
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, 19 September 2018 at 6:00 PM

PRESENT

In Person

Lot 1 Ms J A Obst
Lot 5 Dr P Relf
Lot 18 Mr D Chadbourne
Lot 37 Dr M Hammerton
Lot 62 Mr C C Karykis arrived at 6.20pm
Lot 82 Ms C Wastell
Lot 104 Mr D Silvestri

By Proxy

Lot 19 Ms E L Farrant represented by proxy to Dr M Hammerton
Lot 31 Ms A C Axelby represented by proxy to Dr M Hammerton
Lot 53 Mr R J Creasey represented by proxy to Dr P Relf
Lot 80 Dr C Cheong represented by proxy to Mr D Silvestri

In Attendance

Steve Geyer representing Whittles Strata & Community Corporation
Managers
Trevor Frangs 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. 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 20/06/18

Following discussion, it was agreed that the minutes of the previous meeting 20/6/18 were a true and correct record of that meeting.

3. Caretakers Report (TF)

Mr Frangs advised that James will be taking greater responsibility with the caretaking duties at Martin Towers.

Mr Frangs advised that the glass doors to each level in the South tower have been repaired.

Mr Frangs spoke that items in the car park is being monitored and that the Manager will provide James with blank warning notices so that he can place immediate entices to residents that leave items in car park spaces.

Mr Frangs spoke that the carpet to all levels is in need of replacement.

Mr Frangs also noted that the painting to the common areas on all levels is needing repainting.

Mr Frangs advised that the fans in the pool area need servicing. The Manager is to arrange a contractor to service the fans.

Mr Frangs advised that the pool deck needs cleaning and the silicon around the spa need redoing. Following discussion, it was agreed to have the pool deck cleaned and silicon around the spa.

Mr Frangs advised that a key safe has been installed for contractors to access the building after hours.

Mr Frangs advised that the security gates in the South tower stairwell needs repairing. Following discussion, it was agreed to have the gates repaired.

Ms Wastell proposed to have a security gate installed to the South stairwell lift to stop people entering the stairwell.

Following discussion, it was agreed that the Manager is to obtain from the fire contractor if the Corporation can install a security gate and whether it compromises the fire safety.

Mr Frangs informed the committee that he would prefer SA Electronics complete the fob audit.

Following discussion, it was agreed that Dr Relf and the Manager would work together and complete the audit on the fobs. The Manager is to send a notice to all owners requesting how many fobs they have and the Id numbers on the fobs.

Mr Frangs spoke that the flooring in the lifts is needing repairs. The Manager is to speak with the lift contractor to obtain permission to upgrade the flooring in the lifts.

The Manager advised that a representative from AGL will be completing a sight inspection on the common area lights to assess if the Corporation are eligible for the Government grant to replace lights with LED lights.

4. AGM Preparation and Finance Report

The Manager spoke that the AGM is booked in for the 18/10/18 at 6pm. The Manager informed the Committee that he has yet to receive nominations for all Committee members.

The manager has a nomination for Mr Creasey as the treasurer and a nomination for Dr Relf for Secretary.

The Manager informed the committee that he has received a motion from Apt 31 to replace the sliding door from the main bedroom to the balcony with an opening window.

Following discussion, it was agreed to have a motion for the replacement of the carpet of the common areas and the painting of the common areas. The Manager is to prepare a motion for this.

The Committee discussed and agreed to submit a motion to install frosting to the foyer window on Charles Street.

The Committee discussed the proposed budget presented by the Manager.

Following discussion, it was agreed that the budget be presented to the AGM with a with a rise in the Administration Fund contributions, but a decrease in the Sinking Fund contributions. The overall increase will be around 3%.

5. Decisions Without Meetings

The Manager proposed a procedure for decisions without meeting.

The Manager will send an email to all committee members with the information on which a vote will be taken. The Management Committee then have seven (7) days to discuss and respond with their decision. The Presiding Officer will then notify the Manager of the decision.

6. Body Corporate Manager Report (SG)

The Manager advised that all items have been discussed in the Caretakers Report.

7. Complaints & Bylaws

Dr Hammerton advised that there have not been any infringements to the By-Laws.

8. General Discussion

8.1 Pool heating

Following discussion on the repairs to the pool heater, it was agreed to have the temporary repair completed on the pool heater. The Committee will then investigate other options to make the heating of the pool more efficient.

8.2 Security upgrade quote

Following discussion, the Management Committee agreed to the quote from SA Electronics for \$13,090 including GST to upgrade the security system including upgrading the cameras to digital units and centralising the system. The Manager is to raise a work order for the contractor to begin the work.

8.3 Balcony balustrades quote

Following discussion, it was agreed to accept the quote from Programmed Property Maintenance for \$52,445 excluding GST to have the balustrades to all balconies repainted. The Manager is to raise a work order for the contractor to begin the work.

8.4 Interior design proposal

Following discussion, it was agreed that the Manager is to obtain quotes for the carpeting of the common areas and the painting of the common areas.

9. Other Business

9.1 Solar panels

Mr Chadbourne proposed to the committee that the Corporation install solar panels to the North tower roof. The Solar panels will provide power to the common power running the pool.

Following discussion it was agreed that the Manager prepares a motion for the AGM to install solar panels to the North tower roof to run the common power to the pool area and a heat pump to assist in lower the power costs.

9.2 Other business

The Manager explained to the committee the process when an owner seeks a waiver for late fees to overdue contributions.

Owners are sent their contributions notice and are given 30 days to pay their contributions. Once an Owner fails to pay on time, they are given a late notice fee and interest charge daily. It is only the Committee that can waive any late fees and interest charges.

Following discussion, the Committee agreed to the process.

NEXT MANAGEMENT COMMITTEE MEETING

It was agreed that the next meeting will be held 7th November 2018.

CLOSURE

The meeting closed at 8.30 p.m.