

MINUTES OF BODY CORPORATE COMMITTEE MEETING

BODY CORPORATE No. 164980

PROPERTY AT: 148 Quay Street, Auckland

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 Monday 23rd April 2018, commencing at 5:00 p.m.

PRESENT: As per Attendance List completed by owners

Paul McLuckie, Andrew Sains, Keith Penny, Dave Brady, Tom Morton, Dean Mulligan as Building Manager

Paula Beaton representing Body Corporate Administration Limited as secretary.

	Minutes	Action Point
1.	CHAIRMAN: Paul McLuckie chaired the meeting.	
2.	APOLOGIES: There were no apologies. Carried	
3.	MINUTES OF PREVIOUS MEETING: The Minutes of the Body Corporate Committee Meeting of this body corporate held in the offices of Body Corporate Administration Limited, 3 rd Floor, 115 Queen Street, Auckland City on Monday 19 th February 2018, commencing at 5:00 p.m., were taken as read, approved, accepted and adopted as a true and accurate record. Moved: Andrew Sains Seconded: Paul McLuckie Carried	

4.	<p>ACCOUNTS:</p> <p>The financial accounts for the body corporate for the period 1st February 2018 to 31st March 2018 were submitted to the meeting, discussed, and adopted.</p> <p>Carried</p>	
5.	<p>BUILDING MANAGER'S REPORT:</p> <p>The Building Manager's reports for February 2018 was received.</p> <p><u>Lift:</u></p> <p>Dean and Paul will meet with Kone and then decide whether to get Lyall Senior to update his report done in 2014.</p>	Committee
6.	<p>GENERAL BUSINESS:</p> <p>a. <u>Annual General Meeting:</u> The AGM is to be on the 17th May 2018.</p> <p>b. <u>Long Term Maintenance Plan:</u> There was authorization for Opus to complete a full Long Term Maintenance Plan Review.</p> <p>c. <u>Clarification regarding Charges for Building Services in Apartments:</u> There would continue to be programme of oncharging. BCA Ltd is to notify the owners of Units 2H, 2J, 7A, 7B and 6DF that the Committee has confirmed these are Section 126 oncharges.</p> <p>d. There was agreement to have the levies due in 3 instalments:</p> <ul style="list-style-type: none"> • July 30th 2018 • November 30th 2018 • March 30th 2019 <p>The Committee also recommended that there would be a discount provision.</p> <p>e. <u>Application for Dog:</u> Stephen Dudding's application for a dog was discussed at length but the Committee declined his application.</p> <p>f. <u>Insurance Excess Unit 11B:</u> This will be a Body Corporate cost as it is not to be oncharged. This would be a without prejudice settlement.</p> <p>g. <u>Update on Roof Repairs / Replacement:</u></p>	BCA Ltd

<p>Total Access has given a price of \$3,000.00 for 16 anchor points for the annex to allow abseillers to be able to continue to wash the annex so this will be done and the window washing can be done as well.</p> <p>h. <u>Refund of bond Unit 11C:</u> Bond is to be retained until completion. A copy of the BCA bond indemnity letter is to be sent to the Chairperson.</p> <p>i. <u>Change in Rubbish Service Provider:</u> Envirowaste has been replaced by Rubbish Direct.</p> <p>j. <u>Rentokil Charges:</u> The charge is \$660.00 per month. An alternative supplier is Pest Force.</p> <p>k. <u>Defibrillator:</u> There was unanimous agreement that the Body Corporate purchase an automated defibrillator from St Johns for \$2,555.00 to be mounted in its alarmed case in the lobby, and organize for St Johns to run at in-house training session on the use of an AED for all residents.</p> <p>l. <u>Planning for AGM:</u></p> <ul style="list-style-type: none"> • Minutes of previous AGM • Chairman's Report • 3 levies per year, grossed up to offer a 10% discount • Special resolution regarding bank accounts as per Section 115 of the Unit Titles Act • Update on Rank's air conditioning and new Monkey-toe access • Future roof repairs • Notification of regular drug dog patrols commencing • Carry on security patrols or revert to on demand call outs <p>m. There was a Committee agreement to have 3 window washes per year</p> <p>n. <u>Proposed Budget:</u> Committee supported the budget.</p> <p>o. <u>Painting on Building:</u> there was some discussion as to whether painting is needed at this stage</p> <p>It was agreed to employ a clerk of works to assist in the planning for painting and getting quotes etc.</p>	<p>BCA Ltd</p>
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	<p>Dean is to accompany First Fire when they do the next smoke alarm survey of every apartment and survey ledges outside to see what needs doing.</p> <p>We will then get Fossrock or Sika to action any minor defects and decision can then be made as to when the whole building needs painting.</p> <p>There was further discussion as to whether to scaffold the building or whether it will be possible to use a swinging stage.</p> <p>Height Access has already quoted for painting by abseiling.</p> <p>Paul is continuing to explore quotes for a swinging stage or building maintenance unit.</p> <p>Total Access suggesting swinging access.</p> <p>It was noted that there will be an EGM prior to the final painting proceeding.</p> <p>At the EGM, the costs will be produced such as scaffolding and also the painting costs plus options.</p> <p>Dean is to ask Sauvarins to assess options as to removing balcony glass if scaffolding is needed.</p> <p>Options would be scaffolding, swing lift, or abseiling.</p> <p>p. <u>Letterboxes:</u> There was further discussion on the letterboxes.</p>	
	<p>There being no further general business, the meeting closed at 7:10 p.m.</p>	
	<p>Points to be actioned:</p> <ul style="list-style-type: none"> • BCA Ltd is to notify the owners of Units 2H, 2J, 7A, 7B and 6DF that the Committee has confirmed these are Section 126 oncharges. • BCA Ltd to send a copy of the BCA bond indemnity letter to the Chairperson. 	