



Martin Towers

Management Committee Meeting

Community Corporation 23362 Inc. (Secondary)

4-8 Charles Street, ADELAIDE

Date: Wednesday 18th September 2024

Time: 6:00 PM (18:00)

Location: Apartment 5

Role: [Link](#)

1 Opening

1.1 In Person

David Chadbourne (DC)

Phillip Relf (PR)

Elizabeth Farrant (EF)

Carolyn Wastell (CW)

Con Karykis (CK)

1.2 Apologies

Walter Dollman (WD) => PR

Mark Jappe (MJ) => CK

1.3 Body Corporate Manager

Representing Whittles:

Steve Geyer (SG)

2 Confirmation of Previous Minutes

1. Minutes from 14th August 2024, proposed DC, seconded EF

3 Decisions without Meetings

1. PR: None

4 Secondary Corporation Report (SG)

1. SG: Reported on the pool refurbishment status and noted that the quality of the work was exemplary:
 - a. Pool surroundings have been rendered (PR stated that James has indicated that a second rendering was required and is yet to be completed),
 - b. Tiling of the pool surfaces is yet to be commenced,
 - c. Ceiling work was now complete except for the final painting – the initial issue was that a roof grate had become blocked. These roof grates will be replaced by a cone structure which will reduce substantially the likelihood of the roof grates being blocked in future,
 - d. Vents are yet to be installed, on the western and southern walls, to remove moisture from under the pool – this moisture resulted in the pool being initially closed for work.



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2. SG: Noted that the spa was looking a bit tired and James is in the process of obtaining quotations to resurface and potentially replace the water jets.
 - a. CW noted that in the past a cover was missing from the intake and that a small child could get their foot stuck in the intake. Specifically, noting that the spar refurbishment should ensure that an intake cover is in place.
3. SG: Has been monitoring the quotations delivered by Combined Fire for the replacement of fire extinguishers in the Secondary Corporation and was unable to ratify the quotation, which referenced 34 fire extinguishers, with the asset register, which references 30 fire extinguishers. Combined Fire have proved to be reluctant to justify their quotation and have subsequently provided a quotation to the Primary Corporation and have re-issued the quotation for the Secondary Corporation (but have referenced the Primary Corporation in this quotation).
 - a. This issue is to be discussed at the AGM under 'any other business'.

5 Discussions

1. CK: Communication with Jason Nash (Munros) regarding Wilsons advertising signage and the installation of video displays, the later without Primary Corporation permission. The issue of advertising revenue to be paid to the Primary Corporation was raised for discussion at the Primary Corporation's AGM, scheduled for 27th September 2024.
2. CK: Suggest we consider using a 'chemical pool blanket' in order to substantially reduce water evaporation from the pool.
 - a. CK advised that he had used a 'chemical pool blanket' on his own pool and had not found the experience to detract from his enjoyment of the pool (i.e., no greasy feel to the water).
 - b. EF enquired as to the chemical nature of the 'chemical pool blanket'. A Google search identified that the typical composition was of "alcohol and calcium hydroxide".
3. CK: It is noted that there are rats visiting the rubbish bins now lined up along Charles Street, see Action 2024-13.
4. PR: AIPHONE intercom work is progressing:
 - a. An apartment is in quarantine – can we absorb the call-out cost for SA Electronics to attend at a later date? This was accepted by the committee as a cost that should not be placed on the resident and would, if needs be, absorbed by the strata.
 - b. Agent rather irate that I was unable to schedule the work for her preferred dates. File this under 'lessons learnt'.
 - c. AIPHONE have an app, that runs on a smart phone, with free down-load for both Apple and Android phones, with free usage (i.e., no subscription fees, at present). SA Electronics will prepare a paper explaining how to configure the app, at no cost, and will also come out to a resident's apartment to configure the app for a cost of \$150. Registration of this app will be required for reasons of resident security (i.e., when they leave the building and a new resident enters the apartment).
5. PR: An agent has requested quotations for covering the holes left by the replacement intercom work, and the subsequent painting of the wall.
 - a. The committee considered this request but due to multiple factors, it was considered that a coordinated activity was impractical and that it would be best left to the owners to address.



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6. CW: Potential for a demographic's imbalance in Management Committee, specifically the overabundance of North Tower vs South Tower owners.
 - a. The committee found no evidence of discrimination between the interests of either tower amongst the current committee members and re-iterated that we were one building composed of two towers plus common areas.
 - b. CW proposed a motion to reserve a place on the committee for a South Tower owner. DC suggested that this number be extended to a minimum of three places.
 - c. The committee observed that if an owner has an interest to join the committee, then they can nominate but if there are no nominations from the South Tower, we cannot force a South Tower owner to participate.
 - d. The issue of committee members non-attendance at the meetings was raised, see Action 2024-14.
7. SG: It was hoped that quotations for the transition from gas hot water heating to solar system hot water heating would be available for the AGM. However, due to inability to receive necessary information, this discussion may need to transition to an EGM. See update to Action 2022-27.

5.1 Communications (PR)

1. PR: Met with Adrew Thorstenson and the crew that will be resurfacing Charles Street. They showed genuine interest to minimise disruption for residents during the resurfacing work.
2. PR: 12 files have been added/updated on the website, which has been updated. The updates included the user's manual for the in apartment consol and the user's manual for access to the smart phone app.
 - a. At present the app is free to down load and there is no current subscription fee.
 - b. Residents will be free to download the app but connection data will not be provided until the resident registers their intention to use the app. This is necessary in the cases where residents leave the building (as a resident), in support of security for the new resident.

5.2 Finance (DC)

2. SG: Currently have:
 - a. Administration fund \$154k
 - b. Sinking fund \$1.4m
 - c. Term deposits are currently earning 4.9%

5.3 Resident Support, Complaints and Bylaws Infringement (SG)

1. SG: None

5.4 Security (PR)

1. A number of fobs are continuing to fail at the entry boom gate. An investigation was conducted as to why a fob was apparently not operating the entry boom gate but the sensor was found to be operating correctly. A new fob was created.
 - a. PR: There is a concern that the 70 fobs remaining may not support future consumption needs. Due to the relatively cheap cost to the acquisition of these fobs, a decision to purchase additional fobs was passed, see Action 2024-15.



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6 Action List

Id	Required Date	Status	Owner	Activity
2018-14	26 Jan 2018	On Hold	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>
2022-14	08 Jun 2022	Closed	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> <p>17 Apr 2024 – SG the swimming pool refurbishment is now required to include work to correct the vents</p> <p>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</p> <p>18 Sep 2024 – a contractor questioned the need for these vents given the existing air conditioning and sanitisation hardware in place.</p>
2022-24	02 Nov 2022	Closed	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>



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				<p>18 Sep 2024 – the building and resident safety issues apparent to providing this capability are considered to be too great to provide further consideration of this capability.</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> <p>18 Sep 2024 – an EGM will be required as the necessary information to transition capability has not been provided as yet.</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> <p>18 Sep 2024 – Waiting on the coping work to be completed.</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</p>



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				<p>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> <p>18 Sep 2024 – Combined Fire are expected to provide a quotation within the following fortnight.</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> <p>18 Sep 2024 – CK & PR to raise this, under 'any other business' at the Primary Corporation AGM.</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> <p>18 Sep 2024 – waiting on a quotation from the Caretaker's organisation for the car park clean.</p>
2024-04	19 Jun 2024	Closed	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> <p>18 Sep 2024 – the e-bike has been moved to the suggested location.</p>
2024-05	19 Jun 2024	Closed	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> <p>18 Sep 2024 – SG advised that the building insurance will initially cover any damage to the building but then</p>



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Id	Required Date	Status	Owner	Activity
				would attempt to recover funds from the applicable lot owner.
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. 18 Sep 2024 – waiting on a quotation for the work
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 18 Sep 2024 – have not received a response from the Adelaide City Council. The committee suggested contacting the local member
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. 18 Sep 2024 – have not received a response from the Adelaide City Council. The committee suggested contacting the local member
2024-11	14 Aug 2024	Closed	SG	To send out an enquiry to apartment owners requesting confirmation to keep the smart phone app. 18 Sep 2024 – email sent, results received and these are to be presented at the AGM.
2024-12	06 Oct 2024	Open	EF	Two bookcases are to be purchased and installed in the library area. 18 Sep 2024 – the bookcases have been identified and are in stock. They will be purchased and assembled within the following fortnight.
2024-13	18 Oct 2024	Open	SG	To engage the Primary Corporation in addressing the rat infestation.
2024-14	27 Sep 2024	Open	SG	To write to MJ and establish the cause for his non-attendance at meetings.
2024-15	01 Nov 2024	Open	SG	To acquire 200 fob blanks.



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7 Any Other Business & Next Meeting Items

1. None

8 Next Meeting Date/Time

AGM: First meeting – 08th October 2024 and if a quorum is not reached, second meeting – 15th October 2024.

9 Closure

Meeting closed at 19:21