



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 14 June 2016 commencing at 2.00 p.m.

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

IN ATTENDANCE: Torey Leggett (Unit 3B)

- 1. CHAIRMAN:**
Mick Webb chaired the meeting.
- 2. APOLOGIES:**
Tom Morton – Tom resigned from the role of Fire Warden by email prior to the meeting and excused himself from attending the meeting.

FIRE WARDEN

Mick Webb introduced Torey Leggett of Unit 3B who had agreed to replace Tom Morton as Fire Warden for the body corporate. A list of owners who have indicated their interest in assisting the Fire Warden with his role will be provided to Torey from those owners who have expressed interest. A meeting will be organised by Russell, the building manager, with the Fire Service as soon as possible, to clarify the requirements for the role of Fire Warden. Once this meeting has taken place another meeting of volunteer owners wishing to assist Torey will be organised and a roster implemented to provide cover at all times.

The following residents together with the Building Manager, Russell, have volunteered to act as assistants to Torey Leggett.

Janet Lake, 021-565484	just.a.teaspoon@gmail.co.nz
Stephen Dudding, 0212894185	stephen@ppetal.co.nz
Mick Webb, 021-558-855	mick@webbgroup.co.nz
Paul McLukie,	paul@ourmail.co.nz
Silva Barrett, 027-5488717,	Silva.Bassett@transdev.co.nz
Russell McKinnon – Building Manager – 0274954065 –	bca@orcon.co.nz
Frances Ramsey (Rank Group), 027 4846 776	Frances.Ramsay@rankgroup.co.nz



The more residents who are able to assist the Fire Warden the fewer demands there will be on each person.

NB: Further volunteers are required and welcome to join those who have offered to assist Torey Leggett with the Fire Warden duties If you are interested please contact Torey directly on email torey@webbgroup.co.nz or on phone 021-987-988 Training and support will be provided to all volunteers.

Russell will arrange for all necessary keys to be distributed to the Fire Wardens. Russell's office will be locked when he is not in the building.

Russell will also arrange for the documentation to be completed for contractors entering the building to be displayed in a prominent place in the foyer.

At the conclusion of the discussion Torey Leggett excused himself from the meeting.

3. MINUTES OF PREVIOUS MEETINGS:

The Minutes of the Body Corporate Committee Meeting held on Thursday 12 May 2016 commencing at 3.30 p.m. were approved.

4. BUILDING MANAGER'S REPORT

- Window Wash - It was agreed that the window washing company representative be referred to Mick to clarify their compliance with Health & Safety requirements prior to undertaking any work on the building.
- Back Flow Preventer
First Fire had highlighted that the building does not currently have a backflow preventer valve. It was agreed that Russell obtain a quote for this valve and forward to the committee for consideration.
- Recommendation from H & S Report on Speed Restriction
One of the recommendations of the Health & Safety report was that a speed restriction notice be painted on the concrete in the car park. Following discussion it was agreed that a more prominent and noticeable place to put the sign would be above the entranceway to the car park. Russell is to arrange for this sign to be erected above the grill.
- Kone Lifts
Russell is to request a copy of the Health & Safety documentation from Kone who currently service the lifts in the complex.
- Petty Cash
It was agreed that Russell retain the current cash amount of \$230 received as payment for sales of tags, as a float for petty cash.
- Power



Switch Utilities had been asked to provide a quote for both the common areas and apartments (if owners also wished to switch their power supply to them) to see if there were any significant savings.

5. FINANCIAL ACCOUNTS:

The statement of receipts and payments for the body corporate for the period 01.02.15 to 31.05.16 were submitted and adopted.

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

It was noted that the debtors were down to \$3,941.81 on the 31.05.16.

Secretary's Note: as of the 15.06.16 outstanding levies are down to \$868.35

6. GENERAL BUSINESS:

- Hegley Report - A quote of \$3,300 + GST had been received from Rhys Hegley, to update the Hegley Acoustic report for the body corporate, following a meeting with Alan Mummery. The committee agreed to accept the quotation and BCA were asked to instruct Rhys Hegley to proceed with the report.

S Dudding/M Webb Carried

- 2016/2017 Levies

As the AGM for the 2016 year is to be held a little later this year than last year, it was agreed that BCA raise the 1st instalment of two levies for the 2016/2017 year, based on the levy raised in the previous financial year. The instalment is to be raised and due for payment by the 31 July 2016 and will be payable to the Westpac bank owners account set up for the body corporate by the committee. The details of the account number into which the payments are to be made will be detailed on the invoices to be sent to owners by BCA.

S Dudding/M Webb Carried

- Proposed work in unit 2B

A request had been received from the owner of Unit 2B to complete some internal work in the apartment. The committee considered the application and approved the application subject to meeting conditions which will be communicated directly to the owner.

- New Bank Account

There was a discussion about the transfer of funds from BCA to the Westpac owners account. It was agreed that \$20,000 be retained in the BCA trust account for the body corporate (to enable BCA to pay cheques issued, yet to be presented) with a cheque for the balance of the funds to be prepared for Stephen to uplift from BCA offices on Wednesday 15.06.16 at 1.00 p.m. The committee would be attending a meeting at the offices of Westpac in Britomart to activate the new account and to deposit the body corporate funds.

- BCA are to provide the following to the committee:



1. Details of all fixed payments, the date those payments are due and the creditors account details
 2. Details of variable payments with copies of invoices to enable direct debits to be put in place.
 3. ACC, IRD payment details for the Building Manager
 4. BCA internal codes used for invoices
7. **NEXT COMMITTEE MEETING:** Tuesday 23 August 2016 at 2.00 p.m.
There being no further business the meeting closed at 3.30 p.m.