



Martin Towers

Management Committee Minutes

Community Corporation 23362 Inc. (Secondary)

4-8 Charles Street, ADELAIDE

Date: Wednesday 18th August 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)

Carolyn Wastell (CW)

1.2 Apologies

None

1.3 Body Corporate Manager

Steve Geyer (SG)

Representing: Whittles

2 Confirmation of Previous Minutes

1. Minutes from 16th June 2021, accepted DC, seconded RC

3 Decisions without Meetings

1. Buy and install four replacement rubbish bins for South Tower car park lift foyer, North Tower car park lift foyer, North Tower ground lift foyer and Letter Box area.
2. Unrestricted access to building, by a census taker in order to gain completed census forms, was discussed. The Management Committee was unanimous in declining to provide this access and made the observation that access to residents was already provided via the intercom system.

4 Strata Management Report (SG)

1. SG: A domestic violence incident occurred on Saturday 07th August 2021. A number of residents were affected by the event and the police were called. A copy of the police report was requested but the report has not been released. The committee will monitor this situation closely and will be prepared to escalate, should needs be. We are currently seeking



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legal advice, under Section 90 of the Residential Tenancies Act 1995. Any actions under, Section 90, must be initiated by an individual or a committee.

- a. The committee discussed the event and requested Whittles to raise a fine on the apartment owner, double the previous fine.
 - b. This same apartment lot was most recently fined for damaging a fire door when the resident drilled out the lock to their apartment.
2. SG: A resident has been randomly parking in other apartment's car lots. The Caretaker has identified the apartment in question and the resident warned not to continue this behaviour. Whittles is seeking legal advice to understand what may be done to deter this behaviour.
3. SG: A resident has three dogs being held in was has been an unsanitary situation. As this number of dogs exceeds the pet limit for an apartment, the apartment owner has been issued with a fine.
4. SG: South Tower hot water service breakdown occurred. There was a leak in the hot water unit and a replacement was required. Due to the nature of the fault, it was not possible to predict this failure prior to the failure event. The system was off-line for a number of hours while a replacement heat-exchange coil was installed. Currently there are two spare heat-exchange coils available for future replacement. We are replacing the hot water units, on rotation, one every six months, with the oldest unit being replaced, as a preventative maintenance activity. That way, we will not have any hot water unit older than four years. The current oldest hot water unit was manufactured in 2017 and is the next to be replaced. It is expected that the preventive maintenance practice will reduce the possibility of hot water outages within Martin Towers.
 - a. The committee discussed the order time of six weeks and voted unanimously to order an additional five heat-exchange coils.
5. SG: Vagrants have been infesting the South West stairwell and a clean-up of the area has been required. Wilsons Car Park were meant to put security cameras in this area but this has not been done to date. Vagrants have broken into the North West stairwell too and have lit multiple small fires. We are looking to recover costs from Wilsons Car Park.
 - a. CK stated that he will look at the Primary Corporation security clauses in the contract with Wilsons Car Park, see Action 2021-15

5 Primary Corporation Report (CK)

1. RC: Primary Corporation report that a new system may be required to allow additional electronic fob access to the roller door of Austin Street. It is not expected that a short-term solution will be available to offering new electronic fobs to residents.

6 Discussions

1. CW: The aging air conditioners in the South Tower are starting to become noisy and vibrate.
 - a. The committee was unable to propose a solution and no further discussion occurred regarding the noise and vibration caused by the South Tower air conditioners.
 - b. Consideration to executing another building wide air conditioner servicing was discussed, to be broached at the upcoming AGM, see Action 2014-14.



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2. AA: The corridor lights remain on during the day and when residents are not in the corridors. Consideration to placing sensors in the corridors and in the North Tower bin areas would save on power consumption. SG noted, that a solution would not result in all lights being sensor operated in the corridors for safety reasons, should the sensors fail, see Action-20. SG also noted that he has called for a quotation to replace the car park lights with LED, with a portion of these lights to be activated by sensor, and is also looking to bring the height of the car park lights down to support easier maintenance.
3. AA: The notion of COVID-19 safety for residents was discussed.
 - a. SG had information regarding an OTIS lift product that conditioned the air within a lift with electrostatic and ultra-violet light. The cost for each unit is approximately \$1,200. The unit fits on top of the lift cage and is invisible to the lift occupants. SG said he will enquire whether Kone provide a similar product.
 - b. The committee voted unanimously to install a unit in lift numbers 4 & 5 (i.e., the North Tower lifts) and to investigate options for the South Tower lift.
 - c. Notices should be placed in the lifts advising residents to wear masks in the lift and corridors, see Action 2021-18.
4. RC: Solar electric heating of the pool could take the heating costs for ten months of the year, with the two coldest months augmented by gas heating. The pay-back for the installation would be approximately 4.5 years and would result in power savings of approximately \$20k per year. The cost is \$127k to install the solar panels, supported by a battery. The system would drive two separate heat pumps. This has advantages, as the equipment would be easier to transport to the podium level via a lift.

7 Sub-Committees Reports

7.1 Communications (PR)

1. PR: Website updated to provide instruction on how to enter car park via Austin Street roller-door. This information should also be placed on *Communitelink*, see Action 2021-16
2. PR: New resident requested access to website, 20th July 2021
 - a. SG: Noted that only a small percentage of residents were using Communitelink, see Action 2021-19.

7.2 Finance (RC)

1. RC: Due to the nature in which the Primary Corporation presents their financial information, there is some difficulty in understanding their current status. However, the Primary Corporation contribution will remain the same for this financial year.
2. RC: The Secondary Corporation (i.e., the apartments) Sinking Fund is ahead by \$150k and the Administration Fund is ahead by \$40k from the projection for this time. We should be able to leave the contributions at the same level as the last two years.

7.3 Resident Support, Complaints and Bylaws Infringement (SG)

1. SG: A resident has been flinging cigarette butts off from their balcony. This individual has been identified and has been requested to refrain from this behaviour.



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- a. SG stated further that legislation is afoot to require apartments to be cigarette free but could not say when this legislation was expected to pass.

7.4 Security (PR)

1. PR: Reported the current status of fob cancelation and generation:
 - a. One new fob, 06th July 2021.
 - b. One fob lost and cancelled 25th July 2021.
 - c. One new fob generated, 25th July 2021
 - d. One new fob, 25th July 2021
2. CK: Considering the Fob Muster, the committee discussed the possible need to conduct more frequent Fob Musters than once every five years, as has been suggested in the draft Fob Policy. The committee decided that, at least initially, fob musters would occur once every three years, see Action 2021-21.

8 Action List

Id	Required Date	Status	Owner	Activity
2018-06	28 Dec 2018	Closed	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. On Going 18 Aug 2021 – options to treat air in lifts was discussed and a new action generated.
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. On Going
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.



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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
2019-43	22 Nov 2019	Open	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. 18 Aug 2021 – the electricians will be changing a bank of lights at a time in the car park.
2020-07	27 Mar 2020	Closed	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 18 Aug 2021 – Decision to install additional panels and dual heat exchanger to heat the pool was accepted.
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. 15 Apr 2021 – CK has one box, DS offered to review the contents. 18 Aug 2021 – the air conditioning infrastructure has been located and will be scanned by Whittles.
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 18 Aug 2021 – PR to send copies of the two documents to SG to be placed on CommunitiLink.
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	Closed	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.



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Id	Required Date	Status	Owner	Activity
				18 Aug 2021 – Fob Policy draft accepted by committee, minor update to modify the Fob Muster period from five to three years.
2020-032	30 Oct 2020	On Hold	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	Closed	SG	Investigate the South Tower podium door handle for damage and repair, as necessary. 15 Apr 2021 – James is currently looking into this. 18 Aug 2021 – door handle has been fixed
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. 18 Aug 2021 – Primary Corporation and Secondary Corporation are working together to find the best solution.
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 lift number 5 North side level 3 floor button fails to register a press action 18 Aug 2021 – Work order given to OTIS
2021-05	30 Apr 2021	Closed	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. 18 Aug 2021 – OTIS will be engaged to install the air sanitising units on lifts 4 & 5, and Kone contacted to identify whether they provide a similar product for lift number 3.
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.
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	Closed	SG	Order an addition 500 fob and have these coded into to the system. 18 Aug 2021 – the system is at current limit, with approximately two years of fobs remain, at current rate of use. There is an option to remove the lost fobs from the system and to re-use their coding. There is also an option to consider a replacement system.



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Id	Required Date	Status	Owner	Activity
2021-13	18 Aug 2021	OBE	SG	Identify what the Medi Hotels are doing regarding ventilation, see Action 2018-06.
2021-14	20 Oct 2021	Open	PR	Identify an air conditioning service, able to conduct maintenance on the building's air conditioners.
2021-15	20 Oct 2021	Open	CK	Look at security clause in the Primary Corporation's contract with Wilson Car Parking.
2021-16	29 Aug 2021	Open	PR	To provide text and photographs supporting resident ingress and egress from the resident's car park.
2021-17	20 Oct 21	Open	SG	Contact Nelson Air Conditioning, to enquire about improving air flow in the corridors.
2021-18	20 Oct 21	Open	SG	To arrange for COVID-19 aware notices to be placed in the resident lifts.
2021-19	20 Oct 21	Open	SG	To send emails to residents suggesting that they down-load the CommunitieLink application to the phones.
2021-20	20 Oct 21	Open	SG	To obtain a quotation to install sensors that would turn on lights in the corridors and in the utility rooms on detecting a person.
2021-21	20 Oct 2021	Open	PR	To update the draft Fob Policy, to identify three yearly Fob Musters, and to release the policy.
2021-22	20 Oct 21	Open	SG	To inform the Caretaker that he is not to accept requests for building maintenance but to inform the caller that they must lodge maintenance work via the CommunitieLink application.

9 Any Other Business

1. RC: Significant work is required to address maintenance issue under and around the pool. The pool will need to close for about a month. It was also suggested, that if the pool was to be taken out of resident usage, that the ceiling should also be fixed at the same time.
2. SG: Advised 28th October 2021 has been booked for the AGM. The facilities, given COVID-19 restrictions, can accommodate up to 66 people.
3. PR: Enquired whether we wanted to present slides at the AGM, as we had done in the past. All were in favour of presenting a slides package. PR was asked to include a reference to the Fob Policy, include the solar system building upgrades and to comment on the building façade work completion.

10 Next Meeting

AGM

Wednesday 20th October 2021.

11 Closure

Meeting closed at 20:07