



Martin Towers

Management Committee Meeting Minutes

Community Corporation 23362 Inc. (Secondary)

4-8 Charles Street, ADELAIDE

Date: Wednesday 08th February 2017

Time: 6:00 PM (18:00)

Location: Lot 5

1. Opening

In Person

Ann Axelby (AA)

Michael Hammerton (MH)

David Chadbourne (DC)

Phillip Relf (PR)

Rob Creasey (RC)

Daniel Silvestri (DS)

Elizabeth Farrant (EF)

Carolyn Wastell (CW)

By Proxy

Chee Cheong (CC) => DS

Julie Obst (JO) => PR

Peter Hubbard (PH) => PR

In Attendance

Steve Geyer (SG)

Representing: Whittles

Trevor Frangs (TF)

Representing: Caretaker

2. Confirmation of Previous Minutes

1. Minutes from 02nd November 2016, seconded RC, accepted DS

3. Decisions without Meetings

1. None

4. Caretaker Report (TF)

1. There have been no complaints received regarding cleaning in the building.
2. Regular cleaning of the pool area occurs but additional attention (in the form of an acid wash) will be applied next month, in order to re-fresh the pool area.
3. The carpets on some levels are deteriorating (particularly in the South Tower) and need to be replaced or cleaned. However, TF stated that he was loth to have them cleaned prior to having them stretched, and that he could not find anyone that was willing/able to stretch them.



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4. The common area walls need painting, as some of the walls can no longer be cleaned effectively.
5. The South Tower lift programming is a continuing issue for the removal of rubbish from the apartment complex. The lift travel is continuously interrupted by Commercial Car Park customers who have called the lift. This is adding 4 hours (i.e., 2 hours out and 2 hours in) to the Caretaker's work effort each week. Prioritisation of the lift is required.
6. Vagrants have been caught sleeping in the resident's car park. They have been seen to climb over the car park's sliding gate. A grill, suspended from the ceiling, is required to block the gap.
7. The eastern garden area light fittings have fused and are no longer usable. They will need to be replaced.
8. The extraction fans require replacement in the pool area.
9. There appears to be an issue with the leaving of parcels in the North Tower foyer area. Parcels have gone missing recently.
10. The South Tower lovers that control ventilation of air are falling off. They appear to have motor controls on them but the location of the power switch is unknown.
11. The Austin Street roller door has now been closed. Residents will still be able to open the roller door by presenting their fob at the external sensor or by driving up very close to the roller door to cause it to open to the outside.
12. Two additional recycling bins have been sourced for the Adelaide City Council (ACC). The ACC have made no complain regarding the rubbish segregation provided by the residents in the disposal of waste.

5. Strata Management Report (PA)

1. SG advised that an invoicing error with Kone has finally been resolved; with the return of \$9,486.44. Whittles have been chasing this refund, on our behalf, for some considerable number of months.
2. SG advised that the \$100k term deposit has been reinvested at 2.55%.

6. Discussions

1. DS: Status South Tower lift bubbled floor repair, South Tower lift graffiti removal and South Tower South-West corner Level 5 stairwell door locking mechanism.
 - a. The maintenance issue has been communicated to the Caretaker and the left floor is the subject of an action.
2. All: East garden refurbishment
 - a. PR presented his garden design to a mixed reception – design included a small artificial water fall, small pond and raised garden bed that would hold Cherry trees and provide a curved path through the area.
 - b. EF & DS will work together to produce a garden design.
3. CW: Feedback on rubbish collection facility – is it working, can we do better
 - a. Further to the Caretaker's comments, it would appear that there are no issues with the exception of the North Tower chutes. Residents are pouring food directly into the chutes (i.e., not bagged) and are throwing glass bottles down the chutes too.



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- b. Consideration of closing the North Tower chutes was suggested. No resolution was forthcoming. This situation will be monitored and addressed at the next meeting.
- 4. CW: Rubbish disposal notices in Chinese
 - a. The meeting decided to generate additional signs – specifically requesting that no food be disposed of via the chutes.
- 5. CW: Status of South Tower reprogramming
 - a. Continuing issue, Kone have the maintenance contract but cannot reprogram; Otis can reprogram but don't have the maintenance contract.
 - b. This issue will be addressed outside of the meeting.
- 6. EF: Improving security in the mailbox lobby
 - a. Two quotation for the installation of a key pad were presented: (1) integrated with current security system (advantage is that if someone uses a key code, there will be a record of the time, which can then be matched against the video recording), (2) non-integrated key pad; the cost is \$1,840 + GST and \$1,380 + GST respectively.
 - b. The key pad would allow ambulance personnel, couriers and postal workers to enter the North Tower post box area using a key code. It was suggested that two key codes be employed, one six-digit stable number for the use of ambulance personnel and postal workers, and a four-digit number that would be changed annually for the use of couriers.
 - c. A motion was presented and the integrated solution was unanimously accepted.
- 7. EF: Removal of glass doors on the lobby notice board
 - a. The glass doors have been unlocked and have remained unlocked for some time now.
- 8. AA: Pilates reformer purchase for the gym
 - a. A motion was presented to consider the purchase of a reformer and was unanimously accepted.
 - b. AA & MH will investigate further and report back to the committee before committing to a purchase.
- 9. SG: In order to future proof the security system against inability to coding in new fob, a quotation of \$1,385 + GST for an additional 100 fob was discussed.
 - a. Motion was presented to purchase the additional fob and was unanimously accepted.

7. Sub-Committees Reports

Complaints and Bylaws Infringement (MH)

- 1. None

Finance (MH)

- 3. SG advised that the \$100k savings matured on 27th January 2017.
- 4. Decision was taken to re-invest at 2.55% for nine months.
- 5. DC advised that the South Tower common area electricity bill is now under half that of previous costs (i.e., \$4,084 down to \$1,626), due primarily to the installation of solar panels. As a consequence, the Secondary Corporation saved over \$2k last quarter. Incidentally, we



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still have not been billed for the solar panels, inverters and installation. Currently the North Tower is in credit of \$3k.

Property Maintenance (RC)

1. Level 6A button and Ground buttons in North Tower lift repaired.

Security (PR)

1. 17 Nov 2016 apartment resident lock-out
2. 18 Nov 2016 apartment fob lost, cancelled four fob and created four replacement fob
3. 11 Dec 2016 bike access granted
4. 28 Dec 2016 apartment resident lock-out
5. 08 Jan 2017 apartment resident lock-out
6. 03 Feb 2017 apartment key + fob lost, cancelled lost fob and created replacement fob
7. 03 Feb 2017 additional apartment fob requested
8. 06 Feb 2017 Two all-access fobs generated for Caretaker

Website (PR)

1. 16 Jan17 Apt 53 resident access granted to website.
2. The committee requested that more explicit instructions for the disposal of waste be referenced on the website and in particular to suggest that fines may apply for breaches to these instructions.

8. Action List

Id	Required Date	Status	Owner	Activity
AGM-1	2017	Open	PR	Consider replacement of existing building signage.
2016-21	15Jun16	Closed	DC	To word the resolution to formally accept PA (or his deputy) to represent the Secondary Corporation at future Primary Corporation meetings. Whittles will be covered under a proxy arrangement to represent the Secondary Corporation at Primary Corporation meeting. This has now become an issue as none of the Management Committee will be able to attend the office hours meetings run by the Primary Corporation.
2016-28	26Aug16	Closed	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.
2016-32	02Nov16	Open	PR	Follow up, with the Caretaker, on stairwell cleaning. Trevor is meeting with Josh (MPG) to discuss early next week and cleaning should start soon after (28 Oct 2016). Stairwells cleaned post installation of the electronic locks.



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Id	Required Date	Status	Owner	Activity
2016-33	02Nov16	Open	DC	<p>Chase up the Primary Corporation to fix the sub-basement wall salt damp.</p> <p>MPG 'handyman' attempting to isolate the highest point of water egress and insert a drain (22 Oct 2016). Drainage has been provided and the wall has been clear of moisture.</p>
2016-34	01Feb17	Closed	SG	Obtain a quotation for 100 additional programmed FOB to support future security access needs (e.g., residents requiring replacement FOB).
2016-35	28Apr17	Open	PR	To follow up on the delivery of a stencil for the South Tower lift. After non-response from previous contract the action has (yet again) been moved to PR.
2016-36	01Feb17	Closed	All	<p>To identify suggestions for the improvement of the East Garden area.</p> <p>PR presented his suggestion at the meeting.</p>
2016-37	01Feb17	Open	PR	<p>To request SA Electronics to remedy the coding that is available to grant bike storage access only to specific apartment levels.</p> <p>Nil response from SA Electronics, will try again.</p>
2016-38	ASAP	Closed	SG	<p>To identify whether it is possible to re-key the South-Eastern Plaza level stairwell door to access both tower utility keys (i.e., Blue dot and Green dot). If possible, the door lock should be re-keyed.</p> <p>The re-keying cost was quoted at \$200 and a work order has been raised.</p>
2016-39	01Feb17	Closed	SG	<p>A notice will be placed on the two basement carpark notice boards indicating that car parks are to be cleared of house-hold effects, post incorporation of the updated Bylaws.</p> <p>Post meeting closure, SG, PR & CW toured the car park and identified a number of breaches. Whittles will send out letters to the owner requesting that items be removed from the car park.</p>
2016-40	07Nov16	Closed	SG	Caretaker to be requested to clean out the Secondary Corporation area of the commercial car park level 6 (i.e., the rubbish collection area).
2016-41	28Apr17	Open	SG	<p>To request the Primary Corporation to identify any asbestos in the commercial car park level 6 rubbish collection area and treat it appropriate to address the hazard.</p> <p>Action moved to SG.</p>
2017-01	28Apr17	Open	DS	Chase up warranty on South Tower lift floor matting and remedy workmanship.
2017-02	28Apr17	Open	PR	Investigate the replacement of carpets in the common areas.
2017-03	28Apr17	Open	SG	Produce a proposal for signs – no food, no glass bottles, no cardboard (English, Mandarin and pictographs).



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Id	Required Date	Status	Owner	Activity
2017-04	28Apr17	Open	PR	Welcome letter to describe how to have deliveries left.
2017-05	28Apr17	Open	PR	Website more explicit information on waste disposal and specially reference the possibility of fines for breaches.



9. Any Other Business

1. AA would like to have paintings placed on the apartment corridor walls.
 - a. This will be placed on the agenda for the next meeting.
2. AA is concerned about falling apartment values (due to market conditions) and would like to consider value-add to the apartment complex to raise apartment values.
 - a. This will be placed on the agenda for the next meeting.

10. Next Meeting

31st May 2017 @ 18:00

11. Closure

Meeting closed at 20:25