



Martin Towers

Management Committee Agenda

Community Corporation 23362 Inc. (Secondary)

4-8 Charles Street, ADELAIDE

Date: Wednesday 19th June 2024

Time: 6:00 PM (18:00)

Location: Apartment 5

Role: [Link](#)

1 Opening

1.1 In Person

David Chadbourne (DC)

Phillip Relf (PR)

Walter Dollman (WD)

Carolyn Wastell (CW)

Elizabeth Farrant (EF)

1.2 Apologies

Mark Jappe (MJ) => PR

Con Karykis (CK) => PR

1.3 Body Corporate Manager

Representing Whittles:

Steve Geyer (SG)

2 Confirmation of Previous Minutes

1. Minutes from 17th April 2024, proposed DC, seconded EF

3 Decisions without Meetings

1. PR: Evaluation of the air conditioning quotations for the utility rooms containing building security control systems were received from:
 - a. Climat \$11,169.40
 - b. Nelson \$10,560.00

The Climat quotation was accepted: four supporting, three abstaining. The Climat quotation came with a detailed description of work to be completed. Whereas, the Nelson quotation only identified a price. The air conditioning has become necessary due to the inclusion of inverters supporting the solar systems on the roof of both towers.

2. SG: Advised that the work order has been issued and that work has commenced.



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4 Primary Corporation Report (CK)

1. SG: Advised that he would collate a set of Primary Corporation meeting minutes for PR to review, see Action 2024-09.
2. SG: Advised that there has been no recent incursions by vagrants, reported by the Primary Corporation, into our building.

5 Secondary Corporation Report (SG)

1. SG: The North Tower number 4 hot water heater is to be replaced on 02nd July 2024.
2. SG: Advised that work on replacing the current gas hot water heaters with electric water heaters is progressing and it is anticipated that a proposal will be available for the AGM to vote on.

6 Discussions

1. CW: Plant selection and quotation covering the West Garden
 - a. Overtaken By Events – as there were no further responses to a request made to provide specific recommendations for plant selection, prior to the meeting, the action was taken to commence work on restoring the West Garden (e.g., additional soil, repair of the coping, repair of LED lighting & replacement of plants)
2. MJ & WD: Concerns regarding West Garden quotation
 - a. Overtaken By Events – the initial concern was regarding the price. However, the price is within expectation and comparable to previous plant replacement costs
3. PR: Time crossing indication, on the pedestrian crossing at North Terrace.
 - a. The committee considered this to be relevant to resident concerns with regards car exiting from the apartment complex, see Action: 2024-10
4. WD: Smart phone app: Do we want to keep our account open?
 - a. The committee decided that we would send a survey to the owners asking whether they see any value in keeping the smart phone app, see Action: 2024-11
5. PR: Intercom system status report, South Tower due to start work, Monday 05th August 2024
 - a. CW: As an observation, some people can't plan that far ahead due to their work commitments and may only be able to provide assurances that they will be available in their apartments, for the intercom system works, at most 48 hours in advance.

6.1 Communications (PR)

1. PR: No updates to the website have been made since the last committee meeting.

6.2 Finance (DC)

1. SG: We are slightly over on spend, relative to the approved budget: Electricity by \$12k and Gas by \$13k.
2. SG: Currently have:
 - a. Administration fund \$186k
 - b. Sinking fund \$1.394m
 - c. Term deposits are currently earning 4.9%, for which we have two: \$574k & \$106k



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6.3 Resident Support, Complaints and Bylaws Infringement (SG)

1. SG: Apartment residents fined for improper use of pool area (i.e., brought alcohol and glass into the area)
2. SG: Apartment fined, for a second time, regarding the poor state of their window blinds

6.4 Security (PR)

1. PR: 20 Apr 2024, assisted resident locked out from their apartment, as requested by Caretaker
2. PR: Becoming concerned with the number of fobs that have failed recently. PR will watch this closely over the next couple of months

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 19 Jun 2024 – SG the work order to provide maintenance activities for the pool has been released. This contract will be extended to include considerations of inserting air vents into the gym
2022-23	15 Jul 2022	Closed	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.



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Id	Required Date	Status	Owner	Activity
				<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> <p>19 Jun 2024 – SG waiting on precursor work to complete before issuing a work order</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>



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Id	Required Date	Status	Owner	Activity
				<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> <p>19 Jun 2024 – SG, still no response from Combined Fire</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>
2023-09	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> <p>19 Jun 2024 – SG advised the committee that the Caretaker services have been taken over by a new owner. However, there is no change expected for our interface with Caretaker staff.</p>
2024-03	17 Apr 2024	Closed	SG	<p>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.</p> <p>19 Jun 2024 – SG, work order to address the West garden will address this concern</p>
2024-04	19 Jun 2024	Open	SG	<p>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.</p> <p>19 Jun 2024 – SG advised that we need to place a note on the bike, indication our request to move the bike, and allow 14 days before we can move it, if not moved by owner.</p>
2024-05	19 Jun 2024	On-going	SG	<p>Engage a lawyer to identify whether apartment insurance would be adequate, in the case of a Lithium fuelled fire within the apartment complex.</p>
2024-06	19 Jun 2024	Open	SG	<p>To arrange for an extension to existing quotations, to effect cleaning of the North Tower & South Tower rubbish chutes, and</p>



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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. 19 Jun 2024 – PR, no further contact has occurred with the Adelaide City Council and follow up will be required
2024-08	19 Jun 2024	Closed	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.
2024-09	14 Aug 2024	Open	SG	To collate a set of recent Primary Corporation meeting minutes for PR to review.
2024-10	14 Aug 2024	Open	PR	To identify the appetite for the Adelaide City Council to install timed walk signals over North Terrace and across the car park exit
2024-11	14 Aug 2024	Open	SG	To send out an enquiry to apartment owners requesting confirmation to keep the smart phone app

8 Any Other Business & Next Meeting Items

1. None

9 Next Meeting Date/Time

Wednesday 14 Aug 2024

Wednesday 18 Sep 2024 – preparation for AGM, if required

10 Closure

Meeting closed at 18:55