



# Martin Towers

## Management Committee Meeting Minutes

Community Corporation 23362 Inc. (Secondary)

4-8 Charles Street, ADELAIDE

Date: Wednesday 02<sup>nd</sup> August 2017

Time: 6:00 PM (18:00)

Location: Lot 5

### 1. Opening

#### In Person

Ann Axelby (AA)

Peter Hubbard (PH)

Chee Cheong (CC)

Phillip Relf (PR)

Rob Creasey (RC)

Daniel Silvestri (DS)

Elizabeth Farrant (EF)

Carolyn Wastell (CW)

Michael Hammerton (MH)

#### By Proxy

David Chadbourne (DC) => PR

Julie Obst (JO) => PR

#### In Attendance

Trevor Frangs (TF)

Representing: Caretaker

Steve Geyer (SG)

Representing: Whittles

James Neisler (GN)

Representing: Caretaker

### 2. Confirmation of Previous Minutes

1. Minutes from 31<sup>st</sup> May 2017, seconded MH, accepted CW

### 3. Decisions without Meetings

1. Replacement of pool heater. Due to prompt action by the caretaker, committee and Whittles, there was a minimum of service outage. The pool heater failed on a Tuesday, requiring replacement and the pool was operational again by the following Friday.
2. Considering the above, the committee members were encouraged to be responsive to requests for action.



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### 4. Caretaker Report (TF)

1. The LED lights are starting to fail because of heat damage from the original incandescent lights which is resulting in building resistance to power flow. The committee has been monitoring failures both sustained and intermittent over the prior eight-week period and have confirmed that these failures are occurring. Replacement options are being considered with prospects provided by the committee and the caretaker. Further consideration is required before a decision should be made.
2. The plaza area is suffering a build-up from mould near the pool and will be shortly subjected to a pressure wash.
3. The pool area now supports two bench seats, located at the Eastern end and now at the Western end of the pool.
4. At the recommendation of the caretaker, the corridor carpets will shortly be dry cleaned and where possible stretched to remove ripples.
5. The two downed LED strips on the Western garden plan beds are to be replaced. And in addition, the failed lights in the plaza are to be replaced.
6. We have been advised that the Primary Corporation body corporate management team will inspect the sub-basement area, specifically to look at the concrete affected by water damage and to consider remedial action were necessary and to fix water leaking into the area.

### 5. Strata Management Report (PA)

1. Whittles restated that contractor engagement should only be undertaken by Whittles and by Whittles only for any maintenance activities occurring on common property, as failure to do so can mean that work and incidents may not be covered under our insurance policy. In addition, residents engaging contractors to work with in their own apartments should be suitably vetted to ensure that they hold the correct certifications, as safety incidents can become the liability of the resident, if these certifications are not held by the contractors. Any safety related incidents will be investigated by Safe Work SA and if work has been authorised by, a resident, and the contractor has been found to be deficient in necessary certifications, Safe Work SA can fine the resident up to \$3m.
2. Whittles reaffirmed that the committee members must declare any potential conflicts of interest and where relevant, abstain from participating in any associated decision making.
3. Whittles reaffirmed, as per the AGM amendments to the by-laws, that the Management Committee has authority to accept quotations up to \$75k (excluding GST).
4. A quotation for the unblocking of air vents has been received at \$1,360 from Nelson Air Conditioning. It is the understanding that these air vents have been blocked since the construction of the apartment complex. The committee voted unanimously to accept this quotation.

### 6. Discussions

1. Replacement of corridor lighting with “diode LED” lighting. As stated above, additional consideration of a solution is required.



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2. A committee member visited the City Archives at the beginning of July, and confirmed that the cladding is shown to be Alucobon (pages 75 & 81 of Development Contract). The committee discussed fire safety and considers that an actual test of the building cladding will be required to confirm that the cladding is fire safe. Whittles confirmed, that building insurance companies are beginning to require that this activity be conducted prior to re-insuring a building.
3. On 05 Jun 2017, several committee members toured the building and conducted an audit of the carpet state. A report of the carpet state was compiled and a decision to revisit the carpet state after cleaning and stretching had been carried out was considered prudent.
4. A resident suggested we conduct apartment fire drills. The committee noted that we have 'suffered' several fire drills already due to various building alarms over the life of the apartment complex. It was also noted that office blocks normally allocate the coordination of a fire drill to the building/floor warden. The committee considered that, as a committee, we did not have the authority to force residents to comply with a fire drill. This concern should be raised at the AGM.
5. The committee report on the number of effects left in resident's car parks and Whittles subsequently generated letters to the relevant owners, requesting that they or their tenants removed such effects. A follow-up by the committee to evaluate whether these letters were effective in removing effects will be conducted, see the actions below.
6. The North Tower lift lobby is separated from the street by glass of different shades, which would be further highlighted by any frosting applied to the glass. Advice from glaziers indicated that there is no need for a different glass shading and the offending glass pane should be replaced before glass frosting is applied. The cost to replace the glass has produced a quote of \$2,300; whereas the application of new tinting to match all three glass panes, has produced a quote of \$2,611. The cost for frosting is expected to be \$1,500, see actions below.

## 7. Sub-Committees Reports

### Complaints and Bylaws Infringement (MH)

1. The committee discovered that on 09 Jul 2017, an apartment had been running a business out of the apartment i.e., "Mishi". The resident has been informed that this is counter to the by-laws.
2. The committee discovered that a resident had placed personal effects in a utility room. The resident has been asked to remove these effects.
3. It was noted that at least one apartment is being rented under Airbnb. The owner will be informed that this practice must cease immediately.

### East Garden Upgrade (EF & DS)

1. There has been a problem with the plant pots but it is expected that the plants will arrive within the week.



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### Finance (MH)

1. The Sinking Fund is currently at \$760k and is on track to reach the required \$1m within the next year and a half and Administration costs have been to budget.

### Property Maintenance (RC)

1. A resident's car was hit by the automatically closing grill gate, as they failed to present their fob on entry. There was no damage done to the gate but the car suffered a substantial scratch to the paintwork. The gate motion has been slowed, to alleviate this issue in future.

### Security (PR)

1. 27 Jun 2017, resident lockdown, resident let back into their apartment
2. 01 Jul 2017, resident lost fob, fob cancelled & replacement generated
3. 10 Jul 2017, resident lockdown, resident let back into their apartment
4. 22 Jul 2017, resident granted bike access
5. 22 Jul 2017, gardener granted access to South Tower lift
6. 24 Jul 2017, resident lost fob, fobs cancelled & replacement generated
7. Week of 06 Aug 2017, three resident lockdowns, resident let back into their apartments

### Website (PR)

1. 2016 AGM presentation, minutes and updated bylaws put on the website (this was an oversight as it should have occurred sooner). 2017 Management Committee meeting minutes also put on line.

### Welcome Letter (MH & CW)

1. Work in progress: a list of additional material has been identified.

## 8. Action List

Id	Required Date	Status	Owner	Activity
2016-35	28Apr17	Closed	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. A prototype has been generated and should appear in the South Tower lift within the week.
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. Action moved to SG. No response from MPG yet.
2017-02	28Apr17	Closed	PR	Investigate the replacement of carpets in the common areas. Supported by a committee group walk around.
2017-06	07Jun17	Closed	PR	To identify the effects left in car park spaces and inform Whittles of the relevant apartment numbers.



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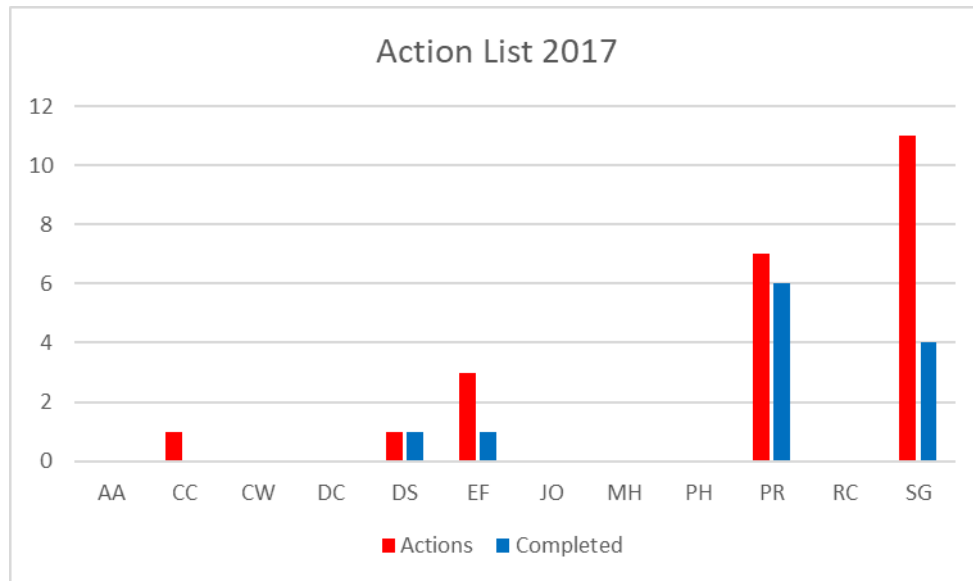
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Id	Required Date	Status	Owner	Activity
				Photographs of the effects have been taken and Whittles have generated letters to the owners. Follow up will occur to confirm compliance.
2017-07	14Jun17	Open	SG	To send a letter to the Primary Corporation requesting real-time monitoring of lifts numbers 1 & 2 and the immediate call-out for service in the case of a failure. No response from MPG yet. Apparently, it is the responsibility of Wilsons Parking to monitor the lifts (and not MPG or Shahin Corporation).
2017-08	30Jun17	Open	SG	To obtain an additional quotation to replace & install an air conditioning unit for the North Tower foyer area. Nelson Air Conditioning have provided a quote of \$8,800 + GST. National Air Conditioning have provided a quote of \$8,500 including GST. Currently investigating the installation of a smaller air conditioning unit.
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. MPG said they will action.
2017-10	30Jun17	Closed	EF	To order a bench seat for the North Tower foyer area.
2017-11	02Sep17	Open	SG	To source a quotation for the installation of a protective glass covering for the South Tower lift.
2017-12	02Sep17	Open	CC & TF	To obtain quotations for 200 LED lights.
2017-13	13Oct17	Open	SG	To arrange for the building cladding to be tested for fire safety.
2017-14	02Sep17	Open	PR	To follow up and identify effects left in resident car parks.
2017-15	13Oct17	Open	EF	To firm up the quotations for the replacement of glass in the North Tower foyer area.
2017-16	13Oct17	Open	EF	To firm up the quotations for frosting of glass in the North Tower foyer area and to present the design to the committee for approval.
2017-17	02Sep17	Open	SG	To again ask MPG to address the building graffiti evident from North Terrace at the top level of the Commercial Car Park.
2017-18	22Dec17	Open	SG	Arrange for building cladding to be tested for conformance against fire regulations.



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### 9. Any Other Business

1. None

### 10. Next Meeting

13<sup>th</sup> September 2017 @ 18:00

### 11. Closure

Meeting closed at 20:00