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**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, 17 January 2018 at 6:00 PM*

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**PRESENT**

**In Person**

Dr P Relf via phone link from Melbourne  
Mr D Chadbourne  
Ms E L Farrant  
Ms A C Axelby  
Dr M Hammerton  
Mr R J Creasey  
Ms C Wastell  
Mr D Silvestri

**By Proxy**

Mr C C Karykis represented by proxy to Mr D Silvestri

**In Attendance**

Steve Geyer representing Whittles Strata & Community Corporation  
Managers  
Trevor Frangs representing the Building Manager

**PROCEEDINGS**

**PRESIDING OFFICER**

Mr D Chadbourne, Presiding Officer presided over the meeting.

The Corporation Manager was requested to conduct and record the minutes of the meeting.

The Corporation Manager declared that a quorum was in attendance by presence or proxy, with 9 of the 12 members being represented.

## **1. Declaration of Interest**

All owners or their nominees, were reminded that they were required to advise the meeting if they had 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. Minutes of Previous Meeting**

Ms Axelby spoke that in the minutes of the previous meeting held on the 13/9/17 that the caretakers report minuted that "Ms Farrant informed the Committee that she is still having issues with lack of hot water on level 3". The minutes should reflect that it was Ms Axelby and not Ms Farrant.

Ms Axelby spoke that the caretakers report minuted that "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 minutes should reflect that it was Ms Axelby and not Ms Farrant.

Following discussion, it was agreed the minutes of the previous meeting held 13/9/2017 were a true and correct record of that meeting with the abovementioned alteration.

## **3. Decisions Without Meetings**

Ms Axelby advised that the Committee have engaged Lisa Knight of Stevensons Construction Group to develop an interior design proposal for the upgrade of the common areas. Ms Axelby advised that Lisa is currently on leave and will be in a position to provide a proposal at the next Management Committee meeting.

## **4. Caretakers Report**

Mr Frangs reported to the Committee that repairs to the pool heater have now been completed.

Mr Frangs spoke that SAPN are unable to access the service rooms in the South tower when the building manager is unavailable. Mr Frangs would like all residents in the South tower to have an access key to the service rooms so as to minimise the delays in getting power turned on to apartments.

Mr Frangs asked the Committee if they could look at the cost of changing the building over to a Fob access building and remove any key access as this would give greater security for the building.

Following discussion it was agreed that the Manager is to obtain a quote to change over to Fob access.

Mr Frangs asked the Committee if he could install an auto - filler for the pool and spa so as to minimise the time it takes to maintain the level of the water .

Following discussion it was agreed that Mr Frangs will obtain a quote to install an auto-filler.

Mr Frangs spoke of the auditing of the Fobs at the end of June and asked if it could be delayed until July as he will be on leave.

Following discussion it was agreed that the Fob audit will be carried out in July 2018.

Dr Hammerton informed the Committee that the air conditioning duct in the car park is low and a large vehicle may collide with it. Mr Frangs advised that he will place some safety stickers on the duct for a more visual effect.

Mr Frangs spoke to the Committee about a process for residents to gain access to their apartment when they are locked out.

Following discussion it was agreed that the building manager will be available to let a resident back into their apartment during the hours of 8.00 a.m. to 3.30 p.m. weekdays. If a resident is locked out after these times they must call Access Hardware who will call out and let them in. There will be a cost for this service and the Manager will obtain the cost from Access Hardware.

Ms Wastell and Mr Hammerton will place this item into the welcome package outlining the process and cost.

## **5. Body Corporate Manager Report**

The Manager informed the Committee that Level 3 North tower are still experiencing low hot water temperature at times.

Following discussion, it was agreed that the Manager is to send out a notice advising owners/property managers of the need to investigate the tempering valves to all apartments on Level 3 North tower.

The Manager informed the Committee that the Shahin Group have now paid the money owed to the Secondary Corporation for use of electricity. This is an item that Mr Chadbourne has been working on for a number of years and the Committee thanked him for his work. The amount refunded to the Corporation is \$35,278.

## **6. Finance Report**

Mr Hammerton informed the Committee that the finances are still in a sound position and expects that the Sinking Fund should reach its forecast total of 1 million dollars by next year.

The Manager informed the Committee of variances in expenditure. Those items include work on the podium garden bed ( \$3,507), repairs to the pool heater (\$4,790) and repairs to the air conditioning system (\$2,323).

Net assets as of 31st December 2017 Admin. Fund \$99,272 and Sinking Fund \$886,222.

## **7. Complaints & Bylaws**

The Manager advised the Committee that a breach notice was sent to Lot 108 for using common property power for personal use.

## **8. Property Maintenance**

Mr Creasey advised that the maintenance of the balustrades is the only item and will be covered in item 9.7 of the agenda.

## **9. General Discussion**

### **9.1 Air BNB & Car Park Use**

Ms Wastell spoke of the continued use of apartments using Airbnb and other sites similar.

Following discussion, it was agreed that the Manager is to send out a letter to all owners reminding 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 Committee agreed that if an owner/tenant fails to remove the Airbnb following a warning notice that the Committee will issue fines against the Owner for each and every breach.

### **9.2 Building Cladding**

The Manager spoke to the Committee of the need for the Corporation to have the cladding on the building identified for insurance purposes. The Manager advised that this is a Primary Corporation responsibility, but he will investigate and report back on the type of cladding used on the building.

### **9.3 Items in Car Park**

The Manager informed Members that there are still numerous Lots storing items in their car park spaces.

Following discussion, it was agreed that the Manager is to obtain a list from the building manager of the Lots storing items in their car park spaces and send out notices to the Owners warning that if the items are not removed from the car park spaces Committee will begin issuing breach fines.

### **9.4 LED Lights Quote**

The Manager informed the Committee that he has not received any correspondence from Dr Cheong as to whether the LED light have been ordered. The Manager will follow this item up.

### **9.5 Protective Curtain in Lift 4 , Sign Indicating That Doors Open For Stretcher Access**

Dr Relf informed Members that the protective curtain is now not to be used in lift 4 so as to keep lift 4 free for use of a stretcher if and when needed. In future, moving of items will be through lift 5. Dr Relf commended Ms Wastell on proposing the idea.

### **9.6 Clean out Emergency Services Letter Box and Block Off So No Junk Mail Can Be Inserted**

Dr Relf spoke of the need to empty the Emergency Services letterbox of junk mail and have it blocked off so no junk mail can be put in it.

Following discussion, it was agreed that Ms Farrant and Ms Wastell will investigate the Emergency Services letter box and report back to the committee.

### **9.7 Balcony Balustrades Maintenance**

The Committee spoke of the quote supplied to complete maintenance work on apt 17 balcony to the balustrade. The Committee discussed that all balconies are showing sign of wear and it was agreed that the Manager it to obtain quotes for the maintenance of the balustrades for the building including the pool area.

## **10. Other Business**

### **10.1 Commercial Dumping Of Rubbish In Bins**

Ms Wastell spoke of her concerns that people are illegally dumping rubbish in the bins. Dr Relf advised that to access the bins a vehicle would need a fob; therefore the person must be a resident. Mrs Wastell would like to investigate placing a camera in the bin area to monitor the rubbish.

### **10.2 Interior Design Proposal** This

item was covered in item 3.

### **10.3 South Tower Lift**

Ms Wastell would like to arrange a meeting with Wilson Parking and the lift company to discuss the use of lift 3 by car park users.

Following discussion Ms Wastell is to gather information on the use of the lift before arranging a meeting with Wilson Parking. Ms Wastell is to also investigate if auto reporting is available for the lift for when there is a lift failure.

### **10.4 Lift Contracts**

Ms Wastell has requested to see the maintenance contract for the lift. The Manager is to supply Ms Wastell with the contract.

### **10.5 Other Business**

Ms Axelby asked the Committee if any thoughts have been put into increasing the number of solar panels and installing battery back-up.

Mr Chadbourne explained that there is ample room on the roof of the North tower for more panels. Mr Chadbourne also advised that the building would have an area for batteries to be stored.

Mr Chadbourne informed the Committee that the pool currently is not driven by the solar panels due to the cost at the time to run the cables.

Following discussion, it was agreed that the Manager and Mr Chadbourne are to investigate increasing the number of solar panels, cost of installing battery storage and having solar for the pool.

Ms Axelby asked if notices advising of road closures could be placed on the notice board by the building manager. The Manager is to arrange this with the building manager.

Ms Axelby asked the Manager about care packages that the council had promised for residents whilst the tram extension is being completed. The Manager explained that the resident is the person who would need to contact the council and will retrieve the notice from the council for Ms Axelby.

## **NEXT MANAGEMENT COMMITTEE MEETING**

It was agreed that the next meeting will be held on the 21/3/2018. It was also agreed that further meetings will be held on the 20/6/2018 and 19/9/2018.

## **CLOSURE**

The meeting closed at 8.10 p.m.