

## 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 7 December 2016 at 2.00 p.m.

**PRESENT:** As per Attendance List:  
Dimitri Margaritis, Alan Penny, Stephen Dudding, Mick Webb, Russell McKinnon (Building Manager)  
Lyn Clapperton and Andrew representing Body Corporate Administration Ltd as Secretary. Paula Beaton joined the meeting towards the end.

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

**2. APOLOGIES:**  
There were no apologies.

**3. BUILDING MANAGER'S REPORT**

Insurance Survey

This was completed by the underwriter Chubb (renamed from ACE) and Vero, and a report issued which was sent to the Building Manager. It was highlighted during the survey that the body corporate should have a contract for electrical services. Russell will discuss with our electrical providers and report to the committee.

Kone Lifts

Kone have provided Health & Safety reports for the lifts and have provided quotes for guard rails to be installed on all four lifts to meet H & S requirements for servicing. The quote provided is \$9,560 + GST for the four lifts.

It was resolved by the committee that the quote from Kone for the installation of guard rails be accepted.

**M Webb/S Dudding**

BCA to write to Kone and change the priority of the lifts from lift 3 to lifts 1, 2 & 3 in priority as lift 3 is currently being used the most with lift 1 being used the least. This will distribute the use and wear and tear more evenly. Russell also reported that since lift 4 has been designated solely as a service lift far fewer faults and "call outs" have occurred, resulting in cost saving and most probably a longer life for this particular lift.

Air B & B

It has come to the attention of the Building Manager that at least one unit is being used as an Air B & B.

The committee recommend consideration is given to passing a resolution at the next AGM to prevent the use of the units for this purpose if it becomes an issue.

It was agreed that a letter be sent to the owner of Unit 3D advising that the building is a residential building not a hotel and intended for residential occupation requesting that the owners desist and not use the unit for the unapproved services of an Air B & B.

As this unauthorised use does raise many issues including security of the building it may need to be addressed in the form of a rule change at the AGM.

#### Rank Group

Locating appropriate tethering points and obtaining the services of contractors suitably qualified to carry out the work to upgrade the air-conditioning units has been difficult. The work is on going.

#### Motion Sensors

These have now been completed.

#### Letter for completion by any owner wishing to complete work in the building

Every owner wishing to complete work in their unit must completed the attached letter which is to be forwarded to BCA along with details of any work, including plans for the committee to enable them to consider the application.

#### Bonds Held

Several bond amounts are still on record as being held by the body corporate. As some are historic, further investigations will be completed to ensure that they have not previously been returned and the records need to be updated.

#### **4. MINUTES OF PREVIOUS MEETINGS:**

The Minutes of the Body Corporate Committee Meeting held on Tuesday 23 August 2016 at 2.00 p.m. were resolved as approved subject to the notation that the item under 'Ground Floor Convenience Store' was incorrect as the committee had been given incorrect information at the time.

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

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

The accounts were approved. Debt Collection letters are to be sent to all owners still outstanding with levies.

**A Penny/D Margaritis** **Carried**

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

##### Stairwell Security

A meeting had been scheduled for Thursday morning 8 December with Mr McLuckie and committee members to discuss the options for the security and operation of the fire doors leading from the stairwell to each floor. If a suitable alternative is not found, the committee will proceed with the option and direction provided by the owners at the AGM.

##### Generator

A question had been raised by Mr McLukie about the existence of generators in the building. The committee confirmed that there is not a back up generator.

AGM

It was agreed that the AGM for 2017 be held on Monday the 6 March 2016 at 6.00 p.m. in the Mercure Hotel. BCA will arrange for the Notice of Intention to be sent out to all owners.

There being no further general business, the meeting closed at 3.25 p.m.