

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 Ltd, Level 3, 115 Queen St, Auckland City on Wednesday 13 September 2017 commencing at 5.30 p.m.

PRESENT: As per Attendance List completed by owners
Paul McLuckie, Andrew Sains, Dave Brady, Alan Penny and Dean Mulligan (Building Manager) ;
Paula Beaton representing Body Corporate Administration Limited as secretary.

1. CHAIRMAN:

Dave Brady chaired the meeting.

2. APOLOGIES:

Apologies from Tom Morton.

Carried

3. MINUTES OF PREVIOUS MEETING:

The Minutes of the Committee Meeting of this body corporate held in the offices of Body Corporate Administration Limited, 3rd Floor, 115 Queen Street, Auckland City on Tuesday 22 June 2017 at 9.30 a.m., were taken as read, approved, accepted and adopted as a true and accurate record.

Moved: Paul McLuckie

Seconded: Andrew Sains

Carried

4. BUILDING MANAGER'S REPORT:

148 Quay Regency Apartments Building Manager's Report: August 2017

Maintenance:

04/08/17: Aircool- 3 monthly filter service in cross-over room. 1x cartridge filter clean & 1x roll filter circulation.

09/08/17: FFS replaced a nylon universal joint on the diesel engine pump. A noticeable crack had developed and replacement was required.

21/08/17: BDR service/maintenance on access control system. Load test batteries, test doors. Replaced 1x 12V battery.

22/08/17: BDR installed an EDR on the 1st Floor EXIT carpark.

23/08/17: The cleaning of the inside of the carpark windows was completed.

Items of interest:

01/08/17: Real Estate agent stranded in BA Carpark. I received a mob call from an Edean's owner. Her real estate agent entered the BA car-park, used the stairs to exit and was locked in the stairwell. The owner was in Wellsford. I headed back to the building and released her.

03/08/17: Lockout: 10.25pm. Apt 6F2 tenant. I drove in and gave access. Tenant charged.

11/08/17: Martin Simmons Air-conditioning arrived onsite to assess possible placements and installation of aircon units on the roof area for Rank Group.

18/08/17: We have sorted the flood alarm for the basement and the sump pump is operational. In the event the alarm is triggered, Monitor NZ will be alerted and will phone the Building Manager and Chairman.

26/08/17: At 3.00am I received a call from Monitor NZ- FIRE EXIT door activation on Tyler St. Upon arrival, the Tyler St EXIT door was open and alarm sounding. Secured door and reset alarm via placard. Reviewed CCTV footage. Tenants from 2H entered car-park by car and were followed up ramp unnoticed, by a young couple on foot. After wandering around the car-park (nothing nefarious), the couple entered the 1st Floor western EXIT door leading to the Tyler St EXIT. They had sex on the stairwell and then exited the building via the Tyler St EXIT.

27/08/17: The "Car Coming" signs had broken lenses and were operating poorly. Harding Signals made us up 2 new acrylic lenses and I installed them. They are now operating AOK.

Items for discussion:

Painting of building: On the surface, the spandrels look in pretty good shape. The 1st Floor car park ledge above the glass awnings on Quay St, Commerce St and Tyler St has paint flaking. The steel spars that secure the framed glass awning to the building require attention, as there is significant corrosion developing. They are at the stage of turning into a significant repair if not attended to in the near future. The roof paint is in pretty good shape, however there is some lichen developing and the paint looks rather "thin".

Halogen downlights: I have been replacing the expired 50W halogen lamps with 2 brands of good quality LED's. The LED's are holding up well and there have been no failures to date. That said, they are \$20.00 each. There are less expensive LED globes available and we can start purchasing these, if that's what we want to continue to do. We consume a lot of the halogens; however, they are only \$4.78 each.

The downlight fittings are tired and a few are either inop' or missing. The halogens run very hot and there are scorch marks on the surrounding ceiling paint. I think we should plan to replace these with LED units, on a floor x floor basis. There are some sealed LED downlights (including the driver) on the market for around \$25.00. We could go from there.

Convenience store air-conditioning: I have been approached by the owner, Majed to discuss this with the committee. The summer heat melts his chocolate. Majed is aware the souvenir shop was "stopped" from installing air-con unit's, due to encroachment on the public areas and general unsightliness.

There is an area (alcove) by the Tyler St entrance to the store. The aircon unit could be installed there so it doesn't encroach past the building footprint. Majed is willing to place the unit about 2.5m high and cover a proposed framed base. I would imagine this could be accomplished with a sheet(s) of marine ply and then painted/covered with vinyl, or utilise stamped sheets of stainless steel. This will also hide/protect the wastewater plumbing that is regularly vandalised. The installation would have to be closely supervised to ensure a professional finish and appearance.

Front entrance and foyer renovations: To be discussed at the next committee meeting.

End of report

Points Arising out of the Report

- a. The Access Tag audit is proceeding well but there are still 230 tags lost or unaccounted for which are being followed up progressively with owners and agents.
- b. There was discussion about the policy for the replacement of any defective fobs. There was an agreement to continue to charge at \$40.00.

c. Painting of the Building

The steel spurs that secure the framed glass awning to the building will require attention. The glass panels will need to be taken out and the steel spurs will need to be done first. There was discussion about the correct time to repaint. It was considered it was best to do the painting before the repair work is needed. There was discussion of obtaining prices for scaffolding, and there was reference to the ISMU options.

Agreed Course of Action:

1. Price needs to be obtained to take out glass and store it.
2. Prices from painting company – for the full building and decision will be made at the next committee meeting. Dean Mulligan will obtain prices.

d. Beams

The consensus was that beams supporting the canopy are deteriorating on top and need to be repaired and recoated.

e. Halogen lights

There was agreement to progressively replace halogens with LED lights on a floor-by-floor basis. The building manager will source an electrician, and trial on one floor.

f. Convenience Store Air-conditioning

The tenant in the convenience store has expressed interest in an air-conditioning unit. However the major problem is where to position the outside unit that is not using common area given the complications and cost that that represents. Dean Mulligan will update the tenant as to requirements.

g. Ratifying correspondence instructing Unit 5D to replace acoustic layer and carpet as per original consent and letter from Council of 2006 before reletting.

The committee to notify the owner of 5D that Hegley Acoustic Engineers are to do a report on the acoustics of the floor at the cost of \$320.00 and advise when this has been done. Alternatively if the owner provides authority the committee will organize this and oncharge. There would also be a reminder that the body corporate requires this to be done and the apartment made compliant (if currently non-compliant) before the property is re-tenanted.

h. Update on Emergency Lighting

As there is a spare battery from the conversion of 9 batteries in series giving 110 volts to 4 x banks of 2 batteries giving 24v for the LED emergency lights then there is one new battery left over. This requires that either one more battery is purchased to give 5 banks and extend the life of the emergency lighting by approximately a further 2 hours or sell the spare battery second-hand. There was an agreement to purchase another battery to give up to an extra 2 hours. The cost is approximately \$320.00

i. Flood Alarm

j. There was an old but working flood alarm in the basement (which monitors if the basement should flood which is critical to protect the main switchboards) that appears to stem from when the building was first built. However this had never been connected to the security system since the building was converted to apartments. The committee contracted BDR security to interface this with the main security system which is now working well and is monitored so that if the basement should ever flood then appropriate people are texted or called to turn off the water main or see what other urgent action needs taking. Currently the two contacts for call out are the building manager and the chairman.

k. Online Saver

The online saver account has been converted to online bonus saver which increases the annual interest rate from 0.1% to 2.1%.

l. Update on New Emergency Release Button Added from Carpark

It was realised that despite the security system having been in for some years it didn't quite comply with the regulations because the prescribed emergency exit from the carpark could

not be used as an emergency exit as it required an access tag to be opened. An emergency release button was therefore added.

m. Policy Re Air-conditioning – Gift Shop, Convenience Store, & Stephen Dudding

Owners could put forward an appropriate resolution for the AGM or EGM.

n. Update on New Manager's Office in the basement

This is seen as functioning well allowing enough space for Dean to be able to better manage the paperwork rather than trying to manage in the sub-standard ex cleaners cupboard on the ground floor that has been used up to now. Fibre has been installed and another second-hand computer purchased for \$55 to always show the security cameras rather than just when the main computer wasn't being used for anything else. Various plans and archive records have been consolidated from BCA and where found in various areas around the building and centralised into the room next to the main basement area as an archives room

o. Dave's Brady's Brief Re Front Door Area and Possible Further Action

There was discussion re possible upgrading of the front entrance to provide more security and bring the entrance more up to date. 2 or 3 architects will be invited to submit prices of briefs including a concept plan and rough costs to take it to the AGM.

p. Policy for Calls – Re Lock Outs/ Lost Keys

This policy had been formulated.

q. Possible Separate Accounts and Bankcard for Dean for Petty Cash Items

If there was a need arising, it could be monitored but the existing system of reimbursement was satisfactory.

r. Building Manager

After the conclusion of the initial three-month term of the management contract The Committee have agreed that the contract be renewed for the next 12 months in accordance with contract terms.

There being no further general business, the meeting closed at 6:30p.m.