



Martin Towers

Management Committee Meeting Minutes

Community Corporation 23362 Inc. (Secondary)

4-8 Charles Street, ADELAIDE

Date: Wednesday 04th March 2020

Time: 6:00 PM (18:00)

Location: Lot 5

1 Opening

1.1 In Person

Ann Axelby (AA)

Con Karykis (CK)

David Chadbourne (DC)

Phillip Relf (PR)

Rob Creasey (RC)

Carolyn Wastell (CW)

Elizabeth Farrant (EF)

1.2 Apologies

Michael Hammerton (MH) => AA

Daniel Silvestri (DS) => CK

Steve Geyer (SG)

Representing: Whittles

1.3 In Attendance

N/A

2 Confirmation of Previous Minutes

1. Minutes from 29th February 2020, accepted RC, seconded DC

3 Decisions without Meetings

1. None

4 Strata Management Report (SG)

1. Nothing to report, in SG's absence

5 Primary Corporation Report (CK)

1. RC: Building facade works
 - a. Primary corporation have accepted all works
 - b. Contract let to *Remediate*



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- c. Will repair to the original colour but it may take up to a year to fade to this colour
 - d. Works will start on the West side of the building
 - e. Facade will be re-inspected every five years
 - f. Two carparks are being paid for by Primary Corporation, office provided gratis by Peregrine Corporation
 - g. Work expected to take 26 weeks, completing 26th July 2020
 - h. ACC permits obtained, scaffolding is expected to go up this week
 - i. Initial \$20k costs including ACC fee agreed to prior to contract being signed
 - j. Cost is \$1.49m from Primary corporation, our contribution \$687k, inclusive of GST, should end with a \$60k GST credit
 - k. 20 year warranty on offer
 - l. Will pay on or before 17th March 2020 to obtain a favourable discount on costs
2. RC: This leave us with about \$400k in the Sinking fund and a special Levey will not be required
 3. RC: In the past we have a forecast budget that always ignored bills already received and approved but not paid for and this impacted the first quarter of the new budget year distorting the result. The budget philosophy will change in future to recognise these accounts so that we know what actual available funds we have remaining by accounting for bills received but not paid.

6 Discussions

1. CW: South Tower lift, recent upgrades has resulted in improved function
 - a. The new button on the ground floor has been installed
 - b. No breakdowns have been reported, post installation of the new door mechanisms
 - c. There appears to be some discrepancy in the time of travel for lifts 1 & 2 vs lift 3 – some investigation will be required to ascertain whether this is contributing to the overuse of lift 3
2. CW: Disability access (re: building codes)
 - a. CK observed that the building remains covered if it was covered when the building was constructed
3. CW: Afterhours Resident Lockout – Caretaker & Access Hardware to provide assistance
 - a. Information to be placed on Communitilink, see Action 2020-14
4. CW: Improvements to rubbish compliance and area improvements
 - a. Issues with crushing cardboard boxes
 - b. Polystyrene is not recyclable
 - c. South Tower rubbish collection are needs attention, see Action 2020-15
5. CW: Changes to Welcome letter
 - a. The Welcome letter requires update to include: resident lockout information, instructions regarding use of the recyclables bin and access to the parcel box, see Actions 2020-16 & 2020-17
6. EF: Additional plant for North Tower lobby
 - a. The committee agreed unanimously to request the plant hire company to install another green plan in the North Tower ground level foyer at the South-East corner



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7 Sub-Committees Reports

7.1 Communications (PR)

1. PR: Website updated 06 Feb 2020 with previous meeting minutes.
2. EF: The CommunitiLink portal is difficult to navigate and finding information is problematic (e.g., meeting minutes are not sorted chronologically)

7.2 Finance (RC)

1. RC: External cladding repairs quotation received by Primary Corporation – addressed above

7.3 Resident Support, Complaints and Bylaws Infringement (SG)

1. N/A

7.4 Security (PR)

1. PR: Survey of the parcel cabinet contents was conducted Sunday 02 Feb 2020. Parcels were found addressed to four individuals: (1) apartment resident not home, note left at apartment door with instructions on how to access, (2) apartment resident unaware of parcel, printed instructions on how to access were left with resident, (3) apartment resident not home, note left at apartment door with instructions on how to access, and (4) no apartment number on the address label but there was a contact phone number, called but no answer, message left – parcel subsequently delivered post call-back.
2. PR: Attempted to deliver two new fobs to apartment. Resident not home, message left.
3. PR: Two fobs deactivated (i.e., Lost), two new fobs generated for apartment and email sent to Whittles to request generation of an invoice to be sent to owner.
4. PR: Residents lockout, 26 Feb 2020
5. PR: New fob for apartment, delivered to Tania Groves of Ray White Real-estate
6. PR: Residents lockout, 28 Feb 2020



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8 Action List¹

Id	Required Date	Status	Owner	Activity
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. 03 Apr 2019 – Kone will investigate during the lift upgrade. 06 Nov 2019 – Kone will be requested to start work on 26 Nov 2019. 29 Jan 2020 – will try again.
2018-14	26 Jan 2018	On-going	RC, 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.
2019-07	03 Apr 2019	On Hold	SG	Obtain a quotation to install rubber gaskets in the North Tower rubbish chutes. 03 Apr 2019 – The Caretaker will attend to this. 07 Aug 2019 – The estimated cost is \$150 per level, the action has been placed on hold, waiting to identify whether an issue with smell persists in the warmer months. 29 Jan 2020 – will follow up, need to consider the installation of extraction fan in the roof to remove odour.
2019-38	20 Dec 2019	Closed	PR	Delete the website and copy any building pictures to SG to inclusion on the App. 06 Nov 2019 – Clean up the contents of the website and identify the current committee. 04 Mar 2020 – will keep website until the hosting contract expires
2019-39	24 Jan 2020	Open	PR	To research potential meeting room architectures and present options to the committee for consideration.
2019-40	22 Nov 2019	Open	SG	To provide example images of bins to be placed on the plaza area.
2019-41	06 Dec 2019	Open	DS	To research electric BBQ options and present to the committee for consideration at the next committee meeting.
2019-42	24 Jan 2020	Open	DS	To source a quotation for the cleaning and resurfacing of the resident's car park.
2019-43	22 Nov 2019	Open	SG	To request the Caretaker to provide a schedule for the replacement of the resident's car park lights with LED lighting.
2019-44	10 Jan 2020	Open	SG	To request the Caretaker to remove the existing signs in the plaza area and replace with sign that request residents be thoughtful of others. A sign should also be generated that requires management approval for larger parties within the plaza area.

¹ Note: The previous actions were not addressed during the meeting – as the Secretary lost the plat and forgot to copy those across from last year.



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Id	Required Date	Status	Owner	Activity
2019-45	On Going	Open	SG	To issue work order for the previously identified apartment corking and window seal issues to be repaired.
2019-46	20 Dec 2019	Open	SG	To identify the pool and the spa heating solutions and present to the committee.
2019-47	20 Dec 2019	Open	SG	To send a letter to the apartment owner that currently has two dogs in residence, explaining that the Bylaws only allow an apartment to have one pet.
2019-48	20 Dec 2019	Closed	CK	To investigate the life and outdoor rating of the LED garden lights. Agreed to go ahead, we will get the manufacturer five-year warranty
2019-49	24 Jan 2020	Open	SG	To issue a work order to install a cage gate between the basement level and the sub-basement level in the South-Western stairwell.
2020-01	28 Feb 2020	Open	SG	To engage Access Hardware to provide after-hours access to apartments, when resident is locked out.
2020-02	28 Feb 2020	Open	SG	To send letter to residents advising the procedure required to regain access on lock-out from their apartment (i.e., to contact Caretaker during the day and Access Hardware after hours).
2020-03	28 Feb 2020	Open	SG	To place an announcement on CommunitiLink, that once a letter has been sent, owners will be fined at \$500 plus GST for each instance where an Airbnb breach has occurred.
2020-04	28 Feb 2020	Open	SG	To request painters to replace the fire evaluation signs.
2020-05	28 Feb 2020	Open	SG	To raise a work order to install automatic lighting in the bin/service areas of both the North Tower and South Tower.
2020-07	27 Mar 2020	On Hold	DC	To evaluate the cost-benefit of maintaining the current hot water system, in the short-term, or replacing (either partially or fully) with a new hot water service. Will continue to monitor and repair as required. Reconsider new replacement again in August 2020
2020-08	14 Feb 2020	Open	SG	To clarify when the Lift No. 3 button is to be moved and communicate this date to the residents.
2020-09	27 Mar 2020	Open	DS	To brave the ACC archives, find the necessary building specification and request an air conditioning installation quotation.
2020-10	26 Jun 2020	On-Going	All	To review the by-laws and propose changes, as applicable.
2020-11	02 Feb 2020	Closed	PR	To write a letter to the residents informing them of the existence of the parcel and to provide instructions for removing the parcel.
2020-12	14 Feb 2020	Open	SG	To place instructions on CommunitiLink to inform residents how to gain access to their parcels.
2020-13	27 Mar 2020	Open	SG	To provide an instruction, at the recycle bin, requesting residents to cut up cardboard boxes before placing cardboard in the recycling bins.
2020-14	27 Mar 2020	Open	PR	Update the Welcome letter, obtain review from AA & CW, and give to SG for placement on CommunitiLink



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Id	Required Date	Status	Owner	Activity
2020-15	24 Apr 2020	Open	PR & CW	Investigate the South Tower rubbish collection area and evaluate potential remedial actions required to maintain cleanliness of the area.
2020-16	March yearly	Open	SG	Print the Welcome letter and do a post box drop in March of each year.
2020-17	24 Apr 2020	Open	SG	Place the Welcome letter on CommunitiLink
2020-18	Sep 2020	Open	CK	Introduce the concept of installing a display panel on the ground floor to monitor the movement of the southern lifts.
2020-19	27 Mar 2020	Open	CK	Investigate why the ground level door on the North-East corner of the car park has remained open

9 Any Other Business

1. Discussed resident safety regarding CONVID-19, there is nothing we can do further to enhance resident safety

10 Next Meeting

Wednesday 06th May 2020 @ 18:00

11 Closure

Meeting closed at 19:35