

## MINUTES OF BODY CORPORATE COMMITTEE MEETING

### BODY CORPORATE No. 164980

#### PROPERTY AT: 148 Quay Street, Auckland Central

A **BODY CORPORATE COMMITTEE MEETING** of this body corporate was held in the offices of Body Corporate Administration Limited, 3<sup>rd</sup> Floor, 115 Queen Street, Auckland City on Tuesday 18<sup>th</sup> September 2018 commencing at 6.00 p.m.

**PRESENT:** As per Attendance List:  
 Stephen Dudding, David Brady, Alan Penny, Paul McLuckie & Andrew Sains.  
 Paula Beaton representing Body Corporate Administration Limited as secretary.  
 Also in Attendance: Dean Mulligan (Building Manager) and Troy Allison (Total Access Limited) attended for part of the meeting.

	Minutes	Action Point
1.	<b>CHAIRPERSON:</b> Paul McLuckie chaired the meeting.	
2.	<b>APOLOGIES:</b> Apologies were received from Tom Morton (Unit 2C) <b>Carried</b>	
3.	<b>MINUTES OF PREVIOUS MEETING:</b> The Minutes of the Body Corporate Committee Meeting of this body corporate held in the offices of Body Corporate Administration Limited, 3 <sup>rd</sup> Floor, 115 Queen Street, Auckland City on Tuesday 14 <sup>th</sup> August commencing at 6.00 p.m., had been circularised for approval, however because they were first circularised so close to the meeting then committee will review over the next 2 or 3 days and get back with any comments . <i>Note: Since the meeting then the committee have approved the minutes as presented</i>	
4.	<b>ACCOUNTS:</b> The financial accounts for the body corporate for the period 1.02.2018 to 31.08.2018 were submitted to the meeting for adoption. A credit control report was circularised to all committee members.	

5.	<p><b>BUILDING MANAGER'S REPORT:</b></p> <p>The Building Manager's report for the month was presented and committee members will absorb over the next 2 or 3 days and come back to Dean with any queries</p>	
6.	<p><b>GENERAL BUSINESS:</b></p> <p>a) <u>Total Access Safety Line Fixings</u>        Troy Allison from Total Access Limited attended the meeting to speak to the Committee on the subject of safety line fittings. The Committee would continue to review the options.</p> <p>b) <u>Notification to Owners of Drug Detector Dog Report</u>        The first drug detector dog sweep had produced a successful outcome for the building with only one apartment showing any indication, a very good result.</p> <p>c) <u>Clarification of End of Year and Levy Dates</u>        Paul queried as to the implications of the new 3 times a year levies which now means that the final levy will be after the end of the financial year of 31<sup>st</sup> January i.e. during the financial year we will have full expenses but only be showing 2/3 of budgeted income.         Paula confirmed that this is not a major, that it can be accrued and allowed for in the annual accounts.         There was discussion that it would be better if all levies were in the financial year so next year the dates will be adjusted back to try to get all levies into the financial year.         The problem is that the 3 levies per year was done after feedback from some owners about the difficulty of levies a couple of days before Christmas which was the worst time of the year given all the expenditure that many people have at Christmas, but having the final levy before the end of the financial year will mean that it would have to be due on the 15<sup>th</sup> January which could be just as bad or even worse.         We will have this as a subject to discuss at the next AGM to gauge what owners think.</p> <p>d) <u>Front Door</u>        The front door failed on the day before the meeting. Autodoor showed Paul and Dean how the wiring and components are very badly corroded because of the marine environment and likely to fail at any time if we keep repairing it.         A temporary repair was done to last until the following morning when it could be looked at further but failed almost immediately so the door was open all night and we had to employ a security guard for the night.</p>	<p><b>BCA Ltd</b></p> <p><b>BCA Ltd</b></p>

	<p>Autodor Services Limited gave a the quote of \$3,625.00 excluding GST for the supply and installation of a new motor, controller, battery, idler and belt reusing existing sensors. This quote was accepted and Autodoor will be asked to implement the replacement as soon as possible.</p> <p>e) <u>Invoices for Approval</u>        Invoices were presented for approval and approved</p> <p>f) <u>Foyer</u>        The front of the foyer is already being painted by Auckland Professional Painters Limited.         Dean and Paul queried as to whether we should not get the rear of the foyer (by the commerce street entrance) done at the same time at the quoted cost of \$650. This was approved as well as the wall beside the lifts as an extra.   <i>Note since the meeting this painting has been completed and we hope that everyone is happy with the result, combined with the new LED lighting, the new letterboxes and concealed lighting it has certainly given the whole foyer area a lift.</i></p> <p>g) <u>Colour of the Foyer Carpet for the rest of the Building</u>        There was agreement that "Lampton Quay" Mollusc carpet be used throughout the rest of the building although the third floor eastern foyer will have to be the same colour as the new carpet just laid in the west corridor (Lampton Quay "Rocky").</p> <p>h) <u>Ventilation System Timer</u>        The motor varies between two speeds and the digital timers keep losing their program despite a new one having recently been installed, so the programmable digital timer was replaced with an analogue timer and is now operating as designed.</p> <p>i) <u>First Fire Quote</u>        First Fire Systems Limited provided a quote for a total amount of \$4,562.05 for shortcomings found during the annual survey The go ahead was given for this quote to be accepted, and the amount is to be oncharged to the appropriate units.</p>	
	<p>j) <u>Short-Term Let Issue Updates</u>        The Committee is to come back with Committee Minutes and Accounts, and report to owners on the Short-Term Let Issue, which will be placed on the agenda for the next meeting.</p> <p>k) <u>Letter to Mr Chang of Unit A (Aotea Gifts)</u></p>	

	<p>Dean presented a mock-up of a sign that is apparently being sought by Aotea gifts but had not been presented as an application to the Committee</p> <p>BCA Ltd is to prepare a letter to the owner of Mr Chang (owner of Unit B to explain) that if any sign is sought then a formal application must be made to the committee but it was discussed about the difficulty of setting a precedent, that the committee can't really approve it and it would have to go to an AGM and Paula commented that based on precedents in other buildings legal fees to allow it even if agreed by the majority of the owners would most likely be in the range of \$20,000-\$40,000</p> <p>l) <u>Suggested Timing for Committee Documentation Each Month</u></p> <p>To avoid documentation arriving so close to the meeting each time without time to assimilate then a suggested timeline was discussed as follows:</p> <ul style="list-style-type: none"> <li>- By the 6<sup>th</sup> BCA Ltd cuts off invoices from creditors</li> <li>- 7<sup>th</sup> BCA Ltd supplies invoices for approval</li> <li>- 7<sup>th</sup> – 8<sup>th</sup> The Chairperson sends to Dean for approval, Dean approves and alterations are made as needed</li> <li>- 8<sup>th</sup> – 9<sup>th</sup> Invoices approved by Dean and sent to rest of committee</li> <li>- 11<sup>th</sup> Approval from rest of Committee, invoices finalised and BCA advised to go ahead.</li> <li>- 14<sup>th</sup> BCA Ltd issues draft financials as per Committee's instructions. Credit control report is also to be tabled.</li> </ul> <ul style="list-style-type: none"> <li>- <u>At least 3 working days before meeting</u> we get draft agenda and attachments to BCA</li> <li>- <u>At least 1 day before meeting</u> (but preferably 2 days before) BCA sends out final agenda.</li> <li>- <u>After meeting:</u> BCA sends out draft Minutes no more than 10 days after meeting.</li> <li>- There was discussion that 2 days before the meeting was still too close to the meeting and that it should be at least 5</li> </ul> <p>Paula agreed that BCA could work within that timetable</p> <p>m) <u>Next BCCM</u></p> <p>The next BCCM will be held on Thursday 18<sup>th</sup> October 2018 commencing at 6.00p.m. The agenda to be sent out by 11<sup>th</sup> October if possible, with the exception of the Financials.</p>	<p><b>BCA Ltd</b></p> <p><b>BCA Ltd</b></p>
	<p>There being no further general business, the meeting closed at 8:00 p.m.</p>	
	<p>Points to be actioned:</p> <ul style="list-style-type: none"> <li>• As per 6e), BCA Ltd is to note the date for the next BCCM and that an effort would be made to get the agenda out by 11<sup>th</sup> October, with the exception of the Financials.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Autodor Services Limited to be given the go ahead to install the new motor, controller and wiring for the quoted cost at \$3,625.00 + GST.</li> <li>• Auckland Professional Painters Limited to be given the go ahead to paint the Commerce St eastern foyer as per the quote of \$650.00 + GST and paint the wall around the lift doors at the same time that they paint the entry foyer.</li> <li>• BCA Ltd is to give the go ahead to First Fire Systems Limited for the quote of \$4,562.05, and the amount is to be oncharged to the appropriate units.</li> <li>• The Committee report to owners on the Short-Term Let Issue, will be placed on the agenda for the next meeting.</li> <li>• BCA Ltd is to prepare a letter to Mr Chang (Owner of Unit A) to explain that there was no approval for what is considered a form of application for the signage which says “Aotea Souvenirs”. This letter is to be sent to Stephen Dudding and Dean Mulligan for approval.</li> <li>• BCA is to follow the timeline for committee documentation every month.</li> </ul>	
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