



# Martin Towers

## Management Committee Meeting Minutes

Community Corporation 23362 Inc. (Secondary)

4-8 Charles Street, ADELAIDE

Date: Wednesday 01<sup>st</sup> Jun 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)

Michael Hammerton (MH)

Carolyn Wastell (CW)

#### By Proxy

Chee Cheong (CC) => none

Julie Obst (JO) => none

Elizabeth Farrant (EF) => PH

Daniel Silvestri (DS) => CW

#### In Attendance

Peter Affleck (PA)

Representing: Whittles

### 2. Confirmation of Previous Minutes

1. Minutes from 06<sup>th</sup> April 2016, seconded CW, accepted DC

### 3. Decisions without Meetings

1. None

### 4. Caretaker Report (TF)

1. Smell of rubbish in North Tower addressed by cleaning bins and moving excess bins away from the path to lifts.
  - a. Will consider moving bins into area near North West stairwell.
  - b. ACC Rubbish Removal contract signed, PA to action with ACC. The ACC have been contacted previously and discussions have resulted in a savings of \$15k with the ACC now taking responsibility for rubbish removal. The cost for this service, is free from the ACC, but additional Caretaking costs are anticipated in the management of the once-per-week rubbish removal (at present rubbish is removed twice weekly by Clean Away). We would like to acknowledge CW's efforts in realising this savings.



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2. Lift numbers 1 & 2 are being actively monitored (as this affects the Caretaker's ability to conduct their normal work) and lift maintenance being promptly called. This has resulted in some alleviation of traffic in Lift number 3 (i.e., the South Tower resident's lift).
3. Car park cleaned
4. Water leak in ceiling of swimming pool area addressed
5. Hot water leaking in South Tower heater second tank addressed

### 5. Strata Management Report (PA)

1. Financial statement presented
  - a. Budget considerations are premature until close of books at the end of June.
  - b. A draft budget will be prepared for discussion at the next Management Committee meeting.
2. Primary Corporation have advised that the Southern wall in the resident's car park will be drilled to provide drainage and replastered to remedy current surface determination.
  - a. MPG are currently sourcing a quotation from the same organisation DS identified previously.

### 6. Discussions

1. Whittles as continuing Strata Manager (PR)
  - a. The Management Committee voted unanimously to keep Whittles as the Strata Manager for the next financial year.
  - b. PA was thanked by the committee for all his hard work over the last year.
2. Whittles representing lots 1 & 3 at Primary Corporation Meetings (DC)
  - a. Discussion on this topic indicated a need to word a resolution for the AGM.
3. Solar Power Installation (DC)
  - a. Solar panels have been installed on both the North Tower and South Tower roof areas. The work quality has been inspected and rated as exceptionally high. The technicians cleaned up as they went and addressed potential roof leakage areas to address likelihood of water ingress into the ceiling cavity.
  - b. Data points – a quotation has been requested and received from SA Electronics. Consideration as to piggy-backing the solution with a possible future enhancement to the video surveillance system is currently being investigated (as a cost saving exercise). The data points will provide the ability to support remote monitoring of the power being generated by the roof Solar System.
  - c. Electricity metres require installation (now that the inverters have been installed) prior to bringing the system on-line. A date has not been identified as yet.
4. Buying Power from the Primary Corporation (DC)
  - a. The Primary Corporation is in the process of isolating Martin Towers from the Charles Street mall electricity metre. It is expected that there will be no power to common areas during the transition from 19:00 to 07:00 of the first Tuesday of the first week (12Jul16) of the school holidays, shifting to the second week (19Jul16) if there is an issue with the first date. The shutdown may affect the South Tower lift. It is expected that power generators will be brought in to address power outages.



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5. Replacement of Lights with More Efficient Lighting (PH)
  - a. Energy Audit – Commissioning of an energy audit is under consideration in order to realise money-back options supported by the ACC.
  - b. 10 – 15 LED have failed (could be the transformers) – the committee decided to accept the \$50 call-out fee required by the original installers to rectify any failed LED lights.
6. Closing off of the Stairwell Doors for Access from the Commercial Car Park (PA/PR)
  - a. Status – SA Electronics are in the process of installing a firmware update to our security system that will (amongst other functions) support the lockout of commercial car park users and others to the stairwells. Martin Towers residents will have FOB access to the commercial car park stairwells. The completion of this work is now imminent.
  - b. The Caretaker advises that once the stairwells have been locked down, his staff will clean the stairwells from the plaza level down to ground level and from the resident's car park up to ground level.
7. SA Electronics work status (PA)
  - a. Glass doors South Tower floors – the glass doors have been installed. Back-up physical keys have been given to the Caretaker (in case of a resident losing their FOB, awaiting a replacement). SA Electronics will activate the FOB once the firmware update has been installed and tested at a remote location.
8. Replacement of video system (PR)
  - a. Quotation – the work will be placed in the budget for next year.
  - b. An update quotation will be requested to bundle the video system work with the data point work required to support the Solar System recently installed on the tower roof areas.
9. AGM slide content (PR)
  - a. Resolutions – to date five resolutions have been made
  - b. Date – the AGM date will be set at the next Management Committee meeting
  - c. Long term plans – the committee has been asked to identify long term (i.e., five-year plan) work that can be presented at the AGM in order to metre support for the various projects.
10. Committee performance measurement (PR)
  - a. The committee discussed methods for measuring our performance. No method appeared adequate to the task and the observation that our success will be measured by whether individuals are voted in at the next AGM was the only meaningful success criteria available.

## 7. Sub-Committees Reports

### Complaints and Bylaws Infringement (MH)

1. EF (email 07Apr16) apt 78 & 79 washing on balconies
  - a. The caretaker will deliver a polite letter indicating that washing on the balcony is a breach of the by-laws. A second polite letter will be presented on a second infringement. A stern letter will be provided by Whittles on a third occurrence with the warning that a fourth incident will result in a fine being imposed.



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### Finance (MH)

1. Discussion delayed until a draft budget is presented at the next Management Committee meeting.

### Property Maintenance (RC)

1. The windows cleaned in May and scheduled again for October each year.
2. The May cleaning cost was \$10k, PA has been requested to source one alternative quotation for the work.

### Security (PR)

1. 08Apr16 – Apartment lock-out
2. 15Apr16 – Caretaker stuck in 'air-lock' between car park and boom gate
3. 17Apr16 – FOB lost, coded out and replacement FOB made
4. 14May16 – Web site access granted
5. 15May16 – SAPOL request our video footage covering an incident in the public area of Charles Street mall – Caretaker attended to the request
6. 26May – Apartment lock-out, Caretaker attended
7. 28May16 – Web site access granted
8. 28May16 – FOB cancelled and replacement created
9. 28May16 – FOB cancelled and replacement created

### Website (PR)

1. None

## 8. Action List

Id	Required Date	Status	Owner	Activity
2015-52	27Nov15	OBE	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. 10Feb16 No response from MPG. Will recontact. 06Apr16 No response from MPG. Will recontact.
2016-01	26Mar16	Closed	PA	To identify whether KONE will allow the current maintenance contract for Lift No. 3 to be prematurely terminated. KONE have provided adequate maintenance and the perception of inadequate service has not been realised.
2016-02	26Mar16	Closed	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. Nil response to request – we would need to offer something that they want.
2016-03	26Mar16	Closed	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



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Id	Required Date	Status	Owner	Activity
				heavy duty door mechanism in Lift No. 3 suitable for the handling of the lift doors on the commercial car park floors. A quotation for \$85k was considered to be too great for the potential benefit.
2016-04	26Mar16	Closed	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. 06Apr16 Quotation has been requested. No quotations have been received – the issue appears to be an engineering concern relating to the possibility of wind picking up the roof and depositing it in the streets of Adelaide. Consideration will fall back to replacement with a canvas roof.
2016-06	30Apr16	OBE	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. 06Apr16 Waiting on response
2016-10	26Mar16	Open	PA	Arrange for a stencil to be placed around South Tower lift apartment buttons, identifying that the buttons for apartment access. 06Apr16 Action transferred to PR 01Apr16 PR generated art work and description, action transferred to PA
2016-11	29Apr16	Closed	PA	Engage OTIS to provide an engineering solution and installation of a bracket to act as a guide for the disabled lift. 01Jun16 No response to date 01Jun16 MPG advise that they commission this work yearly
2016-12	27May16	Open	PA	Contact the Primary Corporation Body Corporate managers to conduct a gas test in the subbasement.
2016-13	27May16	Open	PA	Contact DS for the contact information for the carpet stretchers. And arrange for the stretching and subsequent cleaning of the carpet in common areas. 01Jun16 Waiting on rubbish contract with ACC to finalise the rubbish removal regime before work to clean carpets is conducted.
2016-14	13Jul16	Open	PA	To prepare next year's budget for discussion and approval at the next Management Committee meeting. 01Jun16 Continuing
2016-15	22Apr16	Closed	CW	To liaise with the ACC to identify the day and time of rubbish pickup. And to liaise with TF to establish any additional costs associated with the shift to one rubbish removal per week (instead of the current two rubbish removals per week) and any aspects associated with the pickup time provided by the ACC.



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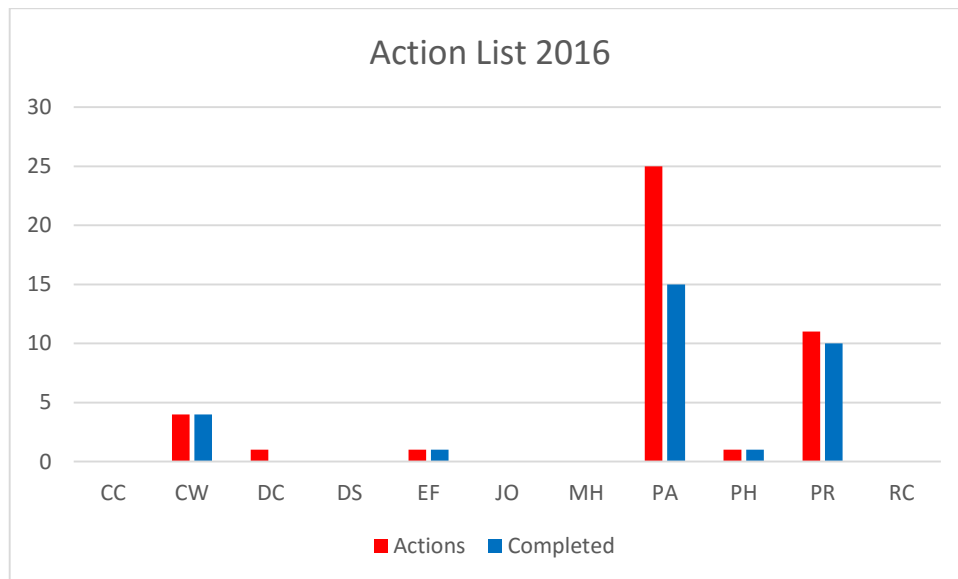
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Id	Required Date	Status	Owner	Activity
2016-16	22Apr16	Closed	PR	To update the welcome letter to stipulate that residents must not attempt to attach a gas account to their apartment. 30May16 Updated welcome letter sent to Caretaker and Whittles.
2016-17	29Apr16	Closed	PA	To engage a locksmith to provide a key for the notice board in the post box area and to leave the notice board unlocked. PR gave the notice board keys to the Caretaker.
2016-18	15Jul16	Open	PA	To order 2 @ 900 x 450 Krommenie Pinboard LX Edge Frame - \$240 p/board and arrange for the subsequent installation in the subbasement car park near the North Tower and the South Tower lift areas. Continuing
2016-19	22Apr16	Open	PR	To update the welcome letter to explain how to clear the vehicle entry when they fail to present a FOB on exit (say due to the boom gate being stuck open). 01Jul16 Action transferred to PR.
2016-20	24Jun16	Open	PA	To present the signed ACC Rubbish Removal contract.
2016-21	15Jun16	Open	DC	To word the resolution to formally accept PA (or his deputy) to represent the Secondary Corporation at future Primary Corporation meetings.
2016-22	24Jun16	Open	PA	To investigate the commissioning of an energy audit to capitalise on the ACC rebate on installing LED lighting and the installation of solar panels.
2016-23	29Jul16	Open	PA	To source a second quotation for window cleaning.
2016-24	29Jul16	Open	PA	Obtain a quotation for a canvas roof to the swimming pool maintenance area and to effect the installation of the canvas roof.
2016-25	29Jul16	Open	PA	Fire doors exiting on to roof (both towers) need sanding and painting. Door mechanism to be checked, current issues with smooth closing of doors.



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### 9. Any Other Business

1. None

### 10. Next Meeting

13<sup>th</sup> July 2016

### 11. Closure

Meeting closed at 20:30