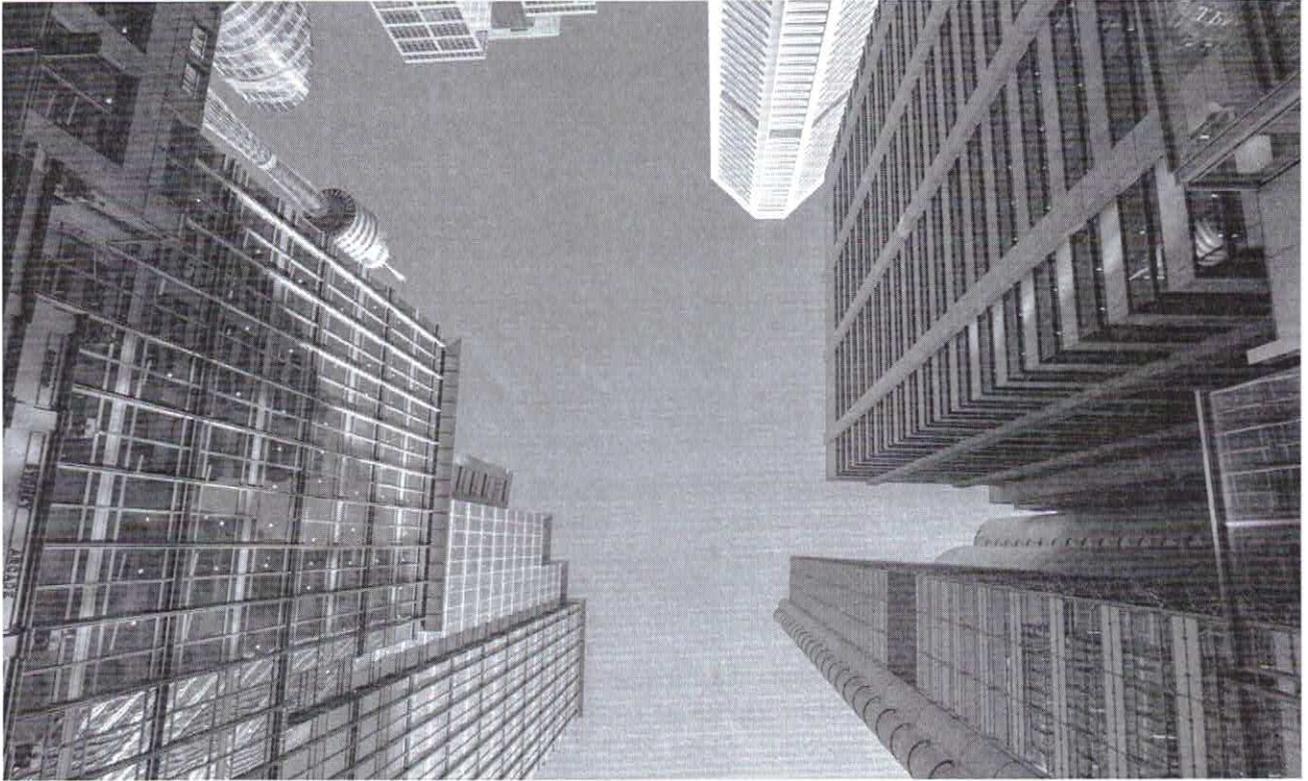


WARATAH

STRATA MANAGEMENT



COMMITTEE MEETING

Strata Plan 52948

1-15 Fontenoy Road, Macquarie Park

Date & Time: Wednesday 25 February 2026 06:00 PM

**Location: the offices of Waratah Strata Management, 17
/ 10 E Parade, Eastwood, NSW, 2122**

18 Feb 2026

Strata Plan 52948
1-15 Fontenoy Road,
Macquarie Park, NSW

Dear Owner,

1-15 FONTENOY ROAD, MACQUARIE PARK
STRATA COMMITTEE MEETING

We write in our capacity as appointed strata managing agent for your scheme.

Enclosed is the agenda for the Strata Committee Meeting scheduled for 06:00 PM on Wednesday 25 February 2026 at the offices of Waratah Strata Management, 17 / 10 E Parade, Eastwood, NSW, 2122.

Waratah Strata Management is pleased to announce that we are implementing new technology to conduct meetings and manage voting - StrataVote.

StrataVote is a software that will improve the way all owners and representatives experience meetings. It also encompasses an electronic voting platform that allows you to cast your votes either remotely or at the meeting. By introducing StrataVote our aim is to streamline your meetings, having them executed more smoothly and efficiently, and improving your overall experience. Should you require any further information on StrataVote, please do not hesitate to contact the undersigned.

Pre-meeting election voting is also available via 'StrataVote' for owners who may be unable to attend the meeting. Owners can vote on 'StrataVote' up to 24 hours prior to the meetings start time. This link is solely for pre-voting and agenda viewing. Please do not use this link to attempt to join the meeting.

Tenants:

Details of tenants occupying lots must be given to the strata manager for the purpose of maintaining the strata roll. Tenants are entitled to certain restricted participation in the affairs of the strata scheme, therefore it is important that these details are up to date. Additionally, tenant contact details are essential in case of an emergency.

Proxies:

The law imposes restrictions on the allocation of proxies, stipulating that an individual cannot hold proxies for more than 5% of all lots within the scheme. Owners should first contact their preferred proxy nominee before assigning them as a proxy, to ensure they are able to receive it and represent your lot. Alternatively you may pre-cast your vote electronically via 'StrataVote' not requiring a proxy.

Delivery of Notices:

Owners can receive their notice of meetings and levies via email, if you have received this agenda in the post and would like receive this via email, please complete the enclosed property contact form and return to our office.

Minutes & Owner Portal:

In addition to a copy being enclosed with the agenda for the next general meeting, minutes of this meeting will be made available via the Waratah Strata Management owner web portal (www.waratahstrata.com.au) 14 days after the meeting. As well as minutes, it includes a range of financial and levy information as well as documentation pertaining to your scheme. If you need assistance obtaining your portal login details or accessing the portal please contact us at enquiry@waratahstrata.com.au

We wish to thank the strata committee for their service and all owners for the ongoing trust you place in us to manage your scheme.

Should you have any further questions in relation to the above, please don't hesitate to contact me at michael.hosford@waratahstrata.com.au or on 02 9846 1645.

Yours sincerely,

Michael Hosford
Strata and Community Manager

MEETING INSTRUCTIONS

1. **ATTENDANCE** - An owner or, the company nominee of the corporation, can attend strata committee meetings but they cannot speak unless the committee allows.
2. **QUORUM** - The quorum for a strata committee meeting exists when at least half of the appointed members are present and financial.
3. **VOTING** - Each strata committee member, other than any tenant member, has one vote. The Chairperson does not have a deciding vote under any circumstances. A decision on any motion at a strata committee meeting is made by a majority vote. A member of the strata committee is not entitled to vote if they are an unfinancial owner of a lot in the scheme when the notice of meeting was given and the amounts owed by them were not paid before the meeting or if the person who nominated them is unfinancial.
4. **ADRESSING CONFLICTS OF INTEREST** - If a strata committee member has a monetary or other interest that could raise a conflict of interest in relation to matter to be considered by the committee, this interest must be disclosed at a meeting of the committee. After a member has made this disclosure they must not be present when the particular matter is discussed and they cannot vote on the matter unless the committee resolves otherwise. Details about the potential conflict of interest needs to be recorded.

**NOTICE OF STRATA COMMITTEE MEETING
OF STRATA PLAN 52948
1-15 FONTENOY ROAD, MACQUARIE PARK**

NOTICE of business to be dealt with at the Strata Committee Meeting of Strata Plan 52948 to be held at the offices of Waratah Strata Management, 17 / 10 E Parade, Eastwood, NSW, 2122 on Wednesday 25 February 2026 at 06:00 PM.

Motion 1.	MINUTES	Ordinary Resolution
<p>THAT the minutes of the last meeting of the strata committee held on 9 December 2025 be confirmed.</p> <p><u>Explanatory Note:</u> <i>This is a required motion under section 8(1)(a) of Schedule 1 of the Strata Schemes Management Act 2015.</i></p>		

Motion 2.	FINANCIAL REVIEW	Ordinary Resolution
<p>THAT the Strata Committee review and consider the current financial statements and financial position of the Owners Corporation, and provide recommendations and directions to the Strata Manager following this review.</p> <p><u>Explanatory Note:</u> <i>Clause 9(b) of Schedule 1 of the Strata Schemes Management Act 2015 requires a form of motion for adoption of the financial statements.</i></p>		

Motion 3.	WH&S REPORT	Ordinary Resolution
<p>THAT the Strata Committee acknowledge and consider the Work Health & Safety (WH&S) Report annexed to the agenda, and approve the undertaking of the recommended rectification works identified within the report to ensure compliance and to maintain a safe environment on the common property.</p> <p>FURTHER THAT the Strata Committee authorise the Strata Managing Agent to obtain quotations where required and arrange for the necessary works to be carried out, in consultation with the Committee, within the approved budget or as otherwise determined by the Committee.</p> <p><u>Explanatory Note:</u> The purpose of this motion is to authorise the Owners Corporation to undertake identified Work Health & Safety (WH&S) works to ensure compliance with its obligations under applicable legislation and to exercise reasonable care in maintaining a safe environment for persons accessing or using the common property. The proposed works are intended to address identified risks and rectify safety concerns, thereby assisting the Owners Corporation in meeting its statutory duties and reducing potential exposure to liability.</p>		

Motion 4.	BOOSTER CHARGER FIRE RISK	Ordinary Resolution
<p>THAT the Strata Committee review the recent fire incident involving a booster charger and consider whether to recommend to the Owners Corporation the introduction of a new by-law regulating the use of booster chargers and non-certified charging devices within the scheme.</p> <p><i>Explanatory Note:</i> A small fire recently occurred within the building caused by a device being charged using a booster-type charger. While the incident was contained, it highlights a potential fire safety risk. The committee will review the matter and determine whether a new by-law should be recommended to better manage this risk and protect residents and common property.</p>		

Motion 5.	LIFT KEY FOB ACCESS CONTROL	Ordinary Resolution
<p>That the Strata Committee review and make a recommendation to the Owners Corporation regarding the implementation of a lift access control upgrade to enable security key fob/swipe card operation for lift travel between levels, comprising:</p> <ul style="list-style-type: none"> • The proposal from H&T Security (Ref: FERQ28229) for the supply and installation of lift swipe card access readers at basement lift entrances, associated intercom integration works, and related lift interface works for the total sum of \$21,500.00 (excl. GST), subject to the terms and conditions of the quotation; and • The quotation from Liftronic Pty Limited (Tender No: 029691-1) for labour assistance with the installation and integration of the security fob access system on four (4) lifts for a contract sum of \$2,328.00 plus GST (total \$2,560.80 incl. GST), based on 8 hours of work during normal business hours, with any additional hours to be charged at the applicable hourly rate <p><i>Explanatory Note:</i> This motion relates specifically to improving building security through controlled lift access using key fobs/swipe cards. The works will restrict and manage lift movement between levels (including travel up and down from basement areas), reducing unauthorised access and improving resident safety. Two contractors are required to complete the work. H&T Security will supply and install the access readers and control components, while Liftronic Pty Limited will provide the necessary lift contractor support to integrate the system safely with the four lifts. Separating this motion allows the building to proceed with lift security improvements independently of the intercom upgrade if desired.</p>		

Motion 6.	INTERCOM SYSTEM UPGRADE WITH VIDEO AND CAMERAS	Ordinary Resolution
<p>THAT the Strata Committee review and make a recommendation to the Owners Corporation regarding the proposed upgrade of the building intercom system to a DUOX PLUS video intercom system, comprising:</p> <p>The proposal from FERMAX Australia dated 08/08/2025 (Ref: FERQ28208) for the supply and installation of a DUOX PLUS video intercom system upgrade, utilising existing cabling and including WiFi-enabled video monitors, at a rate of under \$350.00 (excl. GST) per lot, subject to confirmation following a detailed on-site inspection.</p> <p><i>Explanatory Note:</i> This motion relates to modernising the building's intercom system by installing a video-enabled solution with camera capability and WiFi-connected internal monitors. The upgrade will allow residents to visually identify visitors and use enhanced access features, including potential mobile connectivity depending on configuration. The proposal is based on using existing cabling to minimise disruption and cost, with pricing calculated per lot and subject to confirmation after a detailed on-site inspection. Separating this motion allows owners to consider the intercom and camera upgrade independently from the lift access control works.</p>		

Motion 7.	INSURANCE UPDATE	Ordinary Resolution
<p>THAT the Strata Committee request the Strata Managing Agent to provide an updated insurance report, for review and consideration by the Committee.</p>		

Motion 8.	ROOF MEMBERING	Ordinary Resolution
<p>THAT the Strata Committee undertake a preliminary review of the application and the three submitted quotations for the B Block rooftop waterproofing/membrane works, and provide a recommendation to the Owners Corporation, comprising:</p> <ul style="list-style-type: none"> • H2O Fix Waterproofing, \$27,000.00 plus GST • First Response Maintenance Solutions (Option 2 only), \$59,520.00 plus GST • East Coast Membranes, \$57,600.00 plus GST <p><u>Explanatory Note:</u> The B Block rooftop requires waterproofing and membrane works to address existing deterioration and to prevent potential water ingress and associated damage to common property and lots below. To assist the Strata Committee in making an informed decision, three quotations have been obtained from H2O Fix Waterproofing, First Response Maintenance Solutions (Option 2 recommended for consideration), and East Coast Membranes.</p> <p>The purpose of this motion is for the Committee to review the submitted quotes, discuss the scope and pricing, and select a preferred contractor so the necessary works can proceed in a timely manner and minimise the risk of further deterioration or costly future repairs.</p>		

Motion 9.	APPLICATIONS	Ordinary Resolution
<p>THAT the Strata Committee undertake a preliminary review of the following applications and provide recommendations and proposed instructions to the Owners Corporation for consideration and determination:</p> <p>Lot 50 – Gate installation application</p> <p>Lot 163 – Renovation works application</p> <p><u>Explanatory Note:</u></p> <p>The purpose of this motion is for the Strata Committee to carry out a preliminary review of two applications received from lot owners and provide considered recommendations to the Owners Corporation before any formal decision or instruction is issued.</p> <ul style="list-style-type: none"> • Lot 50 – Gate installation: The owner has made an enquiry and is expected to submit an application seeking approval to install a gate. As the proposed installation may affect common property, building appearance, access, or safety, the Committee will review any submitted plans, specifications, and supporting information and provide a recommendation to the Owners Corporation on whether the proposal should be supported, supported subject to conditions, or whether further details or a by-law may be required. • Lot 163 – Renovation works: The owner has submitted an application for proposed renovation works, including plans and supporting documentation. As these works may impact common property, building structure, services, or external appearance, the Committee will review the submission and provide a recommendation to the Owners Corporation on whether the works should be supported, supported subject to conditions, or if further information or approvals are required. <p>Following the Committee’s review, any required approval, conditions, or instructions will be referred to the Owners Corporation for consideration and formal determination at a General Meeting, particularly where the works involve common property, require a by-law, or otherwise exceed the Committee’s authority.</p>		

Motion 10.	GENERAL BUSINESS ITEMS	
<p>THAT any further matters be discussed or attended to and/or placed on the next general meeting agenda.</p>		

**MINUTES OF THE STRATA COMMITTEE MEETING
OF Strata Plan NO: 52948
1-15 FONTENOY ROAD MACQUARIE PARK**

MINUTES of business to be dealt with at the Strata Committee Meeting of Strata Plan 52948 held at North Ryde Golf Club, Twin Road, North Ryde on Tuesday, 09 December 2025, immediately after the Annual General Meeting.

Meeting Date	9 December 2025 06:00 PM		
Date Notices Sent	7 November 2025		
Due by Date	9 December 2025		
Committee Members	Lot 34	Jeffrey Wang	Committee member present
	Lot 68	Simon Sheen	Committee member present
	Lot 72	Carole Gan	Committee member present
	Lot 88	Marianna Paltikian	Committee member present
	Lot 112	Carlos Montoya	Committee member present
	Lot 136	Carole Gan	Committee member present
	Lot 142	Genelle Godbee	Committee member present
	Lot 159	Ramesh Desai	Committee member present
	Lot 200	Giuseppe Spatola	Committee member present

Motion 1	
Minutes	Ordinary Resolution Submitted by Strata Committee
THAT the minutes of the last meeting of the strata committee held on 6 February 2025 be confirmed.	
RESOLVED	

Motion 2	
Disclosure of Pecuniary Interest	Ordinary Resolution Submitted by Strata Committee
<p>THAT the strata committee resolves to:</p> <ol style="list-style-type: none"> 1. receive any disclosures under clause 18 of schedule 2 of the <i>strata schemes management act 2015</i> regarding pecuniary interests; 1. record any such disclosures in a book kept for that purpose; and 1. determine a fee for payment for inspection of the disclosure book. 	
RESOLVED	

Motion 3	
Election of Office Bearers	Ordinary Resolution Submitted by Strata Committee
<p>THAT the office bearers positions for chairperson, treasurer & secretary will be nominated and elected.</p>	
MOTION DEFEATED	

Notes
<p>We do not have positions on the committee as this focusses unwarranted attention from Lot 158 to the point of his repeatedly summoning one person, rather than the committee to appear before NCAT.</p>

Motion 4				
Motion to Elect a representative and Substitute Representative for Liaison with Waratah Strata Management	Ordinary Resolution Submitted by Strata Committee			
<p>THAT the Strata Committee elect a representative and substitute representative to be the nominated contact person(s) to liaise/instruct Waratah Strata Management on behalf of the Strata Committee.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Name</td> </tr> <tr> <td>Simon Sheen</td> </tr> <tr> <td>Joe</td> </tr> </table>		Name	Simon Sheen	Joe
Name				
Simon Sheen				
Joe				
RESOLVED				

Motion 5	
Compliance with Strata Hub Requirements	Ordinary Resolution Submitted by Strata Committee
<p>THAT the strata committee resolves to authorise the strata manager to comply with the owners corporation obligations under Part 7 Division 2 of the Strata Schemes Management Regulation 2016 by inputting the mandatory information into the NSW Strata Hub, this year and on an ongoing basis and to charge in accordance with the terms of its agency agreement including charging the disbursements of \$3 per lot specified under the relevant legislation, or such amount as is determined from time to time.</p>	
RESOLVED	

Motion 6	
Appointment of Emergency Contact	Ordinary Resolution Submitted by Strata Committee
<p>THAT The strata committee resolves to appoint one of the below as the NSW Strata Hub emergency contact in accordance with Part 7 Division 2 of the Strata Schemes Management Regulation 2016 and for their details to be inputted into the NSW Strata Hub.</p>	
RESOLVED	

Motion 6 Alternatives	
Alternatives for Appointment of Emergency Contact	Motion Alternatives Submitted by Strata Committee
<p>(Option A) The Strata Managing Agent / Building manager.</p> <p>(Option B) The Chairperson.</p> <p>(Option C) The Secretary.</p>	
'OPTION A' has been selected with the highest votes.	

Motion 7	
Record Chairperson's Details on NSW Strata Hub	Ordinary Resolution Submitted by Strata Committee
THAT the Chairperson's contact information be recorded on the NSW Strata Hub.	
MOTION DEFEATED	

Motion 8	
Record Secretary's Details on NSW Strata Hub	Ordinary Resolution Submitted by Strata Committee
THAT the secretary's contact information be recorded on the NSW Strata Hub.	
MOTION DEFEATED	

Motion 9	
General Business Items	
THAT any further matters be discussed or attended to and/or placed on the next committee meeting agenda.	

Notes
<ul style="list-style-type: none"> • For the committee to meet more often. • If the committee can have a formal meeting once a quarter. • To have a meeting with Core (fire contractor), Steve, and the committee. • The double-up of the invoices to be shared with Rachel. • Someone smoking in Level 7 – issuing a breach of by-law to Unit 129. • Installing EV chargers with apps so owners/committee can charge. • If owners can bring a cable to their garage for EV charging. • Review major and minor applications for renovations.
<p>Comments from committee:</p> <ul style="list-style-type: none"> • Stan is retiring after 27 years as a wonderful member of the Strata Committee - since it's inception! • We do not have positions on the committee as this focusses unwarranted attention from Lot 158 to the point of his repeatedly summoning one person, rather than the committee to appear before NCAT. • 3. Steve and Sandra Carbone have superbly managed/taken care of our complex since taking on their roles with us. • The owners at the meeting warmly responded to the work of Stan, Steve and Sandra and were thanked for their overwhelming support of the Strata Committee, particularly during this year's three! NCAT attendances. • Lot 158's proxy motion votes and presumably voting for himself for the committee need to be acknowledged.

WARATAH

STRATA MANAGEMENT

OWNER DETAILS FORM

Owner Details:

Strata Plan: _____

Lot/Unit # _____

Owner/s Name/s:

Postal Address:

Contact Details:

Phone:

Fax:

Mobile:

Email:

Do you want to receive your correspondence by email?

Yes / No

Do you want levy notices sent to a Rental Agent?

Yes / No

Do you want all correspondence sent to a Rental Agent?

Yes / No

Rental Agent Details: (if property tenanted)

Agents Name:

Agents Address:

Contact Details:

Phone:

Fax:

Mobile:

Email:

Tenant Details: (if property tenanted)

Tenants Name:

Contact Details:

Phone:

Fax:

Mobile:

Email:

WARATAH

STRATA MANAGEMENT

AUTHORITY APPOINTING COMPANY NOMINEES

To	Secretary, Strata Plan No: 52948	From	
Address	c/- Waratah Strata Management PO Box 123 EASTWOOD, NSW 2122	Address	

Dear Sir/Madam

Please be advised that the company authorises:

1. whose Australian address for service of notices is;
2. Or in their absence, whose Australian address for service of notices is;

to exercise or perform on its behalf any power, authority, duty or function conferred on the company as owner/mortgagee/covenant chargee* of lot/s 158 in Strata Plan No 52948 and to act as the company nominee.

Please indicate below your signature whether you are a sole director/secretary.

DATED: 20

THE COMMON SEAL of)
)
was hereunto affixed by)
authority of its Board of)
Directors in the)
presence of:) sole director / secretary

A company may execute a document without using a common seal if the document is signed by:
(a) 2 directors of the company; or
(b) a director and a company secretary of the company; or
(c) for a proprietary company that has a sole director who is also the sole company secretary--that director.
If this form is signed by only one person, it will only be valid if at the date of signing, the company had a sole director/secretary.

Please indicate below your signature whether you are a sole director/secretary.