



Martin Towers

Management Committee Meeting

Community Corporation 23362 Inc. (Secondary)

4-8 Charles Street, ADELAIDE

Date: Wednesday 14th June 2023
Time: 6:00 PM (18:00)
Location: Con's Office, 138 South Terrace
Role: [Link](#)

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)	Carolyn Wastell (CW)

1.2 Apologies

Phillip Relf (PR) => RC

1.3 Body Corporate Manager

Representing Whittles: Steve Geyer (SG)

2 Confirmation of Previous Minutes

1. Minutes from 12th April 2023, proposed DC, seconded RC

3 Decisions without Meetings

1. RC: NelsonAir can instal an air conditioner automatic cut-off after one hour of use. This cut-off would be useful in the gym, where the air conditioner is left running but without people using the equipment.
 - a. No dissenting votes – approval to proceed
2. CW: Currently researching solutions for the South Tower lift.
 - a. A quotation for work has been received and a recommendation to replace the lift flowing was agreed without decent.
3. SG: It was noted that the pool roof was leaking during a recent downpour. The issue being blocked gutters on the pool roof area.
 - a. A recommendation to close the pool until this could be remedied was agreed without decent.



Martin Towers

Management Committee Meeting

- b. SG: During the meeting, suggested a maintenance program be put in place, scheduled for each year prior to Winter, specifically to check gutters and the state of sealants.
- c. The meeting approved this addition to the regular building maintenance program.

4 Primary Corporation Report (CK)

1. RC: Advised that the car exit sensors, that trigger the North Terrace traffic lights to support exit remain non-functional. RC will follow up (again) with Jason of Munro Property group.
2. RC: Will also follow up, with Jason of Munro Property group, regarding the number of fire alarm call outs that have occurred recently.

5 Secondary Corporation Report (SG)

1. SG: Advised that the lift maintenance audit has been completed and will distribute the report once received.
2. SG: North Tower level 7A apartment has a roof leak; this is being investigated.
3. SG: North Tower level 5 water leak; this is being investigated.
4. SG: Caretaker (James) advised that the car park requires cleaning. SG to obtain a quotation.

6 Discussions

1. CW: Requested responses to the following:
 - a. What is the relationship between fires in the commercial areas and alarms to our corporation? SG: The alarm will activate if the fire reaches the residential building.
 - b. Intrusion, by undesirable persons, into the primary corporation areas are not being adequately managed. CK: Will raise this topic with Munro Property group
 - c. Suggestion that we do not make as many claims to our building insurance, as this could make us uninsurable. SG: Advised that the Secondary corporation will be insured but the excesses may increase as a consequence. It was also noted that the assumption that Secondary corporation has lodged many claims is invalid.
 - d. Request the primary corporation to provide security guards on weekends. CK: Advised that the necessary cost would be excessive and would fail a cost-benefit analysis.
 - e. Protection of infrastructure from vandals. The meeting noted this issue but will take no action at this time.
2. RC: Noted that there are a number of people who do not evacuate the building when the building alarms goes off. The committee is called on to discuss turning off the building alarm and require the Fire Department to manually activate the alarm on the event of a real emergency.

6.1 Communications (PR)

1. PR: Started generated the slides for the AGM. Photographs of the new committee members added to the presentation.

6.2 Finance (EF)

1. SG: Advised that the Secondary corporation finances are on budget, noting that gas prices have increased and fire service repair has decreased.
2. SG: Current Secondary corporation net assets are \$1,327,582.



Martin Towers

Management Committee Meeting

6.3 Resident Support, Complaints and Bylaws Infringement (SG)

1. SG: Nothing to report

6.4 Security (PR)

1. RC: Investigated the incident of a Vagrant in the fire pump room, who turned off the electric pump and set the mechanical pump to manual, this combined with a sock stuffed down the fire pump room drain, resulted in flooding of the caretaker's room.
2. PR: Apartment new owner, two fobs deactivated, two new fobs created.

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	Closed	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	OBE	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	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



Martin Towers

Management Committee Meeting

Id	Required Date	Status	Owner	Activity
				<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> <p>Jun 2023 – SG, all contractors contacted have declined to quote. Will continue to search for a contractor willing to do the work.</p>
2022-23	15 Jul 2022	Open	SG => CK	<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> <p>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.</p> <p>June 2023 – will engage Jet Charge to suggest options</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>
2022-27	02 Nov 2022	Open	RC	<p>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.</p> <p>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.</p> <p>June 2023 – RC will have proposal ready for discussion at the ACM.</p>
2022-32	11 Nov 2022	Closed	SG	<p>To send CK & MJ a copy of the Otis maintenance contract.</p> <p>12 Apr 2023 MJ: Noted that the level 3 button on a North Tower list is still non-functional</p> <p>SG: To request Otis to remedy</p>
2022-34	Oct 2023	Open	PR	<p>Canvas lot owners and collect sufficient proxies to fill the corium at the next AGM.</p>



Martin Towers

Management Committee Meeting

Id	Required Date	Status	Owner	Activity
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
2023-05	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. To generate work orders to install an extraction fan at the top of the North Tower rubbish chute. June 2023 – JN to check operation of fans and obtain a quotation for cleaning.
2023-06	14 Jun 2023	Closed	CW	To contact Kone and request the restoration of the South Tower floor mat.
2023-07	09 Aug 2023	Open	RC	Obtain status, from Munro Property group, of traffic sensor to operator North Terrace traffic lights for car park exit.
2023-08	09 Aug 2023	Open	RC	Obtain status, from Munro Property group, regarding the large number of Fire Service call-outs.
2023-09	09 Aug 2023	Open	SG	Obtain a quotation to clean the car park.
2023-10	09 Aug 2023	Open	CK	To raise issue of undesirable persons entering the property with Munro Property group

8 Any Other Business

- EF: Proposed obtaining a pool ladder with an additional rung to replace the current one, as it is difficult for people to exit the pool.
 - Committee approved expenditure to a limit of \$4k.
- RC: Questioned the opening/closing times for the gym and pool, specifically as to why they cannot stay open 24 hours.
 - Committee agreed to leave the current time restrictions in place, sighting the original time constraints were imposed due to noise complaints received from residents.
- CK: Advised that he has connected a trickle charger to his car battery and has calculated the power consumption taken from common, as being \$1.35 to date.
 - Committee agreed, post discussion on the topic, to allow residents to use common power in support of trickle charging of a car battery, that is used to start an internal combustion engine.

9 Next Meeting

Wednesday 09th August 2023 – Con to host again

Followed by:

October for the 2022/2023 AGM



Martin Towers

Management Committee Meeting

10 Closure

Meeting closed at 19:20