



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, 25th February, 2014 commencing at 3.00 p.m.

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

1 **CHAIRMAN:**
Mick Webb chaired the meeting.

2 **APOLOGIES:**
Alan Penny.

3 **MINUTES OF PREVIOUS COMMITTEE MEETING:**
The Minutes of the Body Corporate Committee Meeting on Wednesday, 15th January, 2014 were taken as read, approved, accepted and adopted as a true and accurate record.

4 **MATTERS ARISING FROM PREVIOUS COMMITTEE MEETING:**
Foyer Upgrade – Alan Mummery had prepared detailed designs for the foyer and is presently sourcing a quote. Updated plans will be provided as the planterboxes are now expected to be about 50mm wider.

Approval was given by the Committee for Alan Mummery to proceed with the proposed foyer upgrade up to a maximum cost of \$4,000 plus GST. If the cost should exceed this cap, further approval is to be sought from the Committee.

Thanks were extended to Alan Mummery for his outstanding efforts.

5 **FINANCIAL ACCOUNTS:**
The statement of receipts and payments and subsequent to for the body corporate for the period 1.02.13 to 31.01.14 was submitted, discussed and adopted.

There was agreement to transfer the deficit amount in the Operating Fund from the Long Term Maintenance Fund.

Credit Control Report – BCA Ltd provided an updated Credit Control Report as at 31.01.14 and the Committee were happy with the progress.

6 **INVOICES APPROVED FOR PAYMENT:**

Contractors	Amount	Inv. No.	Inv. Date
RCR Infrastructure	\$195.50	760024	05/02/14
Envirowaste Services Ltd	\$804.20	2980563	31/01/14
Telecom NZ Ltd	\$7.27		15/01/14
Telecom NZ Ltd	\$50.69		07/02/14



Mercury Energy	\$2,498.70		04/02/14
First Fire Systems Ltd	\$796.95	151140	31/01/14
First Fire Systems Ltd	\$496.80	150061	16/01/14
Contact Energy	\$162.37		24/01/14
Orcon	\$143.88		23/01/14
ADT Fire Monitoring	\$435.53	50391897	01/01/14
ACC	\$574.48		13/01/14

7 DISCUSSION OF PROPOSED BUDGET FOR 2014/2015:

There was extensive discussion of each line item in the budget.

Proposed Budget 2014/2015 – The Committee agreed to recommend the proposed budget with a 5% increase from last year i.e. \$567,000 for 2014/2015. It was further agreed that the additional \$27,000 as a result of the increase be allocated to the Repairs & Maintenance Fund.

Repairs & Maintenance Items – In terms of Repairs & Maintenance, the Committee will conduct a floor by floor inspection together with the Building Manager and compile a list of anticipated items in order of priority for presentation at the AGM.

Anticipated R & M Items will include:

- Foyer redecoration
- Foyer lighting – estimated at \$7.5k
- Mailbox replacement
- Fire escape
- Lino replacement – required as it is a safety issue

It was reiterated that under the delegated authority to the Committee, the Committee has the authority to expend funds under Repairs & Maintenance. If additional funds are required in excess of the budgeted amount, the Committee is to go back to the owners to seek approval.

Carpeted Areas by Apartment Front Doors – Although the carpeted areas outside apartment front doors are technically accessory units, it was agreed to continue treating this expense as a Body Corporate cost in order maintain uniformity.

Lift – There was discussion of the lift maintenance contract. It was noted that lift componentry such as lift car, handrails and the floor is not covered under the contract. The cost for lift replacement in the future has been allowed for in the Long Term Maintenance Fund.

BCA Ltd is to arrange for Lyall Senior to inspect and provide an independent assessment on the lift.

8 BUILDING MANAGER'S REPORT:

Update from Thyssenkrupp – Thyssenkrupp are due to be onsite to complete lift refurbishment and the expected completion date is 28 February 2014. Russell McKinnon will follow up with Thyssenkrupp.

Repair of Leaking Watermain – The Committee approved a quote for \$910 to repair a leaking watermain pipe.

Russell McKinnon advised that the gas cage on Tyler Street needs to be reattached to the wall.



There was a leak on Level 8 and the ceiling needs to be repaired. Estimated cost for repair is \$2,000.

A valve blew outside Level 8B and repairs are needed to the ceiling of Level 8B. Russell McKinnon will arrange an appropriate maintenance contractor to inspect and provide a quote.

Auckland Transport Issue – BCA Ltd is to write to Daryl MacIntosh at Auckland Transport requesting again that the asphalt issue be addressed.

Surveillance Camera System – Russell McKinnon had obtained a quote from BDR for a new DVR (digital video recorder) computer at the cost of \$2,700 plus GST. The equipment was last replaced two years ago. Overheating due to insufficient air circulation in the equipment room is causing the equipment to break down. There was discussion of relocating or re-cabling the equipment to the basement and Russell McKinnon will discuss with BDR and investigate options.

There was agreement for Russell McKinnon to proceed with a suitable solution up to a maximum cap of \$3,000.

8 GENERAL BUSINESS:

- 8.1 Insurance – The Committee instructed that insurance cover be renewed with Gregan & Co. at the total premium of \$73,500 incl. GST due 10 March 2014.

There was discussion of engaging a quantity surveyor to value the whole building independently from Seagars (current valuer) and using the quantity surveyor's replacement cost figures for insurance purposes which are considered to be more accurate. BCA Ltd is to obtain quotes from three quantity surveyors and table at the AGM for a decision from owners.

BCA Ltd is to obtain a quote for renewal of the Office Bearers' Liability insurance cover and send to Committee for approval.

- 8.2 Email from Paul McLuckie regarding Carpark Stackers – Clinton Baker of Price Baker Berridge provided a fee estimate \$1,200 plus GST for a legal opinion. Installation of carpark stackers had been discussed at a carpark owners' meeting some years ago and it was noted that there was little interest from the carpark owners for such an item. This would also create access issues and impact on parking for others.

The Committee decided not to proceed with a legal opinion as a body corporate cost or pursue the concept of carpark stackers. BCA Ltd is to notify Paul McLuckie accordingly.

- 8.3 Auckland Council – BCA Ltd will continue to request reimbursement from Council regarding damage caused by the temporary bus stop during Big Day Out.

9 NEXT COMMITTEE MEETING:

The next Body Corporate Committee Meeting is scheduled for Tuesday 25th March 2014 commencing at 3.00 p.m. in the offices of BCA Ltd.

A tentative date for the AGM has been scheduled for Monday, 12th May, 2014 at 6.00 p.m.

There being no further general business, the meeting closed at 5.10 p.m.