



# Martin Towers

## Management Committee Meeting

Community Corporation 23362 Inc. (Secondary)

4-8 Charles Street, ADELAIDE

Date: Wednesday 27<sup>th</sup> November 2025

Time: 6:00 PM (18:00)

Location: TBD

Role: [Link](#)

## 1 Opening

### 1.1 In Person

Frank Buttigieg (FB)

Phillip Relf (PR)

David Chadbourne (DC)

Carolyn Wastell (CW)

Con Karykis (CK)

### 1.2 Absent

Elizabeth Farrant (EF) => CW

Mark Jappe (MJ) => CK

### 1.3 Body Corporate Manager

Representing Whittles:

Steve Geyer (SG)

## 2 Confirmation of Previous Minutes

1. Minutes from 24<sup>th</sup> September 2025: proposed DC, seconded CK

## 3 Decisions without Meetings

1. On discovering that the replacement period for a Cold-Water pump was approximately six weeks (as they are built for purpose within Singapore), a resolution was proposed to order two pumps, as failure of a pump would leave a tower without water for the replacement period:
  - a. For: DC, EF, MJ, CK, PR, CW
  - b. Consideration is to be given to refurbishing the existing Cold-Water pumps for use as a stand-by, see ACTION: 2025-17

## 4 Primary & Secondary Corporation Report (SG)

1. CK & PR: Primary Corporation are seeking permission to re-zone the old 'vape' store into a fried chicken and pastry shop. The proposal is to vent cooking smoke up through the building and release to the atmosphere at level 6 of the commercial car park (which is near the



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southern facing South Tower apartments at the eastern corner, thus potentially affecting both the eastern North Tower and South Tower apartments).

- a. Acceptance of this rezoning can only be contingent on the installation of an air purification system interposed between the source and the release to the atmosphere.
- b. SG has advised that the Management Committee would have the authority, on behalf of residents, to accept the rezoning proposal.
2. PR: The building has been valued (and insured) to the amount of \$206m.
3. PR: Peregrine Property (Gerry Petropoulos) under coverage of the Primary Corporation, have asked Wilson Parking to secure the shed (just prior to the sliding gate entry into the car park) and has suggested removing the shed in its entirety.
  - a. It is noted that this shed again has been left open and that Wilson Parking have not moved to remove the shed.
4. PR: James advises that the South Eastern stairwell external handles, at the Wilson Parking levels, have been removed, to stop vagrants using them to force open access into the stairwells. The strikers have also been removed, as these were overriding the ability to lock these doors. These doors now have fob sensors to open the doors and an alarmed 'break glass' override, internal to the stairwell, to allow emergency exit.
5. CK & PR: Primary Corporation Management Committee meeting, 14 Nov 2025:
  - a. Charles Street verandas to be painted *French Grey*
  - b. Water leak into Shop 24A has been fixed
  - c. Vagrant found in car park level 6 bin area and asked to move on
  - d. South Eastern stairwell blocked off (as mentioned above), work started on the North Eastern stairwell – this stairwell serves no purpose as it runs parallel with the car park ramp. Consideration is being given to permanently close the north eastern stairwell at ground and basement levels, as the stairwell serves no function as a fire exit.
  - e. Wilson Parking appear to be indifferent regarding any remedial actions to fix the exit car park sensor controlling the traffic lights.
  - f. Toolshed, at the top of the car park sliding gate, to be locked up
  - g. Monitoring of area behind the grease traps (large blue cylinders, found on basement level) – it is not apparent what can be done about this problem, other than to alert the security guards to the issue
  - h. Charles Street signage – all signs to be removed by the Primary Corporation. However, the status of the physio's sign remains to be investigated. The two apartment location signs to be removed and replaced by something more modern
  - i. Request to purchase or obtain a long-term lease to be presented to the Peregrin management by Gerry, regarding the five car parks as the top of the sliding gate
  - j. A short section of stone has been polished (as a trial) along the eastern side of Charles Street. Consideration is to be given to continue this work along the entire length of the building. See ACTION: 2025-18

## 5 Discussions

1. SG: Communitilink updated from version 2 to version 3 on 11 Nov 2025. Current issues include the following:



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- a. Inability to transfer login credentials across from version 2 to version 3 (i.e., you need to reload the app on your smart phone and reestablish login credentials with the provider)
- b. Notifications are not being delivered
- c. PR noted, that for cyber security reasons, and as it is not possible to have this app vetted by Australian Signals, reloading of this app onto a smart phone will not be possible, for anyone working in the Defence Industry
2. SG: The apartment stairwell lights were replaced with LED lights, at the end of October.
3. PR: David McCappin of Whitfield Rose Pty Ltd has been engaged to survey, call for tender responses and make recommendation for the replacement/modernisation of the North Tower lifts and in particular to source a solution that allows for the ability to accommodate an Ambulance Gurney, as has been requested by multiple residents.
  - a. PR noted that a site visit is schedule with David McCappin on Friday 28<sup>th</sup> November 2025 and that the interests of the residents will be restated
4. PR: The State government had a grant in place to partially cover the costs associated with the installation of additional solar-cells. However, on review of the eligibility criteria, it was apparent that we did not qualify for these grants (e.g., have an Australian-wide grouped payroll not greater than \$18 million, have annual business turnover of \$75,000 or more, etc.).
5. PR: On 11 Nov 2025, Hindmarsh Plumbing (Tom Draper) and Rheme were on site to view the cold-water pumps, and serviceability of the 'hot water ring'. In particular, the energy requirements to support the 'hot water ring' were discussed.
  - a. Last week a monitor was placed on the South Tower hot water ring. Data has been collected and an analysis should be available next week. The North Tower hot water ring is currently being monitored and data collection will occur over the course of a week.
6. PR: Close off of level 6 car park area – during a walk around on 14 Nov 2025, a vagrant was found camping in this area, with items from the bins strewn about. It is proposed that we close this area off, particularly given that the hot water upgrade will remove access to the South Tower rubbish chute.
  - a. Due to the footprint of the South Tower's replacement hot water system, access to the South Tower rubbish chute will necessarily be removed.
  - b. At this time, the plan is to remove the level 6 rubbish collection area, completely seal off the area and subsequently install batteries in this area, in support of the electric hot water heaters.

### 5.1 Communications (PR)

1. PR: Website updated:
  - a. Identifies recommended contacts, should an owner required maintenance work to be conducted within their apartment
  - b. Historic picture (before construction commenced) now presented in the building history, thanks to DC.
  - c. Apartment intercom advice, stating that Management Committee approval is required to use the mobile phone app, has been removed, thanks to EF.
  - d. AGM minutes now available from website.
2. EF: News Notice updated and placed around the apartment complex
3. CK: Notice of Christmas Party on Podium – 11<sup>th</sup> December 2025



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- a. CK noted that it was Rob's wife, Jenny who is organising this activity

### 5.2 Finance (DC)

1. DC: \$146,756 Administration fund, \$1.379m Sinking fund, we are doing fine
2. SG: Noted that the moneys in term deposit, have been rolled over again into term deposit and are currently earning 4.15% through NAB

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

1. SG: A lot was fined \$75 and given notice for placing a large number of large boxes in the recycling area
  - a. CW: Noted a previous suggestion to place video surveillance in the recycling area
  - b. PR: Consideration to this suggestion will be factored into a future upgrade to the building security system

### 5.4 Security (PR)

1. PR: A request for apartment 108 to receive an additional fob was rejected. Currently, given that the fob allocations are: one per bedroom, one per car park and one extra for the agent on request, they are one over this limit at present.
2. PR: A request for apartment 10 to receive an additional fob was rejected. Currently, the apartment exceeds the allowed number of fobs.
3. PR: A vagrant (who was flashing female residents) was escorted out of the car park by CK & PR. James removed two vagrants, who were rummaging through the Vinnie's bin. SG has advised that the number of vagrants, within major cities, has increased alarmingly since the COVID-19 lockdowns and that the police appear to be unable to address this issue.
4. SA Electronics (Benjamin Finch) provided James and PR with a password to provide online access to the building security system:
  - a. A number of redundant codings were consolidated
  - b. The names of codings (for which the titles are long and truncated to remove necessary information on the software display in the Communications room) have been renamed to allow an understanding of what they mean (e.g., "DG5+AG1+FG1" => "NT L4" i.e., North Tower Level 4).
  - c. Historic information can now be exported as an Excel file, allowing greater ability to sort and search for specific events. In addition, these events can be grouped for all events corresponding to a specific apartment number (previously, the history information could only be provided for a single fob)
  - d. However, the most recent change to the building security software resulted in PR no longer being able to assign new fobs to lots
5. PR: In consultation with a security expert, a solution to provide notification if the stairwell doors have been opened into the car park, that does not involve drilling through walls, has been found. There is no need to replace the cameras but James has difficulty with the video export feature and I'll research a fix to this problem. We are also looking into an Artificial Intelligence enabled camera that can read numberplates and can open the sliding gate for authorized vehicles (you will still be able to use the fob as well). This system should also be able to generate a SMS alert, if a person walks/rides down the ramp, so we can get an alert on a vagrant entering the car park.
  - a. CK: Due to issues with video quality, all analog cameras should be replaced with digital cameras



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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 => MJ	<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
				<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> <p>26 Nov 2025 – PR will be talking to the ACC on Thursday, in order to suggest the provision of four pedestrian count-down signals.</p> <p>26 Nov 2025 – CK suggested that MJ would be best to take responsibility for this action</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> <p>26 Nov 2025 – PR will generate three types of notices (e.g., one to residents, one to non-resident owners and one to agents) for distribution by Whittles</p>
2025-03	11 Sep 2025	Closed	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> <p>24 Sep 2025 – SG contractor unaware of issue, will follow up</p> <p>26 Nov 2025 – SG waiting on IElectrical but the current advice is that the blue lights are no longer available.</p>
2025-04	09 May 2025	Open	CK	To purchase a bucket and ladle for the sauna.
2025-05	11 Sep 2025	Open	CK & SG	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.



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Id	Required Date	Status	Owner	Activity
				26 Nov 2025 – SG to research the possibility of providing steps into the pool
2025-11	26 Sep 2025	Closed	SG	To approach the Adelaide City Council to make reparations regarding the replacement of the anti-graffiti film on the external North Tower foyer glass. 24 Sep 2025 – SG arranged contractor to fix the issue
2025-12	26 Sep 2025	Closed	SG	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: <ul style="list-style-type: none"> <li>a. Maximum cabin/car size (specifically to support an ambulance gurney)</li> <li>b. Aesthetics</li> <li>c. Backup power</li> <li>d. Connection to solar system &amp; battery system</li> <li>e. Light curtain</li> <li>f. Lift time-of-life</li> <li>g. Regenerative power breaking</li> <li>h. Remote monitoring</li> <li>i. Video camera in cabin/car, with feed to recording hardware in sub-basement</li> <li>j. Terms of maintenance contract (i.e., cost &amp; duration)</li> <li>k. Safety compliance</li> </ul>
2025-14	26 Sep 2025	Closed	PR	To add the Code of Conduct to the website 24 Sep 2025 – no action taken
2025-15	29 Aug 2025	Closed	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 26 Nov 2025 – SG obtained quotations from Combined Fire Services (\$43k), Adelaide Fire Solutions (\$55k) and Adelaide Fire Services (did not respond)



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Id	Required Date	Status	Owner	Activity
2025-17	06 Feb 2025	Open	SG	To make enquiry to Hindmarsh Plumbing, regarding the possible refurbishment of the existing Cold-Water pumps and if viable, raise a purchase order for this works.
2025-18	06 Feb 2025	Open	SG	To identify who has conducted a trial of the stone polishing and to engage them to polish the stone floor tiles in the mail room.
2025-19	06 Feb 2025	Open	SG	To research and subsequently raise a purchase order to install shelving along the northern and eastern corners of the current motorcycle area of the car park.

## 7 Any Other Business & Next Meeting Items

1. CK: The current area that houses motorbikes, in the north eastern corner of the car park, could be provided with shelving that residents could place item in, on a first-come-first-served basis. See ACTION: 2025-19

## 8 Next Meeting Date/Time

- 18<sup>th</sup> February 2026 Wednesday @ 18:00
- 22<sup>nd</sup> April 2026 Wednesday @ 18:00
- 24<sup>th</sup> June 2026 Wednesday @ 18:00
- 26<sup>th</sup> August 2026 Wednesday @ 18:00
- AGM: TBD

## 9 Closure

Meeting closed at 19:30