



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 March, 2014 commencing at 3.00 p.m.

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

There were no apologies.

3 MINUTES OF PREVIOUS COMMITTEE MEETING:

The Minutes of the Body Corporate Committee Meeting on Tuesday, 25th March, 2014 were taken as read, approved, accepted and adopted as a true and accurate record.

4 BUILDING MANAGER'S REPORT:

4.1 In terms of Sky and TV issues, the Committee agreed that ABL is the preferred contractor and is to be contacted if there are problems with TV reception. Owners are reminded that the Body Corporate is not responsible for reception problems due to wiring problems inside their unit.

4.2 Work on the gas cage has been completed.

4.3 A fan has been installed by Grammar Electrical in the building manager's office so that the new DVR system does not overheat.

4.4 The corrosion issue with the front door has now been rectified.

4.5 Foyer/Entrance Upgrade – Mick Webb, Stephen Dudding and Russell McKinnon have met with a design and build contractor regarding upgrade of the foyer entrance to get initial ideas as to design and costings. The contractor will submit recommendations on lighting, painting



and décor upgrades. It is hoped that these ideas will be available in time for presentation to the members at the AGM.

Last year a quote was given by Grammar Electrical to repair the broken lighting systems in the foyer and on each floor level lift lobby area; it was resolved to proceed now with these repairs.

4.6 Russell McKinnon noted that the lift repair and upgrade work has been completed.

4.7 Mick, Alan, Stephen and Russell will meet to go over the entire building in order to identify maintenance items that need to be addressed in the next 12 months and will prepare a list for presentation to the AGM. This information will be used as an input to the repairs and maintenance segment of the budget.

4.8 Building Wash– The building was last washed in January 2013 at the cost of \$9,200 incl. GST. There was agreement to do the building wash at the same time as the window wash. BCA Ltd is to instruct At Height Limited to proceed immediately at the same price as last time i.e. \$9,200 incl. GST.

5 FINANCIAL ACCOUNTS:

The statement of receipts and payments for the body corporate for the period 1.02.13 to 31.01.14 and 1.02.14 to 15.03.14 were submitted, discussed and adopted.

It was noted that the next levy instalment is due 20 June 2014.

Credit Control Report – BCA Ltd provided an updated Credit Control Report as at 25.03.14 and the Committee were happy with progress.

6 INVOICES APPROVED FOR PAYMENT:

Contractors	Amount	Inv. No.	Inv. Date
RCR Infrastructure	\$101.20	760839	28/02/14
Envirowaste Services Ltd	\$682.37	3015467	28/02/14
Telecom NZ Ltd	\$119.29		17/03/14
Telecom NZ Ltd	\$110.01		07/03/14
Mercury Energy	\$3,264.77		05/03/14
First Fire Systems Ltd	\$496.80	124369	16/05/13
First Fire Systems Ltd	\$496.80	151345	16/02/14
First Fire Systems Ltd	\$496.80	152648	16/03/14
Orcon	\$72.94		23/02/14
Grammar Electrical	\$208.15	51248	17/03/14
Grammar Electrical	\$363.91	51219	17/03/14
Kone	\$7,906.85	810483248	15/02/14



Seagar & Partners	\$1,094.80	IM02145284	19/02/14
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GENERAL BUSINESS:

- 7.1 Foyer Upgrade & Window Works – Approval was given to Alan Mummery for the foyer planter box. Alan Mummery will submit the invoices for reimbursement for the now completed planter box outside the foyer.
- 7.2 Alan Mummery is currently upgrading the windows to apartments in the building and the Committee will liaise with Alan on this. BCA Ltd has requested a bond payment.
- 7.3 BCA Ltd has emailed Auckland Transport on several occasions regarding the asphalt area outside the building that needs to be re-tiled as well as supplied the photo of the area that needs re-tiling. Auckland Transport has advised BCA that has given approval to the repair job and they are in the process of arranging for a contractor.
- 7.4 Office Bearers' Liability insurance – There was agreement to accept the quote from Gregan & Co. for Office Bearers' Liability insurance cover at \$1,680 plus GST.
- 7.5 Lift Assessment from Lyall Senior – A copy of the lift assessment from Lyall Senior is appended to the minutes. The purpose of the lift assessment was to clarify what Kone the lift company should be providing.
- 7.6 Paula Beaton phoned Lyall Senior during the meeting to provide clarification for the Committee as to the difference between a mini audit and a full audit. This is as follows:
- What is the difference between full and a mini audit? A full lift audit includes a site inspection and an analysis of all historical information and service contract, photographs are taken and recommendation provided for any gaps within the service contract. A mini audit does not include a detailed visual inspection and looks at problematic areas which affects performance – it is a lower level assessment with lower cost.
 - When a final report is furnished, does the lift company accept the report? Lyall Senior advised yes, there may be some aspects that they do not agree with but it is all based on the service contract itself. Lyall Senior would read the contract and if there are variables, he would undertake an assessment then highlight the issues with photographs. Then he can go back to the contract saying work is not covered. Lyall Senior said that if the lift company does not accept his report, that the contract is enforceable in any case.
- After discussion, the Committee unanimously agreed to do a full lift audit and instructed Lyall Senior to proceed at the cost of \$4,800 plus GST.
- 7.7 Quotes for replacement value estimates obtained from Quantity Surveyors – BCA Ltd had obtained quotes from Kwanto, BQH and Quantum to complete replacement value estimates which relates to total demolition/replacements costs for the building. In terms of insurance cover, owners can rely on the valuer's figures or rely on a quantity surveyor – the purpose is to have a more accurate figure to insure the building on. It was agreed that this matter be deferred to the AGM for a decision.



**BODY CORPORATE
ADMINISTRATION**

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Body Corporate Administration Limited > Body Corporate Secretary under Unit Titles Act 2010

8 NEXT COMMITTEE MEETING:

The next Body Corporate Committee Meeting is scheduled for Thursday, 1st May, 2014 commencing at 3.00 p.m. in the offices of BCA Ltd.

The Annual General Meeting has been scheduled for Monday, 12th May, 2014 at 6.00 p.m.

There being no further general business, the meeting closed at 5.40 p.m.
