



# Martin Towers

## Management Committee Meeting

Community Corporation 23362 Inc. (Secondary)

4-8 Charles Street, ADELAIDE

Date: Wednesday 26<sup>th</sup> October 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)

Carolyn Wastell (CW)

### 1.2 Apologies

Rob Creasey (RC) => CK

Elizabeth Farrant (EF) => CK

Walter Dollman (WD) => CK

Phillip Relf (PR) => CK

### 1.3 Body Corporate Manager

Representing Whittles:

Steve Geyer (SG)

## 2 Confirmation of Previous Minutes

1. Minutes from 08<sup>th</sup> August 2023, proposed MJ, seconded DC

## 3 Decisions without Meetings

1. CK: Items have been extracted from the SA Electronics Intercom quotation, as they represent necessary maintenance activities that do not support the replacement of the Intercom. These items were approved at the meeting and consisted of:
  - a. \$5,450 Security System preventative maintenance/repair
  - b. \$1,510 Cooling System installation (top floors, to protect common electronics)
  - c. \$42,760 Cameras maintenance/repair

## 4 Primary Corporation Report (CK)

1. CK: Report on the Primary Corporation AGM:
  - a. Munro Property Group, expenditure limit set at \$5k
  - b. Insurance premium increased to \$180,263, with the building valuation set at \$185m



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- c. Considering installing two cameras in Charles Lane, to deter vagrants, at \$3k
- d. Seeking to engage TMK Engineers to conduct a façade check on the building
- e. Installation of fencing and gates to protect against unlawful ingress into the stairwells
- f. Installation of fire doors in the car park that provide South Tower access, with Peregrines paying for the doors
- g. Investigating into installing a box gutter and holding tanks to protect against water leaks into the Charles Mall shops
- h. The car park exit boom gate is not synchronising with the North Terrace traffic lights. The Primary Corporation is establishing whose responsibility this lies with.
- i. Regarding the sale of car park spaces currently in the Wilsons car park, Peregrines will speak with the executives and provide an answer

## 5 Secondary Corporation Report (SG)

1. SG: Update on West Garden, garden bed lighting: follow up with an electrician, who advised a time frame of three weeks to job completion

## 6 Discussions

1. EF: Window cleaning – confirmation of the twice-yearly action and expected costs (necessary to support financial budgeting needs)
  - a. SG: Will obtain quotes for twice yearly window clean, from Sky High and Mr Squeegie
2. EF: Small perimeter beds in West Garden - these beds aren't in great shape. I propose a revamp and I'm happy to look at options, get quotes etc.
  - a. SG: Will liaise with Alcotts to engage EF
- ~~3. EF: I propose that an issue that requires a vote can be discussed during AOB but should be tabled as an agenda item to be voted on at a future meeting.~~
4. In absence, PR: Intercom quotation, SA Electronic quotation of \$122,750 provides the following capability:
  - a. 7 inch LCD for video monitoring
  - b. Auto-entry (Doctor call)
  - c. Hands-free communication, auto-voice actuation
  - d. Lighting control for a call from entrance station [probably will not accept this]
  - e. Monitoring an entrance station
  - f. Releasing door lock
  - g. Touch (Push)-to-talk-communication
  - h. Video image adjusting function
  - i. Video recording from an entrance station
  - j. Zoom/wide and pan & tilt video monitoring function
  - k. Intercom App
    - i. Answer calls from the door station anywhere inside or outside your home
    - ii. Control external devices while answering a call
    - iii. Releasing door lock
    - iv. Video recording from an entrance station
    - v. Zoom in and zoom out functions
  - l. The committee approved the Intercom system, as discussed



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### 6.1 Communications (PR)

1. In absence PR: Website update has resulted in no complains on the new simplified design and refresh.

### 6.2 Finance (EF)

1. SG: Advised that the Secondary Corporation was in a healthy financial position and will be seeking to transfer \$100k form the Administration fund to the Sinking fund at the upcoming AGM.

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

1. SG: Advised that no complaints have been newly made.

### 6.4 Security (PR)

1. In absence PR: Resident let back into their apartment at the request of DC.

## 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.<br>07 Aug 2019 – Effort continuing, considering a Preventative Maintenance regime.<br>On Going   |
| 2022-14 | 08 Jun 2022   | On-going | SG          | To provide a status update on the installation of vents in the gym.<br>08 Jun 2022 – Vents are to be installed in the gym<br>10 Aug 2022 – Work order has been sent but due to COVID-19 issues affecting the workforce, the work has not been completed<br>09 Nov 2022 – SG, waiting on parts<br>08 Feb 2023 – SG, waiting on parts<br>12 Apr 2023 – SG, to prepare a work order to install a vent above the gym door<br>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   | On-going | SG => CK    | Instruct Caretaker to polish out the drinks spill residue in the North Tower ground leave air lock – between the doors.<br>09 Nov 2022 – SG still looking for someone who can undertake the work and is available to do the work<br>June 2023 – CK was unhappy with the first tile resealing trial and requested contractors to identify alternative solutions.<br>June 2023 – SG will engage Jet Charge to suggest options<br>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. |



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| Id      | Required Date | Status   | Owner | Activity  |
|---------|---------------|----------|-------|---|
| 2022-24 | 02 Nov 2022   | On hold  | 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> |
| 2022-26 | 02 Nov 2022   | On-going | 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   | On-going | 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      | On-going | PR    | <p>Canvas lot owners and collect sufficient proxies to fill the corium at the next AGM.</p>   |
| 2022-37 | 08 Feb 2023   | On-going | 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   | On-going | 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>  |



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| Id      | Required Date | Status   | Owner | Activity  |
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|         |               |          |       | <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 advised that rubbish chutes are scheduled to be cleaned and that a regular schedule be adopted.</p> <p>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.</p> <p>09 Aug 2023 – Level 3 rubbish chute cover requires reseating; the Caretaker will be asked to attend</p> |
| 2023-07 | 09 Aug 2023   | On-going | 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   | On-going | RC    | Obtain status, from Munro Property group, regarding the large number of Fire Service call-outs.   |
| 2023-09 | 09 Aug 2023   | Open     | SG    | <p>Obtain a quotation to clean the car park.</p> <p>11 Oct 2023 – waiting on quotes for car park clean</p>  |
| 2023-10 | 09 Aug 2023   | Closed   | CK    | To raise issue of undesirable persons entering the property with Munro Property group   |

## 8 Any Other Business & Next Meeting Items

1. SG: Advised that the Caretaker has installed a new step enabling easier exit from the pool.

## 9 Next Meeting Date/Time

Wednesday TBD, post AGM

AGM: 02 Nov 2023

## 10 Closure

Meeting closed at 'some reasonable time'