



Martin Towers

Management Committee Meeting Minutes

Community Corporation 23362 Inc. (Secondary)

4-8 Charles Street, ADELAIDE

Date: Wednesday 16th December 2015

Time: 6:00 PM (18:00)

Location: Lot 5

1. Opening

In Person

Chee Cheong (CC)

David Chadbourne (DC)

Elizabeth Farrant (EF)

Michael Hammerton (MH)

Phillip Relf (PR)

Daniel Silvestri (DS)

Carolyn Wastell (CW)

By Proxy

Rob Creasey (RC) Proxy CW

Peter Hubbard (PH) Proxy PR

Julie Obst (JO) Proxy DC

In Attendance

Peter Affleck (PA) Representing Whittles

2. Confirmation of Previous Minutes

1. Minutes from 28th October 2015 were accepted by DC, with minor changes:
 - a. Action 2015-52 should reference “lots” and not “corporations”.
 - b. Action 2015-50 appeared twice, the last three actions were renumbered.

3. Decisions without Meetings

1. Origin’s quotation for solar panel installation on the North Tower roof and South Tower roof has been accepted. Origin will need to provide an engineering assessment for the fixing of solar panels onto the roofs.



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4. Discussions

1. CW: Rubbish removal
 - a. It is believed that the ACC will compromise on the collection point for rubbish. Further investigation is required.
2. CW: Placement of rubbish bins and removal of rubbish bins
 - a. The placement of a rubbish bin in front of the North Tower rubbish bin chute is considered aesthetically challenging. Consideration should be made as to the removal of the bin.
3. PR: MPG have engaged *Rider Levett Buchnall* to prepare Sinking Fund report. Primary Corporation report at \$4,500 (excluding GST) which we are 62.8% responsible for and a Secondary Corporation report at \$3,750 (excluding GST) which we are responsible for 100%. There should only be one report.
 - a. MPG have been recalibrated to understand that the Sinking Fund report is a Primary Corporation report in two parts.
 - b. The issue was that we are only responsible for 62.8% of the cost of the report and not 100% of the component referred to as the Secondary Corporation report.
4. PR: Home invasion Friday morning 04:00 06Nov15 apt 95. History: a difficult to interpret set of email exchanges requesting an additional FOB was initially rejected. Committee decision to allow any owner to request one additional FOB resulted in me reluctantly generating a FOB that was used during the home invasion. Future additional FOB allocations should not necessarily be automatic.
 - a. The resolution was reaffirmed by the committee, that only owners will be able to request additional FOB.
5. CW: North Tower disabled lift breakdowns
 - a. The disabled lift has been repaired.
 - b. A replacement cost is considered too excessive for consideration at this time and maintenance solutions are being investigated.
6. CC & DS: Access to lifts by residents
 - a. There is an OH&S issue with not allowing residents to call any lift from the subbasement to gain access to the Ground level.
 - b. The South Tower residents also indicated their displeasure for the use of the South Tower lift to transport North Tower rubbish.
 - c. A vote was held regarding whether this issue would need resolution at an AGM; with the result six against and four for. The resolution is that action is required immediately.
7. DS: Upgrade to South Tower stairwell doors
 - a. A new plate has been welded to the doors and stiffer springs attached to the doors to force closure.
8. CC: LED lighting in corridors
 - a. The replacement of the current lighting system was approved.
9. CW & EF: Window cleaning regime (May & Nov)
 - a. The May clean did not occur due to the limited amount of cash available to fund the work.



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- b. The meeting voted to accept a full clean twice a year. However, this will necessitate that the cleans occur during months other than the historic dates due to environmental heat drying the windows faster than they can be adequately cleaned.
- 10. PR: Primary Corporation approval (12Nov15) to install apartment numbering signs on building – review in five years
 - a. The placement of the signs on the building has been approved by the Primary Corporation and the work order has been placed by Whittles.
- 11. PR: Scanning of building maintenance documents (found in Caretakers room)
 - a. Due to the relative lack of information that is contained in these documents, it is the recommendation that we do not invest money in the scanning of these documents.
 - b. It was agreed that we should move these documents into fire retardant furniture within the Caretaker's room.
- 12. PR: AGL meter readers not turning up for new customers
 - a. The Caretaker should address this issue by requesting new residents give AGL etc. his number and he will ensure that AGL etc. are escorted through the building.
- 13. CW: Use of South Tower lift by car park patrons.
 - a. The Primary Corporation have volunteered to pay for 50% of the maintenance and running costs of lift No. 3.
 - b. When a lift breakdown occurs the resident should contact the lift company directly. A notice board will be populated with suitable contact information, to support this communication.
 - c. The primary reason for the breakdowns are the heavy doors apparent on the commercial car park floors. KONE have previously quoted \$80k to rectify this issue. However, a quote from OTIS may be cheaper but this cannot be requested while the KONE holds the maintenance contract.

5. Body Corporate Management Report (PA)

- 1. Sent letter to resident informing them of the barking dog issue.
- 2. The financial situation is healthy, considering what it was only months earlier. Currently the Secondary Corporation have \$530k credit.

6. Sub-Committees Reports

Complaints and Bylaws Infringement (MH)

- 1. Resident complaint about barking dog
 - a. Addressed by Whittles.

Property Maintenance (DC)

- 1. TMK Consulting Engineers visited Martin Towers 26Nov15 prepared report stating that their considered opinion is that the roof is "structurally adequate to withstand the proposed solar panel loads".



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2. Origin Energy Electricity Limited quotation accepted, North Tower \$18,400; South Tower \$18,400

Security (PR)

1. Request for two additional FOB for apt 53
 - a. Approved by Management Committee
2. General access FOB generated for Caretaker to give to metre readers
3. 35 FOB coded out – not returned by exiting Caretaker
4. North Tower level 1 access for CC to attend Management Committee meetings
5. South Tower level 2 access FOB generated for OTIS access to lift room
6. Replacement FOB for apt 51, delivered to agent, invoice requested
7. North Tower replacement FOB for OTIS.

7. Action List

Id	Required Date	Status	Owner	Activity
2015-32	25Sep15	Closed	PR	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). Action transferred to PR on 16Sep15. 28Oct15 No progress reported 16Dec15 Whittles advise that a work order is ready for issue
2015-39	30sep15	Open	PA	To have maintenance investigate the operation of the swimming pool light switches and replace if necessary. 16Dec15 Continuing with investigation
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. 27Aug15 Email sent to MPG requesting status update. Water sample sent to CSIRO for testing, it would appear that the water source is 'tap water'. 16Dec15 Email resent to CSIRO requesting results.
2015-46	02Oct15	Closed	DC	To request MPG to refresh the Sinking Fund Analysis Report. To be raised at the Primary Corporation meeting, 12Nov15.
2015-47	27Nov15	Open	CW	To manage the generation of a cost-benefit analysis of the ACC waste removal solution. This action will be supported by PH & PR. 16Dec16 PR had generated a detailed evaluation 16Dec15 CW continuing to investigate
2015-48	02Nov15	Closed	PA	To order four spare water heating coils, two spare water pumps and to engage plumbers to install the large water filters.
2015-49	27Nov15	Open	CW	To write to the ACC stating our need to allow delivery vans to park in Charles Street. 16Dec15 Meeting scheduled for 13:30 on 21Dec15 with ACC to discuss issues.



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Id	Required Date	Status	Owner	Activity
2015-50	27Nov15	Closed	PR	To write up the Special Resolutions for the next AGM i.e.: <ul style="list-style-type: none"> • Increase Management Committee sign-off to \$75k, with up to three quotations. • Increase Management Committee sign-off to \$10k, with one quotation. • Limit size of Management Committee to seven persons.
2015-51	27Nov15	Open	PA	To coordinate with the Caretaker a maintenance and safety evaluation of the swimming pool area. 16Dec15 On going – Safety report discounted due to cost.
2015-52	27Nov15	Open	PA	To follow up on identifying the two lots that are using the sewage line recently replaced in the commercial car park. 16Dec15 Waiting on a response from MPG.
2015-53	27Nov15	Open	PA	To engage contractor to investigate excessive power consumption in the common area and to remedy as appropriate. 16Dec15 No progress reported
2015-54	10Feb16	Open	CW	To engage the ACC to accept South Tower only rubbish with compromise that rubbish collection would be separated into the three ACC rubbish categories (i.e., recyclables, organic and general refuse) located on level 6 of the commercial car park.
2015-55	16Jan16	Open	PR	To request the Caretaker to refrain from placing a rubbish bin in front of the rubbish chute.
2015-56	10Feb16	Open	PR	To obtain a quotation from SA Electronics, for the change of programming of the building access control system to allow: <ol style="list-style-type: none"> Common access from subbasement to Ground level for any lift. Common access from subbasement to Plaza level for any lift. Common access from Ground level to subbasement level. Common access from Ground level to Plaza level. Common access from Plaza level to subbasement level. Common access to both North Tower Ground level doors. Common access to the Plaza entry/exit to/from the North Tower. Common access to the Plaza entry from the South Tower.
2015-57	10Feb16	Open	PA	To obtain a quotation for the work; select a suitable respondent, and also investigate and apply for suitable grants offered by the ACC.
2015-58	10Feb16	Open	PA	To obtain a quotation for two full cleans per year and the consequent identification of the months when the window clean would occur.
2015-59	28Dec15	Open	PR	To move the engineering documents into fire retardant furniture within the Caretaker's room.



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Id	Required Date	Status	Owner	Activity
2015-60	28Dec15	Open	PR	To request the Caretaker to give his contact number to new residents, so that utility companies will go through him for building access.
2015-61	TBD	Open	PA	To identify when the KONE maintenance contract on lift No. 3 expires, take action to secure a maintenance contract with OTIS and request a quotation to replace the heavy commercial car park doors.
2015-62	21Dec15	Open	PR	To generate two additional FOB for Rob Creasey.
2015-63	10Feb16	Open	PA	To obtain quotation for the placement of a hand rail for access into the spa.
2015-64	04Jan16	Open	PR	To liaise with Caretaker to define the content of the "Welcome Pack" and the "House Rules" card, identifying emergency contact number.
2015-65	04Jan16	Open	PR	Negotiate with Caretaker to remove the hanging wood from the car park and the dangling wires (where safe to access).
2015-66	25Jul16	Open	PR	Obtain a quotation to place security doors on levels 2 through 5 of the South Tower, for subsequent approval at the AGM.
2015-67	10Feb16	Open	PA	To obtain two notice boards for the North Tower and South Tower, respectively, and laminate a sign with the contact information for KONE, in the event of a failed lift.

8. Any Other Business

1. Discussion on a "Welcome Pack" for new residents
2. Discussion regarding the cleaning of the car park

9. Next Meeting

10th February 2016

10. Closure

Meeting closed at 20:40