



# Martin Towers

## Management Committee Minutes

Community Corporation 23362 Inc. (Secondary)

4-8 Charles Street, ADELAIDE

Date: Wednesday 09<sup>th</sup> August 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)	Mark Jappe (MJ)
David Chadbourne (DC)	Con Karykis (CK)
Rob Creasey (RC)	Phillip Relf (PR)

### 1.2 Apologies

Walter Dollman (WD) => CK	Carolyn Wastell (CW) => nil
Elizabeth Farrant (EF) => AA	

### 1.3 Body Corporate Manager

Representing Whittles:	Not in Attendance
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## 2 Confirmation of Previous Minutes

1. Minutes from 12<sup>th</sup> April 2023, proposed MJ, seconded RC

## 3 Decisions without Meetings

1. PR: Called for approval, at a quoted price of \$10,865, to provide: ability to connect the solar inverters on the North Tower and South Tower roofs to the Internet. This involves:
  - Digital to optical signal converter, one on the North Tower and one on the South Tower
  - Fibre optical cable, protected by conduit, traveling from the North Tower roof to the sub-basement Communications room
  - Fibre optical cable, protected by conduit, traveling from the South Tower roof to the sub-basement Communications room
  - Optical to digital converter, one for each tower's input
  - Router connected to Internet and to each of the converters

Approved, no dissenters.



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### 4 Primary Corporation Report (CK)

1. RC: Primary Corporation are required to replace the fire extinguishers in the commercial carpark. However, the Primary Corporation wish to share this cost with the Secondary Corporation but have indicated their reluctance to share the cost when the Secondary Corporation need to replace our fire extinguishers. No decision has been made at this time.
2. RC: Primary Corporation AGM is scheduled for 15<sup>th</sup> September 2023, no date has been set yet.
3. RC: Monroes have advised that the Air Key coding (i.e., remote access through the Austin Street roller door) is scheduled for the week of 14<sup>th</sup> August 2023. 120 Air Keys should be available shortly thereafter.
4. CK: Wilsons carpark have been reluctant to grant access to the room necessary to access the basement & sub-basement car exit traffic light sensor. The Secondary Corporation have right-of way and are investigating.
5. RC: The South Tower door cages are being shifted up within the stairwells, just down from the basement level, so as to remove the ability for vagrants to squeeze past them into the sub-basement.

### 5 Secondary Corporation Report (SG => RC)

1. Caretaker: Pool status, roof, cleaning & structural work – we are having difficulties in finding trades persons who will contract to do the work for the pool structural work only. Currently, the quotation process is on hold. We have been quoted \$170k and we are looking for contractors to do the work at a reasonable rate. The roof cleaning due to the water ingress has been done and SG has scheduled cleaning for a future date to avoid the build-up that occurred over time.
2. SG: North Tower lifts, currently averaging 7 call-outs per year per lift – which is about industry average. However, the overall condition of the lifts, as assessed by Whitfield Rose, is poor, with a number of outstanding maintenance issues. OTIS is proving four maintenance visits per year, which is considered inadequate.
3. SG: South Tower lifts, currently 2 call-outs per year – which is about industry average. However, the overall condition of the lifts, as assessed by Whitfield Rose, is fair, with a number of outstanding maintenance issues. KONE is proving seven maintenance visits per year, which is considered inadequate as the expectation would be monthly maintenance visits.
4. RC: The Gardner is no longer attending to the plants in on the plaza and has not sought to renew their contract. We need to engage a new Gardner, see Action: 2023-11.

### 6 Discussions

1. RC: Time restrictions on Gym & Pool usage. Considerations to noise reductions.
  - a. The committee decided to leave the notice and the actual opening time discrepancy of 30 minutes, as is, with no change to either.
2. RC: Discussion regarding the installation of a lift internal to apartment.
  - a. RC presented the proposal from Elite Elevators Company Pty. Ltd., and after extensive considerations being discussed, the committee voted to reject the current proposal. The vote was unanimous, with RC necessarily abstaining.
3. CW: Ongoing issue with intruders and vandalism in commercial carpark.



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- a. Munro Property Group have taken steps to address this issue.
- b. Caretaker reports that some graffiti has been removed from the stairwells.

### 6.1 Communications (PR)

1. PR: It would appear that the apartment website has been taken down. As we still own the domain name, it is assumed that our ten-year server rental has expired. No notification was given regarding the takedown.
  - a. The committee voted to reinstate the website, see Action: 2023-12.

### 6.2 Finance (EF)

1. CK: The apartment finances are on track.

### 6.3 Resident Support, Complaints and Bylaws Infringement (SG)

1. CK: None.

### 6.4 Security (PR)

1. PR: Apartment, additional fob created
2. PR: Apartment, requested three additional fobs but currently at the maximum allocation. Provided the agent with a list of fobs to choose from to, to be deactivated prior to the generation of new fobs. Received notification that three new fobs were not required.
3. PR: SA Electronics have provided quotations for the Internet access to the Solar System, Intercom, Security System and Video System. Their quotation was successful and will be presented at the AGM for acceptance.
4. Munro Property Group have advised that the following steps have been taken in the last three years in order to address the vagrant and vandalism issues:
  - Oct 2020: Installation of steel mesh cage on mezzanine ramp level of carpark to prevent intruders from climbing over onto the plant platform and entering the stairwell through the fire door (invoice attached).
  - Oct 2020 — Feb 2021: Replacement of all top-mounted mag-locks on stairwell fire doors with centre mounted electric strikes to prevent doors from being levered open from the bottom (invoices attached).
  - Oct 2022: Installation of cameras in southwest stairwell, which is used as a hideaway for vagrants due to Wilson Parking licence requirement for 24-hour access. Installation paid for by Wilson Parking as part of the license conditions.
  - Ongoing: Replacement of any damaged fire doors with steel plated reinforced fire doors — once the electric strikes were installed and doors could no longer be levered open, vandals took to just smashing the doors open with brute force.
  - July — Aug 2023: Installation of steel mesh cages on 6 levels of carpark in northwest corner to prevent access to darkened areas behind lift shaft. Total expected cost \$80k-\$90k including cabling for electric strikes and connection to fire and security system.
  - Ongoing: immediate cleaning of any graffiti in common areas around building, including rear laneway, and removal of any personal items, mattresses etc. — seeing their work removed straight away is an effective deterrent for vandals.
  - Ongoing — after consultation by Josh Baldwin in 2022, the building is one of several in the Adelaide shopping precinct covered by SAPOL under Operation Hobbit, which involves regular patrols and priority response to any trespass or vandalism reports.



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- Jun 2023: Reinforcement of vent cover in fire pump room wall to prevent vagrant entering.
- Ongoing — regular visits by myself and other Munro staff to go through the stairwells, closing any open doors and clearing out any vagrants we find.
- Future intention to proceed with quote from SA Electronics for installation of 2 cameras in Charles Lane. Awaiting a quote for installation of floodlights as well and will chase that up and forward it on.
- The biggest issue is the carpark itself and the lack of a security presence provided by the operators. We have repeatedly drawn the attention of the owners and tenants to this fact but they have so far refused to do anything further, claiming that security of the common areas is a primary corporation concern, which of course is true to an extent but they are also meant to be taking steps to mitigate any potential damage.

## 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
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 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 12 Apr 2023 – SG, to prepare a work order to install a vent above the gym door Jun 2023 – SG, all contractors contacted have declined to quote. Will continue to search for a contractor willing to do the work.
2022-23	15 Jul 2022	Open	SG => CK	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 June 2023 – CK was unhappy with the first tile resealing trial and requested contractors to identify alternative solutions. June 2023 – SG will engage Jet Charge to suggest options 09 Aug 2023 – CK reported that an additional spill is now evident. Finding trades persons to do the work, for such a small area, is proving to be difficult.
2022-24	02 Nov 2022	Open	SG	Engage an electrician to identify possibility of installing electric car charging stations.



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Id	Required Date	Status	Owner	Activity
				<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>
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> <p>09 Aug 2023 – CK confirmed that this was on the agenda to ask at the Primary Corporation AGM</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> <p>09 Aug 2023 – RC stated that the cost is expected to be provided soon, ready for the Secondary Corporation AGM</p>
2022-34	Oct 2023	Open	PR	<p>Canvas lot owners and collect sufficient proxies to fill the corium at the next AGM.</p>
2022-37	08 Feb 2023	Open	SG	<p>To place an order for the blue LED lights to replace those in the plaza West garden area.</p> <p>08 Feb 2023 – the lights have been ordered</p>
2023-05	14 Jun 2023	Open	SG	<p>To engage Fire Services to identify the requirements to install an extraction fan at the top of the North Tower rubbish chute.</p> <p>To generate work orders to install an extraction fan at the top of the North Tower rubbish chute.</p> <p>June 2023 – JN to check operation of fans and obtain a quotation for cleaning.</p> <p>MJ concerned that the rubbish chute is emanating foul smells into the corridors of the NT apartment floors. He asked that we ask air contractors to investigate negative pressurising the utility rooms.</p> <p>SG was requested to seek a report from relevant contractors as to what could be done in this regard as the smell was unbearable during some periods. SG</p>



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Id	Required Date	Status	Owner	Activity
				advised that rubbish chutes are scheduled to be cleaned and that a regular schedule be adopted. MJ was concerned that issue would still arise between cleaning if residents did not dispose of rubbish properly in the chutes, hence the negative pressurisation of the rooms. 09 Aug 2023 – Level 3 rubbish chute cover requires reseating, the Caretaker will be asked to attend
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
2023-11	18 Aug 2023	Open	RC	To contact SG to arrange for a new Gardner to attend.
2023-12	25 Aug 2023	Open	PR	To investigate the Martin Towers website take-down and to reinstate the website.

## 8 Any Other Business

1. AA: Stated that this was her last Management Committee meeting and that she was retiring from the committee.
  - a. All agreed that this is a sad loss to the committee.
2. RC: Stated that this was his second to last Management Committee meeting and that he was retiring from the committee.
  - a. All agreed that this is a sad loss to the committee.
3. CK: Advised that EF has decided not to run for Finance Officer at the AGM
4. PR: Advised that he would not be run for Secretary at the AGM
5. MJ: Raised a proposal that we reduce the size of the committee from nine and limit the size of the committee to seven. DC seconded the proposal.
  - a. The proposal was accepted unanimously.

## 9 Next Meeting

Wednesday 11<sup>th</sup> Oct 2023 – Con to host again

Followed by:

26<sup>th</sup> Oct 2023 – TBC, for the 2022/2023 AGM

## 10 Closure

Meeting closed at 1900

Saturday, 7 October 2023

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