



## **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, 3<sup>rd</sup> Floor, 115 Queen Street, Auckland City on Tuesday, 29<sup>th</sup> July, 2014 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 meeting)  
Ian O'Neill from First Fire Systems (for part of meeting)

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

**2 APOLOGIES:**  
Dimitri Margaritis.

**3 MEETING WITH FIRST FIRE SYSTEMS RE REPLACEMENT OF  
SPRINKLER PUMP:**

Ian O'Neill explained in detail the background leading up to removal of 148 Quay Street's pump which was done in error. First Fire Systems explained that they had previously provided a quote to replace the pump at 152 Quay Street. It was understood that Allied Inspections had been given approval to replace 152's pump and arranged for their subcontractor, LA Inspections, to carry out the work. However, there was a breakdown in communications between companies and the subcontractor (Niko from LA Inspections) mistakenly went to 148 Quay Street instead of 152 Quay Street.

Niko from LA Inspections was phoned during the meeting and confirmed that a new replacement pump would be reinstated at no charge by Thursday afternoon latest. It was agreed that the work is to be carried out under the supervision of First Fire Systems. First Fire Systems will also undertake a flow test and engage a peer reviewer to be onsite. First Fire Systems will invoice LA Inspections direct for their time.

First Fire Systems representatives left the meeting at 4.45 p.m.

**4 MINUTES OF PREVIOUS COMMITTEE MEETING:**

The Minutes of the Body Corporate Committee Meeting held on Thursday, 19<sup>th</sup> June, 2014 were tabled and ratified by the Committee.



**5 BUILDING MANAGER'S REPORT:**

- 5.1 System Backup – The systems can be backed up on a disc on a monthly basis. There was a suggestion to back up the system on iCloud or similar. Mick will look into this and report at the next meeting.
- 5.2 Lighting Upgrade – The lights will be replaced with lower wattage bulbs to decrease brightness. Russell McKinnon will liaise with Stephen Dudding on appropriate action.
- 5.3 It was noted that the outside planterboxes are working well and everyone is thanked for their ongoing co-operation.
- 5.4 BA Carpark Security Camera – The security company has verbally advised that the security camera can be connected to the main system. BCA Ltd is to obtain a quote for (1) repair and/or to reconnect the security camera (plus the camera on the ramp) to the main system.
- 5.5 Window Cleaning – It was noted that the shop owners are responsible for washing their own windows, however there a complaint has been received of water dripping down onto the shop windows. BCA Ltd is to instruct the window cleaners to hose down the shop windows after window wash and BCA Ltd to notify shop owners of this action.

**6 FINANCIAL ACCOUNTS:**

The statement of receipts and payments for the body corporate for the period 1.02.14 to 30.06.14 were submitted and adopted, subject to approval from Dimitri Margaritis.

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

**7 INVOICES APPROVED FOR PAYMENT:**

Contractors	Amount	Inv. No.	Inv. Date
East Carpet Cleaning	\$650.00	130481	28/07/14
First Fire Systems Ltd	\$496.80	158256	16/07/14
Rentokil Initial Ltd	\$593.94	RSTR/0498082	30/06/14
RCR Infrastructure	\$101.20	763757	22/05/14
Telecom NZ Ltd	\$50.69		
Telecom NZ Ltd	\$55.13		
Telecom NZ Ltd	\$130.15		
Orcon Limited	\$70.94		

**8 GENERAL BUSINESS:**

- 8.1 Subcommittee for Seawall – as discussed at the AGM – An update on the sea wall has been requested. Stephen Dudding will follow up and request a summary of progress to date which is to be tabled at the next committee meeting. BCA Ltd is to send a letter to the



Subcommittee requesting a paper trail of all meetings, follow up on update report, and to advise who they have nominated as chair and/or liaison person.

8.2 Insurance Excesses – There was a review of insurance quotes based on different excesses and the Committee agreed to remain with the status quo. A copy of the Office Bearers' Liability policy cover was tabled at the meeting.

**9 NEXT COMMITTEE MEETING:**

The next Body Corporate Committee Meeting is scheduled for Monday, 25<sup>th</sup> August, 2014 commencing at 3.00 p.m. in the offices of BCA Ltd.

There being no further general business, the meeting closed at 6.00 p.m.