



Martin Towers

Management Committee Meeting Minutes

Community Corporation 23362 Inc. (Secondary)

4-8 Charles Street, ADELAIDE

Date: Wednesday 01st July 2020

Time: 6:00 PM (18:00)

Location: Apartment 5

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 07th May 2020, accepted DC, seconded RC

3 Decisions without Meetings

1. Committee voted to reopen the swimming pool (but not the sauna nor spa) from Tuesday 12th May 2020.
2. Committee voted to reopen the gym for Monday 01st June 2020 – this did not occur due to SA Heath announcement warning against this approach.
3. A resident requested unrestricted access of an extended period of video data covering the Mail Room. However, due to considerations regarding safety (both personal and data/equipment) and privacy concerns, the committee voted, with a clear majority, to allow



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access to the video data only to the Police, conditional that the resident make a formal request to the Police.

4 Strata Management Report (SG)

1. Current status of hot water system: there are four spare heat-exchange coils; with two of the operational heat-exchange coils near their time-of-life, which will require replacement shortly. However, we now have more time before we must commit to replacement of the hot water systems for both towers
2. A contractor has been communicating with the Caretaker, with the intention to install a gate withing the South-West stairwell, separating the sub-basement from the basement. CW: Observed that the stairwell was in need of cleaning. PR: Also stated that the North-West stairwell was in need of cleaning too. See ACTION 2020-26.
3. The grill, to be affixed over the sliding car park gate – necessary to impede vagrants journey into the car park, is currently in manufacture. An installation date could not be provided at this time.
4. The site painters have stated that there is 'too much moister' to paint the swimming pool walls. A Dulux representative has been requested to inspect the area and to provide advice. The painters have not completed the work that they tender for.
5. It has been noted that there are a number of LED lights affixed to the outside of the swimming pool building that have failed. The Caretaker has been requested to remedy this.

5 Primary Corporation Report (CK)

1. The building façade work is continuing and it has been discovered that more work is required than was identified during the ground inspection. 290 separate repairs have been identified. For instance, there are 51 cores that were extracted to support the scaffolding during construction of the apartments that require re-sealing. The North-West corner is of particular concern and bracing has been installed to stop panels falling into the street. It is estimated that the Primary Corporation will pay \$1.3m to remedy the building façade issues.

6 Discussions

1. DS: Supply of lift spare parts on site.
 - a. The South Tower lift lights were vandalised mid-June 2020. Unfortunately, the lift camera did not provide a clear image of the perpetrator. SA Electronics have been engaged to provide enhanced video capability in the lift.
 - b. The South Tower lift was out of service for five days recently, waiting on parts from interstate. These parts were not associated with the recent up-grade work on the lift. The maintenance agreement covered the cost of the parts. It was noted that lift companies have needed to wait up to three months for a part to be sent over from Germany.
 - c. The supply of lift spare parts on site is problematic as the type of parts forms a large collection of different parts – which would absorb funds, and my never be used. As



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our maintenance contract covers the sourcing and replacement of spare parts that have failed, the Committee considered this to be a non-prudent use of funds.

2. EF: Hand sanitiser dispenser
 - a. A hand sanitiser unit was presented to the Committee. The Committee agreed to install one unit within the Mail Room, and at both the North Tower and South Tower car park lift areas.
3. RC: Unauthorised external changes to an apartment to install Perspex to protect their courtyard.
 - a. The Body Corporate Manager has requested the owner of the Perspex and if desired, to present a proposal for discussion and potential agreement at the next AGM (Annual General Meeting).
4. MH: Enquired about the existence of video policy and ask for clarification of who was in the Security sub-team.
 - a. PR: Reported that we have had a Video policy (version 7) since October 2013. The policy was updated recently to (version 8) June 2020.
 - b. PR: Showed the membership of the sub-teams. It was noted that there was no secondary for the Security sub-team, nor for the Website sub-team. AA volunteered to act on the Security sub-team and RC volunteered to act on the Website sub-team.

7 Sub-Committees Reports

7.1 Communications (SG & PR)

1. SG: Advised that the Communitilink App currently has 50% up-take. The App is costing the Body Corporate \$2/apartment/month, with an initial set-up cost of \$2,900. The Committee suggested that we should be making better use of the App and further suggested that some clean-up of file placement occur, see ACTION 2020-27.
2. PR: Website continues to get hits: 102 on the Dakin air conditioner manual, 4 on Caretaker and 3 on Body Corporate webpages. About equal hits from a desktop computer and from a mobile phone. As expected, most hits were from within Australia, with 4 from Italy and 4 from New Zealand.

7.2 Finance (RC)

1. It was noted that Whittles have changed their banking organisation to Macquarie bank. This bank offers the option to provide direct debit, which has been requested by multiple lot owners.
2. We have transitioned through the budget and are slightly ahead financially than expected. Due, in part, by cutting down on some non-essential expenditure. We currently have little in the way of outstanding debuts. Hence, there will be no requests for monetary relief at the up-coming AGM. Currently, we have advance payments of the body corporate fee of around \$40k.

7.3 Resident Support, Complaints and Bylaws Infringement (SG)

1. None reported



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7.4 Security (PR)

1. Access to video equipment and video data by lot holders
 - a. It was noted that we have had a Video Data policy in existence for some time, with Version 7 last updated on 01st October 2013. Version 8 has updated this version, mostly to provide definitions, and was published on 24th June 2020.
2. Three new fobs generated for residents and agents.
 - a. It was recounted that both agents and residents alike find difficulty in identifying the fob numbers of those fobs remaining after a fob has been lost. The Committee agreed that a policy requiring agents/residents to identify the numbers of fobs that they hold prior to the generation of a new fob or on generation of a new fob, all other fobs allocated to the apartment would be deactivated, see ACTION 2020-28.

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. 01 Jul 2020 – no response, 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	On Hold	PR	To research potential meeting room architectures and present options to the committee for consideration. 07 May 2020 – No action taken
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 taken



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Id	Required Date	Status	Owner	Activity
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	On Hold	DS	To source a quotation for the cleaning and resurfacing of the resident's car park. 07 May 2020 – No action taken
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 01 Jul 2020 – some of the lights have been replaced.
2019-46	20 Dec 2019	Closed	SG	To identify the pool and the spa heating solutions and present to the committee. 07 May 2020 – No action taken
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
2020-04	28 Feb 2020	Closed	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
2020-09	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 01 Jul 2020 – archives identified and contents are to be electronically scanned.
2020-10	26 Jun 2020	On-Going	All	To review the by-laws and propose changes, as applicable. Steve will collate 01 Jul 2020 – no changes identified by the Committee to progress to the AGM
2020-14	27 Mar 2020	Open	SG, PR	Update the Welcome letter, obtain review from EF & CW, and give to SG for placement on CommunitiLink 07 May 2020 – authors to resend the updated letter 01 Jul 2020 – action modified to place the letter on the Communitilink (see ACTION 2020-17) and website
2020-15	24 Apr 2020	Closed	PR & CW	Investigate the South Tower rubbish collection area and evaluate potential remedial actions required to maintain cleanliness of the area.



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Id	Required Date	Status	Owner	Activity
				07 May 2020 – No action taken
2020-16	March yearly	OBE	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	OBE	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
2020-20	10 May 2020	Closed	PR	Generate sub-basement carpark access fob for Remed8.
2020-21	10 May 2020	Closed	CK => RC	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, DC	Access the records in the Caretaker's room and arrange, via Whittles, to have them scanned. 01 Jul 2020 – DC to find copies of old Primary Corporation minutes
2020-23	22 May 2020	Closed	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	Closed	SG	Confirm how the grill, to be placed in the sub-basement carpark, will be affixed.
2020-25	26 Jun 2020	Closed	EF	Identify a potential solution to install hand sanitiser in the mail room.
2020-26	31 Jul 2020	Open	SG	Request Primary Corporation Body Corporate Manager to attend to more frequent stairwell cleaning.
2020-27	31 Jul 2020	Open	SG	To consider cleaning up the placement of files that are available from the Communitilink App.
2020-28	31 Jul 2020	Open	PR	To develop a policy statement that states, all fobs allocated to an apartment would be deactivated on the generation of a new fob, unless the agent/owner/resident can provide a list of fobs in their possession.
2020-29	31 Jul 2020	Open	PR	Ask the Adelaide City Council if it would be possible to change the direction of the one-way street, Austin Street.
2020-30	31 Jul 2020	Open	SG	To identify the availability of the AGM venue for the last week of October.
2020-31	31 Jul 2020	Open	SG	To install a sign indicating that the spa and also the sauna are closed.

9 Any Other Business

1. It was noted that the Swimming Pool heater has a heat pump facility. However, this facility cannot be exploited until we provide additional solar cells on the roof. The Committee will consider this option further when funds are in sufficient surplus to warrant the investment.



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10 Next Meeting

Wednesday 02nd September 2020 @ 18:00

11 Closure

Meeting closed at 20:13