



# Martin Towers

## Management Committee Minutes

Community Corporation 23362 Inc. (Secondary)

4-8 Charles Street, ADELAIDE

Date: Wednesday 06<sup>th</sup> April 2022

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

Representing Whittles:

Steve Geyer (SG) => PR

### 2 Confirmation of Previous Minutes

1. Minutes from 02<sup>nd</sup> February 2022, accepted EF, seconded CW

### 3 Primary Corporation Report (CK)

1. RC: It has been noted that on exiting the car park, at ground level, the North Terrace traffic control is not registering a vehicle waiting to exit. The Primary Corporation has agreed to install a new car sensor and connect the signal to the North Terrace traffic control.
2. RC: The Primary Corporation is in the process of installing electronic fob activation for the roller door at the Austin Street entrance. The cost of the electronic fob is expected to be in the range \$100 - \$150. The committee will inform residents when the fobs are available to purchase.

### 4 Secondary Corporation Report (SG) => PR

1. PR: The window cleaners have requested additional anchor points to be installed on the South Tower roof. It was noted that additional anchor points were installed on the North Tower roof to assist in the building façade repairs. SG is waiting on details from the window cleaners regarding their request.



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- a. CK: Noted that the current window cleaners had not properly cleaned his windows and provided photographic evidence to the fact.
  - b. EF: The cleaners had left the northern architectural feature at her apartment dirty. She also observed them pushing a substantial pool of sludge (residue from the cleaning process) from the eastern first floor architectural feature onto Austin Street below.
  - c. CK: Stated that he wanted the window cleaners not be paid until they returned and clean all the windows not properly cleaned.
  - d. CK: Stated that the apartment residents should be given the opportunity to identify their apartment, by number, where the window cleaning was considered inadequate.
  - e. CK: Requested SG to put the window cleaning job out for re-tender prior to next engaging for window cleaning of the external apartment windows. The committee requested CK to contact SG and further explain the nature of the issue discussed above.
2. PR: The Air Purifier has been ordered for the gym
  - a. EF sourced a more powerful, cheaper air purifier for the gym that has been ordered.
  - b. EF: Enquired about the installation of vents in the gym
  - c. PR: Stated that he was unable to answer this question but expected that it would be addressed in the ventilation audit report
3. PR: The sauna refurbishment was progressing but work had stalled, waiting on parts
4. PR: The pool repair work order has been raised, awaiting a start date from the contractors
5. PR: The air conditioner company generating the building ventilation audit report have been very busy and have not provided the report to date
6. PR: A vagrant gained access to the car park via the sliding gate, which has now been repaired and the method of entry no longer made available. The vagrant also destroyed the security door wiring in the North West corner of the car park. The vagrant was disturbed by one of the committee members and fled the scene without doing any further damage. The damage was repaired the following day
7. PR: The car park lighting is progressing slower than expected due to the loss of electrical staff as a result of the need to support the COVID-19 isolation health edict
8. PR: Otis has still not installed the telephone gateway for SA Electronics to connect the emergency telephone in the North Tower lifts. SA Electronics are seeking compensation for work undertaken from Otis
9. PR: The current location of the hard rubbish has had nil impact of the solar battery placement

## 5 Decisions without Meetings

1. A decision to obtain an additional quotation to situate the solar system batteries in the sub-basement was requested after committee members indicated concern regarding electromagnetic force potential generated by the inverters on the storage battery.
  - a. A quotation for costs to amend the proposed solution to instead place the battery in the sub-basement was requested from NRG Solar, which arrived on 16<sup>th</sup> February 2022, for the amount of \$2,566.



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- b. The committee accepted this additional cost.

## 6 Discussions

1. CK: Requested that the committee ratify the Management Committee Membership procedure. The following understanding was reached by the committee
  - a. People Count – CK suggested that the size of the committee should be limited to at most nine concurrent members. PR suggested that seven concurrent members was ideal and counted that the committee should be limited to at most seven concurrent members. The original motion to limit the size of the committee to a maximum of nine current members was carried five for, three against
  - b. Term of a Member – CK suggested that a committee member should be allowed to hold membership for a maximum of seven years and that the executive should hold membership for a maximum of five years. RC suggested that the executive should be expected to relinquish their role after three concurrent years. PR stated that this was a moot point, as each AGM all membership roles are declared empty and that it was then up to the committee to accept the new executive – at which time they could veto an internal nomination. The original motion was not carried.
  - c. Absent Member – CK suggested that a committee member absent for three meeting within a year should be removed from the committee. RC suggested that the number of instances of being absent be reduced to two, given that we only have six meetings scheduled per year. The motion was modified to require two instances where a committee member was absent without providing a proxy to another committee member. The motion was carried seven for, one against.
  - d. New Committee Members – CK suggested that new committee members should nominate 30 days prior to the AGM and provide a brief statement of why they wished to be on the committee. RC requested that the motion be expanded to include all committee members each year, as when he initially joined the committee, he had no idea who everyone was. EF voiced reluctance to provide a bio for reasons of privacy. The motion was modified to require that all committee members prepare a brief statement as to why they wanted to be on the committee, to be presented at the AGM each year. The motion was carried seven for, one against.
2. RC: Heat build-up in the North Tower bin chute, extraction vents/fans may be required. We are awaiting the ventilation report prior to progressing a solution but it was discussed that ventilation may be required at the top of the apartment to vent excess heat.
  - a. RC: Further noted that the solar system inverters will be placed on level 5 of the North Tower, in the utility room
3. RC: Outdoor ping-pong table
  - a. The ICON starts at \$7,500 and we would put it together and fix it. It weighs 350Kg and would come in a size suitable to be transported in the lift.
  - b. The ICON features minimalist and architectural design, fabricated-welded and secure bolted - with a powder coated steel frame, net and top, is 100% weatherproof and includes 8 x securing footings as an additional security measure.



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- c. The ICON is supplied with bats and balls but residents would be expected to provide their own bats and balls as required.
- d. The motion to purchase the ping-pong table was carried seven for, one against
- 4. RC: Suggested that we consider sourcing additional solar panels and replace the gas water heaters with electric water heaters.
- 5. CW: Reported an event where she witnessed boisterous behaviour in the pool on 01<sup>st</sup> March 2022. James checked the video footage but couldn't see anything approximating any wrong doings.
- 6. EF: Suggested the notices re masks be amended to request they still be worn in common areas despite there being no mandate to do so from 14 April 2022. This was approved.
- 7. EF: The chocking of doors during residents moving in and out of the building was discussed and it was agreed that this should not occur at any time. EF further suggested that, if no one is available to open the doors for the removalists, they will have to do this themselves. SG will be requested to email new residents, prior to moving in, a copy of the 'Useful Information for Residents' document. In addition, copies are to given to James in order for him to distribute as appropriate.

### 6.1 Communications (PR)

- 1. PR: Nothing to report

### 6.2 Finance (RC)

- 1. RC: The financial status is good. However, we have overspent by \$40k - \$50k due to non-budgeted expenses resulting from the purchase of additional solar panels, the pool & sauna repair costs, and installation of LED lighting, all of which were not budgeted for at the AGM.

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

- 1. PR: An apartment, currently housing two dogs, has been fined for the breach of the bylaws

### 6.4 Security (PR)

- 1. AA: Noted that she was part of the security sub-team but is not reported as such on the website
- 2. PR: Resident complained of noise from pool area, 28<sup>th</sup> February 2020 both before 0600 and after 2100. There was no evidence, fob access or video to support the notion that noise originated from inside the pool area. However, as a consequence of this investigation, several anomalies in the door security system were identified (i.e., the reporting of an Internet Protocol V6 used to effect entry instead of the reporting of a fob number). Further investigation is warranted and SA Electronics may be required to conduct a forensic evaluation.
- 3. PR: Fob management
  - a. Apartment, fob advised as being lost, no new fob requested.
  - b. Apartment, fob & key lost, new fob created; unable to ascertain which fob was lost and so three fobs that had been inactive during the month were temporarily deactivated awaiting confirmation from agent as to which fobs they currently held.
  - c. Apartment, attempt to use fob marked as lost. Fob found abandoned and has been removed from circulation.



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- d. Apartment, requested bike storage access. Access given. Also stated that they could not use a fob to enter the car park. Investigation could not find an issue with the fob or fob usage that resulted in denial of access.

### 7 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. 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 06 Apr 2022 – DS to send the BBQ quotes to the committee
2020-09	27 Mar 2020	Closed	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
2021-19	20 Oct 21	Closed	SG	To send emails to owners and property managers suggesting that they down-load the CommunitieLink 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. 06 Apr 2022 – Otis have been reminded of their obligations



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Id	Required Date	Status	Owner	Activity
2022-01	13 Apr 2022	Closed	SG	Obtain a quotation for the complete refurbishment of the sauna.
2022-02	13 Apr 2022	Closed	SG	Issue the work order to commence replacement of lighting in the common areas with sensor-controlled lights.
2022-03	13 Apr 2022	Closed	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	Closed	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	Closed	SG	Investigate the possibility of a filter, for installation in the gym, that can handle a volume greater than 60 m <sup>3</sup> . 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 => SG	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. 06 Apr 2022 – SG has accepted this action
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	Closed	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. 06 Apr 2022 – see Discussions without meetings
2022-11	08 Jun 2022	Open	SG	A flower bed is leaking water into a South Tower apartment. A report indicating whether it would be possible to save the flower bed by applying protective measures has been requested by the committee.
2022-12	08 Jun 2022	Open	SG	To place a notice on CommunitiLink requesting residents who felt their windows had not been adequately cleaned to identify their apartment number.
2022-13	08 Jun 2022	Open	SG	To request the window cleaners to return and clean the windows to the satisfaction of the residents, prior to paying the invoice.
2022-14	08 Jun 2022	Open	SG	To provide a status update on the installation of vents in the gym.





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Id	Required Date	Status	Owner	Activity
2022-15	08 Jun 2022	Open	PR	To identify AA as a member of the security sub-team, to be reported on the website
2022-16	08 Jun 2022	Open	RC	To investigate the cost and return on investment period to support the replacement of gas water heaters with electric water heaters, to be supported by additional solar panels
2022-17	08 Jun 2022	Open	SG	To set up a process where new residents are emailed the Welcome Letter and informed of the existence of both the CommunitiLink App and the Martin Towers website.
2022-18	08 Jun 2022	Open	EF	Update the 'Useful Information for Residents' document to reflect that the ground level doors are not to be chocked open by removalists.

## 8 Any Other Business

1. EF: James has been instrumental in chocking open the North Tower foyer doors to facilitate removalist traffic in and out of the building and noted that this was in contravention to the spirit of the Welcome Letter – which required the doors to be closed when removalist were not actively moving through the doors.
2. CW: Noted that a resident is also chocking open South Tower fire doors.
3. RC: Raised the issue that residents are requesting charging points for their electric cars
  - a. RC: Suggested that we buy five car parks from the commercial car park, situated at the top of the car park ramp, and install credit card activated electric charging stations. The committee did not consider this to be a cost-effective option. For the same amount of money, individual charging points could be provided to residents.
  - b. RC: Suggested the possibility of using Power Distribution units – which would be service by a resident inserting a credit card for payment of power and would be interlinked such that the available power was not exceeded and would also prioritise charging of individual cars relative to their individual storage needs.
4. DS: Due to family commitments, DS has resigned from the committee effective at close of the Management Committee meeting.

## 9 Next Meeting

Wednesday 08<sup>th</sup> June 2022

## 10 Closure

Meeting closed at 20:24