



# Martin Towers

## Management Committee Meeting Minutes

Community Corporation 23362 Inc. (Secondary)

4-8 Charles Street, ADELAIDE

Date: Monday 12<sup>th</sup> November 2018

Time: 6:00 PM (18:00)

Location: Whittles, Fullarton Road

### 1. Opening

#### In Person

Ann Axelby (AA)

Con Karykis

David Chadbourne (DC)

Phillip Relf (PR)

Rob Creasey (RC)

Carolyn Wastell (CW)

#### By Phone

Julie Obst (JO)

#### Apologies – with transfer of proxy indicated

Chee Cheong (CC) => DS

Michael Hammerton (MH) => AA

Elizabeth Farrant (EF) => AA

Daniel Silvestri (DS)

#### In Attendance

Steve Geyer (SG)

Representing: Whittles

### 2. Confirmation of Previous Minutes

1. Minutes from 19<sup>th</sup> September 2018, seconded DC, accepted PR

### 3. Decisions without Meetings

1. Pool Heater: Expect plumber to have parts on Thursday 15 Nov 2018 and to commence work the week beginning 19 Nov 2018. Work expected to be completed in two days.

### 4. Caretaker Report (SG)

1. Balcony balustrades in the process of being painted; with about ¾ of the south side of the North Tower completed.
2. Number of lights out in the car park; these will be replaced shortly.
3. The issue with the car park sliding gate failing to fully open has been remedied and is now working correctly.



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4. One heating coil for the North Tower hot water heater has been replaced. Four monthly servicing has been recommended to check the status of the water heater coils.
5. AA: There remains an issue with the hot water being supplied to the third level of the North Tower.
6. AA: The North Tower foyer air temperature is cold during winter months. Consideration should be placed into resetting the temperature to accommodate all year conditions.
7. The car park is due to have the walls painted (which will mean washing down of the affected areas) and the car park floor is due for a pressure wash.
8. The commercial car park levels door latches require an upgrade in order to provide relief from continuing maintenance work necessary to keep the South Tower lift operational. This replacement action was recommended five years ago when the short-fall in the lift design from the original installation was first identified and now it would appear that it is now due to alleviate higher potential for mechanical breakdowns. It is expected that the South Tower lift will be unserviceable for two days while the necessary work is conducted.
9. CW: The South Tower lift remains odorous for some time after the lift has been used to transport waste from the car park to Austin Street.
10. The fob audit is approximately 80% completed and a second letter has been sent out to those owners who have not responded as yet.

### 5. Strata Management Report (SG)

1. SG: see Caretakers Report

### 6. Discussions

1. All: Window Frosting – a discussion was held regarding the decision made at the AGM, to accept the frosting as depicted, conditional that the issue of privacy was further discussed at the next management committee meeting. In particular the presence of the curtain, in the image shown at the AGM, was identified as a distraction to what was intending to be shown. However, the primary issue was the height at which the frosting was to commence. The frosting was identified as starting at 40 cm above the foyer floor and continuing for a height of 203 cm above the floor. Consideration was given to adding additional frosting at ankle height and JO raised a motion to include frosting at ankle height. The motion was defeated 1-for, 8-against. The motion, as presented at the AGM, will now go to the Primary Corporation for approval.
2. All: Carpet & Common Area Painting – A third quotation is in progress from Adelaide commercial Flooring. The current quotation is in the order of \$84k for an Australian product and \$112k for a USA product. The USA product has superior sound insulation qualities and may be cheaper to lay as it provides a thicker underlay. A quotation for painting remains outstanding but is expected to be in the neighbourhood of \$140k. A decision will be sought via email when the quotations have arrived.
3. SG: Survey of External Windows (for safety) – The issue is that a few external windows have already dropped out from the building and the seals are visibly detreating on a number of windows. Sky High will be requested to provide a quotation for necessary maintenance work.



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CK announced, under full disclosure, that he has a conflict of interest regarding the use of Sky High.

4. PR: Continue in Security Role (grey key, all access fob, security system password & video system password) – it was noted that the Police Check remains current but will expire after three years. The committee had no issue in retaining PR in the building Security Role and voted unanimously to continue the role.
5. SG: Fob Audit – addressed in Caretakers Report
6. SG: Status of Pool Heating – addressed in Caretakers Report
7. DS: South Tower hallway ventilation – addressed in Caretakers Report
8. SG: Cleaning of apartment fire sprinklers – a resident was concerned that the apartment fire sprinklers were harbouring dirt and could possibly fail in an emergency and requested information on how best to clean any debris from the sprinkler.
9. SG: Additional solar panels – Origin Energy have provided two quotations, i.e., a Power Purchase option and a Straight Purchase option. The Power Purchase option allows Origin Energy to install the solar panels free of charge and we would purchase the energy at a reduced rate. However, this option does not allow us to claim the ACC \$5k rebate. The Straight Purchase option allows us to use the energy provided, which will be used to support heating and pumping for the pool and spa.
10. CK: Meeting dates 2019 – the Management Committee meetings are to be held on the first Monday of a month and the following dates have been set: 04 Feb 2019, 01 Apr 2019, 01 Jul 2019, 02 Sep 2019 & 04 Nov 2019.
11. CK: Capital expenditure review/planning – a detailed plan, schedule and balance summary is required to ensure that costed activities occur in an optimal fashion.
12. CK: Common area usage and rules regarding usage – Consideration for an apartment complex party is to be given to Thursday 13 Dec 2018. The meeting also discussed the possibility of erecting a squash court and for the installation of blinds to protect residents from sun/rain in the East Garden area.
13. AA: Road Closures – Apparently SA Tourism is responsible for road closures (as occurred for the Christmas Pageant). However, residents were not informed of these road closures. Advice is also sought from the SA Police regarding the travel the wrong way down the one-way Austin Street, when North Terrace is closed off.

## 7. Sub-Committees Reports

### Complaints and Bylaws Infringement (MH)

1. SG: A resident has been consistently parking in other apartment owner's car parks. The apartment owner had been warned and informed that any future instance would result in a \$500 fine.
2. CW: Welcome Letter has been prepared as was tabled during the meeting.

### Finance (RC)

1. RC: nothing to add



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### Property Maintenance (RC)

1. RC: Primary Corporation is looking at water leaks in the sub-basement.

### Security (PR)

1. PR: nothing to add

### Website (PR)

1. PR: nothing to add

## 8. Action List

Id	Required Date	Status	Owner	Activity
2018-01	28 Dec 2018	Open	SG	To establish a four-monthly maintenance survey of the North Tower and South Tower hot water heaters.
2018-02	28 Dec 2018	Open	SG	To identify the issue with hot water reaching the third level of the North Tower.
2018-03	26 Jul 2019	Open	SG	To investigate the North Tower foyer air temperature and reset the thermostat as required.
2018-04	28 Dec 2018	Open	SG	Obtain a third quotation for the car park painting.
2018-05	28 Dec 2018	Open	SG	Obtain a quotation from Kone to replace the commercial car park levels doors with the lighter variety that the door mechanism has been rated for.
2018-06	28 Dec 2018	Open	SG	Identify options to provide additional ventilation in the South Tower lift, particularly post its use to remove waste from the building.
2018-07	28 Dec 2018	Open	SG	A letter is to be sent to all owners advising the date when fobs will be deactivated if they have not been registered as being active by the apartment owners.
2018-08	26 Apr 2019	Open	DC	To present the proposal to apply frosting to the North Tower foyer window at the Primary Corporation management committee meeting.
2018-09	28 Dec 2018	Open	SG	Obtain additional quotations for carpeting and painting of the common areas.
2018-10	22 Feb 2019	Open	SG	Obtain a quotation from Sky High to provide maintenance to the seals supporting external windows.
2018-11	04 Feb 2019	Open	PR	Present a copy of a Police Report to the committee. Failure to do so will result in the removal of the all access fob and grey key.
2018-12	04 Feb 2019	Open	CW	Present a copy of a Police Report to the committee. Failure to do so will result in the removal of the all access fob.
2018-13	28 Dec 2018	Open	RC	Identify the recommended process for cleaning the apartment fire sprinklers.
2018-14	26 Jan 2018	Open	RC, CK & SG	Develop a detailed plan for optimal maintenance activities that are funded under the Sinking Fund.



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<b>Id</b>	<b>Required Date</b>	<b>Status</b>	<b>Owner</b>	<b>Activity</b>
2018-15	30 Nov 2018	Open	CK	Develop an apartment resident Christmas Party invitation letter.
2018-16	28 Dec 2018	Open	SG	Confirm with SA Tourism that in future residents will be informed of road closures.
2018-17	28 Dec 2018	Open	SG	To establish the stance that the SA Police force will take for the travel along Austin Street, in the wrong direction, during enforced road closure of North Terrace.
2018-18	28 Dec 2018	Open	CW	To email a copy of the Welcome Letter to the committee for comment.
2018-19	04 Feb 2019	Open	SG	To arrange for a demonstration of the mobile phone application that can push building events to residents.

### 9. Any Other Business

1. SG: A new mobile phone application, that can push information to residents, has been developed. A demonstration of the application is of interest to the committee.

### 10. Next Meeting

04 Feb 2019 @ 18:00, apartment 5

### 11. Closure

Meeting closed at 20:12