



Martin Towers

Management Committee Meeting Minutes

Community Corporation 23362 Inc. (Secondary)

4-8 Charles Street, ADELAIDE

Date: Wednesday 26th August 2015

Time: 6:00 PM (18:00)

Location: Lot 5

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. Minutes from 29th April 2015 were accepted
2. Minutes from 08th July 2015 were accepted

3. Decisions without Meetings

1. Acceptance of options A and B from SA Electronics to install FOB sensors on the resident levels within the two western stairwells. Option A (South Tower) \$9,493 including GST; Option B (North Tower) \$10,340 including GST.
 - a. The work order has been generated but work has not started at this time.

4. Discussions

1. DS: Date to be set for the AGM



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- a. A date of 07th October 2015 was selected as the first preference, with 30th September 2015 selected as the second preference, conditional on the availability of Peter Affleck of Whittles to attend the meeting and the availability of Scott's Church.
2. PR: Nick (Apt 29) requested that at the AGM, each Management Committee member should identify what they did and how they benefited Martin Towers. And what they stand for at the AGM.
 - a. The AGM power point presentation will incorporate a description of past activities undertaken by the Management Committee.
 - b. The AGM power point presentation will also incorporate a basic strategic plan relevant to the Management Committee's interests.
3. PR: MPG requested we take ownership of the cleaning of Primary Corporation areas under our cleaning contract, see action 2015-33
 - a. The work scope has been identified and confirmed with MPG at the Primary Corporation AGM.
 - b. The work scope will be added to the cleaning statement of work and invoiced back to the Primary Corporation for payment.
4. PR: 17Aug15, Cleaners room cleaned, followed by utility room in South Tower, level 1
 - a. The Cleaners room has improved markedly in over-all cleanliness but is still considered wanting in this regard.
5. MH: Budget brief, supported by DC
 - a. The budget for 2015/16 has been reviewed and has been accepted for presentation at the AGM.
6. CW & DS: South Tower resident to be placed on Primary Corporation management meetings
 - a. The meeting accepted the allocation of a North Tower lot owner (i.e., DC) and a South Tower lot owner (i.e., DS) but these representatives will not be formally accepted until minuted at the next Primary Corporation Management Committee meeting. PR is to be a secondary, should either of the other two members not be able to attend a Primary Corporation meeting.
7. PR: 23Feb15 SA Electronics - Video recorder upgrade, storage upgrade, 4 cameras, 2 displays on car park ramp \$18,690 + GST
 - a. See action 2015-41 i.e., the quotation will not be progressed at this time.
8. 10Aug15 Tony Sorrenti Plastering Solutions, \$1,600 to repair the sub-basement ceiling above the apartment 31 car parks and the wall near the apartment 55 car parks.
 - a. This is the responsibility of the Primary Corporation.
 - b. However, we have been progressing this issue for the last nine years, still without resolution.
9. CW: Revisit the evening walk-thought of the swimming pool
 - a. As no issues have been reported, this consideration is now closed.
10. EF: Number of keys and number of FOB to be allowed per apartment.
 - a. A resolution was raised to modify the FOB allocation philosophy to the following: one FOB per bedroom, one FOB per car parking space and two additional FOB –



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where the second FOB would be allocated under the current charge regime (i.e., \$100 plus GST payable to Whittles) and only on request by the lot owner.

- b. The resolution was passed.

11. PR: Apartment 40 have requested an additional FOB.

- a. No action is to be taken until confirmation of the need has been provided by Whittles.

12. DS: Car park cleaning

- a. Two options are on offer: one involving a surface treatment that would cost from \$20k - \$25k and the other which would involve grinding the floor for \$100k. Both options would require cars being removed for a period of about a fortnight. Whittles could secure a corporate deal with Wilson Car Parking for a rate that would be less than that offered individuals.
- b. The meeting decided that two resolutions would be placed at the AGM:
 - i. AGM to vote on whether we engage the work to clean the car park
 - ii. AGM to vote (conditional that the first vote is successful) on whether we pay for the work as a special levy or from the Sinking Fund.

13. PR: Brief on attended Primary AGM at MPG

- a. The Primary Corporation AGM discussed finances and the insurance quotations. CHU was tentatively accepted, with a quote of \$96,597.45. Currently the \$100k Fidelity Guarantee is considered inadequate. A figure of \$1m is considered reasonable, given the current financial status of the Primary Corporation and Secondary Corporation.

5. Body Corporate Management Report (PA)

1. Whittles have been diligent in catching invoices that had been sent to the Secondary Corporation but were actually Primary Corporation responsibility to pay.
2. Whittles have also been instrumental in substantially reducing the Primary Corporation building insurance from \$145k last year to \$96k this year. With the 62.8% contribution that the Secondary Corporation is responsible for, this amounts to a saving of almost \$31k.
3. Status report on:
 - a. Fixing sign near North Tower intercom identifying apartment numbers
 - i. As per the Primary Corporation AGM, a request to licence the sign will be made.
 - b. Fixing sign near North Tower intercom identifying apartment numbers
 - i. As per the Primary Corporation AGM, a request to licence the sign will be made.
 - c. Overlay stencils in lift No. 3
 - i. Adelaide Lift Interfaces have been contacted to do the work.



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6. Sub-Committees Reports

Complaints and Bylaws Infringement (MH)

1. none

Property Maintenance (JH)

1. none

Security (PR)

1. 13Jul15 FOB generated for SAPN subbasement access, delivered to MPG for distribution
 - a. FOB were coded and delivered to MPG for distribution to SAPN.
2. 21Jul15 & 05Aug15, residents looked themselves out of their apartments.
 - a. Residents were assisted within 30 minutes of the event.
3. 04Aug15 Agent went directly to SA Electronics to code out a lost FOB and create additional FOB.
 - a. Agent, Caretaker and SA Electronics informed of the correct process to code out and generate additional FOB.
4. 06Aug15, 18Aug15, 21Aug15 Additional FOB were created and/or lost FOB were coded out of the system
5. 21Aug15 Lot owner reported that their FOB did not operate car park entry. FOB confirmed to be OK, operator error.

7. Action List

Id	Required Date	Status	Owner	Activity
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. 26Aug15 Request made, need to follow up again.
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. 26Aug15 Still considering options. Have found a black leather chair that will fit the small footprint available.
2015-29	16Sep15	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. 26Aug15 David Bland contacted, waiting on response.
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. 26Aug15 Work order generated, awaiting response.
2015-31	26Aug15	Closed	DC	To engage the Primary Corporation as to providing authority to move the South Tower lift call button to a less accessible area. Rejected at Primary Corporation AGM.



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Id	Required Date	Status	Owner	Activity
				Request rejected at the Primary Corporation AGM.
2015-32	25Sep15	Open	PA	To describe 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).
2015-33	05Aug15	Closed	PR	<p>To generate a Statement of Work, addressing: caretaking, cleaning and swimming pool maintenance, suitable for quotations to be provided against.</p> <p>PA: 24Jul15 sent cleaning quotation requests out to: Onsite PACMS Services – Trevor Frangs 0407 404 501 (two visits) Quotation received BJ Caretaking – Brett Skeet 0414 868 130 Site Services SA – Greg Powell 0402 214 109</p> <p>PR: Conducted tour of building on 28 & 29 Jul 2015 and 05Aug15</p>
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. \$100k in Insurer's quotation, seeking \$1m. In process, awaiting response from MPG.
2015-35	26Aug15	Open	DC	<p>To provide a costed solar power solution for acceptance at the AGM.</p> <p>Currently engaging with Origin Energy. Origin Energy are currently engaged in surveying the building for the installation of plant.</p> <p>26Aug15 Origin Energy have surveyed the building and are generating a proposal.</p>
2015-36	22Jul15	Open	DC	<p>To contact JH, formally if required, to obtain a suitable explanation for his absence from the Management Committee meetings.</p> <p>Deferred.</p> <p>26Aug15 No progress reported.</p>
2015-37	22Jul15	Closed	PA	<p>To request SA Site Services to clean the 660 litre rubbish bins as per their \$45 quotation.</p> <p>21Jul15 4 bins cleaned, 27Jul15 4 bins cleaned</p>
2015-38	26Aug15	Closed	PA	<p>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.</p> <p>SA Site Services are free to liaise with PR to ensure that a full set of keys can be sourced and provided.</p> <p>26Aug15 A complete set of keys (or an understanding of where individual keys are kept) have been provided.</p>
2015-39	30sep15	Open	PA	To have maintenance investigate the operation of the swimming pool light switches and replace if necessary.
2015-40	07Sep15	Open	EF, et al.	To develop a strategic plan with input from the Management Committee members.
2015-41	28Aug15	Open	PR	To notify SA Electronics that we will not be progressing the quotation to upgrade the video recorder and to provide increase car park ramp surveillance.



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Id	Required Date	Status	Owner	Activity
2015-42	07Sep15	Open	DC	To send another email to the Primary Corporation requesting the repair of the car park ceiling and car park wall, where water damage is evident.
2015-43	25Sep15	Open	PA	To engage building exterior glass cleaning services. And to obtain quotations to pressure clean the building louvres and the architectural features.

8. Any Other Business

1. none

9. Next Meeting

16th September 2015

10. Closure

20:05