

MINUTES OF ANNUAL GENERAL MEETING HELD IN ACCORDANCE WITH THE UNIT TITLES ACT 2010

BODY CORPORATE No. 164980 PROPERTY AT: 148 Quay Street, Auckland City

AN ANNUAL GENERAL MEETING of this body corporate was held under the Unit Titles Act 2010 in the Motatapu Room, Mercure Hotel, 8 Customs Street Auckland City on Monday 21st May 2019 commencing at 6.00 p.m.

PRESENT: As per Attendance List completed by owners:
Peter Stratford (Units 0D and 7G), Shane Kelly (Unit 2B), Thomas Morton (Unit 2C), Stephen Dudding (Units 2G and 6D), Mark Green (Unit 2H), Alan and Maryanne Mummery (Units 3G and 5A), Paul Chaplin and Andrew Sains (Unit 3H), Glenda Fraser (Unit 3I), Dimitrios Margaritis (Unit 4F), Linda Parkinson and Paul McLuckie (Unit 4G), Frances Ramsay (Units F1 and F2), David Brady (Unit 8C), Keith (Alan) Penny (Unit 8E), Mark Jeffries (Unit 10E), Michael Webb (Unit 13A).

Paula Beaton represented Body Corporate Administration Ltd.

Also in attendance: Dean Mulligan (Building Manager)

	Minutes	Action Point
1.	CHAIR: Paul McLuckie opened the meeting. Dave Brady chaired the meeting.	
2.	CONFIRMATION OF QUORUM: William Houngh Lee (Units 6F1 & 6F2) gave proxy to Dave Brady, the chair of the meeting. Kim Kwok Ernest Lou & Mylene Mu-Su-Yan Lou (Unit 11A) gave proxy to Torey Leggett. Nancy Tsai (Unit 5D & 5E) gave proxy to Torey Leggett. Hing Ying Young (Unit 7D) gave proxy to Paul McLuckie. Jerome Mainguet (Unit 11D) gave proxy to Paul McLuckie. Alain and Wiwine Liu Sing (Units 10A and 10D) gave proxy to Paul McLuckie. Silva Bassett (Units 8B & 2J) gave proxy to Stephen Dudding. Yvonne Lendrum (Unit 2K) gave proxy to Tom Morton.	

	<p>Jennifer Rendell (Unit 8A) submitted a Postal Vote.</p> <p>Torey Leggett (Unit 3B) submitted a postal vote</p> <p>Dennis Gain (Unit 11B) submitted a Postal Vote.</p> <p>A quorum was established.</p>	
3.	<p>RESOLUTION 1 – APPOINTMENT OF CHAIRPERSON:</p> <p>It was resolved by the Body Corporate by ordinary resolution that Paul McLuckie be appointed as Chairperson and he consented to the position of Chairperson.</p> <p>Nominated by: Dennis Gain Carried</p>	
4.	<p>CHAIRPERSON'S REPORT:</p> <p>Greetings all owners and welcome to the 2019 AGM. There are a few items to note for the year just gone.</p> <p>Insurance claims: The great news on the insurance front is that for the first time in at least 8 years (the period that our broker had records for) we did not have any claims in the 2018 – 2019 year so we are on our way to building back a good claims history that will keep our premiums down and may encourage other companies back into the market and be willing to quote on our building in future, which will itself create more competition and which will also help to keep our premiums down. But that said we cannot afford to be complacent, we must all take all the steps we can to minimise or eliminate any risk, especially now that the excess is \$2,500 so any claim imposes an unwelcome cost on us – and bear in mind that if you have any leak in your apartment that damages an apartment or apartments below you then it will be you that is liable for the damage even if it has not caused any damage to your own apartment. So to help in that regard I have been talking to a Building Surveyor who will survey apartments for those owners who wish to avail themselves of his services and will hopefully be able to alert you to any potential problems before they cause expensive damage or claims, and his fees are likely to only be a fraction of the cost of a claim.</p> <p>Performance against budgets: More good news is that as you can see from the accounts we were again below budget, more than \$20,000 below and what's more below budget in virtually every department. Apart from Utilities (discussed below) the only category where we were over budget was in building compliance costs, and even there we were only \$228 over out of a budget of \$68,850!! In almost other categories we were below budget, often thousands below. The one area where we were over budget was in Utilities, primarily because we had a couple of bad months where the spot price of electricity soared. However, your committee did consider this and because we are typically paying about $\frac{1}{3}$ – $\frac{1}{2}$ the cost that we would otherwise be paying on fixed price plans then we consider that it is still worthwhile being on spot prices, otherwise we would have to budget over \$60,000 for power for the coming year compared to the \$35,000 that we are budgeting. Also apart from maintenance items and other costs of running the building, the items that were done under the long term maintenance plan where we have started upgrading items as</p>	

per the LTMP (Foyer lights, painting, carpet etc) all came in well under the budget specified in the Long Term Maintenance Plan so all in all we are in pretty good shape financially.

Foyer work:

You will all be familiar with the new letterboxes in the foyer, new lighting, repainting of the foyer, the refurbishment of the granite tiles and Dean's efforts in getting the planters refurbished and new fig trees etc etc and we hope that you are all happy with the result. Similarly, the carpets replaced on every level have we believe greatly improved the ambience and presentation of the building for all residents and their visitors.

Credit Control:

I must say that the new arrangement of the on-time discount that we instituted has worked brilliantly, the debtors are the lowest that they have ever been with only \$17,574 outstanding at the end of the year, and \$12,052.06 of that is one apartment that BCA cannot get any response out of from the owners who seem to have disappeared, so BCA are taking action to possibly sell the apartment if payment is not forthcoming.

So ignoring that one delinquent apartment means that the rest of the debtors are only \$5,522.74 which I personally find is quite extraordinary.

And in the meantime we earned an extra \$12,869 for the contingency fund that we would not have otherwise earned, which pays for things like the refurbished granite tiles in the foyer and other improvements that we can make which aren't strictly speaking maintenance and unless specifically mentioned in the LTMP cannot by law be covered out of the Long Term Maintenance Fund

Budget:

As a result of this good control of costs and budgeting as you can see with the draft budget we have been able to hold to an increase of only a 1.11% on last year – though if owners decide to use scaffolding for the repainting (to be discussed in the meeting, please see separate agenda item and covering paper) then to avoid special levies each time the building is painted we will have to allow an extra \$32,693 per year to cover the additional cost which will then mean an increase of 7.65% for the coming year and future years.

AirBNB

There have been several developments over this subject discussed at the last AGM, please refer the separate paper re this.

Lifts

The sporadic servicing of the lifts continues to be a problem which we are constantly trying to get action on. We have now had four meetings with Kone over a period of a year (each time with different staff who have left by the time of the next meeting) with little action being evident so in the end we commissioned another report from Lyall Senior of Lift Solutions to see exactly what needs doing and when.

However, Stephen, Dean and myself had a meeting with the new New Zealand Service Manager last week who admitted the problems that we have had in the past and the staffing problems that Kone have had over this period before he joined, and assured us that our concerns will be addressed.

He discussed the number of staff that Kone had recently taken on to address these issues and I must say that I now have much more confidence that they will improve our service and do more pre-emptive maintenance rather than only reacting when things go wrong, but only time will tell.

Roof

	<p>At the last AGM Torrey Legget representing two owners on the 11th floor requested that an item be put on this agenda for the roof replacement.</p> <p>However, I have to say that the roof is actually in good condition – there is no sign of any deterioration or rust anywhere on the roof, apart from the deformed tiles it is in quite good condition and according to the LTMP is set to be next looked at in 2025 with possible replacement in 2030.</p> <p>The problem with the leaks that there have been over the last few years have been because rain could drive under the deformed tiles and more particularly the skylights that were installed as part of the apartment conversion in 1995 were very poorly constructed and inadequately flashed and have continued to cause problems.</p> <p>As you are aware from last year's AGM we had a plumber go over the whole roof securing the deformed tiles which has eliminated any risk of rain again driving under them as it used to be able to.</p> <p>In the meantime, the owners of both 11A and 11D (who Torrey was representing last year) have both asked for the skylights that have been causing the problem to be roofed over and this work is currently in progress. Once complete this will totally eliminate any risk of any further leaks from this area.</p> <p>The owners of the other two apartments on the 11th floor, 11B and 11C, have also been advised of this work and the advisability of it to prevent possible future leaks and damage to their apartments and the same offer made but they have elected to not get this work done at present.</p> <p>Thanks to our Building Manager Dean</p> <p>Finally, I could not close this report without again giving thanks to our erstwhile building manager Dean who continues to pro-actively make improvements to the building whilst running its day to day operation.</p> <p>Many of you may not be aware that some of the improvements to the building such as the refurbished floors on the ground floor and in the lifts, the painting of the foyer, the refurbished planters and the new plants replacing the old bamboo etc etc were done on the initial instigation of Dean, and apart from the compliments that we get on the way that he is looking after the building we on the committee are just so grateful at the competent and professional way that he looks after the day to day operations of the building and makes our job so much easier.</p>	
5.	<p>RESOLUTION 2 – DUTIES OF CHAIRPERSON:</p> <p>It was resolved by ordinary resolution that the Chairperson carry out the following duties, being only a portion of those duties described at Regulation 11:</p> <ul style="list-style-type: none"> (a) to chair each general meeting (unless it is agreed at the start of a general meeting that another person will chair the meeting); (b) to notify the body corporate committee of any delegation of a duty or power by the body corporate to the body corporate committee under Section 108 of the Act. <p>(The “Chairperson's Duties”)</p> <p style="text-align: right;">Carried</p>	

6.	<p>RESOLUTION 3 – MINUTES OF PREVIOUS AGM:</p> <p>It was resolved by the Body Corporate by ordinary resolution that the Minutes of the Annual General Meeting of this body corporate held in the Mercure Hotel, 8 Customs Street, Auckland City on Thursday 17th May, 2018 commencing at 6.00 p.m., be accepted and adopted as a correct record of that AGM.</p> <p style="text-align: right;">Carried</p>	
7.	<p>RESOLUTION 4 – CONSTITUTION OF COMMITTEE:</p> <p>It was resolved by the Body Corporate, by ordinary resolution that up to 7 unit title owners be appointed to hold offices as committee members and together shall constitute the Body Corporate Committee (the "Committee") and that the quorum for meetings of Committee shall be at least 3 committee members.</p> <p style="text-align: right;">Carried</p> <p>There were thanks extended to Dean Mulligan, the Building Manager.</p>	
8.	<p>RESOLUTION 5 – APPOINTMENT OF COMMITTEE MEMBERS:</p> <p>It was resolved by the Body Corporate by ordinary resolution that the Committee is to comprise:</p> <p>David Brady (Unit 8C); dave@bradysolutions.co.nz Tom Morton (Unit 2C); tomcmorton@gmail.com Paul McLuckie (Unit 4G); paul@148quaystreet.co.nz Alan Penny (Unit 8E); keithpenny54@gmail.com Stephen Dudding (Units 2G and 6D); stephen@ppetel.co.nz</p> <p style="text-align: right;">Carried</p>	
9.	<p>RESOLUTION 6 – DELEGATION TO THE COMMITTEE:</p> <p>It was resolved by the Body Corporate by special resolution that the powers that have been delegated are all of the duties and powers of the Body Corporate (except those excluded by s.108(2)). The delegation endures until the end of the next AGM, and the Committee shall report at least once prior to or at the next AGM for the Body Corporate on the delegation. This statement is evidence of the Body Corporate Committee's authority to perform each duty or exercise each power that has been delegated.</p> <p style="text-align: right;">Carried</p>	
10.	<p>LONG TERM MAINTENANCE PLAN:</p> <p>The current plan was reviewed in 2014. The latest review was completed in October last year but was</p>	

	not able to be finalised and issued until the decision is made regarding painting access methods. <u>Refer to Section 14.</u>																			
11.	<p>RESOLUTION 7 – BODY CORPORATE INSURANCE:</p> <p>It was resolved by the Body Corporate by ordinary resolution that in accordance with Section 135, the Body Corporate maintains the following insurances:</p> <p>a) material damage (to full replacement cost), and business interruption cover;</p> <p>b) other insurances as appropriate.</p> <p>To comply with the provisions of the Unit Titles Act 2010.</p> <p style="text-align: right;">Carried by majority</p> <p>The body corporate is currently insured with Chubb via Gegan & Co at a premium of \$75,187.69 incl. GST for the period from 10.03.2019 to 10.03.2020, and the policy has the following excess costs and cover limits:</p> <table><tr><th>EXCESS</th><th>EXCESS COST INC GST</th></tr><tr><td>All Perils not otherwise specified</td><td>\$2,500.00</td></tr><tr><td>All Perils involving Money</td><td>\$2,500.00</td></tr><tr><td>Burglary, attempted burglary, malicious damage by burglars</td><td>\$2,500.00</td></tr><tr><td>Landslip/Subsidence</td><td>\$10,000.00</td></tr><tr><td>All Perils involving Portable Telephones (Cellphones)</td><td>\$2,500.00</td></tr><tr><td>All Perils other than Burglary or Theft involving Property in transit</td><td>\$2,500.00</td></tr><tr><td>Theft</td><td>\$2,500.00</td></tr><tr><td>Natural Disaster</td><td>\$10,000.00, min. \$2,500</td></tr></table> <p style="text-align: right;">Carried by majority</p>	EXCESS	EXCESS COST INC GST	All Perils not otherwise specified	\$2,500.00	All Perils involving Money	\$2,500.00	Burglary, attempted burglary, malicious damage by burglars	\$2,500.00	Landslip/Subsidence	\$10,000.00	All Perils involving Portable Telephones (Cellphones)	\$2,500.00	All Perils other than Burglary or Theft involving Property in transit	\$2,500.00	Theft	\$2,500.00	Natural Disaster	\$10,000.00, min. \$2,500	
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12.	<p>RESOLUTION 8 – OPERATION OF BANK ACCOUNT:</p> <p>It was resolved by the Body Corporate by ordinary resolution that the Body Corporate resolve, by special resolution, that the bank account is operated in the following manner:</p> <p>(1) Body Corporate Administration have access to the account to view and run reports so as to be able to do the accounts and also have access to set up payments that have been approved by</p>																			



	<p>the Committee.</p> <p>(2) Any payments that have been set up by Body Corporate Administration as above must be approved for payment by any two members of the Committee or in the case of an emergency if it is not possible to get authorisation from two Committee members then emergency payments can be authorised by one Committee member and either Glenn Kwok or Paula Beaton of Body Corporate Administration Limited.</p> <p style="text-align: right;">Carried</p>	
13.	<p>RESOLUTION 9 – APPROVAL OF FINANCIAL STATEMENTS:</p> <p>It was resolved by the Body Corporate by ordinary resolution that the financial statements for the financial year 01.02.2018 to 31.01.2019 be adopted and approved.</p> <p>Moved: Dave Brady Seconded: Stephen Dudding Carried</p> <ul style="list-style-type: none"> i. There has been a savings in the building washing and cleaning of windows. ii. There was a spike in electricity and general committee thinking is that it is better to remain on the spot rate, rather than going on a fixed rate. iii. The overall annual surplus was \$30,000.00 	
14.	<p>RESOLUTION 10 – AUDIT OF FINANCIAL STATEMENTS:</p> <p>It was resolved by the Body Corporate, by special resolution, that in accordance with Section 132(8), Section 132(2) will not apply to the financial statements of the Body Corporate for the financial year 01.02.2018 to 31.01.2019.</p> <p>Moved: Dave Brady Seconded: Stephen Dudding Carried</p>	
15.	<p>METHODS OF ACCESS OF PAINTING:</p> <p>There was discussion of alternative methods.</p> <p>Two methods for consideration are: scaffolding (as has been done in the past), or latch lines (which require installation to the building). The two methods were presented in separate papers. Each of the papers were spoken to by their authors: Paul McLuckie (latch lines paper) and Allan Penny (scaffold).</p> <p>The committee will continue to investigate alternative means of access for the next painting cycle (due approximately in 2029).</p>	

16.	<p>RESOLUTION 11 – REMEDIAL REPAIRS AND PAINTING OF THE EXTERIOR OF THE BUILDING:</p> <p>It was resolved by the Body Corporate by ordinary resolution that the Owners resolve by ordinary resolution to remediate and paint the exterior of the building as directed by the Body Corporate Committee.</p> <p>Carried by majority</p>	
17.	<p>RESOLUTION 12 – METHOD OF ACCESS FOR REMEDIAL REPAIRS AND PAINTING OF THE EXTERIOR OF THE BUILDING</p> <p>The two alternative resolutions to be resolved by ordinary resolution of the Owners are:</p> <p><i>A. That the Owners resolve by ordinary resolution to install an access system for the above purposes by adopting the Latchways safety system;</i></p> <p>or</p> <p><i>B. That the Owners resolve by ordinary resolution NOT to install the Latchways safety system and to use the scaffold system</i></p> <p>It was resolved by the Body Corporate by ordinary resolution that the Committee determine the extent of canopy removal and the glass stored at a cost of up to \$137,000.00.</p> <p>Carried by majority</p> <p>Andrew Sains abstained.</p> <p>A supplementary resolution was then required:</p> <p><i>(a) Resolved that the full glass canopy is removed at a cost of \$137,000</i></p> <p>or</p> <p><i>(b) Resolved that only part of the canopy is removed and the glass stored on site at a cost of \$44,000</i></p> <p>It was resolved by the Body Corporate by ordinary resolution that only part of the canopy is removed and the glass stored on site at a cost of \$44,000.</p> <p>Moved: Dave Brady Seconded: Paul Chaplin Carried by majority</p> <p>Paul McLuckie voted against.</p> <p>Andrew Sains abstained.</p> <p>The Committee would be directed to deal with the painting and repair.</p>	Committee

18.

RESOLUTION 13 – BODY CORPORATE LEVIES:

It was resolved by the Body Corporate by ordinary resolution that the levies to be imposed on each unit title owner until the next general meeting will be as per the 2019/2020 budget.

Moved: Dave BradySeconded: Michael WebbCarried

BUDGET:

Items (Operational funds are GST exclusive)	Budget 2019/2020 12 Months	Comments
Building WOF Compliance costs:	\$	
Building WOF inspections - Opus	2,400.00	
Auckland Council Compliance Costs	130.00	
Auto front Door	1,200.00	
Lift - Maintenance Contract	32,000.00	
Lift - Misc Maintenance	7,000.00	
Fire Alarm Monitoring	1,400.00	
Fire Evacuation Scheme plan and drills	700.00	
Fire Protection - Contract & Testing	8,250.00	
Fire Protection System callouts & misc maintenance	6,000.00	
Ventilation system - Contract	3,394.00	
Ventilation system - Misc repairs	1,500.00	
SUBTOTAL	\$63,974.00	
Administration and Body Corp management:	\$	
Administration / Secretarial Fee	15,000.00	
BC Chairs Group Membership	100.00	
Legal Fees	3,000.00	
Bank Fees	300.00	

General Expenses	500.00	
Office / Computer Expenses	1,000.00	
Venue Hire - AGM/EGM	300.00	
SUBTOTAL	\$20,200.00	
Building Management:	\$	
Building Managers Fee	\$60,000.00	
SUBTOTAL	\$60,000.00	
Insurance:	\$	
Insurance Premium	70,446.09	
Insurance valuation	1,000.00	
SUBTOTAL	\$71,446.09	
Building Servicing:	\$	
Cleaning	2,500.00	
Pest Control	2,400.00	
Building Washes	8,700.00	
Window Washes	12,000.00	
SUBTOTAL	\$25,600.00	
General Repairs & Maintenance	30,000.00	
SUBTOTAL	\$30,000.00	
Utilities:	\$	
Electricity	35,000.00	
Phone Rental, Internet	3,700.00	
Rubbish Removal	11,500.00	
Water & Waste	30,000.00	
SUBTOTAL	\$80,200.00	
Miscellaneous:	\$	
Residents functions	1,500.00	
Security Patrols	9,000.00	
St Johns - defibrillator (one-off cost)	368.09	
Drug dog preventative patrols	550.00	
SUBTOTAL	\$11,050.00	
TOTAL - OPERATIONAL	\$362,470.09	EXCL. GST (Represents a 0.94% increase of Operational Costs)
	\$	

Long Term Maintenance Fund	166,600.00	
Contingency fund	20,000.00	
TOTAL (EXCL. GST)	\$549,070.10	
TOTAL (INCL. GST)	\$631,430.61	
Less interest on term deposit (after tax)	-\$21,879.00	
TOTAL	\$609,551.61	Including GST (Represents a total 5% increase)

Moved: Dave Brady

Seconded: Michael Webb

Carried by majority

Two abstentions recorded from Andrew Sains and Linda Parkinson

Direct Debit Payments

Clients now have the option of paying by Direct Debit. Please email directdebit@bca.co.nz if you are interested in setting up a Direct Debit on your account.

LEVIES:

- Subject to sufficient funds, the Body Corporate Manager was authorised to pay accounts for the body corporate as they fall due and to issue invoices to proprietors from time to time to recover their respective proportionate share of costs set by the budget in accordance with section 84(1) of the Unit Titles Act 2010.
- The levies are due in three instalments:
 - The first instalment is due 15th August 2019.
 - The second instalment is due 15th November 2019.
 - The last instalment is due 15th March 2020.
- The Act stipulates that if a levy is not paid by the due date, the defaulting owner is in breach of the Act and legal action can be enforced. This may be referred to the Tenancy Tribunal depending on the amount in dispute.

19. RESOLUTION 14 - NONPAYMENT OF LEVIES

It was resolved by the Body Corporate by ordinary resolution, that if any levies authorised by this or any other general meeting of the Body Corporate are not paid by a proprietor on the due date, the Body Corporate Manager is authorised and instructed on behalf of the Body Corporate to exercise those powers conferred on the Body Corporate by Sections 121 and 124 of the Act including the recovery of any costs expended as a result of that proprietor's default pursuant to Section 127 of the Act.

	Moved: Tom Morton	Seconded: Dave Brady	Carried	
20.	RESOLUTION 15 - 10% INTEREST It was resolved by the Body Corporate by ordinary resolution, that the interest recoverable pursuant to Section 128 of the Act on such unpaid levies be resolved at 10% per annum. Moved: Stephen Dudding Seconded: Dave Brady Carried			
21.	RESOLUTION 16 - APPROVAL OF CREDITOR INVOICES It was resolved by the Body Corporate by ordinary resolution, that the Body Corporate Committee be authorised to pay line items in the budget as and when they fall due. Moved: Paul McLuckie Seconded: Stephen Dudding Carried			
22.	RESOLUTION 17 – SECTION 126 ONCHARGES It was resolved by the Body Corporate by ordinary resolution, that the Body Corporate Manager be authorised to recover debts from expenditure for the benefit of a unit or units in accordance with Section 126 of the Act where it determines on behalf of the Body Corporate that one or more of the units has benefited from such expenditure substantially more than other units. Moved: Stephen Dudding Seconded: Dave Brady Carried			
23.	RESOLUTION 18 – APPOINTMENT OF AGENT FOR TENANCY TRIBUNAL: It was resolved by the Body Corporate by ordinary resolution that Price Baker Berridge be appointed to represent the Body Corporate for the Tenancy Tribunal as and when required. Moved: Tom Morton Seconded: Stephen Dudding Carried			
24.	RESOLUTION 19 – RULE CHANGES FOR SHORT TERM ACCOMODATION: It was resolved by the Body Corporate by ordinary resolution that the Body Corporate resolves by ordinary resolution that the rules are changed to insert the following rules <p style="padding-left: 40px;"><i>26.1.1 An owner may let out his or her unit from time to time, provided that in no event shall any individual rental be for a period of less than one month.</i></p> Then subsequent rules under 26.1.X are each renumbered to 26.2.X, and the following inserted after the current 26.1.4 (which will have become 26.2.4) <p style="padding-left: 40px;"><i>26.2.5 An owner shall ensure that any new occupier or tenant of a unit is met by the owner or property manager and personally introduced to the Building Manager prior to any occupation or tenancy, and to ensure without limitation that a Health and Safety and security induction onto the site is undertaken.</i></p>			BCA

	<p>Moved: Dmitrios Margaritis Seconded: Stephen Dudding Carried</p> <p>There was discussion of short term accommodation.</p>	
25.	<p>RESOLUTION 20 – RULE CHANGES TO TIDY UP RULE NUMBERING:</p> <p>It was also resolved that the Body Corporate resolves by ordinary resolution that the rules are changed by rules 15.12.5, 15.12.6, 15.12.7 and 15.12.12 becoming rules 16.1, 16.2, 16.3 and 16.4 and then existing rule 16 and those below are each renumbered as one greater.</p> <p>Moved: Dmitrios Margaritis Seconded: Stephen Dudding Carried</p>	BCA
26.	<p>RESOLUTION 21 – APPROVAL OF CONCEPT DESIGN FOR ENTRYWAY:</p> <p>It was resolved that the Body Corporate Committee allocate budget of \$3,700 and accept the fee proposal from Pinfold Architects for a concept design of potential reconfiguration of the Quay Street entrance.</p> <p>Moved: Tom Morton Seconded: Stephen Dudding Carried</p> <p>In terms of the briefing, Alan Mummery has given Pinfold Architects a floor plan of the common area. Tom Morton and Dave Brady noted that importance of a collaborative approach towards this entryway upgrade and it was acknowledged that this was the first stage.</p>	
27.	<p>OTHER BUSINESS:</p> <ul style="list-style-type: none"> a) Colour Webb have provided a colour consulting service and will provide a mock-up of colours. b) Warm votes of thanks were extended to Andrew Sains for his years of service on the committee. c) Warm votes of thanks were extended to Dean Mulligan for his work as Building Manager. d) <u>Next Committee Meeting</u> Tuesday 18th June 2019, 6.00 p.m. <p>There being no further general business, the meeting closed at 8.00 p.m.</p>	

	<p>Points to be Actioned:</p> <ul style="list-style-type: none">• BCA Ltd. to lodge the Rule Changes	
	<p>Matters Subsequent to Minutes:</p> <ul style="list-style-type: none">• Paul McLuckie resigned from his position as Committee member as of 28.05.2019, and Dave Brady has been appointed as Chair of the Committee as of 18.06.2019.	