
MINUTES
of the Management Committee Meeting

of

Community Corporation 23362 Inc.
4-8 CHARLES STREET, ADELAIDE

held

at Whittles Strata & Community Corporation Managers
176 Fullarton Road
Dulwich SA 5065

on Wednesday, 13 September 2017 at 6:00 PM

PRESENT

In Person

Ms E Farrant
Ms A Axelby
Dr M Hammerton
Mr D Chadbourne
Mr R Creasey
Ms C Wastell

By Proxy

Ms J A Obst represented by proxy to Mr D Chadbourne
Dr P Relf represented by proxy to Mr D Chadbourne
Dr C Cheong represented by proxy to Mr C Wastell
Mr D Silvestri represented by proxy to Ms C Wastell

In Attendance

Steve Geyer representing Whittles Strata & Community Corporation
Managers

Apologies

Mr P Hubbard

PROCEEDINGS

PRESIDING OFFICER

Mr Chadbourne, Presiding Officer presided over the meeting.

The Corporation Manager was requested to assist by conducting the meeting.

Quorum

The Corporation Manager declared that a quorum was in attendance by presence or proxy, with 10 of the 11 members being represented.

1. Declaration of Interest

All owners or their nominees, are reminded that they are required to advise the meeting if they have any direct or indirect pecuniary interest in any matter to be considered by the meeting. Whittles refers all Members to the Corporation's Agreement for disclosure of all its relevant interests.

2. Confirmation of Minutes

Following discussion, it was agreed that the minutes of the last Management Committee Meeting held on 31 May 2017 were a true and correct record of the proceedings of that meeting.

3. Decisions Without Meetings

The Manager informed the Committee that the air conditioning contractor has attended and repaired the air vents to all levels and confirmed that they are working.

The Committee discussed the quotes of an air conditioning unit to replace the faulty one in the foyer. Following discussion, the Manager is to contact the contractor to ascertain if a smaller unit is capable of servicing the foyer area and what cost it will be. The Manager will report back to the Committee.

4. Caretakers Report (TF)

In the absence of Mr Frangs, the Manager provided a care takers report and spoke of the items the care taker is currently working on.

The disabled lift has been damaged by a resident. The contractor has ordered a part for it. Mr Frangs is viewing CCTV footage to ascertain who caused the damage.

Mr Frangs noted that the hot water on level 3 is still not working properly.

Ms Farrant informed the Committee that she is still having issues with lack of hot water on level 3.

The Manager is to follow up with the plumber to receive an update.

The Committee would like to know from the care taker when the paving around the pool will be cleaned. They would also like to know if the care taker will be watering the new plants that have been installed to the East garden. The Manager is to report back to the Committee.

Mr Frangs reported that they have tried to stretch the carpet on level 2, but it was not successful. Following this information, the committee discussed the replacement of the carpet. Ms Farrant proposed that the committee look at engaging an interior designer to provide options for the upgrade of the common areas including painting, carpets and some artwork. It was agreed by the committee to engage an interior designer to provide options to the committee.

The Manager advised that they have a contractor who is an interior designer. Ms Axelby also stated that she knows of an interior designer. Ms Axelby will provide the contact details to the Manager.

5. Body Corporate Manager Report (SG)

The Manager informed the Committee that he had received correspondence that there is an Air BNB operating in Martin Towers. The Manager is to contact the owner and remind them of the By-Law 22.1, which states; A Lot holder or occupier of a Lot shall not lease or grant rights of occupation in respect of the Lot for valuable consideration for a period of less than 2 months.

The Manager is to send a notice to all owners/property managers reminding them of By-Law 22.1

Ms Axelby asked for the Manager to follow up on the storage of items in the common area on level 5 of the building. The Manager will report back to the Committee.

6. Finance Report (MH)

Dr Hammerton spoke to the Committee that the financial statement at years end showed that the Administration Fund had net assets of \$168,482 and the Sinking Fund has net assets of \$757,571.

Dr Hammerton noted that the Corporation is nearly in line with the Sinking Fund Forecast. Mr Chadbourne spoke to the Committee that he has been working for a number of years to recover money from the Shahin group for the use of electricity. Mr Chadbourne can report that the Shahin group have agreed to refund the outstanding amount.

7. Complaints & Bylaws (MH)

Dr Hammerton stated that there are no items to report.

8. Property Maintenance (RC)

Mr Creasey stated that there are no items to report.

9. AGM Preparation

Following discussion, it was agreed that the AGM will be held at 6pm on the 19th October 2017 at the Scott's Church. The Manager is to begin preparing the agenda for the AGM.

Dr Hammerton spoke to the Committee about the budget and following discussion it was agreed to approve the proposed budget for the AGM.

10. General Discussion

1. Tram Extension

The Manager spoke to the Committee that he has received information from the Adelaide City Council and the Government about the tram extension along North terrace. The Manager will forward on any information regarding the tram extension to the Committee.

2. Building Cladding

The Manager spoke to the Committee that he has received correspondence from the Adelaide City Council in relation to the cladding on the building. The Adelaide City Council are undertaking an audit of the building to determine the type of cladding and if it poses any risk. The Council will report back to the Manager.

3. North tower lift breakdown

Ms Wastell informed the Committee that the issue with the North Tower lift has been rectified and the area has now been sealed to stop any further attempts to force the doors open.

4. Process for obtaining Fobs

The Manager informed the Committee that due to Mr Relf transferring interstate for work, that the care taker will now be the person to provide new fobs. The process will be that Whittles will provide a work order for the care taker to provide a new fob.

Following discussion, it was agreed that there will be annual audit on the fobs at June 30th of each year. The Manager is to send out a notice 6 weeks prior to the audit to all owners/property managers.

5. Items in car park

The Manager informed the Committee that he has received a list of items in car park space from Dr Relf and will send notices to the owners of the Lots to remove the items.

6. LED lights quote

The Committee discussed the quotes for the replacement of the LED's in the common areas and agreed to proceed with the quote from Mr Cheong for \$2420 including GST.

The Manager is to confirm with Mr Cheong that he has no pecuniary interest with the company supplying the LED lights.

Other Business

Ms Farrant spoke to the Committee of the options for the frosting of the windows to the foyer of Charles St. Ms Farrant proposed that the committee agree to install the address of the building (4-8 Charles St) over the entrance to the building. The Committee agreed to this proposal.

Managers note; Following the meeting Mr Chadbourne noted that to have any work on the exterior of the building would need approval from the Primary Corporation.

Ms Wastell spoke to the Committee that she would like the South Tower reprogrammed. Following discussion it was agreed that Ms Wastell is to investigate the reprogramming of the lift.

NEXT MANAGEMENT COMMITTEE MEETING

It was agreed that the next meeting will be held at a date and time to be advised.

CLOSURE

The meeting closed at 8.30 p.m.