



# Martin Towers

## Management Committee Meeting

Community Corporation 23362 Inc. (Secondary)

4-8 Charles Street, ADELAIDE

Date: Wednesday 20<sup>th</sup> November 2024

Time: 6:00 PM (18:00)

Location: Apartment 5

Role: [Link](#)

## 1 Opening

### 1.1 In Person

David Chadbourne (DC)

Con Karykis (CK)

Elizabeth Farrant (EF)

Phillip Relf (PR)

Mark Jappe (MJ)

Carolyn Wastell (CW)

### 1.2 Apologies

Daniel Silvestri (DS) => CW

### 1.3 Body Corporate Manager

Representing Whittles:

Steve Geyer (SG)

## 2 Confirmation of Previous Minutes

1. Minutes from 18<sup>th</sup> September 2024, proposed DC, seconded CK

## 3 Decisions without Meetings

1. PR: Increase security in South Eastern stairwell by placing additional panel at the cage level.
  - a. A vote was not called, as a recent security incident made this an imperative action to protect resident safety, see the discussion at Section 5.4, sub-part 1.
2. CK: Purchase doormat for the North Tower ground level entrance, to collect dirt tracked in during the Charles Street upgrade works.
  - a. Unanimous vote
3. PR: Car park cleaning, after qualification of the extent (i.e., cleaning walls, except where there are electrical conduits and removal of dangling string & wires) a vote was taken.
  - a. SG: advises that the work can start 02<sup>nd</sup> December 2024 and should take from seven to ten working days. James (Caretaker) will assist in notifying residents of the need to move cars, to support the cleaning operation.



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- b. James has suggested that all parking spaces become 'unallocated to an apartment' during the car park cleaning and residents will be able to park anywhere there is a vacant spot.
- c. Five responses in favour – the vote was carried
- d. SG: To inform residents, see Action 2024-16

## 4 Primary & Secondary Corporation Report (SG)

1. CK: Munro Property Group have not advised the Secondary Corporation the payment that the Primary Corporation is expected to receive from Wilson Parking for the effective use of naming rights on the building and for the placement of new advertising material (i.e., the two display screens) on the building, see Action: 2024-17.
2. SG: The repair of the car park exit sensor, that controls the North Terrace traffic lights, remains in a state of disrepair, see Action 2024-18.

## 5 Discussions

1. PR: When a resident leaves the Martin Towers complex, their access to the AIPHONE app should be terminated. When a new owner is identified, instructions as part of the 'welcome information' should be provided to enable them to terminate any smart phone connections to the apartment intercom, see Action 2024-19.
2. MJ: Providing a basketball hoop outside of the gym.
  - a. The discussion included a major concern regarding pedestrian safety, should a basketball fall into Austin Street. The meeting decided to defer discussions until the next committee meeting.

### 5.1 Communications (PR)

1. PR: Website updated with the AGM slides, that would have normally been presented at the in-person AGM but not presented at the on-line meeting.

### 5.2 Finance (DC)

1. SG: Currently have:
  - a. Administration fund \$157k
  - b. Sinking fund \$1.15m
  - c. Term deposits, of \$650k, are currently earning 5.0%

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

1. SG: A resident has observed that a bike has been placed at the boundary of their car park, with the potential to fall onto their car and cause damage, see Actions 2024-20 & 2024-21.

### 5.4 Security (PR)

1. PR: Security incident 28<sup>th</sup> September 2024:
  - a. An agitated individual was heard banging on the South Tower, South Western level 5 stairwell door (i.e., he managed to get past the cage door). When DS, investigated, this individual accelerated towards him and fortunately DS was able to close the door before the individual reached him. DS & PR investigated, along with four police officers, which PR gave his contact information to. We found a pair of scissors embedded in the stairwell door that protect DS from this individual, and evidence that



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the individual had attempted to destroy the lock. Conversations with the Caretaker on Saturday afternoon had him also carry out a physical investigation relating to resident safety. PR instructed the Caretaker to provide additional security measure relating to the cage door (e.g., PR was able to put his arm up from below the cage door and snag the door handle to open the cage door but you need long arms to do this).

2. PR: Intercom system upgrade status:
  - a. North Tower residents have indicated a persistent issue with not being able to open the door for those calling. SA Electronics investigated on 15 Oct 2024 and the issue was found to be a programming issue, in that the door release was set to 'pulse' and it should have been set to two-seconds.
  - b. The time-out for lift access has been extended to 120 seconds
  - c. South Tower resident complained that the intercom was not sounding in their apartment. The issue turned out to be that their intercom station was set to 'Do Not Disturb'. This has been corrected.
  - d. Resident received an error on their smart phone when trying to configure the app. SA Electronics are investigating.
  - e. Resident identified a progressive failure with their intercom system. SA Electronics were contacted on 08 Oct 2024 to attend.
3. PR: A resident was unable to complete the intercom system upgrade, due to a cable breakage. SA Electronics requested authorisation to install a 'person access hole', if required. Approval was given conditional that any remedial work to repair the ceiling, post completion of the work, was conducted at the resident's expense. However, this turned out not to be required.
4. PR: SA Electronics have been requested to provide a quotation to install video cameras in the South Tower lift room, and to install cameras in lift numbers 3, 4 & 5.
  - a. After a discussion, a budget of has been approved for immediate action by SA Electronics, pending receiving a suitable quotation within budget.
5. PR: New fob generated for an apartment, and delivered to agent
6. PR: The current fob status is:
  - a. 62 fobs left in the safe, that can be allocated to residents
  - b. 62 fob spots available for new fobs to be coded into the system
  - c. There are about 170 fobs that have been identified as lost, these can be deleted from the system and I will manually delete these fob numbers from the system over the next week or so, which will free slots for the new fobs on order
  - d. Conversation with SA Electronics, SG & PR confirmed that an additional 300 fobs are to be ordered
7. PR: SA Electronics have now taken the building security reporting off from using the 4G network and have now connected to the Internet via the WiFi modem which was recently installed. This 4G service can now be closed. Munro Property Group were paying for this service but it does affect the Secondary corporation, as we were paying over 60% of the bill, see Action 2024-22.



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### 6 Action List

Id	Required Date	Status	Owner	Activity
2018-14	26 Jan 2018	On Hold	CK & SG	<p>Develop a detailed plan for optimal maintenance activities that are funded under the Sinking Fund.</p> <p>07 Aug 2019 – Effort continuing, considering a Preventative Maintenance regime.</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> <p>18 Sep 2024 – an EGM will be required as the necessary information to transition capability has not been provided as yet.</p> <p>20 Nov 2024 – SG waiting on Rob to collect the costings.</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> <p>18 Sep 2024 – SG Waiting on the coping work to be completed.</p> <p>19 Nov 2024 – SG the installation work has commenced</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 fan at the top of the North Tower rubbish chute.</p> <p>June 2023 – JN 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>



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Id	Required Date	Status	Owner	Activity
				<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. SG advised that rubbish chutes are scheduled to be cleaned and that a regular schedule be adopted.</p> <p>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>18 Sep 2024 – Combined Fire are expected to provide a quotation within the following fortnight.</p> <p>20 Nov 2024 – SG, Fire Service are concerned regarding the safety of this approach and a Building Engineer and a Heating, Ventilation, and Air Conditioning (HVAC) Engineer are to be engaged to report on building safety issues.</p>
2023-07	09 Aug 2023	Closed	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> <p>18 Sep 2024 – CK &amp; PR to raise this, under ‘any other business’ at the Primary Corporation AGM.</p> <p>20 Nov 2024 – PR Monro Property Group have been contacted and are expected to progress to press Wilson to cooperate on 21 Nov 2024</p>
2023-09	09 Aug 2023	Closed	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> <p>18 Sep 2024 – SG waiting on a quotation from the Caretaker’s organisation for the car park clean</p> <p>20 Nov 2024 – SG the quotation has been approved and work is to commence 02 Dec 2024</p>
2024-06	19 Jun 2024	Closed	SG	<p>To arrange for an extension to existing quotations, to effect cleaning of the North Tower &amp; South Tower rubbish chutes.</p> <p>18 Sep 2024 – waiting on a quotation for the work</p>



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Id	Required Date	Status	Owner	Activity
				20 Nov 2024 – SG the rubbish chutes are now cleaned on a monthly basis.
2024-07	19 Apr 2024	Open	PR	<p>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.</p> <p>19 Jun 2024 – PR, no further contact has occurred with the Adelaide City Council and follow up will be required</p> <p>18 Sep 2024 – have not received a response from the Adelaide City Council. The committee suggested contacting the local member</p> <p>20 Sep 2024 – email sent, no response</p> <p>13 Nov 2024 – email sent, acknowledged</p>
2024-10	14 Aug 2024	Open	PR	<p>To identify the appetite for the Adelaide City Council to install timed walk signals over North Terrace and across the car park exit.</p> <p>18 Sep 2024 – have not received a response from the Adelaide City Council. The committee suggested contacting the local member</p> <p>20 Sep 2024 – email sent, no response</p> <p>13 Nov 2024 – email sent, acknowledged</p>
2024-13	18 Oct 2024	Closed	SG	<p>To engage the Primary Corporation in addressing the rat infestation.</p> <p>20 Nov 2024 – SG has engaged James (Caretaker) to address the issue</p>
2024-15	01 Nov 2024	Closed	SG	<p>To acquire 200 fob blanks.</p> <p>20 Nov 2024 – SG confirmed that SA Electronics are to be requested to source 300 fobs.</p>
2024-16	29 Nov 2024	Open	SG	<p>To coordinate with Trevor to confirm the start to car park as 02 Dec 2024; ascertain the order in which the car park rows are to be vacated in; to inform residents that if they do not move their cars, they may be subject to water runoff from the cleaning process; and to inform residents that they are to remove their cars by 0800 on the day that their row is to be cleaned and that unallocated parking may be assumed, within the resident car park until 1700 on that day, otherwise offsite parking should be considered by the resident.</p>
2024-17	22 Nov 2024	Open	PR	<p>To contact the Primary Corporation for a status update regarding the payment for the use of advertising signs on the building by Wilson Parking.</p>



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Id	Required Date	Status	Owner	Activity
2024-18	22 Nov 2024	Open	PR	To contact the Primary Corporation for a status update regarding the exit sensor from the car park.
2024-19	29 Nov 2024	Open	PR	To write instructions for a new resident to remove a previous resident's remote access to the Intercom and to include themselves as the new resident requiring remote access.
2024-20	22 Nov 2024	Open	PR	To identify the resident with the bike and give them access to the bike room.
2024-21	29 Nov 2024	Open	PR	To place notices within the complex advertising that there is spare room in the bike area to hose bikes and to provide information on how to request access to the bike area.
2024-22	22 Nov 2024	Open	PR	To contact the Primary Corporation to advise them that they can now terminate the 4G contract.
2024-23	29 Nov 2024	Open	SG	To follow up on the work to air condition the top-level utility rooms in the North & South Towers.

## 7 Any Other Business & Next Meeting Items

1. CK enquired on the status of the air conditioning to the top-level utility rooms in the North & South Towers. SG has taken the action to follow up, see Action 2024-23.
2. SG advised that Whittles held an information session on 19 Nov 2024. The following highlights were provided:
  - a. Ordinary Resolution, \$2k per lot (i.e., if the quotation is less than or equal to \$2k per lot), a greater than 50% of those voting for is required for the resolution to be accepted
  - b. Special Resolution, \$2k - \$5k per lot, a greater than 25% of those voting against is required for the resolution to fail
  - c. Special Resolution, over \$5k per lot, a unanimous vote is required for the resolution to be accepted
  - d. A new resolution can be raised at the time of a meeting
3. CK requested that his meeting fob be given all access.

## 8 Next Meeting Date/Time

MCM: 26 Feb 2025, 23 Apr 2025, 18 Jun 2025, 27 Aug 2025, additional meetings TBA

AGM: TBA but expected October 2025



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## 9 Closure

Meeting closed at 19:47