

MINUTES OF THE MEETING OF THE STRATA COMMITTEE OF THE OWNERS CORPORATION STRATA PLAN 22906 THE WATERTOWER					
DATE: 26 AUGUST 2026 OPENED: 6.00pm CLOSED: 7.45pm MEETING MEDIUM: Face to Face					
IN ATTENDANCE: Committee: Marie O'Brien (MO), Margaret Brodie (MB), Max Middleton (MM), Lina Jakob (LJ), Callum Cooper (CC), Aaran Creece (AC)					
APOLOGIES: Committee: Thu Tuyen To (TT), Aaran Creece (AC) - until 6.30pm					
		ITEM	RESOLUTION / RESULT	ACTION / PLAN	
1 APOLOGIES					
		TT			
2 MINUTES / MEETINGS					
	2.1	Proposal to accept Minutes • 29 April 2026	Confirmed	n/a	
3 REVIEW ACTIONS c/f from previous meetings <i>(if not included separately)</i>					
	3.1	Notification re conditions when working from home and other matters (eg. Noise, kitty litter, etc).	Outstanding TBC		
	3.2	First Aid Kit o/s	Noted		
4 FINANCIAL MATTERS					
	4.1	P&L	Review	Deferred for comments/feedback within a week	
	4.2	Outstanding levies (more than 2 quarters)	Nil		
5 PROJECTS					
	5.1	Garden & related activities • OC Pots on balconies works • Garden atrium works • Regular gardener engaged (twice monthly)	All looking good now with gardener onboard	n/a	
	5.2	VHA/OPTUS 5G (Leased tower) • Ongoing access requests for onsite attendance (including extended shutdowns for major updates)	Noted / Confirmed	Monitor	

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5.3	Western roofing, box gutters, and gantry – west – design and options (CAS) – as budgeted. • Various discussions re design and timing -this is a large and logistical challenging project impacting level 9 western rooftop apartments	Attended CAS presentation on scope, logistics, timing, etc.... Including review '- Scope document - Contract - Licenses	- CAS to provide project component costs for removing, reattaching and recommissioning of privately owned airconditioning condensers by aircon specialist contractor engaged specifically for this work. - there are 9 apartments impacted - In terms of the bylaws these costs to be oncharged to lot owners based on number of condensers per lot attached to common property and invoiced separately and included in quarterly levy statements over a number of quarters (depending on the costs). - 9 lot owners to be advised and further details when costs available - Contract (CAS/SP22906) to be finalised and signed
5.4	Essential Pool remediation and full renovation (unplanned / not budgeted)	Confirmed coping stone and pebblecrete, etc. SSRB and Adriatic works	- Academy tiles not suitable for water level tiles. Committee selected Toscana (turkish) coping stone and **Blue Lagoon water level tiles selected from samples provided by Adriatic. ** due to supply changed to similar Long Island water level tiles. - Agreed to paint external perimeter (not tile) until we review major pool area upgrade in near future.
5.5	(Replacement) Pool heating	Confirm Adriatic Quote \$12K heat pump - / 3 phase power	Agreed to heat pump as quote and install 3phase power.
5.6	Roof over old fan (bike room) in readiness for tenant (persistent rain leaks delayed lease start date – Repaired		Monitor
5.7	Doors (approx.100) to be scraped, sealed and repainted in Monument color (black). Included in 2026 budget as per AGM: • test logistics and timing. • Logistically time consuming in terms of elapsed time and contractor availability.	Testing completed Review Progress - 60% completed	ongoing MM to continue to manage logistics around access and timing suitability
5.8	Energy (gas/electricity/grid) consultancy – yet to be started	Resource required	n/a
5.9	Gas hot water infrastructure detailed analysis and business case. HL analysis commenced.	MM started business case.... Early stage - resource required	Progress as time permits

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	5.1	Security Upgrade / Basement Carpark Control • Additional cameras for blind spots - quote received Sydney Security Systems \$5K • Additional sensor lighting inside and outside roller door required	completed	Close
	5.11	Watertower Superbase build for owners, tenants, other interested parties (email, gym, parcel box, strata roll)	In progress	MM to continue workshops with Simon
	5.12	Library revamp - Callum and Cara facilitated/designed	17/6/2026: Opened with committee	Notify residents with launch of new logon platform
6 BUILDING MANAGEMENT & MAINTENANCE (not routine)				
	6.1	16/1/24: Storm deluge and one off leaks: U301 minor leaks through window	No further action req'd	Closed
	6.2	Marian Street Garage Roller door upgrade various components – Scheduled for Friday 1 May 2026	Completed	Closed
	6.3	Sprinkler on rooftop leak causing library flooding and damage	Completed	Closed
	6.4	6/7/2026: Leaking into Ground floor car park	Completed	Closed
	6.5	1/6/2026: Marian Street Downpipe drains blocked	Completed	Closed
7 STRATA ADMINISTRATION & COMPLIANCE				
	7.1	Parcel Box Kiosk System (Groundfloor) • Ongoing reports / issues	Note	n/a
	7.2	Tidy Flow Gardening (Grant) engaged from March 2026 on a approx. twice monthly basis. • MB monitoring/directing as required. • Fee approx. \$300 per visit plus supplies, etc. as required.	Confirmed / Approved	MB to monitor
	7.3	U601: 2x Window expansion as per DA and • ByLaw now registered with LRS (by U601 Solicitors).	Completed	Closed
	7.4	EV Bikes / Lithium batteries – carry over	Continue to defer consideration / policy decision at this stage (rapidly developing technology). However include in next residential email to recommend caution if/when using or storing battery powered items.	On watch
	7.5	CCTV Policy – published on website	Note	closed
	7.6	Owners U211 have a 2-year lease to Short Term Rental group/person who will be hosting an AIRBNB business.	• Agreed to consider for AGM	Closed

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	7.7	Short Term Rental Accommodation (STRA) • Agreed to introduce (STRA) ByLaw in 2026 AGM. • Committee developed and put bylaw motion. • Motion upheld at AGM on 26 March 2026. • MM to prepare various documents for LRS registration by OC Lawyer via PEXUS.	Registered / Completed. Noted that Max has completed and submitted formal by-law documentation for registration. Meeting formally Noted and thanked Max for the amount of complex work involved in preparing the submission, and Margie for assisting in proofing the document. bylaws documents and website	Closed
	7.8	The Watertower by-laws and pursuant policies need to be reviewed and updated for alignment and accessibility.	Consider prior to next AGM Carried forward	
	7.9	Jan 2026 Energy Australia • overcharging on gas usage for hot water in Unit 8 (OC owned office) since 2019. • Saga ongoing.	In progress	MM pursuing
	7.1	Fire Systems: • Wormald advised that many (approx. 13) portable fire extinguishers had expiry dates 2 or more years ago but had not been previously reported. Approved to replace.	Completed	Closed
	7.11	Pool (underwater) light damaged by swimmer • Needs to be replaced subject to pool water level is lowered for access	Completed	Closed
	7.12	Bathroom (next to gym) needs maintenance • Replace vanity and taps • Shower head and toilet seat to be replaced • Order from Bunnings Approx. \$700	Agreed to progress New vanity and shower fittings installed	Closed
	7.13	Library cleanup, new lighting and power points, etc.	Approved electricity pp and lights instal requested by CC - completed	Closed
	7.14	Insurance for 2026-2027	Confirm - SCI - \$52,845,000 (as per AON 2025 SI) - Premium \$65,642.82	Closed
	7.15	Internet Access Point installed in basement to provide phone coverage	In progress	Follow up electrician

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7.16	Essential Safety/Compliant Safe Roof Access Works 1. South East - Access installation of walkway/handrails \$12K - Ladder from level 4 to SE roof - Gantry over curved library roof 2. Western roof V gulley Installation of walkway mesh full length \$38K - Gantry (full length N-S) for safe access and mitigate future roof damage	Confirm	Agreed to proceed
8 OTHER COMPLAINTS, INCIDENTS/ACTIVITIES <i>(e.g call outs, noise, behaviour, breach of bylaws, security, etc)</i>			
8.1	22/7/2025: U502 / U406 flooding reported • April 2026 – Insurance Claim finalised/closed. • Recovery of Owners Corporation costs not covered by the insurer (Refer/review attached for more details)	MB removed herself from this discussion due to conflict of interest. Committee agreed to draft cost recovery letter to owners of U502 (referencing relevant by-law and standard practice). 10/5/2026: Owner 502 paid cost recovery	Closed
8.2	February 2026 U406 reported concrete floor levelling cement (prep for floorboards) oozed down between floor and wall from U502 above damaging U406 electronic living room blinds. 4/4/2026 U502 confirm and state: • the Owners Corporation should be responsible for the cost of replacing the blinds. • The Strata Corporation checks the slab of unit 502 to ensure it meets Construction Code specifications. Having an unsealed slab can cause other issues, such as structural deterioration, and noise and fire penetration. (Refer/review attached for more details)	MB removed herself from this discussion due to conflict of interest. Committee agreed to draft letter to say they and their builder are responsible so, as per standard practice with such renovation damage, The Watertower Owners Corp is not liable and will not pay the requested sum. Owner 502 reimbursed owner 406 cost of new blinds in 406	Closed
8.3	U315 western window leak during rain • CAS engaged and have been on site several times repairing box guttering flashing, etc. • Internal repairs yet to be done	Leak rectified	MM to arrange internal repairs. Owner prefer to engage own contractor.
8.5	Unit 501 - Dishwasher failure caused extensive floor board damage. Strata claim with SCI in progress.	- resident tenants need to move out from 7/9/2026 for 6 weeks for floor repairs - owners rent loss covered by SCI claim	Ongoing

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	8.6	16/7/2026: Unit 203 water damage in laundry wall due to failed stop cock in Unit303.	- plumbing repair completed in U303 - wall patch/paint in U203 completed	Completed
	8.7	23/8/2026: U111 again experiencing water leaking in bathroom from above unit 211	Monitor	U211 Agent handling with their own contractors
9	INWARD CORRESPONDENCE REQUIRING REVIEW/DECISIONS, ETC <i>(if not included above)</i>			
	9.7	3/3/2026 U601 Kitchen renovations. Works approved. Works ongoing	Renos approved Completed	Closed
	9.8	20/4/2026 U401 Water damage reported in NE corner. To be inspected.	Noted No action required owners are in process of arranging full renovation	Closed
	9.9	U401 Renovations proposal - commencing September 2026	- 9/6/2026 Renovation proposal /notification received from Owners - 13/6/2026 Committee inspected on site with Architect and owners - 26/6/2026 Approved with some caveats	Approved - owners notified
10	OTHER MATTERS <i>(if raised / received / noted)</i>			
11	ANY OTHER NEW BUSINESS			
	11.1	The gym equipment is getting old so needs replacing	Discussed - committee agreed for review for replace update, etc. New lease agreed and signed for \$408 per month - awaiting equipment install	LJ to follow up installation
	11.2	Automate invoice and payment arrangements	Max (Secretary) is looking at transferring manual invoicing to full electronic / automated invoicing system. [Approved] Carried forward	MM to facilitate and discuss with bank as and when time allows
	11.3	Accounting System: retain MYOB or change to alternative?	Max (Secretary) is looking into transferring The Watertower accounts from MYOB to an alternative accounting software system due to unsatisfactory functionality. [Approved] Carried forward	MM to investigate as and when time allows
	11.4	U203 placement of aircon condenser in basement	CC Review position	CC to follow up with MM
12	RESIDENT MOVEMENTS			

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	12.1	Unit 501 - new tenants Unit 212 - new tenants Unit 4 - new owner occupier Unit 203 - new owner occupier Unit 3 - existing owner to re-reside	Note	
13	NEXT MEETINGS			
	13.1	Next Meeting TBA	Noted / Confirmed	