
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 Tuesday, 27 March 2018 at 6:00 PM

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
Mr C C Karykis
Ms C Wastell, Ms Wastell left the meeting at 7.30 proxy to Dr Hammerton

By Proxy

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

In Attendance

Steve Geyer representing Whittles Strata & Community Corporation
Managers
James Neisler representing the building manager

PROCEEDINGS

PRESIDING OFFICER

Mr D Chadbourne, Presiding Officer presided over the meeting.

The Corporation Manager was requested to assist by conducting and recording the minutes of the meeting.

Quorum

The Corporation Manager declared that a quorum was in attendance by presence or proxy, with 11 of the 12 members being represented.

1. Presentation by Lisa Knight - Interior Design

The Manager advised Members that he had received correspondence from Lisa Knight that she would be unable to attend the meeting due to personal reasons.

Following discussion, the Manager is to arrange a time and date for the committee to meet with Lisa Knight and go through the proposal.

2. 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.

3. Minutes of Previous Meeting 17/01/18

Following discussion, it was moved Dr Relf / Mr Creasey. Carried that the minutes of the previous meeting held 17/01/2018 were a true and correct record of that meeting.

4. Decisions Without Meetings

The Manager advised that it was agreed by the committee via email to replace the plants that had died in the East garden.

5. Caretakers Report (TF)

Mr Neisler (caretaker) spoke of the cameras and recorder on level 1 that they are aging. Dr Relf proposed that the committee obtain a quote to replace all cameras and centralize the system to one recorder.

Following discussion, it was agreed that the Manager is to obtain a quote to replace all cameras to digital cameras and centralize the system.

Mr Neisler proposed that the Corporation install a key safe for contractors to access so as to be able to gain access to the building for afterhours call outs.

Following discussion it was agreed for Mr Neisler to install a key safe for contractors.

Mr Neisler spoke of the issues for removalists when trying to find a park. Mr Neisler is working with the council to provide a loading zone for removalists.

Mr Neisler advised that a number of the lights on the promenade wall (eastern end) have failed.

Following discussion, it was agreed that the Manager is to arrange for an electrician to attend and repair the lights.

Ms Axelby asked why the lift curtains continue to be left up for multiple days. Mr Neisler explained that at present there are a number of apartments having renovations completed and that it is easier to leave them up as the hook system for the curtains makes it a harder task to install and remove the curtains.

Following discussion, the committee agreed that Mr Neisler can look into other types of hooks that may be able to be used on the curtains.

Mr Neisler spoke of the number of Master keys that seem to be in circulation and whether there can be an audit completed on them. Mr Chadbourne spoke that the first step is to check the key register to ascertain how many keys should be in circulation and who has them.

Following discussion, it was agreed that Mr Neisler is to ascertain how many Master keys there are and who has them and report back to the committee.

Ms Axelby spoke that the sliding gate to the car park is now too slow and proposed that it is readjusted back to the normal speed.

Following discussion, it was agreed that the Manager is to arrange for the speed of the sliding gate to be readjusted back to normal speed. It was also agreed to install a sign advising residents to always swipe their card.

6. Body Corporate Manager Report

The Manager spoke that there have been two new owners to the building.

The Manager advised that he is still awaiting quotes for the rectification work on the balustrades.

7. Finance Report (MH)

Mr Hammerton spoke of the financial position that it is still strong and asked the Manager to report on some expenditure items.

Managers note: Following the meeting the Manager reports that the variations in the expenditure are, \$3,628 for Common Property repairs to various items including broken glass door pane, installation of a bench, gyprock repairs to corridor and repairs to the North Tower air lock. \$6,312 for fire system repairs to various items including controller replacement in the South Tower panel, replacement of low pressure valves, replacement of faulty detectors. \$7,120 for grounds maintenance. Apart from the monthly attendance of the landscaper the main cost was \$4,900 for the work on the Eastern plaza garden.

8. Complaints & Bylaws

The Manager spoke that there have been no new By- Law breaches since the last meeting.

9. Property Maintenance (RC)

Following discussion, it was agreed that this item is now covered under item 5 Caretakers report.

10. General Discussion

10.1 Air BNB & Carpark Use CW

This item is now complete.

10.2 Items in Carpark

The committee spoke that there are still many car park spaces storing items. The Manager is to speak with the caretaker and obtain a list of offending Lot owners and send them a breach notice to remove the items.

10.3 LED Lights

The Manager advised that Mr C Cheong has not yet received the new LED lights, but will follow up and report back to the committee.

10.4 Protective Curtain in Lifts

This item was covered in the Caretakers report item 5.

10.5 Balcony Balustrades Maintenance

This item was covered in the Managers report noting that he is still awaiting quotes from the contractors.

10.6 Garden Plants and Watering

Mr Neisler advised that the 4 plants died due to the heat reflected from the walls and not through lack of watering.

Following discussion, it was agreed that once the plants have been replaced, Mr Neisler will monitor the new plants in consultation with the grounds maintenance contractor. Mr Neisler advised that the pots for the plants are fibreglass and may not be heavy enough, as some have fallen over in strong winds. Mr Neisler is to look at ways of securing the pots.

11. Other Business

11.1 Interior Design Proposal

This item was covered in item 1.

11.2 South Tower Lift

Ms Wastell spoke that she has met with Kone and the manager of Wilson car park with regards to lift 3 for the South Tower residents. Ms Wastell's concerns are that more Wilson's car park users are using lift 3 and affecting the use for residents of the South Tower.

Following discussion, it was agreed that Ms Wastell is to seek a review from Kone on the status of lift 3 from a maintenance perspective.

Ms Wastell is to also meet with Wilson's manager and seek from them in writing if they agree to not needing to use lift 3.

11.3 Lift Contracts CW

This item is currently held over until Ms Wastell reports back on the status of lift 3 in relation to Wilson car park usage.

11.4 Other Business

Dr Hammerton spoke of the heating of the pool and proposed that he obtain a report on the feasibility of installing a solar thermal system for the pool.

Following discussion, it was agreed that Dr Hammerton is to obtain a report on the feasibility of installing a solar thermal system.

Ms Axelby asked for an update on the report for solar batteries. Mr Chabourne spoke that he will follow this item up and report back to the committee.

NEXT MANAGEMENT COMMITTEE MEETING

It was agreed that the next meeting will be held on the 20/06/2018.

CLOSURE

The meeting closed at 8.00 p.m.