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Body Corporate Administration Limited > Body Corporate Secretary under Unit Titles Act 2010

# 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, 3<sup>rd</sup> Floor, 115 Queen Street, Auckland City on Tuesday 20<sup>th</sup> November 2018, commencing at 6.00 p.m.

PRESENT: As per Attendance List:

> Paul McLuckie, Stephen Dudding, Tom Morton Alan Penny, Andrew Sains and David Brady.

> Paula Beaton representing Body Corporate Administration Limited as secretary. Also in Attendance: Dean Mulligan (Building Manager)

	Minutes	Action P
1.	CHAIRPERSON: Andrew Sains chaired the meeting.	
2.	APOLOGIES: There were no apologies	
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 <sup>rd</sup> Floor, 115 Queen Street, Auckland City on Thursday 18 <sup>th</sup>	
	October 2018, commencing at 6.00 p.m., were taken as read, approved, accepted and adopted as a true and accurate record, subject to a few amendments:	
	'Alarm would go off and 3 parties to be notified simultaneously the company would be notified i.e.	
	Dean, Paul and Fleet would be notified simultaneously via text'	
	Tom's name to be removed as a committee member assisting with painting.	
	Matters Arising	



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	BCA Ltd. to obtain a copy of the Fleet Service agreement and circularise to the committee	
	Moved: Paul McLuckie Seconded: David Brady Carried	
	BUILDING MANAGER'S REPORT:	
	This was tabled at the meeting.	
4.	INVOICES FOR APPROVAL:	
٦.	All invoices approved apart from a \$805 invoice from First Fire at \$805.00 as this was still being	
	queried by Dean.	
	Moved: Paul McLuckie Seconded: Andrew Sains Carried	
_	Moved: Faul McLuckie Seconded: Andrew Sams Carried	
4	A COOLINES	
5.₹	ACCOUNTS:	
	The financial accounts for the body corporate for the period 01.02.2018 to 30.10.2018 were submitted to	
	the meeting, discussed, and adopted.	
	It was noted that the resident withholding tax for a Body Corporate is mandated by the Government at	
	28% yet Westpac claim that they cannot deduct tax at this rate, only at 30% or 33% (neither of which are	
	valid tax rates for Body Corporates)	
	Recovery of 10B Levy	
	Price Baker Berridge was instructed to apply for substituted service on the defaulting unit.	
	There was approval to proceed with this.	
	Term Deposit	
	Term deposit due 30 <sup>th</sup> November to be rolled over for 180 days with interest paid monthly to the current	
	account.	
	Moved: David Brady Seconded: Stephen Dudding Carried	
	Second Survey Su	
7.	GENERAL BUSINESS:	
	a. AT Seawall Upgrade Hearing	
	The point of agreement was that, subject to email confirmation from AT, the body corporate	
	would withdraw the objection and adhere to what was recorded in the 9 <sup>th</sup> November 2018	
	meeting minutes.	
	b. Formalising application for work in apartments form and procedure	
	A format for a standard application for work in apartments was presented by Paul and was	
	Tr Tr	

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approved, with final edits by Stephen and Paul.

Once approved by the committee, it will be distributed and will also be loaded onto the website.

#### Upgrading of Portal

An example of BCA's Portal is to be sent to all committee members as a practice page. The individual person will be Stephen Dudding's unit who will act as a test case.

#### Lift Report

Lyall Senior will be pursued by BCA Ltd for the lift report.

## Aotea Gifts' further application

BCA Ltd. to reply to the landlord that there is no legal authority for the body corporate committee to grant consent and it could be raised as an AGM item.

#### f. Review of power pricing and confirmation of existing arrangement with spot pricing.

Even though there was a significant price spike this month there was agreement to remain with spot pricing because the savings over the last 2 years have been approximately 50%. March or April would be the best time to move away from spot prices i.e. there is likely to be two spikes on this.

### Onehunga Carpets quote for 2<sup>nd</sup> floor west wing

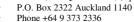
Onehunga Carpet's quote of \$3,916.52 plus GST with a provision for a possible \$2,000 excalation in floor preparation if they hit the same problems as the 3<sup>rd</sup> floor west wing was accepted.

### Proposal to commission Grayson Wagner (industrial chemists) to analyse existing paintwork

Paul presented a proposal that we get professional analysis from specialist paint analytical chemists Grayson Wagner on the existing paint on the building (including thickness and chemical composition including oxidation levels etc) and a resultant expert opinion as to when the building should next be painted rather than relying on gut feelings or arbitary timings based on when the building was last painted. However the committee decided to not get such professional advice and expert opinion.

#### Future Code of Conduct Proposed Amendment

This was adopted by the Committee.



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# **Lighting Project**

BODY CORPORAT ADMINISTRATION

> The Building Manager authorised to proceed with dimmer switches for the foyer - one for the main set of lights and one for the down lights.

#### Prices for Diffuser

This price was reviewed but there was no intention to proceed with this.

#### Christmas Party

Dean Mulligan will organize this – it is to be held on Wednesday 12<sup>th</sup> December, in the foyer.

#### Structural Drawings

All structural drawings for the company have been copied.

Dean has a copy and one set will be provided to Cake Construction.

#### **Painting Quotes**

There was discussion of the 3 quotes obtained from Off the Ledge, @Height Ltd, and Total Access.

There was also discussion of the latch line procedure.

The assessment of the painting quotes was progressing.

Auckland Council to be asked when they were planning to "dig up" Quay Street for planting o.

#### Next BCCM date

Tuesday 18th December, 6.00 p.m., at BCA Ltd.

David Brady will chair the meeting.

John Wardle of Stephenson & Turner to be requested to provide a copy of the canopy drawings. q. Update: John Wardle no longer works there so BCA Ltd. has followed up with Chris D'Arth.

There being no further general business, the meeting closed at 7.55 p.m.

#### Points to be actioned:

BCA Ltd. to obtain a copy of the Fleet Service agreement.



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- The Portal is to be sent to all committee members as a practice page -with Stephen as the initial individual test case.
- BCA Ltd. to reply to the landlord of Aotea Gifts with a copy to the tenant that there is no legal authority for the body corporate committee to grant consent and it would need to be raised as an AGM item.
- BCA Ltd. to go ahead with the quote from Onehunga Carpets for the 2<sup>nd</sup> floor west annex
- BCA Ltd. to pursue Lyall Senior for the lift report.