



Martin Towers

Management Committee Meeting Minutes

Community Corporation 23362 Inc. (Secondary)

4-8 Charles Street, ADELAIDE

Date: Wednesday 03rd February 2021

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)

Elizabeth Farrant (EF)

Carolyn Wastell (CW)

1.2 Apologies

Rob Creasey (RC) => PR

Daniel Silvestri (DS)

1.3 Apologies

Steve Geyer (SG)

Representing: Whittles

2 Confirmation of Previous Minutes

1. Minutes from 02nd September 2020, accepted CC, seconded DC

3 Decisions without Meetings

1. None.

4 Strata Management Report (SG)

1. SG: It has been noted that the North Tower ground-level outside door latch mechanism is not locking. Lubrication will be applied and trialled for a two-week period. If lubrication fails, the mechanism will be replaced.
2. SG: The Sky Garden garden beds are starting to determinate and in addition, a number of plants have died. Remedial actions are to be taken.
3. CW: Noted that the South Tower podium door handle is detreating, see Action 2021-01.



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4. SG: SA Electronics response times have degraded to the point where these delays are unacceptable (e.g., it has taken six months to make repairs to the South Tower lift camera), see Action 2021-02.
5. SG: A number of door locks, in the purview of the Primary Corporation, have failed. Munro Property Group have been requested to attend to this.
6. SG: The pool signage is in the process of being replaced, as the current sign is detreating.
7. AA: Noted that the North Tower sub-basement lift call light goes out once the fob presentation times out. It was also noted that the North Tower life number 5 North side level 3 floor button fails to register a press action. SG: These issues will be brought to the attention of the lift maintenance company on the next lift maintenance cycle, see Action 2021-03.

5 Primary Corporation Report (CK)

1. CK: Peregrine Property have complained about the location of hard rubbish potentially blocking access to the building electrical transformer. SG has communicated that access has not been blocked and the access is possible from other doors that are not subject to potential obstruction from hard rubbish deposits.
2. SG: The water leak, from a wash room, filtering down on the sub-basement car park ramp has been fixed.
3. SG: Due to actions by vandals, a number of fire-extinguishers in the Primary Corporation common areas have been expended. This is not considered cause for alarm as the building is protected by an extensive fire sprinkler system.
4. SG: The Primary Corporation are considering installing CCTV capability into the Primary Corporation stairwells.

6 Discussions

1. PR: Noted that Michael Hammerton, although accepted into the Management Committee at the AGM had not responded to recent emails and was not in attendance, see Action 2021-04.
2. SG: An apartment in the complex has suffered damage to the apartment corridor door, which is a fire door. The owner has been informed and has been given seven days to remedy. The situation is being closely monitored by the Caretaker and fines are due to be issued shortly.
3. AA: Working with EF, hire plants have been considered for placement in all foyers (i.e., one at both corridor ends of the North Tower and one in the lift foyers of the South Tower). It was not viable to place a plant at the South Tower far corridor ends due to limited lighting availability.
 - a. Committee voted on 6 big and 9 small hire plants at a cost of \$336 + GST per month – carried unanimously.
4. AA: The topic of increased air ventilation in the lifts and foyers was raised, in light of Covid-19 concerns and heat during summer months. In addition to the ventilation concerns, the automation of doors was also addressed, in particular with regards to the need to touch door handles. See Actions 2021-05 & 2021-06.
8. AA: SG noted that some of the Sky Garden potted plants are suffering from inadequate pot size and weight. The fruit trees in particular have been blown over in the winds and the pots do not hold enough water to support the plants through high temperature periods. The



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committee has identified potential replacement pots (thanks to AA & EF) and the relevant plants are to be re-potted.

- a. Committee voted on purchasing the replacement pots at a cost of \$1,450 – carried unanimously.
5. AA: Residents are dumping furniture in unsanctioned locations (e.g., the library area). Any unsanctioned furniture will be placed in the hard rubbish collection for subsequent disposal.
6. AA: Additional hand sanitiser locations are required on the podium levels in the North Tower and South Tower lift foyers, see Action 2021-07.
7. AA: A North Tower level 3 ceiling panel has fallen down and requires replacement, see Action 2021-08.
8. AA: Currently, fob access from the North Tower Eastern stairwell is only available on level 3. Fob access on all levels will limit the handling of door surfaces in support of Covid-19 concerns, see Action 2021-09.
9. AA: Has noted that individuals engaged in removalist activities have been chocking open the North Tower ground level doors and leaving the area unattended, see Action 2021-10.

7 Sub-Committees Reports

7.1 Communications (PR)

1. PR: The Welcome letter has been updated to provide instruction on how to request the North Terrace traffic lights to change to allow egress from the car park, and how to exit and enter the car park from Austin Street when the main roller doors are down. The updated letter will be distributed for committee review immediately post the meeting.

7.2 Finance (RC)

1. PR: RC has provided an extensive amount of detail regarding the Secondary Corporation's financial status. The salient points are presented below:
 - a. Essentially the income and expenditure is tracking much along the lines we budgeted.
 - b. Income collected is above budget at \$38k with an arrears of \$18k as of 31 Dec 2020, with the adjusted figure at \$322k.
 - c. The building façade payment was higher than estimated due to a large number of defects not discovered until restoration work had commenced.
 - d. Expenditure was below budget at \$10k.

7.3 Resident Support, Complaints and Bylaws Infringement (SG)

1. SG: Apartment 50 will be conducting renovation work on their bathrooms. The apartment owners have been requested to communicate the nature of the works to their immediate neighbours.

7.4 Security (PR)

1. PR: Four new fobs generated and five fobs replaced. We are down to almost our last roll of fobs (containing 50 fobs). It was noted by CK that obsolescence issue may result in difficulties



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in obtaining future supplies of fobs. The committee decided to order a further 500 fobs to support future resident requests, see Action 2021-11.

2. CK: Moved two vagrants out of sub-basement carpark – 06 Dec 2020.
3. PR: Assisted resident to regain access to their apartment due to a lockout – 07 Dec 2020.
4. PR: AA & EF given extended building access to support building security functions.

8 Action List

Due to decisions to limit spending, in order to recover from the building façade works expenditure, a number of actions below are to be retired.

| 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 | Closed | 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 | Closed | 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 |



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| Id | Required Date | Status | Owner | Activity |
|---------|---------------|---------|--------|---|
| 2019-42 | 24 Jan 2020 | Closed | 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 | Closed | 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 |
| 2020-05 | 28 Feb 2020 | Closed | 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 | Closed | 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 | Closed | SG | Request Primary Corporation Body Corporate Manager to attend to more frequent stairwell cleaning. |
| 2020-27 | 31 Jul 2020 | Closed | SG | To consider cleaning up the placement of files that are available from the Communitilink App. |



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| Id | Required Date | Status | Owner | Activity |
|----------|---------------|--------|---------|--|
| 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 | Closed | 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 | Closed | SG | To identify the availability of the AGM venue for the last week of October. |
| 2020-31 | 31 Jul 2020 | Closed | SG | To install a sign indicating that the spa and also the sauna are closed. |
| 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 | Closed | 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. |
| 2021-01 | 05 Mar 2021 | Open | SG | Investigate the South Tower podium door handle for damage and repair, as necessary. |
| 2021-02 | 30 Apr 2021 | Open | SG | Look for other providers who can provide timely responses to building security issues. |
| 2021-03 | 30 Apr 2021 | Open | SG | On the next lift maintenance cycle: <ul style="list-style-type: none"> North Tower subbasement lift call light goes out once the fob presentation times out North Tower life number 5 North side level 3 floor button fails to register a press action |
| 2021-04 | 05 Feb 2021 | Open | PR | Confirm whether Michael Hammerton wishes to continue as a member of the Management Committee. |
| 2021-05 | 30 Apr 2021 | Open | SG | Look at options to increase air ventilation in the lift foyer areas. |
| 2021-06 | 30 Apr 2021 | Open | SG | Look at options to enable automatic doors for the North Tower ground level. |
| 2021-07 | 05 Mar 2021 | Open | SG | Install two new hand sanitiser stations in the North Tower and South Tower lift foyer areas on the podium level. |
| 2021-08 | 05 Mar 2021 | Open | SG | Follow up with Caretaker regarding the fallen ceiling panel in North Tower level 3. |
| 2021-09 | 30 Apr 2021 | Open | SG | Obtain quotation to install fob access in the North Tower Eastern stairwell doors and the external podium door to the stairwell. |
| 2021-10 | 30 Apr 2021 | Open | CW & EF | Update the "Useful Information" note to include a statement that North Tower ground level doors are not to be chocked open and left unattended. |
| 2021-11 | 30 Apr 2021 | Open | SG | Order an addition 500 fob and have these coded into to the system. |



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9 Any Other Business

1. None

10 Next Meeting

Wednesday 14th April 2021.

11 Closure

Meeting closed at 19:46