



## 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 Monday, 19<sup>th</sup> October, 2015 commencing at 3.00 p.m.

**PRESENT:** As per Attendance List:  
Mick Webb, Stephen Dudding, Dimitri Margaritis, Alan Penny.  
Glenn Kwok and Alana Augustino representing Body Corporate Administration Limited as Secretary.  
Guest in Attendance: Paul McLuckie (owner as observer).

**1 CHAIRMAN:**

Mick Webb chaired the meeting.

**2 APOLOGIES:**

There were no apologies.

**3 DISCUSSION ON BCA LTD'S PERFORMANCE:**

3.1 The Committee raised issues regarding tardy responses. Glenn Kwok confirmed that a generic email address specifically for matters relating to 148 Quay Street will be set for faster responses to queries. Owners can email any queries direct to [148quay@bodycorpadmin.co.nz](mailto:148quay@bodycorpadmin.co.nz). This will take one week to set up.

3.2 BCA Ltd undertook to provide meeting minutes within 7 days after the meeting subject to approval from the Committee.

3.3 There was discussion of an audit of the accounts. It was agreed by the Committee that the bank account for Body Corporate 164980 will allow one signatory for BCA Ltd to allow processing of invoice payments (either Glenn Kwok or Paula Beaton) plus two out of four Committee members to be set up as additional signatories. BCA Ltd is to send the bank accounts statements to Dimitri Margaritis on a monthly basis. There was discussion over ownership of the bank account and to remove any doubt that ownership will be made clear by endorsing Body Corporate 164980 as the owner and the Chairperson will arrange this. The signatory forms for the Committee are to be completed and returned to BCA Ltd to action.

3.4 Invoices for payment will continue to be approved at Committee meetings.

**4 MINUTES OF PREVIOUS MEETINGS:**

The Minutes of the Body Corporate Committee Meeting held on Tuesday, 15<sup>th</sup> September, 2015 commencing at 3.00 p.m. had been approved and distributed to all owners.



**5 FINANCIAL ACCOUNTS:**

The statement of receipts and payments for the body corporate for the period 1.02.15 to 5.10.15 were submitted and adopted.

Credit Control Report – An updated credit control report was tabled at the meeting.

**6 INVOICES APPROVED FOR PAYMENT:**

Contractors	Amount	Inv. No.	Inv. Date
RCR Infrastructure	\$195.50	778343	22/07/15
First Fire Systems Ltd	\$496.80	176031	16/08/15
First Fire Systems Ltd	\$496.80	177468	16/09/15
Rentokil Initial	\$617.11	RTTR/0550226	20/09/15
ADT Fire Monitoring	\$435.53	50506655	01/10/15
K Simpson	\$119.54	1405805-1	08/10/15
K Simpson	\$25.53	1385697-1	31/07/15
K Simpson	\$8.16	1385697-2	31/07/15
ACC	\$454.40	F6819689E	12/10/15

It was reiterated that in future the BA gate contractors are to invoice any future works for gate repairs direct to Noel Playle. No further bills are to be paid for the BA carpark being a single unit from Body Corporate 164980 funds. BCA Ltd is to charge a 10% administration fee on any future carpark related invoices.

**7 GENERAL BUSINESS:**

7.1 2JC Electrical – It was confirmed that 2JC Electrical is on a three month trial period the BC building electrician.

7.2 Rubbish Items Dumped on Common Area – Any dumped non-recyclable items will be photographed and the owner of the items will be followed up to remove the items from the common area. Items that are left by outgoing tenants become the responsibility of the unit owner to remove. The security cameras will be regularly monitored for this activity. Junk 2 Go is a recommended company for rubbish removal on phone 0800 JUNK2GO. Pictorial recycling instructions could be arranged by the Building Manager if there is uncertainty. Recyclable items are restricted to certain types of plastic (e.g. takeaway/biscuit containers, milk, soft drinks, detergent, shampoo bottles are recyclable), glass (excluding light bulbs, broken glass, fish tanks, glass windows/mirrors), paper (excluding used paper towels/tissue/coffee cups, wallpaper), metal (aerosol cans, aluminium cans and foil, cake tins are recyclable but NOT toasters, jugs, hairdryers, metal cutlery, paint tins, pots and saucepans, umbrellas, wires, scrap metal, metal pipes). Absolutely no household items including beds, desks, cookware, curtains, carpets, appliances, bicycles etc., no clothing or shoes, no hazardous waste and chemicals aside from household cleaning products, and no electronics, tapes and batteries.



7.3 List of Action Items for Building Manager – The Building Manager is to provide a progress report on the following action items at the next Committee Meeting:

- Supply a copy of the Welcome Pack to all new incoming tenants.
- Monitor security camera footage to identify culprits dumping rubbish and other materials in the common area.
- Monitor the recycling and rubbish station particularly when residents move in/out.
- Wash/clean the plants in the foyer or alternatively, obtain a quote for this.
- Identify areas in the building requiring a painting touch up and report to Alan Penny who will obtain a quote.
- Contact At Height Services regarding building wash and window clean on the south side of the building which is not being carried out.
- Check camera footage for smoking offenders and follow up with the culprits.
- Keep an up to date register of all residents with names and contact phone numbers. - **This item to be added to the next meeting agenda for further discussion.**

Going forward, the Committee will compile a list of action items to be noted in the minutes at each meeting and the Building Manager is to include an update and report for the next Committee meeting.

7.4 Complaint regarding unauthorised motorbikes parking in carpark – BCA Ltd is to respond to the complainant advising that this is an issue for the car park owners and the Committee is happy to arrange for a special car park owners meeting if necessary.

7.5 Progress on Fibre Installation – BCA Ltd and Stephen Dudding are to follow up with Ron Green for a progress report regarding compliance issues.

7.6 Commercial Carpet Cleaning – A quote from Easy Carpet Cleaning to clean the commercial carpet at \$650.00 was approved by the Committee and the go ahead has been given.

7.7 City Guard – This was considered as being an effective method so far as a deterrent for sleepers. Paul McLuckie provided further suggestions. The Committee considered that the issues appear to be resolved for now.

7.8 Cigarette Butts – This is still an ongoing issue and the Building Manager is to check the cameras for smoking offenders and follow up with the culprits.

**8 NEXT COMMITTEE MEETING:**

The next Body Corporate Committee Meeting is scheduled for Wednesday, 25<sup>th</sup> November, 2015 commencing at 3.00 p.m. in the offices of BCA Ltd.

There being no further general business, the meeting closed at 5.30 p.m.