

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

Wednesday 11 Aug 2021
[Virtual \(Zoom\) Meeting](#)

The meeting opened at 7.13 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:
o 19 May 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 (Karsai) 21/12/2020 (Warranty for one year – to be reviewed/finalised)
Action: MM to follow up
- 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 and disruption.

4. Financial Matters

- 4.1. Profit & Loss @ 30 June 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
o No activity
- 5.2. TELCOS – Mobile Towers
o TELSTRA mobile tower/ antennae proposal
Status: Ongoing negotiations with *Kordia Solutions* re key items (lease \$ and term)
- 5.3. COVID-19 issues
o Reopening of Sauna – input/examination material reviewed
Agreed: remain closed
- o Lockdown implications on Tom (cleaner) not permitted to travel from LGA of concern
Agreed: MM engaged stand in cleaner (Geoffrey Parker) on limited service 8-10 hours per week as interim measure and to arrange for touch spots to be regularly disinfected.
- o Gym – note public health orders re delta variant
Agreed: Gym to be closed until deemed safe to reopen. Residents advised 5/8/2021.
- 5.4. Station Upgrade (Transport for NSW)
Status
o Pre-dilapidation assessment reports received – MM to issue to owners
o Ongoing monitoring and discussions with Novorail
- 5.5. Atrium remediation works
Noted that this work is a priority for 2021 – it has been targeted since 2017-18.
o 4/8/2021 received BCRC Engineer's RFT report and recommendation. The report demonstrated comparative alignment of the 2 tenders quote/estimates (~\$500K) and recommended SRRB as having the more relevant experience in this type of work.

Agreed: To proceed as recommended and to get the work underway as soon as the preliminary documentation is completed. However it was noted that the COVID lockdowns will impact the start date in terms of contractors allowed to travel from LGA's of concern and other construction work restrictions.

Next Steps: Contract and Home Building Insurance to be established.

6. Building Management & Maintenance

- 6.1. Water leaking
 - U305 kitchen ceiling
Status: Plumbers investigated/tested 22/4/21 with no evidence from above apartments. Now on watch for any further occurrence.
- 6.2. Ceiling repair
 - U306 ceiling damage
 - U406 inside lounge window damage
Status: Monitor for further occurrences before repair
- 6.3. Balcony leaks
 - U401 balcony to U302 – remediation required
 - U403 balcony into U305 – remediation required
Status: SRRB engaged, however commencement delayed due to lockdown restrictions.
- 6.4. Graffiti/tagging external walls – many instances
Status: ongoing cleaning and repainting
- 6.5. Jemena gas hot water infrastructure
Status: Zinfra engaged by Jemena to replace a number of hot water meters – seems that this is on hold due to lockdown restrictions as there has been no further advice nor correspondence from either party.

7. Strata Administration & Compliance

- 7.1. Fire Safety Measures and Upgrades
 - Note that NFS has now been taken over fully Wormold; our contract defaults to Wormold.
 - Sprinkler system issues with false alarms and pressure problems
Status: Further additional sprinkler panel components installed (\$13K) – sprinkler system now fully operational.
 - Annual Fire Safety Statement due 11 September 2021.
Action: MM to inform NFS/Wormold re date and to engage compliance inspection official.
- 7.2. Building Insurance 2021-22
Confirmed/noted: Renewed as recommended by broker AON: Bldg SI= \$30.5M; Prem= \$34,794 (incl.GST).

8. Other incidents/activities/complaints, etc.

- 8.1. Gym bookings – complaints re non-compliance with rules for cancellations and booking sequential days at peak times.
Agreed: Hold over actions until gym reopens.
- 8.2. 9/5/2021: Ongoing noise complaint from one apartment against apartment above.
Noted: 16/6/2021 mediation with 2 committee members took place. Report recorded.

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

- 9.1. 21/6/2021: U317 reported leaking into living room through roof.
Status: Investigation by OC found that owners aircon was the problem allowing rain down the ducting from the roof.
Action: MM to advise owner re cost responsibility for investigation and to facilitate owner's contractor access for repair.
- 9.2. 17/8/2021: Resident U302 suggestion to take up Council's trial of food scrap recycling.
Noted: This was previously considered in 2018 but not agreed to proceed.
Agreed: Not to proceed due to resource constraints: space and allocation of a champion/owner to manage.
Action: MM to thank and advice resident.

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

- 10.1. Bylaw relating to Unit 4 renovations
Status:
 - 22/5/2021: Owner's consent of bylaw executed
 - 11/8/2021: Bylaw registered with NSW Lands Titles Office

11. Next meetings:

- TBA

The meeting closed at 7.56pm