

## 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 Tuesday 23 August 2016 at 2.00 p.m.

**PRESENT:** As per Attendance List:  
Dimitri Margaritis, Alan Penny, Stephen Dudding, Mick Webb, Russell McKinnon (Building Manager), Annette Holzmann (Webb Group, Accounts Manager)  
Glenn Kwok, Lyn Clapperton and Andrew representing Body Corporate Administration Ltd as Secretary

**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 14 June 2016 at 2.00 p.m. were resolved as approved.

**M Webb/A Penny** Carried

**4. BUILDING MANAGER'S REPORT**

Fire Doors – A revised quote of \$6,680 + GST had been received from BDR Security for the stairwell fire doors. BCA advice BDR of the acceptance of the quote on behalf of the body corporate with the exception of the emergency door release on the external car park roller door which is no longer required as this is able to be manually opened in the event of an emergency.

Emergency Lighting – Russell advised that he uses two electrical contractors at the complex. Grammar Electrical have an intimate knowledge of the building and are often able to determine the causes of problems because of this knowledge therefore reducing the time spent on site. The alternative contractor is less expensive, but is not always able to locate the cause of problems as efficiently and quickly as Grammar Electrical. It was agreed that Russell continues to use both contractors as and when appropriate.

Security – The problem with the rough sleeping man who was frequenting the Quay Street entranceway has been resolved. He appears to have moved on.

City Guard have provided the nightly visit times as requested by BCA and had also offered to provide a quotation to include the Tyler Street entranceway to the car park in their regular

patrols. City Guard patrols are now contracted to the Britomart so will be in the immediate vicinity three times a week.

Following a complaint received from owners of the car park, the committee confirmed that Russell does clean the car park on a regular basis and that this area of the building and the Tyler Street car park entranceway will be included in security patrols in the future. The body corporate has also informed the Police of the owners concerns and lighting has been upgraded.

Retail Unit A– Russell confirmed, following talks with the contractors working on the refit of the shop on the ground floor, that there are no structural alterations being made to this unit. Any structural changes would need committee approval and the payment of a bond before any work began. Depending on what changes were involved, it could also require the installation of additional sprinklers and fire walls.

Kone – The Health & Safety advisor had visited site together with the Kone representative to check the lift. It was recommended that a handrail be installed on the top of the lift cars. A quote is to be obtained from Vertigo.

UFB – Ultra Fast Broadband has now been successfully installed in five apartments using the one tradesman, although the connections were done through different broadband providers.

Ground Floor Convenience Store – This unit is to be divided into two and the Post Shop is to share this space. The committee has not received any request from the owner of this unit for any changes to date.

Refund of Bonds – The committee confirmed that the process for the refund of bonds received and held for work in units:

- Confirmation is received from the owner that the work has been finished and they request the refund of the bond.
- Russell to confirm that he has inspected to make sure that everything is in order.
- Russell to confirm to committee that everything is completed.
- Committee to approve refund of bond to owner.
- Annette to refund bond to owner

## 5. **FINANCIAL ACCOUNTS:**

Mick Webb introduced Annette Holzman, Forensic Accountant, to those present at the meeting. With the body corporate now operating their own bank account through Westpac and the transfer of the funds from BCA to the new account, there was a lot of reconciliation which needed to be completed and Annette, who has extensive experience in this field has been engaged to carry out this work on behalf of the body corporate.

This is an on going process which it is hoped will be completed by the end of August. There are still some discrepancies which Andrew from BCA is working with Annette to clarify, and once this

has been completed the small amount of remaining funds held at BCA will be transferred to the body corporate's new account.

The statement of receipts and payments from BCA from the information available to them to this date for the body corporate for the period 01.02.16 to 25.08.16 were submitted and will be used by Annette to assist to complete the reconciliation.

BCA is to complete updated financial statements by Friday 26 August 2016 and review before being forwarded to Annette Holzmann by the end of business on Monday 29 August 2016.

The Credit Control Report was not completed, and was deferred until up to date financial information was available from the bank statements. Stephen Dudding is to arrange for viewing access to the body corporate account for BCA representatives, Glenn Kwok and Paula Beaton.

Account Approval Process – Annette confirmed that accounts received for payment are sent to Russell for approval before being sent to the committee to approve and for payment.

**6. GENERAL BUSINESS:**

AGM – The date for the AGM was set as Wednesday 28 September 2016 at 6.00 p.m. at the Mercure Hotel.

Annette Holzmann is to be introduced to the owners at the AGM.

Budget 2016/2017 – The budget for the year 2016/2017 was reviewed. It was agreed that the recommended budget to be presented to owners at the AGM be limited to a 2% increase above the 2015/2016 total budget figure.

Committee Nominations – The following nominations for the committee were put forward and were accepted:

Dimitri Margaritis, Alan Penny, Stephen Dudding and Mick Webb

**S Dudding/M Webb**                      **Carried**

There being no further general business, the meeting closed at 3.50 p.m.