



Martin Towers

Management Committee Meeting Minutes

Community Corporation 23362 Inc. (Secondary)

4-8 Charles Street, ADELAIDE

Date: Wednesday 27th Jul 2016

Time: 6:00 PM (18:00)

Location: Lot 5

1. Opening

In Person

David Chadbourne (DC)

Peter Hubbard (PH)

Rob Creasey (RC)

Julie Obst (JO)

Elizabeth Farrant (EF)

Phillip Relf (PR)

Steve Geyer

Daniel Silvestri (DS)

Michael Hammerton (MH)

Carolyn Wastell (CW)

By Proxy

Chee Cheong (CC) => DS

In Attendance

Peter Affleck (PA)

Representing: Whittles

Steve Geyer

Representing: Whittles

2. Confirmation of Previous Minutes

1. Minutes from 01st Jun 2016, seconded MH, accepted RC

3. Decisions without Meetings

1. Approval given for stencil in South Tower lift - \$335 + GST – Signarama Norwood
 - a. Quotation previously accepted, expect to finalise this week
 - b. An on-site discussion to view the stencil occurred on 26th July 2016

4. Caretaker Report (TF)

1. Rain has been entering the building (e.g., leaks on 1st level North Tower are coming from the 3rd level). Remedial work cannot occur until the weather improves as work must be conducted from outside of the building, with workers suspended from above.



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2. Extent of rubbish being removed from the North Tower chute area has decreased and recycling has increased.

5. Strata Management Report (PA)

1. Financial statement and proposed budget presented
 - a. The un-audited financial statement was presented and proposed budget discussed. The recommendation was to keep contributions the same until the Sinking Fund has sufficient funds to support the Sinking Fund Analysis report.
 - b. JO would like to reduce contributions; PA advised against this action, stating that the need to raise a special levy would be more unpalatable to the lot owners (should this be required) than maintaining the contributions for at least the next year.
 - c. Further discussion is expected at the next Management Committee meeting. The Management Committee will be expected to read the Sinking Fund Analysis report in preparation for discussions. The report is available on the Whittles website.

6. Discussions

1. Quotation for pool utility area steel roof (to replace the torn canvas roof) and to protect the pool/spa chemical computers, heaters, etc. CSM Steel \$21,494 dated 12 July 2016 (RC)
 - a. Proposed: PR, Seconded: CW, Accepted: unanimously
2. Permission to install cameras from eyesky – trained on new development and to be in place for one year. Cameras to be located on Plaza level central east edge of building facing east. (PA)
 - a. Follow-up required see action 2016-26.
3. All access FOB (CW)
4. Closing rubbish chutes (CW)
 - a. Subcommittee meeting 11th Jul 2016 discussed new rubbish removal effects on Caretaker and on the residents.
 - b. All rubbish collection areas were visited with the Caretaker
 - c. The new system is functioning well
 - d. No decision to close the rubbish chutes was made at this time. Further time will be required in order to evaluate the level of resident adoption of the new system.
5. Resolutions for AGM (PR)
 - a. David Bland from the ACC has been approached by CW and he is interested to present the ACC plan for Adelaide at the AGM. An invitation will be generated.
 - b. The AGM slides have been generated and the committee have been invited to make comment.
6. Adrian Bianchet of SA Electronics advises (PR)
 - a. activation of the internal security door FOB in the South Tower is now possible and should have occurred on Monday 25 July 2016.
 - b. All resident access to all lifts (North Tower and South Tower) has now been partially realised with common access from sub-basement, ground and plaza levels. However, FOB access from the Plaza level to the South Tower awaits completion.



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- c. Work to secure the commercial car park stairwell access doors is due to start the week of 25 July 2016 and should complete in late August.
 - d. The delay in starting the above work has been due to SA Electronics requiring to take legal action against the security system OEM regarding the faulty firmware updates to their hardware. This has apparently been resolved.
 - e. The South Tower internal corridor door key barrels are to be replaced with common area key barrels. This work has been scheduled.
7. Pool improvements (CW)
- a. A resident has requested a second bench be placed at the other end of the pool.
 - b. Cleaning of the external vents is required.
8. Painting internal common areas (PR)
- a. Resident requests regarding painting of common areas have not been qualified with location information within the building.

7. Sub-Committees Reports

Complaints and Bylaws Infringement (MH)

- 1. Complaints procedure (e.g., progression: speak personally to offender, contact Caretaker, contact renal agency (if relevant), contact Whittles, contact police)
 - a. An update of the Welcome letter is required.

Finance (MH)

- 1. Previously addressed

Property Maintenance (RC)

- 1. No new issues reported
- 2. Previous issues with residents placing cardboard against the glass windows and the presence of internal mould growing on the glass windows has been remedied by the residents concerned.

Security (PR)

- 1. 03Jul2016 – Apartment resident reported lost FOB, FOB coded out, new FOB created, resident advised that original FOB found and requested refund, old FOB reactivated, Whittles credited resident's account
- 2. 17Jul2016 @ 14:14 – Apartment resident reported lock-out to Caretaker, at Caretaker request let resident back into their apartment.

Website (PR)

- 1. Website update – build 04.12: additional picture included on home page (showing view to the North West from the roof), updated information on air conditioner maintenance/repair, news items for solar power, new rubbish system and increased security FOB access and internal doorways in South Tower.



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8. Action List

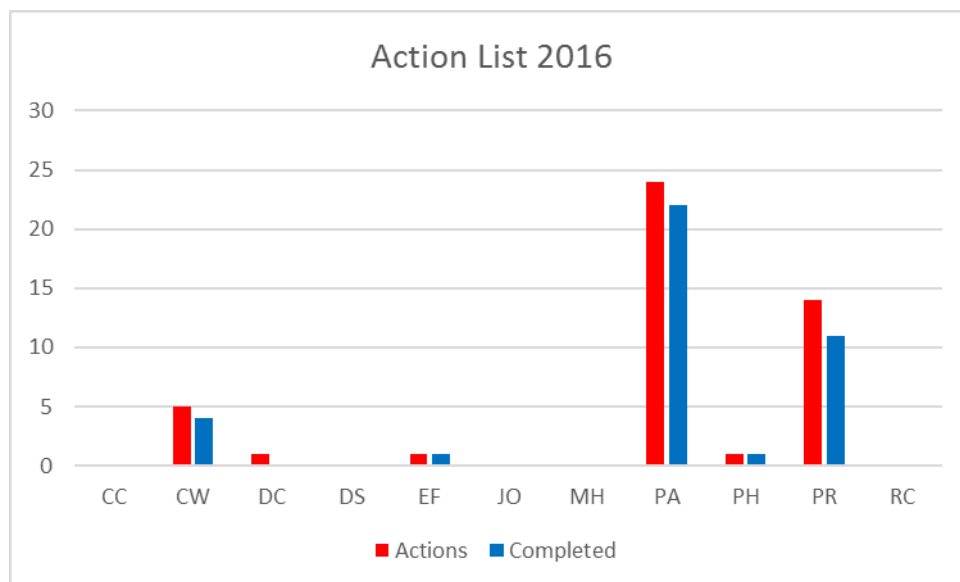
Id	Required Date	Status	Owner	Activity
2016-10	26Mar16	Closed	PA	Arrange for a stencil to be placed around South Tower lift apartment buttons, identifying that the buttons for apartment access. 06Apr16 Action transferred to PR 01Apr16 PR generated art work and description, action transferred to PA
2016-12	27May16	Closed	PA	Contact the Primary Corporation Body Corporate managers to conduct a gas test in the subbasement.
2016-13	27May16	Closed	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	Closed	PA	To prepare next year's budget for discussion and approval at the next Management Committee meeting. 01Jun16 Continuing
2016-18	15Jul16	Closed	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.
2016-19	22Apr16	Closed	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	Closed	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	Closed	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	OBE	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.
2016-26	26Aug16	Open	PR	Contact Eyesky and request confirmation that they carry the required insurance and will remedy any damage done to the building with the installation of time-lapse cameras.



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Id	Required Date	Status	Owner	Activity
2016-27	26Aug16	Open	PR	Conduct a survey of common areas looking for areas that require painting.
2016-28	26Aug16	Open	PR	Update the Welcome letter to suggest the avenue to take to address a resident complaint resulting from the actions of another resident. The update should also include the telephone number to contact Otis in case of a lift failure.
2016-29	26Aug16	Open	CW	To identify possible scope extensions to the Caretaker duties. PR to provide the Statement-of-Work that the Caretaker responded to during the evaluation of new Caretakers for Martin Towers.



9. Any Other Business

1. CW asked for a statement of work covering the Caretaker's role, with the intention to review and suggest additional effort to address resident's interests.

10. Next Meeting

21st September 2016 @ 18:00

11. Closure

Meeting closed at 20:32