

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

**Wednesday 19 May 2021**  
[Virtual \(Zoom\) Meeting](#)

***The meeting opened at 7.01 pm***

**In attendance:**

*Committee:* Marie O'Brien (MO), Max Middleton (MM), Margaret Brodie (MB), Thu Tuyen To (TT), Aaran Creece (AC), Adrian Holdsworth (AH)

**Chair:** MO

**Quorum:** Yes

**1. Apologies:** Jessica Carolin (JC)

**2. Meetings/ Minutes**

- 2.1. Minutes of previous meetings:  
○ 21 April 2021 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/watch  
○ U406 lounge window - move to monitor/watch

**4. Financial Matters**

- 4.1. Profit & Loss @ 15 April 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  
○ No activity
- 5.2. Window Defect/ Warranty Issue RBS  
*Status:*  
○ Completion signed off by RBS Engineer (Karsai) 21/12/2020 (Warranty for one year – review June 2021)
- 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:* Held over / monitor / close
- 5.4. Security Upgrade  
○ extend FOB access to gym area – completed 11/2/2021
- 5.5. Lighting/LED upgrade  
○ Bldg. entrance side/overhead lights (x3) to be replaced/upgraded - Luminious engaged 6/5/2021
- 5.6. Parcel Box Kiosk (*Groundfloor*)  
○ Agreement w/ Goundfloor (Last K Ventures) executed 10/12/2020  
○ Facilitation/installation 18/12/2020  
○ Training completed 19/12/2020  
○ Residents database established 22/12/2020  
○ Operational 29/12/2020  
○ Upgrade to direct ethernet to internet for improved connectivity  
*Action:* MM to facilitate ethernet connectivity
- 5.7. TELCOS – Mobile Towers  
5.7.1. VHA /OPTUS 5G upgrade  
*Status:*  
○ Crane lift and traffic permit approved 22/4/2021  
○ CAE contractor representing OC engaged to be on site Sunday 2/5/2021  
○ Installation completed Sunday 2/5/2021  
○ Configuration in progress (ongoing)  
○ Multiple onsite requests – various technician subbies  
○ New roof access hatch completed 15/5/2021

***Prepared by Secretary May 2021***

#### 5.7.2. TELSTRA MOBILE tower/ antennae proposal

- *Kordia Solutions*: Proposed lease and installation of tower (HOT, montage, site drawings submitted)  
*Agreed*: MM/MB to commence fleshing out requirements and negotiations for lease terms and other considerations.

#### 5.7.3. Lease Advisors (division of US based American Towers)

- Offer to buy out Vodafone lease for approx. \$0.5m for term of 25yrs, structured as concurrent lease. Rental income reverts to OC at end of term.  
*Agreed*: Not to pursue this on the grounds of:
  - A lump sum income is not presently required by OC
  - Possible tax implications
  - Lump sum offered is heavily discounted against the accumulative value of current lease income
  - Potential loss of OC management control

*Action*: MM to advise Lease Advisors

#### 5.8. COVID-19 – Sauna / Bathroom

- Discussed possible opening of these facilities.  
*Agreed*: further information to be sought  
*Action*: TT / MM to seek information before making decision

#### 5.9. Station Upgrade (Transport for NSW)

*Status*

- Site preparation and construction commenced early December 2020
- MM facilitated initial TfNSW's dilapidation assessment of Watertower apartments (northside) completed by TfNSW 15-16/12/2020
- Dept. of Planning NSW approved TfNSW's Option 1 on 17/12/2020
- Novorail (alliance partner to TfNSW) managing stakeholder engagement during construction phase
  - MM negotiated for lux levels to be reduced on temporary lighting
  - MM facilitated reflective survey sticker on bldg. 30/3/2021
  - Tree felling for work site minimised by intervention/negotiation.

#### 5.10. Atrium remediation works

*Status*

- BCRC engineers engaged and agreed 19/3/2021
- BCRC issued RFT to nominated contractors 15/5/2021 for response by 4/6/2021

#### 5.11. Waterproofing/repaint external facades (S, E, W, N)

- Quote received from CAE and included as a 2022 budget item  
*Agreed*: Accepted upon further review prior to work commencing (end of 2021/early 2022)

### 6. Building Management & Maintenance

#### 6.1. External Window Cleaning

- Completed 14-16 December 2020. Closed

#### 6.2. U401 balcony to U302

- Inspection completed / Remediation required –  
*Status*: SRRB engaged

#### 6.3. Water leaking into U305 kitchen ceiling

*Status*: Plumbers investigated/tested 22/4/21 with no evidence from above apartments – now on watch for further occurrence.

#### 6.4. Sewer sump in basement remediation/repair

*Status*:

- DR King quote approved 22/2/2021 / Works completed 16/3/2021

#### 6.5. Lobby-Atrium double doors jamming

*Status*: Double door replacement completed 18/4/2021

#### 6.6. Graffiti/tagging external walls – many instances

*Status*: ongoing cleaning and repainting

### 7. Strata Administration & Compliance

#### 7.1. Fire Safety Measures and Upgrades

*Status*: Fire sprinkler pump system reviewed and in process of being upgraded with replacement components approved

#### 7.2. Lighting upgrade and other measures – outcome

Noted that continual incremental savings (@May 2021: 40% less consumption since last year)

#### 7.3. Rats in common areas – several sightings and complaints

*Status*: pest service completed twice: 15/2/2021 and 26/4/2021

## **8. Other incidents/activities/complaints, etc.**

- 8.1. 9/5/2021: Noise complaint from one U308 against U404  
*Agreed:* Mediation to be arranged with 2 committee members (TBA)
- 8.2. Gym bookings: complaints about incidences of non-compliance with rules relating to booking consecutive days/same time slots, more than 1 hour at a time and failures to cancel).  
*Noted:* Additional compliance alert notes have been loaded to the booking schedule  
*Agreed:* Monitor for next couple of months and download data to identify wrongdoers

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

- 9.1. 26/1/2021: Unit 5 – request installation of trellis along grilled/perspex walkway  
*Status: Agreed*
- 9.2. 24/2/2021: U404 skylight needs attention  
*Status:* CAE engaged to attend. MM to chase up
- 9.3. 2/5/2021: Contractor advised airconditioners for U601 and U602 in need of attention  
*Action:* MM to advise owners and follow up and disruption.

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

- 10.1. Status of renovations Unit 4
- Works: completed
  - Bathroom membrane contribution agreed (MM/MB)
  - Bylaw drafted for AGM: upheld at AGM
- Action:*
- MM to arrange execution of consent
  - MM to arrange registration of bylaw
- 10.2. Status of renovations Unit 112
- Parting wall water damage - resolved
  - Works: near completion

## **11. Other / New Business**

- 11.1.1. Farewell Fenn 5/3/2021: Committee had a farewell gathering for Fenn Gordon who resigned from the Committee after 6 years and now left the building. The Committee thanked and acknowledged her contribution to the Owners Corporation, the building and the community.
- 11.1.2. Contracts: MB called for endorsement of the ongoing contracts for Building Manager (Max) and Cleaner (Tom) with the incremental adjustment agreed in the 2021 budget and approved at the AGM.  
*Noted:* Committee upheld endorsement
- 11.1.3. Gym air-conditioning  
MM advised that when the gym was set up air-conditioning was considered but held off for a future time. As the air fans are nearing end of life, it would be prudent to install aircon now.  
*Agreed:* To install an air-conditioner in gym  
*Action:* MM to facilitate
- 11.1.4. Website: MM advised that information on the website had recently been updated.

## **12. Next meetings:**

- TBA

***The meeting closed at 8.01pm***

### **Carried forward (remains on agenda)**

- 12.1. Pool Slab condition /ACOR Engineers recommendations  
*Status:* To be re-addressed at the time when the garden/pool amenities area is redesigned and upgraded.
- 12.2. Redwatch and Central to Eveleigh corridor project
  - Monitor for community notifications and invites.
- 12.3. Canopy on external front entry  
*Status:* New supplier (Sunshade OZ) has measured (quote not received)  
*Resolved:* To hold off and consider at later date.
- 12.4. Roof repairs identified in roof survey report  
*Resolved:* Partly completed; additional funding in forward years estimates to be attended to as and when required.
- 12.5. 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 budget, to hold off and consider in another future financial period.
- 12.6. 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 and if required)
- 12.7. 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 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
- 12.8. Signs on each floor opposite lift to indicate apartment numbers direction to follow
  - *MM to arrange:* after upgrade/painting of common areas
- 12.9. Sydney City Council requested to write up a case study for Watertower once the lighting upgrade with LED's has completed – held over.
- 12.10. Painting of internal corridors and apartment doors for levels 1, 2 and 3 carried forward to review in 2020/21 and beyond budgets.
- 12.11. Lift Modernisation / Upgrade
  - Floor difficult to clean (light colour). Quote received from Electra lift to replace with an easier maintainable product/colour \$2,160.