



Martin Towers

Management Committee Meeting

Community Corporation 23362 Inc. (Secondary)

4-8 Charles Street, ADELAIDE

Date: Wednesday 12th April 2023
Time: 6:00 PM (18:00)
Location: Con's Office, 138 South Terrace

1 Opening

1.1 In Person

Ann Axelby (AA)

Con Karykis (CK)

David Chadbourne (DC)

Phillip Relf (PR)

Walter Dollman (WD)

Carolyn Wastell (CW)

Mark Jappe (MJ)

1.2 Apologies

Rob Creasey (RC) => PR

Elizabeth Farrant (EF) => AA

1.3 Body Corporate Manager

Representing Whittles:

Steve Geyer (SG)

2 Confirmation of Previous Minutes

1. Minutes from 02nd November 2022, accepted DC, seconded CK

3 Decisions without Meetings

1. None

4 Primary Corporation Report (CK)

1. CK: The Graffiti, on Charles Street, has been painted over. Anti-graffiti paint has been applied, which allows new graffiti to be more easily removed, if attended to in a couple of days.

5 Secondary Corporation Report (SG)

1. SG: Vagrants have again been seen in the North West stairwell. Wilson Security are tasked with addressing this.
2. SG: The water leak, from the South Tower roof over the corridor, has returned and is being addressed again.



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6 Discussions

1. AA: Due to the rotation of the gym treadmill from the original location, residents have noted that they are now visible from both towers. Frosting, similar to the frosting applied to the North Tower foyer has been requested to be applied to the gym windows. The anticipated cost will be approximately \$2k.
 - a. Unanimous vote in favour of raising a work order, conditional that the cost is less than \$2k.
2. DC: Questioned whether we would allow a non-owner resident to request a change in fob coding (e.g., to gain entry to the Bike Storage area).
 - a. The committee agreed that a non-owner resident must make any such requests via the owner or the agent representing the owner.
3. CK: A committee member made the observation that the Management Committee is engaged in enhancing the building but not in maintaining the building. This assertion is now open for discussion. An indicative list of maintenance activities is attached for reference:
 - a. Security system – there has been some upgrade here – camera's, replacement screens (at no cost) etc., large order of fobs to cover off future requirements before we have to change the system
 - b. Façade - to maintain the building
 - c. Window corking as required – water ingress control
 - d. Solar panels and heat pump – reduce cost of pool operation and keep it heated, as well as reduction of common area power
 - e. Renovation of sauna (not sure if this had been done since installation)
 - f. Renovation of Gym (hadn't really been touched for 15 years)
 - g. Bin recycling – reduction of waste costs
 - h. South Tower lift door renovation
 - i. Security doors between each floor in South Tower
 - j. Security issues with stairwells from being broken into and negotiation with Primary Corporation
 - k. Repairs to garden lights (to be completed)
 - l. Hop n Stop – no real additional cost
 - m. Table tennis table – improvement of liveability for residents and promote community
4. CK: Any committee member may ask for assistance from another committee member in the completion of an activity under their control but they cannot direct a committee member to undertake an activity.
5. CK: Currently the actions are not evenly distributed, consideration to redistributing is to be discussed.
6. PR on behalf of RC: A resident was concerned about the efficacy of Emergency Services access to the building, amongst a number of other concerns. This resident has consumed a large amount of RC's and also PR's time responding to requests for information and for actions.
 - a. The committee agreed that residents must put their issues in writing and depending on committee decision be afforded the opportunity to present their issues at a committee meeting.
7. PR: Bike Audit status
8. PR: Presentation of Security system maintenance & upgrade:
 - a. Replace Intercom system – two quotations received



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- b. Upgrade Door/Lift Security system – one quotation received
- c. Upgrade Video Surveillance System – one quotation received
- d. These quotations are difficult to compare against each other and further investigation is required. A recommendation will be developed post analysis of responses to directed questions to both of the contractors.
- e. The state of the investigation was provided to the committee, via email, previously, for information.

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.
- 2. PR: Bike Audit status:
 - a. 20th February 2023 – all bikes tagged
 - b. 21st February 2023 – EF kindly put-up notices advertising the Bike Audit around the building
 - c. 21st February 2023 – email sent to all apartment owners, whose apartment fobs have Bike Storage area access, advertising the Bike Audit and requesting action by the end of March 2023
 - d. 03rd April 2023 – untagged bikes in quarantine for the next three months

6.2 Finance (EF)

- 1. SG:
 - a. Administration fund on budget, current balance: \$325K
 - b. Sinking fund under budget, current balance: \$973k
 - c. The term deposit will mature in November 2023 and is currently earning 3.8% per annum
 - d. Debit recovery is occurring for an apartment in arrears. A transfer of ownership is in process, at which time, the debit will be addressed.

6.3 Resident Support, Complaints and Bylaws Infringement (SG)

- 1. SG: Nil

6.4 Security (PR)

- 1. PR: Noticed that the apartment identification for the South Tower apartments had been removed from the wall in Charles Street. A new sign has been ordered.
- 2. PR: Fob ...493, Apt 80 reported non-functional. Could not find any access past December 2023. Requested additional information from owner.
- 3. PR: Fob ...6544 created, Apt 46. Fob ...325 reported lost – coded out of the system.
- 4. PR: Bike Storage room, security incident, 25 Feb 2023: Apt 52 bike taken from room and left by the sub-basement North Tower lifts. Friend of Apt 7 identified as being responsible – I have asked for an explanation from the resident. As a consequence of this event, it was identified that the Bike Storage room's lock had been disabled – an urgent request to SA Electronics was made to rectify the situation.
- 5. PR: new fob created for apartment 88 – the fob given to the new resident was for a different building, not Martin Towers.
- 6. PR: apartment 89 given access to the bike storage area.



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7 Action List

Id	Required Date	Status	Owner	Activity
2018-14	26 Jan 2018	On-going	RC, CK & SG	<p>Develop a detailed plan for optimal maintenance activities that are funded under the Sinking Fund.</p> <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> <p>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.</p> <p>08 Feb 2023 – Combined Fire have been requested to identify whether there would be an issue in installing an extraction fan.</p>
2019-41	06 Dec 2019	On Hold	DS => SG	<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> <p>10 Aug 2022 – SG to send an email to DS requesting the BBQ options previously researched.</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> <p>08 Feb 2023 – SG waiting on parts</p> <p>12 Apr 2023 – SG to prepare a work order to install a vent above the gym door</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>



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Id	Required Date	Status	Owner	Activity
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	RC	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.
2022-32	11 Nov 2022	Open	SG	To send CK & MJ a copy of the Otis maintenance contract. 12 Apr 2023 MJ: Noted that the level 3 button on a North Tower list is still non-functional SG: To request Otis to remedy
2022-34	Oct 2023	Open	PR	Canvas lot owners and collect sufficient proxies to fill the corium at the next AGM.
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	Closed	CK	Contact Primary Corporation body corporate and request the graffiti on
2023-02	24 Feb 2023	Closed	CK	Request Caretaker to address the marks on the North Tower foyer floor.
2023-03	24 Feb 2023	Closed	SG	To issue a work order to have sensor lights installed in the North Tower and South Tower utility rooms.
2023-04	24 Feb 2024	Closed	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.
2023-05	14 Jun 2023	Open	SG	To engage Fire Services to identify the requirements to install an extraction fan at the top of the North Tower rubbish chute.



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				To generate work orders to install an extraction fat at the top of the North Tower rubbish chute.
2023-06	14 Jun 2023	Open	CW	To contact Kone and request the restoration of the South Tower floor mat.

8 Any Other Business

1. CW: Further to the observations made by CK at item 6.3, enquired whether cleaning of the tiles around the pool was to progress.
 - a. CK: There remains a concern that pressure cleaning of the tiles could lead to drain blockages.
 - b. SG: Observed that there remains a delay of at least six weeks to get the Engineering Inspection report on the pool. SG will talk to James regarding the possibility of arranging for a steam clean of the tiles.
 - c. CK: Observed that potentially due to labour shortages, many companies were not responding to requests for pool maintenance work or those that did respond provided unrealistically high quotations for the work.
2. CW: The South Tower lift floor mat is bubbling again, see Action: 2023-06.

9 Next Meeting

Wednesday 14th June 2023 – Con to host again

Followed by:

09th August 2023

October for the 2022/2023 AGM

10 Closure

Meeting closed at 19:15