



Martin Towers

Management Committee Meeting Minutes

Community Corporation 23362 Inc. (Secondary)

4-8 Charles Street, ADELAIDE

Date: Wednesday 04th September 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)

Rob Creasey (RC)

Phillip Relf (PR)

Elizabeth Farrant (EF)

Carolyn Wastell (CW)

Apologies

Chee Cheong (CC)

Daniel Silvestri (DS) => RC

Julie Obst (JO) => PR

In Attendance

Steve Geyer (SG)

Representing: Whittles

2. Confirmation of Previous Minutes

1. Minutes from 07th August 2019, accepted EF, seconded CK

3. Decisions without Meetings

1. SG: Sky High have conducted tests, over two days, to evaluate the effort required to apply corking to the building façade in order to protect from pieces falling off the building and to provide waterproofing to protect the building's structure. Sky High have been reluctant to provide an estimate for total cost or repair and requested a two-day trial in order to be in a position to provide a quotation for the full work effort.

4. Strata Management Report (SG)

1. SG: The carpet is expected to arrive 24th September 2019. The existing carpet will be removed a few days prior and the painters will attend to the skirting boards.



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2. SG: The South Tower Lift Upgrade is due to start mid October 2019. SA Electronics will be engaged to install a new camera in the lift and to conduct Ground level button replacement, while the lift is out of operation.
3. SG: A quotation for the Plaza level wall lights and garden lights, two lights per garden bed, has been received at \$2,600. A single up light will be installed, on a trial basis, to allow the effect to be evaluated by the committee.
4. SG: The AGM has been booked for Thursday 24th October 2019 at 18:00 (6 PM). A notification will be posted to owners on 03rd October 2019.

5. Primary Corporation Report (DC)

1. DC: The Primary Corporation have engaged Chubb to provide building insurance for this year. There has been a 10% increase in cost. The building has 4-5% suspect cladding that has resulted in a cost increase. Investigation into removing this cladding will be undertaken, see action 2019-36. This cladding has been banned by the Adelaide City Council and will need to be replaced at some time.
2. SG: The determination from the lawyer has been received; the Primary Corporation are responsible for their Lot and the Secondary Corporation are responsible for their Lot. This means that the Secondary Corporation only will be responsible for the building façade of the apartment complex.

6. Discussions

1. RC: The budget, for acceptance, at the AGM is currently in development. There is a \$10k variance possible, as we are waiting on the Primary Corporation budget to be able to finalise the Secondary Corporation budget. There is an expectation of a 2.4% increase in contributions.
2. EF: Single "No Junk Mail" sign to apply to all letter boxes in the mailbox lobby. The committee voted unanimously to apply a single 'no junk mail' sign in the mail room, see action 2019-37.

7. Sub-Committees Reports

Resident Support, Complaints and Bylaws Infringement (MH)

1. SG: Level 2 North Tower washing machine noise at odd hours. The committee discussed the issue but found that unless a noise is above a specific limit, the Police should be called. Any noise below this limit should best be dealt with, in the first instance, by a conversation with the person(s) responsible.

Finance (RC)

1. RC: see Primary Corporation above.



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Security (PR)

1. PR: SA Electronics lost almost all of their stock due to a water leak. They are now in a position to replace the ageing video recorders and install additional surveillance cameras. SA Electronics will begin work within the week to complete the upgrade.

Website (PR)

1. PR: With the activation of the App, the committee voted to retire the website, see action 2019-38.

8. Action List

Id	Required Date	Status	Owner	Activity
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	Closed	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.
2018-14	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.
2019-07	03 Apr 2019	On Hold	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	Closed	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).
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.



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Id	Required Date	Status	Owner	Activity
2019-19	10 Jul 2019	Open	SG	<p>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.</p> <p>07 Aug 2019 – SA Electronics have lost their entire stock inventory (due to a water leak) and are waiting on new stock to arrive.</p> <p>04 Sep 2019 – SA Electronics have now replaced their stock.</p>
2019-20	10 Apr 2019	Open	CK => AA	To provide and install a clock in the gym, conditional that he is able to source one from his collection.
2019-23	10 Jul 2019	Closed	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.
2019-25	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	Closed	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	Closed	SG	Issue a work order to have the North Tower lift foyer hanging lights removed.
2019-28	25 Oct 2019	Closed	EF	<p>Investigate the installation of a hanging light for the North Tower ground floor lift foyer.</p> <p>04 Sep 2019: A green plan hire company will be engaged, for a trial period of one year, to install plants in the North Tower foyer.</p>
2019-29	25 Oct 2019	Closed	EF	To obtain a quotation to have the post box area glass frosted (external door), to match that already undertaken for the lift foyer.
2019-30	25 Oct 2019	Closed	CK	<p>To obtain a quotation for a glass cabinet 1200 mm high, 1300 mm wide and about 600 mm deep, with a push button lock keyed to the same code as per the external numeric access code.</p> <p>04 Sep 2019: The committee voted unanimously to accept a quotation of \$4,290. The backing colour chosen was white.</p>
2019-31	30 Aug 2019	Closed	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	Closed	SG	<p>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.</p> <p>04 Sep 2019: \$2,200 from a budget of \$10k was expended on legal fees.</p>



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Id	Required Date	Status	Owner	Activity
2019-33	25 Oct 2019	Closed	AA	To investigate potential art works and to email images (where possible) to the committee for acceptance. 04 Sep 2019: Locations throughout the building have been identified for the placement of art works.
2019-34	25 Oct 2019	Closed	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	Closed	SG	To request carpet layers to remove the old carpet prior to the arrival of the replacement carpet on 24 September 2019.
2019-36	20 Dec 2019	Open	SG	To obtain a quotation for the removal of the external building cladding.
2019-37	29 Nov 2019	Open	AA	To obtain a large 'no junk mail' sign and request the caretaker to install.
2019-38	29 Nov 2019	Open	PR	Delete the website and copy any building pictures to SG to inclusion on the App.

9. Any Other Business

1. PR: Identified the "Emergency+" App as being of value, as it contacts emergency services and provides the current location as both a street address and a GPS coordinate – useful if you don't know where you are.

10. Next Meeting

06th November 2019 @ 18:00

11. Closure

Meeting closed at 19:45