



Martin Towers

Management Committee Minutes

Community Corporation 23362 Inc. (Secondary)

4-8 Charles Street, ADELAIDE

Date: Wednesday 14th February 2024

Time: 6:00 PM (18:00)

Location: Apartment 5

Role: [Link](#)

1 Opening

1.1 In Person

David Chadbourne (DC)

Mark Jappe (MJ)

Walter Dollman (WD)

Phillip Relf (PR)

Elizabeth Farrant (EF)

Carolyn Wastell (CW)

1.2 Apologies

Con Karykis (CK) => PR

1.3 Body Corporate Manager

Representing Whittles:

Steve Geyer (SG)

2 Confirmation of Previous Minutes

1. Minutes from 11th October 2023, proposed MJ, seconded DC

3 Decisions without Meetings

1. PR: Residents requested permission and funding to hold an apartments Christmas party. A budget of \$250 was suggested.
 - a. Communication with Whittles confirmed that this was accepted practice
 - b. There were no dissenters.
 - c. \$83.65 was claimed, in support of the event

4 Primary Corporation Report (CK)

1. CK: On 09 Jan 2024 Rob Creasey toured the North West Martin Towers stairwell and it would appear that the new gates have kept trespassers out of the stairwell. Matrix Engineering has installed solid plates around the lock mechanisms to provide added protection.
2. CK: Jason Nash, of Munro Property, has persuaded Wilson Parking to address the parking of vehicles obstructing egress and ingress of resident's vehicles into their parking areas, see below.



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The line circled in blue will be removed.

3. CK: Combines Fire & Safety have conducted an assessment on the building and a number of defects have been identified, prompting them to offer a quotation of \$30,472.80 + GST to affect repairs. AWB have supplied a quotation of \$41,601.00 + GST. The nature of the required work includes: correcting incorrect & missing signage, damaged door seals, holes in fire doors, etc. It is interesting to note that almost all of this work is relevant to the apartment common areas (with very little work cited for the Wilson car park areas).
 - a. CK: Provided authority, on behalf of the Secondary Corporation, to proceed with the Combined Fire & Safety quotation on 10 Jan 2024.

5 Secondary Corporation Report (SG)

1. SG: Caretaker has identified leaks in the gas hot water system and is maintaining the system, necessary to accommodate the replacement with an electric hot water system.
2. SG: Caretaker has suggested that the car park requires professional cleaning.
 - a. See Action 2024-01.



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3. SG: Caretaker has recommended that the common area carpets require professional cleaning.
 - a. A discussion resulted in delaying making a decision until the next meeting, in order for the committee to conduct an inspection of the building.
4. SG: Caretaker advised that the North Tower rubbish chute will be cleaned shortly
 - a. MJ commented that the door to the rubbish chute does not fully seal.
5. SG: Caretaker seeks permission to replace the fluorescent lights in the stairwells at the resident levels.
 - a. Committee unanimously endorsed this activity.

6 Discussions

1. PR: Actions falling out of the AGM:
 - a. Offer a guided tour of the apartment complex to the Adelaide City Council – a follow up email was sent to Ms Julie Bellwood on 15 Jan 2024. See Action 2024-02.
 - b. Fob access to the South West stairwell from/to the sub-basement.
 - c. Fob access to the South Tower lift from each level in the Wilsons carpark – a rough cost/benefit analysis could not justify this request. However, the request remains open for discussion.
2. CK: Apartment residence get-together, held 20th December 2023
 - a. Large resident turn out, very well received and attended
3. PR: Whittles held an information session on 14 Nov 2023, at which a number of the Management Committee attended. The presentations addressed:
 - a. Apartment Bi-laws
 - b. Building Insurance
 - c. Electric Car Charging
4. PR: At the end of the meeting, CK approached Brenton James (who presented Apartment Bi-laws), who offered to provide legal comment regarding the public's right-of-access to the South Tower lift. Brenton's legal partner, Stefan Jury, responded to an email request for information. A telephone call identified a path towards obtaining a copy of the South Tower access rights. However, SG indicated current ownership identifying the South Tower access rights schedule and was able to confirm that Wilsons carpark customers do have access rights to the South Tower lift.
5. CK: We need to purchase additional recycling bins.
 - a. There are additional recycling bins held in the South-Western corner of the car park
 - b. The Caretaker will be asked to review the issue of these bins filling past capacity
6. PR: Procedure to identify & assist infirmed out of building during an alarm
 - a. The meeting concluded that this remains the responsibility of the resident to ensure that they are able to exit the building during an emergency and that it is not the responsibility of the Management Committee to provide additional support
 - b. It was noted that the fire stairs are rated to be safe for at least six hours during a fire and that residents can safely remain in the stairwells, waiting for assistance from the fire brigade.

6.1 Communications (PR)

1. PR: The website has not been updated post the AGM. It was suggested that the Management Committee members be given one week to review minutes post delivery via email and that any correction attended to. The minutes would then be posted to the website.



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- a. There was no issues raised with this proposed action.

6.2 Finance (DC)

1. DC: Currently we are \$37k under-spend relative to the budget.
 - a. This under-spend includes the additional \$10k each for gas and electricity that has resulted in increased costs that were not budgeted for.
 - b. It was noted that there are a couple of cleaning invoices remaining to be received that will require payment.
2. SG: The replacement of the hot water system, with an electric system, has been budgeted at \$360k. However, the actual cost has not received quotations for the work. It is anticipated that an Emergency General Meeting (EGM) will be called to vote on the replacement of the hot water system.
3. SG: Currently have \$187k in Administration fund and \$1.3m in Sinking fund. We have no major areas. The money transferred into an investment fund is currently earning 5%.

6.3 Resident Support, Complaints and Bylaws Infringement (SG)

1. SG: .

6.4 Security (PR)

1. PR: There has been suspicious activity in the South Eastern stairwell, with entry gained typically from level 6 of the Wilson carpark. The fob in question, was issued by the Primary Corporation and has now been deactivated.
2. PR: Replacement PC & software has been installed in the Communications room
 - a. The user interface is a bit different and I'm still coming up to speed on how to use the product
3. PR: Requested SA Electronics to provide a commencement date for the Intercom system:
 - a. 85% of the necessary equipment is with supplier in Sydney, waiting on external door stations and floor distributors – which should be arriving at the end of this week.
 - b. I have volunteered my apartment for a trial installation, week commencing 19 Feb 2024
 - c. SG: At least one week's notice will be required to be provided to residents in order to replace the Intercom system components within their apartment.
 - d. SG: Noted that non-owner residents refusing entry will require the owners to guarantee entry.
 - e. PR: It is understood that the existing Intercom system components within an apartment are backwards compatible, but with limited capability.
4. PR: Air Keys:
 - a. Delivered to owner
 - b. Delivered to resident
 - c. Owner contacted, message left
5. PR: Apartment lockout, assisted resident with returning to apartment, and identification check was conducted to ensure the request was valid
6. PR: Agent requested bike access
7. PR: Apartment replacement fob generated – no charge, defective product
8. PR: Assisted SG with response to resident regarding building security
9. PR: Apartment lockout, assisted Caretaker with returning resident to apartment
10. PR: Apartment new fob created 28 Dec 2023



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7 Action List

| Id | Required Date | Status | Owner | Activity |
|---------|---------------|----------|---------|---|
| 2018-14 | 26 Jan 2018 | On-going | 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> |
| 2022-14 | 08 Jun 2022 | On-going | 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> <p>Jun 2023 – SG, all contractors contacted have declined to quote. Will continue to search for a contractor willing to do the work.</p> <p>14 Feb 2024 – SG requested additional quote</p> |
| 2022-23 | 15 Jul 2022 | On-going | 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> <p>June 2023 – CK was unhappy with the first tile resealing trial and requested contractors to identify alternative solutions.</p> <p>June 2023 – SG will engage Jet Charge to suggest options</p> <p>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.</p> <p>14 Feb 2024 – SG will request Caretaker to follow up</p> |
| 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> |



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| Id | Required Date | Status | Owner | Activity |
|---------|---------------|----------|-------|--|
| 2022-26 | 02 Nov 2022 | Close | 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 | Close | PR | <p>Canvas lot owners and collect sufficient proxies to fill the corium at the next AGM.</p> <p>14 Feb 2024 – PR has been informed that the State Government has re-interpreted the Privacy Act and that Whittles are no longer allowed to disclose owner contact information without the approval of the owners</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> <p>14 Feb 2024 – SG advised that the work cannot proceed due to lack of parts availability.</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> <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</p> |



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|---------|---------------|----------|----------|---|
| | | | | 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 14 Feb 2024 – SG, waiting on reply |
| 2023-07 | 09 Aug 2023 | On-going | RC => CK | 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=> CK | 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. 11 Oct 2023 – waiting on quotes for car park clean |
| 2024-01 | 17 Apr 2024 | Open | SG | Obtain quotation(s) to professionally clean the car park |
| 2024-02 | 17 Apr 2024 | Open | PR | Follow up on offer to ACC to view apartment complex. |
| 2024-03 | 17 Apr 2024 | Open | SG | Identify the actual issue resulting in the plant die-off and propose a solution that would sustain the reestablishment of plants in the West Garden. |

8 Any Other Business & Next Meeting Items

1. EF: It is noted that the plants co-located with the needle-pines in the West Garden have all died and have been removed. The issue appears to be that the needle-pines have monopolised the water supplied.
 - a. See Action 2024-03.

9 Next Meeting Date/Time

Wednesday 17 Apr 2024

Wednesday 19 Jun 2024 – Con an apology, proxy to PR

Wednesday 14 Aug 2024

Wednesday 18 Sep 2024 – preparation for AGM, if required

10 Closure

Meeting closed at 19:05