



Martin Towers

Management Committee Meeting Minutes

Community Corporation 23362 Inc. (Secondary)

4-8 Charles Street, ADELAIDE

Date: Monday 04th February 2019

Time: 6:00 PM (18:00)

Location: Lot 5

1. Opening

In Person or Proxy

Ann Axelby (AA) – arrived 18:15

Con Karykis (CK)

David Chadbourne (DC)

Phillip Relf (PR)

Rob Creasey (RC)

Daniel Silvestri (DS) => CW

Elizabeth Farrant (EF)

Carolyn Wastell (CW) => RC

Michael Hammerton (MH) => CK

By Phone

Julie Obst (JO)

In Attendance

Steve Geyer (SG)

Representing: Whittles

2. Invited Presentations

1. Tom Welsby from CommunitiLink will gave a presentation on the capability of a mobile phone application that pushes alerts relevant to the building. The mobile phone application is also available on a website and also on an electronic noticeboard. The main features are listed below:
 - a. Welcome Letter – for new residents
 - b. Buildings Alerts – to report maintenance issues, and advertise ad hoc and planned maintenance
 - c. Building Survey – to survey the residents and owners, or a subset thereof, to gauge interest in some aspect of apartment living
 - d. Facility Bookings – to book facilities in an apartment complex (not relevant to our apartments)
 - e. News Letters – to inform the residents and owners of relevant information
 - f. Policies & Procedures – a place where the bylaws etc. may be found
 - g. Building Manager – a place to communicate information with the building manager



Martin Towers

Management Committee Meeting Minutes

- h. Advertisements – local business can buy advertising space, to promote their interests but potentially also to the benefit of residents too by offering loyalty rewards. The cost will be \$29/Month to the business, with 20% returned to the body corporation (i.e., us)
- i. Future enhancements may include a Digital Concierge; a Buy, Sell & Swap site for residents; and a trusted contractor's site.
- j. A proposal, containing the system cost, will be generated for consideration
- k. No decision was made by the committee. The capability will be presented at the next general meeting for owners to consider.

3. Confirmation of Previous Minutes

- 1. Minutes from 12th November 2018, accepted DC, seconded CK

4. Decisions without Meetings

- 1. Solar Panels to supply power to the gym and pool area – contract signed with Origin.

5. Caretaker Report (SG)

- 1. North Tower bin chute was blocked three times in January. Regular flushing of the bin chute is undertaken to clear food scraps etc.
- 2. Unauthorised Parking – a resident found responsible has received a letter informing them that any future infringement will result in a \$500 fine.
- 3. Caretaker has requested Whittles to send out an informative notice, addressing bylaws, to owners, identified property managers and residents (via their letter boxes).
- 4. There was a large number of residents moving in and out of the North Tower recently, hence the lift curtains were in places for much longer than normal.
- 5. There has been a large amount of hard rubbish accumulating in the sub-basement. This has now been cleared.
- 6. The pool is about to be cleaned with a high-pressure scrub.
- 7. The failed lights in the car park are about to be replaced.
- 8. The South Tower lift will be out of service on Friday 08th February 2019 for a number of hours, for maintenance.

6. Strata Management Report (SG)

- 1. Quotation for carpet & painting – the committee noted that it was difficult to compare the quotations received to date, see Action 2019-04. In particular and concurrent with painting, the corridor ceilings will be patched, where currently double lights are present, and single LED lights installed. The painters will be required to patch the ceilings where the double lights exist.
- 2. The quotations received for carpeting and internal painting are greater than the \$140k approved at the AGM. An EGM will be required to seek approval to spend the required amount.



Martin Towers

Management Committee Meeting Minutes

3. Preventative Maintenance planning (e.g., air conditioning, garden, pool, roof structure, window seals) – planning will now commence and the request for quotations will be sought from interested parties.
4. An apartment owner has requested additional fobs, this has been agreed by the committee, see Action 2019-06. The cost for a new fob is \$50 and the cost for a replacement fob is \$100, invoiced by Whittles to the owner.

7. Discussions

1. Start future meeting at 1900 – the suggestion was rejected, due primarily to the additional cost added to the body corporate. However, the Management Committee Meeting dates have now been moved to a Wednesday, early in the month, as this was found to accommodate all those present and at least one member absent due to repeating commitments on a Monday evening. The new dates will be: 03 April, 10 July, 04 September and 06 November.
2. South Tower lift upgrade – the current quotation would have the lift disabled for three weeks to effect necessary preventative maintenance. A suggestion to obtain a quotation that would see the work done in 24-hour blocks until completion will be obtained and both quotations presented at the EGM for owner consideration, with a call for approval of one of the quotations, see Action 2019-05.
3. Smell of rubbish in North Tower foyers at various levels in building – a quotation to install rubber gaskets in the rubbish chutes will be investigated, see Action 2019-07. Consideration to install fans to encourage air flow will be investigated by Whittles.
4. Refurbishment of mailroom and entrance lobby, glass frosting – waiting on approval by the Primary Corporation.
5. Canopy removal – this will require removal from the building plan. The Primary Corporation will be engaged to request removal from the building plan.
6. Jingle & Mingle, next date – the committee agreed on a date of Friday 05 April 2019 at 18:00 (6 PM) for the next resident & owner community meeting.
7. Gym hours – the committee agreed a two-month trial to open the gym (and hence the pool) at 06:00 (6 AM). A notice will be prepared to inform users that this will be a trial period only, subject to the absence of complains by residents in close proximity to the gym and pool area. It was noted that the gym equipment requires maintenance and that a rack is required to hold the dumb-bells.
8. Graffiti removal building front, top right on car park level – the Primary Corporation will be requested to attend to this.

8. Sub-Committees Reports

Resident Support, Complaints and Bylaws Infringement (MH)

1. As noted above, letters have been sent to residents informing them of parking violations and infringement of fire safety concerns by the placement of effects in their car parking area.



Martin Towers

Management Committee Meeting Minutes

East Garden Upgrade (EF & DS)

1. It has been noted by residents that some of the trees appear to need fertiliser.

Finance (RC)

1. Generally, the finances are on track with the budget. However, there may be a minor short-fall (relative to the budget predictions) as a number of residents had paid body corporate fees early (which were factored in as current balance and not reserved as future income) and the gas meter that was not attracting fees has now been discovered by the energy provider (after being informed of the situation on numerous prior occasions). Offsetting this potential short-fall, has been an unexpected refund of \$4.5k from AGL, who had apparently over-charged the body corporation.

Property Maintenance (RC)

1. Addressed above

Security (PR)

1. PR: fob
 - a. Resident lost fob, replacement fob generated
 - b. Fob no longer allow entry of cars into carpark, advise given on resetting
 - c. Three residents locked out over Christmas break, one called locksmith, two assisted by Caretaker
 - d. Two residents locked out in January
2. Resident lost set of keys and fob 31 Jan 2019, found same day
3. Challenger (security system) database corrupted (about 50 entries). At least one users was locked out (reverted to fob previously marked as lost). Database rebuilt, no subsequent issues reported by Caretaker for that day. SA Electronics asked to investigate.
4. Fob created for committee member to access level 1 North Tower – to gain access to apartment for Management Committee meetings

Website (PR)

1. Version 4.28 - AGM and Management Committee Meeting Minutes uploaded, new committee and roles identified
2. Resident requested website access, given 08 Jan 2019

9. Action List

Id	Required Date	Status	Owner	Activity
2018-01	28 Dec 2018	Closed	SG	To establish a four-monthly maintenance survey of the North Tower and South Tower hot water heaters. Maintenance will continue on a four-monthly cycle.
2018-02	28 Dec 2018	Open	SG	To identify the issue with hot water reaching the third level of the North Tower.



Martin Towers

Management Committee Meeting Minutes

Id	Required Date	Status	Owner	Activity
2018-03	26 Jul 2019	Open	SG	To investigate the North Tower foyer air temperature and reset the thermostat as required. Options to be considered for improving air flow.
2018-04	28 Dec 2018	Closed	SG	Obtain a third quotation for the car park painting.
2018-05	28 Dec 2018	Closed	SG	Obtain a quotation from Kone to replace the commercial car park levels doors with the lighter variety that the door mechanism has been rated for.
2018-06	28 Dec 2018	Open	SG	Identify options to provide additional ventilation in the South Tower lift, particularly post its use to remove waste from the building.
2018-07	28 Dec 2018	Open	SG	A letter is to be sent to all owners advising the date when fobs will be deactivated if they have not been registered as being active by the apartment owners. The date has been set at Friday COB 01 st March 2019.
2018-08	26 Apr 2019	Open	DC	To present the proposal to apply frosting to the North Tower foyer window at the Primary Corporation management committee meeting.
2018-09	28 Dec 2018	Open	SG	Obtain additional quotations for carpeting and painting of the common areas.
2018-10	22 Feb 2019	Open	SG	Obtain a quotation from Sky High to provide maintenance to the seals supporting external windows.
2018-11	04 Feb 2019	Closed	PR	Present a copy of a Police Report to the committee. Failure to do so will result in the removal of the all access fob and grey key.
2018-12	04 Feb 2019	Open	CW	Present a copy of a Police Report to the committee. Failure to do so will result in the removal of the all access fob.
2018-13	28 Dec 2018	Closed	RC	Identify the recommended process for cleaning the apartment fire sprinklers. The advice given, is that it is safe to use warm soapy water, applied with a paint brush.
2018-14	26 Jan 2018	Open	RC, CK & SG	Develop a detailed plan for optimal maintenance activities that are funded under the Sinking Fund.
2018-15	30 Nov 2018	Closed	CK	Develop an apartment resident Christmas Party invitation letter.
2018-16	28 Dec 2018	Closed	SG	Confirm with SA Tourism that in future residents will be informed of road closures. A request has been made to both SA Tourism and the SA Police.
2018-17	28 Dec 2018	Open	SG	To establish the stance that the SA Police force will take for the travel along Austin Street, in the wrong direction, during enforced road closure of North Terrace.
2018-18	28 Dec 2018	Open	CW => All	To email a copy of the Welcome Letter to the committee for comment. It is now the committee's responsibility to provide feedback.



Martin Towers

Management Committee Meeting Minutes

Id	Required Date	Status	Owner	Activity
2018-19	04 Feb 2019	Closed	SG	To arrange for a demonstration of the mobile phone application that can push building events to residents.
2019-01	03 Apr 2019	Open	SG	Identify whether it is possible to attribute the cost of the CommunitiLink system, should we decide to accept the system, uniformly at \$2 per lot (instead of attributing at the apartment entitlement weightings value).
2019-02	16 Feb 2019	Open	PR	To change the password on the website to one that is more difficult to guess.
2019-03	03 Apr 2019	Open	SG	To request the Caretaker, contact a charitable organisation to identify whether they were interested in any of the hard rubbish abandon by residents prior to taking it to the rubbish tip.
2019-04	16 Feb 2019	Open	SG & CK	To survey the building and prepare a specification for quotation for the following: <ol style="list-style-type: none"> 1. Corridor and foyer carpeting 2. Wall cladding, seen as you exit a lift 3. Common areas internal painting In particular, a greater breakdown of costs will be requested and an indicative schedule provided by the contractor. The painters will be required to patch the ceilings where the double lights exist.
2019-05	29 Mar 2019	Open	SG	To call an EGM (Emergency General Meeting) primarily to approve the increased spend for the carpeting, cladding and internal painting and secondarily to discuss the South Tower Lift Upgrade.
2019-06	10 Feb 2019	Open	PR	Generate additional fob for owner, who made the request for additional fobs.
2019-07	03 Apr 2019	Open	SG	Obtain a quotation to install rubber gaskets in the North Tower rubbish chutes.
2019-08	15 Feb 2019	Open	DC	To request the Primary Corporation to make a decision, without meeting, to approve the glass frosting on the North Tower window.
2019-09	03 Apr 2019	Open	DC	To request the Primary Corporation to modify the building plans to remove the awning over the North Tower entrance.
2019-10	10 Feb 2019	Open	SG	To request SA Electronics to modify the security programming to accommodate the earlier opening of 06:00 for the gym and pool. Also, to generate a sign, identifying that this will be a trial period only, subject to the absence of complaints from near-by residents.
2019-11	03 Apr 2019	Open	SG	To arrange for maintenance to be conducted on the gym equipment and to order a dumb-bell rack.
2019-12	10 Feb 2019	Open	SG	To contact the Primary Corporation body corporation and request they attend to the graffiti removal.
2019-13	10 Feb 2019	Open	SG	To request the horticulturalist to attend to plant fertiliser application, where required.
2019-14	04 Feb 2019	Open	PR	Committee member to be given access to Level 1 North Tower to attend committee meetings.



Martin Towers

Management Committee Meeting Minutes

Id	Required Date	Status	Owner	Activity
2019-15	06 Feb 2019	Open	SG	To engage KONE to reconnect the RHS lift call button, in the South Tower ground-level foyer to call lift 1 & 2 only. To engage an electrician/technician to install a lift call button, for lift 3, at the location of the fob calling lift 3 – with possible consideration to removing the fob sensor (as it will now become redundant).

10. Any Other Business

1. None

11. Next Meeting

Wednesday 03 April 2019 @ 18:00

12. Closure

Meeting closed at 20:50