



Martin Towers

Management Committee Meeting Minutes

Community Corporation 23362 Inc. (Secondary)

4-8 Charles Street, ADELAIDE

Date: Wednesday 06th April 2016

Time: 7:00 PM (19:00)

Location: Lot 5

1. Opening

In Person

David Chadbourne (DC)

Peter Hubbard (PH)

Chee Cheong (CC)

Phillip Relf (PR)

Rob Creasey (RC)

Carolyn Wastell (CW)

Elizabeth Farrant (EF)

By Proxy

Michael Hammerton (MH) Proxy DC

Daniel Silvestri (DS) Proxy CC

Julie Obst (JO) Proxy DC

In Attendance

Peter Affleck (PA)

Representing: Whittles

2. Confirmation of Previous Minutes

1. Minutes from 10th February 2016 – accepted by RC, seconded by PH

3. Decisions without Meetings

1. None

4. Caretaker Report (TF)

1. Caretaker status presented by PR
 - a. Hot water failed in North Tower Thursday of Easter long weekend and Caretaker attended 21:30. The cause was a loss of power, rectified but a more permanent solution required. Temporary solution failed Friday morning, with Caretaker attending again 08:00 Friday. Replacement power point required.
 - b. Need to empty the hot water reservoir tanks and consider having the water supply plumbed in, so that occasional re-filling is not required.



Martin Towers

Management Committee Meeting Minutes

- c. Caretaker noticed that lift No. 2 was frequently out of service. OTIS contacted to remedy the situation (i.e., new doors installed).
- d. Disabled lift could be rectified by the placement of a support bracket. OTIS would need to provide the engineering solution and work.
- e. Need to run a gas test in the car park.
- f. Need to move cars in car park to effect cleaning. Will be ready in the next couple of weeks. Will start from the ramp to the bin area. Trevor will liaise with individual car owners on the days that they are required to be moved and will put notices up warning of the impending clean. The committee voted unanimously to include a resolution at the next AGM to propose the modification of the Bylaws to require residents not to store effects in the car park.
- g. Can we install 'ash trays' in the plaza area. The incident of cigarette butts has increased. The committee voted unanimously not to allow for the installation of cigarette but bins in the plaza area – this is a posted no smoking area.
- h. Swimming pool area – the bench is on order. However, Trevor is having trouble finding a rail to suit necessary requirements but will continue to investigate.
- i. Carpet need stretching before cleaning should be attempted. Cleaning is required to remove stains accumulated over the years.
- j. Having difficulty getting bins out of the level 6 commercial car park area due to cars parking across the gate. The committee discussed the possibility of renting the car space from the commercial car park to ensure that access to bins on level 6 of the commercial car park will not be blocked off by a car parking next to the gate. Minimal effort expended on calculation realised that the \$15k savings by using the ACC to empty rubbish for us would be absorbed by the estimated \$15k required to rent the car park for the year. No resolution to assisting TF in the timely removal of bins from level 6 was forthcoming. Consideration to closing the level 6 bin area was considered and discarded by the committee.
- k. Plaza tables and benches have been sanded, stained and lacquer applied.

5. Body Corporate Management Report (PA)

1. Whittles Report
 - a. Financial statement presented
 - b. An apartment resident, potentially seduced by promises of cheaper utility bills, attached the gas bill for an entire apartment complex to their address. The first bill was in excess of \$2k which was in the resident's name. As the resident was 'reluctant' to pay this amount, there was a potential for the gas supply to be terminated. As it transpired, the apartment complex was not actually our complex, the energy supplier had attached an apartment complex on Pirie Street. PA worked with the energy supplier to transition the account back to the correct apartment complex.
 - c. The current financial statement was presented. In summary, the budget (to date) was for \$510k with an actual spend of \$499k.



Martin Towers

Management Committee Meeting Minutes

6. Discussions

1. Rubbish Removal (CW)
 - a. It is understood that the ACC will provide 10 X 660 litre general rubbish bins, 8 X 660 litre recyclables bins and 9 X 240 litre food waste bins.
 - b. The committee voted unanimously to accept the ACC offer to remove rubbish accumulated from both the North Tower and the South Tower. An education programme is expected to be offered by the ACC that will effect agents and residents.
2. Solar Power Installation (DC)
 - a. Due to start 29th March 2016, delayed awaiting updated Engineering Report. Apparently the building engineering report was based on an invalid building height – 15 metres short of actual building height (i.e., 45 metres instead of 58 metres).
 - b. Due to the height difference three times as many fixings will be required to fix the solar panels to the roofs. The Body Corporate will not wear this additional cost, as a fixed price contract was signed for the work with Origin Energy.
 - c. A future date is yet to be identified when installations will now commence.
3. Buying Power from the Primary Corporation (DC)
 - a. Primary Corporation given authority to transition over to new power metre.
 - b. PA will liaise with the Primary Corporation Body Corporate to identify the date and duration when power will be interrupted to the residents and to notify the residents as appropriate.
4. Notice boards (EF)
 - a. A quotation from Krommenie Boards metal LX Edge was discussed. A recommendation to order Krommenie Boards colour No. 2202 (dark charcoal) was suggested.
 - b. The committee voted unanimously to accept the recommendation.
5. Replacement of Lights with More Efficient Lighting (PH)
 - a. Several lights have failed and corrective action is required.
 - b. PA identified the Smart Blocks web site (<http://smartblocks.com.au/>) and recommended that the committee become individual members.
6. Closing off of the Stairwell Doors for Access from the Commercial Car Park (PA)
 - a. Work was initially advertised to be completed by end of March 2016. This date has now slipped, see Security Report below.
 - b. A recent issue (29Mar16 @ 04:00) occurred when a vandal attempted to flood a stairwell by opening a fire hose into the stairwell. No flooding occurred on this incident. However, a number of fire sprinklers were smashed during the incident.
7. SA Electronics work status (PA)
 - a. Glass doors South Tower floors – due to start Friday 08th April 2016
 - b. Reprogramming of building access control system for common access to car park, ground and plaza level – due to start Monday 11th April 2016
 - c. Primary Corporation work to secure the commercial car park fire stairs – due to start Monday 02nd May 2016.
8. Resident request (EF)



Martin Towers

Management Committee Meeting Minutes

- a. Resident requested approval to install a door 'peep hole'.
- b. PA confirmed that this was not legally possible as the doors are 'fire doors' and the request was rejected.
9. Replacement of video system PA)
 - a. Due to a number of security incidents within the precincts of Martin Towers, replacement of specific out-dated video recording components and extension of coverage is considered prudent.
 - b. The committee agreed to call for a quotation for work.
 - c. Meeting with SA Electronics on Thursday to discuss a replacement system that could potentially provide Internet access to video, greater coverage to areas that are under covered at present and the provision of a recorder that allows easy copying of video for insurance and Police requirements.

7. Sub-Committees Reports

Complaints and Bylaws Infringement (MH)

1. Debris from Bird Feeder
 - a. Resident complained that their up-stairs neighbour had a bird feeder that was causing debris falling onto his balcony from above.
 - b. Recent communication with resident, the resident appears to be somewhat placated and the issue has apparently gone away.

Finance (MH)

1. None

Property Maintenance (RC)

1. The windows are due to be cleaning this month.

Security (PR)

1. 10Mar16 resident car access issue – cleared system
2. 10Mar16 resident, stated he was the apartment owner and that he wanted an additional FOB (to allow a 'friend' to use his car park). Discovered the resident was renting. Request deferred to agent to handle. Nil response to date.
3. 24Mar16 resident locked out. On TF confirmation of resident's standing, resident has let back in to apartment.
4. 31Mar16 informed SA Electronics of intention of Origin Energy to connect to common power and asked for any implications. Nil response – no issues are expected as the system has battery backup.
5. 02-04Apr16 five residents asked me to fix their FOB as they were no longer able to access the car park. In all instances, I was able to reset the FOB by presenting it to the 'exit' sensor. I suspect that the boom gate being stuck open during the weekend resulted in residents driving out without first presenting their FOB.



Martin Towers

Management Committee Meeting Minutes

6. 02Apr16 incident occurred in South Tower ground foyer area near the commercial car park ticket machines. Incident captured on our video system and Police formally asked for a copy. A copy has been given to the Police.
7. 03Apr16 incident occurred in the resident's car park. A vagrant tail-gated a car at about 03:00, walking down the ramp. The resident was followed in the car park. Later, the vagrant broke into the Caretaker's room and stole the Chemical Test kit for the pool (a \$600 value – which requires replacement). The vagrant also brock a car window parked in the apartment car park. Video has been given to Police and they appear confident that they will apprehend the vagrant as his face was clearly visible in the video.
8. 05Apr16 coded resident FOB for bike storage access (four of the six FOB coded).

Website (PR)

1. None

8. Action List

| Id | Required Date | Status | Owner | Activity |
|---------|---------------|--------|-------|--|
| 2015-42 | 07Sep15 | Closed | PA | 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'. 16Dec15 Email resent to CSIRO requesting results. 05Feb16 Water detected seeping out of wall (after the storm) The repair action will now be transferred to the Primary Corporation to install a drain in the wall and to repair the wall. |
| 2015-52 | 27Nov15 | Open | PA | To follow up on identifying the two lots that are using the sewage line recently replaced in the commercial car park. 16Dec15 Waiting on a response from MPG. 10Feb16 No response from MPG. Will recontact. 10Feb16 No response from MPG. Will recontact. 06Apr16 No response from MPG. Will recontact. |
| 2016-01 | 26Mar16 | Open | PA | To identify whether KONE will allow the current maintenance contract for Lift No. 3 to be prematurely terminated. |
| 2016-02 | 26Mar16 | Open | PA | To contact the Shahin group and identify if there is some way to extinguish the right-of-way title on Lift No. 3 from access by customers of the commercial car park. |
| 2016-03 | 26Mar16 | Open | PA | Failing to receive a positive response to the extinguishing of the right-of-way (see actin 2016-02) to obtain a quotation to install a heavy duty door mechanism in Lift No. 3 suitable for the handling of the lift doors on the commercial car park floors. |



Martin Towers

Management Committee Meeting Minutes

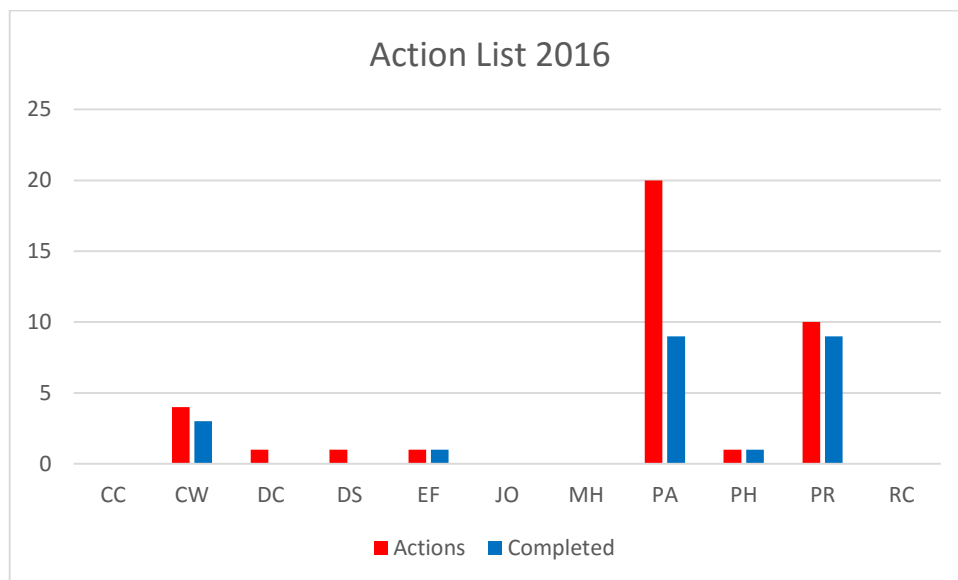
| Id | Required Date | Status | Owner | Activity |
|---------|---------------|--------|-------|---|
| 2016-04 | 26Mar16 | Open | PA | The canvas cover to the pool and spa chemical conditioning plant has finally detreated to the point where there is no protection to this area from the elements. The original contractor engaged to correct the situation is currently indisposed and a second quotation for the work is now required. 06Apr16 Quotation has been requested. |
| 2016-05 | 26Mar16 | Closed | PR | To write up a discussion introducing concepts such as maintenance, sustainment and other Integrated Logistics Support concepts for the committee's enlightenment. |
| 2016-06 | 30Apr16 | Open | PA | Further to <i>Savant Capital's</i> recommendation to seek a power cost reduction and post work by Origin Energy to attempt to negotiate a more favourable energy rate from our power supplier. 06Apr16 Waiting on response |
| 2016-07 | 26Mar16 | Closed | PH | To investigate a cost effective lighting solution. |
| 2016-08 | 26Mar16 | Closed | PA | Numerous attempts by a committee member and by Whittles to modify the North Tower lift parking floors to: Four Ground, 5 on 1 (how simple is that?) have failed. Whittles will try one more time to get the lift parking levels corrected. |
| 2016-09 | 18Mar16 | Closed | EF | Identify a notice board suitable for both the North Tower and South Tower subbasement lift area and to communicate necessary acquisition information to PA. |
| 2016-10 | 26Mar16 | Open | PR | Arrange for a stencil to be placed around South Tower lift apartment buttons, identifying that the buttons for apartment access. 06Apr16 Action transferred to PR |
| 2016-11 | 29Apr16 | Open | PA | Engage OTIS to provide an engineering solution and installation of a bracket to act as a guide for the disabled lift. |
| 2016-12 | 27May16 | Open | PA | Contact the Primary Corporation Body Corporate managers to conduct a gas test in the subbasement. |
| 2016-13 | 27May16 | Open | PA | Contact DS for the contact information for the carpet stretchers. And arrange for the stretching and subsequent cleaning of the carpet in common areas. |
| 2016-14 | 23May16 | Open | PA | To prepare next year's budget for discussion and approval at the next Management Committee meeting. |
| 2016-15 | 22Apr16 | Open | CW | To liaise with the ACC to identify the day and time of rubbish pickup. And to liaise with TF to establish any additional costs associated with the shift to one rubbish removal per week (instead of the current two rubbish removals per week) and any aspects associated with the pickup time provided by the ACC. |
| 2016-16 | 22Apr16 | Open | PR | To update the welcome letter to stipulate that residents must not attempt to attach a gas account to their apartment. |



Martin Towers

Management Committee Meeting Minutes

| Id | Required Date | Status | Owner | Activity |
|---------|---------------|--------|-------|--|
| 2016-17 | 29Apr16 | Open | PA | To engage a locksmith to provide a key for the notice board in the post box area and to leave the notice board unlocked. |
| 2016-18 | 29Apr16 | Open | PA | To order 2 @ 900 x 450 Krommenie Pinboard LX Edge Frame - \$240 p/board and arrange for the subsequent installation in the subbasement car park near the North Tower and the South Tower lift areas. |
| 2016-19 | 22Apr16 | Open | PA | To update the welcome letter to explain how to clear the vehicle entry when they fail to present a FOB on exit (say due to the boom gate being stuck open). |



9. Any Other Business

1. None

10. Next Meeting

01st June 2016

Apologies CC proxy to DS

Apologies EF proxy to CW

11. Closure

Meeting closed at 09:25