



Martin Towers

Management Committee Meeting Minutes

Community Corporation 23362 Inc. (Secondary)

4-8 Charles Street, ADELAIDE

Date: Wednesday 31st May 2017

Time: 6:00 PM (18:00)

Location: Lot 5

1. Opening

In Person

Ann Axelby (AA)

Michael Hammerton (MH)

Rob Creasey (RC)

Phillip Relf (PR)

Elizabeth Farrant (EF)

Carolyn Wastell (CW)

By Proxy

David Chadbourne (DC) => PR

Julie Obst (JO) => PR

Chee Cheong (CC) => EF

Daniel Silvestri (DS) => EF

Peter Hubbard (PH) => PR

In Attendance

Steve Geyer (SG)

Representing: Whittles

Trevor Frangs (TF)

Representing: Caretaker

2. Confirmation of Previous Minutes

1. Minutes from 08th February 2017, seconded RC, accepted CW
2. Due to the absence of the Presiding Officer, AA graciously volunteered to chair the meeting.

3. Decisions without Meetings

1. None

4. Caretaker Report (TF)

1. North Tower Disabled Lift commissioned Monday 17th April 2016 – after almost one day of trouble free operation, the lift was disabled. Lift reset by Caretaker. However, further events lead to the lift again being disabled. Subsequent investigation identified that the issue was a miss-wiring that occurred in the factory. The issue has been corrected and no further incidents have occurred.



Martin Towers

Management Committee Meeting Minutes

2. A discussion regarding the disclosure of the Caretaker's mobile number for after-hours contact, highlighted that residents should only contact the Caretaker from 07:00 to 17:00. Any afterhours contact should be directed to the Whittles afterhours number.
3. Post implementation of the Adelaide City Council collection of waste, Trevor identified that his initial contract assumed two hours per week spent on rubbish bin management but at present, the Caretaker's team are spending four hours per week.
 - a. The committee accepted that the Caretaker should be afforded an additional two hours per week, especially as it was noted that the new bin regime was saving the Secondary Corporation \$17.5k per year, at present.
4. The large increase in the number of flies has been noted in the rubbish bin area, and additional efforts has been expended in cleaning the rubbish bins and the placement of bug-zappers to control the pests.
5. There is work in progress to re-affix the LED strips on the West Garden planter boxes.
6. A new filter has been fitted in the spa and the sand has been changed in the swimming pool filter. There remains the need to replace the heat exchanger for the swimming pool water heater.
7. A second bench seat is on order, for the swimming pool area, and will be installed in the following weeks.
8. The apartment hot water systems have been serviced in the last three months. The North Tower circulation pump has been replaced. Currently, there is no heat exchanger coil in one of the North Tower water heaters – this part is on order – but no issues have been reported to date.
9. Considering installing a water flush unit for cleaning of the rubbish chute in the North Tower.
10. There has been an issue with the Foxtel antenna affecting several residents. This issue is being investigated. In the past, this issue has been due to a failure of the signal amplifier on the roof. SA Electronics will be contacted as they may be able to assist in this matter.
11. It has only just recently been discovered that the external air filters have been blocked on the apartment levels. Currently waiting on quotations to be received. This will now require that annual inspections to be conducted, so that this issue does not reappear.
12. The North Tower foyer curtains have been cleaned and replaced.
13. The Charles Street awning will be looked at and removed if possible.

5. Strata Management Report (SG)

1. Multiple quotations to replace the air conditioner in the North Tower lobby area have been received. The current best quotation is for \$8,800. A further quotation will be sourced.
2. It has been noted that there remains a considerable number of residents who are continuing to store effects in their car park spaces. A further letter will be sent to those residents, requesting that they remove these effects.
3. Whittles are currently trailing electronic notice boards to advise residents in real-time of events of relevance. Whittles will manage the update of these electronic notice boards remotely.
4. Wilsons Car Park staff have complained that apartment owners have been chocking the North-East stairwell door at ground level open. Whittles to investigate.



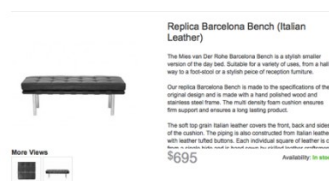
Martin Towers

Management Committee Meeting Minutes

5. It has been noted that Wilsons Car Park staff have re-keyed the South-East ground level door. The key lock is to be returned to a lock type that residents can use to open the door in the case of a fob electronic lock failure.
6. Additional notices advising how to address rubbish recycling have been installed in the North Tower rubbish chute areas.
7. It has been noted that part of the ceiling between the car parks for apt 58 & 59 is falling. Whittles have written to the Primary Corporation to inspect and remedy.
8. The South Tower lift internal panelling has been repaired.

6. Discussions

1. SG: Investigation on how best to manage the distribution of the Welcome Letter to new residents was discussed. The result was to create a temporary sub-committee to address this issue. The Welcome Letter subcommittee will initially include MH & CW.
2. CW: Observed that the South Tower lift is being over used by Wilson Car Park customers, particularly when either or both lift number 1 or 2 are disabled.
3. DS: East Garden quotation. The quotation, prepared by the same organisation who is currently managing the West Garden (i.e., SA Irrigation & Landscaping), was unanimously accepted by the committee. The quotation of \$3,260 plus GST includes the provision of pots, fig trees, lemon tree, lime tree, Japanese Box Ball, removal of existing soil/plants and various decorations to enhance the presentation of the plants. EF & DS will work with SA Irrigation & Landscaping to maximise the effectiveness of plant placement so as to continue to afford residents the ability to 'sit in the sun'. Thanks to EF & DS for their efforts.
4. CW: Painting contract. The quotation, prepared by Colour Distinct, was unanimously accepted by the committee. The quotation of \$59,730 plus GST and Construction Industry Training Levy, includes repainting internal common areas, sundry repairs as required and clean-up. This work is to progress after the external air vents have been cleaned.
5. CW: Recycling contract review & recycling of electronics waste. The contract with the Adelaide City Council (ACC) will expire in July. However, the ACC have made no suggestion that they will terminate the current arrangement. It is expected that the ACC will continue to collect our rubbish bins and recycling bins.
6. EF: North Tower foyer, curtains vs *Energy Efficiency Centre* frosted film (\$1k to \$2k) and light shade update. A sub-committee, comprising of AA & EF will present proposals for the design to be affixed to the glass.
7. EF: Seat for North Tower foyer. The committee unanimously voted to accept the purchase of the seat. Given that the seat has metal legs, on acquiring, the Caretaker will be requested to affix the seat in place, to protect against inadvertent removal by removalists attending residents.





Martin Towers

Management Committee Meeting Minutes

8. CW: Checking building works are actually completed correctly. SG assured CW that generally the Caretaker oversees all building works and reports successful completion to Whittles, who only then will pay an invoice for works completed.
9. RC: Items in car park. PR has taken an action to investigate and report.
10. PH: Smoking in lift and car park. SG advised that we have no legal recourse to address this issue.
11. PR: Resident enquiry regarding providing improve lift 3 access for residents. A detailed response, identifying the legal issues (i.e., the Wilson Car Park customers have right-of-way to use the lift), and a host of considerations and investigations to provide better access, was also detailed in the response.
12. AA: Polarities machine for gym. On further consideration (e.g., the number of residents that would use the machine and safety issues), further efforts to source a machine have not progressed.

7. Sub-Committees Reports

Complaints and Bylaws Infringement (MH)

1. Resident complained about washing drying on the North Tower balconies. Incident occurred on Saturday 04th March 2017. Whittles identified the specific apartments and sent notices on 08th March 2017.

Finance (MH)

1. Our financial situation is healthy.
 - a. The Sinking Fund is continuing to build in amount and is on track with the budget. A further \$50k will be transferred from the Administration Fund shortly.
 - b. The Administration Fund is currently only \$11k in arrears, and this is due mainly to four lots who are delinquent on their body corporate fees. Actions are being taken to recover monies.

Property Maintenance (RC)

1. No further issues, past those already mentioned.

Security (PR)

1. Three residents locked themselves out of their apartments, PR attended.
2. Fobs lost, and subsequently coded out and replaced.
 - a. \$250 + GST added to Administration Fund.
3. SA Electronics given access to all utility rooms, with release of Utility Room Common key.

Website (PR)

1. Reaffirmed contact details for a whoismydomain.com search – Australian Governance requirement.



Martin Towers

Management Committee Meeting Minutes

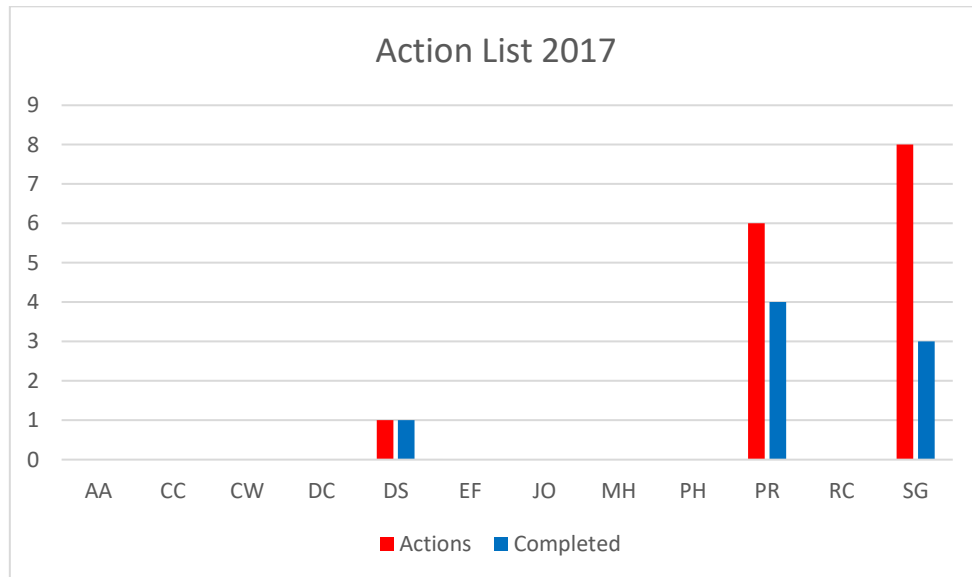
8. Action List

Id	Required Date	Status	Owner	Activity
AGM-1	2017	Closed	PR	Consider replacement of existing building signage.
2016-35	01Sep17	Open	SG	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 SG.
2016-37	01Feb17	Closed	PR	To request SA Electronics to remedy the coding that is available to grant bike storage access only to specific apartment levels. Nil response from SA Electronics, will try again.
2016-41	28Apr17	Open	SG	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. Email sent to Primary Corporation, still need to follow up.
2017-01	28Apr17	Closed	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. A walk-around has been organised with AA, EF & CW.
2017-03	28Apr17	Closed	SG	Produce a proposal for signs – no food, no glass bottles, no cardboard (English, Mandarin and pictographs).
2017-04	28Apr17	Closed	PR	Welcome letter to describe how to have deliveries left.
2017-05	28Apr17	Closed	PR	Website more explicit information on waste disposal and specially reference the possibility of fines for breaches.
2017-06	07Jun17	Open	PR	To identify the effects left in car park spaces and inform Whittles of the relevant apartment numbers.
2017-07	14Jun17	Open	SG	To send a letter to the Primary Corporation requesting real-time monitoring of lifts numbers 1 & 2 and the immediate call-out for service in the case of a failure.
2017-08	30Jun17	Open	SG	To obtain an additional quotation to replace & install an air conditioning unit for the North Tower foyer area.
2017-09	30Jun17	Open	SG	To investigate the reason for the South-East ground level door being re-keyed by Wilson Car Park and to replace with a lock type that residents can use to gain entry.



Martin Towers

Management Committee Meeting Minutes



9. Any Other Business

1. None

10. Next Meeting

02nd Aug 2017 @ 18:00

11. Closure

Meeting closed at 20:30