

**MINUTES OF THE MEETING OF THE STRATA COMMITTEE
OF THE OWNERS CORPORATION
STRATA PLAN 22906
THE WATERTOWER**

Wednesday 10 Nov 2021
[Virtual \(Zoom\) Meeting](#)

The meeting opened at 7.08 pm

In attendance:

Committee: Marie O'Brien (MO), Max Middleton (MM), Margaret Brodie (MB), Thu Tuyen To (TT), Aaran Creece (AC), Adrian Holdsworth (AH), Jessica Carolin (JC)

Chair: MO

Quorum: Yes

1. Apologies: n/a

2. Meetings/ Minutes

- 2.1. Minutes of previous meetings:
○ 11/8/2021 confirmed and accepted

3. Review Actions from previous meeting(s) requiring further discussion and/or carried forward (if not included separately)

- 3.1. Window Defect/ Warranty Issue RBS
Status: Completion signed off by RBS Engineer (P Karsai) 21/12/2020 (Warranty for one year – to be reviewed/finalised). Meeting scheduled for 1/12/2021 with PeterK/MartonM/MaxM/MargaretB/MarieO
- 3.2. 24/2/2021 U404 skylight needs attention
Status: CAE engaged to attend. COVID lockdown restrictions have delayed action.
- 3.3. 2/5/2021: Contractor advised air-conditioners for U601 and U602 in need of attention
Action: MM to advise owners and follow up
- 3.4. 21/6/2021: U317 reports rain leaks in living room. OC Investigation and testing points to owners aircon sealing problems.
Actions:
- OC costs of investigations to date payable by Owner - MM to advise and bill
 - MM to follow up with owner / owner's project mgr (Heather Flood) for further action

4. Financial Matters

- 4.1. Profit & Loss @ 9/10/2021 reviewed
- 4.2. Levy Arrears (with more than 2 quarters in arrears) – noted 1 owner with satisfactory payment plan underway
Action: MM/MB to monitor repayments agreed and/or reminders

5. Updates on Projects

- 5.1. Garden & related activities
○ No activity
- 5.2. Vodafone mobile / antennae tower
Note: Ongoing access requests for configuration updates, defect investigations and emergency after hours requests.
- 5.3. TELSTRA mobile tower/ antennae proposal
Status: MM/MB and Telstra (Kordia) accepted HOT key terms – (e.g. annual lease \$, term and annual increment rate).
Note: Kordia replaced by newly appointed intermediary BMM Group
Action: MM/MB to draft lease and issue to Telstra legal representative.
- 5.4. COVID-19 issues
Agreed:
- Gym and pool areas available to fully vaxxed residents only. MM issued comms 11/10/2021.
 - To reopen Sauna under same booking conditions/aligned to gym.
- Actions:* MM/MO to issue communications to residents
- 5.5. Station Upgrade (Transport for NSW)
Status
- Progress and ongoing monitoring and discussions with Novorail

- 5.6. Atrium remediation works
Status: 9/11/2021 Contract and associated documentation completed: MM/MB signed contract on behalf of OC with SRRB builders; Home Warranty Insurance being arranged by SRRB.
Agreed: Work start date mid-Jan (targeted for 17/1/2022)
Action: MM to advise residents and owners of impending works (including 2x palm tree removal)

6. Building Management & Maintenance

- 6.1. Roller Door – Cornwallis Street in disrepair
Agreed: Accept quote from Thompsons Roller Doors to proceed with repair.
- 6.2. Full rodent/cockroach pest service completed 19/10/2021 - closed
- 6.3. Gym Airconditioning installed 2/11/2021 - closed
- 6.4. Pool Maintenance
- Circulation pump repaired
 - Roof solar panel and system to be inspected and checked for correct functionality
 - Pool light to be replaced
- Action:* MM to follow up these items
- 6.5. Water leaking in to U305 kitchen ceiling
- Investigations 22/4/2021 and 1/11/2021 were inconclusive
- Action:* MM to arrange for deeper investigation from underside by removing part of ceiling.
- 6.6. Balcony leaks
- U401 balcony to U302 – remediation required
 - U403 balcony into U305 – remediation required
- Status:* SRRB engaged for testing and remediation; timing to be advised for undertaking work.

7. Strata Administration & Compliance

- 7.1. Fire Safety Measures and Upgrades
Note: Annual assessment and Annual Fire Safety Status completed - closed
- 7.2. Pool Compliance (3 yearly) Certificate issued – closed
- 7.3. Unit 4 bylaw incorporated and Certificate of Title updated by NSW LRS – closed
- 7.4. Ground Floor Parcel Box report reviewed
Note: Well used and positive feedback from residents - costs substantiated
- 7.5. Telephone land lines for OC to transition to NBN
Status: MM facilitated and actioned with Telstra
Action: MM to engage Romtech to transition emergency fire system telephone call out from landline to wireless.

8. Other incidents/activities/complaints, etc.

none

9. Inward correspondence received (not previously covered or in pipeline) requiring review/decisions/noting

- 9.1. 6/10/2021: U403 re status with EMV charging station
Noted: MM responded about Mirvac's extensive free and fast charging stations adjacent in ATP
- 9.2. U212 airconditioning request
Agreed: approved on basis of solution submitted

10. Other matters (if raised/received/noted at meeting)

- 10.1. Xmas Party Sunday 12/12/2021 discussed
Agreed: Sub-committee comprising AC/MB/MO to facilitate and organise; MM to send out invitations
Note: Only available for adult residents who can prove double vaxxed – COVID marshal to check on arrival.
- 10.2. Disabled access – front stairs railing discussed
Action: to be progressed more comprehensively in new year

11. Next meetings:

- TBA

The meeting closed at 8.15pm