

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 7 February 2017 at 3.00 p.m.

PRESENT: As per Attendance List:
Alan Penny, Stephen Dudding, Mick Webb, Annette Holzmann, (Accountant) Russell McKinnon (Building Manager)
Lyn Clapperton and Paula Beaton representing BCA Limited.

1. CHAIRMAN:

Mick Webb chaired the meeting.

2. APOLOGIES:

Dimitri Margaritis.

3. MINUTES OF PREVIOUS MEETINGS:

The Minutes of the Body Corporate Committee Meeting held on 6 December 2016 at 2.00 p.m. were resolved as approved subject to the notation that the last paragraph headed 'AGM' contained a reference to the AGM being on the 6 March 2016, and this should read 2017.

It was also noted that ten hard copies of the minutes are to be sent to Russell, C/- BCC, 148 Quay Street, Auckland for him to put up on the notice boards on site.

M Webb/A Penny Carried

4. BUILDING MANAGER'S REPORT

Intercoms

The intercom system was initially installed by Darian Rush from Rush Security approximately 8 years ago. The initial installation was funded by the body corporate, because it benefited every unit equally. If there are malfunctions with the system then the cost is to be met as follows: if the fault is in the unit, then the individual owner arranges for repair and pays the cost. If the fault is in the common area at the entranceway, then the body corporate meets the cost.

(who is the contractor that owners are to contact ?)

Power Shut down

Owners have received a letter from Vector that power is to be shut off to the building between the hours of 11.00 p.m. to 5.00 a.m. on the night of 11 – 12 February or the 25 – 26 February 2017.

Russell is to arrange for two security guards to man the front door and check those entering the

building to ensure that they are bona fide visitors or residents during the shut down. Some torches will be purchased for residents to use on entry to the building as they will need to access apartments through the dark internal stairway.

Russell has spoken to car park owners about the power close down, as this will affect the door which will need to be operated manually if necessary.

Russell will also arrange for signs to be put on the lift doors, and BCA is to send email to all owners and property managers about the power shut down, once the dates have been confirmed. Any questions regarding the power shut down by residents may be directed to Russell.

Building/Window Wash

Russell is to arrange for the building/window wash this month. The current preferred contractor at present is 'At Height'.

Russell's moving to Gold Coast

Russell advised that he intends to move to the Gold Coast of Australia in the near future. However he intends to work with the body corporate committee to ensure a smooth handover and he will advise the committee as soon as he has a confirmed date of departure.

Russell's Contract

Russell signed his employment contract in 2008, and this would also have been signed by a representative (chairman) of the committee at the time. Russell's holiday pay will need to be calculated prior to his leaving. Stephen is meeting with Russell to finalise the figures.

5. FINANCIAL ACCOUNTS:

The accounts provided by Annette Holzmann were discussed and approved. The draft budget for the AGM for the 2017/2018 year was discussed and approved for distribution to owners with the AGM agenda. **Carried**

It was noted that there are several owners in credit for quite large amounts. Annette to forward the statements to BCA to check and a copy of the Section 147 statement for Unit 6C is to be forwarded to Stephen.

6. GENERAL BUSINESS:

AGM 2017

Having reviewed the financial accounts provided by Annette Holzmann, the committee agreed to set the budget for AGM for the owners to approve at \$495,700 + GST.

It was also agreed to propose a resolution in the agenda for the AGM that the accumulated funds of \$192,932, carried over from previous years, be transferred into a contingency fund. Retaining the funds in a contingency fund enables the body corporate to use these funds for expenses that arise throughout the year, whereas transferring the funds to the Long Term Maintenance Fund restricts its use to items in the Long Term Maintenance Plan.

The current committee confirmed that they do not intend to stand for re-election for the 2017/2018 year. Stephen Dudding nominated the following body corporate owners for the committee:

Paul McLukie – Unit 4G (has accepted nomination)

Toby Leggett – Unit 3B (subject to Toby's acceptance of the nomination)

Nominations for the committee must be received prior to the agenda being circulated to owners

with the nominees named on the agenda so that owners have the opportunity to vote for preferred nominees by postal vote, if they are unable to attend the meeting.

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