



Martin Towers

Management Committee Meeting Minutes

Community Corporation 23362 Inc. (Secondary)

4-8 Charles Street, ADELAIDE

Date: Wednesday 02nd September 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)

Carolyn Wastell (CW)

1.2 Apologies

Elizabeth Farrant (EF) => AA

Daniel Silvestri (DS) => CW

Michael Hammerton (MH) => AA

1.3 Apologies

Steve Geyer (SG)

Representing: Whittles

2 Confirmation of Previous Minutes

1. Minutes from 01st July 2020, accepted RC, seconded AA

3 Decisions without Meetings

1. None.

4 Strata Management Report (SG)

1. SG: Provided apologies; an urgent issue at another apartment complex necessitated his absence from the meeting.

5 Primary Corporation Report (CK)

1. CK: Currently, the building facades work is \$300k over budget – many more defects were identified than were originally estimated (i.e., in the order of 80 – 90 additional cracks were



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remedied than expected). The smaller cracks (i.e., 2 – 3 mm deep) were filled. The work is due to finish Thursday 24th September 2020.

2. CK: The Primary Corporation are considering permanently closing the stairwell door at ground level in the North West building corner that is accessed from within the commercial car park, subject to clearance by Fire Authorities. The level 1 stairwell access, that is open, will be closed off by the installation of a grating. These measures are considered necessary to stop an incident, similar to the one that occurred on the previous Friday, from reoccurring. On this occasion, youths entered the stairwell, expended a chemical fire extinguisher and applied paint to door handles.

6 Discussions

1. AA: Requested an all access fob for Management Committee members, conditional on obtaining a favourable Police Check. The committee voted unanimously to accept this suggestion. PR will re-code a fob to provide all access on citing the Police Check.
2. CW: Complained that the South Tower residents appear not to be recycling rubbish but could provide no substantive evidence to justify this assertion. Consideration was given to organising a leaflet drop to letterboxes or to wedge a note into the individual door jams. The committee voted unanimously to progress the distribution of a letter to residents. See Actions 2020-032 & 2020-033.
3. AA: Suggested that additional hand sanitiser locations should be considered. Various locations, such as the ground level North Tower lift foyer were approved for the installation of additional hand sanitisers.
4. AA: Requested that the Cleaners Room (located in the car park, on the right-hand side as you exit from the North Tower lifts into the car park) be opened and remain unlocked for residents to use. See Action 2020-034.
5. CK: The painters have all but finished painting with the exception of a floors, where the residents have been reluctant to contact the painters, and in addition the pool area remains unpainted. Partial payment have been made to painters; payments have not been finalised as yet.

7 Sub-Committees Reports

7.1 Communications (SG & PR)

1. PR: Website continues to get hits: 130 on the Dakin air conditioner manual, 5 on Caretaker and 3 on FAQ webpages. Desktop hits 84, mobile phone hits 53 and table hits 5. As expected, most hits were from within Australia, with 15 from Spain and 5 from UK.

7.2 Finance (RC)

1. RC: The budget has been discussed with SG (i.e., Whittles), with the objective not to raise the existing apartment contributions. We expect to reach a surplus of \$30k by the end of the financial year. One of the undertakings was to limit the cleaning of windows to a single cleaning in early December 2020. Two of the seven water heater temperature exchange units



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are budgeted for replacement – which should provide adequate life extension of the water heaters.

2. RC: There are expected to be no large drains on the Secondary Corporation Sinking Fund, as no major works have been scheduled for this financial year. The next major outlay will be required for building painting. The replacement of car park lights will be supported by work to install sensor switches that will result in minimal illumination provided to the car park in the absence of people.
3. RC: There will be no additional call for funds on apartment owners to support the Primary Corporation Sinking Fund. With \$130k transfer to the Primary Corporation Sinking Fund, it is expected that the Sinking Fund will increase by \$90k.

7.3 Resident Support, Complaints and Bylaws Infringement (SG)

1. SG: No report provided.

7.4 Security (PR)

1. PR: One new fob generated.
2. PR: One replacement fob generated and the lost fob deactivated.
3. PR: Resident locked out of apartment, assisted re-entry.



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8 Action List

Not addressed due to SG's absence from the meeting.

| 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 |
| 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. |
| 2019-49 | 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. |



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| Id | Required Date | Status | Owner | Activity |
|---------|---------------|----------|--------|--|
| | | | | 07 May 2020 – waiting on quote, chased up Once the cage is installed the stairwell will require cleaning |
| 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 |
| 2020-17 | 24 Apr 2020 | Open | SG | Place the Welcome letter on CommunitiLink |
| 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 |
| 2020-26 | 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. |



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| Id | Required Date | Status | Owner | Activity |
|----------|---------------|--------|-------|---|
| 2020-032 | 30 Oct 2020 | Open | CW | Compose a note to residents requesting residents to recycle their rubbish. |
| 2020-033 | TBD | Open | SG | To print off sufficient copies of the letter (see Action 2020-032) for subsequent distribution by committee members. NOTE: This action was generated in the absence of SG. |
| 2020-034 | 30 Oct 2020 | Open | PR | Request the Caretaker to unlock the Cleaners Room or to provide a reason why this would not be desirable and supply a broom and dust pan for the use by residents. |

9 Any Other Business

1. None

10 Next Meeting

AGM – date to be provided via letter from Whittles.

11 Closure

Meeting closed at 19:30