



Martin Towers

Management Committee Meeting Minutes

Community Corporation 23362 Inc. (Secondary)

4-8 Charles Street, ADELAIDE

Date: Thursday 07th May 2020

Time: 6:00 PM (18:00)

Location: via Telephone/Video Conferencing

1 Opening

1.1 In Person

Ann Axelby (AA)

Con Karykis (CK)

David Chadbourne (DC)

Phillip Relf (PR)

Rob Creasey (RC)

Daniel Silvestri (DS)

Elizabeth Farrant (EF)

Carolyn Wastell (CW)

Michael Hammerton (MH)

1.2 Apologies

None

1.3 In Attendance

Steve Geyer (SG)

Representing: Whittles

2 Confirmation of Previous Minutes

1. Minutes from 04th March 2020, accepted RC, seconded CK

3 Decisions without Meetings

1. PR: Committee took immediate action to close the gym and pool in order to protect the community against a possible COVID-19 outbreak. SG: Confirmed that the Adelaide City Council had contacted Whittles to ensure that apartment gyms and pools had been closed.

4 Strata Management Report (SG)

1. SG: The painting has stopped until the COVID-19 issue is alleviated to some extent.



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2. SG: Caretaker is currently changing car park lights as they fail but it is beyond his capability to replace with LED lighting. We will need to engage an electrician as some new cabling will also be required. However, this activity is on hold until our financial situation improves.
3. SG: Need to replace emergency lights, caretaker is replacing lights as required.
4. SG: Some upright posts in pool area are developing rust. Painters, may be able to remedy when they return to the building.
5. SG: Caretaker is replacing corking around spa area.
6. SG: Issues with intercom speakers have been reported by some residents in the North Tower. Will track this issue and identify whether it is a local or isolated problem.

5 Primary Corporation Report (CK)

1. CK: Work progressing well, 7 – 10 days ahead of schedule. Will get a quote for the repairs that have been identified as a consequence of remedial action but are not within the current work scope.
2. CK: A crane will be situated in Charles street; the purpose is for Richmond hotel to install external stairs.
3. CK: Need a fob for Remediate (Ben) to access the resident car park in order to conduct repairs to the walls. Will need to move cars early in order to allow access to the walls requiring repair. The work typically starts at 0700. The Southern wall will be the first wall requiring clear access.
4. CK: Currently, there are a number of old records stored in the Caretaker's room. We need to get these records scanned in order to retain their content.
5. CK: Wilson have not been charged signage for two years; the old records will be investigated to identify what the agreement with Wilson has been in the past.
6. RC: The façade works are going to schedule and may even be a little ahead. Ironically, the closures of business and less foot traffic have actually helped the schedule, since there have been less issues to deal with for the contractor.

6 Discussions

1. CW: Difficulty getting into car park from Austin Street.
2. PR: A resident has noted that a number of the smaller plants in the West side plaza planters have died. Consideration is requested as to their replacement with a more hardy variety
 - a. Consideration was given to the use of 'natives' but was rejected as these plants can look a bit straggly.
 - b. The meeting considered holding off until Spring.
3. PR: A number of vagrants entered the sub-basement carpark recently by climbing over the sliding carpark gate. Quotations to affix a grill over the sliding car park entry gate have been requested:
 - a. *Fix It Building & Property Maintenance Service* have quoted: \$630 excluding GST (frame and security mesh)
 - b. *Sabre Enterprises* have quoted: \$1,140 excluding GST (frame and uprights)
 - c. The dearer quote was accepted from the perspective that a sturdier solution was offered. However, the meeting wanted clarification on how the grill will be affixed to the wall/ceiling.



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4. PR: Identified that there is some degradation of free-to-air TV reception. As this appears to be a localised problem, we will wait for more people to complain before taking action.
5. MH: Mail box security, found mail box unlocked, don't know if anything when missing. It was discovered that a second mail box also open. Caretaker has checked the security footage but could not find anything untoward. We will keep monitoring the situation. However, mail box locks are the responsibility of the owners to maintain and not the corporation.

7 Sub-Committees Reports

7.1 Communications (PR)

1. RC & PR volunteered their services to support food deliveries etc. to those who were in self-isolation. No phone calls have been received, requesting assistance. Currently, there are volunteers on every floor, bar one, in the North Tower, and one volunteer in the South Tower.

7.2 Finance (RC)

7. RC: Overall the funds of the Administration fund is in line with expectations considering the increased cleaning that is being performed. We have delayed some non-essential expenditure that would normally come around this time to guard against the possible request of owners who may find themselves short of funds as a result of a COVID-19 effect on rentals or their own income. Steve Geyer indicates that this has not been the case, for which he puts it down to the fact that the latest levy notice was close to the beginning of the forced shutdowns of businesses. However, this may present itself as an issue for the next levy which will be due in July 2020.
8. RC: The sinking fund, likewise is as we now expect it. I say now, as the façade expenditure, whilst it was on the horizon, the final cost was not fully known at the time and this has come in significantly more than was originally budgeted for. There are sufficient funds accumulated in the sinking fund prior, that it was able to be funded without any call upon the owners.
9. RC: The impact of the façade expenditure will however curtail some planning going forward. Three of the term deposits have been realised and used to fund the façade expenditure.
10. RC: Since we are now in May and the next year's budget is soon to be estimated for presentation to the AGM. It would be a good time to document what job and large capital expenditure we would want to do to maintain the Secondary corporation going forward and estimate some costs, so we can incorporate into a forward plan and schedule across the years.
11. SG: Two apartments have failed to pay the body corporate dues for over six months, and debt collectors have requested to escalate to small claims caught. Currently monies in the order of \$3.5k and \$4.5k are in default. These apartments have been on a payment plan for several years. No explanation and no correspondence have been received from the owners. There was unanimous agreement to enter proceeding with the small claims caught.



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7.3 Resident Support, Complaints and Bylaws Infringement (SG)

1. One resident from the North Tower reported a noise complain emanating from a South Tower party. They have been advised that in future, the noise complaint should be lodged with the police in the first instance. The body corporation is unable to do anything without knowing the apartment number.

7.4 Security (PR)

1. PR: Incident with vagrants addressed via grill over the sliding gate in the sub-basement car park.



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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. 06 Nov 2019 – Kone will be requested to start work on 26 Nov 2019. 29 Jan 2020 – will try again. 07 May 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.
2019-39	24 Jan 2020	Open	PR	To research potential meeting room architectures and present options to the committee for consideration. 07 May 2020 – No action
2019-40	22 Nov 2019	Open	SG	To provide example images of bins to be placed on the plaza area. 07 May 2020 – No action
2019-41	06 Dec 2019	On Hold	DS	To research electric BBQ options and present to the committee for consideration at the next committee meeting. Email various options to consider
2019-42	24 Jan 2020	Open	DS	To source a quotation for the cleaning and resurfacing of the resident's car park. 07 May 2020 – No action
2019-43	22 Nov 2019	On Hold	SG	To request the Caretaker to provide a schedule for the replacement of the resident's car park lights with LED lighting. 07 May 2020 - will engage an electrician, but on hold as this is a major capital expenditure
2019-44	10 Jan 2020	Closed	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. James engaged



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Id	Required Date	Status	Owner	Activity
2019-45	On Going	Closed	SG	To issue work order for the previously identified apartment corking and window seal issues to be repaired. Will be addressed as they occur.
2019-46	20 Dec 2019	Open	SG	To identify the pool and the spa heating solutions and present to the committee. 07 May 2020 – No action
2019-47	20 Dec 2019	Closed	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. 07 May 2020 – letter sent
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. 07 May 2020 – waiting on quote, chased up Once the cage is installed the stairwell will require cleaning
2020-01	28 Feb 2020	Closed	SG	To engage Access Hardware to provide after-hours access to apartments, when resident is locked out. 07 May 2020 – Access hardware engaged
2020-02	28 Feb 2020	Closed	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	Closed	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	On Hold	SG	To request painters to replace the fire evaluation signs.
2020-05	28 Feb 2020	On Going	SG	To raise a work order to install automatic lighting in the bin/service areas of both the North Tower
2020-07	27 Mar 2020	On Hold	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. Will continue to monitor and repair as required. Reconsider new replacement again in August 2020
2020-08	14 Feb 2020	Closed	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. Found right area, incomplete
2020-10	26 Jun 2020	On-Going	All	To review the by-laws and propose changes, as applicable. Steve will collate
2020-12	14 Feb 2020	Closed	SG	To place instructions on CommunitiLink to inform residents how to gain access to their parcels.
2020-13	27 Mar 2020	Closed	SG	To provide an instruction, at the recycle bin, requesting residents to cut up cardboard boxes before placing cardboard in the recycling bins.



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Id	Required Date	Status	Owner	Activity
				Done by James
2020-14	27 Mar 2020	Open	PR	Update the Welcome letter, obtain review from EF & CW, and give to SG for placement on CommunitiLink 07 May 2020 – resend the update
2020-15	24 Apr 2020	Open	PR & CW	Investigate the South Tower rubbish collection area and evaluate potential remedial actions required to maintain cleanliness of the area. 07 May 2020 – No action
2020-16	March yearly	Open	SG	Print the Welcome letter and do a post box drop in March of each year.
2020-17	24 Apr 2020	Open	SG	Place the Welcome letter on CommunitiLink
2020-18	Sep 2020	Open	CK	Introduce the concept of installing a display panel on the ground floor to monitor the movement of the southern lifts. Need to wait for meeting with Primary corporation
2020-19	27 Mar 2020	Closed	CK	Investigate why the ground level door on the North-East corner of the car park has remained open Closer came off the frame, will now close
2020-20	10 May 2020	Open	PR	Generate sub-basement carpark access fob for Remediate.
2020-21	10 May 2020	Open	CK	To identify which cars will need to move in order to allow Remediate to gain access to the sub-basement carpark walls for repairs.
2020-22	26 Jun 2020	Open	CK	Access the records in the Caretaker's room and arrange, via Whittles, to have them scanned.
2020-21	26 Jun 2020	Open	CK	Investigate the agreement with Wilsons to identify their signage charges and to request the Primary Corporation to raise an applicable invoice.
2020-23	22 May 2020	Open	CK	Contact building façade workers to move barriers so as not to impede access into and out of car park.
2020-24	22 May 2020	Open	SG	Confirm how the grill, to be placed in the sub-basement carpark, will be affixed.
2020-25	26 Jun 2020	Open	EF	Identify a potential solution to install hand sanitiser in the mail room.

9 Any Other Business

1. Discussed resident safety regarding CONVID-19, there is nothing we can do further to enhance resident safety.
2. Consider putting hand sanitiser in mail room. SG unable to source. RC will talk to contact. EF to look into whether this is possible.
3. Blue lighting around the garden beds is on hold – action agreed, but electrician has postpone the work.



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10 Next Meeting

Wednesday 01st July 2020 @ 18:00

11 Closure

Meeting closed at 19:24