



Martin Towers

Management Committee Meeting

Community Corporation 23362 Inc. (Secondary)

4-8 Charles Street, ADELAIDE

Date: Wednesday 02nd February 2022

Time: 6:00 PM (18:00)

Location: Apartment 5

1 Opening

1.1 In Person

Ann Axelby (AA)

Phillip Relf (PR)

Elizabeth Farrant (EF)

Carolyn Wastell (CW)

Con Karykis (CK)

1.2 Apologies

David Chadbourne (DC) => PR

Daniel Silvestri (DS)

Rob Creasey (RC) => PR

1.3 Body Corporate Manager

Representing Whittles:

Steve Geyer (SG)

2 Confirmation of Previous Minutes

1. Minutes from 20th October 2021, accepted AA, seconded CK

3 Decisions without Meetings

1. None

4 Secondary Corporation Report (SG)

1. SG: Ventilation audit is continuing. The work order has been issued, which will result in cleaning of the common area air filters and replacing of any failed fans.
2. SG: Sauna refurbishment quotations have been received. Remedial repairs will cost \$11k, whereas a complete refurbishment would be expected to cost \$26k.
 - a. CK: Request for a quotation for a complete refurbishment, see Action 2022-01.
3. SG: The replacement of lighting in the car park will require the lowering of lights to enable the sensors to operate as required. This cost was already covered in the initial quotation. A work order is to be issued to commence the work, see Action 2022-02.



Martin Towers

Management Committee Meeting

4. SG: The traffic lights in the sub-basement car park are not as responsive as they once were and there is now a substantial delay in them changing to green. This issue has been noted and will be corrected shortly.
 - a. CK: Noted that there is also an issue with the traffic lights on North Terrace not changing on exit of a resident from the car park. The Primary Corporation will be made aware of this issue, see Action 2022-03.

5 Primary Corporation Report (CK)

1. CK: Cleaning of stairwells servicing the Wilsons car park has commenced.
2. CK: Status of collection of monies for commercial signage on the building is unknown and will be followed up at the next Primary Corporation meeting.

6 Discussions

1. EF: Proposed adopting a Management Committee Code of Conduct
 - a. AA: The document is succinct and no issues with the document size are apparent.
 - b. CK: Requested an addition clause limiting the size of the Management Committee and also the period of time that a committee member may remain on the committee, see Action 2022-04.
2. AA: Installation of an air purifier in the gym, (see: [Bio Airtec](#) & [Icon](#)) was discussed. It was decided to consider a filter that could handle greater than 60 m³, see Action 2022-05. However, if a larger filter could not be sourced, the quotation of \$2.5k was to be accepted.
3. EF: Pool area noise reduction was discussed; consideration of noise absorbing ceiling panels was discussed. The use of double glassing was also considered.
 - a. CK: Questioned whether double glassing would be effective, without an internal jell core.
 - b. EF: Asserted that double glassing would in fact cut down noise, see Action 2022-06.
4. RC: A discussion regarding using the airspace to the south of the South Tower was discussed for the purpose of providing a drone landing pad and additional revenue for the apartment complex. The committee rejected this suggestion.
5. PR: Suggestion to instal common area Wi Fi, for authorised users, to enable Internet access to the following: Solar System, Video System & Door Security System.
 - a. The committee was in favour of this proposal and requested a considered solution with accompanying quotation, see Action 2022-07.
6. CW: South Tower lift floor covering is starting to lift and requires replacement.
 - a. SG: Will raise a work order to have the floor covering removed and cleaned, see Action 2022-08.
7. CW: Consider replacement of external window seals.
 - a. SG: Requested that an email be provided, identifying the exact location of the window seals requiring replacement and/or attention, see Action 2022-09.



Martin Towers

Management Committee Meeting

7 Sub-Committees Reports

7.1 Communications (PR)

1. PR: I've been notified that the website is about to be deleted. However, on further investigation, this was a professional looking scam. No information was given to the scammers and their emails have been reported and subsequently ignored by me.

7.2 Finance (RC)

1. RC: Nothing of concern to report. We have \$296k in the Administration fund (\$56k in long-term interest-bearing accounts) and \$481k in the Sinking fund (\$334k in long-term interest-bearing accounts).

7.3 Resident Support, Complaints and Bylaws Infringement (SG)

1. SG: A resident has been fined for keeping two dogs in their apartment.

7.4 Security (PR)

1. PR: Fob management
 - a. Apartment, fob deactivated (i.e., defective), fob created
 - b. Apartment, fob deactivated (i.e., lost)
 - c. Apartment, two fobs deactivated (i.e., lost), two fobs created
 - d. Apartment, additional fob requested
 - e. Apartment, agent claims fobs not working for car park entry. Discovered fobs used to enter but not presented on exit – advised agent how to correct.
 - f. Apartment, requested three fobs reactivated. Two could be reactivated, giving a total of three for the apartment. An addition fob was created, the owner will incur the replacement cost.
2. PR: Security PC displayed a few software errors. The Door Security System database has been rebuilt, the PC rebooted, Disk Check executed, Disk Clean executed & Defragmentation of the hard disk was conducted.
3. PR: Crazy Domains (the website host provider) contacted me 21 Dec 2021 regarding the attachment of a SSL (Secure Socket Layer) certificate to the website. Crazy Domains can provide this certificate for \$74.50 per year (with a warranty of \$10k). However, as we don't have any commercial traffic into or out of this website, I don't see a need. The implications are that Google (and potentially other web browsers) may not fully index our website. Again, I don't see this as an issue as a search on "Martin Towers Adelaide" will continue to find the website.

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.



Martin Towers

Management Committee Meeting

Id	Required Date	Status	Owner	Activity
				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.
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
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	Closed	SG, PR => EF	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. 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.
2020-033	TBD	Closed	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.



Martin Towers

Management Committee Meeting

Id	Required Date	Status	Owner	Activity
				Overtaken by Events, as the Welcome letter is to be placed on CommunitiLink.
2021-19	20 Oct 21	Open	SG	To send emails to owners and property managers suggesting that they down-load the CommunitiLink application to the phones.
2021-27	17 Dec 2021	Open	SG	To contact Otis to rectify the North Tower lift emergency call function in the lifts.
2022-01	13 Apr 2022	Open	SG	Obtain a quotation for the complete refurbishment of the sauna.
2022-02	13 Apr 2022	Open	SG	Issue the work order to commence replacement of lighting in the common areas with sensor-controlled lights.
2022-03	13 Apr 2022	Open	CK	To bring to the attention of the Primary Corporation, the fact that residents and permanent Wilson car park customers do not activate a sensor, to change the North Terrace traffic lights, when they exit from the sub-basement and basement car parking areas.
2022-04	25 Feb 2022	Open	CK	To propose additional clauses to the Management Committee Code of Conduct brief addressing the maximum allowed size of the membership, and the period of time that members may contiguously hold roles and membership on the committee.
2022-05	13 Apr 2022	Open	SG	Investigate the possibility of a filter, for installation in the gym, that can handle a volume greater than 60 m ³ . Otherwise, to accept the current quotation of \$2.5k and effect the installation of the quoted filter in the gym.
2022-06	13 Apr 2022	Open	EF	Investigate the reduction in noise that could be expected from applying double glazing to the pool windows.
2022-07	13 Apr 2022	Open	PR	Provide a considered solution enabling Internet access, for authorised users, to support monitoring of the Door Security system, Solar system on the roof and the Video system.
2022-08	13 Apr 2022	Open	SG	Raise a work order to have the South Tower floor covering removed, cleaned and reset in the lift.
2022-09	25 Feb 2022	Open	CW	To provide a list of locations where window seals had detreated, identifying the level number, apartment number and specific window. The information is to be emailed to SG.
2022-10	11 Feb 2022	Open	PR => RC	To identify alternative locations for the battery and to obtain a quotation representing a cost delta to move the battery. Note: This action was accepted by PR with the intention of passing onto RC.

9 Any Other Business

1. SG: Advised that installation of phase two of the Solar system was starting on Monday 07th February 2022.
 - a. CK: Voiced a concern regarding placing the battery on the roof, sighting potential issue with Electromagnetic Field (EMF) propagations into the apartments below. A



Martin Towers

Management Committee Meeting

proposal to delay placement of the battery, until a suitable location could be found, was made.

- b. The vote count was three for, three against and one abstaining. However, given the nature of the request, the committee accepted a delay to deciding the position of the battery and an additional quotation was requested to place the battery in the sub-basement, see Action 2022-10.
2. AA: Requested a date when window cleaning was expected.
 - a. SG: A work order has been issued and this will be followed up this week.
3. EF: Questioned whether it was appropriate for residents to invite politicians, to curry favour from residents, at resident social events.
 - a. The committee was not in general favour of this action by the resident. However, we do not have authority to influence such a request.
4. AA: Proposed that we replace some carpet tiles, to insert a pattern in the corridors, to buy and rotate additional prints, and investigate the placement of a sculpture in the East Sky Garden area.
 - a. The committee was in favour of this activity and requested AA to provide some further examples and suggestions.
5. CK: Suggested another community get together.
 - a. The committee agreed on a date of 07th April 2022 at 18:00.

10 Next Meeting

Wednesday 06th April 2022

11 Closure

Meeting closed at 20:30