

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

Tuesday 9 January 2018

The meeting opened at 7.07 pm

Present:

Committee: Margaret Brodie (MB), Max Middleton (MM), Michelle Rogers (MR), Henry Compton (HC), Jessica Carolin (JC), Fenn Gordon (FG), Aaran Creece (AC)

Quorum: Yes

1. Apologies: None

2. Minutes of previous meetings: 22 August 2017 confirmed and accepted.

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

3.1. Post-AGM follow up

- Issue a security awareness notification to residents

Agreed: MM to arrange (carried forward)

3.2. Installation of a **Defibrillator** for building.

Agree: To purchase at \$3,000 and consider CPR/Defib training (weekend \$800 up to 22 persons) by seeking interest from residents.

Action: MM to arrange purchase and seek interest in training and facilitate (incl. venue)

3.3. Building Replacement Valuation (carried forward)

Action: MM to get quotes for engaging valuer (carried forward)

3.4. Plumbing/water leaks

- U404 balcony into U308 – reported

Action: MM to engage roof plumbers to investigate

- Unit 310 – water stain on ceiling

Action: MM to follow up with tenant

3.5. Proposed extra community notice board (carried forward – AC)

4. Financial Matters

4.1. Profit & Loss statement end of year 31 Dec 2017 - to be reviewed at subsequent budget meeting

4.2. Levy Arrears (with more than 2 quarters in arrears)

Status: Lot31 – MM/MB have spoken with owner – family selling another property to fund arrears (status quo)

5. Updates on Projects

5.1. Garden and related activities

Agreed: Palms to pruned and a couple of trees removed. Quote \$3K approved.

Action: MM to facilitate and advise residents.

5.2. Energy Projects / Sustainability / Council Innovation

Status: LED tube upgrade (ongoing) – microwave motion sensor tubes now tested to be OK

Action: (1) MM to order additional motion sensor tubes and continue to replace and (2) MM to review opportunity to replace emergency stairwell lighting with LED/motion types.

5.3. Defect/ Warranty Issue RBS

External white leaching from new window sills on east and west façades and ongoing rain water ingress into apartment Unit 406 – defect/warranty issue.

Status: 11/12/2017 final BCRC report detailing a number of defects relating to inadequate design of window and sill flashing has been sent from our lawyers to RBS with request to meet to discuss. RBS have responded and agreed to meet at a suitable time for all.

Action: MM to agree timing for meeting of all parties.

Agreed: That upon investigation of the leaking that U406 issues are not related to RBS defects, and will be actioned separately.

5.4. U406 systematic internal leaking from above

Action: BCRC to engage contractor to rectify U406 leaking from roof/guttering above.

5.5. Atrium Remediation Work

BCRC have arranged for the preliminary investigative work and assessment to commence 7 February with Fraser abseilers.

Action: MM to advise residents about workers on site.

6. Building Management & Maintenance

6.1. Plumbing / water leaking issues

- U403 – roofing extended by DR King to rectify this issue. Now closed.
- Basement (centre section) car park now rectified. Now closed.

6.2. Carpet installed and painting of 4/5/6 floor landings as well as ground floor area near gym and behind pool and northern stairwells repainted. Item now closed.

6.3. Restoration of garden/pool/balcony furniture

Status: In progress (ongoing)

Noted: vote of thanks to Michelle and Trae for taking this on

6.4. Gym Improvements

Status: Gym improvements and new 4-year equipment lease executed with LifeFitness. Item now closed.

6.5. Window Cleaning

Two quotes received for approx.. \$10k.

Agreed: to hold off until after (or during) rectification of white leaching and window flashing repairs under legal and expert management.

6.6. Rosehill roller door and Garbage room roller door

Both doors reported to be continuing to make excessive noise.

Action: MM to advise Thompsons to attend for service.

7. Strata Administration & Compliance

7.1. CPSGlobal / VHA-Vodafone proposal re rental of rooftop space for the installation of mobile antennae.

Status: MM/MB ongoing dialogue with CPS Global and Vodafone legal representatives with the view to reach agreement of the lease terms.

Noted: that lawyers for Vodafone have progressed this favourably and that MM/MB are closer to agreeing the main terms and conditions of the lease.

Next steps: When the Committee is satisfied with the draft lease terms and conditions, it will be necessary to conduct an information meeting of owners followed by a general meeting to (i) seek funding approval to instruct our lawyers with the finalisation of the lease and (ii) seek agreement on the proposal by Vodafone.

7.2. By Laws reviewed and re-adopted at an EGM held 23/11/2017 and registered with LPI on 2/1/2018.

Noted: that associated policies are still to be finalised and agreed at a committee level.

7.3. New Computer for MM

Agreed: to proceed with procurement and installation including back up /recovery arrangements

7.4. Other incidents/activities

- U5 floor noise complaint against U106 (resulting from recent renovations)
Noted: That the parties have shared documentation and commenced discussions about process and actions to resolve, and have kept the Owners Corporation informed of progress.
- U403 re 4 year old child inadequately clothed in pool.
Noted: MM to speak to parents
- U405 having received complaints from other residents needing confirmation of protocols
Noted: MM to contact U405 tenants to discuss
- Other noise complaints noted:
 - U304 re noise from U405
 - U112 re use of pool after hours by other residents
 - U110 re excessive noise from U6 in common area near gym
 - U102 and U301 re noise from party held by U201
 - U315 re noise from U316 (email copied to Secretary)
 - U403 re noise from pool users
 - U5 re U201 parking over the yellow boundary line

7.5. Inward correspondence received (not previously covered) requiring review/decisions/noting

- Application from U308 – confirmed approval.

- U108 re keeping pot plants on common property: approved.
- U301 re keeping herb garden on 3rd floor near U308 common area – approved.
- U110 re installation of additional air-conditioning – approved.
- U7 - notification of bathroom renovation – work approved to proceed.
- U115 - notification of bathroom renovation – work approved to proceed.
- U103 – notification of bathroom renovation – work approved to proceed.
- U101 re water penetration from bathroom of U201
Action: MM to engage plumbers
- Optus re rooftop mobile antennae enquiry
Action: No action as this is being addressed as part of Vodafone negotiations with the Owners Corporations

8. Other New Business

- 8.1. Mirvac offer of dilapidation report relating to installation of disabled ramp in Technology Park
Agreed: to decline as there is likely to be little to no impact
Action: MM to advise Mirvac
- 8.2. Christmas party / story event
Vote of thanks Sam and Gina for their great contribution to the community spirit with the love stories displayed in the lobby.
- 8.3. Bonuses 2017 (MB)
Agreed: Bonus for cleaner (\$2k) and building manager (\$3k)
Action: MM/MB to make payments
- 8.4. Garbage Bins (HC)
Agreed: 2 additional recycle bins are required due to weekly overflow
Action: MM to facilitate
- 8.5. South and west external facing Tower windows (U601, U501, U501, U502) (FG)
Agreed: To replace these as this was excluded from scope in the large 2012/13 remedial works (N, W & E facades)
Action: MM to seek quotes
- 8.6. Skylights – some eastern 3rd floor apartments need attention (HC)
Action: MM to review work required and facilitate quotes, etc

9. Next meetings:

- Strata Committee: 2018+ budget meeting 13 January 2018
- Annual General Meeting: 27 March 2018

The meeting closed at 8.50 pm

10. Carried forward (remains on agenda)

- 10.1. 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.
- 10.2. Repaint swimming pool – *held over until timing and extent of works on slab decided*
- 10.3. External remedial works and window replacement:
 - Wrap up / project sign off – *ongoing with defect under consideration (see above)*
 - Subsequent water penetration – *warranty items as applicable with RBS. In particular*
 - Unit 314 windows not adequately sealing in storm conditions – *RBS to inspect and advise*
 - *Now subject to defect claim. See separate item above. Close this item.*
 - Future maintenance - *incl. in 10 year plan*
- 10.4. Redwatch and Central to Eveleigh corridor project
 - Monitor for community notifications and invites.
 - Canopy on external front entry
Status: New supplier (Sunshade OZ) has measured – awaiting quote
Resolved: To hold off and consider later in year
- 10.5. Roof repairs identified in roof survey report
Resolved: As not included in 2016 budget, to hold off and consider as an item in 2017/18 budgets

- 10.6. BasefX quote \$4,800 for Fixed Ladder Access walkway (north east roof area)
Resolved: *To await outcome of any agreement with Vodafone for mobile tower (as this would be a requirement in our terms and conditions)*
- 10.7. 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 2017/18 budget*
- 10.8. 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 (early 2017)*
- 10.9. Skylights on 3rd (west) – audit and maintenance
Status: *Contractor handyman Sajih to finalise assessment of outstanding units (309, 310, 311, 314, 315, 316) and provide report and quote*
Action: *MM to follow up with contractor when time permits (possibly first/second qrt 2017)*
- 10.10. 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.
- 10.11. Signs on each floor opposite lift to indicate apartment numbers direction to follow
- *MM to arrange after upgrade/painting of common areas*
- 10.12. Sydney City Council requested to write up a case study for Watertower once the lighting upgrade with LED's has completed.
- 10.13. 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.
- 10.14. Painting of internal corridors and apartment doors for levels 1, 2 and 3 carried forward to review in 2018 and beyond budgets.