

## 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 Monday 19 February 2018 commencing at 5.00 p.m.

**PRESENT:** As per Attendance List completed by owners  
Paul McLuckie, Alan Penny, Andrew Sains.  
Paula Beaton representing Body Corporate Administration Limited as secretary.

	Minutes	Action Point
1.	<b>CHAIRMAN:</b> Paul McLuckie chaired the meeting.	
2.	<b>APOLOGIES:</b> Dave Brady was out of Auckland & Tom Morton was unable to attend because of short notice <b>Carried</b>	
3.	<b>MINUTES OF PREVIOUS MEETING:</b> The Minutes of the Committee Meeting of this body corporate held in the offices of Body Corporate Administration Ltd, Level 3, 115 Queen St, Auckland City on Thursday 16 November 2017 are taken as read, approved, accepted and adopted as a true and accurate record. <b>Carried</b>	
4.	<b>BUILDING MANAGER'S REPORT:</b> The Building Manager's reports for December 2017 and January 2018 were received. The following points were noted: <ol style="list-style-type: none"><li>1. <u>Anchor Points</u> - There was discussion about the need for anchor points, with one company initially suggesting 7 anchor points.</li><li>2. <u>Glass Canopy</u> - The Chairperson and the Building Manager are to liaise with Metro Glass over the glass work needed. BCA Ltd is to complete the trade/credit reference forms and return to Metro Glass.</li><li>3. <u>LED Lights in Common Area Foyer</u> - The Building Manager is to obtain quotes for replacement LED lights.. There was emphasis on progressing one floor at a time.</li></ol>	

	<p>4. <u>Air B n B</u> – This is to be added to the agenda for the AGM.</p>	
<p>5.</p>	<p><b>FINANCIAL REPORTS:</b></p> <p>The Financial Accounts for the period 1 February 2017 to 31 January 2018 had been forwarded to Paul McLuckie prior to the meeting; they were also presented and discussed at the meeting.</p> <p>BCA Ltd is to show accrued interest earned but not paid in the financial accounts in future.</p> <p>BCA Ltd is to provide a separate total of Repairs &amp; Maintenance items.</p>	
<p>6.</p>	<p><b>INSURANCE &amp; VALUATIONS:</b></p> <p>An updated reinsurance valuation certificate has been obtained and was tabled at the meeting together with quotes for reinsurance through Mark Gregan Broker. As a result, the following action points were agreed on:</p> <ul style="list-style-type: none"> <li>• BCA Ltd to obtain quotes for increasing the cover for unlawful substances</li> <li>• BCA Ltd to obtain quotes for NZ Drug Dog Detection Services</li> </ul> <p>Quotes from Mark Gregan for reinsurance were discussed and there was agreement to proceed with reinsurance through Chubb.</p> <p><u>Drug dog patrols</u> - following on from the resolution of the AGM of 24/09/2012 re a zero tolerance to drugs and the potential cost to the whole building (and our insurance risk) if someone rents an apartment and sets up a meth lab it was decided to institute regular but random patrols by a drug-dog team to minimise the risks of any such problem developing</p>	
<p>7.</p>	<p><b>GENERAL BUSINESS:</b></p> <p><u>Asbestos Report</u> – A quote for an Asbestos Survey and register from Solutions in Engineering was tabled at the meeting (this is a new requirement under the Health &amp; Safety in the Workplace Act). It was agreed that BCA Ltd order the survey on behalf of the body corporate as quoted. The Building Manager and the Chairperson will be the onsite contacts for the surveyor.</p> <p><u>Envirowaste</u> – There was committee agreement to terminate Envirowaste Services because of continual overcharging which Dean picked up. Rubbish Direct will therefore immediately take over rubbish removal services for the body corporate.</p> <p><u>Carpet</u> – It was agreed that the worn substandard and non matching carpet in Level 3 that has been discussed for years and specifically mentioned in the LTMP in 2011, at the committee meeting of 8 May 2013 and the AGM of 8 May 2014 as needing replacement, be replaced. The replacement is to be in a matching colour to the rest of the building as per the quote from Award Carpets, and the layers who lay it be contracted to re-stretch and repair the carpet in other areas that need it as per the Building Manager’s report. The preference is for a non double stick option. Approval is to be obtained from the other committee members not present at the meeting.</p> <p><u>Replacement Phone</u> – The Building Manager in conjunction with the chairperson would source a replacement mobile phone for the building manager.</p>	<p>Lyn</p>

	<p><u>Initial Planning for AGM</u> – to be finalized at the next committee meeting. The chairperson is to look at options of dates for the AGM and the next committee meeting.</p>	
	<p>There being no further business the meeting closed at 6.50 p.m.</p>	
	<p>Points to be actioned:</p> <ul style="list-style-type: none"> <li>• Credit Control</li> <li>• Order Asbestos Survey from SIE</li> <li>• Ensure that the DD to Envirowaste has been cancelled</li> <li>• Quote for increase to insurance cover for illegal substances cover</li> <li>• Quote for NZ Drug Dog Detection Services</li> </ul>	
	<ul style="list-style-type: none"> <li>•</li> </ul>	