



# Martin Towers

## Management Committee Meeting Minutes

Community Corporation 23362 Inc. (Secondary)

4-8 Charles Street, ADELAIDE

Date: Thursday 15<sup>th</sup> April 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)

Rob Creasey (RC)

Daniel Silvestri (DS)

Elizabeth Farrant (EF)

#### 1.2 Apologies

Carolyn Wastell (CW) => EF

#### 1.3 Body Corporate Manager

Steve Geyer (SG)

Representing: Whittles

### 2 Confirmation of Previous Minutes

1. Minutes from 03<sup>rd</sup> February 2021, accepted CK, seconded AA

### 3 Decisions without Meetings

1. None

### 4 Strata Management Report (SG)

1. SG: Window washing quotation status
  - a. All inaccessible glass external only to be cleaned, including the external of the balcony balustrade glass and in and out of all common area glass, this includes pool, gym and ground foyer glass, cobwebs to be removed, ledges to be wiped.
    - i. \$11,610.00 inc GST + car parking costs.
  - b. Clean 112 solar panels on the North Tower and 60 panels on the South Tower



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- i. \$770.00 inc GST.
  - c. Commencing early May. The window cleaners guarantee they work, and will revisit the site and provide remedial actions, if we are not happy with their work. They are using an electrical winch, which speeds their access down the building, saving time at a lower cost.
2. SG: SA Electronics initially installed the sensor on the Austin Street roller door but are now unable to provide additional remote controls. It has been noted that the sensitivity of the remotes to activate the roller door have been degrading recently. However, the fobs continue to work but this requires getting out of your car to present the fob at the sensor panel. Consideration into a replacement system is now occurring.
3. SG: Our maintenance contract with Otis currently has Otis charging separately for each call out. Future work will be bundled so that there is only one call out for Otis to attend to multiple issues at once.
4. CK: The Sinking Fund budget was established with a maintenance report that failed to consider the building façade deterioration into consideration. We are currently considering taking legal action. However, the first letter to the maintenance report authors has so far been ignored.

## 5 Primary Corporation Report (CK)

5. SG: Building cladding, ACP panels replacement – the Primary corporation is currently calling for quotations to remove the aluminium panels and are considering options to restore the building façade.
  - a. A meeting has been held with the Adelaide City Council and their stance is that they want the aluminium cladding removed. Our aim to get the government to support a proportion of the cost of removing the aluminium cladding.
  - b. A quotation to remove the aluminium cladding has been received for \$880,000.
  - c. A Port Adelaide building has spent \$660,000 on a similar task.
  - d. Due to the cost, we will need to bring this to the attention at an Annual General Meeting.

## 6 Discussions

1. EF: Library improvements/management: overflowing and getting untidy. Consider appointing a library monitor.
  - a. PR volunteered to tidy up the area on a monthly basis.
  - b. RC has volunteered to source a second bookshelf to catch the current overflow.
2. EF: Merging “Information for Residents” and “Welcome Letter”
  - a. PR was against this suggestion, stating that the two documents or of differing philosophies i.e., the “Information for Residents” states what the committee want residents to do e.g., proper garbage management and the “Welcome Letter” provides advice for residents potentially new to appartement living e.g., how to have power connected without assuming the gas bill for the entire apartment complex.
  - b. SG said that he would confirm that both documents are on the Community Link application.



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3. RC: Closing off access in the car park to the gap behind the South Tower lift.
  - a. SG: It was noted that there is a power point behind the South Tower lift area, accessible from the sub-basement.
  - b. SG: Stated that he would obtain a quotation to close off this area, see Action 2021-12.
4. RC: Additional solar power to support swimming pool services and potentially to support powering of electric cars.
  - a. Currently being investigated. Further investigation is required.
  - b. Currently considering additional solar panels to provide an additional 200 kW. If the power is applied to heating the pool only, the solar panels, installation and a suitable battery would cost \$37,500, with a Return on Investment of approximately 8.9 years.
5. RC: Swimming pool tiling – need to inform as we are getting an engineer to review the tiling around the pool separating, rust in the framework and air flow.
  - a. The edge of the pool is coming away. TMK are coming out to provide a quotation.
6. RC: Garden beds – I want to propose to scenario to take out two current beds on the west and put one in on the east side, open it up for more common use.
7. RC: Noted that several residents have affixed key safes to their door frames and that this could constitute a fire hazard.
  - a. PR: suggested that the letter boxes could be modified to open with a combination and that a set of keys could be held in the letter box. Access to the letter boxes was always available using a key combination on the outside door.

## 7 Sub-Committees Reports

### 7.1 Communications (PR)

1. PR: The password on the website has been changed.

### 7.2 Finance (RC)

1. RC: The Administration fund is right on target. However, the Sinking fund is ahead by \$86k.
  - a. \$8k was budgeted for the replacement water heater units but the cost was only \$4k.
2. RC: At present two apartments are in debt recovery, for delinquent strata funds payments.

### 7.3 Resident Support, Complaints and Bylaws Infringement (SG)

1. SG: One apartment currently is housing three dogs, in contravention to the Bi-Laws. A letter has been sent to the resident and a fine will become necessary if at least two dogs are not removed.
2. AA: Noted that the plants are looking good in the apartment corridors.

### 7.4 Security (PR)

1. PR: New fob generated for an apartment, 14 Mar 2021.
2. PR: An Otis technician has recovered a fob from a North Tower inner lift door mechanism, the fob had previously been reported as lost. Fob reactivated on 02 April 2021 and owner notified.
3. PR: New fob created, 13 April 2021.



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4. PR: Replacement fob created, 15 April 2021.

### 8 Action List

Id	Required Date	Status	Owner	Activity
2018-06	28 Dec 2018	Open	SG	<p>Identify options to provide additional ventilation in the South Tower lift, particularly post its use to remove waste from the building.</p> <p>03 Apr 2019 – Kone will investigate during the lift upgrade.</p> <p>06 Nov 2019 – Kone will be requested to start work on 26 Nov 2019.</p> <p>29 Jan 2020 – will try again.</p> <p>07 May 2020 – will try again.</p> <p>01 Jul 2020 – no response, will try again.</p> <p>On Going</p>
2018-14	26 Jan 2018	On-going	RC, CK & SG	<p>Develop a detailed plan for optimal maintenance activities that are funded under the Sinking Fund.</p> <p>07 Aug 2019 – Effort continuing, considering a Preventative Maintenance regime.</p> <p>On Going</p>
2019-07	03 Apr 2019	On Hold	SG	<p>Obtain a quotation to install rubber gaskets in the North Tower rubbish chutes.</p> <p>03 Apr 2019 – The Caretaker will attend to this.</p> <p>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.</p> <p>29 Jan 2020 – will follow up, need to consider the installation of extraction fan in the roof to remove odour.</p>
2019-41	06 Dec 2019	On Hold	DS	<p>To research electric BBQ options and present to the committee for consideration at the next committee meeting.</p> <p>Email various options to consider</p>
2019-43	22 Nov 2019	On Hold	SG	<p>To request the Caretaker to provide a schedule for the replacement of the resident's car park lights with LED lighting.</p> <p>07 May 2020 - will engage an electrician, but on hold as this is a major capital expenditure</p> <p>01 Jul 2020 – some of the lights have been replaced.</p>
2020-07	27 Mar 2020	On Hold	DC	<p>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.</p> <p>Will continue to monitor and repair as required.</p> <p>Reconsider new replacement again in August 2020</p>



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Id	Required Date	Status	Owner	Activity
2020-09	27 Mar 2020	Open	DS	<p>To brave the ACC archives, find the necessary building specification and request an air conditioning installation quotation.</p> <p>Found right area, incomplete</p> <p>01 Jul 2020 – archives identified and contents are to be electronically scanned.</p> <p>15 Apr 2021 – CK has one box, DS offered to review the contents.</p>
2020-14	27 Mar 2020	Open	SG, PR	<p>Update the Welcome letter, obtain review from EF &amp; CW, and give to SG for placement on CommunitiLink</p> <p>07 May 2020 – authors to resend the updated letter</p> <p>01 Jul 2020 – action modified to place the letter on the Communitilink (see ACTION 2020-17)and website</p>
2020-17	24 Apr 2020	Open	SG	Place the Welcome letter on CommunitiLink
2020-22	26 Jun 2020	Open	CK, DC	<p>Access the records in the Caretaker's room and arrange, via Whittles, to have them scanned.</p> <p>01 Jul 2020 – DC to find copies of old Primary Corporation minutes</p> <p>15 Apr 2021 – DC document scanning is continuing</p>
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.
2020-032	30 Oct 2020	Open	CW	Compose a note to residents requesting residents to recycle their rubbish.
2020-033	TBD	Open	SG	<p>To print off sufficient copies of the letter (see Action 2020-032) for subsequent distribution by committee members.</p> <p>NOTE: This action was generated in the absence of SG.</p>
2021-01	05 Mar 2021	Open	SG	<p>Investigate the South Tower podium door handle for damage and repair, as necessary.</p> <p>15 Apr 2021 – James is currently looking into this.</p>
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	<p>On the next lift maintenance cycle:</p> <ul style="list-style-type: none"> <li>North Tower subbasement lift call light goes out once the fob presentation times out</li> <li>North Tower life number 5 North side level 3 floor button fails to register a press action</li> </ul>
2021-04	05 Feb 2021	Closed	PR	Confirm whether Michael Hammerton wishes to continue as a member of the Management Committee.
2021-05	30 Apr 2021	Open	SG	<p>Look at options to increase air ventilation in the lifts.</p> <p>15 Apr 2021 – Quotation in progress. However, this does not appear to be cost effective.</p>



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Id	Required Date	Status	Owner	Activity
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. 15 Apr 2021 – currently in the process of being installed.
2021-08	05 Mar 2021	Closed	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.
2021-12	17 Jun 2021	Open	SG	Obtain a quotation to close off the area behind the South Tower lift in the sub-basement.

## 9 Any Other Business

1. None

## 10 Next Meeting

Wednesday 16<sup>th</sup> June 2021.

## 11 Closure

Meeting closed at 20:15