

**MINUTES OF THE MEETING OF THE STRATA COMMITTEE
OF THE OWNERS CORPORATION**

**STRATA PLAN 22906
THE WATERTOWER**

Tuesday 1 March 2022
Virtual (Zoom) Meeting

The meeting opened at 7.05 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: None. (Note Jessica Carolin resigned 20 February 2022).

2. Meetings/ Minutes

2.1. Minutes of previous meetings:

- 10 /11/2021 confirmed and accepted

2.2. AGM 31/3/2022

- Agreed to propose 3% increase in cleaning and building mgt contracts
- Draft budgets and AGM material to be issued to committee for final vetting in advance of issuing AGM notice/pack to owners.

3. Review Actions from previous meeting(s) requiring further discussion and/or carried forward (if not included separately)

3.1. Window Defect/ Warranty Issue RBS

Status: Completion signed off by RBS Engineer (P Karsai) 21/12/2020 (Warranty for one year – to be reviewed/finalised). Meeting scheduled for 1/12/2021 with PeterK/MartonM/MaxM/MargaretB/MarieO

3.2. 24/2/2021 U404 skylight needs attention

Status: Completed (and closed)

3.3. 21/6/2021: U317 reports rain leaks in living room. OC Investigation and testing points to owners aircon sealing problems.

Status: Completed by owner (and closed)

3.4. 19/2/2022 (TT); follow up re any needs relating to EMV charging stations.

Agreed: AH to keep abreast of industry advances/changes and report as required.

4. Financial Matters

4.1. Profit & Loss @ 31/21/2021 reviewed in conjunction with 2022 budget review.

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/ or payment plan

5. Updates on Projects

5.1. Garden & related activities

- No activity

5.2. Vodafone mobile /antennae tower

Note: Ongoing access requests for configuration updates, defect investigations and emergency after hours requests.

5.3. TELSTRA mobile tower/ antennae proposal

- 22/12/2021: OC draft lease issued to Telstra Lawyers: Cornwalls
- Kordia replaced by newly appointed intermediary BMM Group
- 21/2/2022: Request from BMM Group to undertake structural integrity check – diagram provided.

Action: MM to respond with options/timing to do this

5.4. COVID-19 issues

Noted: Tom absent week commencing 7/2/2022 due Covid exposure – Geoffrey Parker engaged to cover.

Noted: Various communications/updates were issued to residents as aligned to Public Health order changes.

5.5. Station Upgrade (Transport for NSW)

Status: Progress and ongoing monitoring and discussions with Novorail and notifications to residents as required.

5.6. Atrium remediation works

Status:

- 28/12/2021: MM notified residents about timeline and impacts
- 17/1/2022: Project work commenced with the scaffolding
- 28/1/2022: BCRC's 1st inspection report received – work very satisfactory and to high standard
- HW insurance, deposit and 1st progress payments made.
- *Note:* OC have rented 3 car-spaces from residents for contractors for the 16 week project period.

5.7. Walkway upgrade levels 1,2 3 (ceilings, insulation, lighting, painting, floor drainage)

Status:

- Indicative costs considered - agreement to proceed
- Building works/clean up, ceiling (L3), insulation, etc. \$120K
- Electrical cabling realignment and new lighting \$59K
- Fire compliance – cabling, heat detectors, sprinkler realignment, etc. \$27K
- Floor drainage arrangements on level 3 west (and also now on level 2 west). Quote/estimates to be confirmed.

5.8. Structural issues with 2 beams on level 3 west identified.

Status: Quotes to provide supporting steel yoke being sought.

6. Building Management & Maintenance

6.1. Roof preventative maintenance – screws replaced for much of the roof.

6.2. U404 skylight (internal) repairs completed (closed)

6.3. Pool Maintenance

- Pool light to be replaced. MM to follow up.

6.4. Water leaking in to U305 kitchen ceiling

- Kitchen ceiling partly opened for inspection when water next presents. On watch.

6.5. Balcony leaks

- U401 balcony to U302 – completed balcony and internal repairs (closed)
- U403 balcony into U305 – no action as no current leaking present (closed)

6.6. Box Gutter (west roof) preventative maintenance completed (via Heather flood) (closed)

6.7. Intercom issue u109 not resolved.

Status: MM to pursue with Southern Cross Protection and/or electrician.

7. Strata Administration & Compliance

7.1. Safety Height audit/compliance – completed (closed).

7.2. Insurance Claim from water damage to OC Office (U8)

Status: Awaiting finalisation of insurance claim – wall/skirting damage and replacement of carpet

Action: MM to continue following up and facilitation of works/office and moving in/out logistics.

7.3. Ground Floor Parcel Box January 2022 report reviewed

7.4. Telephone land lines for OC to transition to NBN. Office now NBN. completed (closed)

7.5. Defib battery replaced – compliance (closed)

8. Other incidents/activities/complaints, etc.

8.1. U111 complaint re smoking near gym – Unit6 advised - closed

8.2. U103 complaint re common area cleaning from agent via tenant(MM spoke with agent) – closed.

8.3. U103 fire on stove top noted. No damage and no action. closed

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

9.1. U205 notification of renovations. Acknowledged and approved.

9.2. U501 requested use of window film. Not permitted, MM advised owner.

9.3. U405 requesting partner's mobility scooter to be parked on level 4. Committee disagreed due to egress issues and offered alternative parking on level 3 near the planters. MM formally advised decision to owner and partner.

9.4. U1 and U7 request business name on glass panel. MM responded Ok subject to in keeping.

9.5. Vicki Gordon request office rental reduction consideration due to impact of COVID on the arts last 2 years.

Agreed: 12 months rent waiver to take into account COVID impact (last 2 years) as well as water damage making the office unusable for a period under claim/remediation. MM advised VG outcome and to facilitate credits on account.

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

10.1. Note that Jessica Carolin resigned from Committee (due to selling and moving out).

11. Next meetings:

- TBA

The meeting closed at 8.30pm