



# Martin Towers

## Management Committee Meeting

Community Corporation 23362 Inc. (Secondary)

4-8 Charles Street, ADELAIDE

Date: Wednesday 18<sup>th</sup> June 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 Absent

Daniel Silvestri (DS)

### 1.3 Body Corporate Manager - Apologies'

Representing Whittles:

Steve Geyer (SG)

## 2 Confirmation of Previous Minutes

1. Minutes from 02<sup>nd</sup> April 2025: proposed DC, seconded EF

## 3 Decisions without Meetings

1. EF: Proposal to including the street name above the apartment number:
  - a. Four for, Three against.

## 4 Primary & Secondary Corporation Report (SG)

1. SG: There is a water leak at the western end of the North Tower, levels 1 and 2. A contractor has been engaged to remedy the situation
2. SG: James (Caretaker) has advised that there is a water leak in the mail room
3. SG: James (Caretaker) has requested fob access through the cage door in the south-western stairwell.
  - a. Consideration was given to this request but rejected, historic evidence indicates a fob sensor necessarily exposed for cage access is vulnerable to attack with subsequent shorting resulting in an unlocked door
4. PR: CK and PR are scheduled to meet with the Primary Corporation Friday 04<sup>th</sup> July 2025. Agenda consists of:



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- a. Building signage value – outstanding action from Peregrin
- b. Wilsons Parking sign replacement
- c. Addition to the apartment number sign, to identify the street number
- d. Quotation to clean stone ground level building façade

## 5 Discussions

1. SG: North Tower lift maintenance – request sent to Otis for an explanation and their response was to resend the lift modernisation quotation, see Action 2025-09
2. CK: North Tower lift upgrade status report
3. PR: Extraordinary General Meeting and the Hot Water system replacement result. Results were Yes: 35, Abstaining: 3, No: 1 – one lot owner has voted ‘no’ where a unanimous decision is required as per the SA strata community regulations. Moving forward, specific considerations:
  - a. Delay in receiving additional quotations
  - b. Expiry of the current quotation resulting a requote
  - c. Eventuality that there are not organisations prepared to supply a quotation (i.e., their win probability vs profit calculation is not favourable to expend hours in quoting)
  - d. Cost of employing a hydrologist engineering consultant to compare any quotations received
  - e. Building Structural Engineer required to identify any water damage to the plaza structural concert
4. PR: Will endeavour to obtain additional quotations for the replacement hot water system or obtain formal notification of reluctance to provide quotations from approached companies, see Action 2025-10

### 5.1 Communications (PR)

1. PR: Website updated with minutes.

### 5.2 Finance (DC)

1. SG: Secondary Corporation current (approximate) balances:
  - a. Administration fund \$156k
  - b. Sinking fund \$1.2m
  - c. Term deposits, of \$650k, are currently earning 5%

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

1. SG: Breach notice issued to resident for disposing of cigarette butts from apartment balcony
2. PR: A number of North Tower residents have complained about the time required to recover the operation of lift No. 4.

### 5.4 Security (PR)

1. PR: Apartment given bike access
2. PR: Apartment new fob generated
3. PR: Agent enquiring why owner’s fobs, that were reported as lost, no long working



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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>
2023-05	14 Jun 2023	On Hold	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> <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>
2024-10	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>



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Id	Required Date	Status	Owner	Activity
				16 Dec 2024 – email received ACC, “count-down display will be part of the on-going city-wide review of all traffic signals”
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.</p> <p>21 Nov 2024 – PR email sent to Monro Property Group, meeting held 22 Nov 2024, see above</p> <p>27 May 2025 – PR email sent to Monro Property Group, requesting status update</p>
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.
2025-01	31 Dec 2025	Open	PR	To conduct an audit of the building’s fobs and to cancel those not in use. Two-months’ notice is to be given to owners, one month notice given to residents and unaccounted for fobs to be deleted after an additional two months.
2025-02	11 Sep 2025	Open	CK & PR	<p>To request the Primary Corporation to obtain quotations to update the common area of Charles Mall</p> <p>27 May 2025 – PR email sent to Monro Property Group, requesting status update</p>
2025-03	11 Sep 2025	Open	SG	<p>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.</p> <p>18 Jun 2025 – EF noted that some LED have already failed and LED strips have detached from under the flashing</p>
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	Closed	SG	<p>To obtain a quotation, via James, to clean the plaza tiles.</p> <p>18 Jun 2025 – James has obtained quotations to clean tiles</p>
2025-07	11 Sep 2025	Closed	SG	To investigate various options to supply a cage for placement within the car park area of an apartment.



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Id	Required Date	Status	Owner	Activity
				18 Jun 2025 – SG website link, for interested parties <a href="http://www.overbonnet.com.au">www.overbonnet.com.au</a>
2025-08	11 Sep 2025	Closed	SG	To create a work order to have the North Tower canopy removed and necessary painting and installation of pigeon wire installed. SG: Work order has been raised and expected to be executed within a week
2025-09	07 Jul 2025	Open	PR	To request detail, from Otis, regarding why the lift 4 maintenance was not more responsive
2025-10	07 Jul 2025	Open	PR	To prepare a specification for the replacement hot water system, considering two options (i.e., South Tower only and combined North Tower and South Tower) and request Whittles to formally seek quotations

## 7 Any Other Business & Next Meeting Items

1. EF: DS has not attended meeting this term of the Management Committee. PR said that he will look into DS's absence
2. EF: Proposed investigation of the cost to modernise, by the Management Committee, of lift 4 (i.e., one of the two North Tower lifts). Going ahead with the upgrade, of lift 4, would enhance reliability of the stretcher-enabled lift and would provide time to consider the enlargement of lift 5's car (i.e., cabin) during the modernisation of lift 4. Motion called to accept the Otis lift modernisation quotation
  - a. 2 for, 4 against

## 8 Next Meeting Date/Time

MCM: 27 Aug 2025, additional meetings TBA

AGM: TBA but expected October 2025

## 9 Closure

Meeting closed at 19:30 (approximately)