



Martin Towers

Management Committee Meeting

Community Corporation 23362 Inc. (Secondary)

4-8 Charles Street, ADELAIDE

Date: Wednesday 08th February 2023

Time: 6:00 PM (18:00)

Location: Apartment 26, Level 3

1 Opening

1.1 In Person

Ann Axelby (AA)

Mark Jappe (MJ)

David Chadbourne (DC)

Con Karykis (CK)

Rob Creasey (RC)

Phillip Relf (PR)

Walter Dollman (WD)

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 09th November 2022, accepted CK, seconded DC

3 Decisions without Meetings

1. RC: Background: Previously (i.e., 01st April 2009) the Management Committee had developed an Overdue Contributions policy, which set out the Martin Towers' policy on overdue payments to the strata. It is noted that Motion 18: Recovery of Overdue Contributions/Levies, accepted at the 08th November 2022 Annual General Meeting would now supersede the need for the Overdue Contributions policy and hence, the policy should be retired.
2. PR: The committee provided no objections to retiring the Overdue Contributions policy.

4 Primary Corporation Report (CK)

1. CK: Primary Corporation requested signatures accepting previous financial years documents. Signatures were provided.
2. CK: The water leak, that caused the fire alarms to sound in apartments (see 6.6), has been acknowledge as a Primary Corporation insurance concern.



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3. DC: Graffiti currently covers one of the fire hydrant panels on Charles Street, see Action 2023-01. CK is to contact the Primary Manager at Munro's
4. Manager: There is an issue associated with the clean-up of the North Tower foyer floor; it has not been possible to engage a contractor to remove the floor marks, see Action 2022-23. The care taker will look to having this removed and cleaned.
5. Manager: James (Caretaker) has been in discussion regarding the use of a tractor to assist in transporting the rubbish bins between the sub-basement and Austin Street. James advised against this solution as it would expose his personnel to an unnecessary physical risk of being hit by traffic entering and leaving the commercial car park. The Committee agreed not to proceed any further.
6. RC: Noted that Wilsons are considering installing an electric vehicle charging station on level 5 of the commercial car park. As this would affect building insurance, the Secondary Corporation will need to provide guidance to the Primary Corporation regarding the desirability of this endeavour.

5 Secondary Corporation Report (SG)

7. SG: A List of people requesting active RFID (i.e., that afford access through the Austin Street roller door) has been generated.
 - a. The committee agreed on ordering 50 additional active RFID above the current requested number, to be placed in storage for future needs.

6 Discussions

1. RC: The minutes, for wider publication, appears to be of limited value to the owners as it has been noted that few owners bother to read the minutes when published. The minutes should reflect discussion on items of relevance to the maintenance and governance of the Corporation.
2. PR: There were requests from various committee members to modify the meeting minutes from last meeting. Those requests that contained the exact text required to be inserted at a specific location in the minutes were addressed. However, there were some requests that were ambiguous in nature and no specific minute location was identified – my inability to satisfy the request to modify the minutes caused issue. In future, if a committee member wishes the minutes to be corrected, prior to publication, they should identify the section requiring modification and provide the exact text they require to be inserted.
3. PR: I propose an amendment to the Code of Conduct: to add the following text:
 - a. *"When an issue/problem is identified by an individual and raised during a meeting, that person, raising the issue/problem, must either offer a solution or must be prepared to take an action to identify a solution."*
 - b. EF: Questioned whether this text was relevant to be placed in the Code of Conduct.
 - c. AA, EF & CW: Requested that the word "must" be replaced with the phrase "is encouraged to" in the first instance and deleted in the second instance.
 - d. The adjustments to the words "must" were agreed to but it was not approved that this statement be included in the Code of Conduct. However, it was unanimously approved that we accept the principle outlined and abide by it: "When an issue/problem is identified by an individual and raised during a meeting, the person



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raising the issue/problem is encouraged to either offer a solution or be prepared to take an action to identify a solution.”

4. PR: I propose an amendment to the Code of Conduct, at item 2: replace the word “respect” with “uphold”, as the Code of Conduct is not a person. Google provides two definitions for the word ‘respect’ and both would appear to be inappropriate in context, i.e.:
 - a. *“a feeling of deep admiration for someone or something elicited by their abilities, qualities, or achievements.”*
 - b. *“due regard for the feelings, wishes, or rights of others.”*
 - c. Unanimously approved
5. RC: Consideration given to annual message to agents regarding expectations from tenants (e.g., no running a take-away restaurant out of an apartment).
 - a. AA & EF suggested that suitable text be added to the Welcome Letter and that the Caretaker would continue to provide this information to both agents and new residents.
6. PR: Provided a review of building fire control panel incident (i.e., one of the new fire hydrant valves, situated on level 4.5 of the commercial car park, was producing an atomised stream of water, that ran down the hydrants casing and found its way into the Fire Control panel; over time a control board shorted and hence alarms were erroneously generated within apartments).

6.1 Communications (PR)

1. PR: Minutes from the AGM (08 Nov 2022), and Management Committee Meetings of 08 Jun 2022 & 10 Aug 2022 added to website.

6.2 Finance (EF)

1. EF: Everything is OK. The Manager advised that gas is over budget , due to the increased costs experienced over the last 9 months.
2. RC: The cost of gas has gone up and this has not been budgeted for. At present we are attracting approximately \$500 per tower per quarter in costs supporting the gas ranges in the apartments. RC will review the gas costs.
3. Manager: advised \$100k has been transferred to the Sinking fund from the Administration fund as per the approved budget at the AGM.

6.3 Resident Support, Complaints and Bylaws Infringement (SG)

1. SG: None

6.4 Security (PR)

1. PR: Two new fobs requested, one fob replaced and an additional apartment has requested access to the bike storage area.
2. PR: Currently, all committee members have fob access to the entire building. This is to be removed for DC, CK & WD.
 - a. The committee requested that instead of providing individual logs of their use of an all-access fob, that a log report of the fob usage be generated on a monthly basis.



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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. 09 Nov 2022 – Advice from the Caretaker that a rubber gasket may be ineffective a solution. Consideration is now to be given to installing an exhaust fan at level 7. 08 Feb 2023 – Combined Fire have been requested to identify whether there would be an issue in installing an extraction fan.
2019-41	06 Dec 2019	On Hold	DS => SG	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 08 Jun 2022 – waiting on DS to email the quotations previously sourced 10 Aug 2022 – SG to send an email to DS requesting the BBQ options previously researched.
2022-14	08 Jun 2022	Closed	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 10 Aug 2022 – Work order has been sent but due to COVID-19 issues affecting the workforce, the work has not been completed 09 Nov 2022 – SG waiting on parts 08 Feb 2023 – SG waiting on parts
2022-22	15 Jul 2022	Closed	SG	Request the Caretaker to investigate options associated with acquiring and using a tractor to move the rubbish bins. 10 Aug 2022 – Caretaker is currently investigating a system from Victoria 09 Nov 2022 – SG still looking at options



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Id	Required Date	Status	Owner	Activity
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. 09 Nov 2022 – SG still looking for someone who can undertake the work and is available to do the work
2022-24	02 Nov 2022	Open	SG	Engage an electrician to identify possibility of installing electric car charging stations. 09 Nov 2022 – SG current solution is to install an electrical sub-board, that owners can draw current from at a charging station located in their current car park 08 Feb 2023 – Discussion identified three potential issues: (1) a large number of electric vehicles simultaneously charging will affect the air quality in the car park, (2) the water sprinklers would be ineffective in handling a Lithium-ion battery fire and that a foam fire retardant system would need to be installed in the car park – at significant cost, (3) the building insurance rates would be expected to increase.
2022-26	02 Nov 2022	Open	CK	To ask the Primary Corporation whether they would sell the right-of-way covering public access to lift number 3 (i.e., South Tower lift) to the Secondary Corporation.
2022-27	02 Nov 2022	Open	SG	To request a vote at the AGM to transition to hot water heating via the use of electric power and to install an additional six batteries. 09 Nov 2022 – SG currently getting specifications for the heat pumps. Intend to do this as a collective activity, as there is a charge of \$4k each time the electrical connections are changed.
2022-30	02 Nov 2022	Closed	PR	To place advice on how to open, from the outside, the North Tower second bathroom door that have been closed and locked from the inside. 09 Nov 2022 – advice received at meeting, apparently it is a simple matter of just using force on the handle to open the door 08 Feb 2023 – instructions placed on website
2022-31	08 Feb 2023	Closed	SG	To gain access to Relma building and view the gym room from the perspective of considering installing a climbing wall at Martin Towers. 08 Feb 2023 – the imminent installation of a table tennis table has consumed the real-estate that was slated for the climbing wall
2022-32	11 Nov 2022	Open	SG	To send CK & MJ a copy of the Otis maintenance contract.
2022-33	08 Feb 2022	Closed	PR	Develop a BMS set of requirements.



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Id	Required Date	Status	Owner	Activity
				08 Feb 2023 – the cost to implement a Building Management System has proved to be non-cost effective for any benefits that could be realised.
2022-34	Oct 2023	Open	PR	Canvas lot owners and collect sufficient proxies to fill the corium at the next AGM.
2022-35	08 Feb 2023	Closed	SG	The solar system inverters currently use three SIM cards to communicate status. This information should be communicated via an Internet interface. To provide Internet access to the solar system inverters.
2022-36	11 Nov 2022	Closed	EF	To send a copy of the Code of Conduct to the committee members.
2022-37	08 Feb 2023	Open	SG	To place an order for the blue LED lights to replace those in the plaza West garden area. 08 Feb 2023 – the lights have been ordered
2023-01	24 Feb 2023	Open	CK	Contact Primary Corporation body corporate and request the graffiti on
2023-02	24 Feb 2023	Open	SG	To issue a work order to have sensor lights installed in the North Tower and South Tower utility rooms.
2023-03	24 Feb 2024	Open	SG	To order replacement sign for the pool (advising opening times) and to order a sign for the bike storage area (advising on the storage of Lithium-ion batteries). To also have the various signs in the plaza removed.

8 Any Other Business

1. CW: Serious Incident
2. PR: Over the following three months I will be conducting an audit of the bike storage, in order to identify abandoned bikes. The fob log will be interrogated to identify who is accessing the room and these apartments will be contacted to identify their bikes. The Caretaker has offered to dispose of the abandoned bikes by giving them to a charity.
3. PR: There is no automatic fire suppression system installed in the bike storage room. There is a fire extinguisher in the room. However, this fire extinguisher may prove ineffective against a Lithium-ion battery fire. A suggested sign layout has been prepared, identifying that Lithium-ion batteries should not be store in the bike storage room.
 - a. SG: Accepted the sign layout and will raise a work order to have a sign prepared and affixed to the bike storage area door.
4. RC: The replacement gym equipment is being installed. However, one of the machines would benefit by being rotated, which would free about approximately one metre of additional space in the room. To realise this move, an additional power point is required.
5. RC: Discussion regarding the access to the pool resulted in a consensus agreement that the gym and pool should be open from 0600 to 2130 hours each day. Discussion was held on installing sensor lights to the pool area that will highlight when residents are using the area after hours. The Committee will also investigate switching of power to the area after 9.30pm



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9 Next Meeting

Wednesday 12th April 2023

Followed by:

14th June 2023

09th August 2023

October for the 2022/2023 AGM

10 Closure

Meeting closed at 2000