

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

**Monday 29 October 2018**

***The meeting opened at 7.15 pm***

**Present:**

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

**Quorum:** Yes

**1. Apologies:** none

**2. Minutes of previous meeting:**

- 9 Aug 2018 confirmed and accepted.

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

**4. Financial Matters**

4.1. Profit & Loss statement @ 30 Sept 2018 – reviewed

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

*Status:* Lots 16 – refer correspondence - have agreed to catch up.

**5. Updates on Projects**

5.1. Garden & related activities

- Rain sensor (MR)
- Close lines not in use (MR)

*Action:* Defer rain sensor; MM to check that heads not in use remain off

5.2. Energy Projects / Sustainability / Council Innovation

*Status:* LED tube upgrade (ongoing)

5.3. Defect/ Warranty Issue RBS

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

*Status:* (1) BCRC detailed report reviewed. Additional investigation/examination requested by our engineer in conjunction with builder's engineer. (2) Claim in progress with our lawyers, engineers

*Action:* MM to facilitate access for additional investigation

5.4. Defects U406 systemic internal leaking – in progress with our engineers.

5.5. Atrium Remediation Work

BCRC's report received and reviewed.

*Next steps:* Specs to be fleshed out and issued to tender.

*Action:* MM to progress in first quarter 2019.

5.6. Lift Upgrade:

- *Status:* (1) Awaiting 601/602/501/502 to respond to opportunity based on Electra Lift's quotes.  
(2) Committee requested that 2 further quotes from competitors be sought. JC to provide suitable companies to approach.

*Action:* MM to follow up tower owners and seek other quotes.

**6. Building Management & Maintenance**

6.1. Plumbing / water leaking issues

- U601 water penetration from roof/gutter needs urgent attention as well as attend to cracked render of western side of tower wall.

*Action:* MM to engage abseiling company (ARA) to investigate and repair asap.

6.2. Internal Repairs

- 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.

*Action:* MM to seek other contractors who may be able to rectify.

### 6.3. Pool/Gym

- Outdoor shower in pool area (MR).

*Action:* MR to investigate inexpensive options as an interim arrangement until the pool/pool area is upgraded in the near future.

- Pool solar / pool cleaning (MR).

*Action:* MM to check solar operational and move pool cleaning to weekly basis for summer.

- Additional big clean of gym monthly (MR).

*Action:* MR to provide list of additional cleaning required.

- Noted that the 2 broken/damaged sun lounges to be replaced.

*Action:* MM to investigate & purchase new sun lounges and discard dilapidated ones.

## 7. Strata Administration & Compliance

- 7.1. Renovation document incorporating regulatory legislation & regulations and OC bylaws, policies and procedures was finalised and agreed by Committee.

*Action:* MM to finalise document and publish on website.

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

*Status:* Lease executed 15 October 2018 in office of Bannerman Lawyers. Build is underway.

*Next Steps:* Continuation of build and installation of all rooftop and connectivity components being undertaken by CPS Global/Vodafone and their contractors.

- 7.3. Swimming pool child safety compliance certification.

*Status:* Compliance certificate issued by Council October 2018 – valid for 3 years. (Closed)

- 7.4. Annual Fire Safety Statement (AFSS)

*Status:* Certificate issued August 2018 – valid for 1 year. (Closed)

- 7.5. Safe Work Compliance

*Status:* Plant registration certificate issued October 2018 – valid for 1 year. (Closed)

- 7.6. Smith Family Collection Bin – handed over of ownership from Suellen Symons who is leaving the building.

*Status:* MM to incorporate as an additional management waste item.

- 7.7. End of year residents Christmas party date moved to Sunday 16 December 2018.

*Action:* MM to issue invitations and facilitate event and logistics.

## 8. Other incidents/activities

none

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

none

## 10. Other New Business

### 11. Next meetings:

- Strata Committee: TBA

*The meeting closed at 8.50pm*

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## 12. Carried forward (remains on agenda)

- 12.1. 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.*
- 12.2. Repaint swimming pool – *held over until timing and extent of works on slab decided*
- 12.3. 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 at later date.*
- 12.4. 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*
- 12.5. 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)*
- 12.6. 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*
- 12.7. 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)*
- 12.8. Skylights on 3<sup>rd</sup> (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 2019)*
- 12.9. 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
- 12.10. Signs on each floor opposite lift to indicate apartment numbers direction to follow
- *MM to arrange after upgrade/painting of common areas*
- 12.11. Sydney City Council requested to write up a case study for Watertower once the lighting upgrade with LED's has completed.
- 12.12. 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.
- 12.13. Painting of internal corridors and apartment doors for levels 1, 2 and 3 carried forward to review in 2019 and beyond budgets.