



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 12 May 2016 commencing at 3.30 p.m.

PRESENT: As per Attendance List:
Dimitri Margaritis, Alan Penny, Stephen Dudding, Mick Webb
Lyn Clapperton representing Body Corporate Administration Ltd as Secretary

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

2. **APOLOGIES:**
Apology from Russell McKinnon, Building Manager

3. **MINUTES OF PREVIOUS MEETINGS:**

Matters Arising from the minutes:

Insurance Claims:

In order to reduce the risk of leaks and water damage resulting in insurance claims, owners are requested to let the Building Manager, Russell McKinnon, know if they are going to be away from their apartment for an extended period of time, and if practical, are asked to give consideration to turning the water supply to the unit off for the period of their absence.

The Minutes of the Body Corporate Committee Meeting held on Tuesday 8 March 2016 commencing at 3.30 p.m. had been approved.

M Webb/S Dudding Carried

4. **BUILDING MANAGER'S REPORT**

- Window Wash – It was agreed that Russell instruct 'At Height' to carry out another window wash.

5. **FINANCIAL ACCOUNTS:**

The statement of receipts and payments for the body corporate for the period 01.02.15 to 31.03.16 were submitted and adopted.

S Dudding/M Webb Carried

An updated Credit Control Report was tabled and accepted by the Committee.
It was noted that there was a significant drop in outstanding levies.



6. GENERAL BUSINESS:

- Hegley Report - Alan Mummery will be meeting with Rhys Hegley on Wednesday the 18 May 2016 to update the acoustic report for the body corporate. Once updated the report will form the basis for guidelines to be provided to owners who wish to replace their flooring with wood or tiles.
- Proposed work in units – Owners are reminded that they must advise the committee in writing prior to any structural or material work being carried out in units.
- Daikoku Restaurant – have requested approval to install a 1.2 meter fence around the rubbish bins in Tyler Street. The committee welcomes the receipt of the plans of the proposed work to review.
- Health & Safety Plan – A copy of the plan has been received from Health & Safety New Zealand Limited and the committee is working through the report to ensure the recommended urgent work is completed. A copy of the report will be sent to all owners and copies will be printed and forwarded to Russell to be provided to all residents and owners in the building.
- Evacuation Report – It was noted in the last evacuation report that the exit ways and exit doors could not be opened without the use of a key. The committee will be making enquiries to find a solution before the next evacuation due to be held in November.
- Fire Wardens – At the recent EGM owners indicated that they would support Tom Morton in his role as Fire Warden. The aim is to have a group of subsidiary trained fire wardens on a roster to ensure that the building is always covered. Tom is to be invited to the next committee meeting to report on progress.
- New Bank Account

It was resolved that \$20,000 of the funds currently held in the operational account be transferred to the Westpac bank account 03 0104 0580572 00 – owners account BC 164980 148 Quay Street. Details of the Building Managers payments, IRD number and tax code are to be forwarded to Stephen Dudding and Mick Webb to enable an automatic payment for Russell's salary to be set up.

M Webb/S Dudding Carried

- 7. NEXT COMMITTEE MEETING:** Wednesday 15 June 2016 at 2.00 p.m.
There being no further business the meeting closed at 5.00 p.m.