



Martin Towers

Management Committee Meeting Minutes

Community Corporation 23362 Inc. (Secondary)

4-8 Charles Street, ADELAIDE

Date: Thursday 16th June 2021

Time: 6:00 PM (18:00)

Location: Apartment 5

1 Opening

1.1 In Person

Ann Axelby (AA)

Elizabeth Farrant (EF)

David Chadbourne (DC)

Phillip Relf (PR)

Rob Creasey (RC)

Carolyn Wastell (CW)

1.2 Apologies

Con Karykis (CK) => RC

Daniel Silvestri (DS) => RC

1.3 Body Corporate Manager

Steve Geyer (SG)

Representing: Whittles

2 Confirmation of Previous Minutes

1. Minutes from 15th April 2021, accepted AA, seconded EF, with the exception of the following:
 - a. The quotation for the window cleaning, through Safe Access, should have been recorded as \$8,800.

3 Decisions without Meetings

1. None

4 Strata Management Report (SG)

1. SG: The Police were called out to an apartment in the complex to attend to what appeared to be a physical fight occurring within the apartment. The apartment owner has been issued with a fine.



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2. The North Tower lift No. 5 fob reader should again be active by Monday 21st June 2021, as the Secondary Corporation has already received an invoice for remedial work. SG will follow this up as a matter of course.
3. The building cladding was identified in 2019 as of an aluminium construction – which the Fire Service require to be removed for reasons of safety to their work force who may attend a building fire. The Adelaide City Council are concentrating on commercial buildings and will subsequently move their considerations to apartment complexes. The building cladding will need to be removed at some stage in the future. The Victorian State Government have allocated \$600m to support this work in their state and the NSW State Government have similarly allocated \$800m. SG is currently enquiring of the SA State Government whether they will also provide funds to address the issue of aluminium cladding on Adelaide buildings and is working with a lawyer to this effect.

5 Primary Corporation Report (CK)

1. RC: Vagrants have been inhabiting the stairwells again. Doors have been damaged and lights removed. The Secondary Corporation is currently looking to Wilsons Car Part, as they may be libel for the repairs. Wilsons Car Park have stated that they want the South-West stairwell doors left unlocked for their patrons to use. The previous cost to repair similar damage was \$12k.

6 Discussions

1. CW: The South Tower lift was stuck on level 1 of the Wilsons Car Park recently. CW was under the impression that they had been multiple breakdowns but SG assured her that only one incident had been reported recently. SG recommended CW to download the CommunitiLink application and report maintenance issues via the application, to ensure that there was a record of the incident and to inform other residents of the issue.
2. CW: Observed that the South Tower lift was taken out of service for extended periods while the rubbish bins were transported to ground level for the Adelaide City Council collection. SG said that he would talk to the Caretaker to ensure that bin removal occurred during quite times and that the lift was released when not in use.
3. CW: Noted that the hot water appeared to be failing. SG noted that a coil was replaced in one of the South Tower water heaters recently. Currently the Secondary Corporation has three coils remaining on standby, should a coil fail in a hot water heater. One of the hot water systems has also been changed recently. The current schedule is to replace two hot water heaters per year. Preventative maintenance has been scheduled and is being conducted on the hot water heaters.
4. RC: Reported on the solar/ pool heating proposal. Currently, the pool heating is costing \$24k - \$25k per year. Gas is going up in price on 01st July 2021 and this provides an opportunity to convert to solar panel electric heating for ten months of the year, with back up heating provided by gas during the two coldest months of the year. The solar system can generate up to 100 kW/hr before the taxation credit will be lost. Increasing the solar system capacity is possible to cater for the pool heating. The Adelaide City Council electricity rebates will reduce the cost of extending the solar system further. The proposal is to place 25 kW/hr on the North



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Tower to heat the pool. However, there is a need to install a heat pump to take advantage of the electrical heating. The expected return on investment is 4 – 4.5 years. In addition, there is a proposal to install an additional 15 kW/hr on both the North Tower and the South Tower roofs to supply power to the common areas. The installation of batterie would support a night-time supply for the common areas. A quotation will be refined for presentation at the upcoming Annual General Meeting.

5. RC: Key Safe: due to the door being fire rated, nothing can be screwed into the surface. Consequently, the key safe would need to be installed with a fire rated adhesive or silicon and by a qualified professional. James (Caretaker) is able to affix a key safe to the apartment door frame on behalf of the resident.
6. DS: In absentia requested a discussion regarding the placement of a Wi Fi camera in the corridor near the apartment referenced at point 4.1 above. The committee accepted this proposal, conditional that the Wi Fi camera was removable.

7 Sub-Committees Reports

7.1 Communications (PR)

1. PR: Nothing to report

7.2 Finance (RC)

1. RC: The budget is slightly ahead for the Administration Fund and currently stands at ~\$60k. The Sinking currently holds \$515k and is improving. However, the removal of the aluminium building cladding will be a large expense that will further drain the Sinking Fund.

7.3 Resident Support, Complaints and Bylaws Infringement (SG)

1. SG: An apartment owner has been fined for their tenant using the spar out of hours. A Debit Card was used to keep the door lock from latching, in order for the resident to gain entry outside of normal hours.

7.4 Security (PR)

1. PR: One new fob Apartment 51, two new fob Apartment 63, 25 May 2021.
2. PR: Requested an additional fob, as part of the increased quota previously agreed by the committee. PR passed a cheque for \$55 to SG for banking in support of the additional fob.

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.



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Id	Required Date	Status	Owner	Activity
				<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>
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 & CW, and give to SG for placement on CommunitiLink</p> <p>07 May 2020 – authors to resend the updated letter</p>



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Id	Required Date	Status	Owner	Activity
				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 15 Apr 2021 – DC document scanning is continuing
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	On Hold	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.
2021-01	05 Mar 2021	Open	SG	Investigate the South Tower podium door handle for damage and repair, as necessary. 15 Apr 2021 – James is currently looking into this.
2021-02	30 Apr 2021	Open	SG	Look for other providers who can provide timely responses to building security issues. 16 Jun 2021 – Engaged Jasen of the Primary Corporation in order to use the same company for security matters.
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
2021-05	30 Apr 2021	Open	SG	Look at options to increase air ventilation in the lifts. 15 Apr 2021 – Quotation in progress. However, this does not appear to be cost effective.
2021-06	30 Apr 2021	Closed	SG	Look at options to enable automatic doors for the North Tower ground level. 16 Jun 2021 – An investigation indicated that this was not possible due to available space restrictions.
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.
2021-09	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.



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Id	Required Date	Status	Owner	Activity
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	Closed	SG	Obtain a quotation to close off the area behind the South Tower lift in the sub-basement.
2021-13	18 Aug 2021	Open	SG	Identify what the Medi Hotels are doing regarding ventilation, see Action 2018-06.

9 Any Other Business

1. RC: Had noted the noise generated by the concert pump used in the construction of the student accommodation building (other side of the David Johns store). This noise was starting at 04:30. RC's actions have secured a push-back to start pumping at 06:30.
2. The AGM is to be held in September 2021 and a proposed budget will be provided at the next meeting.

10 Next Meeting

Wednesday 18th August 2021.

11 Closure

Meeting closed at 19:37