



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 Wednesday, 6th March, 2013 commencing at 3.00 p.m.

PRESENT: As per Attendance List:
Dimitri Margaritis, Stephen Dudding, Alan Penny, Mick Webb.
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:

There were no apologies.

3 BUILDING MANAGER'S REPORT:

3.0 Based on advice received from Mr McLuckie, Russell McKinnon is working on an alternative plan of upgrading the security system saving the body corporate costs. Russell will report on his level of success at the next meeting.

3.1 The window replacement on Level 11 is proceeding well and should be finished by the end of the week.

3.2 The body corporate plumbers, Fixed Price Plumbing, have done their annual review of building services plumbing and have given a clean bill of health, subject to minor sprinkler pipe issues which are the responsibility of First Fire Services. A written report when received will be attached to the next meeting minutes.

3.3 BDR Security did an annual review of the security system (i.e. battery, camera and the like) and reported it is in good working order. A written report will be attached to the next meeting minutes.

3.4 Quotes are being obtained for replacement of the entrance way carpet. Progress will be reported on in the next meeting minutes.

4 INVOICES APPROVED FOR PAYMENT:

| | | |
|----------------------|-------------|------------|
| > Contact Energy | Invoice No. | \$211.00 |
| > Metalbilt Doors | 747940 | \$195.50 |
| > Orcon Ltd | | \$70.94 |
| > Grammar Electrical | 44604 | \$148.36 |
| > Kone | 10007251 | \$7,676.56 |



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|----------------------|------------|------------------------------------|
| > Seagar & Partners | IM02135269 | \$1,094.80 |
| > Telecom NZ | | \$144.08 |
| > First Fire Systems | 135828 | \$496.80 |
| > Kone Elevators | 10012771 | \$405.95 To be disputed by BCA Ltd |

5 FINANCIAL ACCOUNTS:

The statement of receipts and payments and subsequent to for the body corporate for the period 1.02.12 to 31.01.13 was submitted, discussed and adopted.

Proposed Budget – The Committee has worked on two budget scenarios for presentation to the AGM to take into account the LTMP as recommended by Opus.

6 GENERAL BUSINESS:

6.0 Insurance Renewal – The Committee decided to accept the broker recommendation for placement with NZI Insurance at \$71,044.70 incl. GST for the forthcoming year.

6.1 Level 12 Refurbishment – Level 12 have presented their plans and specifications to the Committee and the Committee will ensure that all construction is compliant with regulations and requirements.

6.2 Foyer Lighting Quotes – Committee has received the quotes for foyer lighting and the Committee are working on getting cheaper quotes for lesser work to achieve the same results.

6.3 Fee Estimates for IEP Report – The Committee has obtained quotes for various seismic reports which will be presented to the AGM for a decision.

6.4 Date for Annual General Meeting – The Annual General Meeting has been scheduled for Thursday, 9th May, 2013 at the Mercure Hotel commencing at 6.00 p.m.

A brief Committee Meeting will be held prior to the AGM at 5.30 p.m.

7 NEXT COMMITTEE MEETING:

The next Body Corporate Committee Meeting is scheduled for Tuesday, 2nd April, 2013 commencing at 3.00 p.m.

There being no further general business, the meeting closed at 5.15 p.m.