



# Martin Towers

## Management Committee Meeting Minutes

Community Corporation 23362 Inc. (Secondary)

4-8 Charles Street, ADELAIDE

Date: Wednesday 28<sup>th</sup> October 2015

Time: 6:00 PM (18:00)

Location: Lot 5

### 1. Opening

#### In Person

David Chadbourne (DC)

Rob Creasey (RC)

Peter Hubbard (HH)

Phillip Relf (PR)

Carolyn Wastell (CW)

#### By Proxy

Chee Cheong (CC) Proxy CW

Elizabeth Farrant (EF) Proxy PR

Michael Hammerton (MH) Proxy DC

Daniel Silvestri (DS) Proxy CW

Julie Obst (JO) Proxy PR

#### In Attendance

Peter Affleck Representing Whittles

David Bland Adelaide City Council – for 30 minutes

Sarah Wigley Adelaide City Council – for 30 minutes

### 2. Confirmation of Previous Minutes

1. Minutes from 16<sup>th</sup> September were accepted

### 3. Decisions without Meetings

1. none



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### 4. Discussions

1. PR: Photographs for website
  - a. Due to a failure of my camera and the absence of several members, another time will be allocated to capturing the images of committee members.
2. CW: ACC garbage presentation (18:15 arrival)
  - a. David Bland and Sarah Wigley of the Adelaide City Council (ACC) presented the waste removal capabilities on offer by the ACC and list their requirements for providing this service. The ACC have assumed that one person will generate 30 litres of waste per week. The philosophy behind the ACC initiative is to reduce the amount of waste being sent to land-fill, which has a direct cost to the ACC.
  - b. The service could potentially start within three months. The ACC would provide educational signs, 660 litre bins for general waste, 80 litre bins separately for organic waste and for recyclables. The organic waste will be contained in a 'corn starch' bag, which is itself biodegradable but will survive long enough for the organic waste to be removed without undue build-up of odorous vapours. The recyclables will include cans, cardboard, glass, paper, plastic etc. In addition, the ACC will provide twelve 'hard rubbish' collections (i.e., refrigerators, TV, furniture, etc.) on an on-call basis each year. The ACC are expecting that they would remove eleven 660 litre bins each week. However, during busy periods, the ACC may impose a 'cost recovery' for the additional amount of waste. There will be no cost for the service but the ACC advise that they will require six weeks' notice in order to order the bins.
  - c. The ACC have conducted studies and have found that their required waste solution will fail if a resident must walk further than 30 metres to the bin. Hence, necessitating that the three types of waste (i.e., general waste, organic waste and recyclables) require individual bins per level in the apartment complex. It was estimated that this will add three hours per day to the cleaner's schedule. At \$35 per hour, this represents a cost of about \$700 per week. This figure is about \$24k greater than the amount we are paying Clean Away to remove waste under our current system. An action has been placed on CW, PH & PR to conduct a detailed cost-benefit analysis.
  - d. Should we adopt the ACC waste solution, it was suggested that we conduct a trial for one apartment level or possibly one tower before rolling out the ACC waste solution to all residents.
3. CW: Pool guy (18:30 arrival)
  - a. Subsequent to the meeting being called, it was realised that we (i.e., the Management Committee) could not engage the current 'pool guy' as he was not on the Whittles Approved Contractor list and it was also confirmed that the new caretaker had factored this work into their bid response and would provide their own staff. Hence, the presentation to be given by the 'pool guy' was cancelled.
4. PR: Transition of new caretaking/cleaning staff
  - a. The transition of the new caretaking/cleaning staff will commence at the Whittles offices at 09:15 Monday 02<sup>nd</sup> November 2015. At 09:00, Greg Powell is expected to handover the keys to the building and a muster of these keys will be conducted.



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Post acceptance of the building keys, a representative of the Management Committee will conduct Trevor around the building and will identify any issues requiring maintenance or any special attention (e.g., clean-out of the Caretaker's work areas).

5. PR: Spare parts for water heating coils, water pumps, etc.
  - a. We have used all the spare water heating coils and we are in danger of a protracted (i.e., 21 days) period of a tower being without hot water should another coil fail. To our knowledge four have failed, meaning three are in imminent potential to fail. A suggestion that we should order four new water heating coils and two water pumps – without seeking further quotations was proposed.
  - b. It was identified that there would be a cost both in time and in dollars to obtain additional quotations for the supply of the spares, as each plumber would need to investigate on site and would require partial dis-assembly of the water heaters in order to identify the required part by part number. The additional costs were considered to be irrelevant to any potential cost savings expected from further quotations. It was also considered that any delay in ordering the parts would attach too high a risk to the sustained provision of hot water.
  - c. It was also noted that the current design of the water heating system was deficient in that the small water filters regularly blocked (i.e., about every three months) and required replacement. Whittles suggested installing larger water filters prior, in the water flow, to the small filters. The larger water filters would protect the small filters and could be cleared by simple back-flushing. In the worst case scenario, cost recover would take 3 years 3 months to break-even with subsequent reduction in running costs.
  - d. Whittles were instructed to order the spare parts at their earliest convenience.
6. PR: Revisit need for three quotations
  - a. The need for three quotations in some cases is not possible as there may not be competent contractors who can meaningfully bid or if they can their bids will be inflated in order to recover costs of education that another contractor will not add. Several examples were provided during the discussion. Similarly, there can be a substantial time delay waiting for additional quotations to arrive, which could put the provision of services at risk.
  - b. The meeting agreed that the need to gain additional quotations should be evaluated on a case-by-case basis.
7. All: Slamming doors (from AGM)
  - a. Investigation regarding this effect, indicated that the effect is due to the negative air flow supported within the apartment corridors. Advice gained outside of the meeting, indicated that the provision of a cushioning strip around the door frame would only exacerbate the issue and could also result in the apartment door not closing. Consideration to reducing the negative air flow within the apartment corridor will be considered.
8. JO: Parking for delivery vans



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- a. The issue of an area for delivery vans to park during the movement of furniture etc. into the apartment complex was discussed. An action has been generated to write the ACC a letter.
9. PR: Next AGM resolutions
  - a. Increase Management Committee sign-off to \$75K + three quotations
  - b. Management Committee sign-off to \$10k + one quotation
  - c. Limit size of Management Committee to seven persons (limit from psychology)
  - d. The above resolutions were accepted for inclusion in the next AGM for lot owner acceptance.
10. PR: Car Park Management plan – status update
  - a. No status presented. This item has been deferred to the next Management Committee meeting.
11. EF: Bench and hand rail to get in/out of spa
  - a. Discussion of the placement of a bench in the swimming pool area identified that the placement could result in the covering of the exposed water tap that is considered a hazard to swimming pool users. However, not all members accepted this argument and it was identified that there is a bench provided in the toilet area.
  - b. Further discussion on this topic was terminated as a comprehensive safety evaluation of the swimming pool area is considered necessary. This evaluation will occur with the employment of the new Caretaker.

## 5. Body Corporate Management Report (PA)

1. The leaking sewage pipe in the basement was discussed with the Primary Corporation and a resolution may be possible.
  - a. The sewage pipe has been replaced with PVC piping and the effluent cleaned from the car park floor.
  - b. Investigation of whether this sewage line is in fact used by multiple corporations and hence the cost transferred to our corporations is 62.8% or whether the sewage line is only used by one corporation and hence is the responsibility of that corporation only, is still being considered. MPG have been asked to provide details of the two corporations using the sewage line.
2. The Primary Corporation has put forward a request for the generation of an additional FOB that would allow access into the sub-basement on behalf of one of the Secondary Corporations.
  - a. The committee has instructed Whittles to write to MPG requesting that they place this request on the next Primary Corporation Management Committee meeting for acceptance.
  - b. This item has been placed on the agenda for discussion at the Primary Corporation meeting to be held at 10:00 at the MPG offices on 12<sup>th</sup> November 2015.
3. The status of the corporation's finances was reported:
  - a. Administration fund contains \$166k
  - b. Sinking fund contains \$399k



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- c. When another \$1k is attributed to the Sinking fund, \$200k will be moved to 30 days term deposit at a current rate of 2.8%.

## 6. Sub-Committees Reports

### Complaints and Bylaws Infringement (MH)

1. An apartment resident made a complaint about barking dog and attributed the noise to a specific dog.
  - a. Investigation of the complaint identified that the accused dog was innocent but it was not possible to identify the actual dog causing the noise. No further action has been taken at this time.

### Property Maintenance (RC)

1. DC presented his work in regards the provision of solar power to the apartment common areas.
  - a. Three quotations have been obtained from Origin (\$37k +), The Solar Project (\$48k) and ZEN Energy (\$47k). The Origin price includes GST and it would appear that the other quotations do not include GST.
  - b. The cheaper quotation from Origin is possibly subject to change once Origin have conducted a final inspection of the apartment complex. An additional charge for data monitoring equipment will be expected.
  - c. The Origin quotation is particularly enticing as the warranty offered is 25 years compared to 10 years for the other suppliers.
2. PA advised that post change over to the new Caretaker that he would engage a contractor to do an evaluation of the building's power consumption with the intention to remove power-hungry equipment and replace it with 'greener' equipment.

### Security (PR)

1. Two FOB created for Otis
  - a. Otis require access to the commercial car park lift motor room which is located on level 2 of the South Tower.
2. One lot owner locked themselves out of their apartment
  - a. It was possible to use a master key to let them back into their apartment without delay or further inconvenience to the resident

## 7. Action List

Id	Required Date	Status	Owner	Activity
2015-13	29May15	Closed	PA	Contact Fire Services to remedy the catching of the corridor South-West door of North Tower, level 1 on the carpet. Waiting on quotation. 26Aug15 Request made, need to follow up again. Need to confirm that this work has been completed.



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Id	Required Date	Status	Owner	Activity
				The fire door now closes correctly.
2015-30	05Aug15	Closed	PR	SA Electronics are to be engaged to change the programming to allow swimming pool access from 06:30 to 21:30 daily. 26Aug15 Work order generated, awaiting response. Need to confirm that this work has been completed. Action transferred to PR on 16Sep15. Appropriate closing time has been confirmed by CW.
2015-32	25Sep15	Open	PR	To describe the stencil requirements to appropriately label the South Tower lift internal call buttons (i.e., separating the commercial car park buttons from the apartment buttons). Action transferred to PR on 16Sep15. 28Oct15 No progress reported
2015-36	22Jul15	Closed	DC	To contact JH, formally if required, to obtain a suitable explanation for his absence from the Management Committee meetings. Deferred. Action overtaken by events.
2015-39	30sep15	Open	PA	To have maintenance investigate the operation of the swimming pool light switches and replace if necessary.
2015-42	07Sep15	Open	DC	To send another email to the Primary Corporation requesting the repair of the car park ceiling and car park wall, where water damage is evident. 27Aug15 Email sent to MPG requesting status update. Water sample sent to CSIRO for testing, it would appear that the water source is 'tap water'.
2015-44	02Oct15	Closed	PA	To place a copy of the Sinking Fund Analysis Report on the Whittles website.
2015-46	02Oct15	Open	DC	To request MPG to refresh the Sinking Fund Analysis Report. To be raised at the Primary Corporation meeting, 12Nov15.
2015-47	27Nov15	Open	CW	To manage the generation of a cost-benefit analysis of the ACC waste removal solution. This action will be supported by PH & PR.
2015-48	02Nov15	Open	PA	To order four spare water heating coils, two spare water pumps and to engage plumbers to install the large water filters.
2015-49	27Nov15	Open	CW	To write to the ACC stating our need to allow delivery vans to park in Charles Street. PR will provide support as needed.
2015-50	27Nov15	Open	PR	To write up the resolutions for the next AGM i.e.: <ul style="list-style-type: none"> <li>• Increase Management Committee sign-off to \$75k, with up to three quotations.</li> <li>• Increase Management Committee sign-off to \$10k, with one quotation.</li> <li>• Limit size of Management Committee to seven persons.</li> </ul>
2015-50	27Nov15	Open	PA	To coordinate with the Caretaker a maintenance and safety evaluation of the swimming pool area.
2015-51	27Nov15	Open	PA	To follow up on identifying the two corporations that are using the sewage line recently replaced in the commercial car park.



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Id	Required Date	Status	Owner	Activity
2015-52	27Nov15	Open	PA	To engage contractor to investigate excessive power consumption and to remedy as appropriate.

### 8. Any Other Business

1. TBD

### 9. Next Meeting

16<sup>th</sup> December 2015

### 10. Closure

Meeting closed at 20:45