



Martin Towers

Management Committee Meeting Minutes

Community Corporation 23362 Inc. (Secondary)

4-8 Charles Street, ADELAIDE

Date: Wednesday 08th July 2015

Time: 6:00 PM (18:00)

Location: Lot 5 (Phillip Relf)

1. Opening

In Person

David Chadbourne (DC)

Elizabeth Farrant (EF)

Michael Hammerton (MH)

Phillip Relf (PR)

Daniel Silvestri (DS)

Carolyn Wastell (CW)

By Proxy

John Hynd (JH) Proxy DC

Julie Obst (JO) Proxy PR

In Attendance

Peter Affleck Representing Whittles

2. Confirmation of Previous Minutes

1. Meeting minutes accepted with no change.

3. Decisions without Meetings

1. MH: Gymfix, buy Phoenix commercial treadmill (PR agreed 03May15, DS agreed 04May15, JO 17May15, EF agreed 18May15, DC agreed 18May15, CW agreed 18May15)

4. Discussions

1. All: Next financial year's budget
 - a. Can't set date for Secondary AGM until the Primary AGM has been run.
 - b. No date set for the Primary AGM as of yet.
 - c. Expect corporation contributes to be reduced from last financial year.



Martin Towers

Management Committee Meeting Minutes

- d. Should have at least five times more than current in the Sinking Fund. An independent report (Rider, Levett & Bucknall) sets this figure at from \$1m to \$1.4m depending on the expected maintenance expenditure for the year.
 - e. The Sinking Fund report should be tabled at the AGM, in support of the need to provide a five year plan to the audience.
 - f. The meeting decided to move \$100k from the Administration Fund to the Sinking Fund.
2. CW: Presiding Officer to provide formal request for ACC to become the service provider for waste – ACC looking into providing this service within the next six months
 - a. Currently we are paying about \$14k per year to a private contractor for the removal of rubbish. Moving this cost to the ACC would result in commensurate savings to the Secondary Corporation, possibly without a flow on cost to the apartment owners in the form of increased council rates.
3. PR: Swimming pool close out of an evening
 - a. SA Electronics are to be engaged to change the programming to allow swimming pool access from 06:30 to 21:30 daily.
4. PA: Building insurance
 - a. Considerable savings from last financial year will be expected on building insurance, primarily as a consequence of the action PA has taken to ensure competitive bids will be given by insurance brokers.
5. PA: Replace pool heater area's shade cloth (now ripped) with a more sturdy roof
 - a. Waiting on a quotation.
6. CW: South Tower lift overuse
 - a. A meeting with KONE engineers indicated that the cost of providing data logging capability (even temporarily) would be prohibitively expensive. It was hoped to use this data to identify whether the lift was being over used.
 - b. The meeting decided to again try to obtain permission from the Primary Corporation to move the lift call button to a less accessible location.
7. CW: Pool arrangements under the new contract – reviewed services
 - a. To be stated in a Statement of Work, see action 2015-33.
8. CW: Steam cleaning for pool tiled areas
 - a. To be stated in a Statement of Work, see action 2015-33.
9. CW: Glass cleaning on regular basis
 - a. To be stated in a Statement of Work, see action 2015-33.
10. CW: Preliminary ideas for the eastern podium area
 - a. Not addressed
11. CW: Stairwell cleaning
 - a. To be stated in a Statement of Work, see action 2015-33.
12. DC: Review the Fidelity Guarantee and Office Bearer's Liability
 - a. It is the responsibility of the Primary Corporation to provide this coverage. Currently the coverage across the Primary Corporation and the four Secondary Corporations is \$50m.



Martin Towers

Management Committee Meeting Minutes

13. MH: Invite gym users to provide further comment
 - a. Under consideration
14. PR: Apartment 95 wants an additional FOB
 - a. Any requests from residents that are not owners must be made through the agent managing the apartment.
15. PR: AGM presentation material
 - a. The AGM presentation material is in update, awaiting budget, actuals and also Management Committee review.
16. DC: The intent was to include the \$85,000 for the South Tower lift upgrade and the \$100,000 for painting in this year's budget but it may have been missed with all the budget issues that we had at the last AGM. Both items can be reassessed at the upcoming MCM.
 - a. The intention is to allow the KONE contract to terminate and seek a contract from Otis – who are the original equipment suppliers. This also separates the lift maintainers from those used by the commercial car park.
17. PR: Access to the National Broadband for the apartment complex
 - a. Through action by PA, TPG have been given authority to install server equipment that will provide Internet access to residents.
 - b. The work could start as early as 17th July 2015 and take 10 weeks to complete.
 - c. TPG have offered to pay the Secondary Corporation \$365 per year in recompense for the minor amount of power that they will consume from common facilities.
18. PR: Provision of solar power to car park for all apartment electric cars.
 - a. The discussion moved from the supply of power to electric cars to the supply of power to support common areas.
 - b. DC reports that we could provide a solar farm on both tower roofs that can provide 99 kw (the maximum allowed by law before substantial costs are required to support the installation).
 - c. The cost for this installation would be approximately \$60k, which would be recuperated in savings within 18 months.
 - d. The meeting agreed to accept this solution.
19. PR: TPG & Internet access, received authority letter to effect installation.
 - a. See point 17. above.

5. Body Corporate Management Report (PA)

1. Primary Corporation have now moved to clean the graffiti out of the commercial car park stairwells. Which agrees with the legal advice that the Secondary Corporation sought regarding this matter.
2. Secondary Corporation has accepted responsibility for the security of the building. This was communicated via an email.
3. Wilson will now take the responsibility in providing adequate building security in an attempt to ensure that the stairwells remain graffiti free.

6. Sub-Committees Reports



Martin Towers

Management Committee Meeting Minutes

Complaints and Bylaws Infringement (MH)

1. Apt 51 multiple noise complaints from nearby residents, demonstrated suspicious activity, PR and Caretaker investigated nocturnal movement of residents. Police attendance, identified that a 'delivery restaurant' was being run out of apartment. Agent contacted.

Property Maintenance (JH)

1. MH: Gymfix, treadmill removed and stationary bike installed 05th June 2015, \$2,330
2. DS: SA Site Services quotation for initial bin clean \$45 per bin, then \$35 per bin per quarter
3. Caretaker paid \$4,464 (including GST) for spa heater repair. PA has been instructed to request that the Caretaker provide an invoice before it will be possible to reimburse the Caretaker.
4. PR: Swimming pool maintenance: grouting discolouration, exposed water faucet, sauna wood requires oiling, sauna floor requires scrubbing, western door release failed, a number of lights require replacing, ceiling vents require cleaning/replacement. This work has either been scheduled for action by the caretaker or requests for quotation have been distributed to relevant contractors.

Security (PR)

1. Apt 18 given FOB access to bike storage area 03rd May 2015.
2. Apt 37 two electronic FOB given to SA Electronics for coding into the Access Control system.
3. Following complaints from residents, discovered that Access Control system had not been taken off of daylight savings time. System updated and the doors are no open to FOB access under the current time regime.

7. Action List

| Id | Required Date | Status | Owner | Activity |
|---------|---------------|--------|-------|--|
| 2015-09 | 13May15 | Closed | PA | <p>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.</p> <p>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 is their hardware's fault.</p> <p>JO suggested rephrasing the issue as an OH&S issue, which should escalate its priority with Otis.</p> |
| 2015-10 | 29May15 | Closed | PA | <p>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.</p> <p>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).</p> |



Martin Towers

Management Committee Meeting Minutes

| Id | Required Date | Status | Owner | Activity |
|---------|---------------|--------|-------|---|
| 2015-12 | 24Jun15 | Closed | PA | Make available to owners, the financial details and minutes on the website. Owners can go to the Whittles web site to see the current financial statements. |
| 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. Waiting on quotation. |
| 2015-14 | 29May15 | Closed | PA | 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 | Closed | PA | To reconsider the way that Caretaking services are to be provided, with the intention to reduce costs to the body corporate. A reduction of \$100k per year is expected. |
| 2015-16 | 15May15 | Closed | PR | To undertake an analysis of the current Caretaking scope and to propose options that would result in cost savings. See action 2015-33. |
| 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. |
| 2015-23 | 13May15 | Closed | 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. Stationary bike equipment installed in gym. |
| 2015-24 | 29May15 | Closed | PR | Contact <i>TPG</i> and identify what would be required to provide building wide fast internet access. See item 19 in the Discussions above. |
| 2015-25 | 29May15 | Closed | DS | Obtain an estimate for the labelling of level buttons (as car park or apartment) and for a build address. Action transferred to PA, see 2015-32. |
| 2015-26 | 29Mar15 | Closed | 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 | Closed | 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 | Closed | PR | Add the role of Whittles to the website. |
| 2015-29 | TBD | Open | CW | Identify the mechanism under which the ACC will provide a pickup service for the emptying of 660 litre rubbish bins from Martin Towers. |
| 2015-30 | 05Aug15 | Open | PA | SA Electronics are to be engaged to change the programming to allow swimming pool access from 06:30 to 21:30 daily. |
| 2015-31 | 26Aug15 | Open | DC | To engage the Primary Corporation as to providing authority to move the South Tower lift call button to a less accessible area. |



Martin Towers

Management Committee Meeting Minutes

| Id | Required Date | Status | Owner | Activity |
|---------|---------------|--------|-------|--|
| 2015-32 | 05Aug15 | Open | DS | To forward the email describing the stencil requirements to appropriately label the South Tower lift internal call buttons (i.e., separating the commercial car park buttons from the apartment buttons). PA to take ownership of this action. |
| 2015-33 | 05Aug15 | Open | PR | To generate a Statement of Work, addressing: caretaking, cleaning and swimming pool maintenance, suitable for quotations to be provided against. |
| 2015-34 | 26Aug15 | Open | DC | To obtain details regarding the nature and scope of the Fidelity Guarantee and Office Bearer's Liability insurance from the Primary Corporation. |
| 2015-35 | 26Aug15 | Open | DC | To provide a costed solar power solution for acceptance at the AGM. |
| 2015-36 | 22Jul15 | Open | DC | To contact JH, formally if required, to obtain a suitable explanation for his absence from the Management Committee meetings. |
| 2015-37 | 22Jul15 | Open | PA | To request SA Site Services to clean the 660 litre rubbish bins as per their \$45 quotation. |
| 2015-38 | 26Aug15 | Open | PA | To request SA Site Services to generate a complete set of keys for the Martin Towers building and to provide a description of what each key does and where the associated lock is located. SA Site Services are free to liaise with PR to ensure that a full set of keys can be sourced and provided. |

8. Any Other Business

1. It has been noted that JH has been absent without apology from a number of Management Committee meetings.
2. Over the weekend a power switch was moved to the off position resulting in the car park sliding not operating. It became apparent that the switch required protection from a similar incident occurring again and that a key to the push bolt on the sliding door ratchet was to be made available to the Management Committee so as to provide a secondary avenue to release the sliding door should the caretaker not be present in the building at the time.

9. Next Meeting

26th August 2015

10. Closure

21:15