| Prepaid Levies--Unallocated | 5,431.49 |
| | 5,431.49 |
| *Total liabilities* | 14,551.54 |
| Net assets | $334,563.84 |

Current period

# Income & Expenditure Statement for the financial year to 30/06/2026

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The Owners--Strata Plan 84451 — 'Watermark', 1-9 Beach St, THE ENTRANCE NSW 2261

## Administrative Fund

| | Current period 01/07/2025-30/06/2026 | Previous year 01/07/2024-30/06/2025 |
|---|---|---|
| **Revenue** | | |
| Interest Income from ATO | 6.17 | 0.00 |
| Interest on Arrears--Admin | 577.22 | 448.83 |
| Levies Due--Admin | 236,388.72 | 213,502.47 |
| Prior Period Adjustment | 0.00 | 271.49 |
| Status Certificate Fees | 218.00 | 109.00 |
| Strata Roll Inspection Fees | 218.18 | 0.00 |
| Total revenue | 237,408.29 | 214,331.79 |
| **Less expenses** | | |
| Admin--Agent Disburst--Admin Costs | 2,358.42 | 2,770.92 |
| Admin--Agent Disburst--Telephone/Fax/Email | 54.55 | 0.00 |
| Admin--Auditors--Audit Services | 1,054.55 | 780.00 |
| Admin--BAS/Income Tax Return Fee | 830.00 | 1,132.00 |
| Admin--Bylaw Changes | 742.58 | 827.55 |
| Admin--Fair Trading Strata Hub | 135.00 | 135.59 |
| Admin--Further Services Fees | 4,368.85 | 4,084.74 |
| Admin--Income Tax | 1,917.70 | 380.70 |
| Admin--Legal & Debt Collection Fees | (50.91) | 1,766.94 |
| Admin--Management Fees--Standard | 6,219.89 | 6,488.95 |
| Admin--Meeting Room Expenses | 181.82 | 236.36 |
| Admin--Online Services | 2,100.00 | 450.00 |
| Admin--Other Expenses--Admin | 363.64 | (129.14) |
| Admin--Status Certificate Fees Paid | 218.00 | 109.00 |
| Admin--Strata Inspection Fees Paid | 218.18 | 0.00 |
| Admin--Subscriptions | 1,724.22 | 2,413.42 |
| Insurance--Premiums | 34,320.01 | 37,864.78 |
| Insurance--Valuation | 323.64 | 0.00 |
| Maint Bldg--Airconditioning | 700.00 | 0.00 |
| Maint Bldg--Cleaning | 45,550.00 | 38,400.00 |
| Maint Bldg--Cleaning--Pressure | 2,040.00 | 0.00 |
| Maint Bldg--Electrical | 3,926.52 | 7,266.90 |
| Maint Bldg--Fire Protection Admin | 18,129.47 | 17,384.82 |
| Maint Bldg--General Repairs | 23,788.38 | 9,374.89 |
| Maint Bldg--Intercom | 150.00 | 1,905.00 |
| Maint Bldg--Lift--Maintenance Contract | 23,271.39 | 16,483.89 |
| Maint Bldg--Lift--Registration Fees | 83.64 | 90.00 |
| Maint Bldg--Lift--Telephone | 2,201.75 | 2,150.15 |

## Administrative Fund

| | Current period 01/07/2025-30/06/2026 | Previous year 01/07/2024-30/06/2025 |
|---|---|---|
| Maint Bldg--Locks, Keys & Card Keys | 794.55 | 1,721.83 |
| Maint Bldg--Pest/Vermin Control Admin | 2,700.00 | 1,800.00 |
| Maint Bldg--Plumbing & Drainage | 20,337.51 | 7,337.36 |
| Maint Grounds--Gates | 0.00 | 650.00 |
| Maint Grounds--Lawns & Gardening | 20,431.97 | 19,961.48 |
| Maint Grounds--Pool | 6,053.11 | 6,445.31 |
| Utility--Electricity | 13,041.96 | 11,616.64 |
| Utility--Gas | 803.30 | 430.14 |
| Total expenses | 241,083.69 | 202,330.22 |
| Surplus/Deficit | (3,675.40) | 12,001.57 |
| Opening balance | 52,094.18 | 40,092.61 |
| Closing balance | $48,418.78 | $52,094.18 |

## Capital Works Fund

| | Current period 01/07/2025-30/06/2026 | Previous year 01/07/2024-30/06/2025 |
|---|---|---|
| **Revenue** | | |
| Interest on Arrears--Capital Works | 827.44 | 146.81 |
| Interest on Investments--Capital Works | 0.00 | 5,106.38 |
| Levies Due (Special)--Capital Works | 318,181.88 | 0.00 |
| Levies Due--Capital Works | 71,950.90 | 69,854.95 |
| Total revenue | 390,960.22 | 75,108.14 |
| **Less expenses** | | |
| Maint Bldg--CCTV Security Cameras--Capital Works | 0.00 | 2,955.00 |
| Maint Bldg--Fire Protection--Capital Works | 279,789.76 | 27,867.20 |
| Maint Bldg--General Replacement--Capital Works | 22,248.18 | 10,688.18 |
| Maint Bldg--Plumbing & Drainage--Capital Works | 41,230.00 | 0.00 |
| Total expenses | 343,267.94 | 41,510.38 |
| **Surplus/Deficit** | 47,692.28 | 33,597.76 |
| Opening balance | 238,452.78 | 204,855.02 |
| **Closing balance** | $286,145.06 | $238,452.78 |

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# Proposed Budget
# to apply from 01/07/2026

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The Owners--Strata Plan 84451 | 'Watermark', 1-9 Beach St, THE ENTRANCE NSW 2261

## General

### Administrative Fund

| | Proposed budget |
|---|---|
| **Revenue** | |
| Levies Due--Admin | 247,800.00 |
| Total revenue | 247,800.00 |
| **Less expenses** | |
| Admin--Agent Disburst--Admin Costs | 3,000.00 |
| Admin--Agent Disburst--Telephone/Fax/Email | 100.00 |
| Admin--Auditors--Audit Services | 1,200.00 |
| Admin--BAS/Income Tax Return Fee | 1,200.00 |
| Admin--Executive Committee Expenses | 500.00 |
| Admin--Fair Trading Strata Hub | 150.00 |
| Admin--Further Services Fees | 5,000.00 |
| Admin--Income Tax | 2,500.00 |
| Admin--Legal & Debt Collection Fees | 2,000.00 |
| Admin--Management Fees--Standard | 7,000.00 |
| Admin--Meeting Room Expenses | 250.00 |
| Admin--Online Services | 2,500.00 |
| Admin--Status Certificate Fees Paid | 300.00 |
| Admin--Subscriptions | 2,500.00 |
| Admin--WH&S Creditor Compliance | 250.00 |
| Insurance--Premiums | 37,500.00 |
| Maint Bldg--Cleaning | 47,000.00 |
| Maint Bldg--Electrical | 5,500.00 |
| Maint Bldg--Fire Protection Admin | 18,000.00 |
| Maint Bldg--General Repairs | 25,000.00 |
| Maint Bldg--Intercom | 1,000.00 |
| Maint Bldg--Lift--Maintenance Contract | 22,000.00 |
| Maint Bldg--Lift--Registration Fees | 100.00 |
| Maint Bldg--Lift--Telephone | 2,500.00 |
| Maint Bldg--Locks, Keys & Card Keys | 500.00 |
| Maint Bldg--Pest/Vermin Control Admin | 2,500.00 |
| Maint Bldg--Plumbing & Drainage | 10,000.00 |
| Maint Bldg--Security Surveillance Equipment | 500.00 |
| Maint Bldg--Signs & Notice Boards | 250.00 |
| Maint Grounds--Lawns & Gardening | 20,000.00 |
| Maint Grounds--Pool | 6,000.00 |
| Utility--Electricity | 20,000.00 |
| Utility--Gas | 500.00 |

| | |
|---|---|
| Utility--Rubbish Removal | 500.00 |
| Total expenses | 247,800.00 |
| Surplus/Deficit | 0.00 |
| Opening balance | 48,418.78 |
| Closing balance | $48,418.78 |
| Total units of entitlement | 10000 |
| Levy contribution per unit entitlement | $27.26 |
| Budgeted standard levy revenue | 247,800.00 |
| Add GST | 24,780.00 |
| Amount to raise in levies including GST | $272,580.00 |

## General

### Capital Works Fund

| | Proposed budget |
|---|---|
| **Revenue** | |
| Levies Due--Capital Works | 74,107.00 |
| Total revenue | 74,107.00 |
| **Less expenses** | |
| Maint Bldg--General Replacement--Capital Works | 22,316.00 |
| Total expenses | 22,316.00 |
| **Surplus/Deficit** | 51,791.00 |
| Opening balance | 286,145.06 |
| **Closing balance** | $337,936.06 |
| Total units of entitlement | 10000 |
| Levy contribution per unit entitlement | $8.15 |
| Budgeted standard levy revenue | 74,107.00 |
| Add GST | 7,410.70 |
| Amount to raise in levies including GST | $81,517.70 |

# Watermark (SP84451)
# Strata Committee Report — Review of the 2025/2026 Year

The past financial year has been a productive yet challenging period for the Strata Committee. Significant capital works were successfully undertaken, most notably the complete replacement of the central hot water system and extensive remediation of passive fire defects across the building.

Below is a strategic summary of the key matters and updates addressed by your Strata Committee during the 2025/2026 period:

## Valediction: In Memory of Wayne Winslade

It is with great sadness that the Strata Committee conveys its sincere condolences to the family of Wayne Winslade on his recent passing. Wayne was a close friend, an esteemed colleague, and a dedicated, long-term member of the Strata Committee for many years.

Wayne generously contributed countless hours of invaluable service to The Owners Corporation. His technical expertise, coupled with his constant availability to address and resolve complex strata-related issues over the years, will be deeply missed by all within the Watermark community.

## 1. Passive Fire Defect Repairs & Compliance

- **Regulatory Context:** The NSW Government's mandatory enforcement of AS1851-2012 (effective February 2026) governs the routine inspection, testing, and preventative maintenance of essential fire protection systems. This regulatory shift necessitated a substantial compliance investment in Watermark's passive fire systems.

- **Project Completion:** Following approval at the Extraordinary General Meeting (EGM) on 31 January 2026, All Passive Services Pty Ltd was engaged for $235,070 (incl. GST). We are pleased to report that 100% of the defects identified in the EBS Consultancy audit (dated 16 October 2025) have been rectified, and all compliance certifications are now held.

- **Council & Annual Certification:** Our fire services provider, Datacom Fire (recently acquired by Redmen Fire), conducted annual inspections in late June 2026 to facilitate our 2026 Annual Fire Safety Statement (AFSS). Central Coast Council granted an extension until 26 July 2026 to complete these works without penalty, and Council has been formally notified that certification is secured. While the final AFSS document is pending at the time of writing, issuance is anticipated by 31 July 2026.

## 2. Central Hot Water System Replacement

- **Project Scope:** At the General Meeting on 31 January 2026, owners resolved to accept a tender from ZC Plumbing for $45,353 (incl. GST) to replace the aging hot water plant.
- **Commissioning:** The infrastructure was successfully replaced in March 2026 with a commercial-grade, four-bank 32L Tankless Natural Gas Hot Water System.
- **Operational Status:** Initial stabilization issues regarding water pressure and temperature occurred due to residual sludge from the main lines blocking the new filtration system. These issues have been fully resolved, and the system is now operating strictly to technical specifications.

## 3. Cleaning, Gardening & Maintenance Contracts

- **Market Review:** While satisfied with the performance of our incumbent cleaning and landscaping contractors, the Committee conducted a market review to ensure optimal value for money.
- **Outcome:** CSTM obtained three independent quotes for both services based on our current scope of work. The benchmarking exercise revealed that our existing contractors remain highly competitive and, in several instances, below market rates. Consequently, the Committee resolved to retain our current service providers.

## 4. Lift Service Contract & Independent Audit

- **Asset Status:** The building's three elevators are now 16 years old. While they remain under a comprehensive full-maintenance and repair agreement with Going Up Elevators (held since 2010), proactive asset management is required.
- **Proactive Audit:** To ensure all contractual obligations are being fulfilled and to project future capital requirements, the Committee has issued a work order to LML Lift Consultants. A comprehensive, independent maintenance and condition audit is currently pending.

## 5. Capital Works: Internal & External Painting

- **Background:** External painting was last completed in 2015 (covering the rear and Ocean Parade elevations). While quotes were deferred in 2022, painting is strategically scheduled in our Capital Works Fund for the 2026/2027 financial year.

- **Tender Process:** CSTM has called for competitive tenders split into three distinct stages to allow for flexible project management:
    1. Beach Street facade, balconies, and the eastern elevation.
    2. Ocean Parade facade and the rear section of the building.
    3. Main Foyers (Ocean Parade & Beach Street), pool area, meeting room, amenities, and the refuse room.
- **Next Steps:** Two formal quotes have been received, with a minimum of two more pending. The Committee has included the corresponding motions within the 2026 AGM Agenda for owner consideration.

## 6. Electric Vehicle (EV) Charging Infrastructure Backbone

- **Strategic Alignment:** Following the adoption of Special By-Law #28 at the 2023 AGM and subsequent funding allocations, the 2025 AGM authorized the Committee to proceed with an EV backbone installation, conditional on securing a Level 1 Government Grant.
- **Program Alteration:** The NSW Government subsequently modified its grant structure, shifting from direct infrastructure funding to providing subsidies directly to approved suppliers to lower consumer capital costs.
- **Proposed Solution:** Working alongside *Ready Steady Plug (RSP)*, a tailored electrical design has been completed. This includes load balancing, distribution boards, a user application, and charge-point software for dynamic load management and billing.
- **Financial Model:**
    - **Owners Corporation Capital Outlay:** A maximum of $18,900 plus GST for the core backbone.
    - **Individual Lot Connection ('Last Mile'):** Estimated between $1,290 and $1,990 plus GST. RSP will review this pricing after 18 months; initial costs depend on day-one participant volume (economies of scale apply).
    - **Operational Costs:** An annual software/subscription fee of $990 to the Owners Corporation, commencing in Year 2.
    - **Cost Recovery:** Electricity consumed by individual users will be billed quarterly. The Owners Corporation can establish a usage tariff set at a minor margin above our retail electricity rate, allowing the strata plan to progressively recover the initial backbone investment cost over time.
- **Committee Recommendation:** The detailed proposal, associated motions, and a draft By-law are included in the 2026 AGM Agenda. Given consumer trends, the Committee strongly endorses this Level 1 backbone as a highly cost-effective solution that protects our electrical grid via load management while protecting and enhancing Lot Owner property values.

## 7. Management of Visitors Car Park (By-Law Enforcement)

- Regulatory Framework: As a reminder to all residents, Special By-Law #9 (Vehicles) explicitly states:
  *"An owner or occupier of a lot must not park or stand any motor or other vehicle on common property or permit a motor vehicle to be parked or stood on common property, except with the prior written approval of the owners corporation or as permitted by a sign authorised by the owner's corporation."*
- Current Challenges: Despite repeated warnings, multiple lot owners and tenants continue to utilise the designated visitor parking bays for unauthorized overnight parking rather than parking within their allocated garage spaces. This persistent non-compliance undermines equitable common property use and complicates the consistent enforcement of building rules.
- Enforcement Strategy: To ensure visitor spaces remain available for their intended purpose, the Committee will be taking a zero-tolerance approach moving forward. Future infractions by either owners or tenants will result in the immediate issuance of a formal By-law Breach Notice, with subsequent applications escalated to the NSW Civil and Administrative Tribunal (NCAT) to pursue financial penalties.

# COST PROPOSAL

| | |
|---|---|
| **Project:** SP84451 Watermark | **Pages:** 14 + 4 |
| **Date:** 6th July 2026 | **Ref:** Q-03-\| 24-001 |
| **Author:** Dean Eislers & Jukka Sintonen | |
| **Attention:** | |
| To: Ross Elsley | Strata Committee |

## ENERGY MONITORING AND LEVEL 1 ELECTRIC VEHICLE CHARGER INSTALL

Thank you for the opportunity to present this estimate for the installation of the ReadySteadyPlug (RSP) EV Charging, Energy Monitoring and Dynamic Load Balancing Solution.

### SCOPE OF WORKS

Further to our recent conversations, we propose the following Scope Of Work (SoW) and associated cost:

The scope has been broken into 2 x key scopes:

- **Core Common Infrastructure (or "backbone")** – typically funded by the Owners' Corporation.
- **Individual Lot Charging Infrastructure ("last mile) including the Charge Point** (CP) – typically funded by the individual lot owner.

**Core Common Infrastructure**

- Supply and Installation of the RSP **Energy Metering / Dynamic Load Management Solution** (RSP-EM/DLM).
  - The system will actively monitor and track power usage across the electrical switchboard where RSP **EV Distribution Boards** (EVDBs) are installed.
  - RSP Energy Metering for DLM will be installed at the main switchboard at the house services section.
    - Optional scope: Installation of additional metering at the incoming supply to monitor the entire supply.
  - This metering enables dynamic limitation of EV charging when needed, ensuring optimal use of the existing electrical infrastructure and helping avoid costly upgrades. Additionally, the data gathered can support broader electrification initiatives and energy-saving projects within the building.
- New EV Distribution Boards (EVDB's)
  - RSP has marked the potential locations for the EVDBs to be installed within the car park and main switchroom. See attached floorplan markups in Appendix A. Once the number and location of charge points is confirmed, these layouts may be adjusted.

  - Depending on the location and quantity of the car spaces where Charging Points (CPs) are to be installed, RSP may take a different approach to staging. The staged approach allows to start small and grow in the future.
  - Regardless of the approach adopted by RSP, the pricing structure outlined in this quote shall remain unchanged and will not result in any variation in OC's or End Users' cost.
- Communications Connection
  - The RSP solution requires an active internet connection at the EVDB's. A dedicated Cat6 cable link to the communications infrastructure will be established by RSP as part of the installation to the existing house internet connection.
- **As the scale of deployment grows, RSP will expand the installed base of EVDBs (backbone) as needed at no additional cost to the Owners' Corporation. The only applicable cost in this case will be the End Users "Last Mile" costs, that include the installation of the Charge Point, as per the "Pricing" section of this Quote.**

**Individual Lot Charging Infrastructure**

The following scope of work applies per carspace/lot:

- Installation of new wiring ("Last Mile") within the carpark to service the individual lot EV Charging Points from EVDBs.
  - Generally existing containment will be utilized where possible. If existing cable containment is not available, RSP will install additional containment/conduit as necessary, located as close as possible to existing services to minimize visual impact.
- New 15A-rated socket outlet (Charge Point, CP) to be mounted within the individual lot's carspace.

**Clarifications**

- In the event that building's overall electrical infrastructure proves insufficient to support increased demand in the future, and RSP's DLM begins limiting the user experience beyond acceptable levels, additional electrical infrastructure upgrades may need to be considered. These future upgrades would fall outside this SoW.

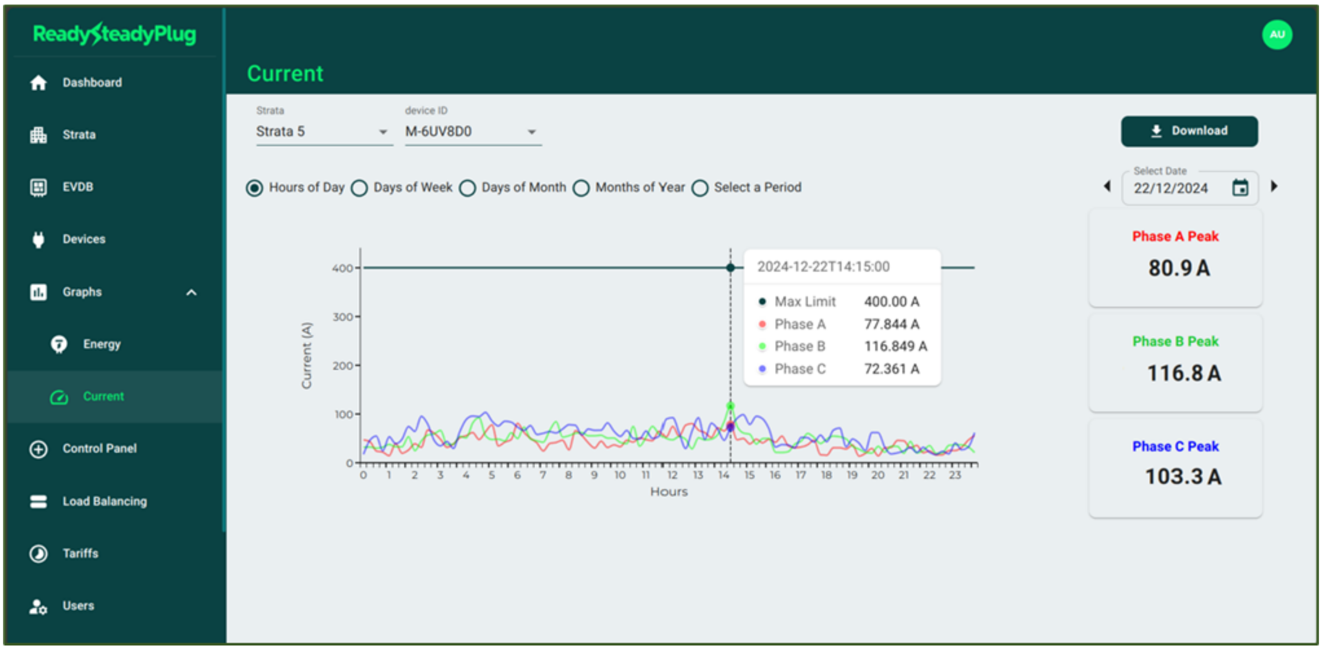
## WHAT IS INCLUDED?

RSP provides **everything** that is needed for EV Charging deployment as a single **turnkey** solution. This includes:

- The EV charging outlet. Note that the resident will still need their own mobile charger, which usually comes with the car. If needed, a 15A charger can be purchased separately, and RSP can provide suggestions and a discount code for this model that typically sells for around $240 incl. GST.
- The upstream EV Distribution Boards (EVDBs) equipped with mandatory individual Residual Current Breaker with Overload Protection (RCBOs), that ensure compliance with safety standards and enable isolated protection for each connected EV Charging Point.
- Connection to the common infrastructure via the installation of new circuit breakers in the relevant distribution board(s) (see attached schematics in Appendix A).
- Installation of additional electricity meters to enable effective and safe Dynamic Load Balancing, and, where applicable, helping avoid increases in Maximum Demand charges and providing useful data for the strata's broader electrification purposes.
- All required electrical and communications cabling.
- User app and software platform including
    - Charge Point control
    - Dynamic Load Management
    - End-user billing and strata reimbursements
    - Admin Panel access to the Owners' Corporation, Building Manager and/or Strata Manager should they wish to monitor the system.

## BENEFITS OF THE RSP SOLUTION

- Turn-key solution
- No wi-fi coverage is required throughout the carpark. The RSP solution only requires connectivity at the EVDB distribution board, which is integrated into our solution and pricing.
- Level 1 charging is more than adequate and far more cost effective than expensive Level 2 solutions (see separate presentation).




- The RSP solution avoids costly electrical infrastructure upgrades through the use of our Dynamic Load Management Solution. *In addition,* Real-time and historical energy usage data, which is also useful for broader electrification planning also**,** is made accessible to the strata personnel through online interface and reporting tools.
- The following is a samples screenshot from the monitoring/dynamic load management system. The building manager has full visibility on the performance of the system.
- Simple reimbursement back to Strata for consumption of house power.

## PRICING

Pricing is as follows. As the number of charge points is not yet known, we have outlined the following different pricing options depending on the final number of charge points required:

| Option | Day One installed Charge Points | Owners Corporation (OC) one-off cost for backbone (incl. EM/DLM) infrastructure | End user cost per Charge Point (CP), "Last Mile" | |
|---|---|---|---|---|
| | | | Day-1 Installs | Later Installs |
| 1 | 3+ | $18,900<br>*~$420 per lot, one-off (45 lots)* | $1,590 | $1,790 |

## FUTURE INSTALLATIONS

Following the initial installations Day-1, **the Owners Corporation (OC) will NOT incur any additional infrastructure costs in the future** as the system expands and new end users are added. The only cost applicable will be the *Later Installs end user "Last Mile"* cost as shown above.

The Later Installs Last Mile price applies to any order of 3 (three) Charge Points and above. For the order of 1-2 charge points, 10% surcharge will be added to the above price.

## FURTHER PRICING AND CLARIFICATIONS

- All pricing, if not stated otherwise, excludes GST.
- Pricing is valid for 30 days.
- Pricing
  - **For strata:** Support, operations and reporting: Included in the above pricing for the first 12 months. From **year two** onwards, $990 per year is charged for the RSP Platform including the Dynamic Load Management system, reimbursement mechanism and related reporting and monitoring platform.
  - **End user costs**: Strata's energy rate ($/kWh) **PLUS** $10/month (incl. GST) flat rate per paired Charge Point.
    NOTE: Charge Points are initially unpaired and can be paired or unpaired by the user at any time. This means users can have a CP installed at their car space upfront without incurring monthly costs - and can unpair it anytime to pause the flat rate e.g. if going on holidays. To avoid the monthly flat rate, the Charge Point must remain unpaired for a full calendar month
- Fees are fixed for 12 months, after which RSP may review them periodically in line with CPI (Consumer Price Index).
- Energy costs of charging will be reimbursed to strata quarterly.
- Some vehicles may need to be removed or covered with protective cloth (by others) to carry out the works.
- All work is assumed to be in normal working hours. Additional costs may apply for out-of-hours works should that be required.

## TERMS OF ENGAGEMENT

Refer attached for our Terms of Engagement. RSP Solutions are delivered through the integration partners of ReadySteadyPlug Pty Ltd. The trusted partner for this project will be selected by ReadySteadyPlug.

We sincerely thank you for the opportunity to present this offer, which we believe represents exceptional value. The pricing – designed to be highly competitive – is made possible in part through a government grant that RSP receives for a limited number of eligible customers.

Any questions, please do not hesitate to contact the undersigned.

Kind regards,

**READYSTEADYPLUG**

Dean Eislers, CTO
0413 221 305
dean.eislers@readysteadyplug.com

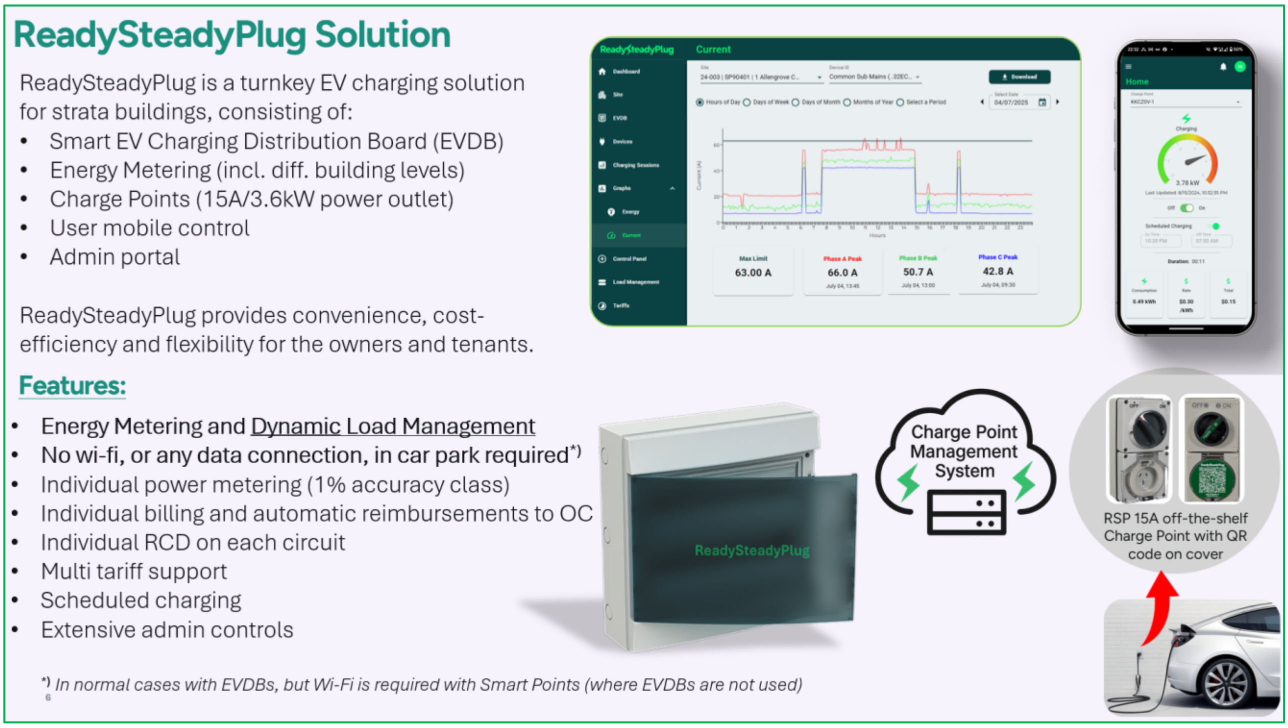
Jukka Sintonen, CEO
045 7643537
jukka.sintonen@readysteadyplug.com

Encl.

APPENDIX A – INSTALLATION SKETCHES
APPENDIX B – THE RSP PLATFORM
APPENDIX C – TERMS AND CONDITIONS

# APPENDIX B – THE RSP PLATFORM

The following is a brief summary of RSP solution, its platform and features Please refer separate file named as "*ReadySteadyPlug Product Presentation.pdf*" for RSP's basic presentation – link to the file here.



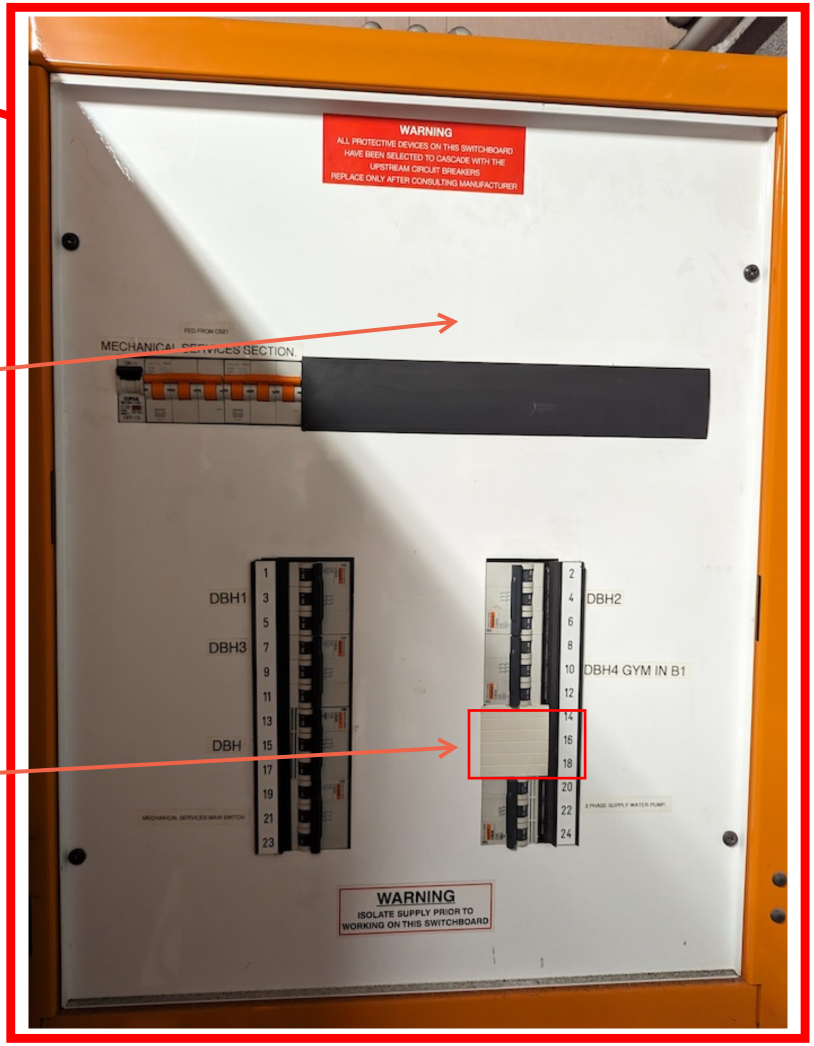

A demonstration video (over two years old and being updated.) of the platform is here.

## APPENDIX A – INSTALLATION SKETCHES


MAIN SWITCHBOARD

Install new Dynamic Load Management Metering

Install new 3-ph 63A CB



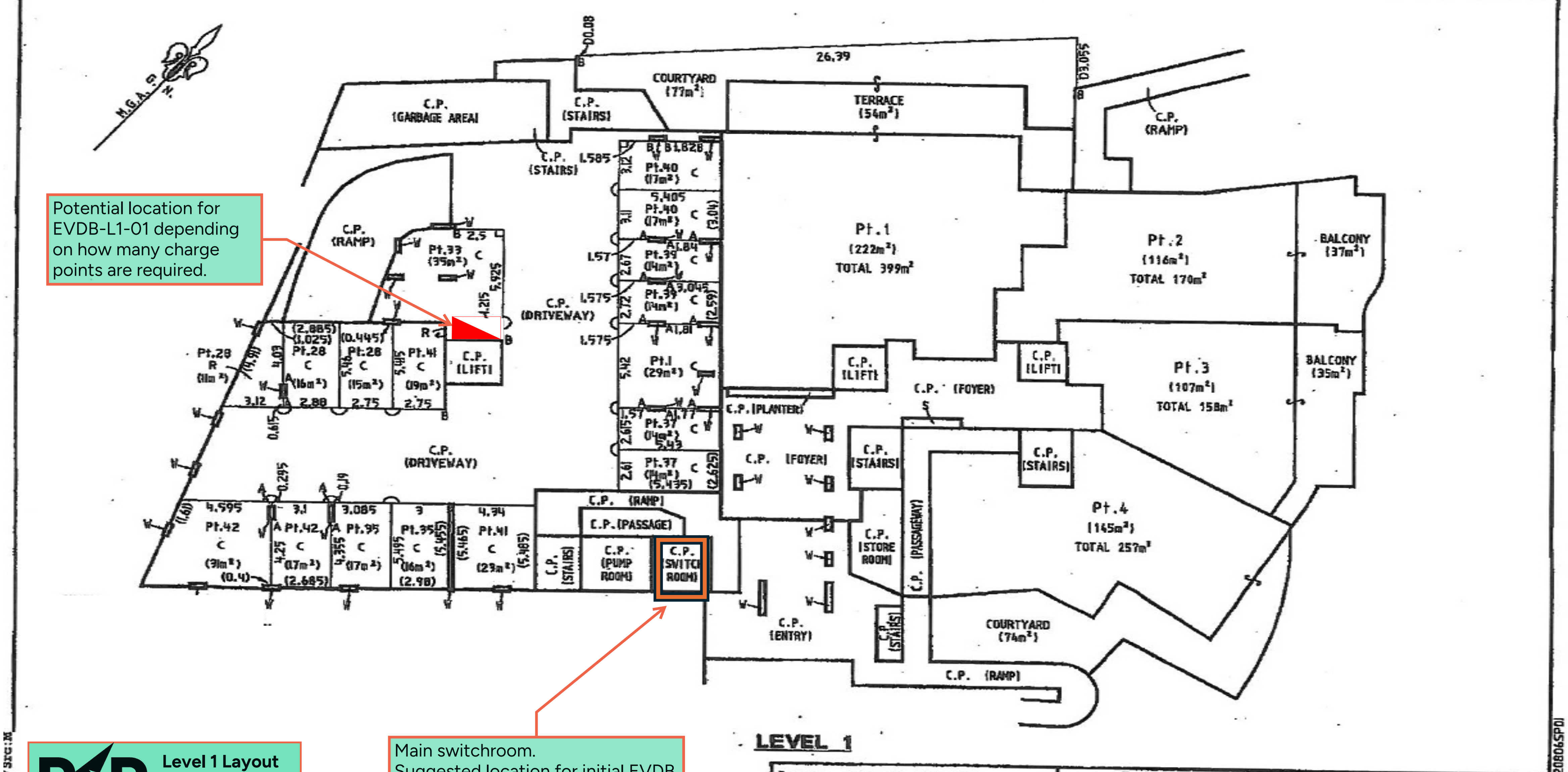

HOUSE SERVICES SECTION

House board connection 17/04/2026

STRATA PLAN FORM 2 (A3)

WARNING: CREASING OR FOLDING WILL LEAD TO REJECTION

Sheet 4 of 10 sheets




| | | | |
|---|---|---|---|
| Surveyor: DUNCAN JOHN SIM | Registered | | SP84451 |
| Surveyor's Ref: 208-06 | 18.10.2010 | | |
| Subdivision No: 91227 | | | |
| Lengths are in metres. Reduction Ratio 1: 200 | | | |

CAD REF 20806SP01

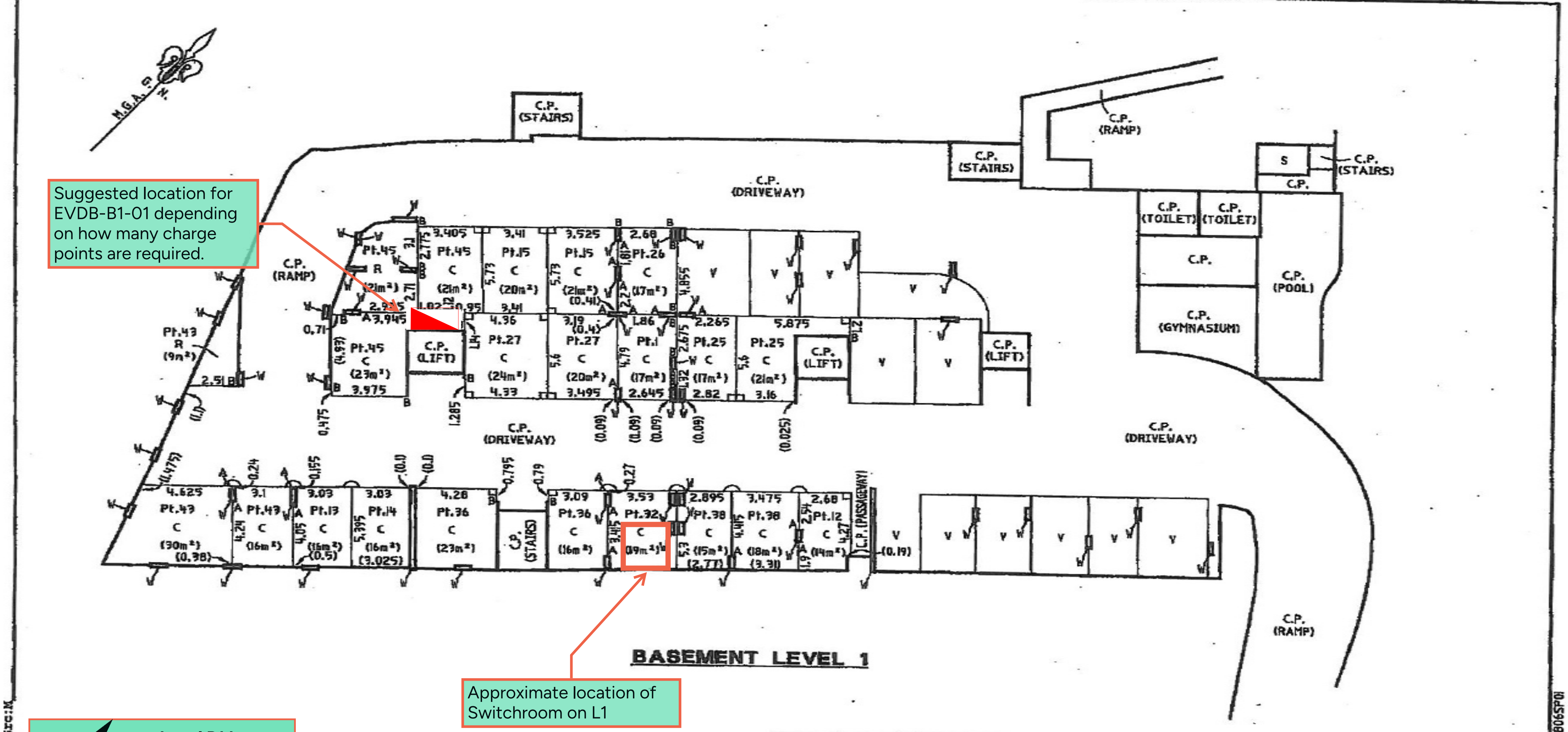
**RSP**

**Level 1 Layout**
**17/04/2026**
**Rev.03**

STRATA PLAN FORM 2 (A3)

WARNING: CREASING OR FOLDING WILL LEAD TO REJECTION

Sheet 3 of 10 sheets




| | |
|---|---|
| Surveyor: | DUNCAN JOHN SIM |
| Surveyor's Ref: | 208-06 |
| Subdivision No: | 91227 |
| Lengths are in metres. Reduction Ratio 1: 200 | |

Registered 18.10.2010

SP84451

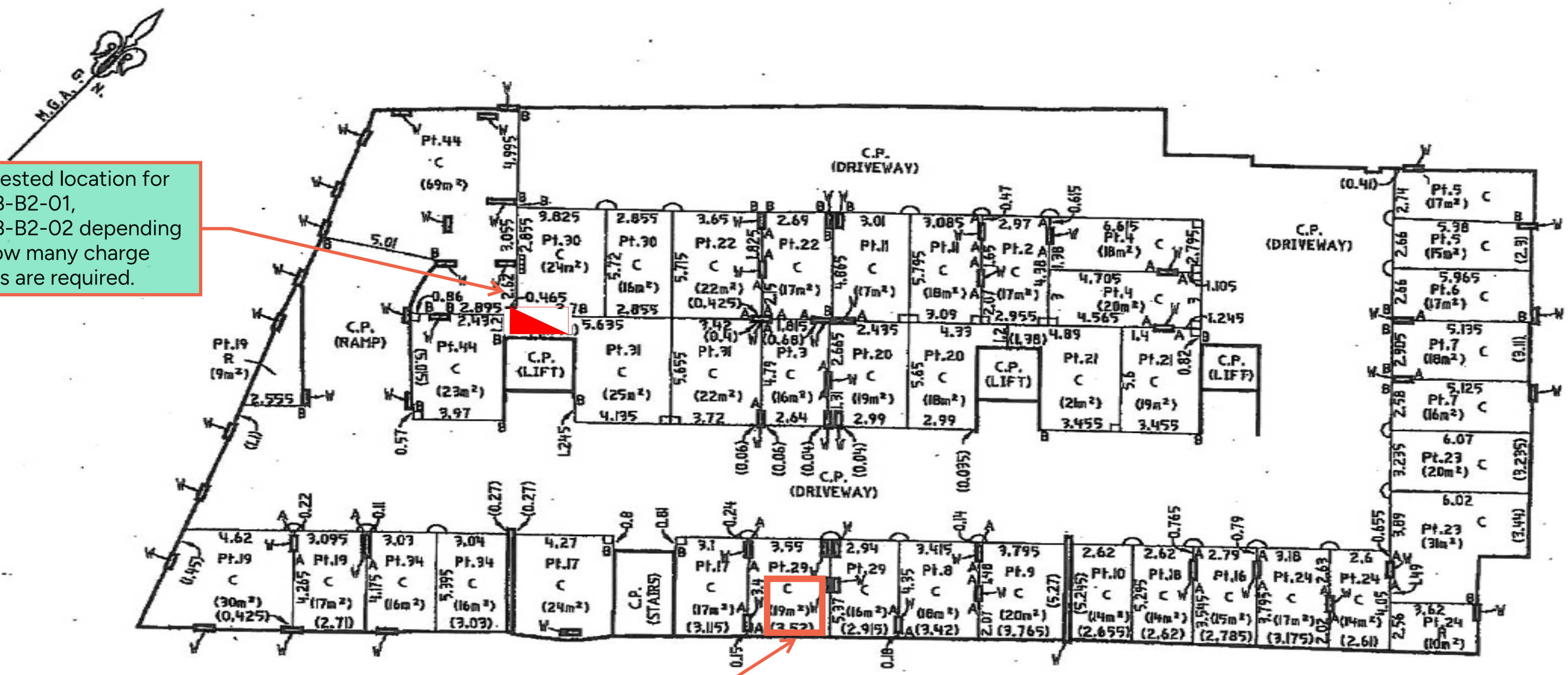
CAD REF.20806SP01

Level B1 Layout
17/04/2026
Rev.03

STRATA PLAN FORM 2 (A3)

WARNING: CREASING OR FOLDING WILL LEAD TO REJECTION






BASEMENT LEVEL 2

| | | | |
|---|---|---|---|
| Surveyor: DUNCAN JOHN SIM<br>Surveyor's Ref: 208-06<br>Subdivision No: 9/227<br>Lengths are in metres. Reduction Ratio 1: 200 | Registered<br>18.10.2010 | SP84451 | CAD REF.20806SP01 |

Level B2 Layout
17/04/2026
Rev.03

| 40 | 50 | Table of mm | 80 | 90 | 100 | 110 | 120 | 130 | 140 |
|---|---|---|---|---|---|---|---|---|---|

# APPENDIX B – TERMS AND CONDITIONS

## 1 DEFINITIONS

a. For the purposes of these terms and conditions:
   i. "**RSP**" shall mean ReadySteadyPlug Pty Ltd.
   ii. "**Customer**" shall mean the party engaging RSP to complete the works.

## 2 ACCEPTANCE OF OFFER

a. The Terms and Conditions of Offer are accepted by signing this offer, acceptance in writing or by paying the first invoice/deposit.

## 3 PAYMENT

a. The Parties agree that the contract amounts are due and payable as follows:
b. In consideration of RSP providing the goods and or services which are the subject of this agreement or quotation, the Customer agrees to pay the fees and charges for those goods and or services to RSP and acknowledges that such amounts shall become payable upon the issuing of an invoice from RSP. The Customer acknowledges that any and all liability or obligations of RSP arising under this agreement remains with RSP.
c. 30% of the Contract Sum shall be paid as a deposit and due and payable within 7 days of the acceptance of this Offer. Payment is to be made prior to RSP placing orders for materials or commencing works on site.
d. On projects that extend over a period of time, RSP will issue monthly progress payments based on the amount/percentage of work completed, invoiced and due payable within 7 days of the date of Invoice.
e. The final invoice will be issued after the agreed scope of works has been completed.
f. Where applicable, RSP may include in any invoice the value of works completed including works completed off site and the value of purchased goods for use on the project.
g. RSP will not be responsible for storage and/or protection of goods once delivered to site.
h. Ownership of any material and equipment delivered and/or installed on site shall not pass to the customer until payment in full of such materials and equipment has been received by RSP.
i. The Parties agree that the full Contract sum, including any additional costs for Variations as adjusted must be paid 7 days after the final invoice has been issued.

## 4 VARIATIONS

a. Any additional Works requested by the customer on site will be treated as a Variation to the Contract. The Variation instructions must be in writing signed by the customer or their Representative and acknowledged by RSP in writing.
b. No variations will be commenced until the Parties agree to the additional costs (if any) of the said variations. Variations to the Contract Scope of Works may include additional costs incurred as a direct result of incomplete or defective builders' work or other subcontractors on site; additional costs incurred by RSP necessitated by modifications or rework to supplied equipment as a direct result of unsuitable building structures and/or site access; any additional costs and/or Variations as submitted.

c. If RSP becomes aware of any latent conditions on site that may affect the agreed RSP scope of works and associated pricing, RSP will notify the Customer within 7 days
d. If periodic RCD testing is required after the initial installation, this is the responsibility of the customer.

# 5 INTELLECTUAL PROPERTY RIGHTS:

a. All intellectual property rights associated with RSP equipment, software & installers passwords/codes remain the property of RSP.
b. RSP warrants that it will not infringe any intellectual property rights of third parties.

# 6 WARRANTY

a. **Warranty Coverage** RSP warrants the ongoing operation of the solution, provided all fees under this agreement are paid in full and on time.
b. **Warranty Exclusions** Warranty is void if the system or any components are: Tampered with or relocated, Damaged by electrical storms or vandalism, Altered by anyone not authorised by RSP
c. **Response and Resolution Times**
    a. RSP will respond to warranty service requests within **24 hours** of initial contact.
    b. RSP will resolve the issue or implement a temporary workaround within **three (3) full working days** of initial contact.
    c. **Service Hours** Warranty repairs will be carried out between **8:30am and 5:00pm**, **Monday to Friday**, excluding public holidays.

# 7 INSURANCE AND INDEMNITY

a. The Customer agrees that, to the extent permitted by the law, RSP is not responsible for any loss or damage arising directly or indirectly out of, or in connection with, the provision of EV charging services provided by RSP to the Customer, other than any loss or damage resulting to the willful, unlawful or negligent acts of RSP or its employees.
b. The Customer agrees to indemnify RSP against all proceedings, actions, claims, demands, losses, damages, costs and expenses, which may be made, brought against, suffered or incurred by RSP which arises directly or indirectly out of or in connection with the provision of EV charging activities by RSP to the Customer, other than any direct loss or damage resulting from the willful, unlawful or negligent acts of RSP and is employees.
c. The Customer will be liable for and indemnifies RSP from any liability resulting from personal injury or the death of any person caused by a negligent act or omission of the Customer, its employees and agents.
d. RSP will maintain the following Insurances to the levels nominated in Schedule B:
    a. Public Liability.
    b. Workers Compensation Insurance in accordance with applicable legislation.

# 8 TERM AND TERMINATION

a. **Minimum Term:** This Agreement shall commence on the Effective Date and shall continue for a minimum period of two (2) years ("Minimum Term"), unless terminated earlier in accordance with the provisions herein.

b. **Termination by Owners' Corporation:** Following the expiration of the Minimum Term, the Owners' Corporation may terminate this Agreement by providing RSP with no less than 1 (1) month written notice.

c. **Termination by Owners' Corporation due to RSP's non-performance or insolvency** The Owners' Corporation reserves the right to terminate this Agreement with 30 day notice at any time under the following circumstances:

   1. RSP persistently fails to meet its operational obligations and warranty commitments as outlined in Section 6 ("Warranty"). This includes **Non-Responsiveness or Recurring Ongoing Operations Failures**, as set out below

   2. **Non responsiveness:** Prolonged Underperformance, Where the solution has exhibited poor reliability, defined as a user consistently being unable to commence a charge session (5 times in 30 days) due to a failure in the RSP system, and RSP has not demonstrated best efforts to resolve the deficiencies during this time.

   3. **Recurring Ongoing Operations Failures:** The solution requires repeated warranty-related repairs, with RSP being called to address the same or similar issues more than three times per 30-day period, across two consecutive 30-day periods.

   4. **Insolvency**: If RSP is declared bankrupt or enters into any form of insolvency proceedings.

d. **Termination by RSP:** RSP reserves the right to terminate this Agreement if the Owners' Corporation fails to pay the agreed fees in accordance with the payment terms set out herein, and such failure is not remedied within thirty (30) days after written notice of default is provided by RSP. In such event, RSP may disable or decommission the installed system without further liability.

e. **Hardware Ownership and Decommissioning Upon RSP's Termination under 8d, or Owners' Corporation Termination under 8b:** RSP shall have the right to decommission or disable the system, including EVDB(s) installed under this Agreement, unless otherwise agreed in writing by both parties.

f. **Hardware ownership and Decommissioning Upon Owners' Corporation Termination under 8c:** RSP shall **not** have the right to decommission or disable the system and all hardware, including EVDBs, installed on the site shall be transferred to the Owners' Corporation at no additional cost. The Owners' Corporation shall have full rights to modify, repurpose, or assign the hardware to a new vendor of their choosing.

g. **Preservation of Infrastructure**: Regardless of the reason or party initiating termination, RSP shall not remove, dismantle, or decommission any mains cabling infrastructure (including the 'last mile' and Charging Points) installed at the site."

h. **Intellectual Property Rights (IPR)**: All intellectual property rights related to the RSP software and hardware platform shall remain the exclusive property of the RSP. No transfer of software ownership is implied or granted under this Agreement unless separately agreed in writing by both parties.

# 9 CANCELLATION

a. In the event this agreement is cancelled prior to the commencement of RSP's services, RSP shall be entitled to payment for all completed Last Mile installation works, as well as 30% of the Initial Backbone cost to cover restocking and administrative expenses related to the site.

# SCHEDULES

## READYSTEADYPLUG DETAILS

**Legal Entity:** ReadySteadyPlug Pty Limited

**ABN:** 38 681 145 595

## SCHEDULE A – CUSTOMER DETAILS

**Client Legal Entity:** ____________________________________________________

c/- ________________________________________________

**Client ABN:** ____________________________________________________

**Nominated Representative:** ____________________________________________________

**Address:** ____________________________________________________

____________________________________________________

**Phone No:** ____________________________________________________

**Email:** ____________________________________________________

## SCHEDULE B – INSURANCES

**Public Liability:** $20,000,000

Signed by the Parties:

**Customer:** ______________________________ **dated:** _____________

**ReadySteadyPlug Pty Limited:** ______________________________ **dated:** _____________