

<p>a. <u>Foyer Ceiling Tiles</u></p> <p>The Committee expressed gratitude for Dean Mulligan’s great effort in cleaning the ceiling tiles in the foyer.</p> <p>Dean Mulligan will invoice the Body Corporate for 16 hours work by his cleaner.</p> <p>b. <u>Invoices for Approval</u></p> <p>The Wiltek invoice will be noted on the next schedule as Wiltek had agreed to a reduced charge for building in the recesses at the front of the building.</p> <p>c. <u>Invoice Schedule</u></p> <p>The Invoices for payment were approved by the Committee:</p>	
<p>6. GENERAL BUSINESS:</p> <p>a. <u>Update on Long Term Maintenance Plan</u></p> <p>The draft amended Long Term Maintenance Plan has been received from Opus.</p> <p>As the job of reviewing all the items on this plan is too much to cover in a normal committee meeting then the Committee will have a separate meeting to review the draft Long Term Maintenance Plan.</p> <p>The meeting will be held on Tuesday 6th November 2018, commencing at 6:00 p.m., in the offices of BCA Ltd.</p> <p>b. <u>Lift Audit</u></p> <p>BCA Ltd. would continue to pursue the audit from Lyall Senior.</p> <p>Kone Lifts to be asked by BCA Ltd. for a full copy of the Vertran’s Report.</p> <p>c. <u>Aotea Gifts Sign Application</u></p> <p>Aotea Gifts have requested permission to hang an advertising sign under the canopy BCA Ltd. to notify the owner of the Unit (Mr and Mrs Chan), that the Committee had no authority to give approval as this would be infringing on common property. It would require a designated resolution and the owners would need to request a general meeting – and this would also involve the designated resolution process which involves notifying all mortgagees.</p> <p>BCA Ltd. would explain to Mr and Mrs Chang that the tenant had contacted BCA directly and letting them know that they may wish to put this on the agenda for the next AGM.</p>	<p>BCA Ltd. BCA Ltd.</p> <p>BCA Ltd.</p>

<p><u>d. Daikoku Application for Toilet Renovation</u></p> <p>Daikoku have requested permission to repair their toilet area.</p> <p>Daikoku via their landlords would be notified that the Committee had no objection.</p> <p>Concern was also expressed that they have taken no remedial action with respect to rotting under their freezer room despite the Building Manager and the Body Corporate Manager pointing out the necessity and it will need a specific timetable.</p>	<p>BCA Ltd.</p>
<p><u>e. Welcome Packs</u></p> <p>There have been a few occasions recently where new tenants have moved into the building without Dean having been notified and therefore the tenant not having received a welcome pack and BC rules and therefore not knowing how the building works and where to put rubbish etc.</p> <p>An update is to go out to all owners and property managers explaining that whenever a new tenant is confirmed for the building the tenancy agreement must have a copy of the Welcome Pack attached to it and the tenant is to sign that they have read it.</p>	<p>BCA Ltd.</p>
<p><u>f. Long Term Maintenance Plan Meeting Agenda</u></p> <p>On the agenda for the Long Term Maintenance Plan meeting, there will also be an agenda item to seek committee approval of the survey for commercial short term accommodation.</p>	
<p><u>g. Code of Conduct for the next Committee Meeting</u></p> <p>A draft Code of Conduct with edits will be placed on the agenda for the next committee meeting.</p>	
<p><u>h.</u></p> <p>It was agreed that the annual planner would be prepared and adapted as a skeleton and that each incoming committee would prepare an annual planner. The planning would normally take place in the second meeting of the year.</p> <p>It was noted that the minutes would continue to contain action points and a timeline.</p>	
<p><u>i. Auckland Transport Matter</u></p> <p>There was discussion about whether the committee should take a proactive process of engagement with Auckland Transport prior to any formal (and expensive) planning hearing relating to the seawall; and if so whether this is to be delegated to Stephen Dudding for actioning and reporting back.</p> <p>Paul, Stephen, Dave, Tom and Dean will meet with Auckland Transport and their engineers to work out whether to process with a hearing or withdraw the Body Corporate objection.</p>	

	<p><u>j. Owner Feedback on Foyer Lighting</u></p> <p>Given the feedback from some owners about the new foyer lighting now being too bright and others that it wasn't bright enough then it was resolved that:</p> <p>(i) there will be a moratorium on any further changes to the foyer lighting for 3 months whilst owners get used to the new level of illumination and</p> <p>(ii) Dimmers will be installed to allow a period of controlled change of illumination levels.</p> <p><u>k. Paul McLuckie and Dean Mulligan's Report of the New Roof Tank Overflow Alarm System</u></p> <p>The new roof tank overflow alarm panel has been completed and a quote from BDR to connect it to the main alarm system of \$485 has been accepted and will be happening in the near future. The agreed protocol is that if the existing basement Sump alarm or the new Roof Tank Overflow Alarm is activated, as well as the Building Manager and Chairperson being notified as at present, in case neither of them are available then a service provider to be appointed would also be notified.</p> <p><u>l. Painting</u></p> <p>Allan Penny's efforts in looking at painting and access options would continue. His efforts were greatly appreciated.</p>	
7.	<p>There being no further general business, the meeting closed at 8:45 p.m.</p>	
	<p>Points to be actioned:</p> <ul style="list-style-type: none"> • BCA Ltd. will continue to pursue the audit from Lyall Senior. • BCA Ltd. to ask Kone Lifts for a full copy of the Vertran's Report. • BCA Ltd. will explain to Mr and Mrs Chang that the tenant had contacted BCA Ltd. directly and advise them of the procedure for signage. • BCA Ltd. will explain to all owners and property managers that whenever a new tenant is moving in the tenancy agreement must have a copy of the welcome pack attached and the new tenant must acknowledge that they have read it. • BCA Ltd. to put an agenda item on the agenda for the Long Term Maintenance Plan meeting to seek committee approval of the survey for commercial short term accommodation. • BCA Ltd. will put a draft Code of Conduct with edits will be placed on the agenda for the next committee meeting. 	