



Martin Towers

Management Committee Meeting Minutes

Community Corporation 23362 Inc. (Secondary)

4-8 Charles Street, ADELAIDE

Date: Wednesday 06th November 2019

Time: 6:00 PM (18:00)

Location: Lot 5

1 Opening

1.1 In Person

Ann Axelby (AA)

Con Karykis (CK)

Rob Creasey (RC)

Phillip Relf (PR)

Elizabeth Farrant (EF)

Daniel Silvestri (DS)

Michael Hammerton (MH)

Carolyn Wastell (CW)

1.2 Apologies

David Chadbourne (DC) => PR

1.3 In Attendance

Steve Geyer (SG)

Representing: Whittles

2 Confirmation of Previous Minutes

1. Minutes from 02nd September 2019, accepted RC, seconded EF

3 Discussions

1. PR: Owner suggestions from AGM:
 - a. Consider the provision of a meeting room, see Action 2019-39.
 - b. Consider the allocation of a BBQ area and installation of bins
 - i. Comment was made that the bins would need to be permanent fixtures due to the strength of winds through the plaza areas, see Action 2019-40.
 - ii. This would also result in additional effort for the caretakers to empty the bins and their statement of work may need to be updated.
 - iii. The provision of a BBQ would be provided by a free electric option, see Action 2019-41.
 - c. Cleaning and resurfacing of car park
 - i. The committee decided to revisit the cost estimate, see Action 2019-42.



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- d. Replacement of car park lighting with LED lighting
 - i. Currently, the Caretaker is replacing lights as they fail with LED lights.
 - ii. However, it would be more efficient to replace a bank at a time – which would necessitate arranging for all cars in that bank to be removed for the day, see Action 2019-43.
- e. Electric charging points for cars
 - i. The committee discussed this point and decided that it would be an individual's cost to provide power and/or a charging station at their car park. The cost, to the individual, would necessarily include the installation of a meter necessary to charge the cost back to the individual's apartment.
- f. Replacement of building cladding
 - i. This item is covered in the Strata Management report, see Section 5.
- g. Replacement of intercom system
 - i. The committee discussed this point and decided to place this on hold for the time being. Presently, the cost of replacement can't be justified. We will wait until a wireless option become commercially available, as this will markedly reduce the replacement costs.
 - ii. It was apparent that several of the committee were unsure as to the operation of the current intercom system. For the North Tower: the left most button unlocks the ground level doors and the 2nd to left button needs to be held down for ten or more seconds in order to unlock the lift button for access to the required apartment level.
- 2. RC: Plaza signage – needs updating/modification as is too restrictive
 - i. Suggestion was made to remove the restrictive signs in the plaza area and replace with simple signs advising that drink (except for water) and food were not to be consumed in the gym or pool areas, see Action 2019-44.
- 3. RC: External corking/ window seals
 - i. Currently the corking and window seals are being replace on a needs basis. A contract should be let and building issues previously identified are to have remedial action applied, see Action 2019-45.
- 4. RC: Pool heater, option for a solar heat pump
 - i. The use of a water heat exchanger was discussed. The committee was informed that the solution would be bulky, slow to effect heat transfer and would require backup gas heating to provide an effective solution. The committee decided against further investigation of this topic.
 - ii. However, the committee was interested to know what the current heating solutions were currently in force for the pool and the spa, see Action 2019-46.

4 Decisions without Meetings

- 1. Letter from Australian Nursing and Midwifery Federation SA (ANMFSA) requesting the committee to wave the Bylaw stating that short-term occupancy of an apartment must be greater than two months. The committee voted to reject the request, with one dissenter.



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2. Location of the defibrillator has been established, six votes for gym/pool walkway and three votes for North Tower plaza level lift foyer. The defibrillator housing has been installed in the gym/pool walkway.
3. Two apartment owners requested the committee to wave late fees. However, these fees had already been incurred, levied by a third party charged with fees collection. The committee voted to reject these requests, as they were charges already presented to the body corporation.

5 Strata Management Report (SG)

1. SG: One apartment has two dogs currently in residence. The owner has been sent a letter complaining regarding urination in the corridor. The owner will now be sent a letter, explaining that only one dog may be housed in an apartment, and that the body corporation has the power, under the Bylaws, to remove one of the dogs – should this become necessary, see Action 2019-47.
2. SG: The quotation for the garden lights at \$8k was questioned. SG responded that this was \$400 cheaper than the first quotation received. AA: re-stated that her suggestion to provide tree lighting was mis-interpreted as a single light placed under the tree to illuminate from below, when she intended that 'fairy lights' be placed in the tree.
 - i. A vote accepted the recommendation to install the LED lighting in the garden subject to the successful outcome of Action 2019-48.
3. SG: A reported that level 7A of the North Tower's utility room was excessively hot as reported by the security contractor and that this was the cause for the security equipment's failure, resulting in the lifts requiring isolation from the security system until repairs could be completed. The cause put forward was that the Solar System Inverters, situated in the utility room, had caused excessive heating in the room. PR: This assertion was refuted; entering the room soon after noon on a hot and sunny day, to find the inverters were at best lukewarm to the touch. The cause appeared to be overheating of one of the security system's transformers. The transformer has been replaced and additional ventilation to the security system's componentry has been provided.
4. SG: Advised that carpet laying is about to commence in the South Tower. South Tower levels 3, 4 & 5 will require some cutting of the carpet around the apartment doors.
5. SG: Provided a status update on the building's aluminium cladding. Tuesday 05 Nov 2019 Building & Safety and the ACC confirmed that the building supported Alucabond composite panelling. The relevant parties want to meet on site and have a walk-around early next year. Form 3 has been prepared and lodged with the ACC. We are looking for a judgement for what we need to do to improve building safety. The main issue is the vertical runs, in particular those near the apartment balconies. One solution will be to take panels out on every third floor. Currently, the building has been assessed at 'moderate risk'.
6. AA: Advised that four paintings and the necessary hanging tracks for the building are on order. It is expected that the hanging racks will arrive shortly. The art work to be located on levels 3, 4 & 5 of the South Tower will have UV protective glass to protect the artwork from the effects of the Winter sun streaming into the South Tower levels.



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7. CW: Enquired, regarding the placement of a cage gate in the South-Western stairwell, see Action 2019-49.

6 Primary Corporation Report (CK)

1. CK: The Primary Corporation AGM was held.
2. CK: The building façade was addressed and corking was identified as a necessary cost to be incurred. The use of scaffolding was considered but the commercial car park does not accept this option. A second quotation for work was requested that does not involve the use of scaffolding. The quotation returned is in the order of \$1m. The Primary Corporation's Sinking Fund will pay all but \$200k and the remainder will be paid from the Secondary Corporation's Sinking Fund. It is expected that the Sinking Fund will recover within six quarters.
3. CK: A quotation for the value of the building has been requested, to be used as a potential mechanism to reduce the building insurance costs.

7 Sub-Committees Reports

7.1 Finance (RC)

1. RC: The Primary Corporation is not asking for funds to address the building façade.
2. RC: The Secondary Corporation's finances are on track, as per the budget.

7.2 Security (PR)

1. PR: Apartment granted bike access
2. PR: Resident lock-out, assisted to renter their apartment
3. SG: Advised that the Caretaker's company has made the decision that the Caretaker will no longer assist residents to renter their apartment, when they have locked their key inside. The resident will need to contact a lock-smith in order to regain access to their apartment.
4. PR: SA Electronics have replaced the failing analogue video cameras with digital cameras (with the effect to provide vastly improved video quality), the digital recorder has been replaced with a model with much greater capacity and the South Tower video feeds are now being recorded.

7.3 Community-Link/Website (PR)

1. SG: The Community-Link mobile phone app's user interface has seen a complication to the Graphical User Interface (GUI). This GUI is too busy and difficult to navigate. A strong request to revert to a simpler GUI has been put to the administrators.
2. PR: The committee decided to keep the website active for the time being, due to the amount of valuable information available, see Action 2019-38.

8 Action List



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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. 06 Nov 2019 – Kone will be requested to start work on 26 Nov 2019.
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.
2019-16	10 Jul 2019	Closed	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.
2019-19	10 Jul 2019	Closed	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. 04 Sep 2019 – SA Electronics have now replaced their stock.
2019-20	10 Apr 2019	Closed	CK => AA	To provide and install a clock in the gym, conditional that he is able to source one from his collection.
2019-25	25 Oct 2019	Closed	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.
2019-36	20 Dec 2019	Closed	SG	To obtain a quotation for the removal of the external building cladding.
2019-37	29 Nov 2019	Closed	AA	To obtain a large 'no junk mail' sign and request the caretaker to install.
2019-38	20 Dec 2019	Open	PR	Delete the website and copy any building pictures to SG to inclusion on the App. 06 Nov 2019 – Clean up the contents of the website and identify the current committee.



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Id	Required Date	Status	Owner	Activity
2019-39	24 Jan 2020	Open	PR	To research potential meeting room architectures and present options to the committee for consideration.
2019-40	22 Nov 2019	Open	SG	To provide example images of bins to be placed on the plaza area.
2019-41	06 Dec 2019	Open	DS	To research electric BBQ options and present to the committee for consideration at the next committee meeting.
2019-42	24 Jan 2020	Open	DS	To source a quotation for the cleaning and resurfacing of the resident's car park.
2019-43	22 Nov 2019	Open	SG	To request the Caretaker to provide a schedule for the replacement of the resident's car park lights with LED lighting.
2019-44	10 Jan 2020	Open	SG	To request the Caretaker to remove the existing signs in the plaza area and replace with sign that request residents be thoughtful of others. A sign should also be generated that requires management approval for larger parties within the plaza area.
2019-45	On Going	Open	SG	To issue work order for the previously identified apartment corking and window seal issues to be repaired.
2019-46	20 Dec 2019	Open	SG	To identify the pool and the spa heating solutions and present to the committee.
2019-47	20 Dec 2019	Open	SG	To send a letter to the apartment owner that currently has two dogs in residence, explaining that the Bylaws only allow an apartment to have one pet.
2019-48	20 Dec 2019	Open	CK	To investigate the life and outdoor rating of the LED garden lights.
2019-49	24 Jan 2020	Open	SG	To issue a work order to install a cage gate between the basement level and the sub-basement level in the South-Western stairwell.

9 Any Other Business

1. SG: Advised that Rehm have provided an option to replace the failing hot water heaters. Currently, two have failed that support the North Tower.
2. CK: Call a resident get-together for Thursday 05 Dec 2019. A notification will be circulated.

10 Next Meeting

Wednesday 29 Jan 2020 @ 18:00

Next year's meetings are tentatively scheduled for:

29 Jan 2020, 04 Mar 2020, 06 May 2020, 01 Jul 2020, 02 Sep 2020 & 04 Nov 2020

11 Closure

Meeting closed at 20:21