

**MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE
OF THE OWNERS CORPORATION
STRATA PLAN 22906
THE WATERTOWER
Tuesday 24 May 2016**

The meeting opened at 7.10 pm

Present:

Committee: Fenn Gordon (FG), Margaret Brodie (MB), Michelle Rogers (MR), Max Middleton (MM), Henry Compton (HC), Vicki Woods (VW)

Quorum: Yes

1. **Apologies:** Warren Smith (WS)
2. **Minutes of previous meetings:** 22 March 2016 confirmed and accepted.
3. **Review Actions from previous meeting(s) requiring further discussion**
 - 3.1. Air-conditioners Assessment
 - Other air-conditioners – assessment and cost estimates to comply with building code received for external units belonging to: Units *1, 3, 4, 5, 6, 7, 109, 112, 114, 301, 405, 601, 602, Owners Corp* (committee room)
Status: *Units 1, 5, 7, 112 and Owners Corp upgrades completed, U109 partly completed (drainage), Awaiting updated report from Contractor.*
 - 3.2. Roof safety anchors, quotes, certification and installation of access walkways/ladders by BASEfx
 - Certification received for year 2015-16
 - Quote \$1,625 to replace anchors on north-east over U401 – to be offset/reimbursed by Roof plumbers DR King (lost during roof replacement)
Resolved: *Proceed as quoted*
 - Quote \$4,800 for Fixed Ladder Access walkway (north east roof area)
Resolved: *To await outcome of any agreement with Vodafone for mobile tower (as this would be a requirement in our terms and conditions)*
 - 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 2016 budget, to hold off and consider as an item in 2017 budget*
 - 3.3. Granules for garden to minimise leakage into basement carpark
Resolved: *Close item with changed plans regarding water leakage from garden to basement*
 - 3.4. Hydrant Burst 20 Nov 2015 – flooding into Unit 2
Status:
 - *Unit 2 kitchen kickboard repaired by Owners Corporation*
 - *Awaiting quote for flood-proof door to rear of Unit 2*
 - 3.5. Canopy on external front entry
Status: *New supplier (Sunshade OZ) has measured – awaiting quote*
Resolved: *To hold off and consider later in year*
 - 3.6. Skylights on 3rd (west) – audit and maintenance
Status:
 - *Unit313 - broken/damaged seal repaired*
 - *Contractor handyman Sajih to finalise assessment of other units and provide report and quote*Action: *MM to follow up with contractor*
 - 3.7. Unit 1 Large cracks in wall
Status: *Fixed – item closed*
4. **Financial Matters**
 - 4.1. Profit & Loss statement @ May 2016 - *reviewed by ExCo*
 - 4.2. Levy Arrears (with more than 2 quarters in arrears) – *Lot 20 committed to payment plan*

5. Updates on Projects

5.1. Garden Co-operative

Resolved:

- *Pot plants on north end walkways to be emptied (by "Ponds on Pipeline") and replaced with new soil and plants*
- *Email residents to seek persons interested in being part of collective group*
- *Engage part time person to care for garden on an adhoc basis*

Action: *MB to facilitate as above*

5.2. Council Innovation/Sustainability Grants / Energy (sub-committee Mike Leggett, Gabrielle Kuiper, MM)

- *Gas Hot Water Survey Results:* This survey was undertaken to gather data to assist in gauging the costs and issues being experienced by residents, as input for this project/business case. However the data gathered from 61 respondents indicates that the means and accuracy of meters readings and billing is widely inconsistent and inequitable, benefitting some residents and penalising others.
Resolved: *To contact infrastructure owner to request a report of the gas hot water meters network for the building as whole, in an effort to ascertain, determine and resolve inequities.*
Action: *MM to contact Jemena*
- *Roof Condition Report:* This condition report was commissioned for DR King Roofing to undertake to provide input needed to ascertain suitability of the roof for possible solar panels.
Noted: *The report shows that the western roof is in good condition and suitable for panels, however parts of the eastern roof are showing deterioration due to the rusting of roof screws and poor condition of some of the sheeting/guttering.*
Resolved: *Roof repairs to areas identified to be considered when reviewing 2017 budgets*
- *Quick energy win:* MM presented option to move electricity from current supplier (Energy Australia) to Simple Energy which is expected to reduce costs by more than 50% (i.e. from approx. \$24,000 to \$10,000 per annum)
Resolved: *To proceed with changing supplier*
Action: *MM to validate the numbers with Sydney City Council's Innovation support and proceed to switch supplier.*
- *Feedback from Audit Contractor and Proposal to Manage the Project:* Acknowledged feedback. Proposal to be held off until further information gathered and evaluated in conjunction with Sydney City Council who are offering free training to Executive Committee and Building Managers.
- *Sydney City Council Funding Grants and free training/support.*
Noted: *Feasibility and SCC project grants are available.* The current cut off is 6 June 2016, however there will be another round in September this year.
Resolved: *MM and sub-committee to endeavour to prepare a proposal in readiness for a feasibility grant in the September submission.*
Action: *MM to discuss with Council requirements for free training/feasibility and business case support.*

5.3. External white leaching from new window sills on east and west façades - possible warranty issue.

Status: Remedial Building Services (RBS) are trialling two solution options on two window sills on level 1's south-east corner.

Status: Awaiting RBS feedback on solutions

- *Metal cladding attached/flashed at the bottom of window frame covering the window sill*
- *Copper L-shape tubing in the weep holes*

5.4. Remedial Project Unit 406 balcony and windows

This was deferred from the scope of the Remedial Building Services (RBS) 2013-14 external building works project

Status: *Received from Remedial Building Services:*

- *Draft Home Building Contract for \$36,000 as quoted and agreed (as per Dept. of Fair Trading)*
- *Window/door configuration drawings*

Action: *MM/MB to review and add any contract variations and sign off drawings*

5.5. Leaking from garden into basement – 4 main areas plus other seepages at drains, etc.

Discussed/Agreed: *That this long outstanding issue needed to be addressed by undertaking a more permanent solution to protect further damage to the slab supporting the pool and garden areas. Although the 2016 budget only allowed for some short term temporary catchment fixes (\$35,000), this action would not adequately address the underlying issues.*

Resolved:

- *To undertake a permanent solution (rather than any short term temporary catchment fixes). To minimise inconvenience to residents using the pool and pool area, these works need to be undertaken immediately to take advantage of the winter period (when pool area is least used)*
- *To accept quote from D&Z Trifunovic for \$86,000 to (1) excavate, remove soil and 2 palm tree roots and completely demolish the small garden adjacent to the gym on the ground level, remove the existing wall, seal/membrane/flash the area to wall and tile over area, core drill and provide drainage; (2) excavate and remove the soil and 4 palm tree roots on the southern rear part of the garden strip on the western side in the pool area (near the rear pool gate), build a wall and peers to support extension of the pool deck, seal and membrane and flash into the wall, tile, core drill and provide drainage; (3) remove damaged concrete cancer areas caused by garden leaking and make spalling repairs to concrete slab areas protruding into the basement.*
- *To accept quote \$3,150 from Get Lopped to cut down and remove 4 palm trees remaining in the garden areas being demolished and prune others to remove fruit and dead and dangerous fronds including tip disposal fees*

Note: *As a separate project, the Executive Committee and the Garden Collective group will look separately at options to make these demolished areas attractive/green.*

6. Building Management

6.1. Plumbing Issues

Status:

- 3rd floor walkway grill – *completed / closed*
- Unit 214 storm damage to walls /ceilings – *completed / closed*
- Unit 113 storm damage to walls /ceilings – *no response from owner's agent/owner - closed*
- Unit 404 leaking from bathroom to Unit 307 living room causing ceiling damage and loss of power – emergency call out to Mr Switch New Year's Eve to open up ceiling and isolate power to make safe – *completed / closed*
- Other
 - Office Unit 8 / Unit 107 – Plumbers DR King have investigated and found issues with shower in Unit 107. Tenant will advise owner.
 - Unit 404 – water from roof leaking intermittently into living area. Examination of roof does not indicated source,
 - 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
 - Level 1 water ingress to ground level Unit 5 below. This is related to the balcony runoff
 - Unit 314 – evidence of dampness in western side above window. Remedial Building have sighted

Status: *(watch)*

6.2. Leaking into U401 from roof - *completed / closed*

6.3. Other Incidents/Activities

None

7. Strata Administration

7.1. CPSGlobal / Vodafone proposal re rental of rooftop space for the installation of mobile phone antennae

Status: *Annual license/lease fee \$32,500 per annum agreed with CPSGlobal/Vodafone*

Action: *In conjunction with our lawyers (Bannermans) MM/MB to progress and seek to reach Heads of Terms (HOT) and conditions agreement with Vodafone*

Note: *The Executive Committee previously agreed that this proposal (if and when the terms and conditions are acceptable to the Executive Committee) would be put to the Owners at an information meeting followed by a General Meeting to vote.*

7.2. Correspondence Received requiring review/decisions

- Application and agreement to the terms to keep a small dog received from the tenants of Unit 310
Resolved: *Agreed*
Action: *MM to inform tenants*

8. Coming Events

None

9. Other New Business

None

10. Carried forward (remains on agenda)

- 10.1. Pool Slab condition /ACOR Engineers recommendations
Status: *MM is in consultation with another contractor to quote and repair areas on slab where seepage and damage evident.*
- 10.2. Repaint swimming pool – *held over until timing and extent of works on slab decided*
- 10.3. External remedial works and window replacement:
 - Wrap up / project sign off – *ongoing*
 - Subsequent water penetration – *warranty items as applicable with RBS*. In particular
 - (Aug 2015) Unit 314 windows not adequately sealing in storm conditions – *RBS to inspect and advise*
 - Future maintenance - *incl. in 10 year plan*
- 10.4. LED upgrade
 - Replacement of the fluorescent tubes in car-parks and stair wells - *will be considered as part of the scope of the Energy Audit*
- 10.5. Strata Reform Paper
 - No Action at present – *continue to keep a watch on legislative updates/ dates and retain item on future meeting agenda*
- 10.6. Redwatch and Central to Eveleigh corridor project
 - Monitor *for community notifications and invites*

11. Next meeting: scheduled 26 July 2016

The meeting closed at 8.45 pm