



Martin Towers

Management Committee Meeting

Community Corporation 23362 Inc. (Secondary)

4-8 Charles Street, ADELAIDE

Date: Wednesday 02nd November 2022

Time: 6:00 PM (18:00)

Location: Apartment 5

1 Opening

1.1 In Person

Ann Axelby (AA)

Elizabeth Farrant (EF)

David Chadbourne (DC)

Mark Jappe (MJ)

Rob Creasey (RC)

Con Karykis (CK)

Walter Dollman (WD)

Phillip Relf (PR)

1.2 Apologies

Carolyn Wastell (CW)

1.3 Body Corporate Manager

Representing Whittles:

Steve Geyer (SG)

2 Confirmation of Previous Minutes

1. AA: The incorrect attribution of a comment, regarding the use of fire doors as a sound baffle to mask the noise of a party, required correction in the previous minutes.
 - a. PR: This has been corrected.
2. Minutes from 10th August 2022, accepted RC, seconded CK

3 Decisions without Meetings

1. A proposal to update/replace equipment in the gym was received and the committee suggested that RC would be an ideal person to evaluate the proposal and to prepare a considered proposal for the committee. RC accepted this task.
 - a. RC: Noted that little money had been spent on the gym for some time now and obtained a quotation to replace most items (e.g., stationary bike, multi-function machine, etc.). The rowing machine will stay as it remains serviceable.
 - b. RC: All replacement equipment, except for the running machine, does not require mains power (power is provided by the person using the machine). This has allowed the machines to be repositioned to best effect, within the gym. The quotation for the new equipment and disposal of the old equipment is \$21k.



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- c. RC: The current set of weights, left by previous residents, are required to be removed, as there is a concern regarding safety.
- d. RC: The installation of mirrors and cushioned floor, increased the total quotation price to \$25k.
- e. RC: Noted that this amount was presented at the Annual General Meeting (AGM) and is in the budget for this year.
- f. The committee voted unanimously to accept the gym upgrade.
- g. AA: Noted that Realm building had a climbing wall in their gym and suggested that we could consider a climbing wall too, see Action 2022-31.

4 Primary Corporation Report (CK)

- 1. CK: Ratify decision to sell the electronic fob to the Austin Street roller door, at \$150 or free on the surrender of the old electronic fob. An additional cost, due to the cost of re-programming the Primary Corporation's security system, on top of what the Primary Corporation will sell the electronic fobs, will be absorbed within the cost to owners. The Primary Corporation had previously suggested selling one electronic fob for \$70 for an order of 300.
 - a. The committee voted unanimously to accept this resolution.
- 2. RC: There is no sensor to activate the North Terrace traffic lights on exit out of the resident's car park. The Primary Corporation have been approached to 'cut in' a new sensor that will activate on the exit of a resident. We are still waiting on this work to be done. In the meantime, it is possible to reverse up the ramp to activate the sensor just prior to the commercial carpark's exit boom gate.
- 3. RC: The Primary Corporation have not as yet agreed to proceed with a request to place a cage around the rear of the lift access areas.

5 Secondary Corporation Report (SG)

- 1. SG: The work on the sauna has started, with 1.5 weeks of work remaining. The bench is yet to be done.
- 2. SG: The mobility lift, in the Northwest corner of the car park, has been fixed at no cost.
- 3. SG: Otis is currently charging for all call-outs and Whittles have formally complained regarding this practice and the efficiency of their response to service requests – a response is expected by Friday 11th November 2022.
- 4. SG: Whittles have formally written to Otis to state that automatic roll-over of the maintenance contract will not be honoured. Otis have responded that they do not accept this letter.
 - a. The committee discussed the possibility of using a different lift maintenance contractor, see Action 2022-32.
- 5. SG: There are a number of water leaks apparent due to the recent rains. A quotation has been placed to install a ladder to gain safe roof access where this is necessary to investigate some of these water leaks.



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6 Discussions

1. AA: Renewal of intercom system is required. In particular, it is apparent that the lift call function only works half the time and is disrupted if a resident presents their fob before your guest can press the button for your floor. At least in one apartment, the video function is inoperable.
 - a. SG: The estimated cost to replace the current Intercom would be \$60k - \$80k.
 - b. CK: Stated that we need to prioritise the replacement of the hot water system
2. PR: Further to the above, a revamp of the security system would allow us to use cameras to read car number plates and afford automatic entry of both resident's and previously identified visitor's cars (i.e., no fob required).
 - a. PR: Stated that a Building Management System (BMS) should now be a consideration. The committee agreed that formal request should be prepared, that was suitable to be released for quotation, see Action 2022-33.
 - b. CK: Would like a phone App to communicate with the BMS.
 - c. EF: Stated that the replacement intercom should have the capability to set the buzzer volume.
3. PR: Loss of the agent collecting proxies for the AGM resulted in the AGM unable to be held on the appointed day, see Action 2022-34.
4. EF: Window cleaning (when & who)
 - a. SG: Currently behind, due to wet weather (i.e., window cleaning crew are currently addressing building leaks). We will also get the box gutters checked for blockages due to vegetation, etc.
 - b. AA: Would like to use a company who will also clean the internal windows.
5. EF: Status of the West Garden lights
 - a. SG: We are waiting on parts.
 - b. EF: Some of the garden slabs are loose.
 - c. SG: Will get this attended to prior to the installation of new LED lighting, see Action 2022-37.
6. CW: State of level 6 rubbish collection area (blocked drain, graffiti, rubbish on floor)
 - a. RC: We could close down the area, as a resident traveling down one flight in the lift can quite easily continue to travel to the sub-basement and place their garbage in the bins down there.
 - b. AA: Noted that when/if we obtain right-of-way over lift number 3, there will be no access to level 6 of the commercial car park and the South Tower resident will need to use the sub-basement to dispose of their rubbish.
 - c. EF: Noted that there is room to place a large rubbish bin on the immediate right as you exit the South Lower lift, within the lift lobby.
 - d. DC: We need to defer this discussion to the next meeting, so that a South Tower person is in attendance. The committee unanimously agreed to terminate this discussion at this point.
 - e. CK: However, even if CW agrees to the proposal, we would still need to approach the South Tower residents for their agreement to continue.

6.1 Communications (PR)

1. CK: We will organise a Christmas residents get together on Wednesday 07th December 2022 at 1830 (6:30 PM) till whenever
2. AA: Stated that she would prepare a suitable flier to advertise the event.



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6.2 Finance (EF)

1. RC: Hand-over to EF has occurred.
2. RC: Our finances are OK. However, it is noted that gas prices have risen sharply.

6.3 Resident Support, Complaints and Bylaws Infringement (SG)

1. SG: A resident has been observed driving, without due care, into the no-entry access to the car park. The relevant property manager has been informed, who has subsequently warned the tenants that this practice is not acceptable.

6.4 Security (PR)

1. PR: Eight new fobs created, for apartments.
2. PR: An apartment was having work done on their toilet, which left it unusable over the night of 18th August 2022. After-hours access was temporarily given to the two residents, to access the pool area's toilet.
3. PR: Resident identified who was periodically staying in the pool area after closing time, this resident had previously been warned not to stay past the 21:30 closing time.
 - a. SG: A second warning letter has been delivered. Should this occur on a third occasion, a fine will be levied.

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.
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



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Id	Required Date	Status	Owner	Activity
				<p>08 Jun 2022 – waiting on DS to email the quotations previously sourced</p> <p>10 Aug 2022 – SG to send an email to DS requesting the BBQ options previously researched.</p>
2022-07	13 Apr 2022	OBE	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> <p>09 Nov 2022 – PR the advent of a BMS will solve this problem</p>
2022-14	08 Jun 2022	Open	SG	<p>To provide a status update on the installation of vents in the gym.</p> <p>08 Jun 2022 – Vents are to be installed in the gym</p> <p>10 Aug 2022 – Work order has been sent but due to COVID-19 issues affecting the workforce, the work has not been completed</p> <p>09 Nov 2022 – SG waiting on parts</p>
2022-19	15 Jul 2022	Closed	SG	<p>Email owners with a request to nominate for the Management Committee, by providing a paragraph about themselves.</p> <p>09 Nov 2022 – SG AGM presentation contained by bio and photographs</p>
2022-22	15 Jul 2022	Open	SG	<p>Request the Caretaker to investigate options associated with acquiring and using a tractor to move the rubbish bins.</p> <p>10 Aug 2022 – Caretaker is currently investigating a system from Victoria</p> <p>09 Nov 2022 – SG still looking at options</p>
2022-23	15 Jul 2022	Open	SG	<p>Instruct Caretaker to polish out the drinks spill residue in the North Tower ground leave air lock – between the doors.</p> <p>09 Nov 2022 – SG still looking for someone who can undertake the work and is available to do the work</p>
2022-24	02 Nov 2022	Open	SG	<p>Engage an electrician to identify possibility of installing electric car charging stations.</p> <p>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</p>
2022-25	02 Nov 2022	Closed	CK	<p>To ask the Primary Corporation whether they would sell the Secondary Corporation from two to five car parks, currently allocated to Wilson parking.</p> <p>09 Nov 2022 – CK the request has been made</p>
2022-26	02 Nov 2022	Open	CK	<p>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.</p>



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Id	Required Date	Status	Owner	Activity
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.
2022-28	14 Aug 2022	OBE	PR	Update the video surveillance Request for Tender document with additional camera locations as identified during the meeting. 09 Nov 2022 – PR the BMS will take over this function
2022-29	02 Nov 2022	Closed	SG => RC	To arrange for a review of the gym equipment.
2022-30	02 Nov 2022	Open	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
2022-31	08 Feb 2023	Open	SG	To gain access to Relma building and view the gym room from the perspective of considering installing a climbing wall at Martin Towers.
2022-32	11 Nov 2022	Open	SG	To send CK & MJ a copy of the Otis maintenance contract.
2022-33	08 Feb 2022	Open	PR	Develop a BMS set of requirements.
2022-34	Oct 2023	Open	PR	Canvas lot owners and collect sufficient proxies to fill the corium at the AGM.
2022-35	08 Feb 2023	Open	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	Open	EF	To send a copy of the Code of Conduct to the committee members.
2022-37	08 Feb 23	Open	SG	To reaffix the raised garden beds' loose copings prior to any work to replace the LED trimming these copings, as situated on the Western garden area of the Plaza level.

8 Any Other Business

- EF: Need to send the Code of Conduct out to the new members of the committee, see Action 2022-36



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9 Next Meeting

Wednesday 08th February 2023

Followed by:

12th April 2023

14th June 2023

26th July 2023 or 30th August 2023

October for the 2022/2023 AGM

10 Closure

Meeting closed at 1929

Ann 30 Aug 2023

Walter 26 Jul 2023