



# Martin Towers

## Management Committee Meeting Minutes

Community Corporation 23362 Inc. (Secondary)

4-8 Charles Street, ADELAIDE

Date: Wednesday 29<sup>th</sup> April 2015

Time: 6:00 PM (18:00)

Location: Lot 5 (Phillip Relf)

### 1. Opening

#### In Person

David Chadbourne (DC)

Michael Hammerton (MH)

Phillip Relf (PR)

#### By Proxy

Elizabeth Farrant (EF) Proxy to DS

Julie Obst (JO) Proxy TBD

Daniel Silvestri (DS) Proxy to PR

Carolyn Wastell (CW) Proxy to PR

#### In Attendance

Peter Affleck Representing Whittles

### 2. Confirmation of Previous Minutes

1. Committee meeting of 11<sup>th</sup> February 2015, acceptance proposed by DC, seconded by PR
2. Committee meeting of 25<sup>th</sup> February 2015, acceptance proposed by MH, seconded by PR

### 3. Decisions without Meetings

1. None

### 4. Discussions

1. CW: Succession Plan for Primary Corporation meetings & DS attendance
  - a. DC stated that necessary information should be and will be reported as relevant in Management Committee meeting minutes.



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2. CW: Facilities Management role
  - a. As discussed in an informal Management Committee meeting, this role consideration will not progress. Initially, a desire for an on-site Caretaker was considered to be an attractive proposition. However, by comparison, *Air* pay \$180k per annum to support this capability. It was considered not to be cost effective to Martin Towers lot owners.
3. DC: Whittles role
  - a. PA reported that he received two boxes of documents at 16:00 on 28<sup>th</sup> March 2015 from MPG. There were no electronic files transferred. MPG was specifically asked if all outstanding invoices had been paid; and MPG reported that all outstanding invoices, currently received, had been paid.
  - b. \$474,582.54 was transferred, being the total of the Administration Fund and Sinking Fund.
  - c. Whittles will reconcile the accounts but may consider the use of an independent auditor to complete the reconciliation process. The use of an independent auditor would require confirmation by the Management Committee.
  - d. Whittles expect to be able to generate a draft 2015/2016 budget by the 29<sup>th</sup> May 2015.
  - e. PA asked for confirmation on how communication with the Management Committee should occur. DC advised that any communications should be copied to the entire Management Committee.
  - f. During reconciliation of the artefacts provided by MPG, it would be expected that a number of questions will be raised to the Management Committee for clarification.
  - g. The expectation is that Whittles will manage all communications with the Caretaker and cleaning staff; and that the Management Committee should now refrain from direct communications with the Caretaker (obviously excluding any communication that would normally occur between a resident and the Caretaker).
4. PR: Quotation from SA Electronics
  - a. Acceptance of this quotation will be held off until at least the generation of the draft budget
5. MH: Quotation from Gymfix
  - a. A decision, without a meeting, will be called. See action 2015-23.
6. PR: Building electrics & request "two rate metre" for common areas
  - a. There are at least six common area metres and at a cost of \$1k to \$1.5k to effect the necessary conversion, it was not considered cost effective to request the conversion to "two rate metering".
  - b. The use of solar power to support some common areas will be progressed; at a cost of \$25k per tower, the return on investment would be expected after only three years. DC has ownership of this endeavour.
7. PR & DS: 25Feb15 swimming pool working bee
  - a. A number of residents have commented that the swimming pool area looks markedly cleaner. Hence, reinforcing the perception that the expected level of cleaning provided by the current cleaning staff is inadequate to expectations.



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8. PR: Apartment 9, expression of interest to connect to the National Broadband
  - a. A review of the building's infrastructure is required. See action 2015-24.
9. PR: South Tower lift, 3k trips in three months – excessive usage
  - a. We own the lift but must provide right-of-way for commercial car park patrons. The commercial car park does pay for one half of all running costs for the lift. However, we are concerned that this lift is being disproportionately used.
10. PR: Need Martin Towers address to be labelled inside South Tower lift
  - a. When a resident is trapped in the South Tower lift, a rescue is delayed because the resident may not be able to respond with the address associated with the lift.

### 5. Body Corporate Management Report (PA)

1. PA: Progressing with the assimilation of data (which was handed over at 16:00 on 28<sup>th</sup> March 2015).

### 6. Sub-Committees Reports

#### Complaints and Bylaws Infringement (MH)

1. Complaint regarding excessive noise coming from apartment 18 (raised by Brett Gooden)
  - a. DC to write a letter to his tenant.
2. Complaint regarding cleaning of windows and other areas not accessible to residents (raised by Brett Gooden)
  - a. Any future window cleaning activities are to include the high-pressure cleaning of all surfaces that cannot be reached by residents.

#### Finance (DC)

1. Awaiting draft budget from Whittles.

#### Primary Corporation Interface (DC)

1. Separate power metres are to be installed for the Secondary Corporations.
2. Stairwell security implementation cost will need a resolution at the up-coming AGM.

#### Property Maintenance (JH) – (report provided by PR)

1. Spa heater installed
2. A number of other maintenance activities have also been completed.

#### Security (PR)

1. 24Feb15 apartment 74, old FOB coded out and new FOB created (\$50 + GST)
2. 24Feb15 KONE lift FOB reported as stolen, old FOB coded out and new FOB created
3. 19Mar15 Five homeless persons identified by Caretaker and SAPOL attended
4. 10Apr15 apartment 99, given access to bike storage room
5. 20Apr15 apartment 93, given access to bike storage room
6. 23Apr15 survey of parked cars – two anomalies identified and recorded



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### Website (PR)

1. 17Mar15 received first resident feedback – like the capability but haven't moved in yet.
2. About to release build 4, which will cater for use on smartphones (i.e., smaller screens) and provide menu access on the Apple *Safari* web browser.

### 7. Action List

| Id      | Required Date | Status | Owner | Activity  |
|---------|---------------|--------|-------|---|
| 2015-02 | 15Apr15       | Closed | MPG   | Raise work order to provide South Tower lift labelling of resident floor buttons, as per DS specification.<br>Action transferred to 2015-25.  |
| 2015-09 | 13May15       | Open   | PA    | Dialogue with Otis regarding the replacement of North Tower lift control board resulting in open access to Level 7A for potential coverage under existing maintenance contract. Confirmation from SA Electronics that this is actually an issue with the Otis hardware and not an issue with their building access control hardware, will be required before approaching Otis.<br><br>Update: Otis have verbally acknowledged (but still not committed themselves in writing) that the open circuit on level 7A, in one of the North Tower lift,s is their hardware's fault.<br>JO suggested rephrasing the issue as an OH&S issue, which should escalate its priority with Otis. |
| 2015-10 | 29May15       | Open   | PA    | Dialogue with Kone to identify the South Tower lift call button control logic. There is a concern that the South Tower lift is being over-used by the commercial car park patrons.<br>Also, obtain a copy of the lift's control logic (i.e., programming) and obtain a copy of all lift travel information in memory and provide in electronic format (preferably in Excel readable format).  |
| 2015-12 | 24Jun15       | Open   | PA    | Make available to owners, the financial details and minutes on the website.   |
| 2015-13 | 29May15       | Open   | PA    | Contact Fire Services to remedy the catching of the corridor South-West door of North Tower, level 1 on the carpet.   |
| 2015-14 | 29May15       | Open   | PR    | To source a quotation for plumbing that would allow Caretaker staff to clear a blocked inlet pipe supplying the North Tower and the South Tower water heaters.  |
| 2015-15 | 29May15       | Open   | PA    | To reconsider the way that Caretaking services are to be provided, with the intention to reduce costs to the body corporate.  |
| 2015-16 | 15May15       | Open   | PA    | To undertake an analysis of the current Caretaking scope and to propose options that would result in cost savings.  |
| 2015-17 | 25Feb15       | Closed | MPG   | To obtain a statement from KONE describing the South Tower's left logic.<br>Absorbed into action 2015-10  |
| 2015-18 | 25Feb15       | Closed | MPG   | Raise a work order up to \$1,000 to address the graffiti in the South Tower stairwells above the security gates.  |



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| Id      | Required Date | Status | Owner | Activity  |
|---------|---------------|--------|-------|---|
| 2015-19 | 29Apr15       | Closed | MPG   | Notice boards as discussed, will be placed in the North Tower lifts and the post box area notice board is to be better utilised. Reconsidered and found not to be a valuable capability.                      |
| 2015-20 | 29Apr15       | Closed | PR    | To attempt to find the original curtains that existed in the mail room or failing that, to request MB to raise a suitable work order.   |
| 2015-21 | 26Jun15       | Open   | EF    | To liaise with PA to discuss the replacement of the white bench seat or to consider the purchase of suitable furniture for the lobby area.  |
| 2015-22 | 29Apr15       | Closed | MPG   | Consider a full-time Caretaker option, with the role to be proactive (and not reactive).  |
| 2015-23 | 13May15       | Open   | MH    | Consider the <i>Gymfix</i> quotations, survey resident's considerations and email a recommendation out to the Management Committee for approval. The solution provide a resolution prior to the upcoming AGM. |
| 2015-24 | 29May15       | Open   | PR    | Contact <i>TPG</i> and identify what would be required to provide building wide fast internet access.   |
| 2015-25 | 29May15       | Open   | PR    | Obtain an estimate for the labelling of level buttons (as car park or apartment) and for a build address (written in both Chinese and English).   |
| 2015-26 | 29Mar15       | Open   | DC    | To write to resident of apartment 18 and suggest that they limit the noise associated with any future parties they may hold.  |
| 2015-27 | 08May15       | Open   | PA    | Instruct Caretaker to remove the night duty cleaning work from their statement of work. Also scrutinise the level of cleaning to understand and identify any shortcomings.                                    |
| 2015-28 | 08May15       | Open   | PA    | Add the role of Whittles to the website.  |

NOTE: Most actions that are currently outstanding on Munro Property Group (MPG) have been transferred to Whittles. Actions allocated to Greg Powell (GP) have been transferred to PR.

### 8. Any Other Business

1. None

### 9. Next Meeting

17<sup>th</sup> June 2015

### 10. Closure

Meeting closed at 20:00, MH left at 19:30.