

## 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 in the offices of Body Corporate Administration Limited, 3<sup>rd</sup> Floor, 115 Queen Street, Auckland City on Wednesday 11<sup>th</sup> July 2018 commencing at 6.00 p.m.

**PRESENT:** As per Attendance List:  
Thomas Morton, Andrew Sains, Stephen Dudding, Allan Penny, Paul McLuckie, Dave Brady (via teleconference for part of the meeting), Dean Mulligan (Building Manager)  
Paula Beaton representing Body Corporate Administration Limited as secretary.

	<b>Minutes</b>	<b>Action Point</b>
<b>1.</b>	<b>CHAIRMAN:</b> Paul McLuckie chaired the meeting	
<b>2.</b>	<b>APOLOGIES:</b> There were no apologies <b>Carried</b>	
<b>3.</b>	<b>MINUTES OF PREVIOUS MEETING:</b>  The Minutes of the Body Corporate Committee Meetings of this body corporate in the offices of Body Corporate Administration Limited, 3 <sup>rd</sup> Floor, 115 Queen Street, Auckland City on the 23 <sup>rd</sup> April 2018, and 31 <sup>st</sup> May 2018, were taken as read, approved, accepted and adopted as a true and accurate record.  Minutes should be distributed to all owners.  In addition, 5 copies are to be sent to Dean Mulligan.  <b>Moved: Tom Morton                      Seconded: Andrew Sains                      Carried</b>	<b>BCA</b>

<p><b>4.</b></p>	<p><b>LIFT FAULTS AND COMMENTS FROM LYALL SENIOR (LIFT SOLUTIONS)</b></p> <p>There was further discussion about the too frequent occurrences of faults in the lifts. As an example there have been 5 occurrences of the same fault in Lift 1 in 4 months.</p> <p>Paul and Dean have had meetings with various people in Kone but promised remedial and proactive maintenance action never eventuates so it appears that an independant review is required by Lyall Senior of Lift Solutions.</p> <p>A full audit report was previously done by Lyall Senior in 2014 but given recent continual callouts and faults it was deemed advisable to have another audit report done which Lyall has priced as per the attachment at the end of these minutes.</p> <p>Stephen Dudding had spoken to Lyall Senior and Lyall believed that there was some benefit in having someone independent review what had been done since the last review</p> <p>Last time, the audit report had just been done but Lyall Senior had not done any audit of the remedial work which Kone undertook to do. The essential question was what remedial work that was suggested in the 2014 report had Kone actually done.</p> <p>Dean Mulligan would send through all the Kone call-out reports to Lyall Senior</p> <p>It was noted that the lifts are around 50 years old but all the controllers were replaced by Kone with new more modern controllers in 1989.</p> <p>There was agreement to instruct Lyall Senior to proceed with option A of his quote at \$6,320.00 plus GST and when complete Lyall will be able to give an indication of any further recommended work and costs.</p> <p><b>Moved: Paul McLuckie                      Seconded: Stephen Dudding                      Carried</b></p>	
<p><b>5.</b></p>	<p><b>BUILDING MANAGER'S REPORT:</b></p> <p>Excerps and actions from the Building managers Report:</p> <p>The Abseil anchors are finally being installed on the front and back of the Annex so that "Off the Ledge" will be able to come back and finish off the building wash started in December last year.</p> <p>Building WOF sounder detector service has to be done on 27<sup>th</sup> July and Dean will use the opportunity to co-ordinate with First Fire whilst they are accessing each apartment to record the condition of the top of all the spandrels as preparation for compiling a list of needed remedial work prior to painting.</p>	

	<p><u>4 priorities according to Dean Mulligan</u></p> <ol style="list-style-type: none"> <li>1) Lifts</li> <li>2) Painting</li> <li>3) Foyer/Letterboxes</li> <li>4) Lighting needs attention</li> </ol> <p>There was concern again expressed about the level of invoicing from our fire service contractors, particularly their after hours callout fee that some owners have found excessive. BCA will provide the Building Manager with details of an alternative fire contractor that they recommend to investigate alternative pricing.</p> <p>Daikoku landlord to be notified that they will need to deal with the issues caused by condensation or leaking from Daikoku's walk in refrigerator and freezer which has rotted the floor underneath. Photographs will attached to the correspondence and they will be given 2 months to make good the required repairs.</p> <p>BCA Ltd. to send a draft for the committee to review.</p> <p>The method prepared via Daikoku owner must be sent to committee</p>	
6.	<p><b>ACCOUNTS:</b></p> <p>The financial accounts for the body corporate for the period 01.02.18 to 30.06.18 were submitted to the meeting, discussed, and adopted.</p> <p><b>Carried</b></p>	
7.	<p><b>GENERAL BUSINESS:</b></p> <p>a. <u>Ventilation System</u></p> <p>Daikoku need to clean their ventilation system and have asked both the Building manager and the Chairman for help in arranging access for a scissor lift on the rear carpark of 152 Quay Street to facilitate this but the neighbors at 152 Quay Street have been unco-operative in allowing Daikoku access.</p> <p>There is concern that if Daikoku are not able to clean their ventilation system then this will present a fire risk to both buildings. BCA Ltd. to notify the landlord of Daikoku that they need to come up with an approved alternative methodology.</p>	
	<p>b. <u>Leak from 10C into 9<sup>th</sup> floor</u></p> <p>Dave to draft a letter with respect to the leak from 10C into the 9<sup>th</sup> floor.</p> <p>The owner of 10C must deal with the issue raised.</p>	

c. Invoices for approval

Invoices as presented were approved for payment

There was approval to pay 50% deposit for 3<sup>rd</sup> floor carpet. (Onehunga Carpets & Rugs).

d. Debit Card

There was discussion around setting up a debit card on an 02 account for the Building Manager to use for all one-off purchases from companies that we don't have accounts with rather than Dean having to pay out of his own pocket all the time and get re-imburement as at present. However after discussion it was decided not to proceed with this, Dean will continue to pay for all such items himself and get reimbursement from the Body Corporate

e. Air BnB

There was further discussion re the problems of Air BNB now that we have heard from the lawyer, the Fire Service and the Insurance Brokers and a letter will be compiled to go to all owners explaining the options for a possible rule change.

Paul McLuckie suggested a draft of one option for a rule change and there is also the option of a blanket rule change suggested by Price Baker Berridge which would capture all short term stays. Dave and Stephen will compile a communication to all owners on the Air BnB

f. Approval of quote for letterboxes

Approval was formally given for the quote and installation of the letterboxes being arranged by Paul.

g. Carpark improvements and Deferred Maintenance

There was as request from Paul to formalise a system so that costs for carpark maintenance and improvements can be addressed on an on-going basis. However it was reinforced that this is a non-Body Corporate issue and doesn't involve the committee so no committee permission is required for Paul to progress this.

h. Update on Homeless People and further Plan of Action

Tom Morton will speak to Chris Farrelly at City Mission

i. Newsletter

Draft Newsletter has been prepared by Steven Dudding  
It will just be for the owners.

j. Request from Torey for old letter-boxes

There was approval from the committee for Torey Legget to have the old letterboxes for his daughter's daycare centre, which allows them to be re-used in a practical way for a good cause and saves the BC the cost of dumping them.

	<p><u>k. Insurance Claim 11B</u> Mark Gregan – the broker – will be doing his best to expedite the claim.</p> <p><u>l. Long Term Maintenance Plan</u> Owing to lack of time after a 2 ½ hour meeting, discussion on the new Long Term Maintenance Plan will be deferred to the next meeting.</p> <p><u>m. Next committee Meeting Dates</u> Tuesday 14<sup>th</sup> August at 6.00 p.m. Tuesday 18<sup>th</sup> September at 6.00 p.m.</p>	
	<p>There being no further general business, the meeting closed at 8.30 p.m.</p>	

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**Lift Solutions Ltd.**

*Quality solutions for your lift and escalator requirements*

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Phone: (+64) 03 4200 388; Email: [lyall.senior@liftsolutions.co.nz](mailto:lyall.senior@liftsolutions.co.nz)

10<sup>th</sup> July 2018

148 Quay Street Body Corporate 64980  
C/- Body Corporate Administration  
PO Box 2322  
Auckland 1140

**Attention:** Paula Beaton

Dear Paula

**RE: 148 Quay Street Lift Condition Assessment – Fee Proposal**

Thank you for inviting Lift Solutions Ltd to provide a fee proposal for specialist consultancy services relating to the lifts located at 148 Quay Street, Auckland.

It is my understanding that there are several components to this proposal, specifically to inspect the passenger lifts and provide;

- 1) a report identifying remedial works (if any) comparing to the 2014 audit report
- 2) evaluation and advice on the existing servicing contract currently in place, and determine whether the equipment has been maintained according to contractual requirements
- 3) an asset project plan

Condition assessments (audits) have the benefit of providing the property manager and building owner with a range of services to help maximise the economic life of the equipment and ensure the lifts are in optimum condition, and provide ongoing reliability.

**Lift audits /Condition Reports**

A full lift audit will assess the current condition of the lift equipment, the service delivery levels and the service delivery gaps. This is undertaken through a review the existing service agreement, recent historical performance data for each unit and thorough onsite inspections. This work highlights any gaps there may be in the level of service being delivered from a contractual and service perspective and allows for:

- Benchmarking of the lifts condition, providing for long term comparative assessments to be made of performance, service delivery etc
- A remedial action plan to be implemented immediately, detailing work that should be actioned by the service provider, under the provisions of the existing contract. This ensures that lift is in optimal condition, and that work already paid for is completed, prior to any contract renegotiation.
- Long term financial and strategic planning for major upgrades based upon current equipment performance and projected use of the building

A full audit consists of a detailed report of the condition of the lifts; ride quality tests where appropriate; an evaluation of any other data supplied by the incumbent service provider; an assessment of the current service contract; an evaluation of service delivery levels achieved against those contracted for supply; and remedial action plan for outstanding maintenance and repairs.

An alternative to a full audit inspection is to undertake a lower level assessment (mini audit) that excludes analysis of historical data, and summarises major deficiencies, rather than providing specific details and pictures. This assessment is based upon visual inspection only.

Reports are provided to clients in hard copy and electronic formats.

It is recommended that a follow up meeting between 148 Quay Street Body Corporate 64980 and Lift Solutions is undertaken to discuss issues identified in the audit report and the next steps to maximise the value of the audit report.

#### **Remedial action plans**

Condition reports invariably highlight a range of repair and maintenance issues that have not been met within the terms of the existing contract or falls outside the scope of contracted services. These issues can result in many thousands of dollars in outstanding maintenance, so it is essential for contractual works to be completed prior to any contract renegotiation to ensure that the equipment is in optimum condition. This also ensures the owner does not end up effectively paying twice for work - once under the current contract and then factored into the new contract/upgrade works.

It is recognised that 148 Quay Street Body Corporate 64980 staff may not be in a position to manage the work due to heavy workloads. If required, Lift Solutions will assist with the management of the remedial action plan, including verifying that all work is completed on time and to an appropriate standard. Because the level of management required is difficult to determine in advance, it is most cost effective to contract this work on an hourly rate basis.

#### **Evaluation of remaining useful life**

Following a detailed inspection of the equipment, assessments can be made about the remaining life of the equipment. Of particular importance in determining the remaining life of the equipment are factors such as the environment in which the equipment operates, the actual use of the equipment, criticality of the service and the effectiveness of delivered maintenance services. This projection planning forms an important part of 148 Quay Street Body Corporate 64980 strategic planning and budget process.

#### **Service Contract**

Of equal importance is the requirement to ensure the existing contract for maintenance services meets the specific requirements of this site.

Currently, the majority of lift servicing contracts in New Zealand are contracts supplied by service providers. These contracts are very heavily biased in favour of the service provider. They tend to have numerous exclusions and 'hooks' not immediately visible to a reader who is not well versed in the lift industry. These exclusions leave the owner/manager exposed to high levels of financial risk.

It is our experience that a carefully written RFP and performance based servicing contract can result in significant financial savings over the term of the contract and minimise the level of exposure for the owner/manager.

Contracts written by Lift Solutions Ltd are written with the needs and interests of the owner/manager to the forefront. Our contracts are specific to each client and address issues such as frequency and timing of service visits; servicing records to be provided; parts supplied under the terms of the contract; obsolescence; contract type, duration and cost. They encourage fair trading and partnering for the long term between the owner/manager and the service provider.

Should 148 Quay Street Body Corporate 64980 require assistance with enhancing the existing contract, or wish to consider implementing a new contract reflective of customised specifications, this should be undertaken prior to the expiry of existing contract.

**Independent Consultants**

Many consultancies operating in the New Zealand Market today provide services such as contract and specification review and IQP inspections directly to lift suppliers, in addition to providing the same or similar services to the clients of these companies.

Lift Solutions Ltd has made an active choice not to become aligned in any way with lift companies or lift service providers, preferring instead to work directly with Owners and Managers of property containing lifts, and is thus able to remain fully independent and impartial at all times.

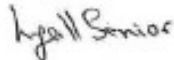
Our services are designed to assist our clients to obtain a clear and unbiased analysis of proposals offered to them by lift service providers, and to fully understand the actual status of their installed equipment.

This quotation is valid for 30 days. Written notification of acceptance of this quotation, in full or in part, is required and should include a purchase order for the work.

Thank you for inviting Lift Solutions Ltd to provide a proposal to assist 148 Quay Street Body Corporate 64980 on this project. We trust that our offer accurately reflects your needs, and we await your further instruction.

Should you have any queries regarding the content of this letter or quotation, please contact me directly on 021 472 400.

Yours faithfully



Lyall Senior  
Director  
**Lift Solutions Ltd.**



## Lift Solutions Ltd.

Quality solutions for your lift and escalator requirements

PO Box 80044 Riccarton, Christchurch 8440, New Zealand  
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### Quotation

To : 148 Quay Street Body Corporate 64980  
C/- Body Corporate Administration  
PO Box 2322  
Auckland 1140

Date: 10<sup>th</sup> July 2018

Quotation no. 00412

Attention: Paula Beaton

For: Proposal for services relating to the passenger lifts located at 148 Quay Street, Auckland, as per the attached letter.

#### Price:

##### 1. Audit / Condition Assessment

- |   |   |
|---|---|
| A. <u>Lift Condition Report (full)</u>              |   |
| - lift @ \$1,560.00 per lift x 4 lifts              | \$6,320.00  |
| B. <u>Lift Condition Report (mini)</u>              |   |
| - lift @ \$1,090.00 per lift x 4 lifts              | \$4,360.00  |
| C. <u>Asset Projection Plan @ \$325.00 per lift</u> | \$1,300.00^   |
| D. <u>Post audit meeting with BC 64980</u>          | as required at \$245.00 per hour<br>(minimum charge of 2 hours) |

- E. Remedial action plan management / Re-Inspection of Deficient Items  
As the scope of deficient items is unknown, it is recommended that works associated with any lift re-inspections are undertaken on an hourly rate basis @ \$245.00 per hour plus disbursements.

Alternatively this can be quoted once the number of deficient items has been quantified.

##### 2. Additional Works

All approved additional works to be completed as required at \$245.00 per hour plus disbursements (if applicable)

#### \*\* Please note:

- ^ based on the assumption that Items 1A or 1B have been completed
- Costs associated with project variations have not been allowed for in this proposal and would be charged additionally
- It is envisaged that each component of works would be invoiced progressively as tasks are completed
- This quotation is valid for 45 days from the above date and all prices are plus GST

This Quotation is subject to Lift Solutions Ltd Standard Terms of Trade