



## 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 Wednesday, 3 February 2016 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  
Lyn Clapperton (ex Crockers) was also introduced to those present.

**1. CHAIRMAN:**

Mick Webb chaired the meeting.

**2. APOLOGIES:**

There were no apologies.

**3. MINUTES OF PREVIOUS MEETINGS:**

The Minutes of the Body Corporate Committee Meeting held on Tuesday, 1 December 2015 commencing at 3.00 p.m. had been approved.

**4. BUILDING MANAGER'S REPORT**

- As part of the Committee's continuing efforts to have recording of all building facilities reduced to a written memorandum, Stephen asked Russell to get information on position of the water valves and electrical inlets serving each apartment – recently there was a need to turn off the water supply to an apartment when a pipe burst, and the committee learned from Russell that almost every water stop-cock and every electrical inlet is in a unique and different place. So the committee asked that he commence mapping the position of each.
- Fibre – Up date sought by Russell as he has had questions from owners as to when they might be able to connect. As a reminder and summary to owners and residents:-
  - This is a matter to be addressed in the next AGM;
  - The Fire Safety rules now require that every time a hole is drilled through a wall or fire barrier then (a) easy access to where that penetration was made, from both sides of each wall, needs to be made available; and (b) each such penetration must be sealed on both sides of the penetration; and (c) where it is found that previous penetrations that may have complied with older rules now do not comply with this new

rule that those older rules must have the same upgrade to meet the new standards;

- The Committee were advised that this process would cost the building many tens of thousands of dollars – at the simplest level (ignoring any upgrade of older penetrations if such should be required) there would need to be a man hole cut on both sides of every new penetration – for example outside the door of every apartment as well as inside the door as well if such doesn't already exist;
  - The Committee engaged a fire engineer to review and report on newer technology and also to define a protocol that meets the required standards; apart from the general issues above the engineer has not made any further formal report as he says that the AC rules are unclear and that he is therefore unable to do anything but reiterate the above requirements;
  - Stephen Dudding approached an independent cabling company to see if there was a cheaper more efficient way to address this problem – he has found out that whilst everyone has been talking on installing fibre from the new fibre spine to each apartment there is no lesser efficiency in sticking to the existing copper for now; however, it appears that the copper wire installed by the developer is inadequate to modern data requirements; so we discussed making no new penetrations, but drawing new copper through the existing copper conduits. The quote for two thirds of Level 2 ran to nearly \$6,000.00 with no guarantee of success, and as in our last report the committee resolved to defer to the AGM;
  - Since then Stephen Dudding has discovered that there is the option of bringing the necessary cabling over the outside of the building and combining in windows – so that negates all penetration issues. Mick Webb explained that he has had experience of this and the result was ugly – again the committee resolved that there was significant financial and other issues that only an AGM was competent to address.
- Issue with Hose Reels – First Fire is the current contractor, and does the inspections for our annual licences. It now reports that the fire hoses are not working at the required level as there is insufficient pressure – these have been fine so the question was raised as to whether it was a blockage or whether it was degradation in pump efficiency since the last inspection. Historically, and to address just this concern, a booster pump had been installed for the hose reels and was tested successfully. So the Committee requested BCA in conjunction with Russell to contact First Fire and get the pumps fully assessed first, and then if that did not resolve the issue to report back. There will need to be a solution found for the upper levels of the building, as full functioning at all levels may be required to obtain BWOFF by Prestige. The hoses are checked twice yearly and it is First Fire's responsibility to ensure that they are functioning at all levels. It should be noted that these fire hoses are a secondary "defence"; they are not required, but as they are already there they cannot be removed, and they must

stay and be up to standard – even though the use of them is unlikely. Such is the state of government regulation in our blessed nation!

- X2 Fire Callouts – Unusually we have had two false alarm call outs and the fire brigade has expressed concern. We have had none since the installation of the new system some years ago (false alarms that is), so the committee were concerned to establish what the reason for these were. It turns out that the last fire alarm call outs resulted from a faulty “break glass manual call point” and it turns out that these manual “break glass” alarm points had electrical faults (possibly due to humidity); and that they are not connected to the new system board. First Fire installed the new system. Russell to text contact details for First Fire to Stephen who will arrange a meeting on site with their representative to establish causes, responsibilities for and correction of these issues.
- Window Cleaning – The previous contractor, ‘At Height’, have reduced their prices after discussions with Russell on site. Both ‘At Height and ‘Off The Ledge’ are now offering the services at the same cost. The windows had been last washed by ‘Off The Ledge’ but there were still some complaints. The previous contractor (At Height) had not been fully washing the windows on Level 2 of the building, and perhaps other levels as well. It was agreed that Russell is to obtain a quote from ‘At Height’ in writing, confirming (1) the price quoted to Russell and that (2) they will wash fully all levels of the building. This written quote is then to be forwarded to BCC for a comparison with the current contractor ‘Off The Ledge’. Once this has been received the BCC will make a decision on who they wish to engage. BCA will then be asked to advise the unsuccessful contractor that their services are terminated. The contractor is not due back on site for two months.
- Fire Warden – The committee had asked Russell to canvass owners who would take over the vacant post of fire warden. Mr Tom Morton, who has huge experience in Civil Defence agreed to do this so long as he was assured that no legal liability would fall on him. The committee obtained a report from the BC lawyers who advise that there was no personal liability faced by a fire warden; and so Tom has very kindly agreed to take this role. He is preparing a programme to update and improve procedures and evacuation processes (like stopping us all milling around in the doorways!). Russell will provide an index of apartment numbers and contact numbers. If there are any disabled residents, these also need to be noted by Russell. The Committee understands there are currently no disabled residents in the building.
- Welcome Packs – The committee wishes the Welcome Packs and notes on moving in and out, fire procedures and so on to be put into letter boxes on a regular basis, and especially so to units tenanted or units with new owners. Russell asked for time to review the welcome packs, fire procedures, moving in and out notices prepared by the committee six years ago, and then report changes he wants to Stephen. These are to be distributed to residents every two months or so.
- LED Lights – The committee thanks Mr Paul McLuckie for all his efforts in researching and then sourcing LED lights, which promise to give huge savings in

power consumption over the medium to long term. Replacement of the lights and associated fittings with LED needs to be done by registered electricians who will give Producer Statements, and so the committee are gathering quotes for this work. In the meantime, Russell will speak to and thank Mr McLuckie first and BCA is to send a letter to Mr McLuckie formally thanking him for his work to date. Russell to contact the Electrician directly and to also let the committee know what the Electrician confirms as far as a costs and saving goes.

- Noise Issue in Service Lift – It was noted that there is a great deal of noise and clanging when the doors of Lift 1 open on Level 6.

#### 5. **FINANCIAL ACCOUNTS:**

The statement of receipts and payments for the body corporate for the period 01.02.15 to 25.01.16 were submitted and adopted.

An updated Credit Control Report was tabled and accepted by the Committee.

#### 6. **GENERAL BUSINESS:**

- New Bank Account –
- The Committee continues to work towards greater accountability and control of finances.
- The existing account is a “trust account” owned by our BC (as advised by BCA and its bankers), but of course all payments and transactions are, after authorisation by the committee, made by BCA;
- With advances on online banking and authorisation procedures the Committee have been arranging a new Westpac account that will require the formal authorisation of two committee members and one BCA official to each and every electronic payment.
- As you can imagine, nothing in this country is simple, and so far we have been sent over 24 pages of forms and declarations. Lately, Westpac requested a copy of minutes approving the establishment of the new body corporate bank account, the IRD number, and confirming definition of who is doing what. The committee members held a separate meeting and minutes produced will be given to Westpac.
- One of the signatories will be either Glenn Kwok (or Paula Beaton), and the other two signatories must be two of three Committee members. There are procedures in place to ensure security of operation of the account(s). Each signatory will have an individualised password to access the account for authorisations.
- As soon as the system is operational all payments will be made at OCM meetings as the accounts are approved for payment. Whilst this again increases workloads for committee members it also increases security and accountability for Owners.

- Bank statements are to be available online to all OCM members, and in addition BCA will forward to Dimitri full transaction lists for reconciliation with financial accounts.
- Moving in and Out – There was a discussion about residents moving in and out of the building. There is one lift that goes in through the cart dock so it is necessary for Russell to be there and also monitor use of the lift so that the doors are not jammed open. Russell is able to provide a key for the service lift, so it is preferable for him to be advised and present to oversee residents moving. However often Russell is unable to be present at the weekends when most residents move in and out, so he was asked to look at setting up a system that would satisfy him but make the moving in and out more flexible and “user friendly”. Russell to report back.

**7. NEXT COMMITTEE MEETING:**

The next Body Corporate Committee Meeting is scheduled for Tuesday, 1 March 2016 commencing at 3.00 p.m. in the offices of BCA Ltd.

AGM date to be set at the March BCCM.

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