



# Martin Towers

## Management Committee Minutes

Community Corporation 23362 Inc. (Secondary)

4-8 Charles Street, ADELAIDE

Date: Wednesday 20<sup>th</sup> October 2021

Time: 6:00 PM (18:00)

Location: Apartment 5

### 1 Opening

#### 1.1 In Person

Ann Axelby (AA)

Con Karykis (CK)

Rob Creasey (RC)

Phillip Relf (PR)

Elizabeth Farrant (EF)

Daniel Silvestri (DS)

#### 1.2 Apologies

David Chadbourne (DC) => PR

Carolyn Wastell (CW) => DS

#### 1.3 Body Corporate Manager

Steve Geyer (SG)

Representing: Whittles

### 2 Confirmation of Previous Minutes

1. Minutes from 18<sup>th</sup> August 2021, accepted RC, seconded DS

### 3 Decisions without Meetings

1. None.

### 4 Secondary Corporation Report (SG)

1. SG: Carpark road markings have been identified, by CW, as being faint and potential of need of repainting.
  - a. CK: Observed that the signs coming down were adequate and it was just the road surface marking that were faint.
  - b. RC: Suggested that larger "No Entry" signs would be useful to advise traffic not to enter the carpark via the exit route.
  - c. CK & DS: Observed that this does not appear to be an issue for traffic.



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- d. EF: Added that we all know the rules concerning the required direction of travel in the car park, without relying on the signs on the ground. When these signs aren't followed, it is done deliberately, not because the signs are faded.
  - e. The topic was deferred for later consideration, when an issue presents.
2. SG: Advised that the Lift Air Sanitiser equipment was on order but there were none in stock with Australia. Hence, due to international travel restrictions affecting freight, an installation date could not be advised.
3. SG: Nelson Air are visiting the apartment complex within the week in order to assess the adequacy of corridor ventilation and recommend possible improvements to air flow and air quality.
  - a. RC: Noted that the heating will get worse when the additional solar cell inverters are installed.
4. SG: First quotation for the pool rust and grouting maintenance has been received, i.e., \$82,700. Waiting on a second quotation. The work will also provide removable cladding to grant access and ventilation to the underside of the pool. While the pool is closed for maintenance, the pool wall and ceiling will also be painted.
5. PR: Example corridor light & utility area sensor LED fittings, and carpark strip lights were provided for the committee to view.
  - a. SG: Stated that the strip lights would be hanging from the ceiling, as this would simplify future maintenance work. The additional cost in hanging the lights would be easily offset by the future ease of maintenance.
  - b. SG: Currently collecting work quotations to install throughout the building.
  - c. SG: The current LED lights in the corridor are producing much lighter than the original halogen lights fitted and are producing too much light overwhelming the sensor in the sensor lights and hence they do not turn off when required. The committee decided to install sensor lights and to turn off alternate LED lights in a trial to establish whether this would result in the sensor lights turning off in normal daylight and turn on when a person was present.
6. SG: Reported that a number of residents now operate electric cars and have asked for a power source to be available in the carpark.
  - a. CK: Observed that electric cars could very well turn out to be fleeting. Hydrogen fuel cells would be more convenient as refuelling could be conducted at a petrol service station and the technology is both 'Green' and clean. The discussion was deferred until an issue becomes apparent.
7. SG: Indicated that the issues with the sliding carpark gate are known and work is underway to remedy the bumping of the gate against the wall.
8. SG: 17<sup>th</sup> October 2021, a resident was left stranded in a lift for several hours. There was some confusion communicating to the Fire Service the location of the individual, as initially, it was thought that the location was Level 1 of the commercial car park and not Level 1 of the apartment complex. The lift's brakes activated and Otis were able to reset the brakes and subsequently free the resident. Otis were unable to identify why the brake activated.



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### 5 Primary Corporation Report (CK)

1. RC: Vagrants continue to inhabit the stairwell and have caused considerable damage to doors, in order to gain access to the basement area. We are looking at installing cages to limit access down into the sub-basement area.
  - a. It is noted that the Primary Corporation has not installed security cameras as per an agreement with the Secondary Corporation, February 2020. This agreement limits the ability of the Secondary Corporation to lock the stairwell doors, to open automatically on in the case of a fire or power outage. This agreement is about to expire and the Secondary Corporation will be free to take further action.
  - b. It is also noted that in the case of a dispute, the case can be brought up in front of the Magistrates Court.

### 6 Discussions

1. PR: Updated Fob Policy, tabled for comment and a vote on acceptance
  - a. EF: Questioned whether the Police Check could be extended to a three-year period
  - b. PR: The committee agreed to limit the Police Check to a three-yearly renewal. The committee ratified this amendment. Updates to the Fob Policy will be made and emailed to the committee for ratification via email.
2. PR: Suggested that Quick Response (QR) codes could be positioned about the building, primarily to record the attendance of delivery and trades persons.
  - a. CK: Observed that deliveries and the presence of trades persons were the responsibility of the residents. Hence, the resident should be able to provide trace contact information, should this become necessary. The committee agreed that this was not an issue.
3. EF: The placement of bollards in the Car Park was discussed but a suitable solution was not evident and on reflection the use of bollards was not seen as warranted. An initial problem was due to the layering of rubbish bins outside the South Tower lift, which caused cars to encroach into a private car parking area. The layering of rubbish bins is no longer occurring, post a modification in the practice of taking rubbish bins to street level for council emptying.
4. RC: Indicate concern that residents may not be aware of the Defibrillator's location, see Action: 2021-23.
  - a. AA: Suggested that additional Defibrillators be ordered, for placement on Level 1, near the respective lifts, for both the North Tower and the South Tower.
  - b. The committee voted unanimously to accept this resolution, see Action: 2021-24.
5. AA: Suggested that we should organise another resident's informal meeting and suggested the title as a "Spring Fling". The committee agreed, and AA & CK took coverage of the idea – Date: 17<sup>th</sup> November 2021 @ 18:30, see Action : 2021-25.



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### 7 Sub-Committees Reports

#### 7.1 Communications (PR)

1. PR: New tenant, Brett Allen of apartment 68, contacted me for information regarding building Internet access, which was supplied in an email response. He also asked for resident access to the website, link and password given via an email. He was sent a copy of the Useful Information & Welcome letters.

#### 7.2 Finance (RC)

1. RC: The finances are tracking OK. However, we need to pay the Primary Corporation for this quarter, which will result in an overspend of \$20k.

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

1. SG: Identified that residents were using common power for personal reasons. An update of the Welcome letter is required, see Action: 2021-26.
2. SG: A resident has been fined for parking in a car park that is not allocated to their apartment.
3. SG: A resident has been fined for excessive noise.

#### 7.4 Security (PR)

1. PR: Two replacement fob generated after two residents reporting a lost fob, 21<sup>st</sup> August 2021.
2. PR: One replacement fob generated after resident reporting lost fob, 25<sup>th</sup> August 2021.
3. PR: Apartment resident returning from interstate, COVID-19 self-isolating, resident OK – multiple drop-offs of packages by committee member, released 05<sup>th</sup> October 2021.
4. PR: One new fob generated after resident reporting lost fob, 05<sup>th</sup> October 2021
5. PR: One new fob generated after resident reporting lost fob, 14<sup>th</sup> October 2021

### 8 Action List

Id	Required Date	Status	Owner	Activity
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.



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Id	Required Date	Status	Owner	Activity
				29 Jan 2020 – will follow up, need to consider the installation of extraction fan in the roof to remove odour.
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	Closed	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.
2020-09	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. 20 Oct 2021 – data currently being scanned
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	Closed	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
2020-032	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.
2021-02	30 Apr 2021	Closed	SG	Look for other providers who can provide timely responses to building security issues.



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Id	Required Date	Status	Owner	Activity
				<p>16 Jun 2021 – Engaged Jasen of the Primary Corporation in order to use the same company for security matters.</p> <p>18 Aug 2021 – Primary Corporation and Secondary Corporation are working together to find the best solution.</p> <p>20 Oct 2021 – SA Electronics have proved to be very responsive recently and there is no longer a reason to source an alternative supplier</p>
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> <p>18 Aug 2021 – Work order given to OTIS</p>
2021-07	05 Mar 2021	Closed	SG	<p>Install two new hand sanitiser stations in the North Tower and South Tower lift foyer areas on the podium level.</p> <p>15 Apr 2021 – currently in the process of being installed.</p>
2021-09	30 Apr 2021	Closed	SG	<p>Obtain quotation to install fob access in the North Tower Eastern stairwell doors and the external podium door to the stairwell.</p>
2021-10	30 Apr 2021	Open	CW & EF	<p>Update the “Useful Information” note to include a statement that North Tower ground level doors are not to be chocked open and left unattended.</p>
2021-14	20 Oct 2021	Open	SG	<p>Identify an air conditioning service, able to conduct maintenance on the building’s air conditioners.</p>
2021-15	20 Oct 2021	Closed	RC	<p>Look at security clause in the Primary Corporation’s contract with Wilson Car Parking.</p>
2021-16	29 Aug 2021	Closed	PR	<p>To provide text and photographs supporting resident ingress and egress from the resident’s car park.</p>
2021-17	20 Oct 21	Open	SG	<p>Contact Nelson Air Conditioning, to enquire about improving air flow in the corridors.</p>
2021-18	20 Oct 21	Closed	SG	<p>To arrange for COVID-19 aware notices to be placed in the resident lifts.</p>
2021-19	20 Oct 21	Open	SG	<p>To send emails to residents suggesting that they down-load the CommunitieLink application to the phones.</p>
2021-20	20 Oct 21	Open	SG	<p>To obtain a quotation to install sensors that would turn on lights in the corridors and in the utility rooms on detecting a person.</p>
2021-21	20 Oct 2021	Closed	PR	<p>To update the draft Fob Policy, to identify three yearly Fob Musters, and to release the policy.</p>
2021-22	20 Oct 21	Closed	SG	<p>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.</p>
2021-23	31 Oct 21	Open	SG	<p>To place notifications in the lifts, advertising the location of the Defibrillator.</p>
2021-24	31 Dec 2021	Open	SG	<p>To purchase two Defibrillators and have them installed on Level 1 in the North and South towers.</p>



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Id	Required Date	Status	Owner	Activity
2021-25	28 Nov 2021	Open	AA, CK	Organise and communicate the “Spring Fling” residents get together.
2026	28 Nov 2021	Open	PR	To update the Welcome letter to inform residents that common power is not to be used for personal reasons.

### 9 Any Other Business

1. None

### 10 Next Meeting

AGM

Wednesday 08<sup>th</sup> December 2021.

### 11 Closure

Meeting closed at 2018