



# Martin Towers

## Management Committee Meeting Minutes

Community Corporation 23362 Inc. (Secondary)

4-8 Charles Street, ADELAIDE

Date: Wednesday 07<sup>th</sup> August 2019

Time: 6:00 PM (18:00)

Location: Lot 5

### 1. Opening

#### In Person

Ann Axelby (AA)

Michael Hammerton (MH)

David Chadbourne (DC)

Con Karykis (CK)

Chee Cheong (CC)

Phillip Relf (PR)

Elizabeth Farrant (EF)

Carolyn Wastell (CW)

#### By Proxy

Rob Creasey (RC) => PR

Julie Obst (JO) => PR

Daniel Silvestri (DS) => PR

#### In Attendance

Steve Geyer (SG)

Representing: Whittles

### 2. Confirmation of Previous Minutes

1. Minutes from 01<sup>st</sup> April 2019, accepted CK, seconded AA

### 3. Decisions without Meetings

1. Decision taken to task the painters with filling the rectangular ceiling holes and inserting a circular LED light in place.

### 4. Strata Management Report (SG)

1. North Tower, level 3, hot water return pump installed – residents now have a reliable supply of hot water.
2. Caretaker is currently spraying the garden area to kill-off moss and weeds.
3. Caretaker currently investigating the eradication of Gall Wasp that has infested the fruit trees in the Eastern Garden area.
4. Caretaker notes that Plaza Area wall lighting has failed in places and the Western Garden bed LED strip lighting has fallen in places.



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- a. Committee approved replacement of wall lights and has requested a trial to place a light inside the garden bed pointing up – to illuminate the foliage from below (see action 2019-25).
5. Caretaker currently replacing the lights in the Emergency Light fittings with LED lights.
6. Upgrade (i.e., remedial action on lift doors) will start shortly, affecting the South Tower lift for a two-week period.
7. The lights in the car park has started to fail and one bank at a time will be replaced with LED lights. This will require the parked cars, that are positioned underneath the relevant lights, to be parked away from their normal parking area for the day that the lights are to be replaced.
8. Currently investigating the addition of a handle on the inside of the door, for the external foyer North Tower door. This action has been precipitated due to a recent failure of the electronic lock, resulting in the inability of residents to use the door to exit the building (see action 2019-26).
9. Ambulance key box has been emptied of junk mail and the letter box opening permanently closed.
10. The AGM has been tentatively booked to fall within the period 14 – 31<sup>st</sup> October 2019 and to be held on a Tuesday or Thursday evening.
11. The carpet is scheduled to arrive on 24<sup>th</sup> September 2019 and will be laid as the painters finish a corridor. The carpet layers will be asked to strip out the existing carpet prior to the 24<sup>th</sup> September 2019, in order to accelerate the laying of the carpet when it arrives (see action 2019-35).
12. Currently, the painters have painted the corridor ceiling with 'ceiling white' and the walls with a slightly different white. This action was taken without direction by the committee.
  - a. The committee voted to require the painters to repaint the ceilings with the same colour as has been used on the walls.

### 5. Primary Corporation Report (DC)

1. A fob reader has been placed on the ground level entrance to the South Eastern stairwell. Resident's fobs will activate the reader to allow entrance into the stairwell. In addition, strong lighting has been placed in an area that has been home to vagrants in the past.
2. It has been discovered that parts of the building façade at the commercial car park levels has deteriorated and require costly remedial action. Skyhigh have cleaned up the loose concrete and made the concrete safe. However, the sealants between slabs have deteriorated and work is required to correct the potential for further deterioration. A recommendation for necessary work has been costed at \$1m for repairs that will last for the next two decades. This recommendation will require the erection of scaffolding and require 6 – 8 months to affect the repairs. A second opinion will be requested by representatives of the secondary corporation.
3. The planed refurbishment of Charles Street Mall has been put on hold due to the unforeseen expense in remedying the external building concrete facades.

### 6. Discussions

1. EF: The hanging lights in the North Tower ground floor lift lobby are looking tired.



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- a. The committee voted to have the hanging lights removed (see action 2019-27).
  - b. EF volunteered to investigate a hanging light replacement (see action 2019-28).
2. RC, CK, PR: Unimpressed with window cleaning – when next we engage window cleaners, we will state more clearly our expectations.
3. CK: There have been recent thefts of parcels from the post box area. Investigation of a lockable glass cabinet is to be investigated (see Actions 2019-29 and 2019-30). The cabinet is to be opened by entering a code; the postman already has the code as do the residents. The cabinet is to be placed underneath the existing glass covered notice board.
4. CK: Controls to be put in place to manage appearance of South Tower advertising material. The secondary corporation representatives on the primary corporation management committee are to withhold consent for the erection of garish advertisement materials (see action 2019-31).
5. JO: Obtain legal opinion regarding demarcation of responsibilities between the Primary Corporation and the Secondary Corporation, in particular the lifts and external building (e.g., painting).
  - a. The committee voted to investigate the legal opinion and to engage lawyers up to and including a sum of \$10k to obtain a legal opinion (see action 2019-32).
6. EF, CK, JO & PR: Art in North Tower ground level foyer – this has been put on hold, in order to put a wholistic plan together.
7. AA: Corridor art work
  - a. The committee voted to provide a budget of \$22k for artworks to be placed in each lift foyer, with the exception of the ground levels for both North Tower and South Tower (see action 2019-33).
8. PR: Review of escape routes (see action 2019-34).

## 7. Sub-Committees Reports

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

1. MH: None

### Finance (RC)

1. RC: A financial summary has been prepared – we will end with a budget surplus for the financial year.

### Security (PR)

1. PR: Two additional fobs created for an apartment due to limited number transferred on settlement.
2. PR: Apartment lockout, 12 May 2019 @14:00
3. PR: Apartment fob not deactivated and then reactivated after resident found their lost fob

### Website (PR)

1. PR: Website will be discontinued when the building app' goes live on 14<sup>th</sup> August 2019.



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### 8. Action List

Id	Required Date	Status	Owner	Activity
2018-02	28 Dec 2018	Closed	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
2018-06	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.
2018-10	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. 07 Aug 2019 – Skyhigh unable to provide a total cost and would only offer a day rate.
2018-12	04 Feb 2019	Closed	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. 07 Aug 2019 – Effort continuing, considering a Preventative Maintenance regime.
2019-01	03 Apr 2019	Closed	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.
2019-02	16 Feb 2019	OBE	PR	To change the password on the website to one that is more difficult to guess.
2019-05	29 Mar 2019	Closed	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.
2019-07	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. 07 Aug 2019 – The estimated cost is \$150 per level, the action has been placed on hold, waiting to identify whether an issue with smell persists in the warmer months.
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. 07 Aug 2019 – the dry cleaning has issue with their software application and cannot provide a booking app', the activity is on hold.
2019-17	10 Jul 2019	Closed	EF	To authorise the organisation that will install frosting on the North Tower window, to commence the work.
2019-18	10 Jul 2019	Closed	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. 07 Aug 2019 – SA Electronics have lost their entire stock inventory (due to a water leak) and are waiting on new stock to arrive.
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	Closed	SG	To send letters to the owners of the apartments that currently show discolour curtain backings.
2019-22	10 Jul 2019	Closed	DC	To provide a copy of the Primary Corporation by-laws.
2019-23	10 Jul 2019	Open	RC	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.
2019-24	10 Jul 2019	OBE	All	To obtain historical pictures of the building and place on the website. 07 Aug 2019 – photographs to be sent to SG
2019-25	25 Oct 2019	Open	SG	Arrange for a LED light to be placed in a Western Garden bed, to illuminate the foliage from below. This is to be a trial and the light must be easily disabled and subsequently removed, if needs be.
2019-26	30 Aug 2019	Open	SG	Arrange for the North Tower external foyer door to be fitted with a manual exit handle on the inside and confirm that residents' keys can open the door from the outside.
2019-27	30 Aug 2019	Open	SG	Issue a work order to have the North Tower lift foyer hanging lights removed.
2019-28	25 Oct 2019	Open	EF	Investigate the installation of a hanging light for the North Tower ground floor lift foyer.
2019-29	25 Oct 2019	Open	EF	To obtain a quotation to have the post box area glass frosted (external door and Charles Street facing portion), to match that already undertaken for the lift foyer.



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2019-30	25 Oct 2019	Open	CK	To obtain a quotation for a glass cabinet 1500 mm high, 1500 mm wide and about 700 mm deep, with a push button lock keyed to the same code as per the external numeric access code.
2019-31	30 Aug 2019	Open	SG	To request the primary corporation to instruct their cleaners to remove the adhesive marks left over from the advertisements.
2019-32	25 Oct 2019	Open	SG	To investigate whether corporation lawyers would be able to find a determination regarding demarcation of responsibilities between the primary corporation and the secondary corporation, with a budget of \$10k. If this is possible within the set budget, a request for a legal determination should be formally requested.
2019-33	25 Oct 2019	Open	AA	To investigate potential art works and to email images (where possible) to the committee for acceptance.
2019-34	25 Oct 2019	Open	SG	To prepare a work order for SA Electronics to provide automatic deactivation of all level 1 electronic door locks on the activation of a building alarm.
2019-35	16 Aug 2019	Open	SG	To request carpet layers to remove the old carpet prior to the arrival of the replacement carpet on 24 September 2019.

### 9. Any Other Business

1. The Welcome Letter will be presented via the app'.
2. Level 5 North Tower, this area is to be included in the painting and carpet lay.

### 10. Next Meeting

04<sup>th</sup> September 2019 @ 18:00

### 11. Closure

Meeting closed at 20:30