



Martin Towers

Management Committee Meeting Agenda

Community Corporation 23362 Inc. (Secondary)

4-8 Charles Street, ADELAIDE

Date: Wednesday 21st Sep 2016

Time: 6:00 PM (18:00)

Location: Lot 5

1. Opening

In Person

David Chadbourne (DC)

Phillip Relf (PR)

Elizabeth Farrant (EF)

Carolyn Wastell (CW)

Michael Hammerton (MH)

By Proxy

Chee Cheong (CC) => DS

Julie Obst (JO) => PR

Rob Creasey (RC) => PR

Daniel Silvestri (DS) => CW

Peter Hubbard (PH) => PR

In Attendance

Peter Affleck (PA)

Representing: Whittles

Steve Geyer

Representing: Whittles

2. Confirmation of Previous Minutes

1. Minutes from 01st Jun 2016, seconded EF, accepted CW

3. Decisions without Meetings

1. Approval to install 12 isolation valves on the hot water system (these values would allow maintenance work to be conducted on any one unit without affecting the supply of hot water to the apartments). The quotation is for \$2,750 inc. GST.
 - a. In support: DC, RC, EF, JO, PR, DS, CW
 - b. Work now completed

4. Caretaker Report (TF)

1. On 11th August 2016 one of the Management Committee who supports the Caretaker on occasion was contacted by an agent complaining that the Caretaker was not responsive to



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their needs. The issue was that their tenant absconded without paying their rent; they also did not pay their utility bills either and during the day power was cut off to the apartment. The agent expected the Caretaker to remedy the issue, post their engagement of an electrician who could not restore power. Power can be restabilised at the electrical distribution box by an electrician but there is a \$10k fine involved in such action. The point of this discussion is that it is the owner's or agent's responsibility to ensure uninterrupted power. The Caretaker has no role in this, other than to let SA Power Networks back into the building to re-establish power to the apartment. However, SA Power Networks have been issued a number of FOB that gives them access to the electrical distribution box.

5. Strata Management Report (PA)

1. Financial statement and proposed budget presented
 - a. The proposed budget was discussed and no issues were identified. The proposed budget will now be presented at the AGM for approval by the lot owners.
 - b. The date of the AGM has been set and the lot owners will be informed that of the 19th October 2016 date.
 - c. The AGM resolutions will be placed in the format of a motion and will be attached to the AGM notification.
 - d. It has become apparent that the roof penetration of at least one North Tower air conditioner's heat exchanger, located on the North Tower roof, has allowed water ingress which has in turn damaged the ceiling of one of the top-level apartments. PA advised that the lot holder owning the air conditioner heat exchanger is responsible for costs associated with roof repairs.

6. Discussions

1. PR on behalf of PH: Incident 09th August 2016, resident in North Tower using intercom to call out at passers-by on Charles Street.
 - a. The committee is not responsible for the actions of residents. The action has been noted and as it was not offensive in nature and to the best of our knowledge has not reoccurred, no further follow up will be required.
2. CW: Talking Rubbish
 - a. Explore extra bin emptying as needed. The trial has shown that no additional bins will be required.
 - b. Notify owners of the practice of some residents dumping when moving out. Inform them that we will issue fines to reimburse the extra cost for the bin emptying. The owners can then chase the agents or tenants for the money. We need to inform them that this is a domestic waste service, not an industrial waste service. Other owners shouldn't have to pay extra because some misuse the service.
 - c. The Caretaker re-arranges the rubbish as needed to ensure that recyclables are only in the recyclables rubbish bin.
 - d. Install CCTV cameras in the rubbish area as surveillance and a deterrent. Further consideration of this option is required. A survey of our current video surveillance is in action.



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- e. Extra signage and notices to inform people of our expectations. No action to be taken at this time.
- f. No major issues have been reported. However, it is noted that homeless people have been removing the deposit bottles from the recyclable rubbish bins when placed on Austin Street for collection.

7. Sub-Committees Reports

Complaints and Bylaws Infringement (MH)

1. CW: Spitting in pool has been brought to the attention of the committee. The committee has considered an eviction process for those found engaging in this behaviour.

Finance (MH)

1. No issues

Property Maintenance (RC)

1. PA: CSM Steel has entered bankruptcy and their tender to place a hard roof on the spa and swimming pool utility area is no longer viable. Hot Property Group have provided a preliminary tender response but at an increase of \$10k on CSM Steel's quotation.
 - a. The committee requested that a shade cloth approach should now be considered.

Security (PR)

1. 03Aug2016 One FOB reactivated (previously reported lost), One FOB created and posted to agent, invoice sent. Two FOB deactivated – residents failed to return them to agent. Deactivation occurred 06Aug2016.
2. 03Aug2016 DS & CW given all door/level access on their management committee FOB.
3. 06Aug2016 Resident lockout 19:30.
4. 09Sep2016 Resident Lockout 18:30
5. 11Sep2016 Lost FOB cancelled and new one generated.

Website (PR)

1. 02Aug2016 Website access request Cornelia Hwang.
2. 12Aug2016 Included 2016 calendar, attached last committee meeting minutes
3. 09Sep2016 Fix bug with Chrome browser, remove estate agent reference.

8. Action List

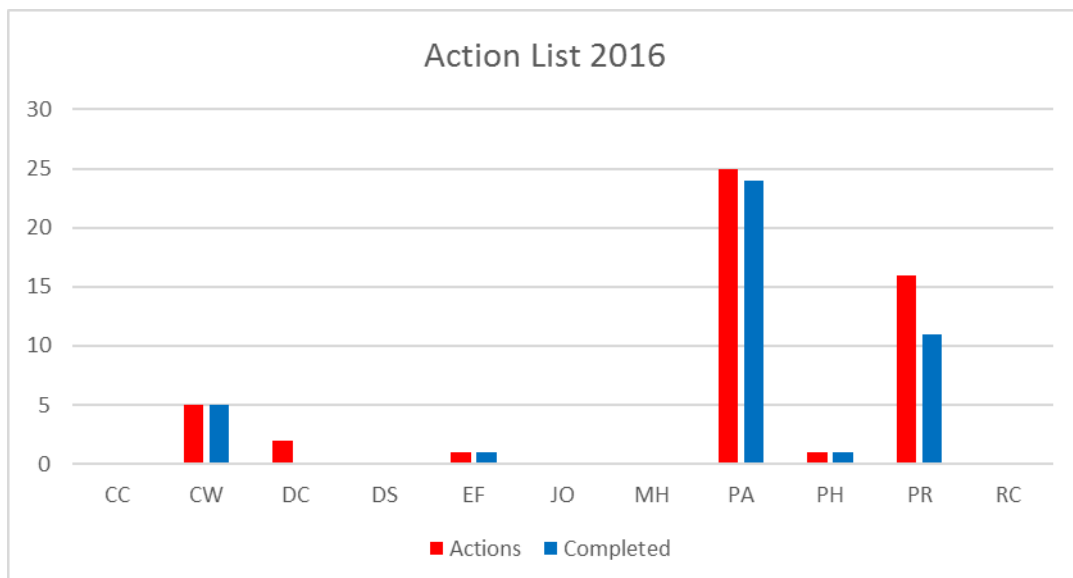
Id	Required Date	Status	Owner	Activity
2016-21	02Nov16	Open	DC	To word the resolution to formally accept PA (or his deputy) to represent the Secondary Corporation at future Primary Corporation meetings.
2016-23	29Jul16	Closed	PA	To source a second quotation for window cleaning.



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Id	Required Date	Status	Owner	Activity
2016-25	29Jul16	Closed	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. Work Order generated.
2016-27	02Nov16	Open	PR	Conduct a survey of common areas looking for areas that require painting.
2016-28	02Nov16	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	Closed	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.
2016-30	02Nov16	Open	PA	To investigate extending the sewer vent pipes on the roof.
2016-31	02Nov16	Open	PR	Investigate safety issues associated with the exit path from the South Eastern stairwell.
2016-32	02Nov16	Open	PR	Follow up, with the Caretaker, on stairwell cleaning.
2016-33	02Nov16	Open	DC	Chase up the Primary Corporation to fix the sub-basement wall salt damp.



9. Any Other Business

1. None



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10. Next Meeting

02nd November 2016 @ 18:00

11. Closure

Meeting closed at 19:55