

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 Wednesday 19 April 2017 at 9.30 a.m.

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

IN ATTENDANCE: Andrew Sains (Unit 3H) Alan Penny (Unit 8E) & Dean Mulligan (Relieving Building Manager)

1. CHAIRMAN:

Paul McLuckie chaired the meeting.

T Morton/P McLuckie Carried

2. APOLOGIES:

Nil

3. MINUTES OF PREVIOUS MEETINGS:

The Minutes of the Body Corporate Committee Meeting held on Friday 24 March 2017 were resolved as approved for distribution to owners.

4. RELIEVING BUILDING MANAGER

Dean Mulligan has been engaged as relieving building manager -until a permanent manager is appointed. BCA have shortlisted three candidates and copies of the three preferred candidates will be sent to the committee and co-opted committee members, Andrew Sains and Alan Penny by BCA Ltd.

5. BUILDING MANAGERS REPORT

Dean provided a summary of the current condition of the building and detailed work which he believes should be completed to bring the building up to a standard which he is comfortable with at this point. Some of the highlighted suggested areas for review include:

- Update of the swipe card register
- Start a computer database of all owner/tenants/residents and contact details.
- Finding and documenting the location of shut off valves for water in each unit
- List of contractors, contracts and responsibilities of each contractor
- Update of office space with consideration for the installation of a file storage system, computer and printer.
- Implementation of an electronic diary system for the use of the loading dock
- Initial intensive clean of the mirrors and floors on all floors in the common areas
- De clutter of utility rooms on each floor
- Arrange for an inorganic collection to get rid of junk and co-ordinate with residents if they want to get rid of rubbish

- Installation of a noticeboard in each lift
- Review of the clean/polish of the tiled floors
- Facility for regular cleaning and disinfecting of rubbish bins
- Facility for the provision of hot water for cleaning of common areas
- Acquisition of a back pack vacuum cleaner which enables better cleaning of the floors as well as corners and skirting
- Replacement of the body corporate owned ladder with something safer

Following discussion, the committee resolved that the Building Manager may spend up to a maximum of \$1,500 for the initial intense cleaning of the complex to bring it up to standard, including the cleaning of all mirrors.

T Morton/P McLuckie **Carried**

Following discussion, the committee resolved that the Building Manager may spend up to a maximum of \$600 for the one off purchase of consumables including the purchase of a back pack, bag less vacuum cleaner and new mops.

T Morton/P McLuckie **Carried**

It was agreed that the Building Manager is also to come back to the committee for approval with a list of any further consumable products required for the body corporate.

6. ACCOUNTS FOR APPROVAL

A list of invoices was provided for approval, a copy attached to these minutes. The accounts as presented were approved for payment.

T Morton/P McLuckie **Carried**

7. PROGRESS ON HEALTH & SAFETY WORK ON LIFTS BY KONE

Kone will be starting on the work on the safety rails on the top of lifts (required under the new Health and Safety Act) once the deposit, included in the accounts for approval, has been paid.

8. THERMOGRAPHIC SURVEY

The thermo graphic survey of all switchboards in the building has been completed with no major problems detected. At their request the results of the test have been forwarded to the insurance broker with inclusion with the compliance records.

9. EMERGENCY LIGHTING SYSTEM

The total failure of the emergency lighting system during the recent planned power cut has highlighted some shortcomings and showed that the system is not up to modern standards.

A short term fix has been completed with the replacement of the batteries, which will be adequate for the time being however for the long term future, the body corporate needs to engage a designer to design a more appropriate system using a different arrangement of the batteries and an inverter to power lower wattage LEDs.

It was agreed that Paul McLuckie come back to the committee at the next committee meeting with some further details and a firm quote for the long term fix and at the same time look at moving the batteries from the basement into a more appropriate location. It was also agreed

that the committee consider the purchase of a small diesel generator which will operate the emergency lights and security system should there be a power cut or outage.

The current system of batteries will keep emergency lights going for approximately 2 hours at most in the event of a power cut (which will be extended to approx 6 hours with a new system using LEDs), however should the outage extend past this time frame there is nothing to power the emergency lights and the complex would be plunged into total darkness in stairways and common areas and after a few hours more the security system (which has its own batteries) will also fail resulting in no security for the building.

There was approval in principle to spend up to \$4,000 for the design of a new system, with the cost of a diesel generator to be above this cost. The committee is to consider this issue further at the next committee meeting. This issue to be further researched and information provided by Paul McLuckie.

10. BA UNIT – REPAIRS AND MAINTENANCE

There was a discussion about the maintenance of the BA unit, which is the car park area underneath the building accessed from Tyler Street which has 19 individual owners. It was agreed that the maintenance of the interior of the unit, as with any unit in the building, is the responsibility of the owner(s) to maintain. It was agreed that Paula from BCA Limited deals directly with the owners on this issue.

It was agreed that the body corporate cover the cost of the regular repair and quarterly maintenance of the roller door, however should the door need to be replaced, then this cost would be on charged to the owners of the unit.

T Morton/P McLuckie **Carried**

11. AIRCOOL CONTRACT

A contract has been agreed and signed with Aircool to complete a check of all units in the complex to ensure that the mechanical ventilation and the fire dampers in each unit (to prevent fire spreading from one unit to another) are checked over the coming years to meet building WOF requirements.

Aircool will check 20% of the units each year at a cost of \$850 + GST per quarter. The building manager will ensure that the units are available and accessible for inspection. BCA Limited will assist the building manager to make contact and with contact details for affected owners as required.

T Morton/P McLuckie **Carried**

12. ADDITIONAL COMMITTEE MEMBERS

Andrew Sains and Alan Penny have agreed to accept nominations for the committee following the resignation of the third elected committee member Silva Bassett. An EGM will be held on the 11 May 2017 at 9.30 a.m. at the offices of BCA Limited for the purposes of electing additional members of the committee. A Notice of Intention is to be sent out inviting any further nominations before the agenda with postal voting forms and proxy forms is sent out after the 4 May 2017.

13. NEXT COMMITTEE MEETING

The next committee meeting will be held at 9.30 a.m. on Wednesday 17 May 2017.

There being no further business the meeting closed at 11.05 a.m.

**Body Corporate 164980
148 Quay Street**

Contractor	Page #	Invoice #	Invoice Date	Amount	Comments/Action Required
Invoices for Approval as at 19.4.2017					
K Simpson Ltd	1	1551705-1	3.4.2017	\$167.04	
NZME Publishing Limited	2	28390191	31.3.2017	\$364.97	
RCR Infrastructure- Invoice/Statement	3-4	795731	20.1.2017	\$195.50	
Kone Elevator Pty Ltd	5	191668490	3.4.2017	\$3,298.20	
Rentokil Initial Ltd	6	1846643	1.4.2017	\$641.23	
Annette Holzmann	7	2017/42	31.3.2017	\$1,549.63	
Price Baker Berridge	8-10	22483	19.3.2017	\$994.63	
Zippi Property Management	11	Inv 3252	31.3.2017	\$1,046.50	
BDR Security limited	12	Inv 3930	31.3.2017	\$66,925.40	
Auckland Glass	13	347001	29.3.2017	\$140.70	
Fixed Price Plumbing & Gas	14-15	7542	27.3.2017	\$451.12	Oncharged to unit A & B
You Power Ltd	16-17	6106	13.4.2017	\$2,818.00	Reimburse to Paul Mcluckie
Noel Leeming	18	128829647	10.4.2017	\$774.00	Reimburse to Paul Mcluckie
Photo Warehouse	19	22110737	19.4.2017	\$295.00	Reimburse to Paul Mcluckie
O Catering	20	1570	12.4.2017	\$860.20	
New World (Wine for farewell)	21		12.4.2017	\$261.54	Reimburse to Paul Mcluckie
Countdown (Beer & Wine for farewell)	21		12.4.2017	\$137.21	Reimburse to Paul Mcluckie
Maryann Mummy (Balloons, Supermarket etc.)	22-23		11.4.2017	\$82.08	Reimburse to Maryann Mummy
Grammer Electrical	24	60990	18.4.2017	\$201.25	
Autodor Services ltd	25	89876	18.4.2017	\$103.50	

Invoices for Monthly AP & DD (No action required)					
Contact Energy	26	500589490	6.4.2017	\$159.33	Monthly DD
Envirowaste Services Ltd	27-28	82494	31.3.2017	\$1,130.20	Monthly DD
Cityguard Ltd	29	44626	1.4.2017	\$837.20	Monthly AP
ADT Fire Monitoring	30-31	50593660	1.4.2017	\$374.29	***AP set up for \$435.53
Mercury Energy	32-33	145723038	10.4.2017	\$4,052.01	Monthly DD
First Fire Systems Ltd	34	220297	13.4.2017	\$839.30	Monthly AP

**** ADT Fire Monitoring: Amount on the invoice varies from the previous period invoices and Quaterly AP set, AP requires amendment.
 ****Russell Mckinnon will be paid \$1086.57 less Tax as per paul's email on 18.4.2017 no later than 21.4.2017

