



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 17 May 2017 at 9.30 a.m.

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

IN ATTENDANCE: Dean Mulligan (Relieving Building Manager)

1. CHAIRMAN:

Paul McLuckie chaired the meeting.

2. APOLOGIES:

Alan Penny

3. MINUTES OF PREVIOUS MEETINGS:

The Minutes of the Body Corporate Committee Meeting held on Wednesday 19 April 2017 were resolved as approved for distribution to owners.

T Morton/P McLuckie Carried

It was agreed that so that owners can get minutes more timely in future, the draft minutes of the meeting would be sent to the Chairman to review and circulate to the committee members, and once reviewed and approved they would be distributed to owners rather than waiting until they are ratified at the next committee meeting.

The building manager is also to receive a copy of the minutes to put on the notice board in the building.

4. BUILDING MANAGEMENT REPORT

Dean Mulligan provided a written report to the committee which he explained in detail.

The following points were raised and discussed as a result of the report:

- External security. There have been a couple of worrying incidents recently where intruders entered the building by 'shadowing' entering residents and several incidents where Dean had to move on miscreants who were sleeping partially blocking the entrance doors. The committee agreed that this should be discussed in more detail at the next meeting after they have had time to consider the options for making the premises more secure for residents.
- A First Fire Service charge for attendance at a defective sensor in unit 5C2 was questioned, and it was agreed that the Building Manager approach FSS to query the cost of the after hours component of the account, before the invoice is approved for payment and for on-charge.
- The initial clean of the mirrors, hallways and floors has been completed with the cost exceeding the original approved amount. The committee commended the Building Manager on the improvement in the cleanliness of the building.
- Following discussion it was agreed to raise the amount allocated for the one off cleaning of the building to meet the actual expenditure incurred.

T Morton/P McLuckie Carried

- **Inorganic Rubbish Collection**

A Council organised inorganic rubbish collection will take place for 148 Quay Street, on the 22 June 2017. Owners are permitted one cubic meter of inorganic material per unit.

- As The Committee cannot expect Dean to personally carry costs for a prolonged period of items he has purchased for the building then approval was given to Dean to forward invoices to Ritika for reimbursement should he incur any expenses up to \$1,000 and the committee will expedite as soon as possible rather than waiting for the next committee meeting.

5. SECURITY IMPROVEMENTS:

- The computer system in the building manager's office has been reviewed and the security upgraded by means of the purchase of an ex-lease computer for day to day operations and email etc and the old Windows XP computer that runs the building security system has now been totally disconnected from the internet and therefore any possible security breaches that could breach the building security (such as hackers with criminal intent or the "Stuxnet" worm virus or the recent ransomware virus).
- Note from the Chairman: If anyone wants to read a recent Computerworld article that covers the chaos that the Stuxnet virus has recently been causing around the world with old XP computers connected to the internet then please email chairman@148quaystreet.co.nz and I'll send you a link
- After it was discovered that there have been 25 keys cut over the years for the Manager's office (which owners will appreciate holds all the keys to owners apartments) of which only 7 are currently accounted for then the locks on the building manager's office have been changed, a formal key register started to track the keys and duplicate keys provided to the Fire Service.

6. ACCOUNTS FOR APPROVAL

A list of invoices was provided for approval, a copy is attached to these minutes. The accounts as presented were approved for payment with the exception of the FSS invoice no. 220713 of the 30 April 2017 which requires further clarification.

P McLuckie/D Brady Carried

Contractor	Page #	Invoice #	Invoice Date	Amount (GST Inclusive)	Comments/Acti Required
Invoices for Approval as at 17.5.2017					
BDR Security- Statement	1				
BDR Security Invoice	2	INV 4180	30.4.2017	\$161.00	
Watercare Services(15.3.2017-12.4.2017)	3	0022367-01	19.4.2017	\$2,968.02	
K Simpson Ltd	4	1559450-1	3.5.2017	\$326.05	
Inland Revenue (PAYE- Russell)	5_7	68-873-363	30.4.2017	\$1,310.60	
First Fire Systems Ltd	8	220702	30.4.2017	\$171.06	
First Fire Systems Ltd	9-Oct	220713	30.4.2017	\$729.68	
Grammar Electrical	11_12	60990	18.4.2017	\$201.25	
Cityguard Ltd	13	44945	5.4.2017	\$161.00	
RCR Infrastructure- Statement	14				

RCR Infrastructure- Invoice	15	798667	26.4.2017	\$169.05	
First Fire Systems Ltd	16	219049	22.3.2017	\$33.35	
Annette Holzmann	17	2018/3	30.4.2017	\$261.63	
Grammar Electrical	18	61281	12.5.2017	\$669.61	
Margrave Management Ltd	19	D1589637	10.5.2017	\$2,415.00	
Margrave Management Ltd	20_24	D1589636	10.5.2017	\$820.49	
Cleanz Cleaning		5706	2.5.2017	\$839.50	

Invoices for Monthly AP & DD (No action required)					
Contact Energy	25	500589490	8.5.2017	\$165.63	Monthly DD
Envirowaste Services Ltd- Statement	26				
Envirowaste Services Ltd- Invoice	27	82494	30.4.2017	\$1,091.67	Monthly DD
Cityguard Ltd	28	45014	1.5.2017	\$837.20	Monthly AP
Mercury Energy	29_30	145723038	4.5.2017	\$1,899.67	Monthly DD
Orcon Limited - Statement	31				
Orcon Limited -Invoice	32	11682889	24.4.2017	\$74.69	Monthly DD
Spark NZ Ltd	33	902498990	16.5.2017	\$257.19	Monthly DD
First Fire Systems Ltd	34	221629	16.5.2017	\$839.30	Monthly AP

7. LETTERBOXES

Following the discussion about the security of the lobby area, it was agreed to defer any decision around the installation of letterboxes until the next committee meeting, when the placement may be considered along with security of the downstairs entranceway.

8. EMERGENCY LIGHTING AND GENERATOR

Paul McLuckie has further investigated the availability of equipment to extend the life of the emergency lighting in the event of a power cut to the building. The current batteries will ensure emergency lights continue for approximately two hours and after three hours the batteries run the risk of being irreparably damaged and needing replacement again.

It is possible for this to be extended to approximately 10 hours by converting the system and replacing the existing 110V incandescent bulbs with much lower-wattage LED's for an estimated cost of \$4,000 - \$5,000

Furthermore once the above is done then it may be possible to install a stand-by generator which in the event of any prolonged power cut will back up the emergency lighting batteries for as long as necessary and also keep the security system and front door and roller doors operational for the duration of any power cut no matter how long.

Currently if power is lost then the front doors automatically open necessitating the services of a security guard, the main security system throughout the building will stay operational for around 12 hours on its own batteries but after that will fail so the building will have no security, and even with the projected upgrade of the emergency lighting at about the same time the emergency lighting batteries will also fail meaning that in reality for safety the entire building would have to be evacuated in the event of any power cut longer than a few hours

Whether it not it is economically possible to install a generator to give us this desired level of security will be considered at a later date.

9. REVIEW OF BODY CORPORATE RULES

Having recently attended the Body Corporate Chairs Group discussion on the topic of operational rules, The Chairman advised those present that it may be an appropriate time to review the operational rules for the body corporate, and he is to prepare a report for discussion for the next committee meeting.

10. SKYLIGHT IN UNIT 11A

There was a general discussion about a leak in the skylight of the roof of Unit 11A. It was agreed that the body corporate have the primary responsibility for ensuring that the repair work is completed with the cost able to be on charged to the owner of the unit. The owner is to be advised before any work is carried out.

11. POTPLANTS ON EXTERIOR

It was noted by Alan Mummery that some owners have installed pot plants and ornaments on the exterior sills of windows on the exterior of the building. These are a serious risk to pedestrians and to property should they become dislodged and fall to the pavement or road below.

Owners are requested to ensure that they immediately remove all unsecured pot plants and ornaments from the exterior of the building and ensure that any tenants are aware of this requirement.

The committee wishes to make clear that in the event of any pot plants or other ornaments falling off and injuring anyone or damaging the glass balcony or any other property or vehicles in the event of high winds or other unforeseen events that the owner will be fully liable for all such damage and any possible prosecution.

The committee also wish to make it clear that under no circumstances is the structure of the building to be damaged by anyone attempting to attach fixtures to the building to attach pot plants or ornaments to because this can jeopardise the structural integrity of the building and possibly cause the reinforcing bars in the concrete to rust which can cost tens of thousands of dollars to repair.

12. REPAIRS TO UNIT BA

The garage door and motor servicing unit BA has been replaced with the cost to be on charged to the owners of this unit. The Chairman has met with some of the owners and there is now a greater understanding of the responsibility for work within the unit by the collective owners.

13. FINANCES

It was noted that currently Westpac are paying only 0.1% on substantial funds in the On-line saver account. It was agreed that Paul McLuckie and Dave Brady review the funds held in this account and place funds on Fixed Term Deposit or bonds as appropriate, to maximise the interest rate for the body corporate.

14. BUILDING MANAGEMENT PROPOSAL

The committee had received the proposal from Dean Mulligan for Building Management services to the body corporate and agreed that Dean was the preferred contractor for the role. Alan Penny who was absent from the meeting because of a family bereavement had also indicated by email prior to the meeting that Dean was also his preferred candidate.

It was resolved to appoint Dean Mulligan to the role of Building Manager for 148 Quay Street.

P McLuckie/T Morton

Carried

A copy of a draft contract is to be forwarded to Paul McLuckie by BCA Limited.

15. NEXT COMMITTEE MEETING

The next committee meeting will set by email once Alan Penny returns from the U.K.

There being no further business the meeting closed at 11.30 a.m.