



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 Thursday, 19th June, 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 held on Thursday, 1st May, 2014 were tabled and are subject to review and ratification by the Committee.

MINUTES OF 2014 AGM:

The Minutes of the Annual General Meeting held on Monday, 12th May, 2014 were tabled and are subject to review and ratification by the Committee.

4 BUILDING MANAGER'S REPORT:

4.1 Lighting – At the AGM there was agreement to obtain a quote to replace the current lighting to LED. There was also objection from various owners to install strip lighting. It was further agreed at the AGM to stage the replacement starting with the lighting on the ground floor. Grammar Electrical advised it would be more cost effective to carry out work to all floor lighting rather than upgrading floor by floor. Russell McKinnon is to obtain a firm quote from Grammar including quote for the lighting on the canopy behind Tyler Street.

4.2 Apt 2H Alterations – Some issues with the ventilation vents in the unit were brought to the attention of the Committee. Russell McKinnon will arrange for an inspection of the ventilation system of the unit.



4.3 Leak & Planterbox Complaint – A concern has been raised regarding an ongoing leak from Apt 4G which appears to be caused by planterboxes and insufficient drainage on the deck. Russell McKinnon will speak to the owner and organise a plumber to investigate drainage and the integrity of the membrane.

5 FINANCIAL ACCOUNTS:

The statement of receipts and payments for the body corporate for the period 1.02.14 to 10.06.14 were submitted, discussed and adopted.

Credit Control Report – BCA Ltd provided an updated Credit Control Report.

GST – Paula Beaton advised that the Government has de-registered bodies corporate from 6th June 2014. This matter is to be added to the committee meeting agenda.

Levy Instalment – The first levy instalment is due 31st July 2014.

6 INVOICES APPROVED FOR PAYMENT:

Contractors	Amount	Inv. No.	Inv. Date
Grammar Electrical	\$115.00	51797	10/06/14
Mercury Energy Ltd	\$2,729.65		
Telecom NZ Ltd	\$55.00		
Telecom NZ Ltd	\$50.69		
EnviroWaste Services Ltd	\$788.40	3114487	31/05/14
Planning Focus Ltd	\$1,173.00	14495	31/05/14

7 GENERAL BUSINESS:

7.1 Carpark Levy – BA Unit – A Carpark Owner has requested that (a) the security camera be repaired and (b) maintenance of the grille into the carpark be treated as a body corporate cost. BCA Ltd is to write to the owner advising that the security camera will be fixed in this instance as a good will gesture noting that if the camera is damaged again Carpark Owners will need to arrange their own repair. As per legal advice previously received, the committee cannot assume responsibility for the maintenance or replacement of the grille since the BA carpark is a single unit and hence no different than an apartment unit. In effect this is equivalent to an apartment door which are maintained by individual unit owners.

7.2 Code Compliance Certificate – In terms of warranty for the lighting, it was noted that Alan Penny holds a copy of the warranties. John Ward from Stephenson & Turner is dealing with the Code of Compliance and BCA Ltd is to obtain confirmation from Council that this is being processed. This matter is to be added to the committee meeting agenda.

7.3 Insurance – BCA Ltd has requested for Mark Gregan to provide a progress report showing the premium with increasing insurance excesses. Mark Gregan is negotiating these premium options and will report back.



7.4 Review of Long Term Maintenance Plan – A mandatory review of the Long Term Maintenance Plan is required every three years. Opus has quoted this at \$715.00 plus GST. Following discussion at the AGM Opus will need to adjust the maintenance projections to exclude individual unit windows. There was agreement to proceed with a review of the LTMP by Opus at \$715.00 plus GST. BCA Ltd is to advise Opus to contact Stephen Dudding who will be present when they conduct their onsite inspection.

7.5 Request from Apt 4G – Paul McLuckie is requesting permission to install industrial windows. The Committee have agreed in principle, subject to receipt of a formal application, and reserving this position if a crane is to be used.

8 NEXT COMMITTEE MEETING:

The next Body Corporate Committee Meeting is scheduled for Tuesday, 29th July, 2014 commencing at 3.00 p.m. in the offices of BCA Ltd.

There being no further general business, the meeting closed at 4.30 p.m.