



# Martin Towers

## Management Committee Minutes

Community Corporation 23362 Inc. (Secondary)

4-8 Charles Street, ADELAIDE

Date: Wednesday 02<sup>nd</sup> April 2025

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) => CK

### 1.3 Body Corporate Manager

Representing Whittles:

Steve Geyer (SG)

## 2 Confirmation of Previous Minutes

1. Minutes from 20<sup>th</sup> November 2024, proposed EF, seconded CK

## 3 Decisions without Meetings

1. SG: A quotation for \$2,510 (including GST) was accepted by majority vote (five for, two abstaining) to repair leaks in the Martin Tower roofs.
2. EF: Purchased, on behalf of the Secondary Corporation, a replacement *Degree Subway 25 cm White* clock for the swimming pool.
3. PR: Resident requested the placement of building signage in support of Ambulance crew call outs. As this issue has been addressed multiple times previously and a recent survey of both resident-owners and committee members indicated no support for this request, no action was considered necessary at this time. The resident was informed of this discussion and presented with suggestions to progress their interests, should they wish to further this request.
4. PR: Post lift No. 4 failing (control board and lift motor), a vote was called to: (a) replace the motor with a second-hand motor and/or replace all three aging lifts with new. The results were:
  - a. Replace with second-hand components 5



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- b. Replace lifts 0
- 5. PR: Requested SG to engage a plumber to survey the building for potential corking issues, in anticipation of the next downpour.
  - a. SG advised that this work has now been completed

### 4 Primary & Secondary Corporation Report (SG)

1. PR: During the period prior to the last committee meeting, all three lifts were down at the same time. Subsequent to this, the South Tower lift again failed (16 Feb 2025). Consideration to replacing the South Tower lift and also the North Tower lifts is not relevant.
  - a. The meeting agreed to re-consider this issue in five years.
2. PR: Meeting (22 Nov 2024) with Munro Property Group (Jason), Perrigin (Martin) and Wilson regarding building advertising, car park exit sensor & pedestrian safety. Wilson Car Parking representatives appeared to be very non-receptive to the idea of paying for building advertising.
3. PR: Email received from Jason Nash (Body Corporate Director at Munro Property Group), reporting that individuals had left “needles, urine and faeces” in the south east stairwell. A cleaning crew has been organised to attend and quotation to install cameras has been sought. A suggestion to place a loud sound alarm into the stairwell has also been made.
4. PR: 05 Feb 2025 cleaning crew once again called to South Eastern stairwell. An astounding amount of ‘goods’ were found and the Wilsons car park stairwell doors were physically blocked from opening. Meeting with the Primary Corporation 14 Feb 2025 to discuss:
  - a. Payment for naming rights on the building
  - b. Responsibility of Wilsons to provide stairwell security
  - c. Use of security measures in the stairwells – still waiting on quotations
5. PR: Combined Fire identified a very large number of minor issues requiring remedial actions, which were not budgeted for, consequently, there was a blow-out from the budgeted amount.
6. PR: Fob allocations – it would appear that we have reached our record limit of 2,000 fobs registered on the system and that any new fobs can only be added by first deleting a lost fob.
  - a. It is proposed that the fob issue policy be modified, to allow for any new/replacement fob requests to be limited to: one fob per bedroom plus one additional fob, plus one for an agent, the last on approval by the Management Committee. The recommendation was accepted by the committee.
  - b. An audit of the fobs will be conducted over the three months past the next AGM; any fobs not accounted for are to be cancelled, see action 2025-01
7. PR: Lift No. 1 was supporting RAA sponsored advertising during the Fring event. As the Secondary Corporation does not own the Charles Mall (i.e., Primary Corporation common property) facing lift door. we cannot ask for revenue from this advertising. But we can put our own ‘advertising’ on Lift No. 3. Some suggestions are: “Access Plaza Level”, “Resident’s Lift”, “Martin Towers South”, “South Tower”, “Beware of the Leppard”, etc., or we could rent it out to an organisation prepared to pay for advertising and place the funds into the Secondary Corporation.
  - a. No action was agreed to be taken by the committee
8. PR: SA Electronics have been again asked to provide a quotation for the installation of video surveillance in the lifts. If we do not replace the lifts, this quotation may be unacceptable, as



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CAT6 cabling, which would be integral to the lift modernisation, is required to support a cheaper solution.

- a. No action was agreed to be taken by the committee
9. PR: Primary Corporation current balances:
  - a. Administration fund \$74k
  - b. Sinking fund \$331k
  - c. Spend just under \$10k on graffiti removal (budgeted \$5k)
  - d. Spent just under \$44k on fire protection (budgeted \$4k, plus \$8k that was not drawn on)
  - e. Total expenses \$331k and budgeted \$361k, surplus of \$30k
  - f. The committee suggested that we push the Primary Corporation to update the common area part of Charles Mall and that the Primary Corporation should be asked to seek a quotation for works, see action 2025-02
10. EF: Request for status regarding the West Garden LED lighting, in particular the installation quality, LED light colour and apparent limitation of when they are illuminated. The lights were out at 0430 during a recent inspection of the west garden area.
  - a. SG advised that he will take an action to have this fixed, see action 2025-03
11. EF: Request for status regarding the refurbishment of the spa.
  - a. SG advised that the Caretaker still in the process of obtaining quotations and will follow up with James.

## 5 Discussions

1. PR: Met with Andrew Thorstenson (ACC Project Manager) to discuss the logistics of North Tower resident access to the apartments during the Charles Street upgrade. I was informed that there would be a closure of two separate days. A note was placed in the lifts. However, the closure was consecutive between the two days. However, residents did not appear to be overly inconvenienced.
2. CK & PR: Agent complaint regarding the closure time of the traffic boom gates:
  - a. Agent asserts that there is not enough time from presenting the fob and exiting through the boom gate – sighting that they had damaged their vehicle due to undue haste in attempting to beat the timing.
  - b. Investigation indicated that Australia operates on with a boom gate activation period of from three to six seconds; being considered adequate for the boom gate to close once it has been raised.
  - c. CK timed the action of the boom gate and found an activation period of just over six seconds.
  - d. No action was agreed to be taken by the committee
3. CK: It is proposed that we purchase a suitable bucket and ladle for the sauna.
  - a. The committee agreed to purchase a suitable bucket and ladle, see action 2025-04
4. CK: It is proposed that we have the swimming pool's internal steps replaced with steps that have a broader base and in the case of the western end steps, reach further down into the water.
  - a. Investigation of suitable alternatives are to be considered, see action 2025-05
5. EF: There is a broken mirror at the South Tower lift, carpark level. This requires replacement.
  - a. SG said that he will chase up James on this issue



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6. EF: The Plaza pavers require cleaning.
  - a. SG will ask James to provide a quotation, see action 2025-06
7. EF: It is proposed that we alert the owners to the possibility of allowing raised containers that would be positioned in a car park, situated over the hood of a parked car. Can we advise the owners via a letter/email?
  - a. The committee suggested that this would best be announced at an AGM, at which time various options would be considered and a single proposal presented, see action 2025-07

### 5.1 Communications (PR)

1. PR: Website updated with AGM minutes, last committee meeting minutes and four gym user manuals.

### 5.2 Finance (DC)

1. SG: Secondary Corporation current balances:
  - a. Administration fund \$172k
  - b. Sinking fund \$1.191m
  - c. Term deposits, of \$650k, are currently earning 5%

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

1. SG: The lift down button on North Tower level 4 was broken and Otis were requested to remedy.
  - a. The lift button has been replaced

### 5.4 Security (PR)

1. PR: SA Electronics arrived (21 Nov 2024) with 300 fobs and coded them into the system. 171 fobs, previously reported as lost, have now been removed from the system – thus freeing up space to accommodate most of the new fobs (i.e., when fobs are lost in the future, those slots can also be liberated, to be used by the newly created fobs). During this exercise, I also conducted an audit of active fobs, with a number of fobs being updated into the fob allocation records. The software is challenging to use and SA Electronics provided assistance in driving the user interface.
2. PR: Created and gave the Traffic Control person working Charles Street a fob with very limited access, in order to facilitate necessary access for Australian Post and couriers.
3. PR: Lost fob coded out and new fob issued to apartment. Request for invoice, sent to Whittles.
4. PR: Apartment resident dropped keys down lift well: SG has engaged Otis to recover the keys.
5. PR: Two new fobs issued to apartment.
6. PR: New fob issued to apartment.
7. PR: Lost fob deactivated and new fob issued to apartment.
8. PR: Updated fob for CK, to grant all area access
9. PR: Three new fobs issued to apartment, four identified as lost and informed owner that they require the intercom panel to be replaced in their apartment.
10. PR: The Ambulance letterbox was opened and the instructions for moving through the apartment complex were taken. However, the all-access fob remained safely within the internal lock-box. The Ambulance personnel instructions have been regenerated and placed in the letter box.



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- a. CW advised that in her conversations with the Ambulance Officers, that it became apparent that the last to visit the Martin Towers had left the letterbox open.
11. PR: Apartment bike access granted.
  12. PR: The fob and key, to access the North Tower lifts, in support of resident access during the Charles Street upgrade, was recovered on 27 Feb 2025.
  13. PR: New fob issued to apartment.
  14. PR: Apartment resident lockout, assisted resident to regain entry.

## 6 Action List

Id	Required Date	Status	Owner	Activity
2018-14	26 Jan 2018	On Hold	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.
2022-27	02 Nov 2022	Closed	RC	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. 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. June 2023 – RC will have proposal ready for discussion at the ACM. 09 Aug 2023 – RC stated that the cost is expected to be provided soon, ready for the Secondary Corporation AGM 18 Sep 2024 – an EGM will be required as the necessary information to transition capability has not been provided as yet. 20 Nov 2024 – SG waiting on Rob to collect the costings.
2022-37	08 Feb 2023	On-going	SG	To place an order for the blue LED lights to replace those in the plaza West Garden area. 08 Feb 2023 – the lights have been ordered 14 Feb 2024 – SG advised that the work cannot proceed due to lack of parts availability. 17 Apr 2024 – SG still waiting 19 Jun 2024 – SG waiting on precursor work to complete before issuing a work order 18 Sep 2024 – SG Waiting on the coping work to be completed. 19 Nov 2024 – SG the installation work has commenced
2023-05	14 Jun 2023	On-going	SG	To engage Fire Services to identify the requirements to install an extraction fan at the top of the North Tower rubbish chute.



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Id	Required Date	Status	Owner	Activity
				<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> <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>
2024-07	19 Apr 2024	Closed	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>



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Id	Required Date	Status	Owner	Activity
				<p>20 Sep 2024 – email sent, no response            13 Nov 2024 – email sent, acknowledged            16 Dec 2024 – email received ACC, “count-down display will be part of the on-going city-wide review of all traffic signals”</p>
2024-16	29 Nov 2024	Closed	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	Closed	PR	<p>To contact the Primary Corporation for a status update regarding the exit sensor from the car park.            21 Nov 2024 – PR email sent to Monro Property Group, meeting held 22 Nov 2024, see above</p>
2024-18	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.            21 Nov 2024 – PR email sent to Monro Property Group, meeting held 22 Nov 2024, see above</p>
2024-19	29 Nov 2024	Open	PR	<p>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.</p>
2024-20	22 Nov 2024	Closed	PR	<p>To identify the resident with the bike and give them access to the bike room.            20 Nov 2024 – PR resident identified, given access to bike storage area, and bike moved into this area</p>
2024-21	29 Nov 2024	Closed	PR	<p>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.</p>
2024-22	22 Nov 2024	Closed	PR	<p>To contact the Primary Corporation to advise them that they can now terminate the 4G contract.            21 Nov 2024 – PR email sent to Monro Property Group</p>



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Id	Required Date	Status	Owner	Activity
2024-23	29 Nov 2024	Closed	SG	To follow up on the work to air condition the top-level utility rooms in the North & South Towers.
2025-01	31 Dec 2025	Open	PR	To conduct an audit of the building's fobs and to cancel those not in use.
2025-02	11 Sep 2025	Open	CK & PR	To request the Primary Corporation to obtain quotations to update the common area of Charles Mall
2025-03	11 Sep 2025	Open	SG	To replace the current white LED lights and have replaced with electric blue LED lights, as per the original lighting, to ensure that the fixing of LED lights is sturdy and to investigate the light schedule in order to provide illumination throughout the night.
2025-04	09 May 2025	Open	CK	To purchase a bucket and ladle for the spa.
2025-05	11 Sep 2025	Open	CK	To investigate and subsequently purchase pool steps that have a broader foot-print, suitable for persons with arthritic conditions to safely enter and exit the pool.
2025-06	09 May 2025	Open	SG	To obtain a quotation, via James, to clean the plaza tiles.
2025-07	11 Sep 2025	Open	SG	To investigate various options to supply a cage for placement within the car park area of an apartment
2025-08	11 Sep 2025	Open	SG	To create a work order to have the North Tower canopy removed and necessary painting and installation of pigeon wire installed.

## 7 Any Other Business & Next Meeting Items

1. The committee addressed the possible removal of the canopy located over the North Tower's entrance at Charles Street.
  - a. A vote was called, 5 for removal, 2 against
  - b. See action 2025-08

## 8 Next Meeting Date/Time

MCM: 18 Jun 2025, 27 Aug 2025, additional meetings TBA

AGM: TBA but expected October 2025

## 9 Closure

Meeting closed at 19:45 (approximately)