



# Martin Towers

## Management Committee Meeting Minutes

Community Corporation 23362 Inc. (Secondary)

4-8 Charles Street, ADELAIDE

Date: Wednesday 10<sup>th</sup> February 2016

Time: 6:00 PM (18:00)

Location: Lot 5

### 1. Opening

#### In Person

David Chadbourne (DC)

Peter Hubbard (PH)

Rob Creasey (RC)

Phillip Relf (PR)

Elizabeth Farrant (EF)

Daniel Silvestri (DS)

Michael Hammerton (MH)

Carolyn Wastell (CW)

#### By Proxy

Chee Cheong (CC)

Proxy DS

Julie Obst (JO)

Proxy DC

#### In Attendance

Peter Affleck (PA)

Representing: Whittles

Trevor Frangs (TF)

Representing: Onsite PACMS Services

### 2. Confirmation of Previous Minutes

1. Minutes from 16<sup>th</sup> December 2015 were accepted by the meeting

### 3. Decisions without Meetings

1. None

### 4. Discussions

1. Caretaker Report (TF)
  - a. Will need to address carpet lifting/stretching in the corridors; clean the carpets in the lifts. Committee gave OK to remedy.
  - b. Issues with rubbish not being bagged or when bagged but placed in rubbish chute the contents are spilling in the large rubbish bins and TF is losing at least one hour a week in cleaning the bins. Committee considering options, see below.
  - c. Issues with water supply to the swimming pool area, specifically low cold water pressure and no provision for hot water. Committee gave OK to remedy situation.



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- d. Issue with the East Garden benches and tables, they need sanding down and oiling. Committee gave OK to remedy.
  - e. Issue with the pool lights, requiring the partial emptying of the pool. Installation of a handrail for accessing the spa, installation of a bench on the raised decking, replacement of the pool lights and partial closure of the excessive ventilation to the pool room, on a trial basis, has been approved by the committee. The excessive ventilation provided to the pool room is causing the loss of an inordinate amount of water via evaporation and the evaporation is creating heating issues. Committee gave OK to remedy.
  - f. The committee approved a Caretaker's Discretionary Fund of \$500 to address minor maintenance issues – recovery of costs will be via Whittles Accounts.
  - g. Giving the Caretaker's contact number to SA Power Networks (i.e., the power metre readers) was not considered to be useful in addressing the issues with their poor service. Instead TF will generate a cross-reference list of metre numbers by apartment number in anticipation that this information will better allow SA Power Networks to gain access to the correct metre.
2. Rubbish Removal
- a. ACC advise that they will accommodate up to 12 Hard Rubbish collections per year. TF to coordinate as required with ACC.
3. Approved Contractor List and Engineering Considerations
- a. Prior to the meeting, PA generated an email describing the issues with engaging service personnel that were not on the Approved Contractor list. Further to this, it was suggested that Integrated Logistics Support (ILS) concepts be introduced to the committee, see action 2016-05.
4. Solar Power Installation
- a. Origin Energy advise they are ready to start installation on both tower roofs, deposits paid (2 x \$920). Roof Adequacy Engineering report sent to Origin Energy.
  - b. Origin Energy need to obtain a mounting bracket certificate and obtain 'permission to connect' to the SA power network. Installation is expected to take 4 weeks starting 31<sup>st</sup> March 2016.
  - c. The committee will monitor installation works and ensure that a dual-rate metre is installed to take best advantage of power tariff rates.
5. Energy Charges
- a. As a consequence of CC's suggestion that our energy charges could be negotiated down, PA obtained a response from *Savant Capital* advising that we are currently paying peak rate and that this should be able to be reduced.
6. Buying Power from the Primary Corporation
- a. DC has identified that we were buying power from the Primary Corporation for the car park and North Tower lobby. However, the Primary Corporation were also on-selling to the other lot holders too without the profits going back to the Primary Corporation – for which we (i.e., the Secondary Corporation) were paying 62.8% of the maintenance costs supporting this on sell.



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- b. The Shahin group, at considerable expense to their organisation, have rewired the power supply to continue the arrangement with the other lot holders but without our need to support the maintenance of the new infrastructure.
- 7. Responsibility for dealing with Primary Corporation Issues
  - a. When an issue is raised by the Secondary Corporation, it will fall on Whittles to engage with the Primary Corporation.
  - b. DC and DS are expected to attend to next Primary Corporation general meeting and PA has indicated an interest to attend.
- 8. Closing off of the Stairwell Doors for Access from the Commercial Car Park
  - a. The Primary Corporation have received a quotation for the installation of 23 new smoke detectors and electronic door strikes \$38,646 (inc GST); 43 door electronic readers either side of door \$112,237.50 (not inc GST).
  - b. The funds for the work are currently in the Primary Corporation Sinking Fund. The committee was unanimous in accepting this work and this resolution is to be presented at the next Primary Corporation general meeting.
  - c. Work could be completed by end of March 2016.
- 9. Replacement of Lights with More Efficient Lighting
  - a. Several discussions both off-line and during the meeting considered aspects of the quotation from *Ecovantage* at \$53,910.44 (inc GST). The Caretaker has shown a willingness to incrementally replace failed incandescent lights with LED lights.
  - b. Further investigation was considered necessary.
- 10. Qualification of the *Ecovantage* Quotation
  - a. This discussion was overtaken by the discussion above.
- 11. Clean of Carpark
  - a. Quotation from Caretaker to clean the carpark and 2 metres up the walls: \$14,400 work would take up to 4 days. The committee accepted this work.
- 12. Untimely Fire Alarms
  - a. Recently two separate instances of early morning fire alarms were the consequence of the 'checking' valve on level 4 of the North Tower failing. The faulty 'checking' valve has been replaced.
  - b. Combined Fire Services had presented MPG on 15<sup>th</sup> January 2016 with a work order for maintenance work on all 'checking' valves in the building. However, there is an issue with the South Tower, the 'checking' valve boxes (located in the SW stairwells) may require a total re-build. The Primary Corporation has not approved this work as yet.
- 13. Reduction of the Replacement FOB Cost to Owner-Occupiers
  - a. A resident owner has requested a reduction in cost for a new FOB, say \$100 => \$50.
  - b. The committee rejected the price reduction, as only owners should be making a request of a new FOB and it would be impossible to know if the FOB was then intended for distribution to a tenant.



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### 14. Fast Internet Update

- a. TPG has had issues connecting Martin Towers due to Adelaide CBD wide issues. These issues have now been corrected and a mail-out, offering fast Internet access, is expected this Friday 12<sup>th</sup> February 2016.

### 15. All Resident Access to Lifts

- a. The North Tower Disabled Lift has failed, new parts are not available and OTIS have not been able to secure second hand parts either (apparently there are only six instance of this lift in the Southern Hemisphere and five of them are not in Australia). In order to ensure common access to common areas the building access control system will be reprogrammed and minor additional hardware put in place to accept the change to building access.
- b. The quotation from SA Electronics was accepted at \$4,041 (inc. GST)

### 16. Car Park Customer Access to South Tower Apartment Levels

- a. Car park customers have been found wondering the South Tower apartment levels. Level 1 provides resident protection by the provision of a secondary door.
- b. The quotation from SA Electronics quotations was unanimously accepted to install security doors on levels 2 – 5 of the South Tower at \$33,171.17 (inc. GST)

## 5. Body Corporate Management Report (PA)

1. Mr Squeegee to conduct full window cleans in April and October each year.
  - a. The cost for a clean is \$10,400

## 6. Sub-Committees Reports

### Complaints and Bylaws Infringement (MH)

1. None

### Finance (MH)

1. 01Feb16 Instructed Whittles to roll over the \$200k in Term Deposit (which earnt \$1,371.24 last six months) at 2.93% - current best obtainable rate.

### Property Maintenance (RC)

1. None

### Security (PR)

1. 18Dec15 Two new FOB apt 53, invoice prepared \$200
2. 22Dec15 Lost FOB apt 98.
3. 23Dec15 Bike access apt 51 tenant
4. 11Jan16 *Combined Fire Service* access to subbasement
5. 13Jan16 Bike access apt 65 agent
6. 23Jan16 Bike access apt 94 tenant



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### Website (PR)

1. 10Jan16 Updated with committee 'mug' shots, previous minutes, ACC extended parking phone number
2. 30Jan16 Website updated Build 04.09 - mainly news and a couple of broken links

### 7. Action List

Id	Required Date	Status	Owner	Activity
2015-39	30sep15	Closed	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	PA	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. 05Feb16 Water detected seeping out of wall (after the storm) The repair action will now be transferred to the Primary Corporation to install a drain in the wall and to repair the wall.
2015-47	27Nov15	Closed	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
2015-49	27Nov15	Closed	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. 10Feb16 ACC will allow drivers to extend their stay in the Charles Place loading zone and in front of DJ's – conditional on contacting the ACC. The website contains the telephone number.
2015-51	27Nov15	Closed	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. 10Feb16 No response from MPG. Will recontact.
2015-53	27Nov15	OTBE	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	Closed	CW	To engage the ACC to accept South Tower only rubbish with compromise that rubbish collection would be separated into the



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Id	Required Date	Status	Owner	Activity
				three ACC rubbish categories (i.e., recyclables, organic and general refuse) located on level 6 of the commercial car park.
2015-55	16Jan16	Closed	PR	To request the Caretaker to refrain from placing a rubbish bin in front of the rubbish chute. 10Feb16 Several residents against the idea and so too was the Caretaker.
2015-56	10Feb16	Closed	PR	To obtain a quotation from SA Electronics, for the change of programming of the building access control system to allow: <ul style="list-style-type: none"> <li>a. Common access from subbasement to Ground level for any lift.</li> <li>b. Common access from subbasement to Plaza level for any lift.</li> <li>c. Common access from Ground level to subbasement level.</li> <li>d. Common access from Ground level to Plaza level.</li> <li>e. Common access from Plaza level to subbasement level.</li> <li>f. Common access to both North Tower Ground level doors.</li> <li>g. Common access to the Plaza entry/exit to/from the North Tower.</li> <li>h. Common access to the Plaza entry from the South Tower.</li> </ul>
2015-57	10Feb16	OTBE	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	Closed	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	Closed	PR	To move the engineering documents into fire retardant furniture within the Caretaker's room.
2015-60	28Dec15	Closed	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	Closed	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. 10Feb16 The contract with KONE expires (but with automatic roll-over) in October 2017. See action
2015-62	21Dec15	Closed	PR	To generate two additional FOB for Rob Creasey.
2015-63	10Feb16	Closed	PA	To obtain quotation for the placement of a hand rail for access into the spa.
2015-64	04Jan16	Closed	PR	To liaise with Caretaker to define the content of the "Welcome Pack" and the "House Rules" card, identifying emergency contact number.



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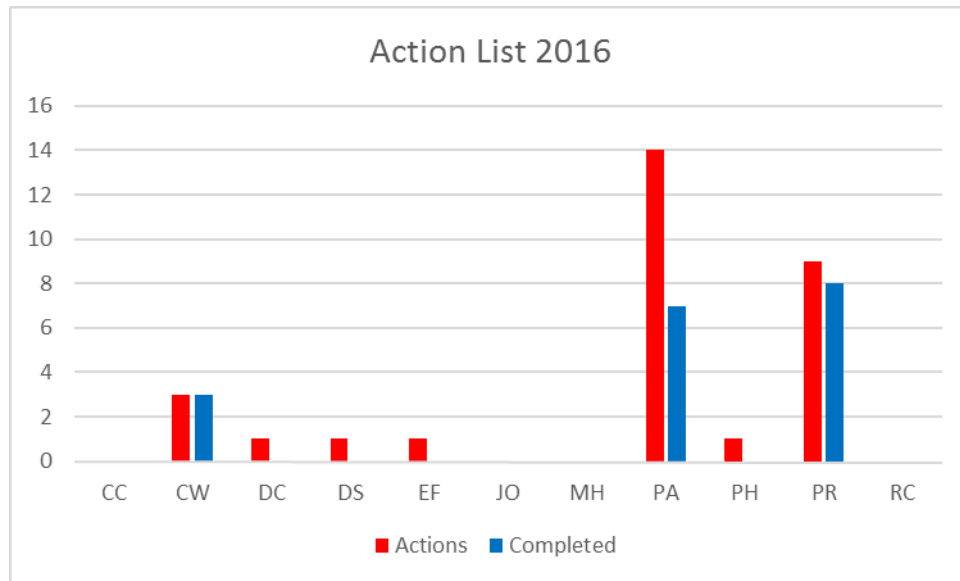
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Id	Required Date	Status	Owner	Activity
2015-65	04Jan16	Closed	PR	Negotiate with Caretaker to remove the hanging wood from the car park and the dangling wires (where safe to access).
2015-66	25Jul16	Closed	PR	Obtain a quotation to place security doors on levels 2 through 5 of the South Tower, for subsequent approval at the AGM.
2015-67	10Feb16	Closed	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.
2016-01	26Mar16	Open	PA	To identify whether KONE will allow the current maintenance contract for Lift No. 3 to be prematurely terminated.
2016-02	26Mar16	Open	PA	To contact the Shahin group and identify if there is some way to extinguish the right-of-way title on Lift No. 3 from access by customers of the commercial car park.
2016-03	26Mar16	Open	PA	Failing to receive a positive response to the extinguishing of the right-of-way (see actin 2016-02) to obtain a quotation to install a heavy duty door mechanism in Lift No. 3 suitable for the handling of the lift doors on the commercial car park floors.
2016-04	26Mar16	Open	PA	The canvas cover to the pool and spa chemical conditioning plant has finally detreated to the point where there is no protection to this area from the elements. The original contractor engaged to correct the situation is currently indisposed and a second quotation for the work is now required.
2016-05	26Mar16	Open	PR	To write up a discussion introducing concepts such as maintenance, sustainment and other Integrated Logistics Support concepts for the committee's enlightenment.
2016-06	30Apr16	Open	PA	Further to <i>Savant Capital's</i> recommendation to seek a power cost reduction and post work by Origin Energy to attempt to negotiate a more favourable energy rate from our power supplier.
2016-07	26Mar16	Open	PH	To investigate a cost effective lighting solution.
2016-08	26Mar16	Open	PA	Numerous attempts by a committee member and by Whittles to modify the North Tower lift parking floors to: Four Ground, 5 on 1 (how simple is that?) have failed. Whittles will try one more time to get the lift parking levels corrected.
2016-09	18Mar16	Open	EF	Identify a notice board suitable for both the North Tower and South Tower subbasement lift area and to communicate necessary acquisition information to PA.
2016-10	26Mar16	Open	DS	Arrange for a stencil to be placed around South Tower lift apartment buttons, identifying that the buttons for apartment access.



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### 8. Any Other Business

1. None

### 9. Next Meeting

06<sup>th</sup> April 2016

### 10. Closure

Meeting closed at 20:45