



# Martin Towers

## Management Committee Meeting

Community Corporation 23362 Inc. (Secondary)

4-8 Charles Street, ADELAIDE

Date: Wednesday 14<sup>th</sup> August 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) => PR

### 1.3 Body Corporate Manager

Representing Whittles:

Steve Geyer (SG)

## 2 Confirmation of Previous Minutes

1. Minutes from 17<sup>th</sup> April 2024, proposed DC, seconded EF

## 3 Decisions without Meetings

1. PR: Agreement to obtain an Internet connection in support of: (1) Intercom upgrade & remote access by residents, (2) Video system remote access, and (3) Solar system data monitoring, was unanimously approved.
  - a. Telstra and TPG were considered, with speeds typically required 50 Mbps download & 17 Mbps upload. TPG offered the cheapest solution at \$80 per month but require a personal credit card to connect service. Investigations of alternative solutions were conducted by Whittles.
  - b. iiNet also offered a solution at \$80 per month and would invoice Whittles.
2. PR: The iiNet Internet provider has been selected to provide service to various security functions (e.g., streaming of Intercom video). Installation occurred on Wednesday 12<sup>th</sup> August 2024. However, the necessary modem has not been delivered, waiting on Star Trek Express to ratify the building address for delivery.



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### 4 Primary Corporation Report (CK)

1. SG: Advised that the Primary corporation's budget includes a 5% increase, to be ratified at the Primary corporation AGM, currently scheduled for mid-September 2024.
2. CK & PR will be required to attend the Primary corporation AGM.

### 5 Secondary Corporation Report (SG)

1. SG: The e-Bike, left near a power distribution box in the sub-basement, has now been moved by the owner to the North East corner of the sub-basement.
2. SG: Maintenance work on the pool and pool area ceiling is progressing well, with high quality work demonstrated. The work will result in anti-slip tiles to be placed around the pool surfaces. In addition, external venting of the under-pool enclosure will be provided at the Western and also Southern extent of the pool.
  - a. EF was instrumental in selecting the replacement tiles for the pool surroundings.
  - b. SG, ideally, this work should occur before the pool tiling commences and the architect will be contacted to provide assurance of the work scope and schedule, see Action 2024-12.
3. SG: The Caretaker is following up on the status of the coping replacement of the West Garden and the electrical work will progress post the coping replacement.
  - a. EF advised that ever-green ground cover plants will be reinstalled in the flowerbeds, in an aid to camouflage the drop in soil height within the flowerbeds.

### 6 Discussions

1. EF: Looking for a tall volunteer to keep the community bookshelf tidy
  - a. EF has volunteered to acquire two smaller, matching bookcases to put either side of the current bookshelf in order to accept overflow from the current bookshelf. The committee accept this proposal.
2. EF: Suggestion to reverse the North Tower lift parking, in support of Ambulance gurney access, to have Lift 4 park on Level 1 and Lift 5 park at Ground.
  - a. CW: Question whether this arrangement would be acceptable to the Ambulance officers, see Action 2024-13.
3. PR: Charles Street transition to a mall – Chris Liedig has now left the ACC and the new contact is Andrew Thorstenson, who will be one of the project managers for the upgrade of Charles Street. A tour of the building has been provided Andrew on 07<sup>th</sup> August 2024, and he has been made aware of resident concerns regarding the upgrade.
  - a. Andrew was very approachable and understanding of our needs.
  - b. Work will progress in two phases:
    - i. Phase I – Rundel Mall to Charles Lane, commencing early September and complete by end of October;
    - ii. Phase II – Charles Lane to North Terrace, commencing early October and complete by end of February 2025
    - iii. A gate will be placed at the entrance to Charles Lane
  - c. The entrance needs for both South Tower and North Tower were identified and a follow up meeting will be arranged as the work progresses, to ensure resident access is considered



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4. PR: Frank Buttigieg has indicated an interest to nominate for a role on the Management Committee.

### 6.1 Communications (PR)

1. PR: Website has been updated
2. SG: A letter & questionnaire has been generated in July 2024, asking owners whether to keep the Smart Phone app (CommunitiLink). The responses collected were:
  - a. 4% - keep the app
  - b. 25% - discontinue the app
  - c. 71% - did not respond
  - d. Owners of three lots (who did not respond to the question) suggested that an alternative should be found (e.g., Facebook) and offered additional suggestions for content such as: resident questions & responses, residents seeking car parks, items to be given away.
  - e. A discussion within the committee, identified six agreeing to remove the app and one wishing to keep the app.
3. SG: Offered to investigate an alternative to the current system, see Action 2024-14.

### 6.2 Finance (DC)

1. DC: Currently have:
  - a. Administration fund     \$186k
  - b. Sinking fund             \$1.394m
  - c. Term deposits are currently earning 4.9%, for which we have two: \$574k & \$106k
2. DC: Tabled two proposed budgets, one offering no increase in strata fees but due to the increased building insurance, paid from the Primary Corporation budget, this would result in a net reduction in the funds available in the Administration fund. Hence, the second budget, indicating a net increase of 3% was proposed for presentation at the AGM.

### 6.3 Resident Support, Complaints and Bylaws Infringement (SG)

1. SG: The apartments have been written to, requesting that they remove items left in their car park area.
  - a. The committee discussed the possibility of installing cages within the apartment car park area. An option is available but it is up to the resident to arrange for the installation of the cage, post approval by the Management Committee.
2. CK: Identified that the entry boom gate drops too fast after the fob has been presented, see Action 2024-15.

### 6.4 Security (PR)

1. PR: Continue to investigate the new fob control software
  - a. Apartment 76, fob ... 479 (currently in the hands of the new apartment owners) has been coded with full building access. SA Electronics have been asked to investigate this anomaly, as the current user interface does not support the ability to recode the fob.
2. PR: The Intercom system has been delivered and set to work in the South Tower, effective 09<sup>th</sup> August 2024.
  - a. Dual street level stations have been provided



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- b. The previous Intercom handsets have left holes in the wall – SA Electronics are not filling these holes or painting the walls
  - c. At present there are only three apartments that have not had their old Intercom handset removed and a new display provided. The affected apartments are: 82, 89 & 110. SA Electronics will offer to attend these apartments during the North Tower Intercom system upgrade but have advised that a call out fee will apply, if it is not possible to attend these apartments during the North Tower fit out
  - d. North Tower fit out is currently scheduled for 16<sup>th</sup> September 2024, see Action 2024-16.
3. Apartment 68, two fobs deactivated and one new fob created. Resident to be invoiced.
  4. Apartment 15, new Air Key delivered and the old fob collected in exchange

### 7 Action List

Id	Required Date	Status	Owner	Activity
2018-14	26 Jan 2018	On-going	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. On Going
2022-14	08 Jun 2022	On-going	SG	To provide a status update on the installation of vents in the gym. 08 Jun 2022 – Vents are to be installed in the gym 10 Aug 2022 – Work order has been sent but due to COVID-19 issues affecting the workforce, the work has not been completed 09 Nov 2022 – SG, waiting on parts 08 Feb 2023 – SG, waiting on parts 12 Apr 2023 – SG, to prepare a work order to install a vent above the gym door Jun 2023 – SG, all contractors contacted have declined to quote. Will continue to search for a contractor willing to do the work. 14 Feb 2024 – SG requested additional quote 17 Apr 2024 – SG the swimming pool refurbishment is now required to include work to correct the vents 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
2022-24	02 Nov 2022	Retired	SG	Engage an electrician to identify possibility of installing electric car charging stations. 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



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Id	Required Date	Status	Owner	Activity
				<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>
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>
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>
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 fat at the top of the North Tower rubbish chute.</p> <p>June 2023 – Caretaker 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.</p>



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Id	Required Date	Status	Owner	Activity
				<p>SG advised that rubbish chutes are scheduled to be cleaned and that a regular schedule be adopted. 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>16 Aug 2024 – SG, meeting with Combined Fire next week</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>
2023-09	09 Aug 2023	Duplicated	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>
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>
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>16 Aug 2024 – SG, the property owner is responsible for any internal damage to their apartment and the building insurance will cover any damage to the building. However, if there is damage to the building, resultant from apartment resident action, the building insurer will seek restorations from the apartment owner.</p>
2024-06	19 Jun 2024	Open	SG	<p>To arrange for an extension to existing quotations, to effect cleaning of the North Tower &amp; South Tower rubbish chutes, and cleaning of the car park to remove build-up of soot on walls and ceilings.</p>



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Id	Required Date	Status	Owner	Activity
				16 Aug 2024 – SG, with the change of the Caretaker's company ownership, a new quotation is being sought.
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 16 Aug 2024 – PR, no response from the ACC has been received. A follow-up request will be sent.
2024-09	14 Aug 2024	Open	SG	To collate a set of recent Primary Corporation meeting minutes for PR to review. 16 Aug 2024 – SG advised that he is waiting on the Primary Corporation to provide these minutes.
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. 16 Aug 2024 – PR, no response from the ACC has been received. A follow-up request will be sent.
2024-11	14 Aug 2024	Closed	SG	To send out an enquiry to apartment owners requesting confirmation to keep the smart phone app
2024-12	16 Aug 2024	Open	PR	To follow up with tiler, to ensure that the inclusion of under-pool venting, does not affect the tiling work.
2024-13	18 Sep 2024	Open	CW	To confirm with Ambulance Officers, whether modifying the lift parking, in the North Tower, to park lift 4 on level 1 and park lift 5 on the ground level would disrupt their ability to service an emergency within the North Tower.
2024-14	18 Sep 2024	Open	SG	To investigate a potential replacement of the Communiti Link smart phone app.
2024-15	18 Sep 2024	Open	SG	To approach the Primary Corporation to request additional time for vehicles to enter, once the fob has been presented.
2024-16	16 Aug 2024	Open	SG	To prepare and distribute letters to the North Tower apartment owners and the three South Tower apartment owners that will require replacement of the Intercom hardware.
2024-17	18 Sep 2024	Open	SG	To engage the Caretaker to clean the building's common areas carpets.

## 8 Any Other Business & Next Meeting Items

1. CW: Identified an issue with a resident preferring to enter the main part of the car park via the exit path.



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- a. SG: Requested an apartment number, in order to provide a letter to the responsible resident. However, the apartment number was not available.
2. SG: Offered that due to the expected inability to obtain a corium at the first AGM, that this meeting could be held via video on 08<sup>th</sup> October 2024 and the second AGM would be held in person, conditional on securing a venue, on 15<sup>th</sup> October 2024.
3. SG: Observed that the building's carpets required cleaning and in particular, within the North Tower lifts, see Action 2024-17.

## 9 Next Meeting Date/Time

Wednesday 18 Sep 2024 – preparation for AGM, if required

## 10 Closure

Meeting closed at 19:33