



# Martin Towers

## Management Committee Meeting Minutes

Community Corporation 23362 Inc. (Secondary)

4-8 Charles Street, ADELAIDE

Date: Wednesday 03<sup>rd</sup> April 2019

Time: 6:00 PM (18:00)

Location: Lot 5

### 1. Opening

#### In Person

Ann Axelby (AA)

Con Karykis (CK)

David Chadbourne (DC)

Phillip Relf (PR)

Rob Creasey (RC)

Daniel Silvestri (DS)

Elizabeth Farrant (EF)

#### Apologies

Chee Cheong (CC) => DS

Julie Obst (JO) => PR

Michael Hammerton (MH) => CK

Carolyn Wastell (CW) => DS

#### In Attendance

Steve Geyer (SG)

Representing: Whittles

### 2. Confirmation of Previous Minutes

1. Minutes from 04<sup>th</sup> February 2019, accepted RC, seconded DS

### 3. Decisions without Meetings

1. A decision to service the gym equipment (\$130) and to purchase dumbbell shelves (\$500) was made via email. The service has been conducted and the dumbbell shelves have been installed.
2. A decision to clean the external windows was accepted. The North Tower clean will commence 17<sup>th</sup> April 2019 with the South Tower to follow.
3. The last spare hot water coil has now been used. A decision to order four new hot water coils, as spares, was agreed (\$7,698).



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### 4. Caretaker Report (TF)

1. The Caretaker has provided his March 2019 report. The content is provided below:
  - a. The Pool/gym solar panels were successfully installed and the meter reprogrammed. There were no problems with the installation it all went smoothly. These solar panels provide the electricity requirement of the pool and gym (e.g., pumps and lighting).
  - b. We are waiting for the new hot water coils to arrive. Currently the storage tanks are suffering a few leaks and in particular, two units require self-fillers to ensure the level of the water in the heat exchanger.
  - c. We had our annual council pool inspection and all went well, with minor issues identified. The inspector has asked to improve some of the pool signage to include advice concerning cuts and wounds. A supplement to go with the signage that is already there will be provided. The door signage is in poor condition and requires replacement.
  - d. The spa filter element is in need of replacement. A sand filter replacement unit is on order, to replace the paper element filter which has proved to be an inferior filter (expected cost is \$700). A quotation for the sand filter and installation cost will be requested.
  - e. The balustrade balcony rails painting is all but complete. At present, two apartments have not provided the request access required to complete the work. The Caretaker reports that Programmed property maintenance have done a good job and Josh and the other the other tradesmen have been extremely good to deal with.
  - f. We have had a homeless person coming into the car park and taking bottles from the recycling bins and clothes etc. from the Vinnies bins. We are currently working with operation Paragon (SA Police initiative) to try and have him moved on. The Caretaker has instructed the cleaners not to challenge him and we will try to get the police to deal with the matter.
  - g. All of the walls and carpets in need of a really good clean. This issue will be resolved with the replacement of carpets and repainting, see below.
  - h. The car park needs to be cleaned again as it has been about two years since it has been done. See Strata Management report below.

### 5. Strata Management Report (SG)

1. SG: The Caretakers report addresses work completed in conjunction with the Strata Manager.
2. SG: A review of the building state is required and RC, CK & SG will conduct a building inspection, with the intention to identify maintenance and preventative maintenance activities. The building inspection is scheduled for this Friday 05<sup>th</sup> April 2019 and the findings presented at the next management committee meeting.

### 6. Primary Corporation Report (DC)

1. DC: There have been no Primary Corporation meetings this year; most interaction is via email.
2. DC: An upgrade to the South Tower foyer is under consideration. A budget of \$100k has been set and a proposal, within budget, has been provided for review by the Primary Corporation.



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3. DC: The Primary Corporation has approved the application of frosting on the North Tower entrance window.
4. DC: The removal of the awning over the North Tower entrance is progressing.
5. DC: It has been noticed that there is minor fretting of concrete on walls. This is to be addressed.
6. It was agreed that any information obtained from the Primary corporation should be passed on to the Secondary corporation, particularly since the budget of the Secondary corporation is impacted by Primary corporation.
7. RC: Stated that there is no long-term plan in the Primary corporation for the use of the Sinking fund, and that the level of funds in the Primary corporation were significantly below that of the Secondary corporation.

### 7. Discussions

1. SG: A suggestion to replace upright bike with Vision U60 Upright Bike (\$2,399 + \$85 delivery) and replace the elliptical cross trainer with Vision S60 Elliptical Trainer (\$4,799 + \$125 delivery) was suggested. The replacement of this equipment has been deferred for a year, as the equipment is showing only minor defects (e.g., an inaccurate heart monitor on the stationary bike).
2. PR: Install a large screen TV in the gym. The discussion indicated that there was no interest to provide this service.
3. EF: Install a clock in gym. CK indicated that he may have a spare clock that he can donate to the gym.
4. DS: It is apparent that there are a number of apartments with discoloured curtains that can be viewed from the South Tower. The discolouration appears to be due to mould and health concerns were raised. A letter will be sent to the owners to attempt to remedy this situation.
5. CK: We have an updated lift quote – the South Tower lift will be out of service for nine consecutive days during the maintenance activity to replace the door mechanisms in the commercial car park. The maintenance activity will continue through the weekends and work will be conducted in two shifts per day.
6. The meeting agreed that the lift button would be shifted and that the lifts would be reprogrammed so that lift 3 would be the last lift called. The cost of the button relocation has been costed at \$4,070 + GST. We will continue to satisfy the right of way requirements imposed on the operation of the lift. Presently lift 3 remains the most used lift. This and the lift button reprogramming was decided to be conducted prior to the lift doors upgrade (proposed by DS, seconded by CK and unanimously agreed by the committee). It was agreed to do this as it would save maintenance cost through lesser use, and perhaps force Wilson to make sure lifts 1 & 2 were working. The programming that would stop lift 3 coming if either lift 1 & 2 were stationary should also stop excess calls.
7. CK: Currently we have two carpet quotes and two painting quotes. A recommendation is to be provided for the Emergency General Meeting (EGM) for voting on by the lot owners.
8. CK: The EGM will be scheduled for Wednesday 01<sup>st</sup> May 2019 at 1800 (6 PM). The intention of the EGM is to obtain lot owner approval to replace the carpets and paint the walls. The reason for the South Tower lift down-time will also be explained to the lot owners.



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9. CK: The corridor lighting that provides a double light source should be covered by a single LED fixture. However, this will require ceiling patching. The meeting decided to approve the patching of the ceiling and the provision of a single LED light source, similar to those already installed.
10. CK: Requested a copy of the Primary Corporation by-laws.
11. CK: A discussion regarding the demarcation between the Primary & Secondary corporations maintenance responsibilities was held. No firm understanding was reached but additional scrutiny of Primary corporation push-back onto the Secondary corporation will be questioned in the future.
12. PR: There is an apartment that has bikes in car parking area. However, there is an issue with security system that would not allow these residents to use the bike area. SA Electronics are to be engaged to remedy this issue.

## 8. Sub-Committees Reports

### Resident Support, Complaints and Bylaws Infringement (MH)

1. MH: None

### Finance (RC)

1. RC: One of the term deposits has been renewed. \$300k is to be moved from the Sinking Fund into a term deposit.

### Property Maintenance (RC)

1. RC: The pool heating is now working well

### Security (PR)

1. PR: fob
  - a. Vagrant living in South West corner of car park – vagrant hotline called by Caretaker who has spent some time viewing video images to identify the individual in question.
  - b. Apartment lock-out 17 Feb 2019 – Caretaker let resident back in.
  - c. Apartment requested an additional fob 11 Mar 2019.
  - d. 34 fobs deactivated – assumed lost 11 Mar 2019, no complaints received.
  - e. Abandon bikes in bike area – action plan put a note on all the bikes and give three months for the note to be removed. Bikes that do not have the note removed will be removed and placed in quarantine for a further three months and if not claimed, they will be given to charity.
2. SG: The status of the security upgrade is unknown and will be followed up. It has been noted that one of the South Tower levels (level 3) cannot be given access to the bike area. It has also been noted that there is no video camera in the bike area. These issues are to be raised with SA Electronics.

### Website (PR)

1. PR: No updates have occurred since the last management committee meeting.



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### 9. Action List

Id	Required Date	Status	Owner	Activity
2018-02	28 Dec 2018	Open	SG	To identify the issue with hot water reaching the third level of the North Tower. 03 Apr 2019 – Sunday, still cold. Follow-up required
2018-03	26 Jul 2019	Closed	SG	To investigate the North Tower foyer air temperature and reset the thermostat as required. Options to be considered for improving air flow. 03 Apr 2019 – currently working through the issues, a review will be conducted twice a year.
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. 03 Apr 2019 – Kone will investigate during the lift upgrade.
2018-07	28 Dec 2018	Closed	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 <sup>st</sup> March 2019.
2018-08	26 Apr 2019	Closed	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	Closed	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. 03 Apr 2019 – Follow up required.
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. 03 Apr 2019 – the all levels access is to be deactivated.
2018-14	26 Jan 2018	Open	RC, CK & SG	Develop a detailed plan for optimal maintenance activities that are funded under the Sinking Fund.
2018-17	28 Dec 2018	Closed	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	Closed	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.
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). 03 Apr 2019 – Consider whether it will be possible to invoice each lot for \$2 added to the quarterly invoice.



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Id	Required Date	Status	Owner	Activity
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	Closed	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. 03 Apr 2019 – All attempts to identify a suitable charity have failed.
2019-04	16 Feb 2019	Closed	SG & CK	To survey the building and prepare a specification for quotation for the following: <ol style="list-style-type: none"> <li>1. Corridor and foyer carpeting</li> <li>2. Wall cladding, seen as you exit a lift</li> <li>3. Common areas internal painting</li> </ol> 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	Closed	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. 03 Apr 2019 – The Caretaker will attend to this.
2019-08	15 Feb 2019	Closed	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	Closed	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	Closed	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	Closed	SG	To arrange for maintenance to be conducted on the gym equipment and to order a dumb-bell rack.
2019-12	10 Feb 2019	Closed	SG	To contact the Primary Corporation body corporation and request they attend to the graffiti removal.
2019-13	10 Feb 2019	Closed	SG	To request the horticulturalist to attend to plant fertiliser application, where required.
2019-14	04 Feb 2019	Closed	PR	Committee member to be given access to Level 1 North Tower to attend committee meetings.
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





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Id	Required Date	Status	Owner	Activity
				consideration to removing the fob sensor (as it will now become redundant).
2019-16	10 Jul 2019	Open	CK	To investigate options for engaging a dry cleaner to provide a mobile phone application enabled dry cleaning service, and to identify a suitable location to install the dry cleaner lockers in the apartment complex.
2019-17	10 Jul 2019	Open	EF	To authorise the organisation that will install frosting on the North Tower window, to commence the work.
2019-18	10 Jul 2019	Open	SG	To have a heart defibrillator installed between the pool and gym.
2019-19	10 Jul 2019	Open	SG	To follow up on the security upgrade status, request reprogramming to allow all South Tower levels to potentially gain access to the bike storage area and to include a camera in the bike area.
2019-20	10 Apr 2019	Open	CK	To provide and install a clock in the gym, conditional that he is able to source one from his collection.
2019-21	20 Apr 2019	Open	SG	To send letters to the owners of the apartments that currently show discolour curtain backings.
2019-22	10 Jul 2019	Open	DC	To provide a copy of the Primary Corporation by-laws.
2019-23	10 Jul 2019	Open	CK	To identify a suitable bookshelf to be bolted to the wall in the alcove near the level 1 North Tower lifts, to act as a community bookshelf.
2019	10 Jul 2019	Open	All	To obtain historical pictures of the building and place on the website.

### 10. Any Other Business

1. CK: It was noted that other apartment complexes have a 'dry cleaning' set of lockers that residents can leave their clothes for dry cleaning, communicate with a dry cleaner using a mobile phone application and have their clothes cleaned and returned to them via the locker.
2. SG: A discussion regarding the three lifts that service the commercial car park, with one of these lifts also servicing the South Tower identified anomalies in the operations of life number one in particular. The meeting decided to engage Kone to reprogram the lift buttons to only call lift number three (i.e., the South Tower servicing list) only when it is stationary. The fob, on the ground level, will continue to call lift number three with priority. This work is to be scheduled when the South Tower lift is taken out of service to install the lighter door mechanisms that will reduce the service call-outs on the South Tower lift.
3. CK: A suggestion to provide a heart defibrillator was agreed by the committee. The placement of the device is to be outside of the pool, across from the gym. The expected price is \$3k.



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### 11. Next Meeting

10<sup>th</sup> July 2019 @ 18:00

### 12. Closure

Meeting closed at 2046 (8:46 PM)