

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

Wednesday 20 May 2020
[Virtual \(Zoom\) Meeting](#)

The meeting opened at 7.17 pm

Present:

Committee: Marie O'Brien (MO), Fenn Gordon (FG), Jessica Carolin (JC), Max Middleton (MM), Margaret Brodie (MB), TT Davidson (TT), Aaran Creece (AC)

Quorum: Yes

1. Apologies: n/a

2. Meetings/ Minutes

2.1. Minutes of previous meetings:

- 25 February 2020 confirmed and accepted
- 20 March 2020 (COVID) confirmed and accepted
- 31 March 2020 (Post-AGM) confirmed and accepted.

2.2. Review format and outcomes of AGM

- Discussed and agreed that pre-AGM information meeting could be held at any time if AGM was to be held electronically in future

3. Review Actions from previous meeting(s) requiring further discussion and/or carried forward

- c/f U403 sliding door issue

4. Financial Matters

4.1. Profit & Loss statement Note: @April 2020 reviewed – no action

4.2. Levy Arrears (with more than 2 quarters in arrears) – noted 4 owners with 2 qrt arrears.

4.3. Agreed approach re treatment of rental income (as per ATO ruling)

5. Updates on Projects

5.1. Garden & related activities

- No activity

5.2. Window Defect/ Warranty Issue RBS

External white leaching from new window-sills on east and west façades.

Reviewed: lawyers and engineers emails and documentation in regard to RBS proposal

Noted: Court proceedings adjourned again (last time) to 1 July

Noted: Bannermans to draft agreement (incorporating SOW) this week for MM/MB to review.

Next Steps: All parties to reach and confirm agreement on SOW and agree work plan

5.3. Lift Modernisation / Upgrade

Status:

- Lift modernisation work now planned to commence Monday 10 August;
- There will be no lift service for 10 weeks

Next steps:

- Interior design to be signed off by Committee at Electra's sales office on 3rd June
- MM to advise residents and owners of new planned start date and include mention of support arrangements being developed (issue after 3rd June)

5.4. Security Changes to stairwells fire door / FOB access, etc

Agreed: Accepted quote \$11K from Sydney alarms and NFS's proposal to install fire trips in 3 basement doors

Action: MM to confirm quote and arrange for work to be undertaken

5.5. CPSGlobal / VHA-Vodafone lease of rooftop space for the installation of mobile antennae.

Status: All outstanding work now completed /closed

5.6. Lighting upgrade in basement and ground level car parks

Agreed: Accepted quote \$17K from Luminous Electrical

Action: MM to confirm quote and arrange for work to be undertaken

5.7. COVID-19

Noted: Additional cleansing and sanitizing measures and gym management system working well.

5.8. Transport NSW – proposed station accessibility upgrade

Status: Environmental Impact Statement (EIS) imminently due for release

5.9. Eastern Roof Skylights

Status: completed / closed

6. Building Management & Maintenance

6.1. 7/8/9 Feb 2020 Rain ingress notifications from unprecedented 3-day cyclone ranging from one unit being severely impacted to minimal/minor/temporary impacts in others.

- Roof leaking into U602 – considered caused by faulty designed air vents
Status: Vents over U601 and U602 modified and re-sealed to roof by CAS – closed.
- Severe leaking into ceiling from roof and into U318 from box gutter on western roof line (4rd floor)
Status: Box gutter issues repaired by CAS – closed

Outstanding

- U306, U305, U406 – yet to be inspected and repaired
Action/Status: MM to address and arrange internal repairs

6.2. 18 Feb 2020: Rain ingress notifications from severe storm from west

Outstanding - U206 – walkway floor/wall seal on 3rd floor to be remediated & repair internals

Action/Status: (c/f) MM to arrange repair of perished seal between floor tiles and bricks on level 3 (east)

6.3. 20 March 2020 Pest service (cockroaches, spiders, other vermin) undertaken in common areas

6.4. 12 Feb 2020: U404 leaking into U307 kitchen and bedroom ceiling (cracked sewer)

Status: Completed / closed

7. Strata Administration & Compliance

7.1. Annual Fire Safety Statement 2020 – certifiers defects (August 2019 report) to be actioned.

Status: MM to continue to progress

8. Other incidents/activities/complaints, etc.

none

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

- U207 (17/3/20) – Minor kitchen renovations notice / confirmed / closed
- U212 (20/3/20) – request to paint internal window – MM issued response – closed
- U310 (20/3/20) – note to Committee re any action during COVID about levies – MM responded – closed

10. Other New Business

Noted: Anzac holding candle end of driveway took place

11. Next meetings:

- Strata Committee 21 July 2020

The meeting closed at 8.58pm

Carried forward (remains on agenda)

- 11.1. Pool Slab condition /ACOR Engineers recommendations
Status: MM is in consultation with another contractor to quote and repair areas on slab where seepage and damage evident.
- 11.2. Redwatch and Central to Eveleigh corridor project
 - Monitor for community notifications and invites.
- 11.3. Canopy on external front entry
Status: New supplier (Sunshade OZ) has measured – awaiting quote
Resolved: To hold off and consider at later date.
- 11.4. Roof repairs identified in roof survey report
Resolved: As not included in 2016 budget, to hold off and consider as an item in 2019/20 budgets
- 11.5. BaseFX quote \$23,800 for Walkway over south ridge and box gutter (south west roof area) and along western roof valley – approx. 50 metres)
Resolved: As not included in 2016 budget, to hold off and consider as an item in 2019/20 budget
- 11.6. Air- conditioners Assessment
 - Other air-conditioners – assessment and cost estimates to comply with building code received for external units.
Status: Outstanding Units: 3, 4, 109 (partly completed (drainage), 114, 301, 405, 601, 602
Action: MM to follow up with owners/contractor (as required)
- 11.7. Plumbing/leakage items on watch for further occurrences:
 - Office Unit 8 / Unit 107 – Plumbers DR King have investigated and found issues with shower in Unit 107. Tenant will advise owner.
 - Unit 306 – water leaking down SE corner of wall/cornice from balcony/join in Unit 403. DR King have made initial investigation but source not entirely clear. MM has made an inspection and taken photos of a couple of areas where there is evidence of dampness
 - Unit 306 – new leak over living room
 - Unit 314 – evidence of dampness in western side above window. Remedial Building have sighted.
 - Level 1 water ingress to ground level Unit 5 below. This is related to the balcony runoff.
 - U201 bathroom into U101
- 11.8. Signs on each floor opposite lift to indicate apartment numbers direction to follow
 - *MM to arrange after upgrade/painting of common areas*
- 11.9. Sydney City Council requested to write up a case study for Watertower once the lighting upgrade with LED's has completed.
- 11.10. Building Security Upgrade: Other stages including CCTV and computerised access to the basement roller doors will be considered against other priority budget items, later in the year.
- 11.11. Painting of internal corridors and apartment doors for levels 1, 2 and 3 carried forward to review in 2020 and beyond budgets.
- 11.12. Lobby double doors to garden rubbing/scraping (MR). Issue is whole steel framed glass wall is warped. MM did have locksmith attend, but they were unable to offer a solution.