



Martin Towers

Management Committee Minutes

Community Corporation 23362 Inc. (Secondary)

4-8 Charles Street, ADELAIDE

Date: Wednesday 17th April 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)

Con Karykis (CK)

1.2 Apologies

None

1.3 Body Corporate Manager

Representing Whittles:

Steve Geyer (SG)

2 Confirmation of Previous Minutes

1. Minutes from 14th February 2024, proposed MJ, seconded DC

3 Decisions without Meetings

1. PR: None

4 Primary Corporation Report (CK)

1. CK: None

5 Secondary Corporation Report (SG)

1. SG: Status air conditioning of utility rooms (North Tower levels 5, 6A & 7 and South Tower level 5) – we are waiting on Nelson to provide a second quotation, which is expected within the week.
2. SG: Lift upgrade, North Tower – ahead of the lift audit, that was conducted last year, the scope of work required is understood.



Martin Towers

Management Committee Minutes

- a. However, we received an unsolicited quotation from Otis, that appears to have been generic in nature (as it mirrored similar quotations sent to other apartment complexes). When Otis was questioned, regarding the content of their quotation, they responded that the maintenance activities were 'identified via online enquiry of the system'.
 - b. The contents of the Otis quotation extensively suggested the replacement of items, including electronic controllers, that would be simple to replace. It would appear that Otis are concerned that they no longer hold stock items for obsolete items and that there could be several weeks delay in sourcing parts from outside the country.
3. SG: The podium garden bed refurbishment, in addition to the replacement of the strip lighting, has now extended to requiring the replacement of capping, regrouting and plant revitalisation, the latter possibly due to inadequate water supply to the plants situated along the western wall.

6 Discussions

1. DC: Exclusion of Solar System battery (which is currently located in the sub-basement), Lithium batteries (which exist in Personal Computers (notebooks and tablets), Light Electric Vehicles such as scooters and e-bikes, Passenger Vehicles (both hybrid and full electric vehicles) and Handheld Power Tools, to name a few) from building on grounds of safety.
 - a. SG: Noted that there is not a lot of discussion, on this topic, in other apartment buildings. However, we need to consider the risk and whether apartment insurance would be adequate. See Action 2024-05
 - b. The committee identified e-scooters as the most concern, due to their potential rough treatment and ability to charge with incompatible charging stations. No action is to be taken at this time.
 - c. However, it was noted that there is an e-bike parked under one of the building's power relays. See Action 2024-04.
2. CK: Cleaning of North Tower & South Tower rubbish chutes, and cleaning of the car park to remove build-up of soot on walls and ceilings. See Action 2024-06
3. CW: Carpet cleaning, specifically South Tower, level 2, near the left motor access room.
4. PR: New committee member, apartment 87
 - a. It was decided that this person would need to nominate at the next AGM.
5. PR: Identifying the building location for ambulance access (e.g., apartment sign, street number, Martin Towers).
 - a. The committee discussed this further, in light of the proposed upgrades to Charles Street to turn it into a walking mall.
 - b. Communications with the Adelaide City Council have occurred and two members were given an extensive tour of the building and the number of apartments, residents and frequency of removalist activities communicated.
 - c. A response from the Adelaide City Council (Mr Chris Liedig), is tabled below:
 - i. "Emergency services, including Ambulance, Police, and Fire departments, will maintain their existing access requirements via the bollards on Charles Street, mirroring their current arrangements in Rundle Mall.
 - ii. While unaware of any changes to the address as mentioned, we will promptly confirm with each emergency services team regarding the Charles



Martin Towers

Management Committee Minutes

Street Upgrade and any related access requirements during and following the streetscape upgrade.

- iii. Our current protocol for accessing Rundle Mall involves the issuing of permits granting one-time access codes for lowering the bollards upon entry and raising them upon exit. This process will remain unchanged.
- iv. Regarding bollard access and control, we are presently reassessing access requirements for businesses operating along Charles Street, including Martin Towers, David Jones, Charles Street Plaza, and Charles Place, particularly concerning back-of-house operations (including Cheaps as Chips, Cibo, Smoke Mart, Richmond Hotel, Charles Plaza Arcade, Kathmandu, Dotti, and Jay Jays). Further project details, including access and egress requirements, will be shared to seek feedback to manage expectations moving forward. The Council is actively evaluating access control risks and mitigation strategies as part of our ongoing efforts in Rundle Mall which Charles St will be included following the streetscape upgrade.”
- d. It was noted that the current protocol, used within Rundle Mall only allows 30 minutes access. This time period is inadequate for removalist to attend an apartment. See Action 2024-07
- e. MJ: The proposed closure of Charles Street may not be suitable for food delivery services.

6.1 Communications (PR)

- 1. PR: The website has not been updated for some time and requires attention.
- 2. PR: A number of apartments have a failed Intercom. The status of these intercoms is not known. However, the replacement intercom hardware, for the building, has now arrived at SA Electronics, has been unpacked and is being programmed. The South Tower intercom systems will be replaced first.
- 3. PR: Meeting (14th March 2024) with Mark Goudye & Chris Liedig of Adelaide City Council to tour the building and discuss potential upgrades to Charles Street in the conversion to a mall.

6.2 Finance (DC)

- 1. SG: The Administration fund currently holds \$124k, with \$104k in term deposit and is running \$60k under budget. The Sinking fund currently holds \$1,814k
- 2. SG: The swimming pool maintenance work was passed at the EGM.

6.3 Resident Support, Complaints and Bylaws Infringement (SG)

- 1. SG: Apartment complained regarding the South facing view from their apartment, see below:



Martin Towers

Management Committee Minutes



2. SG: Apartment in question will be served a by-laws breach notice. See action 2024-08

6.4 Security (PR)

1. PR: 23rd Feb 2024, gave SA Electronics a tour of the building to refresh their locational awareness of the various Intercom system components.

7 Action List

Id	Required Date	Status	Owner	Activity
2018-14	26 Jan 2018	On-going	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	On-going	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. 14 Feb 2024 – SG requested additional quote 17 Apr 2024 – SG the swimming pool refurbishment is now required to include work to correct the vents



Martin Towers

Management Committee Minutes

Id	Required Date	Status	Owner	Activity
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> <p>17 Apr 2024 – SG obtaining updated pricings and is still working on this.</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>
2022-37	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> <p>17 Apr 2024 – SG still waiting</p>



Martin Towers

Management Committee Minutes

Id	Required Date	Status	Owner	Activity
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 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> <p>14 Feb 2024 – SG, waiting on reply</p>
2023-07	09 Aug 2023	On-going	RC => CK	<p>Obtain status, from Munro Property group, of traffic sensor to operator North Terrace traffic lights for car park exit.</p> <p>17 Apr 2024 – CK need to contact Jason at Munroe's to identify the current status of the work</p>
2023-08	09 Aug 2023	Closed	RC=> CK	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> <p>17 Apr 2024 – SG now waiting on updated quotation</p>
2024-02	17 Apr 2024	Closed	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.
2024-04	19 Jun 2024	Open	SG	To ask James to identify the ownership of the e-bike parked under a power relay and suggest that they move the bike to a different location.
2024-05	19 Jun 2024	Open	SG	Engage a lawyer to identify whether apartment insurance would be adequate, in the case of a Lithium fuelled fire within the apartment complex.
2024-06	19 Jun 2024	Open	SG	To arrange for an extension to existing quotations, to effect cleaning of the North Tower & South Tower rubbish chutes, and



Martin Towers

Management Committee Minutes

Id	Required Date	Status	Owner	Activity
				cleaning of the car park to remove build-up of soot on walls and ceilings.
2024-07	19 Apr 2024	Open	PR	To email the Adelaide City Council and identify that 30 minutes for a removalist and the time period when vehicle entry would be allowed, would be inadequate for the apartment needs.
2024-08	19 Jun 2024	Open	SG	To snail-mail a breach notice to the apartment owner, regarding the state of the blinds displayed by one of the South Tower appartements. To send a general notice to all Martin Tower residents, that the resident is to keep the blinds in good order.

8 Any Other Business & Next Meeting Items

1. None

9 Next Meeting Date/Time

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 XX18:58