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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, 3rd Floor, 115 Queen Street, Auckland City on Tuesday 14th August 2018 commencing at 6.00p.m.

PRESENT: As per Attendance List:
David Brady, Stephen Dudding, Paul McLuckie, Thomas (Tom) Morton, Alan Penny and Andrew Sains.
Glenn Kwok representing Body Corporate Administration Limited as secretary.

Also in Attendance: Dean Mulligan (Building Manager)

	Minutes	Action Point
1.	**CHAIRMAN:** Paul McLuckie chaired the meeting.	
2.	**APOLOGIES:** There were no apologies received.	
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, 3rd Floor, 115 Queen Street, Auckland City on Wednesday 11th July 2018 commencing at 6.00 p.m., were taken as read, approved, accepted and adopted as a true and accurate record, subject to the following amendments: <u>Amendments</u> 7(e): one sentence is to be deleted. 7(g): add the following: "progress this with the carpark owners".	**BCA Ltd**
4.	**BUILDING MANAGER'S REPORT:** It was agreed that the Building Manager's Report be read in the Committee members' own time and that they revert back to Paul with any comments.	Committee

5.	**ACCOUNTS:** The financial accounts for the body corporate for the period 1.10.2017 to 7.08.2018 were submitted to the meeting, discussed, and adopted. **Moved: Stephen Dudding** **Seconded: Tom Morton** **Carried** Stephen will contact the auctioneers to see if Unit 2H was sold, as the Committee was unhappy that whilst the apartment is so much in arrears with Body Corporate levies the Crown Prosecutors had not accepted the highest bid at the auction and that it was passed in.	**Stephen Dudding**
6.	**INVOICES FOR APPROVAL:** All invoices presented on the schedule were approved for payment. It was noted that when Onehunga Carpets were replacing the carpet on the western annex on the 3rd floor they hit enormous problems because the old carpet was not glued to the concrete floor as would have been expected but was actually glued on top of the original vinyl from when the building was first built which was disintegrating. So all the old vinyl had to be ground off and the concrete floor filled and levelled which involved additional cost Onehunga Carpets confirmed that there was no asbestos in the original vinyl which backs up a letter found in the archives from 1999 which verified that all asbestos had been removed at that time. **Moved: Paul McLuckie** **Seconded: Alan Penny** **Carried**	
7.	**RESOLUTION FOR APPROVAL FOR TRANSFER $130,625 TO A TERM DEPOSIT AND $60,000.00 TO THE BONUS ONLINE SAVER ACCOUNT:** Given the healthy state of the transaction account currently and after analysing projected case flow over the next few months it was resolved that we transfer $130,625.00 (being last years LTMF contribution less the projected cost of the letterboxes) to a term deposit and $60,000.00 to the online saver account in order to maximise the interest on available funds not currently needed. **Moved: David Brady** **Seconded: Stephen Dudding** **Carried**	
8.	**REVIEW OF ONETIME DISCOUNTS FOR THOSE WHO PAY LATE:** One owner paid their levy some days late but still deducted the discount, it was questioned whether this should be allowed. It was questioned as to who will have discretion and make these decisions, and whether the Committee needs to be involved or if there is willingness to delegate this to BCA Ltd with the Committee then reviewing if necessary. BCA Ltd was delegated to exercise their discretion re on-time discounts with any disputes being referred to the committee. **Moved: Tom Morton** **Seconded: Stephen Dudding** **Carried**	

9.	**COMMERCIAL SHORT TERM LETTING REPORT AND DISCUSSION:** A long discussion was held about the problem of short term commercial accommodation and the risk that insurance cover could be declined as our broker had advised might be a risk. Glenn noted that already Vero and NZI are making use as commercial short term accommodation a material fact that has to be disclosed and if not disclosed (i.e. if an owner hasn't let the Body Corp know) then there is a risk that a claim could be declined. Dave has worked up a survey which will be presented to all owners to ascertain their views as to how they feel about the use, whether they think that it affects their security and safety and where they think we should go next.	
10.	**TOTAL ACCESS SAFETY LINE FIXINGS, AS PER PREVIOUS PROPOSAL SENT:** There was discussion about a proposal by Total Access to install safety lines around every floor of the whole building for around $135,000 which would permanently eliminate the need for scaffolding when painting the building (thus saving an estimated cost of some $300,000 each time) and also be permanently available for any other work needed (e.g. repairing current spalling on the window ledges, owners replacing windows etc). Paul is to get more information from the suppliers	**Committee**
11.	**SPALLING ISSUES AND REPAIRS:** There was discussion on the repairs needed to repair concrete spalling on the window ledges and some spandrels before painting can be started. It was noted that whilst an abseillor can easily paint the outside of the spandrel panels, because of the drop danger if they lose their footing abseillors can not easily or practically paint the window ledges or inside the spandrels or repair the spalling on the window ledges or do any other work inside the spandrel panels, any such work must be done by use of either scaffolding or the proposed safety lines	**Alan Penny**
12	**PAINTING** There was further discussion as to the timing of repainting the building and it was noted that it is most likely too late to do this in early 2019. Paul is firmly of the opinion that any such discussion should be delayed until a decision is made as to whether or not to install the safety lines as proposed by Total Access for ready use at any time for any other maintenance including painting or to spend around $300,000+ on scaffolding each time the building is painted Alan will approach two painting companies. It was resolved to if possible repair and paint in full by the end of summer 2020. **Moved: Stephen Dudding** **Seconded: David Brady** **Carried**	
12.	**CARPET IN OTHER FLOORS:** With the carpet in the western annex of the 3rd floor having been replaced and it being found that the wrinkled carpet on other floors is not able to be repaired and re-stretched but needs replacement then it had previously been considered to start a floor by floor replacement over the next few years. However as Onehunga Carpets came up with a quote of only $11,114 for the foyers on all upper floors (4, 5, 6, 7, 8, 10 and 11) then it was resolved to replace carpet on all floors at once subject to Paul	**Paul McLuckie**

	getting a quote for the lobbies at the western end of floors 2 & 3 (which had been left off the quote) which Paul estimated would be around $2,000 *(NOTE: This quote for these two floors has since come in and it is $2,063.91)* The replacement carpet is to be laid on 10mm underlay with smoothedge (rather than being glued to the floor as currently) so will therefore be able to be easily re-stretched in future if wrinkles develop.	
13.	**POSSIBLE NOISE TRANSFERRENCE IF NOISY OWNERS/TENANTS MOVE IN:** An owner had written to BCA (forwarded to the committee) expressing concern that if a noisy person moved in above them then noise might carry into their apartment and they were wondering what if anything they could do about this if this ever did happen in the future. A proposed reply from the committee was approved and authorised to be sent *Note: Since the meeting but before these minutes were finalised representatives of the committee have been working with Alan Mummery to get his expertise and knowledge regarding sound insulation matters codified for future reference.*	
14.	**ONCHARGES FOR BUILDING SYSTEMS:** Owing to lack of time the revisiting of on-charges for building systems in apartments (regarding a complete change of policy and potential problems) that was not discussed at the last meeting was again deferred for later discussion.	
15.	**UNIT 11D CEILING REPAIRS:** Unit 11D has experienced a number of leaks over the last few years. Dean and Paul elaborated that the problem is with inadequate flashings around the skylights and as this is the fourth occasion in as many years then it was resolved to install proper flashings around the skylights and accept the quote for $1,150 + GST for the internal repairs to unit 11D, but not to do so until new flashings are put on the skylights. *Note: Since the meeting the owners of both 11D and 11A have come back that they would be happy for the skylights to be permanently removed and roof re-instated over this area and they will each pay for making good the ceilings in their own apartments (which currently have cut-out shafts for the skylights). This will permanently fix this on-going problem.*	
17.	**FOYER LIGHTS REPLACEMENT AS DISCUSSED IN THE LTMP:** There was discussion over replacing all the foyer lights with LEDs and re-instituting the strip lighting. It was agreed to start with the ground floor lights as this was the darkest area most needing improved lighting as the initial entry point to the building, and also to re-institute the strip lighting on the ground floor to "lift" the ground floor. A decision will then be made as to whether it is worthwhile re-instituting the strip lighting on the other floors concurrently with replacing the down lights on each floor. Two quotes were considered for the work on the ground floor and it was resolved to accept Fluid Lights Ltd.'s quote for replacing the downlights with dedicated LED's for $1,963.51 and also re-instituting the strip lighting for $2,384.99 + GST. It was also resolved that Dean project manager the whole foyer area – clean the ceilings, replace the lights and paint the walls.	**Dean Mulligan**

18.	**FULL FLOOD GAS SYSTEM FOR BASEMENT:** Discussion was deferred.	
19.	**FOYER & LIFT FLOOR REFURBISHMENT:** Dean provided a quote from Slique for the overdue refurbishment of the foyer and lift floors. The quote from Slique to grind and polish the granite tiles in each lift and the ground floor lobby area for $2,250 (with a further possible $1,501 for deep dirt extraction and stain guarding if considered necessary by Dean after further discussions with Slique) was discussed and accepted.	**Dean Mulligan**
20.	**MANAGER'S CONTRACT:** The contract is up for renewal on 1st September and it was agreed that Paul discuss the renewal with Dean with appropriate increases in mind.	**Paul McLuckie**
21.	**LIGHT FOOD AT BCCMS:** As committee meetings are currently running till approx 8:30pm then it was resolved that $50.00 be set aside each meeting to meet expenses for light food. **Moved: Tom Morton** **Seconded: Paul McLuckie** **Carried**	
22.	**NEXT MEETING:** The next meeting is to be held on Tuesday 18th September 2018.	**BCA Ltd**
	There being no further general business, the meeting closed at 8.15 p.m.	
	Points to be actioned: • BCA Ltd is to amend the Minutes of the last BCCM as per Resolution 3. • BCA Ltd is to send a reply to the owner re possible sound issues in future. • BCA Ltd is to note the date of the next BCCM.	

Painting access for 148 Quay Street

As you are all no doubt aware we have been investigating various methods of providing access for the painting of the building in the coming year or two.

Because of the unique design of 148 Quay with the spandrels that stick out so far then none of the normal methods of access for painting or other work that other buildings can use (scaffolding, adseilling or swinging stages/ BMUs etc) really work for us, all of the options so far considered have various advantages and disadvantages as follows.

(1) As you are aware I have been investigating options of Swinging Stages and building maintenance units (BMU), which have the advantage of always being available for future work once installed, but for various reasons they don't seem to be practical with our building.

The main problem is that because of the distance that the spandrels stick out from the building then any such swinging stage or BMU has to be outside this (with sufficient clearance so that panels are not damaged and cannot be swung against the building in a gust of wind), and then work cannot be done inside the spandrels and close to the windows.

This could possibly be overcome by some sort of attachment to attach the stage or BMU to the window ledge and then a barrier that swings down to form a floor, (at the same time that others swing out to provide end rails) but there would no doubt be severe H & S issues to get that passed, and then the area under this floor could not be accessed for painting or maintenance.

Also because they are such a limited size then they would greatly increase the time taken to do any painting or other work because they would have to be continually lifted or lowered so that they could be moved along to the next section.

(2) Scaffolding has been thought to be the optimal method. However scaffolding suffers from severe disadvantages as follows:

(a) Not the least the extreme cost, estimated to be between $200,000 and $300,000 or more each time

(b) Some or all of the glass panels in the canopy would have to be removed, which by the time they were taken out, trucked away to storage somewhere, storing them offsite and then bringing them back to re-insert them then this could very easily add another $100,000 to the cost of the scaffolding once traffic control etc was covered

(c) This cost and removal of glass panels etc would have to be repeated every time scaffolding was erected

(d) The temporary nature of the scaffolding means that all work would have to be co-ordinated to all happen at once, which doesn't allow for any subsequent work if any touch-ups are needed (for instance if the treatment of rust patches was not properly done in one area, or other patches pop up, or apartments are sold and new owners want to replace windows, or it becomes evident that the BC has to do any other repairs etc etc)

(e) If any work ran over time or hit unforseen problems or bad weather etc then the hire costs of the scaffolding can also become significant

(f) Also I'm not sure that scaffolding could actually achieve the purpose given modern health and safety standards, because it suffers the same disadvantages as swinging stages and BMUs do because of the unique design of 148 with the spandrels.

Because the scaffold would have to be built with sufficient clearance outside the spandrels so that the spandrels can be painted then this leaves a gap of some 500 mm – 600mm between the scaffolding and the edge of the building through which a worker could easily slip..

The only way to overcome this would be by either cantilevering supports into that space with planks over them or having supports that actually rest on the window ledge. In the former case if they went close enough to the spandrels to stop someone's foot falling through and getting broken then there would not be sufficient room to be able to paint that edge of the building, and the latter case where the supports are resting on the window ledge they could not be painted under at all. And either option would considerably increase the cost of scaffolding compared to a normal installation.

(3) I have also investigated painting the building by abseilers which provides considerable cost savings (in the order of $150,000 for the whole job) but the reservation has been expressed that abseillers could not get into the window ledges and under the spandrels properly, a point that I agree on.

(4) However there is one further option that has just come to light which I believe overcomes all the disadvantages of all the above – please see below and attachments.

This is a proposal by Total Access to put certified safety anchors (similar to those that they have just installed on the outside of the spandrels on the western annex) onto every column at every level (so a total of approx 152 anchors) with Mansafe "Latchways" fall protection lines running round the whole building just under the top of the spandrels through these supports as per their sketch plan in the quote below

This would mean that any worker (not just abseillers) could just clip on a safety line and then have unlimited access along that side of the building at that level.

This system has several advantages as follows:

(a) Not the least of which is cost. At approx $135,000 the one off cost would be approximately one-third to one-half of the cost of just one scaffolding erection.

(b) Just to reinforce the point, this cost is only a one off whereas the cost of scaffolding needs to be repeated every time painting or any other outside work is contemplated

(c) There is no need to interfere with tamper or remove the glass panels of the canopy every time the building is painted as there would be if

scaffolding was used, which as noted counting all costs and traffic management could well mean a further approximately $100,000 in costs saved every time that the building is painted

(d) There is nothing such as scaffolding pipes and planks restricting access to any areas so a much better job can be ensured

(e) As an aside here as part of the recent review of all the outside panels we found myriad holes drilled in the ledges outside windows and not properly sealed. Apparently these were holes drilled to fix the scaffold to on the building during the previous paint job and because they could not be properly sealed once the scaffold had been removed then every one of them is a now potential spalling problem in the future because of the way that they allow water ingress into the concrete (and salty water when we have strong northerly blows, which can be devastating for reinforcing steel in the concrete)

(f) The safety lines once installed are available 365 days a year for evermore for any future maintenance requirements apart from painting e.g. replacing window seals, any future maintenance on the ledges if any repair was not done properly or needs re-doing in a few years or any new areas of spalling arose, any other work outside the windows, owners replacing windows, structural inspections at any time in the future and anything else that comes along that needs either repair or looking at by engineers etc.

(g) Because abseilers are not needed for the coming minor repair work on the window ledges then for this work on the ledges and inside the spandrels we can get properly qualified and experienced Sika or Fossrock applicators to properly attack any areas that need doing, rather than relying on abseillers who do not have the same experience (as they are not doing this work all the time as licensed Sika or Fossrock applicators are) so we can expect a much better and more permanent job.

All that would be required would be to make sure that any Sika or Fossrock applicator doing the work was qualified for working at height, and if not then maybe pay for a one day course for them.

(h) Because the facilities are permanent and available at any time then any work (including painting) can be staged and only be done when needed rather than being done prematurely and unnecessarily to fit in with the schedule of when scaffold happens to be erected.

For instance the most critical phase of the painting at the moment is the outside window ledges where there is a bit of spalling and flaking paint because they get the most sun and salt water sitting on them (and also sealing of all the extraneous holes as noted above).

If the safety lines were installed, then this work could be done next summer and the ledges repainted so that

(i) The areas most needing doing now are done now and
(ii) we will then be able to ascertain the quality of the workmanship in those repairs before maybe getting another coat of paint in 2-3 years when the spandrels are done.

The next job that needs doing but on a different schedule (the outside of the spandrels) could be done when they needed doing in approximately 2 to 3 years by abseillers, without the huge cost of erecting scaffolding first

And finally the insides of the spandrels and the area above the windows which never see either sun or rain and so still have many years of life left in them and could probably be safely left for at least 5 years or so can be done when needing to be done by use of the new safety lines.

(i) If this above staged procedure is followed over the coming years by only painting various areas (which each have needs for different schedules) when necessary rather than doing unnecessary painting of areas that don't need it purely to fit in with doing everything at the same time as scaffolding would enforce (or even worse painting of the whole building being done prematurely because of one or two bad areas), then the cost savings will amount to further hundreds of thousands of dollars over the coming years.

(j) There is also the possibility that it could be a lot cheaper for window washes than currently because no abseilling would be needed – building washes would still need abseilling but window washes possibly not

This method of access for cleaning and maintenance etc was obviously the intention when the building was first built because I am sure you have all seen the steel rails that are mounted on brackets above all the original windows. These rails were obviously for workers who needed to work on the outside doing painting or any other maintenance etc to be able to clip to as a safety line.

However with steel brackets being mounted onto aluminium windows and the resultant electrolytic action causing severe corrosion over the years then they would not meet modern health and safety standards, indeed they are now so corroded that I doubt they would meet any standards including those in force at the time they were installed.

Indeed they are actually very dangerous because if someone was working on the ledge on the outside of the building (as I understand that people have from time to time, relying on the inside of the spandrels at shoulder height to support them) and lost balance and grabbed one of those rails to prevent falling, the severely corroded rails could easily come off in their hands resulting in certain death.

For the above reasons I believe that this method of "Latchways" safety lines all round the building as proposed by Total Access has so many advantages over the other options considered of scaffolding, abseiling, swinging stages or BMU etc that I believe that we should seriously consider installing them on the building as soon as possible (preferably before summer) so that they can be used to totally remediate and paint the ledges all round as soon as possible (preferably this coming summer) and then be able to be used for all future painting and any other exterior work on the building.

TotalAccess
CONSTRUCTION HIRE EQUIPMENT

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ACCESS MACHINES INDUSTRIAL ABSEIL SCAFFOLDING

12th July 2018

Attn: Dean
Ph: 027 495-4065
manager@148quaystreet.co.nz

Quote: HT232
Site: 148 Quay Street, CBD, Auckland.

SCOPE OF WORKS: INSTALLATION OF LATCHWAYS FALL ARREST SYSTEMS

- Supply Height Technicians to install, test, tag & certify 7 x 110 meter Mansafe fall protection lines running around the full perimeter of the upper levels and 3 x 121 meter Mansafe Latchways fall protection lines running around the exterior of the lower three levels for safe access and remain 100% protected against falling during maintenance and service operations.
- The anchors will be M12 threaded rods chemically set in to each of the concrete Columns.
- Supply 4 x Latchways Transfastners which travel horizontally along the systems passing over the intermediate anchors without disconnection.
- Supply Producer Statement's 1 and 4 for lifeline from Structural Engineer to ensure building compliance.
- Initial site visits by the engineer for the PS1, Design.
- Supply the client with Certificates of Conformity & Compliance & User Instructions for the installed systems.
- Supply appropriate H&S documentation prior to works commencing.
- These fall arrest lines will require annual inspection and certification by the installers.

Materials & Transfastners: $73,150.32
Labour & Travel: $59,360.00
Engineer: $2,800.00

$ 135,310.32+ GST
Includes all labour, materials, certificates & travel.

OPTIONAL:

SCOPE OF WORKS: Annual Re-Certification of Roof Anchors

- Supply Heights Technicians to inspect, load test and tag all Safety Lines and Abseil Anchors on the exterior elevations of the building.
- Supply Certificate of Conformity.

$1,520.00 + GST per annum
Includes all labour, materials, CoC & travel.

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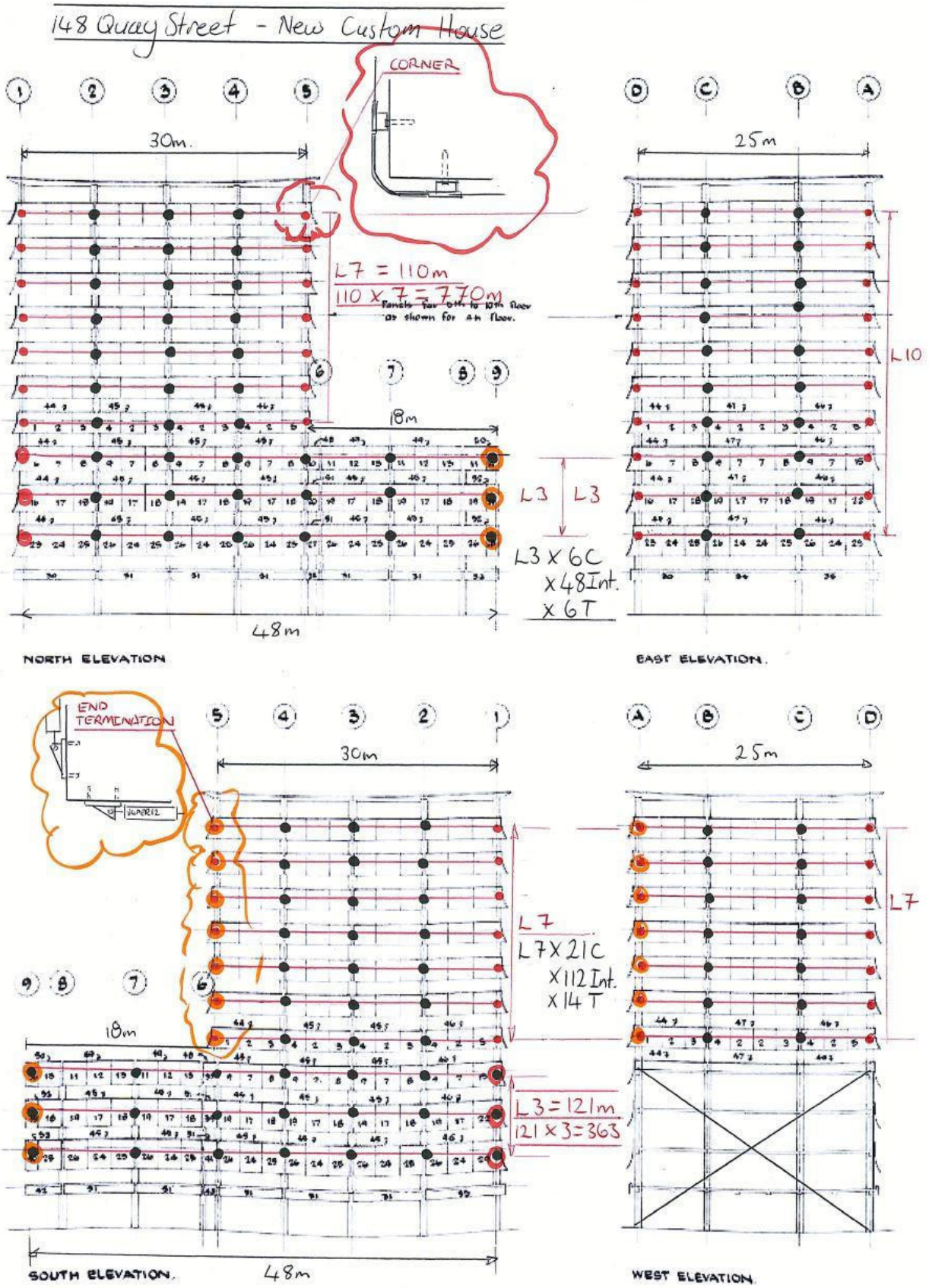
148 Quay Street - New Custom House



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Terms & Conditions

Total Access will require one onsite car park for a Total Access vehicle whilst works are in progress.

Pricing is exclusive of GST, Total Access Ltd standard Terms and Conditions apply and should be read in conjunction with this price estimate.

We have allowed for basic isolation areas cones, safety arms and signage.

We have not allowed for any other public protection such as Traffic Management, Boarded Scaffold canopies & Road / Pathway Closures. These can be implemented at additional costs if requested.

A purchase order or written confirmation of job will be required in order to confirm a start date and proceed with works.

Any other remedial jobs requested to be carried out whilst on site, will be charged at our standard hourly rate as a variation to this quotation.

Any down time on site due to gaining access or circumstances out of our control will also be charged at our standard hourly rate.

This quotation remains valid for 30 days from the date above after which a revised quotation maybe necessary. All quotations are based on 'no retention clause' unless otherwise specified.

Troy Allison | *Operations Manager*

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