



Martin Towers

Management Committee Minutes

Community Corporation 23362 Inc. (Secondary)

4-8 Charles Street, ADELAIDE

Date: Wednesday 08th December 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)

Carolyn Wastell (CW)

Elizabeth Farrant (EF)

1.2 Apologies

Daniel Silvestri (DS) => CW

1.3 Body Corporate Manager

Steve Geyer (SG)

Representing: Whittles

2 Confirmation of Previous Minutes

1. CK: Identified two issues with the previous minutes (i.e., usage of the word “fad”, which did not accurately communicate the intention and the failure to acknowledge ratification of requiring a Management Committee Police Check once every three years).
 - a. PR: Stated that he would update the previous minutes to incorporate these corrections.
2. Minutes from 20th October 2021, accepting the above, accepted RC, seconded CK

3 Decisions without Meetings

1. None.

4 Secondary Corporation Report (SG)

1. SG: Otis had been in attendance to remedy the lift telephone connection issue. However, this issue remains and the call button does not result in calling an Otis operator. Otis will be contacted again to correct the issue. Otis also checked the operation of the two purification



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devices installed in the lift: one is situated above a vent and blows a strong current of air into the lift, whereas the other does not have a direct air flow into the left. However, both units are supplying purified air into their respective lift cabins. Otis have been requested to rectify this situation too.

2. SG: A quotation for installing replacement car park lighting has been received, at \$35,203.38. A breakdown of costs will be requested as it appeared the quote is to replace the existing fluorescent lights on a one for one basis, whereas LED lights produce more light from fewer fitting. In addition, the idea of additional cost for hanging the lights lower was questioned, since the LED lighting are expected to have a longer life and less maintenance. The additional information on this and the layout plan is being requested before a decision will be made to accept this quotation.
3. The apartment corridor lighting modifications (i.e., disabling every second light and replacing every fourth light with a sensor light, and the Kelvin rating of the lights has been increased from 3,000°K to 4,000°K – that is, the lights generate whiter light, shifting from the yellow spectrum). These modifications are expected to save up to 75% of the corridor lighting costs.
 - a. CK: A trial run of proposed corridor lighting occurred on level 1 of the North Tower during November.
 - b. A resolution to repeat this in all apartment corridors and to install sensor lights in all utility areas was unanimously accepted by the committee.
4. SG: The spa electrics (i.e., motor and wiring) has exceeded time-of-life and has now failed. As the relevant equipment is now obsolete, replacement with contemporary fittings is required. A quotation for work and replacement of parts has been requested.
5. SG: The plaza lights are failing and require replacement. A quotation to replace the 28 lights with LED lights, supported in a stainless-steel frame, has been received at \$7,300. A breakdown of costs will be requested before a decision will be made to accept this quotation.
6. SG: A ventilation audit has been conducted on the apartment buildings. All corridor ventilation filters are blocked and require cleaning, and the fans need replacing as they have failed. In addition, a maintenance contract is required, with the ventilation auditors suggesting a filter clean three time per year. A quotation to clean the filters and replace the fans has been received for \$1,584 and \$7,200 respectively. The committee voted unanimously to accept these quotations. A quotation for cleaning three times a year at \$2,600 was considered excessive and an additional quotation for cleaning twice per year has been requested by the committee. Conditional that this quotation was in the order of \$1,800 and that the ventilation auditors did not have issue with cleaning twice per year, the committee voted unanimously to enter into a maintenance contract on this basis.

5 Primary Corporation Report (CK)

1. CK: The Primary Corporation AGM was held, with the following points being discussed:
 - a. The Oxfam sign rental has not been collected to date; the Primary Corporation will investigate this.
 - b. The Primary Corporation fees to the Secondary Corporation have gone up. An additional \$40k is now being requested of the Secondary Corporation.



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- c. Wilsons are being pushed to install video cameras in the stairwells and to install barricades to hinder vagrants entering the stairwells. Both the Primary Corporation and the Secondary Corporation will take steps to lock off doors from vagrant access.
- d. The Primary Corporation has provided approval to remove the awning over the Charles Street entrance to the apartments.
- e. The Primary Corporation is in the process of procuring remote controls for the Austin Street car park entrance roller door. The expected cost will be about \$150 per remote control. Preference will be given to those who already hold a now defunct remote control and consideration of purchasing at a reduced rate will also be considered for those with existing remote-control units.

6 Discussions

- 1. EF & RC: Proposed adopting a Management Committee Code of Conduct.
 - a. CK: Requested an amendment to allow termination of a committee member's membership if they missed three meetings in a year or two meetings without notification that they could not attend.
 - b. CK: The Management Committee Code of Conduct is to be considered by all prior to being discussed at the next meeting.
- 2. EF: Timer on pool lights & air conditioner and ventilation openings provided over the gym door.
 - a. A fan is to be installed in the gym
 - b. Fixed louvres are to be installed above the gym door to facilitate ventilation.
 - c. The air conditioner is to be put on a timer, requiring user reset after thirty minutes of operation
 - d. The pool lights are to be put on a timer, programmed to provide lighting during opening hours when dark outside and up to 30-minutes post opening hours.
- 3. CC & RC: Additional [solar panels](#), supporting resident electrical usage
 - a. The scheme requires panels placed on strata property, but used for private consumption. The committee considered this to be problematic and not cost effective for the residents. Instead, additional power could be saved to battery during the day and used for common area usage during the night. It was also noted that this power could be used to operate the lifts in the case of a city-wide power outage.
 - b. RC: Suggested that the gas water heating could be retired and electric heating used to service the apartments, in order to consume the excess power generated by the solar panels and to reduce costs of gas usage required to heat apartment water.
 - c. RC: Raised a suggestion of replacing the aluminium building facades with solar panels to boost electricity production for the apartment complex. The committee accepted this in principle. RC will now further investigate possible solutions.
- 4. PR: Leaf blowing noise – resident of an apartment, cites EPA noise limits requiring commencement no earlier than 0700.
 - a. CK: Provided the telephone number 8203 7176 of Stephany at the ACC, who is responsible for noise management within the city.



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5. PR: Health Official resident, suggested that until the COVID-19 pandemic has abated that we do not organise any formal resident groupings in the common areas.
 - a. The committee discussed this suggestion but considered it the individual responsibilities of the residents to attribute risk as applicable to their actions (i.e., holding social gatherings in the common areas). The committee will abide by the advice of SA Health, as to when we can and cannot hold private functions.
6. PR: A recent building evacuation resulted in a poor response from residents, and at least one resident was not sure of the escape route.
 - a. Consideration was given to a letter drop to residents advising of the correct path to take. However, the building escape route signs are to be reaffixed to the walls in the South Tower, making the need for a letter drop potentially moot.
 - b. Consideration was given to arranging a guided tour of the escape path, say one Sunday morning. PR volunteered to conduct this and notification of the event is to be posted in the building.
7. AA: Suggested that the art work could be rotated within the building in, say one year from now.
 - a. Consideration should be given to an annual budget to procure art works for the building. To be discussed at the next meeting.

7 Sub-Committees Reports

7.1 Communications (PR)

1. PR: Residents within the corridor have commented on the new lighting format, saying it looked cool and they liked the change.

7.2 Finance (RC)

1. RC: The finances are on target. Some extra expenses have been approved and occurred after the budget was presented at the AGM.

7.3 Resident Support, Complaints and Bylaws Infringement (SG)

1. SG: None received.

7.4 Security (PR)

1. PR: Fobs continue to be lost and replaced as requested by residents.

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.



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Id	Required Date	Status	Owner	Activity
				On Going
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>
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> <p>18 Aug 2021 – the air conditioning infrastructure has been located and will be scanned by Whittles.</p> <p>20 Oct 2021 – data currently being scanned</p>
2020-14	27 Mar 2020	Open	SG, PR => EF	<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> <p>01 Jul 2020 – action modified to place the letter on the Communitilink (see Action 2020-17) and website</p> <p>18 Aug 2021 – PR to send copies of the two documents to SG to be placed on CommunitiLink.</p> <p>08 Dec 2021 – EF to update the letter identifying the locations of the rubbish chutes, mail room, residents attaching the apartment building gas/electricity to their individual accounts would be billed the cost to reinstate the billing to the Secondary Corporation, that the call-out fee for the Fire Department is \$1,000 and a note indicating that Airbnb arrangements were outside what is allowed under the bylaws and that a fine of up to and including \$500 could be levied for each instance.</p>
2020-17	24 Apr 2020	Closed	SG	Place the Welcome letter on CommunitiLink
2020-032	30 Oct 2020	Closed	CW	Compose a note to residents requesting residents to recycle their rubbish.



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Id	Required Date	Status	Owner	Activity
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.
2021-03	30 Apr 2021	Closed	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 18 Aug 2021 – Work order given to OTIS
2021-10	30 Apr 2021	Closed	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.
2021-14	20 Oct 2021	Closed	SG	Identify an air conditioning service, able to conduct maintenance on the building’s air conditioners.
2021-17	20 Oct 21	Closed	SG	Contact Nelson Air Conditioning, to enquire about improving air flow in the corridors.
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	Closed	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.
2021-23	31 Oct 21	Closed	SG	To place notifications in the lifts, advertising the location of the Defibrillator.
2021-24	31 Dec 2021	Closed	SG	To purchase two Defibrillators and have them installed on Level 1 in the North and South towers.
2021-25	28 Nov 2021	Closed	AA, CK	Organise and communicate the “Spring Fling” residents get together.
2021-26	28 Nov 2021	Closed	PR	To update the Welcome letter to inform residents that common power is not to be used for personal reasons.
2021-27	17 Dec 2021	Open	SG	To contact Otis to rectify the North Tower lift emergency call function in the lifts.

9 Any Other Business

1. AA: Has identified a potential lawyer to join the Management Committee.
2. RC: Proposed that we limit the Management Committee to a maximum of seven people (excluding the Body Strata Manager from the count) and that this resolution be presented at the next AGM, should the resolution be accepted by the Management Committee. The resolution was carried but further discussion was subsequently called for and the resolution will be addressed at the next meeting.

10 Next Meeting

Wednesday 09th February 2022.



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11 Closure

Meeting closed at 20:37