

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

Tuesday 8 December 2020
[Virtual \(Zoom\) Meeting](#)

The meeting opened at 7.03 pm

In attendance:

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

Guests: Novorail & TfNSW: Tania Harper & Simon Cousins (From 7.30pm to 8.10pm)

Chair: MO

Quorum: Yes

1. Apologies: None

2. Meetings/ Minutes

2.1. Minutes of previous meetings:

- 6 October 2020 confirmed and accepted

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

3.1. *Status* – carried forward/in progress

- U306 – ceiling staining - move to monitor
- U406 lounge window - move to monitor
- U305 ceiling/SE corner work

Action: MM to arrange contractor to repair/patch

4. Financial Matters

4.1. Profit & Loss (to be reviewed CYTD next meeting)

4.2. Levy Arrears (with more than 2 quarters in arrears) – noted 2 owners with payment plans underway

Action: MM/MB to monitor repayments agreed and/or reminders

5. Updates on Projects

5.1. Garden & related activities

- No activity

5.2. Window Defect/ Warranty Issue RBS

Status:

- Works completed 14 November 2020 by RBS under supervision of P Karsai
- OC Engineer BCRC provide onsite QA during rectification
- Painted areas appear patchy
- MM/MB/MO met both party engineers on site 20 November 2020 to review rectification

Agreed: As recommended by engineers to monitor over next 6 months for any issues with the work and then to meet again.

5.3. Lift Modernisation / Upgrade

Floor difficult to clean (light colour). Quote received from Electra lift to replace with an easier maintainable product/colour \$2,160.

Agreed: To hold over to a next meeting

5.4. VHA /OPTUS 5G upgrade

Status:

- Approved as provisioned in Agreement subject to the hatch access arrangement being redesigned/rebuilt to meet work safety concerns as well as providing a lasting, practical and robust roof access solution for the Owner Corporation
- VHA's contractor to undertake hatch rebuild
- VHA/Nokia expect the hatch work to be completed in early 2021

5.5. COVID-19 – Pool recreation (fenced) area

Reviewed and revised :

Agreed: Maximum of 20 persons and 5 from any one unit and for residents to be considerate to others should a conflict in usage time occurs.

Action: MM to issue notification to residents and also include a reminder of the other COVID measures in place

Prepared by Secretary December 2020

5.6. Station Upgrade (Transport for NSW)

Meetings:

- *Guests invited:* to discuss the next steps and other related matters were: Tania Harper from Novorail (alliance partner with TfNSW) – Tania heads up Community & Stakeholder Engagement for the construction phase and Simon Cousins from TfNSW - Engagement Manager Customer Technology and Services for most preliminary and ongoing phases.

Dilapidation:

- Pre-works dilapidation assessment of north facing apartments (and any others requested directly by owners) to be undertaken by Novorail.

Action: MM to facilitate in collaboration with Novorail representatives.

Construction Work:

Noted: Commencement of major works subject to NSW Planning green light (expected mid-December)

Other: Novorail Requested time-lapse camera to be placed on our façade to record construction – yet to be decided based on location and access, etc.

5.7. External Window Cleaning

- Scheduled for 14-15-16 December (\$10K)

Action: MM to notify and facilitate access to workers via roof and various apartments, etc.

5.8. Security measures for parcel deliveries

“GroundFloorDelivery” proposal/quote considered to implement electronic parcel collection box arrangements in order to reduce unauthorised building access, provide residents security and remove temptation for occasional parcel pilfering and eliminate untidy lobby. Upfront \$13K plus delivery \$500 plus \$200 per month ongoing.

Agreed: To accept quote and procure parcel kiosk and modify entrance wall to accommodate the boxes.

Action: MM to arrange entrance wall to be modified/prepared and power installed in readiness for parcel box installation.

5.9. Atrium work

Status:

- No action to be c/f to 2021.

6. Building Management & Maintenance

6.1. Lobby door jamming

Status: Door removed and to be replaced

Action: MM to arrange for replacement door

7. Strata Administration & Compliance

7.1. Fire Safety Measures and Upgrades

Completed:

- Replace fire panel completed / Install outward facing Mimic panel (\$9K)
- Other compliance works completed
- Sprinkler pump system upgraded/completed (\$12K)

7.2. Lighting upgrade and other measures - outcome

Noted: further significant electricity and greenhouse gas emission savings (incremental savings increased from 28% in August to 44% in November 2020)

8. Other incidents/activities/complaints, etc.

8.1. 24/8/20: letter of complaint concerning neighbour slamming adjacent front door

Noted:

- MM spoke to alleged offender about the letter
- MM received text response from alleged offender claiming harassment

Noted:

- Alleged offenders subsequently moved out of the building– incident now closed.

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

9.1. Unit 4 – renovation (extensive) request and notification

Owner met some members of Committee on site and discussed changes and concerns.

Noted: Owner agreed to comply with requirements relating to noise insulation, window/door colour, location of laundry and keep neighbours in the loop re project timing and disruption.

9.2. Unit 109 notification of minor internal renovation noted.

9.3. Unit 502 notification re implementation of bifold doors to balcony in terms of the by law accepted.

9.4. Unit 112 notification of renovation set for January 2021 noted.

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

10.1. Xmas Event 2020

Discussed

- and agreed format of event including musicians, mini-choir, songbook, refreshments/packaging, lighting, sound, logistics, timing and weather forced PlanB.
- FG to develop programme in conjunction with musos and send to committee.
- protocols (if any) around filming by residents, etc.

11. Other New Business

None

12. Next meetings:

- TBA

The meeting closed at 8.54pm