



**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 Tuesday 22 June 2017 at 9.30 a.m.

**PRESENT:** As per Attendance List:  
Paul McLuckie, Tom Morton, Andrew Sains, Dave Brady, Alan Penny 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:**

Nil

**3. BUILDING MANAGEMENT REPORT**

Dean Mulligan had provided a written report to the committee prior to the meeting.

**4. DISCUSSIONS WITH BUILDING MANAGER PRESENT**

The following points were discussed and noted:

- Enquiries had been made with First Fire Service about the attendance on site for a defective smoke detector sensor in Unit 5C2. The circumstances of attendance by FSS which gave rise to the charges were discussed and it was agreed that the invoice be on charged to the owner of the unit and that it was then up to the owner to whether or not to pass the charge or a portion of the charge on to the tenant.
- An invoice from 2JC Electrical for \$1,091 for lighting work carried out in May 2016 had been received. Alan Penny recalled the work having been completed. 2JC Electrical are a small company who are used on site. The committee approved the invoice for payment.
- It was noted that the provision in the budget for window and building wash was \$10,000 which is considerably less than the amount required to cover the cost of 1 – 2 building washes per year and 4 window washes per year.
- It is expected that a building wash will be completed prior to the building being painted. The complex was last painted in 2008 and is probably due for a repaint in 2018. A list of the preferred painting contractors is to be forwarded to the Building Manager to obtain quotes for painting and for scaffolding costs in anticipation of the painting in 2018.
- In preparation for the above the chairman has been exploring options and costs for a Building Maintenance Unit (BMU) to enable access to the exterior faces of the building which may well be on a par with the cost of one-off scaffolding and would then be available for all work in future years. Paul will keep exploring this option
- The current roof ladder is considered non-compliant under the new Health & Safety in the Workplace Act.. Paul has been exploring options re this and after a site visit by NZ Height Services who specialise in fabricating fixed HDS ladders and stairways it was indicated that the approximate cost of a replacement ladder in aluminium is expected to be around \$7,500. It was agreed that Paul continue exploring the options more closely and obtain a more definitive quote for replacement.
- There was a discussion about the options for improving the security at the front entranceway. It was agreed that repairs need to be urgently be carried out to ensure

that the door cannot be knocked off its rollers again. As part of this work there is was agreement to install a timer so that between specified hours overnight the door does not open completely but opens halfway to reduce the risk of "tail gaters" entering with owners or guests arriving at night. City Guard check the building three times a night and have swipes so that they must enter the building which is a good deterrent for unwanted night time sleepers in the entranceway. It was agreed that Dean look at costs for motion/thermal sensor lights as a further deterrent for unwanted overnight guests.

- It as agreed that Dave Brady and Tom Morton collaborate on a briefing document for the upgrade of the foyer/entranceway in order to obtain some pricing for the project before the matter proceeds further.
- Paul is still looking at options for a generator and modernising of the emergency lighting system and it was agreed that when plans a finalised, the option of moving the switchboard to a higher floor be considered.
- Window stays as already agreed by one owner are to be installed on the windows of Units 5C and 5D to prevent party attendees from climbing out the window and onto the roof of unit 4D and 4E and potentially injuring themselves and causing possible liability for the Body Corporate. The owners and agents of these two apartments are to be made aware that it is to be a term of any tenancy agreement that removing or interfering with these stays are to be grounds for terminating any tenancy.
- A complaint had been received by the Building Manager from the owner of Unit 4D about the constant foot-fall noise experienced from the resident in the unit directly above (5D). Dean has spoken to the agents for the apartment of the unit above who confirmed that the tenants are vacating the unit in September. It appears that the flooring may not be compliant with tiles and wooden floors laid without the approved acoustic foundation. In the meantime the owner of 5D has indicated that to Dean that she will put rugs or carpet down to see if that will alleviate the noise
- After approaches from Dean the owners of Units 2F and 2G initially removed the plants from the window ledges, but some have reappeared. Dean is to approach the individual residents to remove the plants which are a safety risk.
- An email response is to be forwarded to the owner of Unit C by the Chairperson in reply to correspondence from them requesting access to common areas including the cart dock

## 5. 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.

P McLuckie

Dean was then excused from the meeting

## 6. FINANCIAL MATTERS AND MANAGERS CONTRACT

### 1. Levy invoices in accounts

There was discussion about the fact that with levy invoices having been sent out so early they are now showing in the accounts as everyone being 60 days overdue even though they are not actually due yet. BCA is to address this and ensure that the ageing of the levy invoices reflects the date actually due and not the date that the invoice was raised

### 2. Fixed Term Deposit

The Chairperson reported that funds of the long term maintenance plan have been placed on fixed term deposit at an interest rate of 3.5% for six months to maximise income for the body corporate, which will result in an additional \$23,392 per annum of income for the Body Corp



Body Corporate 164980  
148 Quay Street

Contractor	Page #	Invoice #	Invoice Date	Amount (GST Inclusive)	Comments/Action Required
<b>Invoices for Approval as at 20.6.2017</b>					
Aircool Refrigeration Limited	1	37415	6.6.2017	\$975.78	
Mangrove Management Ltd	2	B1164357	4.6.2017	\$1,495.00	
Mangrove Management Ltd	3	B1164357	4.6.2017	\$5,347.50	
Mangrove Management Ltd	4	B1164358	4.6.2017	\$149.50	
Body Corporate Chairs Group	7	W10013	1.6.2017	\$100.00	
RCR Infrastructure- Statement	8				
RCR infrastructure- Invoice	9	799884	31.5.2017	\$92.00	
K Simpson- Statement	10				
K Simpson	11	1560789-1	19.5.2017	\$306.98	
K Simpson	12	1567166-1	30.5.2017	\$76.35	
K Simpson	13	1570343-1	8.6.2017	\$71.73	
RCR Infrastructure- Statement	14				
RCR infrastructure- Invoice	15	799148	11.5.2017	\$2,070.00	
Fixed Price- Statement	16				
Fixed Price- Invoice	17	7675	26.5.2017	\$322.84	
Get Plumbed Limited	18	4229	6.6.2017	\$183.06	
Kone Elevator Pty Ltd	20	193230844	17.5.2017	\$8,556.45	
Watercare Services	21	0022367-01	19.5.2017	\$3,669.82	
Watercare Services	22	0022367-01	19.6.2017	\$3,210.19	
First Fire Sysytems Ltd- Statement	23				
First Fire Sysytems Ltd	24	221868	22.5.2017	\$530.15	
First Fire Sysytems Ltd	25	220713	30.4.2017	\$729.68	Invoice disputed - Dean awaiting response from FFS
Evac Services Ltd	28	9206	22.5.2017	\$402.50	
Autodoor Services	29	91034	31.5.2017	\$293.25	
Wheeler Wash	30	3375	30.5.2017	\$276.00	
Cityguard NZ Limited	31	45389	1.6.2017	\$23.00	Monthly Services paid via monthly AP (\$839.30)
Cityguard NZ Limited	32	45764	30.5.2017	\$241.50	To be oncharged to Vector- Suggested buy Paul
Armstrong Smarter Security	33	9042737	1.6.2017	\$150.40	
Junk 2 Go	34	J24429	12.4.2017	\$185.00	
Singer Electrical	35	292877	18.4.2017	\$1,092.50	
Armstrong Smarter Security	36	9041715-1	16.6.2017	\$373.06	
PB Technologies Ltd	37	SODT318618	19.4.2017	\$46.00	Reimburse to Paul Mckluckie
		SIDT689205	21.4.2017	\$275.80	Reimburse to Paul Mckluckie
			26.4.2017	\$83.25	Reimburse to Paul Mckluckie
Bunnings Warehouse	37	R01	16.5.2017	\$155.00	Reimburse to Paul Mckluckie- Ladder

*Handwritten notes:*  
 Paid via cheque  
 Paul Mckluckie  
 WAS PAID  
 WAS PAID

Invoices for Monthly AP & DD (No action required)

*Handwritten signature:* RCS INFRASTRUCTURE

Contact Energy	40	500589490	7.6.2017	\$394.76
Envirowaste Statement	41			
Envirowaste Invoice	42	5026361	31.5.2017	\$1,239.28
BDR Security	43	4418	7.6.2017	\$207.00
Orcon Limited- Statement	44			
Orcon Limited- Invoice	45	26213168	23.5.2017	\$64.95
First Fire Systems	46	223019	16.6.2017	\$839.30
Mercury Energy	47-48	145723038	14.6.2017	\$2,472.03
Spark NZ Trading Ltd	49	902493990	15.6.2017	\$259.50



Committee's Approval / Instructions

## 148 Quay Regency Apartments

### Relieving Building Manager's Report: May 2017

#### Maintenance:

- First Fire Services Ltd performed the weekly testing of the sprinkler diesel engine as per schedule.
- EnviroWaste Ltd have been collecting the refuse as per schedule. An audit of bin lifts has commenced, to ascertain Envirowaste's accuracy.
- KONE have been undergoing maintenance and sorting numerous issues with all elevators.
- **05/05/17:** Bi-annual emergency light survey with First Fire Systems. All aok.
- **05/05/17:** Baiting of building with Rentokil. No signs of any pests.
- **12/05/17:** Due to office keys unaccounted for, the manager's office door locks were re-keyed by Armstrong's Locksmiths Ltd.
- **17/05/17:** Nova Flowtech Services Ltd completed the annual fire riser survey/testing. All aok.

#### Items of interest:

**06/05/17:** Power failure. Received mob call at 2.10am from resident advising no power in building. Arrived onsite 15 minutes later. 2 city blocks without power. Transformer failure according to Transpower.

Emergency lights on, front door open. All stairway/egress access operating aok.

Power came on 1 hr 30 mins later. Front door access operating aok.

Lift # 4 inop'. Phoned KONE at 3.58am and booked a technician for later that day. Meanwhile, investigated the problem and ended up turning Lift # 4 off/on at mains in basement. Lift operates aok. Rang KONE @ 4.37am and cancelled the call-out.

Garage roller door and cart-dock door inop'. Liaised with BDR at 4.08am. Advised by BDR probably a fuse issue. Hunted down a 32A fuse and garage roller door operates aok.

Sourced 3x 10A fuses from Transpower technicians and replaced garage roller door with correct amperage fuse.

Reset cart-dock switch by switching off/on. Operating aok.

**07/05/17:** 5.25am. Female vagrant found sleeping on foyer settee by building manager. Vagrant removed from premises.

**11/05/17:** At 10.25pm I received several mob calls informing that the front entrance doors were "busted". Arrived shortly after and discovered 1x glass entrance door off its rollers and the bottom rail. The aluminium plinth was lying on the floor. CCTV footage revealed a group of youths had gathered at the entrance and were sitting on the mat smoking weed etc. As one got to his feet, he stumbled and fell against the door.

We tried to put the door on its rollers, but to no avail. Phoned Autodoor and the technician arrived at 2.00am. We dismantled the door and rehung it. All operating aok. Departed the premises at 3.00am.

**11/05/17:** Car illegally parked in BA basement from the morning of 10/05/17. Occupying 2x spaces. 1x space belonging to convenience store. Owner asked for advice. Car towed.

**17/05/17:** Vertigo Industries Ltd commenced the installation of the technician safety rails on top of all 4 elevators. Installation completed within 6 days.

**18/05/17:** Aircool Services Ltd. HVAC in crossover room was inspected and serviced. Fire dampers in common areas and approximately 15 random apt's were tested. This survey took approximately 3 days and is a BWOFF requirement that has been missed in the past.

**18/05/17:** A considerable amount of water was discovered on the floor in the 12<sup>th</sup> Floor cross-over room.

The culprit was a leak in one of the galvanised steel pipes, used to feed a fire hose reel.

I placed a bucket under the leak, took several photos and liaised with On Call Plumbing. The plumber arrived about 2 hours later and placed a Munson Clamp over the leak. They also brought along a wet vac and sucked up about 200 litres of water. No water damage was evident in the Plant Room, 11th floor, or elsewhere.

First Fire Systems Ltd will replace a section of the pipe. It appears a section of the offending pipe has been replaced in the past. This section was not leaking.

**18/05/17:** FIRE EXIT activation at Tyler St. Text msg received from Monitor NZ at 9.13pm. Arrived at BA car park. Secured door and reset the alarm via green placard. Culprit identified via CCTV footage. BCA forwarded information and photo of offending vehicle.

**19/05/17:** Watercare advised the building manager via mob at 3.00pm that they had to cut-off supply from midnight to 5.00am. This was due to a contractor damaging a water main at Britomart Train Station earlier on in the day. Notice posted in elevators to notify residents.

**19/05/17:** I was in the building at approximately 1.30pm and noticed the Fire Tech panel was registering a "faulty smoke detector" defect. Called First Fire Systems. Technician arrived at 2.30pm and discovered the cause was a faulty battery in the panel. Technician replaced 2x batteries.

**22/05/2017:** Fire Drill. In conjunction with Evac Services Limited the drill commenced at 9.45am. Evac' was completed. A good evacuation.

**22/05/2017:** Get Plumbed repaired the historical skylight water leak in Apt 11C.

**24/05/2017:** Cityguard. Due to the occurrences of strangers discovered on the premises and observations via CCTV footage, I issued 2x access swipes to Cityguard so they can enter the foyer area. Cityguard also fitted 2x monitored call points. These call points were installed in the foyer and Tyler St area and record the times the guard enters the premises. Cityguard are contracted to monitor the building 3 times late at night and the early morning hours. The call points will reinforce this practice.

**25/05/2017:** Watercare notification of water shut down was scheduled from Thursday midnight to 5.00am Friday morning. No problems.

**30/05/2017:** Vector advised that they will be cutting the power to the building from 11.00pm to 5.00am 31/05/17. Unfortunately, this was misinformation and only 150 Quay St was affected.

We had organised a static guard and the Chairman and myself were also onsite from 10.30pm. We sent the guard home early and we are seeking \$241.50 reimbursement from Vector for the cost of the guard.

**End of report**