



MINUTES OF BODY CORPORATE COMMITTEE MEETING

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

A BODY CORPORATE COMMITTEE MEETING of this body corporate was held in the offices of Body Corporate Administration Limited, 3rd Floor, 115 Queen Street, Auckland City on Tuesday, 8th January, 2013 commencing at 3.00 p.m.

PRESENT: As per Attendance List:
Stephen Dudding, Mick Webb, Alan Penny.
Paula Beaton representing Body Corporate Administration Limited as Secretary.
Also in Attendance: Russell McKinnon, Building Manager, for part of the meeting.

1 CHAIRMAN:

Mick Webb chaired the meeting.

2 APOLOGIES:

Apologies from Dimitri Margaritis.

3 BUILDING MANAGER'S REPORT:

- 3.0 Prestige Pacific is the company responsible for the provision of the Building Warrant of Fitness; it is to be asked by BCA Ltd to expedite the warrant of fitness. The building manager will be the contact person.
- 3.1 The building and window wash is to be organised by Russell McKinnon in February 2013.
- 3.2 Plaster repair work is to be done on Level 10 and also those points around the building which need to be done will be organised by Russell McKinnon. There has been a slight leak from a broken pipe on one level (now fully repaired) but there was the need to make some small holes in the wall area where the water leak was identified and work done will also have the plaster work repaired.
- 3.3 Bond Release for Apt 10E – The contractors have caused scratches to the lift (because they failed, on one occasion, to put up the protective sheeting) which has been identified on camera. \$200 will be deducted to polish out the scratches. The total cost to rectify the scratches both current and historic is about \$2,000 so the bond to be refunded is \$4,800 and the \$200 deduction represents a portion of that cost. As there are a number of other scratches and marks in the lift not caused by the contractors, the committee considers it fair and reasonable to require a contribution only.
- 3.4 Lift 1 is not working on Level 2 (the doors don't close themselves, and so the lift would not "travel") so Russell will get the lift maintenance people to attend to this (since repaired after the date of the meeting).
- 3.5 There has been a request to refund a Bond to Apt 2A. However this is to be retained at this stage as Russell reports that work is still in progress and has not yet been completed.



3.6 The Sky dish has been replaced on the roof.

4 INVOICES APPROVED FOR PAYMENT:

>	Orcon Ltd	Invoice No.	\$70.94
>	Junk 2 Go Ltd	5660	\$220.00
>	First Fire Systems Ltd	133292	\$496.80
>	Telecom NZ Ltd		\$145.06
>	Grammar Electrical Ltd	44267	\$168.04
>	Contact Energy Ltd		\$245.43
>	ADT Fire Monitoring	50324745	\$435.53
>	Mercury Energy Ltd		\$2,680.29

5 MINUTES OF PREVIOUS COMMITTEE MEETING:

The Minutes of the Body Corporate Committee Meeting on Tuesday, 4th December, 2012 were taken as read, approved, accepted and adopted as a true and accurate record.

6 FINANCIAL ACCOUNTS:

The statement of receipts and payments and subsequent to for the body corporate for the period 1.02.12 to 31.12.12 was submitted, discussed and adopted.

The Credit Control Report was provided at the meeting.

7 GENERAL BUSINESS:

7.0 BCA Ltd is to ask John from Grammar Electrical to price for repair and conversion of the existing, partially defective, lighting around the ceiling line of the foyer. The Committee are investigating the replacement of lights with LED for security and aesthetic reasons. The committee will further consider this repair work when the quote is received.

7.1 Security System – Further to the last minutes, the committee are continuing to investigate ways to keep the Security System fully functional and complete. The suggestion is to create 300 new tags, and issue them to owners and have them return the old tags. This would be done progressively, floor by floor to minimise disruption. Any tag should be assigned to an apartment. The tag should record the apartment number and the tag number. The cost for 300 tags would be \$9 per tag to be met by the Body Corporate (i.e. not a cost to passed on to Owners).

The reasons for this process were as follows:

- a) the original tags were identified and recorded by a numbering system, and those numbers were printed on the tags. Experience has shown that these identifying numbers rub off over time, making the identification and recording of tags in relation to apartments impossible; new (modern) tags have these numbers punched into the tag.
- b) all tags have a life expectancy, and some of the tags need to be replaced as they are not all performing consistently.



- c) over time, with changes of occupants, tags have been reported lost and replacement tags have been issued – the Committee is concerned that there might be duplicate tags “out there” that will allow access to the building (although we emphasise that there is no actual evidence of this, it just seems to the committee prudent to ensure that the system is updated regularly to prevent this happening).
- d) it is too labour intensive to re-programme the keys, and therefore far cheaper to simply replace. And as the “life” of the current tags is expiring so it would be false economy to reprogram the existing ones.
- e) the tags supplied to us all when the system was originally installed are no longer being manufactured, which will leave us soon in the position that any replacement tags will not “match” the original ones, so it is prudent to replace them all to maintain system consistency.
- f) there is no intention that owners pay for this individually and it will be a body corporate cost.
- g) lastly, it is also noted that the original service provider for the security and monitoring is no longer in business.

7.2 The Committee members would like to thank various owners for their messages of support over the past calendar year.

7.3 Insurance Claim – Claim No. 320294031 – This relates to a claim made by an owner in relation to slight damage and has been referred to the insurance assessors. The assessor will contact Linda after 14th January 2013, when the contact person is back at work.

8 NEXT COMMITTEE MEETING:

The next Body Corporate Committee Meeting is scheduled for Tuesday, 19th February, 2013 commencing at 3.00 p.m.

There being no further general business, the meeting closed at 5.30 p.m.
