



Martin Towers

Management Committee Meeting

Community Corporation 23362 Inc. (Secondary)

4-8 Charles Street, ADELAIDE

Date: Wednesday 24th September 2025

Time: 6:00 PM (18:00)

Location: TBD

Role: [Link](#)

1 Opening

1.1 In Person

David Chadbourne (DC)

Con Karykis (CK)

Elizabeth Farrant (EF)

Phillip Relf (PR)

Mark Jappe (MJ)

1.2 Absent

Carolyn Wastell (CW) => EF

1.3 Body Corporate Manager

Representing Whittles:

Steve Geyer (SG)

2 Confirmation of Previous Minutes

1. Minutes from 27th August 2025: proposed EF, seconded DC

3 Decisions without Meetings

1. None

4 Primary & Secondary Corporation Report (SG)

1. CK: Nothing has come through
2. SG: Vandal attempted entry into the North East stairwell, damaging the fire door – repairs to be completed.
3. CK: Quotations to repair tile creaks
 - a. Peregrin will not entertain charging rates for the large Wilson Parking sign
 - b. New rates of \$400 for small signs, \$1,000 for larger signs, per year
 - c. My Place has erected a sign that does not match other signs without Primary Corporation approval



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5 Discussions

1. PR: Fire in South Tower rubbish area. Possibly caused by a vagrant but there is no evidence to support this statement. Suggest that we clean out the area and totally fence off, with substantial door lock (as Primary Corporation will need access as building wiring travels through this area) and close the South Tower rubbish chute.
 - a. Vote: unanimous to fence off the current South Tower rubbish collection area located on level 6 of the commercial car park and to disable the associated rubbish chute
2. PR: Video upgrade – current video does not capture intruders in our part of the stairwells; there is a mix of cameras (i.e., analogue + digital); and the video recorder is at maximum video channel capacity and can't be expanded to attach the additional cameras. Suggestion:
 - a. Kevin Leaney project manages the following:
 - i. Building coring – will obtain 3 or 4 quotations and send invoice to Whittles (SA Electronics were reluctant to do this coring – it is necessary to have this done by a professional with the necessary tools to ensure that a steel cable is not cut within the concrete wall)
 - ii. Building cabling – will obtain 3 or 4 quotations and send invoice to Whittles (SA Electronics had stated that they would use and have used in the past, PVC conduit, Kevin is suggesting anti-vandal square metal conduit, with star fixings)
 - iii. Product identification – will send invoice to Whittle (new digital cameras will be source, which provide greater picture quality; the use of 'invisible' pin-hole cameras in the stairwells; and expanded video recorder)
 - iv. Operational confirmation in standalone configuration, prior to assemble on site; and commission the system, with necessary training. At a cost of \$100/hour for the project management and commissioning etc.
 - v. NOTE: Kevin will project manage, assemble, test, install and commission. Kevin will not charge a management fee for any equipment purchases (which is typically 15% - 20% on top of the equipment costs)
 - b. It is proposed that we accept Kevin Leaney's offer – due to perceptions of nepotism PR left the conversation during the discussion and abstained from voting:
 - c. Vote: unanimous to provide an approximate quote for the works
3. PR: Has advised that he will only nominate himself for membership in the Management Committee for 2025/2026 as a general member only.
 - a. It is proposed that PR
 - i. Continues to support the building security function and in particular a fob audit and
 - ii. Continues to support the website updates
 - b. Nominations at AGM: DC treasurer, MJ presiding offer, PR secretary
4. SG: Preparation for the AGM:
 - a. SG: Notifications to go out 02nd October 2025
 - b. PR: Would like to put the AGM Power Point slides up on the website, and have the AGM agenda point to these slides
 - i. Vote: unanimous to place AGM slides on website
 - c. PR: Would like to create a new menu item on the website dedicated to project information (i.e., sanitised information would be provided relating to the specifics of Management Committee projects). Prior to actual content being included on the



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website, Management Committee authorisation at a committee meeting would be required.

- i. Vote: unanimous to accept Hindmarsh Plumbing quote

5.1 Communications (PR)

- 1. PR: Website has not required update since last meeting

5.2 Finance (DC)

- 1. DC: \$178k Administration fund, \$1.318k Sinking fund

5.3 Resident Support, Complaints and Bylaws Infringement (SG)

- 1. SG for CW: Items left in resident's carparks – this practice breaches the bylaws and requires immediate attention.
 - a. SG: James has been alerted to have another walk through the car park

5.4 Security (PR)

- 1. PR: Agent in process of renovating apartment bathroom requested afterhours access to the pool area, so resident could take a shower during the works. I rejected the request as: (1) this is a safety issue; (2) this sets a bad precedent and (3) the only way, with the current security system, to provide afterhours access is to reprogram the fob to provide all building access. The agent has asserted that I had previously given all fob access to a resident but PR does not recall this incident. A vote is called to accept the agent's request.
 - a. Vote: unanimous to reject request

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



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				<p>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> <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> <p>24 Sep 2025 – no action taken</p>
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>
2025-03	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</p>



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				<p>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> <p>24 Sep 2025 – SG contractor unaware of issue, will follow up</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.
2025-11	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> <p>24 Sep 2025 – SG arranged contractor to fix the issue</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> <ul 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 j. Terms of maintenance contract (i.e., cost & duration) k. Safety compliance
2025-13	26 Sep 2025	Closed	EF	<p>To update the notices in and about the Martin Towers lifts.</p> <p>24 Sep 2025 – EF completed update</p>
2025-14	26 Sep 2025	Open	PR	<p>To add the Code of Conduct to the website</p> <p>24 Sep 2025 – no action taken</p>



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Id	Required Date	Status	Owner	Activity
2025-15	29 Aug 2025	Open	PR	To request SA Electronics to provide services to allow remote access and to correct the floor labelling. 24 Sep 2025 – Email SA Electronics to update the floor text descriptions
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. 24 Sep 2025 – Request for quotations have not been sent out as yet

7 Any Other Business & Next Meeting Items

1. CW: Items left in resident's carpark – this practice breaches the bylaws and requires immediate attention.

8 Next Meeting Date/Time

AGM:

Thursday 23rd October 2025 online meeting @ 18:00,

Thursday 05th November 2025 in-person meeting @ 18:00

9 Closure

Meeting closed at 19:02