



Martin Towers

Management Committee Meeting Minutes

Community Corporation 23362 Inc. (Secondary)

4-8 Charles Street, ADELAIDE

Date: Wednesday 08th June 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)

Carolyn Wastell (CW)

Elizabeth Farrant (EF)

1.2 Apologies

None

1.3 Body Corporate Manager

Representing Whittles:

Steve Geyer (SG)

2 Confirmation of Previous Minutes

1. Minutes from 06th April 2022, accepted RC, seconded CK

3 Primary Corporation Report (CK)

1. CK: The Primary Corporation is currently installing cameras to cover the stairwells. This has been precipitated by an increase in vagrants using the stairwells. The Secondary Corporation requested an additional two cameras to cover our sections of the stairwells. A quote of \$3.8k was received and rejected. See Action: 2022-20.
2. CK: The Primary Corporation will fix water leaks that have affected the Charles Mall shops.
3. CK: Electronic fobs for the Austin Street roller door will shortly be available for residents to purchase. The previous system will need to be replaced and a quotation of \$26k has been received. The Secondary Corporation has an option to purchase 300 of the electronic fobs at an approximate cost of \$70 each, under the scope of the first quotation. The Primary Corporation is waiting on a second quote.
 - a. EF: Considered that those owners that currently had paid for the old fobs should be given new fobs as replacements.



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- b. CK: Considered that we should sell the electronic fobs to residents at \$140 each, which would allow the recovery of some of the cost of the replacement system.
- c. PR: Suggested \$150 each, just to round up the amount and to dissuade residents purchasing multiple electronic fobs, which would disadvantage future residents, if electronic fob availability was restricted.

4 Secondary Corporation Report (SG)

1. SG: Repairs to the South Tower lift have been completed during normal working hours by Kone. The issue was with a sensor and not with the mechanical equipment, which was initially suspected.
 - a. SG: Confirmed that the South Tower lift maintenance contract falls due to renewal next year.
 - b. CW: Requested the reestablishment of Lift No. 2 access to the sub-basement.
 - c. The committee considered this but rejected the suggestions, due to the Secondary Corporation having no right-of-way via Lift No. 2 and due to the prospects that this would give access to the general public to the sub-basement car park.
2. SG: Mentioned that he was at a conference that addressed the rise in popularity of electric cars and provided the implications to Martin Towers. Initially, this would have limited impact on the building's ability to supply electric power. However, a separate electricity supply sub-board would be necessary to provide electric power for charging. This would support power balancing, so that all cars on the circuit could be charged. However, as additional cars are added, the building power supply could very well be stressed, resulting in electric brown-outs to the building. Subsequently, Adelaide may also be subjected to electric-brownout due to the Adelaide substation's inability to meet Adelaide city demands. However, to support residents, a quotation to install a sub-board and charging station has been requested.
3. PR: Fire sensor status, confirmed on 02nd June 2022:
 - a. Apartment – one sensor, probably disconnected
 - b. Apartment – two sensors, probably disconnected
 - c. Apartment – one sensor, probably a maintenance issue
 - d. Apartment – one sensor, probably a maintenance issue
 - e. North Tower Level 3, sensor S27, probably a maintenance issue
 - f. South Tower Ground Level Lift Foyer, probably just responding to smoke from the fire
4. SG: Combined Fire will need access to the four apartments, referenced above. As the apartment fire sensors are Secondary Corporation common property, we will affect repairs.
 - a. The committee unanimously agreed that we should fine apartment owners the maximum amount of \$500 for evidence that the fire sensors have been disabled.
 - b. PR: Stated that he will monitor the Fire Status board on a monthly basis for fire sensor failure information.
5. SG: Apartment, has been on a payment plan for body corporation fees for eighteen months, owes \$18k and is being charged 15% interest on the outstanding amount but has missed the last two months. The owner has stated that a security apartment (not in Martin Towers) has been put on the market to sell, and that the conveyancer will pay Martin Towers first out of the proceeds. The owner also offered to establish an automatic payment of \$900 per month to address their Martin Towers apartment Body Corporation fees. It was noted that South



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Australian law allows for a debt collection agency to forcefully sell an apartment, if the debt is greater than \$10k. The committee was requested to indicate acceptance or rejection of the proposal.

- a. After discussion, the committee decided to offer the owner three months to enter into a sales contract for their security apartment, to produce a copy of this sales contract and to provide evidence that the conveyancer has been instructed to pay the Secondary Corporation all outstanding moneys to clear the debt. Failure on the part of the owner to support the above, the committee unanimously decided that they would instruct the debt collectors to forcefully sell the apartment, in order to clear the debt.
- b. It was noted that \$900 per month would not be adequate to cover the quarterly Body Corporation fees. The committee suggested that \$1,4k per month would be an acceptable amount to pay.

5 Decisions without Meetings

1. The committee decided to engage another organisation to clean windows that were missed recently during the clean. This work was conducted by a company engaged to cork against external water leaks.
2. The committee decided to install a timer on the air purification system to be installed in the gym.

6 Discussions

1. CW: Requested the construction of an undercover walkway between the North Tower and South Tower at Plaza level
 - a. The committee considered this proposal to be unworkable.
2. CW: Requested cleaning of the Primary Corporation stairwells
 - a. CW was informed that this is the responsibility of the Primary Corporation.
3. CK: Call for lot owners to nominate for Management Committee, by providing a paragraph describing who they are, what they bring to the committee and/or why they wish to be on the committee. An email, requesting owners to join the committee, will be sent to lot owners, see Action: 2022-19.
 - a. SG: The proposed date for the AGM is Thursday 27th October 2022 at 18:00 (6 PM).
4. EF: Air purifier for the gym has arrived and is in the process of being installed.
 - a. SG: A quotation of \$400 has been accepted to install a timer on the air purifier's operation.
5. PR: Attaching Primary Corporation video feed and upgrade of the video system to handle additional cameras (currently it is at limit and cannot be expanded further)
 - a. RC: Additional security cameras, particularly for stairwell coverage is becoming necessary, due to increased incidents of vandalism.
 - b. PR: A survey of the building is required to identify the optimum locations for additional cameras, see Action: 2022-20.
6. RC: The solar system battery has been installed in the car park. There is capacity to install an additional two batteries. Two additional banks of three batteries would also be possible. For each new three batteries bank, a new cable run from the roof will be required.



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- a. RC: Currently, a weekly solar system report is email being generated. PR should be added to the distribution list, see Action: 2022-21.
- b. RC: The pool electric heater is yet to be installed. However, with the rise in gas cost, the pay-back amount is expected to be covered in 4.5 years.
7. RC: Purchase of a tractor to move the rubbish bins. Currently, the South Tower lift has been used to get bins from Level 6 of the commercial car park and from the sub-basement. This was made problematic with the recent failure of the South Tower lift. This request will be passed to the Caretaker to investigate, see Action: 2022-22.
8. RC: The building façade, facing North and constructed of aluminium, will require removal at some stage as legislation is passed making such constructions illegal. Consideration is being given to replacing the façade with solar panels. The Primary Corporation has agreed to this change to the building but has indicated no interest to on-sell electricity to the Primary Corporation lease holders.

6.1 Communications (PR)

1. PR: Website updated to identify AA as being part of the building security sub-committee and previous minutes have also been uploaded.

6.2 Finance (RC)

1. RC: The financial status is slightly over what was budgeted for the Administration fund by \$4 – 5k, due to the \$12k spend to maintain the hot water system (\$5k over budget) and other maintenance costs. The car park and hallway lighting also had a \$37K impact on the Administration fund.
2. RC: The Sinking fund is currently in surplus to the amount of \$87k
3. RC: All big-ticket, that can be reduced, have been reduced as far as possible. The only big-ticket item remaining is maintenance, and the purchase of a tractor to move rubbish bins may reduce the Caretaker costs.

6.3 Resident Support, Complaints and Bylaws Infringement (SG)

1. SG: An Apartment has been sent a notice to clear the oil spill in their car park.
2. AA: Noted that the recent Air Flow audit has resulted in greater air flow in the apartment corridors.

6.4 Security (PR)

1. PR: Agent had a perceived issue with fob access. The issue was with the Basement call button in North Tower Lift No. 5. A maintenance request was logged with CommunitiLink and Otis subsequently corrected the maintenance issue. A response was prepared and sent to the agent, explaining the situation and waylaying concerns that the issue was with a fob.
2. PR: Apartment, one fob cancelled reported lost and a new fob generated and given to agent on 19th May 2022. Whittles asked to generate invoice for \$50 + GST.

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.



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Id	Required Date	Status	Owner	Activity
				<p>07 Aug 2019 – Effort continuing, considering a Preventative Maintenance regime.</p> <p>On Going</p>
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> <p>06 Apr 2022 – DS to send the BBQ quotes to the committee</p> <p>08 Jun 2022 – waiting on DS to email the quotations previously sourced</p>
2021-27	17 Dec 2021	Closed	SG	<p>To contact Otis to rectify the North Tower lift emergency call function in the lifts.</p> <p>06 Apr 2022 – Otis have been reminded of their obligations</p>
2022-06	13 Apr 2022	Closed	EF	<p>Investigate the reduction in noise that could be expected from applying double glazing to the pool windows.</p>
2022-07	13 Apr 2022	Open	PR => SG => PR	<p>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.</p> <p>06 Apr 2022 – SG has accepted this action</p> <p>08 Jun 2022 – PR has accepted this action</p>
2022-08	13 Apr 2022	Closed	SG	<p>Raise a work order to have the South Tower floor covering removed, cleaned and reset in the lift.</p>
2022-09	25 Feb 2022	OTBE	CW	<p>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.</p>
2022-11	08 Jun 2022	Closed	SG	<p>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.</p> <p>08 Jun 2022 – The leak was occurring higher up and this has now been corked.</p>
2022-12	08 Jun 2022	Closed	SG	<p>To place a notice on CommunitiLink requesting residents who felt their windows had not been adequately cleaned to identify their apartment number.</p>



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Id	Required Date	Status	Owner	Activity
2022-13	08 Jun 2022	Closed	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. 08 Jun 2022 – Vents are to be installed in the gym
2022-15	08 Jun 2022	Closed	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. 08 Jun 2022 – waiting on next consumption report, in order to identify return on investment.
2022-17	08 Jun 2022	Closed	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. 08 Jun 2022 – A letter will be sent to new owners as they are identified.
2022-18	08 Jun 2022	Closed	EF	Update the 'Useful Information for Residents' document to reflect that the ground level doors are not to be chocked open by removalists.
2022-19	15 Jul 2022	Open	SG	Email owners with a request to nominate for the Management Committee, by providing a paragraph about themselves.
2022-20	15 Jul 2022	Open	PR	Research locations for additional security cameras and to develop a specification to enhance our security capability.
2022-21	15 Jul 2022	Open	RC	Add PR to the solar system monitor report email.
2022-22	15 Jul 2022	Open	SG	Request the Caretaker to investigate options associated with acquiring and using a tractor to move the rubbish bins.
2022-23	15 Jul 2022	Open	SG	Instruct Caretaker to polish out the drinks spill residue in the North Tower ground leave air lock – between the doors.

8 Any Other Business

1. CK: A work order is required to polish the floor stone work in the North Tower foyer, in the air lock between the two doors, see Action: 2022-23.
2. AA: It is time to rotate the artworks within the building. A budget of \$2k, to buy one further picture, was unanimously agreed.

9 Next Meeting

Wednesday 10th August 2022



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10 Closure

Meeting closed at 19:47