



Martin Towers

Management Committee Meeting Minutes

Community Corporation 23362 Inc. (Secondary)

4-8 Charles Street, ADELAIDE

Date: Wednesday 29th January 2020

Time: 6:00 PM (18:00)

Location: Lot 5

1 Opening

1.1 In Person

Ann Axelby (AA)

Phillip Relf (PR)

David Chadbourne (DC)

Daniel Silvestri (DS)

Rob Creasey (RC)

Con Karykis (CK)

1.2 Apologies

Elizabeth Farrant (EF) => AA

Carolyn Wastell (CW) => DS

Michael Hammerton (MH) => AA

1.3 In Attendance

Steve Geyer (SG)

Representing: Whittles

2 Confirmation of Previous Minutes

1. Minutes from 06th November 2019, accepted RC, seconded CK

3 Decisions without Meetings

1. None

4 Strata Management Report (SG)

1. SG: Date for completion of carpet laying
 - a. 18 areas are remaining to be completed have been identified.
 - b. Issue affecting works completion, is that apartment owners are required to open doors to allow for carpet layers to join new carpet to internal carpet.



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- c. The committee decided to replace the carpet in lifts 1 & 2 (i.e., North Tower lifts) with new carpet. Placing carpet in lift 3 (i.e., South Tower lift) was not considered practical, as this lift is used to haul the rubbish bins.
 - d. The spare carpet sections are to be moved to the far North-East corner of the carpark and are to be wrapped in plastic to protect against possible water dripping or splashing onto the carboard.
2. SG: Resident lockouts – engage Access Hardware, need formal arrangement, notice on CommunitiLink and letter drop (say yearly – e.g., Welcome Letter).
 - a. Whittles to send letter to residents and to place a notice on CommunitiLink.
3. SG: Elliptical Machine
 - a. Advised that the elliptical machine, in the gym, is to be repaired by 07th February 2020.
4. SG: Carpark Overhead Lights
 - a. Advised that the carpark overhead lights will be replaced, in banks, with LED lights as the existing lights fail.
5. SG: Common Area Painting
 - a. Dulux have requested access to the apartment complex to inspect the work carried out by the painters (their interests are to ensure that their product is being used correctly). Substandard work will be identified and the painters requested to make good.
6. SG: Lift No. 3 works
 - a. The lift works have been completed but the lift call button has not been moved at this date.

5 Primary Corporation Report (CK)

1. CK: Tabled a Primary Corporation report summarising the work quotations for the building facade work, to remedy issues. This report is Commercial-in-Confidence in nature and cannot be attached to the minutes.
2. CK: Will engage best respondent with a Fixed-Price contract.
3. CK: There are several contracts ready to expire and the direction is to get a commercial valuer to value the advertising for North terrace and for Charles street, and for the primary corporation to then enter into contracts at market rate.
4. The above will be discussed Friday 07th February 2020 at the Primary Corporation meeting.

6 Discussions

1. PR: South Western stair well cage door.
 - a. Contractor has not responded, SG to re-engage contractor to quote for the work, (see Action 2019-49).
2. PR: Fire Exit signs need to be replaced.
 - a. The painters are to be requested to replace the fire evacuation signs.
3. AA: Floor numberings covered by paintings.
 - a. On the 4th level of the North Tower, two paintings are to be provided, which may partially obscure the current floor numbering signs. The committee decided to have these signs removed.



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4. AA: Presented the current status for the hanging art work:
 - a. Currently, there are three level remaining to have the hanging hardware installed, i.e.: near the lift entrance in the carpark, level 3 and level 4 of the North Tower.
 - b. The budget was \$22k, with 11 of the 13 positions populated with paintings, which now includes the 'library' area. Current expenditure is \$12,250.
5. AA: Automatic lights in service/bin areas.
 - a. A work order will be raised to provide automatic light on/off in these areas.
6. CK: LED West side garden lights
 - a. A quotation for installing multi-colour lights has been received but the full 3-5 year warranty is not being transferred by the installer (i.e., only one year warranty is on offer). A re-quote for cheaper mono-chromatic blue lighting did not result in a reduction in the original quote value. The current quotations will not be accepted and some follow-up will be required.
7. CK: Hot Water System
 - a. Three quotations (at least one of which, re-quoted) returned quotation values of \$42k => \$71k, \$95k and \$80k. The variation is of note as the Rheem recommendation appears to be the basis for the quotation by all three contractors. However, this solution appears to be inadequate as three tanks have been proposed for the North Tower but only one tank for the South Tower.
 - b. A new system will result in gas consumption efficiencies and consideration is being given to maintenance over replacement in the short-term. However, it was noted that one of the North Tower hot water services has failed and three current services are taking the load.
 - c. Currently, the gas bill for the entire apartment complex (including: cooking, hot water and pool heating) is \$56k/year.
 - d. A cost-benefit analysis is to be conducted to identify the approach to take to minimise costs.
8. DS: Installation of air conditioning units for top levels North Tower and South Tower common areas
 - a. An investigation of the North Tower and South Tower top levels indicated a temperature difference of only 2°C cooler between the utility room and the corridor in the North Tower and 2°C hotter between the utility room and the corridor in the South Tower.
 - b. Quotation for works to install air conditioning cannot occur without providing building specifications. These building specifications can be sourced from the Adelaide City Council (ACC) at a reasonable rate but we must first identify the relevant page numbers by physical attending the ACC archives and identifying the relevant pages.
9. CK: Hop and Stop, the sequel
 - a. Prospective date: Thursday 02nd April 2020
10. PR: Engagement of Contractors
 - a. When we engage a contractor, we should ask for a plan for completion of the work. Can we hold the contractor to a schedule?



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- b. Advice from the Whittles representative indicated that this would not be a successful endeavour to consider further.
- 11. PR: Proposed modification of the Bylaws
 - a. from:
 - “3.2.2 common property improvements, maintenance and upgrading works exceeding a maximum value of \$75,000.00 when three quotations for work, where practical and cost-effective, have been obtained;
 - 3.2.3 common property improvements, maintenance and upgrading works exceeding a maximum value of \$10,000.00 when supported by one quotation for the work;”
 - b. to:
 - “3.2.2 common property improvements, maintenance and upgrading works exceeding a maximum value of \$100,000.00 when supported by one quotation for work;
 - 3.2.3 Not Used;”
- Rationale:
 - A. We pay Whittles for their expertise and experience in knowing who the best Prime Contractor to conduct the work is – hence, calling for additional quotations wastes our investment in engaging Whittles, results in additional charges for Whittles time back to the corporation and delays the decision making, waiting for additional quotations to materialise.
 - B. Often only one Prime Contractor is suitable to provide the service e.g., our Security System provider – any other Security System provider would need to invest a large number of hours to understand the current system, which would be charged back to the corporation, which cost would not have occurred by requesting our current Security System provider to develop a quotation.
 - C. Large jobs are typically supported by Prime Contractors who will engage the same subcontractors to do the work – hence, there is little value in requesting multiple quotations.
 - D. Requesting multiple quotations causes the Prime Contractors to invest hours in responding to the request for quotation. As each Prime Contractor must incur a cost, in hours, to respond their individual overhead rates increase – hence, over time, the corporation will pay for each Prime Contractor that has previously developed a quotation, as these Prime Contractors must recoup their losses.
 - E. Requiring multiple tender responses is an insult to the experience of the Management Committee members, in that a number of the committee have previous experience with these works and know when a quotation is suspect and a second quotation will need to be called for.
 - F. The monetary increase, is to keep pace with inflation but mostly because the committee has needed to engage an Extra Ordinary Meeting, in order to progress project that should have been able to be decided by the committee but were just over the cut-off value.



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- c. A discussion of the above, by the committee, identified the following issues: (1) this would remove the need for due diligence, as only one quotation may be requested; and (2) implications of nepotism and/or mateship may be realised if only one quotation was requested.
- d. The proposal was withdrawn.
- e. The committee did suggest that an annual review of the by-laws was in order.

7 Sub-Committees Reports

7.1 Communications (PR)

- 1. PR: Updated the website to include the 2019 meeting minutes and update the 2020 committee members.
- 2. PR: Multiple communications with Tom Welsby of CommunitiLink regarding providing advice for his software engineers regarding industry best practice for Graphical User Interface (GUI).
- 3. SG: Reiterated that he too had had multiple communications explaining his displeasure regarding the CommunitiLink GUI.

7.2 Finance (RC)

- 1. RC: Tabled (via emailed it to all) the financial report for the six months to 31st December 2019.
- 2. RC: We have not had a bill from Origin for the solar panels as yet.
- 3. RC: We may need to push-out the hot water system replacement, in order to recoup the necessary funds.
- 4. RC: Expenditure, at present, is a little ahead of the budget forecast.

7.3 Resident Support, Complaints and Bylaws Infringement (SG)

- 1. SG: Notice sent to apartment owner, stating that Airbnb apartment letting was contrary to the by-laws. Once a letter has been sent, owners will be fined at \$500 plus GST for each instance where a breach has occurred.

7.4 Security (PR)

- 1. PR: Two fobs for an apartment have been generated, as requested by the owner, but multiple attempts to contact the owner have failed to contact the owner in order to deliver the fobs.
- 2. PR: A fob that was reported as lost by an owner and was subsequently deactivated, was in fact being used by their rental agent. The fob was reactivated.
- 3. AA: A number of parcels have been resident in the parcel cabinet since Christmas. The issue appears to be that the resident does not know how to retrieve the parcel out of the cabinet.



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8 Action List¹

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. 29 Jan 2020 – will try again.
2018-14	26 Jan 2018	On-going	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. 29 Jan 2020 – will follow up, need to consider the installation of extraction fan in the roof to remove odour.
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.
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.

¹ Note: The previous actions were not addressed during the meeting – as the Secretary lost the plat and forgot to copy those across from last year.



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Id	Required Date	Status	Owner	Activity
2019-45	On Going	Open	SG	To issue work order for the previously identified apartment caulking 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.
2020-01	28 Feb 2020	Open	SG	To engage Access Hardware to provide after-hours access to apartments, when resident is locked out.
2020-02	28 Feb 2020	Open	SG	To send letter to residents advising the procedure required to regain access on lock-out from their apartment (i.e., to contact Caretaker during the day and Access Hardware after hours).
2020-03	28 Feb 2020	Open	SG	To place an announcement on CommunitiLink, that once a letter has been sent, owners will be fined at \$500 plus GST for each instance where an Airbnb breach has occurred.
2020-04	28 Feb 2020	Open	SG	To request painters to replace the fire evacuation signs.
2020-05	28 Feb 2020	Open	SG	To raise a work order to install automatic lighting in the bin/service areas of both the North Tower and South Tower.
2020-06	28 Feb 2020	Open	CK	To follow up on the quotations for the West Garden LED lighting.
2020-07	27 Mar 2020	Open	DC	To evaluate the cost-benefit of maintaining the current hot water system, in the short-term, or replacing (either partially or fully) with a new hot water service.
2020-08	14 Feb 2020	Open	SG	To clarify when the Lift No. 3 button is to be moved and communicate this date to the residents.
2020-09	27 Mar 2020	Open	DS	To brave the ACC archives, find the necessary building specification and request an air conditioning installation quotation.
2020-10	26 Jun 2020	On-Going	All	To review the by-laws and propose changes, as applicable.
2020-11	02 Feb 2020	Open	PR	To write a letter to the residents informing them of the existence of the parcel and to provide instructions for removing the parcel from the cabinet.
2020-12	14 Feb 2020	Open	SG	To place instructions on CommunitiLink to inform residents how to gain access to their parcels.
2020-13	27 Mar 2020	Open	SG	To provide an instruction, at the recycle bin, requesting residents to cut up cardboard boxes, if feasible, before placing cardboard in the recycling bins. If the residents are unable to cut up the cardboard boxes, they should be asked to fold up and collapse the cardboard boxes before placing them into the recycling bin.



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9 Any Other Business

1. AA: Would like to consider extending the 'library' area into the plaza to provide a meeting room.
2. RC: Residents are not cutting up cardboard boxes, when they place them in the recycling bins. It was noted that residents are unable to walk three steps from their letter boxes to deposit junk mail in the rubbish bin provided in the letter box area. Expecting a behavioural change was probably out of the question.

10 Next Meeting

Wednesday 04th March 2020 @ 18:00

11 Closure

Meeting closed at 20:10