

**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 Friday 24 March 2017 at 12.00 noon.

**PRESENT:** As per Attendance List:  
Paul McLuckie, Tom Morton, Silva Bassett, Paula Beaton and Lyn Clapperton representing BCA Limited.

**DELEGATIONS:**

The letters of delegation were issued to the committee members.

**1. CHAIRMAN:**

Paul McLuckie chaired the meeting.

**P McLuckie/T Morton** Carried

**2. APOLOGIES:**

Nil

**3. MINUTES OF PREVIOUS MEETINGS:**

The Minutes of the Body Corporate Committee Meeting held on Tuesday 7 February 2017 at 3.00 p.m. were resolved as approved for distribution to owners.

**Matters Arising:**

- The work on the security stays on the top of the lift cars had been approved at a previous committee meeting. Follow up with Kone is required to confirm that the work is underway as this is a Health & Safety issue.
- As there was the possibility of a small leak from one of the skylights on the eleventh floor, the owners with skylights on this floor are to be advised in writing of the possibility of leaks and the requirement and obligation to maintain these skylights and to make repairs when required.

**4. Election of a Chairperson of the Committee:**

It was resolved that Paul McLuckie be elected chairperson of the committee.

**T Morton/S Bassett** Carried

**5. FINANCIAL ACCOUNTS:**

Financial accounts for the period 1 February 2017 to 28 February 2017 were sent to committee members prior to the meeting. Some changes had been made to the coding of the expenses following review and recommendations by Paul McLuckie.

The accounts were accepted and approved.

6. **GENERAL BUSINESS:**

Membership of BC Chairs Group

It was agreed that approval be given for membership of the BC Chairs Group at a subscription of \$100 per year.

**S Bassett/T Morton** **Carried**

Schedule of Invoices

The schedule of the following invoices presented to the committee was approved for payment.

BCA Limited	Administration Fee	\$1,091.72 (monthly)
TradeMe reimbursement to BCA	Advertisement for Bldg Manager	\$194.35
Kone	Service fee 01.04.17 – 30.06.17	\$7,440.39
Gregan & Co - Insurance	Material Damage Renewal	\$61,753.64
Gregan & Co – Insurance	Renewal OBL Cover	\$1,811.25
Gregan & Co – Insurance	Renewal Stat Liability Cover	\$129.38
Gregan & Co – Insurance	Renewal Public Liability Cover	\$805.00
Gregan & Co – Insurance	Renewal of Bus Interruption Policy	\$641.24
Price Baker Berridge	Workshop for Committee	\$994.63
Body Corporate Chairs Group	Membership	\$100.00
First Fire Systems Ltd	Diesel Pump Testing Logbook	\$33.35

**P McLuckie/T Morton** **Carried**

The committee agreed that they would review the on going approval process at the next committee meeting.

LTMP

Following review of the LTMP, Paul recommended that the body corporate power switchboard, which is approximately 50 years old, be thermo graphically tested to ensure its safety. A quote had been obtained from Singer Electrical at \$950. It was agreed that the quote be accepted and that Singer Electrical be instructed to go ahead with the testing.

**S Bassett/T Morton**

HVAC System

There was a discussion about the HVAC system and the on going certification and maintenance of the system. Paul provided a quotation from Air Cool to systematically check all units over the coming years to comply with Building Act requirements. Following discussion it was resolved that the contract be started subject to the quote being refined and clarified to make clear what is and what is not covered and being circulated to the committee by email before final approval .

ACCOUNTS PROCEDURES:

There was discussion re the new computer system that BCA have now installed and their assurances that the new system will greatly improve accounting procedures at BCA

After some discussion it was resolved that BCA would take back the accounts and the Body Corp will employ another accountant to peer review the accounts each month until such time as the Committee is totally happy that the accounts are running smoothly

Instruction Processes for Building Manager

It was agreed that instructions to the building manager go through one or more committee members who are be appointed to liaise with him or her. If individual owners make requests directly to the manager, any response to that owner by the building manager should be copied to the committee so that there is a transparent process.

AGM Minutes 2017

The AGM minutes were reviewed and approved for distribution to owners.

**P McLuckie/T Morton** **Carried**

Next Committee Date

The next committee date was set as Monday 10 April 2017 at 11.00 a.m.

There being no further general business, the meeting closed at 1.00 p.m.