



Martin Towers

Management Committee Minutes

Community Corporation 23362 Inc. (Secondary)

4-8 Charles Street, ADELAIDE

Date: Wednesday 27th August 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

None

1.3 Body Corporate Manager - Apologies'

Representing Whittles:

Steve Geyer (SG)

2 Confirmation of Previous Minutes

1. Minutes from 18th June 2025: proposed DC, seconded MJ

3 Decisions without Meetings

1. Whittles were asked to provide an engineering company that could evaluate tender responses to upgrade the North Tower lifts to accommodate larger cars (i.e., cabins). Whitfield Rose responded with a works quotation and the committee responded to the following:
 - a. Approval for Whitfield Rose to seek relevant information from Otis and to review our current maintenance contract with Otis
 - b. Acceptance of the \$3,550 quotation
 - c. Approval for Whitfield Rose to directly request Otis to attend to outstanding maintenance issues, as identified by Whitfield Rose
2. Responses were:
 - a. Four in favour, two abstained
 - b. Five in favour, one abstained
 - c. Four in favour, two abstained
3. Whittles were asked to engage Whitfield Rose



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4 Primary & Secondary Corporation Report (SG)

1. SG: There is a water leak affecting level 1, North Eastern end of the building. Sky High Access Australia has been engaged to remedy the situation.
 - a. Remedial actions have been taken. However, EF noted that the three workers, attending on the day, did not address corking gaps in the horizontal projections below level 1.

5 Discussions

1. SG: Onsite Services have offered an approximate quotation of \$1,600 plus GST to high-pressure clean the podium. The work should be conducted in 4 – 6 weeks, to take advantage of drying weather.
 - a. Motion to accept this quotation, was carried unanimously.
2. SG: Replacement of stairwell lights (from level 1 of the apartments and up), status report:
 - a. Caretaker is tracking this issue and would like to replace the current lights with LED lights in all four stairwells.
 - b. Motion to accept this course of action, was carried unanimously.
 - c. Whittles to communicate this decision to the Caretaker
3. SG: Garden bed lights, status report:
 - a. SG advised that the Service Manager at iElectrical & Communications has 'left the building'. The Managing Director, at iElectrical & Communications, will now escalate on our behalf.
4. EF: Broken mirror replacement in South Tower sub-basement near the lifts has not been addressed:
 - a. PR: Caretaker advised, mirror replacement expected by end of week, 05th September 2025.
5. EF: North Tower foyer outside anti-graffiti covering on the glass was damaged during the recent Charles Street renovations and requires remedial action.
 - a. See Action 2025-11
6. PR: Disabled lift repaired by Caretaker, by replacement of backup-power batteries. Apparently, the lift cannot draw sufficient power from the mains (which is transformed down to 48 Volts) and requires the backup-power batteries to operate effectively.
7. PR: An updated Hot Water System quote has been received from Hindmarsh Plumbing. Emails have been sent (by Whittles) to Connekt & Nation 1 to provide their quotations. Quotation expected from Connekt and National 1 by end of week, 29th August 2025.
 - a. BCA Engineers have been contacted to provide a hydraulics engineer in the evaluation of the tender responses. Scott Gill, of BCA Engineers, is preparing a works quotation.
 - b. A compliance spreadsheet has been prepared and populated with the Hindmarsh Plumbing tender response detail and is awaiting the two other parties' responses. This will be used as a 'sanity check' for comparison against the engineer's recommendation, when received.
8. PR: Otis called out for lift number 4, replaced 7 out of 8 guide shoes (not all guide shoes, as Otis had insufficient stock – stock ordered). Issues with booting up lift – problem persists with the control electronics.



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- a. PR: Met with lift consultant (David McConner) who confirmed that the North Tower lifts were at time-of-life and that many components were now obsolete. There is a possibility that the car size can be increased 50% TBC. David confirmed that he is qualified to call for tenders, to evaluate these tenders and to make recommendations.
- b. Motion to accept this course of action, was carried unanimously, see Action 2025-12

5.1 Communications (PR)

1. EF: Consider lift notice update e.g.:
 - a. Hot Water System transition to Heat Pump: Currently seeking tender responses to replace aging gas system with an electric system, that will capitalise on the roof solar system and substantially reduce our gas costs
 - b. Life Upgrade: Currently investigating the replacement of aging North Tower lifts with larger cars (i.e., cabins) and use of regenerative braking (to save on electricity costs)
 - c. Fob Audit: Shortly, an audit on the fobs will be conducted - continuing endeavours in ensuring resident safety
 - d. See Action 2025-13
2. PR: Website updated with the following:
 - a. Committee member bios
 - b. EGM 2015/03/25
 - c. EGM 2019/04/10
 - d. EGM 2024/04/18
 - e. EGM 2025/06/11 Agenda
 - f. EGM 2025/06/11 Minutes
 - g. MCM 2025/06/18
 - h. MCM 2025/05/07
 - i. MCM 2024/11/20
 - j. MCM 2024/09/18
 - k. MCM 2024/08/14
 - l. Fob Policy
 - m. Safety Audit
 - n. Video Privacy Policy
3. EF: It is noted that the Code of Conduct is not available from the website, see Action 2025-14

5.2 Finance (DC)

1. DC: The building has been valued at \$209m, for which the Secondary Corporation is responsible for 62.8% of the insurance cost. The insurance cost has increased from last year, and cost-of-living expenses have culminated into the need to increase the strata contributions by 3%.
2. SG: Secondary Corporation current (approximate) balances:
 - a. Administration fund \$188k
 - b. Sinking fund \$1.303m
 - c. Term deposits, of \$663k, are currently earning 4.25%



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3. DC: Presented a review of the Audited Financial Statement for last financial year and the proposed Secondary Corporation Budget & Contributions for 2025/26.
4. SG: Two apartments are in arrears and have now entered debt recovery.

5.3 Resident Support, Complaints and Bylaws Infringement (SG)

1. SG: Breach notice issued to resident for disposing of rubbish in the commercial car park.

5.4 Security (PR)

1. PR: Agent enquired why their fob did not allow them to use the lift to travel to level 6 of the commercial car park, nor open the boom gate for entry into the car park. The function and scope of the security systems was explained to the agent.
2. PR: Agent requested an additional two fobs to be allocated – the request was rejected on the grounds that this apartment currently has exceeded the apartment allocation, at six active fobs.
3. PR: Discovered that an agent is in possession of an all-access fob, that was initially allocated to Maintenance. Investigations are continuing and the agent has been requested to explain how they became in possession of this fob.
4. PR: There is an issue with the current building security software, in that the floor names are truncated (and necessary information is invisible), making the coding/recoding of fobs problematic. SA Electronics have provided a quotation of \$600 to rectify. SA Electronics have also offered software licences of \$299 + \$150 / yr plus GST to support remote access – hence, allowing the Caretaker to address out of hours resident lockouts and the investigation of building security incidents.
 - a. Motion to accept this course of action, was carried unanimously, see Action 2025-15

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. |
| 2023-05 | 14 Jun 2023 | On Hold | SG | To engage Fire Services to identify the requirements to install an extraction fan at the top of the North Tower rubbish chute. To generate work orders to install an extraction fan at the top of the North Tower rubbish chute. June 2023 – JN to check operation of fans and obtain a quotation for cleaning. 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. 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. |



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| Id | Required Date | Status | Owner | Activity |
|---------|---------------|--------|-------|---|
| | | | | <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> <p>16 Dec 2024 – email received ACC, “count-down display will be part of the on-going city-wide review of all traffic signals”</p> <p>26 Aug 2025 – conversation with ACC volunteer coordinator, who suggested that I write to the Lord Mayor, as this will require the ACC to respond to the request. PR will attempt to obtain photographic evidence of pedestrians interfering with vehicle exit from the commercial car park.</p> |
| 2024-18 | 22 Nov 2024 | Closed | 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 Munro Property Group, meeting held 22 Nov 2024, see above</p> <p>27 May 2025 – PR email sent to Munro Property Group, requesting status update</p> <p>27 Aug 2025 – see Action 2025-02</p> |
| 2024-19 | 29 Nov 2024 | Closed | 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> |



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| | | | | 22 Aug 2025 – instructions have been placed on the website |
| 2025-01 | 31 Dec 2025 | Open | PR | <p>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.</p> <p>27 Aug 2025 – the audit will be introduced to the lot holder at the upcoming AGM</p> |
| 2025-02 | 11 Sep 2025 | OBE | 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 – a non-committal response was obtained</p> <p>11 Jul 2025 – Primary Corporation Management Committee Meeting held, Peregrine Corporation will not support this request for the Wilsons Parking but have accepted a cost (to be passed on to the relevant organisation) of the following: \$1k / yr for LED signage and \$400 / yr for static signs. Funds to be incorporated into the Primary Corporations accounts.</p> <p>27 Aug 2025 – Peregrine Corporation stated, at the last Primary Corporation Management Committee meeting, that they would no longer support this activity.</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> <p>27 Aug 2025 – SG has followed this up and is expecting a response shortly</p> |
| 2025-04 | 09 May 2025 | Open | CK | To purchase a bucket and ladle for the sauna. |
| 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. |
| 2025-09 | 07 Jul 2025 | Closed | PR | <p>To request detail, from Otis, regarding why the lift 4 maintenance was not more responsive</p> <p>19 May 2025 – Otis seeking replacement control board</p> <p>02 Jun 2025 – Control board arrived from Brisbane</p> |



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|---------|---------------|--------|-------|---|
| | | | | <p>03 Jun 2025 – Control board faulty 12 Jun 2025 – Control boards arrive from overseas 14 Jun 2025 – Control board identified as faulty and second control board installed, which appeared to work 23 Jun 2025 – Control board failed 24 Jun 2025 – Otis email implied that due to obsolescence issues, that they were unable to maintain the lift [despite our current maintenance contract] 25 Jun 2025 – Otis provided a record of call out times but no real explanation of the issues and did not respond to a required for a list of parts that they identify as obsolete and were outside the scope of the maintenance contract 25 Jun 2025 – Otis again pitched their modernisation quotation at a cost of \$372k 18 Jul 2025 – Otis updated their modernisation quotation to \$539k and offered a large number of optional extras 11 Aug 2025 – Whitfield Rose (lift inspector) engaged at \$3,550 plus GST to provide a lift report and identify maintenance actions for Otis to address under the current maintenance contract.</p> |
| 2025-10 | 07 Jul 2025 | Closed | PR | <p>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 16 Jul 2025 – Technical specification sent to Connekt, Hindmarsh, Jordan and National 1 plumbing</p> |
| 2025-11 | 26 Sep 2025 | Open | SG | <p>To approach the Adelaide City Council to make reparations regarding the replacement of the anti-graffiti film on the external North Tower foyer glass.</p> |
| 2025-12 | 26 Sep 2025 | Open | SG | <p>To provide work order for lift consultant to develop tender documentation, call for tender responses, evaluate and make recommendations. Previously, the following Need Statements were articulated and form a primary consideration for the tender documentation:</p> <ol style="list-style-type: none"> a. Maximum cabin/car size (specifically to support an ambulance gurney) b. Aesthetics c. Backup power d. Connection to solar system & battery system e. Light curtain f. Lift time-of-life g. Regenerative power breaking h. Remote monitoring i. Video camera in cabin/car, with feed to recording hardware in sub-basement |



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| | | | | j. Terms of maintenance contract (i.e., cost & duration) k. Safety compliance |
| 2025-13 | 26 Sep 2025 | Open | EF | To update the notices in and about the Martin Towers lifts. |
| 2025-14 | 26 Sep 2025 | Open | PR | To add the Code of Conduct to the website |
| 2025-15 | 29 Aug 2025 | Open | PR | To request SA Electronics to provide services to allow remote access and to correct the floor labelling. |
| 2025-16 | 26 Sep 2025 | Open | SG | To obtain additional quotations (e.g., Adelaide Fire Services) for remedial works in concert with the SA Fire Regulations. |

7 Any Other Business & Next Meeting Items

1. SG: A quotation for works to remediate in regard to fire compliance regulations was received. It was noted that the quotation was incomplete, in that some work was not costed. The quotation was not accepted, see Action 2025-16
2. SG: To engage Whitfield Rose to manage the modernisation lift tendering process, to evaluate the quotations and to make recommendations, see Action 2025-12.
3. MJ: Proxy given to CK for the AGM

8 Next Meeting Date/Time

MCM: Wednesday 24th September 2025

AGM: Thursday 23rd October 2025 online meeting, 30th October 2025 in-person meeting

9 Closure

Meeting closed at 19:09