

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

Thursday 16 October 2025
(Virtual (Zoom) Meeting)

Opened at 5.32 pm; Closed 6.55 pm

In attendance: *Committee:* Marie O'Brien (MO), Margaret Brodie (MB), Max Middleton (MM), Thu Tuyen To (TT), Lina Jakob (LJ).

Apologies: *Committee:* Aaran Creece (AC), Emma Tinkler (ET)

Chair: MO

Quorum: Yes

	Item	Resolution / Result	Action / Plan
1	Apologies	Confirmed	
2	Minutes / Meetings		
2.1	Proposal to accept Minutes <ul style="list-style-type: none"> 28 April 2025 (post AGM) 	Confirmed and accepted	
3	Review actions c/f from previous meetings(s) (if not included separately)		
3.1	EMV charging station – incorporate with Gas/Electricity consultancy/Review		Incorporated in 5.10 below
3.2	Notification re conditions when working from home and other matters (eg. Noise, kitty litter, etc)	Carried forward	
4	Financial Matters		
4.1	P&L 30 Sept 2025	Reviewed	
4.2	Outstanding Levies (more than 2 qrts)	None	
5	Projects		
5.1	Garden & related activities <ul style="list-style-type: none"> Swimming Pool Compliance impact 	Completed	Refer 7.5 below
5.2	VHA/OPTUS 5G (Leased tower) <ul style="list-style-type: none"> Ongoing access requests for onsite attendance (including extended shutdowns for major updates) 	Noted	
5.3	ADIS engaged to automate opening of doors (front entrance, lobby to carpark, rubbish room)	Completed	Close
5.4	Atrium works <ul style="list-style-type: none"> Downpipe replacements Additional painting internal facades, etc 	Completed	Close
5.5	Walkway grates / downpipe projects <ul style="list-style-type: none"> NE Level 4 grates installation NE (internal) downpipe facilitate overflow SE Level 4 grates installation 	Completed	Close
5.6	Roofing and guttering project <ul style="list-style-type: none"> Additional issues NW (above U308) still under investigation/monitoring 	Reviewed	Monitor
	<ul style="list-style-type: none"> Box gutter and gantry – west – design and options 	Noted	Engage CAS / get scope/quote/logistics
	<ul style="list-style-type: none"> Roof over old fan (bike room) in readiness for tenant (persistent rain leaks delaying lease start date – mostly repaired with discount on rent) 	Noted	Request CAS to review/resolved
	<ul style="list-style-type: none"> Gutter 4th floor walkway replacement 	Completed	Close
5.7	(Replacement) Pool heating – solar or other solutions. No	Agreed to hold	Review after

	heating at present	over	summer
5.8	Fangipani garden L1 <ul style="list-style-type: none"> Excavation / replacement with seating area Furniture to be procured 	Completed Completed	Close
5.9	Basement – slab concrete cracking remediation	Completed	Close
5.10	Energy (gas/electricity/grid/emv) consultancy	Not started	Investigate options
5.11	Security Upgrade / Carpark Control <ul style="list-style-type: none"> CCTV to monitor security breaches /incidents Access monitoring to MM and AC 	Completed	Close
	<ul style="list-style-type: none"> Carpark bollard/barriers 	Completed	Close
6	Building Management & Maintenance – (not routine)		
6.1	16/1/24: Storm deluge and one off leaks: U301 minor leaks through window	No action	Monitor & close
6.2	Rain ingress U502 <ul style="list-style-type: none"> 12/8/24 U502 rain leaking again in window – Gutters blocked and now cleared (window sealed previously) 	Completed	Close
	<ul style="list-style-type: none"> 10/9/25 U502 reported rain leaking again into window above U406 courtyard CAS engaged: 22/9/25 CAS removed cladding & resealing/resarking, etc 	Completed	Close
6.3	U404 water penetration further rain ingress in via skylight and kitchen chimney – flashing repairs Mould on SE corner wall continues to present despite clean - CAS found roofing/flashing issues causing dampness – now repaired Reimburse owner for mould cleaning \$880.	Completed	
		Processed	Close
6.4	4/10/24: Major sewer blockage impacting a units 110 and 109 with sewage forced up bathroom drains and sinks – found to be kitty litter and facial wipes. <ul style="list-style-type: none"> Special Decontamination cleaning \$7K Plumbing \$3K (new access point created) 	Completed	Close
	<ul style="list-style-type: none"> Carpet in U110 yet to replaced by owners insurance Insurance Claim lodged for Strata Costs Reports sent to owners agent 	Completed	Close
6.5	Reported water leaks from U309 bathroom into U209 kitchen	Completed	Costs paid by owner of U309. Close
6.6	Reported additional roof leak into upper level of U308 <ul style="list-style-type: none"> CAS to inspect/ remediate Ceiling to be patched 	Noted	Engage SRRB to patch
7	Strata Administration & Compliance		
7.1	Parcel Box Kiosk System (<i>Groundfloor</i>) <ul style="list-style-type: none"> Ongoing reports / issues New app - more user friendly for management Xmas rush support 	Noted	Monitor
7.2	Valuation for Building <ul style="list-style-type: none"> Cityside Valuers 4/11/2024 \$500 fee. Value \$63.5M AON Valuers 1/7/2025 \$3,768 fee. Value \$52.5M 	Noted	Close
7.3	Annual Building Insurance (2024-2025) - AON <ul style="list-style-type: none"> Longitude Insurance (Underwriter) Building covered \$52.5M (as per AON Valn) Premium \$62K 	Accepted	Pay Premium & Close
7.4	Annual Fire Safety Statement (AFSS) due Sept.	Completed	Close

	<ul style="list-style-type: none"> AFSS lodged to Council 13/9/2025 		
7.5	<p>Swimming Pool (3-yearly compliance – expires 20/10/2024)</p> <ul style="list-style-type: none"> Council inspected and reported non compliance with plant growth and the need to remove wisteria, and height deficiency on SE Level 1. <p>Actions taken:</p> <ul style="list-style-type: none"> Glass balustrade installed level 1 to comply with height requirement Perspex installed on fence near wisteria 	Completed	Certificate issued to Council valid to 10/1/2028 & Close
7.6	<p>Audit of Financials for FY 2025 (as per AGM) - request engagement of Auditor</p> <ul style="list-style-type: none"> Auditor Nominated (AGM): Matthew Faulkner Accountancy 	Noted / Confirmed	Prepare financial information @31/12/2025
7.7	<p>Lease of Fan Room (old bike room) to Precision Tracking P/L - \$400+GST per month. Commenced 1/10/24 (with some discount while rain penetration / water penetration is underway – still being investigated – refer 5.6 above</p>	Note	Monitor 5.6 above
7.8	<p>U601: 2 x window expansion as per DA and ByLaw now registered with LRS (by U601 Solicitors). Work yet to commence.</p>	Note	
7.9	<p>EV bikes /lithium batteries</p>	Discussed	Monitor industry updates
7.10	<p>CCTV policy draft presented by MM</p>	Discussed/ Reviewed	Publish on website
7.11	<p>Owners U211 have a 2-year lease to a Short Term Rental group/person who will be hosting an AIRNNB business</p>	Discussed	Sub Committee (MO, MB, LJ) to review and recommendations re policy and or bylaw
8	<p>Other complaints, incidents/activities (e.g. fire alarm call outs, noise, behaviour, breach of by-laws, unauthorized entry, etc.</p>		
8.1	<p>27/3/2025: Wormald Hydrant accident flooded 4th floor into units 401, 402, 406 and 302</p> <ul style="list-style-type: none"> Carpets in 401, 402 (severely) and 406 floor rugs damaged Costs for drying and cleaning invoiced to Wormald Wormald agreed to a modest contract charge offset as compensation to U401 and U402 for undue inconvenience and stress. Carpets in U402 living area replaced by OC (so as to minimise impact) 	Note/ Completed	Close
8.2	<p>22/7/2025: U502 / U406 flooding reported</p> <ul style="list-style-type: none"> OC plumbers engaged (DR King) on site 7am-5pm but source not determined – but not related to failure of plumbing. 24/7/2025 Insurance claim lodged. Insurance assessors/builders on site (various parties/times). All agreed not related to failure of plumbing. 7/10/2025: U502 questioned scope of repairs Awaiting final outcome of insurance repairs and payment of excess 	Reviewed	Monitor insurance building repairs & finalise claim and pay excess \$2000

9	Inward correspondence requiring review/decisions, etc. (if not included above)		
9.1	11/11/2024: U310 request Bathroom membrane part reimburse	Agreed \$600x2	Reimburse \$1,200 +GST
9.2	3/6/2025: U315 Renovations Structural engineer (BCRC) engaged by OC regarding window lintel crack uncovered – report indicated no action required	Noted – OC to pay report fee to BCRC	Close
9.3	12/6/2025: U108 Renovations	Noted – policies and rules to apply	Monitor progress
9.4	U601 Bylaw (AGM); DA approved re 2 x window enlargement	Noted work to proceed	Monitor progress
10	Other matters (if any raised/received/noted)		
10.1	Annual Event – discuss date and arrangements (Sunday 7 Dec 2025)	Agreed same arrangements as previous year	Issue invite to residents nearer to time
11	Other / New Business		
	MM offsite 19/10 to 16/11	Noted	
12	Next Meeting TBA		