

MINUTES OF THE MEETING OF THE STRATA COMMITTEE OF THE OWNERS CORPORATION STRATA PLAN 22906 THE WATERTOWER				
DATE: 29 April 2026		OPENED: 6.09pm	CLOSED: 7.33pm	MEETING MEDIUM: Face to Face
IN ATTENDANCE: Committee: Marie O'Brien (MO), Margaret Brodie (MB), Max Middleton (MM), Thu Tuyen To (TT), Lina Jakob (LJ), Callum Cooper (CC - from 7.10pm).				
APOLOGIES: Committee: Aaran Creece (AC)				
		ITEM	RESOLUTION / RESULT	ACTION / PLAN
1		APOLOGIES		
		Aaran Creece		
2		MINUTES / MEETINGS		
	2.1	Proposal to accept Minutes • 16 October 2025 • 1 April 2026 (post AGM)	Confirmed Confirmed	n/a
	2.2	AGM (2026) outcomes: • New Strata Committee member join • Audit Report commendation • ByLaw re STRA to be prepared for registration • Honorarium paid • Budgets recorded in accounting systems • Minutes issued to owners • Website updated	Noted	n/a
3		REVIEW ACTIONS c/f from previous meetings (if not included separately)		
	3.1	Notification re conditions when working from home and other matters (eg. Noise, kitty litter, etc).	Outstanding TBC	MM to draft
	3.2	First Aid Kit o/s	Noted	
4		FINANCIAL MATTERS		
	4.1	P&L	Review when ready	MM to issue separately
	4.2	Outstanding levies (more than 2 quarters)	Nil	
5		PROJECTS		

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	5.1	Garden & related activities • OC Pots on balconies works • Garden atrium works • Regular gardener engaged (twice monthly)	Noted	MB to monitor
	5.2	VHA/OPTUS 5G (Leased tower) • Ongoing access requests for onsite attendance (including extended shutdowns for major updates)	Noted / Confirmed	Monitor
	5.3	Atrium works • Downpipe replacements • Additional painting internal facades, etc	Completed	n/a
	5.4	Additional walkway grates and downpipes Levels 1, 2, 3.. as budgeted.	Completed	n/a
	5.5	Roofing /Guttering • Additional issues NW (over U308) still under investigation/monitoring	Completed	n/a
	5.6	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 3 western roof apartments (9)	Awaiting design and final quotes	MM to follow up
	5.7	Roof over old fan (bike room) in readiness for tenant (persistent rain leaks delayed lease start date – Repaired		Monitor
	5.8	Doors (approx.100) to be scraped, sealed and repaint 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.	• TT suggested usine laser scraping (new tech) • Starting work in next 2/ 3 weeks	MM to investigate

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	5.9	(Replacement) Pool heating – solar or other solutions – reconsider toward end of year	Not operational	Review end of year
	5.10	Energy (gas/electricity/grid) consultancy – yet to be started	Resource required	n/a
	5.11	Gas hot water infrastructure detailed analysis and business case. HL analysis commenced.	MM started business case.... Early stage - resource required	Progress as time permits
	5.12	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	Approved	MM to progress CCTV and electrician for lighting
6	BUILDING MANAGEMENT & MAINTENANCE <i>(not routine)</i>			
	6.1	16/1/24: Storm deluge and one off leaks: U301 minor leaks through window	No further action req'd	Close
	6.2	Marian Street Garage Roller door upgrade various components – Scheduled for Friday 1 May 2026	Noted	Scheduled
	6.3	Sprinkler on rooftop leak causing library flooding and damage	Completed	Monitor
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). • Work completed	Completed	Close

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	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	n/a
	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	• Agreed to consider for AGM	Committee to draft for AGM
	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.	Update bylaws documents and website. Also noted for later consideration was MM and MB noticed in preparing the submission that The Watertower by-laws and pursuant policies need to be reviewed and updated for alignment and accessibility.
	7.8	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
	7.9	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.	Noted	Schedule work
	7.10	Pool (underwater) light damaged by swimmer • Needs to be replaced subject to pool water level is lowered for access	Noted	Chase up electrician to fix

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	7.11	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	Order from Bunnings and arrange plumbing works being scheduled
	7.12	Library cleanup, new lighting and power points, etc.	Approved electricity pp and lights instal requested by CC	MM to arrange electrician in conjunction with CC
8	OTHER COMPLAINS, INCIDENTS/ACTIVITIES (e.g call outs, noise, behavious, breach of bylaws, security, etc)			
	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).	MM and MOB will draft and send to TT and LJ for comment.
	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.	MM and MOB will draft and send to TT and J for comment.
	8.3	Leaks from U211 into U111. OC plumbers have rectified. Costs related to U211 to be paid by owner.	Noted	Ensure 211 pay plumber directly
	8.4	Leaks from U105 into U4. OC plumbers have rectified. Now closed.	Noted	Close
	8.5	19/1/2026 Leaks from U404 into U307 Cause common piping in void	Completed	Close

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	8.6	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
	8.7	Basement Car Park • Several unlawful intruders in past few months • CCTV playback suggest these are opportunists looking for something to steal. • No reports of major theft. • Some damage / tampering to fob pads in trying to vacate the carpark.	Noted. Additional cameras and lighting to be installed (see 5.2 above).	Monitor
9 INWARD CORRESPONDENCE REQUIRING REVIEW/DECISIONS, ETC (if not included above)				
	9.1	18/12/2025 U502 request to undertake installation of timber floors. Works Approved.	Approval confirmed	Monitor
	9.2	19/1/2026 U404 owner seeking permission to replace skylights – will require bylaw. • Not proceeding at present	Noted	Close
	9.3	2/3/2026 – U404 owner seeking permission and logistics of installing window in common property - requires bylaw • 12/3/2026 – Withdrawn and will prepare for next year	Noted	Close
	9.4	20/1/2026 U111 request approval for storage cage in car park. Approved by MM	Approved	Close
	9.5	5/2/2026 U108 Request to have 5 pot plants on balcony	MB inspected and approved	Close
	9.6	16/2/2026 U501 report cracked balcony door pane. Express Glass replaced.	Repaired	Close
	9.7	3/3/2026 U601 Kitchen renovations. Works approved. Works ongoing	Renos approved	Monitor
	9.8	20/4/2026 U401 Water damage reported in NE corner. To be inspected.	Noted	MM to inspect and report

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10		OTHER MATTERS <i>(if raised / received / noted)</i>		
	10.1	Annual Event 7/12/2025 – Successful with high participation.		
11		ANY OTHER NEW BUSINESS		
	11.1	The gym equipment is getting old so	Discussed - committee agreed for review for replace update, etc.	LJ to investigation options (assisted by MOB) to bring back to the Committee for further consideration at a later date. MM to provide data and quote from LifeFitness
	11.2	Owners Corporation PO Box 413 no longer exists	After many years of transferring all correspondence to email, nothing now comes into PO Box except the PO Box invoice so The Watertower PO Box has now been closed. [Noted]	n/a
	11.3	Automate invoice and payment arrangements	Max (Secretary) is looking at transferring manual invoicing to full electronic / automated invoicing system. [Approved]	MM to facilitate and discuss with bank as and when time allows
	11.4	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]	MM to investigate as and when time allows
12		NEXT MEETINGS		
	12.1	Next Meeting 24/6/2026 (online)	Noted / Confirmed	TT to send invite