

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, 1st December, 2015 commencing at 3.00 p.m.

PRESENT: As per Attendance List:
Dimitri Margaritis, Alan Penny, Stephen Dudding, Mick Webb, Russell McKinnon
Glenn Kwok representing Body Corporate Administration Ltd as Secretary

1. CHAIRMAN:
Mick Webb chaired the meeting.

2 APOLOGIES:
There were no apologies.

3. BUILDING MANAGER'S REPORT

- The handrails are to be welded in the lift – quotes to come.
- The owner of Unit 3 J has requested BCC permission to install new flooring. There are certain conditions in the rules that must be complied with. Permission has not been granted until proof of product and work specifications is supplied.

4. MINUTES OF PREVIOUS MEETINGS:
The Minutes of the Body Corporate Committee Meeting held on Monday, 19th October, 2015 commencing at 3.00 p.m. had been approved, subject to the changes.

Matters arising from this meeting:-

Points actioned:

- A generic email address of 148quay@bodycorpadmin.co.nz has been set up for owners to send their queries to and BCA is to respond to these within 24-48 hours.
- BCA Ltd responded to owners of unit 10E regarding the carpark issue.
- Quote from Easy Carpet Cleaning was given the go ahead to clean the commercial carpet at \$650.00
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4. FINANCIAL ACCOUNTS:

The statement of receipts and payments for the body corporate for the period 01.02.15 to 20.11.15 were submitted and adopted.

- a. An updated Credit Control Report was tabled.

5. GENERAL BUSINESS:

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:-

- a) Supply a copy of the Welcome Pack to all new incoming tenants.

This is in progress

- b) Monitor security camera footage to identify culprits dumping rubbish and other materials in the common area.

Russell gave a verbal report on difficulties he has experienced in trying to monitor this area and will continue to work on a solution.

- c) Monitor the recycling and rubbish station particularly when residents move in/out.

Russell undertook to monitor this area.

- d) Wash/clean the plants in the foyer or alternatively, obtain a quote for this.

Russell will do this week.

- e) Identify areas in the building interior requiring a painting touch up and report to Alan Penny who will obtain a quote.

Alan and Russell will identify required areas for painting

- f) Contact At Height Services regarding building wash and window clean

BCA Ltd to write to At Height and thank them for their services but because of the new price quoted, the committee was forced to obtain a range of quotes as they were duty bound to be accountable to the other owners and unfortunately they have missed out this time around.

Russell to give the go-ahead to Off the Ledge for the next wash.

- g) Check camera footage for smoking offenders and follow up with the culprits.

The smokers have moved from smoking in the lobby but the camera does not cover the stairs outside Daikoku. The problem with cigarette butts in the lobby area continues to be an issue. A larger "No Smoking" sign is to be erected.

- h) Keep an up to date register of all residents with names and contact phone numbers.

A copy to be given to Stephen Dudding.

- i) Quotes from First Fire Systems were approved for the Riser main – Q181252 and Sprinkler – Q173870 at a combined total of \$2,370.00 (Plus GST).
- j) Fire Warden.

A new fire warden (or two) has to be recruited. Russell is to put this on the notice board asking for volunteers.
- k) Annual report from KONE with IQP recommendations.

This was discussed and agreed not necessary to proceed with recommendations (e.g. install lift shaft lighting at a cost of 16K, painting the top of the cars at 2.6L) at this stage but take on board the relevant points for future consideration.
- l) Report from Stephen Dudding and quote from ADSEL for cabling of level 2

The amount requires that this be put to the Annual General Meeting for owners approval.
- m) Report from Rank on Broadband Installation

Rank had been given a go-ahead to proceed with works and would have been provided with a Producer Statement on completion. BCA to locate the correspondence and forward to the committee.
- n) BC 164980 Own Trust Account

Mick has the requisite forms and will deliver these to the Bank. On notification of the account number, BCA close the existing account and transfer existing funds to the new account.
- o) Auckland Transport

With the resignations of Tom Morton and Peter Stratford, the subcommittee is down to just Ross Boswell reporting on the Auckland Transport. The Committee is to release a communique informing owners that it is a collective concern. Mick will liaise with Ross while Stephen will write a report to go with these minutes to all owners.
- p) Painting Of Building

A preliminary quote was obtained by Alan for \$420K + GST. Owners need to be made aware that around \$500K will be required which may be covered by the long term maintenance. This matter will be discussed further at the next AGM.

7 NEXT COMMITTEE MEETING:

The next Body Corporate Committee Meeting is scheduled for Tuesday, 2nd February 2016 commencing at 3.30 p.m. in the offices of BCA Ltd.

There being no further general business, the meeting closed at 5.00 p.m.