

Minutes of Committee Meeting for BC 189414

Date: 14 November 2020

Time: 10.30 am

Present: Yvonne Fullerton, Adam Benjamin, Annette Sleep, Deven Patel, Judith Burson
Note Taker: Annette Gibson

Apologies:

Item 1: Appointment of meeting chairman
Judith Burson appointed. Moved Yvonne Fullerton, Seconded: Annette Sleep

Item 2: Apologies from Eleanor Sayer & Bill Matheson. Proxy provided from Eleanor Sayer to Annette Sleep.

Item 3: Approval of Body Corporate Minutes for meeting held on 2 September 2020
Moved Yvonne Fullerton, Seconded: Adam Benjamin

Minutes of the AGM held on 21 October 2020 was tabled for review.

Errors identified for correction at the next AGM being:

- a. the date of the first payment Special Lift levy should be 30 November 2020.
- b. nomination of Bill Matheson. This had not been accepted by Bill and he requested that he be removed from the Committee.

Item 4: The proposed appointment of a building manager raised at the AGM has been completed and Pacific Property Management has been appointed. Commercial owners will contact Lynne if there are any issues with the residential building that might affect their building. Annette will be contacting Lynne for an update on the bubbling membrane on the walkway cover.

Item 5: Updating of the Long-Term Maintenance Plan.

This will be discussed at the next meeting. Moved: Deven Patel, Seconded: Yvonne Fullerton

Item 6: Health & Safety

a. Contractor Sign-in Procedure

The current procedure is that all contractors must sign in on Level 5 when on the premises. Now that the labels provided by Lynne Halstead at the AGM have been placed in the appropriate places and are already being used. It was noted that contractors were not signing in on Level 5. It was decided that the current sign-in procedure at Level 5 would also continue to enable invoicing to be checked and authorised for payment. Signs will be added beside the app labels provided by Lynne.

b. No notifications of hazardous substances had been received. Will email Lynne accordingly.

Item 7: Residential Update

- a. Appointment of building manager completed, and a mail drop will be undertaken to ensure that all the residents have the contact details. All the issues below have been handed over for the building manager to pursue.
- b. The insurance claim regarding the cracks in the building is continuing - coverage confirmed and the insurance adjuster chasing up the engineer.
- c. Remedial works for the cracks in the external stairwell is underway but being held up by the engineer. It was noted that the cracks do not appear to extend to lift area.
- d. Remedial work on the side gate is still in progress.
- e. The decision of the preferred quote will be made by the Committee. However, this has been put on hold due to the cracks and the painting quotes will need to be revisited once the structural work has been completed.
- f. No notifications had been received from owners regarding their property being used for short-term rental purposes. Such notification is required as it might impact on insurance and rates.

Item 8: Commercial building update

- a. Unsure whether the requirement for an engineering report on the lift. Judith raised the issue that Kone had confirmed that the lift shaft was consistent with their proposed installation and did not require any additional work so there should be an engineering report due to the confirmation provided before the decision to get the lift. Annette advised that there was no such report and that in subsequent conversations with Reuben he advised that the shaft is concrete and hence no report would be required [only required for wooden or gib shafts] but that a report will now be required to ensure that there are no cracks. Council will now need to inspect the lift shaft after the old lift has been removed. A middleman will now obtain an engineering report and the fire report from the council.

Decided to appoint Vertrans: Moved Annette Sleep, Seconded: Deven Patel

- b & c: Additional costs of appointing Vertrans were discussed as was the proposed additional levy. Judith to advise Lynne to reduce the additional levy to the estimate provided by Vertrans.

Item 9: Bubbling Membrane on the Residential walkway cover

This issue has been placed with the new building manager who is dealing with it as per the last email receive on 11 November 2020 and provided with the Notice of Meeting. The contractor was been asked to meet directly with Edward. Annette is going to email Lynne as the membrane is bubbling again.

Item 10: General Business

Residential Garage Door

The residential door is open again. A quote has been received from Garador of \$3,179.75 for a new commercial grade motor. Adam asked if there was a maintenance record available due to possible warranty coverage.

The current maintenance company does not appear to be effective so will check if they provide any warranty cover.

Action:

1. Accept quote to provide a new commercial motor for security reasons - a bike has been stolen.
2. Get a quote from a new maintenance company.
3. Residential garage door to be added to next meeting agenda

Moved: Moved Yvonne Fullerton, Seconded: Adam Benjamin

Commercial Building

The opening of the commercial building is not occurring with it not being opened at least 3 days a week. Annette advised that her tenant had volunteered as a courtesy, but they only had one lift key and building security was a matter for Judith as she was on the premises.

Deven suggest that the tenant give lift keys to all their staff, but these are expensive as they are security keys.

Annette requested that the Judith's staff member who comes in every day should open the building. Judith advised that no staff members come in every day, they generally do not use the foyer entrance and most arrive after 9.00 am.

Decision: continue with the status quo

Minutes of the Annual General Meeting

64 Khyber Pass Road and 8 Madeira Lane Body Corporate No. 189414

Venue: Barfoot & Thompson Body Corporate, 2 Tuarangi Road, Grey Lynn
Prepared by: Barfoot & Thompson Body Corporate
Date: Tuesday, 02 October 2018
Time: 5:30pm

In Attendance:

Unit	Name
A	Rachel Smith & Kieran Davis
D	Yvonne Fullerton
E	Andrew Denley & Katrina McKay
H	Annette Sleep
J	Devendra Patel
Barfoot & Thompson Body Corporate	Lynne Halstead

Apologies:

Unit	Name
B	Rahul Sen & Sadhana Srivastava
	From all owners who submitted proxies

Proxies:

Unit	Name	Proxy to:
C	Dr Ruthraj & Dr Antoinette Edwards	Lynne Halstead
I	Sleep Family Trust	Annette Sleep

Meeting commenced at 5.32pm.

Welcome by the Body Corporate Manager

The Barfoot & Thompson Body Corporate manager welcomed the members to the meeting and advised the meeting was quorate.

A. Chairperson of the Meeting (Ordinary Resolution)

Resolved that Lynne Halstead be appointed as chairperson of the meeting.

[Moved: Annette Sleep / Seconded: Andrew Denley Carried without dissent]

B. Apologies / Proxies / Postal Votes (Ordinary Resolution)

Resolved that the apologies, proxies and postal votes are received.

[Moved: Annette Sleep / Seconded: Devendra Patel Carried without dissent]

C. Conflicts Register (No Motion)

Owners had no conflicts of interest to declare.

D. Previous General Meeting Minutes (Ordinary Resolution)

Resolved that the minutes from the Annual General Meeting held 03 October 2017 be approved and adopted as a true and correct record of proceedings.

[Moved: Annette Sleep / Seconded: Devendra Patel

Carried without dissent]

E. Committee Report (No Motion)

Report from committee that the body corporate resolved to delegate all of its powers and duties in accordance with Section 108 (1) of the Unit Titles Act 2010 to the appointed committee, excluding those items outlined in Section 108 (2) (a) - (d). The committee was also delegated the duties of the Chairperson under Regulation 11(1) (a) - (m) and that Barfoot & Thompson Body Corporate were contracted to provide the administrative support to the committee. The financial statements circulated with the notice of meeting and the following AGM minutes should be read in conjunction with this report.

F. Body Corporate Committee (Ordinary Resolution)

Resolved that the body corporate committee comprises of six members and the number of members required to constitute a quorum is four, with the following members elected to the committee:

- Annette Sleep - Unit H
- Eleanor Sayer - Unit I
- Devendra Patel - Unit J
- Yvonne Fullerton - Unit D
- Kieran Davis – Unit A
- Andrew Denley & Katrina McKay – Unit E

[Moved: Kieran Davis / Seconded: Annette Sleep

Carried without dissent]

Lynne explained that it is a requirement under the Unit Titles Act 2010 that nominations are noted on the notice of EGM sent out prior to the meeting. As Andrew & Katrina had not been included on the notice it was technically not correct to take these nominations from the floor. Noted also that it is one owner per unit that can be a committee member. Owners agreed to accept the nominations from the floor and that both owners are elected on to the committee in an unofficial capacity.

Katrina noted that it was the same people who ended up being on the residential committee and to be fair all owners should take a turn at being on the committee.

G. Body Corporate Chairperson (Ordinary Resolution)

Resolved that Kieran Davis – Unit A is elected to the position of Body Corporate Chairperson.

[Moved: Katrina McKay / Seconded: Yvonne Fullerton

Carried without dissent]

Those present agreed that Kieran be elected to the position of Body Corporate Chairperson despite the nomination not going out on the notice of AGM as required under the Unit Titles Act 2010.

H. Delegation of Powers and Duties to the Committee (Special Resolution)

Resolved that the body corporate delegates to the committee -

- i. All the duties of the Body Corporate Chairperson under Regulation 11(1), subclause (1)(a) to (m), along with all other Body Corporate Chairperson powers and duties conferred elsewhere by the Unit Titles Act 2010 and Unit Titles Regulations 2011; and
- ii. All the general powers and duties of the body corporate that may be delegated in accordance with Section 108(1) of the Unit Titles Act 2010, excluding the powers and duties set out in Section 108(2), provided that in accordance with Section 110, no delegation affects or prevents the performance of any duty or the exercise of any power by the body corporate, or affects the responsibility of the body corporate for the actions of the body corporate committee acting under the delegation; and

- iii. Further instructs that the body corporate committee is to report annually (or more often as the committee considers necessary) to the body corporate in relation to the delegation of powers and duties; and
- iv. The delegation does not enable the committee to rescind or override resolutions and directives passed at a general meeting, nor act in contradiction to any restrictions (financial or otherwise) placed on the committee either contained within the Operational Rules of the Body Corporate or passed at a general meeting of the Body Corporate.

[Moved: Annette Sleep / Seconded: Andrew Denley

Carried without dissent]

I. Body Corporate Manager (Special Resolution)

Resolved that the Body Corporate re-confirms the contract with Barfoot & Thompson Body Corporate, including the operation of all bank accounts and acting as the tax and GST agent for the Body Corporate as applicable.

[Moved: Rachel Smith / Seconded: Devendra Patel

Carried without dissent]

J. Financial Statements (Ordinary Resolution)

Resolved that the financial statements for the period ended 31 August 2018 as presented by Barfoot & Thompson Body Corporate are approved. The meeting confirmed the transfer of surplus Operating Funds (retained earnings) to the Contingency Fund.

[Moved: Annette Sleep / Seconded: Kieran Davis

Carried without dissent]

Owners accepted Rachel's offer to take care of the reading of the residential water meters with B & T BC to notify the cleaner he no longer needs to take care of this. B & T BC to forward the form for Rachel to record the water meters on a quarterly basis

Action: B & T BC to advise the cleaner he is no longer required to read the water meters.

Action: B & T BC to forward the form for Rachel to record the residential water meters on a quarterly basis

K. Audit / Review / Verification (Special Resolution)

Resolved that in accordance with Section 132(8) of the Unit Titles Act 2010 no audit, review or verification is required on the financial statements for the period ended 31 August 2018.

[Moved: Yvonne Fullerton / Seconded: Annette Sleep

Carried without dissent]

L. Budget for year ending 31 August 2019 (Ordinary Resolution)

The draft budget was discussed with the following items noted:

- **Valuation** - Owners to notify B & T BC of anything that is significantly above the normal standard within their units as this will need to be taken into account as part of the valuation.
- **Insurance** – owners agreed to accept the quotation from NZI.
- **Long term maintenance plan** – Compiled by Solutions in Engineering September 2012 and should be reviewed every three years.
- **Walkway Khyber Pass to Madeira Lane & Residential Car Park membrane roof (residential)** – owners agreed to carry out the repairs and re-sealing of the walkway and car park roof. The quotes already received for the work are \$22,330, which excludes edge protection. Owners agreed to use the contingency fund (residential) to pay for the work using the services of Safeguard Building Maintenance & membranes Limited and Adroit Builders. Kieran is to take the lead on this project with the assistance of the other residential committee members as required. Timing of the project is dependant on availability of the contractors. Lynne noted the owner of Unit C did not wish to contribute to repairs to the residential car park on the basis that the maintenance of the separate garage belonging to their unit has never been part of the common property costs. Owners noted that the use of the contingency fund means it is not necessary for the BC to raise a special levy with Lynne explaining that all owners have previously contributed to this fund by way of Utility interest. The committee are to take care of the cleaning of the gutters on a regular basis as the nearby Pohutukawa tree drops leaves into the gutters, which can cause a blockage.

- **Cleaning (residential)** – Yvonne explained she has obtained a quotation from Cleantastic to take care of the annual cleaning of the common areas of \$3,000 (excluding GST). Owners agreed it was necessary to improve on the cleaning standards and to increase the budget to provision for this. Also to go ahead with a one off clean of the terracotta tiles to bring this area up to standard (Cleantastic quote \$2.50 per metre excluding GST). The one-off clean of the tiles and change to the cleaning service is to go ahead once the walkway repairs have been carried out as dirt and dust will accumulate in these areas due to the work. Yvonne is to notify B & T BC once the committee would like to go ahead with this.
- **Painting (residential)** – exterior painting of the building is to be carried out within the next two years with the intention being that 50% of the cost will be paid from the residential contingency fund and 50% paid by the residential owners by way of special levy. The cost of the painting is anticipated to be in the region of 40K-50K with the residential committee to prepare the information and obtain quotes for discussion at next years AGM.
- **Security (residential)** – committee are to review the options to improve the security for the building for future consideration by owners.
- **Levy due dates (commercial)** - agreed the preference is to have two six monthly payments this year (due 31 October and 30 April) and one payment each year thereafter (due 31 October).
- **Levy Apportionment** – In accordance with Section 121 of the Unit Titles Act 2010, owners are advised all expenses in the operating & contingency budget are required to be levied by Utility Interest percentage (44.15% commercial, 55.86% residential). The BC has an historical arrangement in place outside of this with commercial owners paying 100% of the costs of air-conditioning compliance (units in the commercial building) and the access control door (commercial garage roller door). Residential owners pay 100% of any costs for the reading of the water meters (in the residential units only). Insurance is charged to commercial and residential owners based on the invoice received from the BC broker on a per building basis, which is then split between the respective units by Utility Interest percentage.

Resolved that in accordance with Section 121 of the Unit Titles Act 2010 the budgets are set as follows:

Commercial:

Operating budget \$32,795.22

Reserve fund (Contingency) budget is set at \$23,000.00

to be raised by Utility Interest two instalments, due for payment on 31 October and 30 April

Residential:

Operating budget \$32,528.20

Reserve fund (Contingency) budget is set at \$10,000.00

to be raised by Utility Interest in in four instalments, due for payment due for payment on 31 October 2018, 31 January 2019, 30 April 2019 and 31 July 2019

With the committee authorised under Regulation 17 of the Unit Titles Regulations 2011, to enter into all necessary obligations to give effect to all expenditure provided for within the budget.

[Moved: Yvonne Fullerton / Seconded: Annette Sleep

Carried without dissent]

Action: B & T BC to ask the BC broker to arrange the insurance with NZI.

Action: B & T BC to change the Levy due dates (commercial) to two six monthly payments this year (due 31 October and 30 April) and one payment each year thereafter (due 31 October).

M. Levy Collection Procedure (Ordinary Resolution)

Resolved that the Body Corporate committee is delegated the authority to instruct Barfoot & Thompson Body Corporate to recover any unpaid levies, or other unpaid debt owed by a unit owner to the body corporate, together with interest set at 10% per annum and any costs incurred in collection of the debt, using the Barfoot & Thompson collection process (noted below), which may include an application to the appropriate decision maker.

[Moved: Kieran Davis / Seconded: Annette Sleep

Carried without dissent]

Barfoot & Thompson Levy Collection Process:

The Barfoot & Thompson Levy Collection Process is to send a statement at 14 days overdue, send a reminder letter at 30 days overdue stating interest at 10% per annum will be applied if not paid within 14 days

from date of letter, send a final demand letter (including interest and a final demand fee of \$120 plus GST) at 44 days overdue, advising legal action will be instigated if the debt remains unpaid within 14 days from date of final demand letter, with any costs incurred in the collection of the debt recoverable from the unit owner.

Should the debt remain unpaid at 60 days overdue an application will be made to the appropriate decision maker (on committee instruction), with all application filing fees and any Body Corporate manager costs (including legal costs if applicable), recoverable from the unit owner.

N. Health & Safety (No Motion)

- No incidents, near misses or accidents recorded since the last meeting
- Risk Assessment and Health & Safety Management System: complied by Impac 1 November 2016. The Body Corporate should review the identified risk hazards and either mitigate or minimise them. Noted by Lynne that B & T BC hold an electronic copy of the documents on the BC files.
- Pre-qualification of contractors: Barfoot & Thompson and Impac are requesting all contractors become pre-qualified to work on Barfoot & Thompson Bodies Corporate, including having suitable industry qualifications for their work speciality, as well as the necessary public liability insurances in place. Ultimately only those contractors who have approved health & safety systems will be engaged by Barfoot & Thompson Body Corporate to work on client sites.
- Contractors' sign-in/sign-out process: The meeting was advised a contractor management tool (Control Point), was being implemented for all bodies corporate to manage contractor engagement, with the system being instigated this financial year. A sign will need to be placed at the entry to both sites informing contractors they must login to the Controlpoint App.
- Evacuation Scheme – Nova Evacuation take care of the six monthly trial evacuations. Lynne is to check if they are able to supply notices for the back of the residential unit doors with fire evacuation information for occupants.
- Asbestos Report – under the Health and Safety at Work (Asbestos) Regulations 2018, any building that contains asbestos, must have an asbestos management plan in place. Owners agreed that as both buildings are concrete tilt slab it is extremely unlikely that they contain asbestos and therefore a report is not necessary.

Action: B & T BC are to check if Nova Evacuations Services able to supply notices for the back of the residential unit doors with fire evacuation information for occupants.

O. General Business (No Motion)

- **Short-term accommodation (residential)** – owners are to inform B & T BC if they are using their unit as short-term accommodation (i.e. Airbnb or Book-a-Bach) as the insurance company need to be made aware of this. Lynne is to check with the BC broker on if the insurance company need to be notified of any units under tenancy agreement and if there are any requirements around the length of the agreement.
- **Lift Replacement (commercial)** – Devendra explained he has an engineering background and would like to meet with the lift contractor on-site to discuss the life expectancy of the lift as he needs to be sure that the suggested replacement is necessary. He is happy for Annette to go ahead and arrange quotations for future discussion by owners. B & T BC are to forward the contact details of Electronic & Electrical Technologies to Devendra.
- **Lift Replacement (residential)** - if the commercial owners decide to go ahead and replace the lift in their building the residential owners do not wish to go ahead with replacing theirs at the same time. The lift does not get as much use as the commercial one and they are having no issues with the lift.
- **Council rubbish bins** - Annette requested that bins are put out on Khyber Pass Road for collection after 4pm on a Tuesday and brought in off the street before 12noon the following day. This maintains a tidy appearance for the commercial units who have visitors throughout the day. Owners agreed to use these times as a guideline.
- **Tradespeople (residential)** – owners agreed it was not necessary for contractors carrying out work to sign in/out with O'Neil's Personnel Reception as proposed by Annette.

- **Tradespeople (Commercial)** – reminder for owners to notify others within the building if they have arranged for work to be carried out within their unit as it can cause disturbance with use of the lift etc. If this could also be passed on to any tenants.
- **Garage power point – Electric Vehicle (residential)** – Katrina is investigating this as an option for her unit and will also find out what the cost would be of other units wished to have this done at the same time. The information will be circulated to all owners who can then decide if they wish to go ahead (at their own cost).
- **Noise (residential)** – occupants are to show consideration to others when playing music etc. within their units and keep this to an acceptable level in particular after 10pm at night when others may be sleeping. If owners could pass this information on to any tenants.
- **Heat Pump (residential)** - any request for the installation of a heat pump need to be forwarded to B & T BC for approval by the committee. Owners are to keep in mind that the exterior unit can cause disturbance to others when running and they need to take this into consideration when proposing its location.
- **Pet** – any request for the keeping of a dog is to be forwarded to the B & T BC for approval by the committee.

Action: B & T BC to check with the BC broker on if the insurance company need to be notified of any units under a tenancy agreement and any requirements around the length of this.

Action: B & T BC are to forward the contact details of Electronic & Electrical Technologies to Devendra

The meeting concluded at 7:30pm.

Barfoot & Thompson Body Corporate



Minutes of the Annual General Meeting

Khyber Pass Rd and 8 Madeira Lane Body Corporate No. 189414	
Venue:	Barfoot & Thompson Body Corporate, 2 Tuarangi Road, Grey Lynn
Prepared by:	Barfoot & Thompson Body Corporate
Date:	Wednesday, 21 October 2020
Time:	5:30 pm

In Attendance:

Unit	Name
B	Rahul Sen
C	Suzanne Bharade
D	Yvonne Fullerton
E	Andrew Denley & Katrina McKay
G	Adam Benjamin
H	Annette Sleep & Stan
J	Devendra Patel
K	Judith Burson & Don
Kone New Zealand	Reuben Becker & Ian Thomson
Barfoot & Thompson Body Corporate	Lynne Halstead

Apologies:

Unit	Name
A	Fat Fiddler Trust
From all owners who submitted proxies.	

Proxies:

Unit	Name	Proxy to:
I	Sleep Family Trust	Annette Sleep

Meeting commenced at 5:34pm.

Welcome by the Body Corporate Manager

The Barfoot & Thompson Body Corporate manager welcomed the members to the meeting and advised the meeting was quorate.

A. Chairperson of the Meeting (Ordinary Resolution)

Resolved that Lynne Halstead be appointed as chairperson of the meeting.

[Moved: Judith Burson / Seconded: Yvonne Fullerton Carried without dissent]

B. Apologies / Proxies / Postal Votes (Ordinary Resolution)

Resolved that the apologies, proxies and postal votes are received.

[Moved: Annette Sleep / Seconded: Judith Burson

Carried without dissent]

Reuben & Ian were introduced to the meeting with the owners being invited to raise any questions around the proposed replacement of the lift at 64 Khyber Pass Road (Commercial building). Noted by Reuben that Auckland Council will require the BC to lodge a consent application and owners will need to engage a consultant to take care of this on their behalf. The signing off on the installation has to be done by a third party to show it has been done correctly.

C. Conflicts Register (No Motion)

No disclosures of interests were notified.

D. Previous General Meeting Minutes (Ordinary Resolution)

Resolved that the minutes from the Annual General Meeting held 23 October 2019 be approved and adopted as a true and correct record of proceedings.

[Moved: Annette Sleep / Seconded: Devendra Patel

Carried without dissent]

E. Committee Report (No Motion)

Report from committee that the body corporate resolved to delegate all of its powers and duties in accordance with Section 108 (1) of the Unit Titles Act 2010 to the appointed committee, excluding those items outlined in Section 108 (2) (a) - (d). The committee was also delegated the duties of the Chairperson under Regulation 11(1) (a) - (m) and that Barfoot & Thompson Body Corporate were contracted to provide the administrative support to the committee. The financial statements circulated with the notice of meeting and the following AGM minutes should be read in conjunction with this report.

Annette Sleep provided a verbal report which included:

- She is stepping down from the role of BC Chairperson.
- Maintenance items that need to be addressed include - cracks in the external stairwell (residential building), painting (residential building) and bubbling membrane on the Residential walkway roof.
- Owners are to be vigilant and if they see any maintenance issues that need addressing report it to B&T BC for passing on to the committee.

Lynne noted that Katrina and Andy have said they do not wish to be put forward for the committee. Both of these owners have been involved with taking care of site related matters over the years and it will need one of the other owners to take over on this. If no one is prepared to take care of site related matters the residential owners may want to consider engaging a part-time site manager. Residential owners discussed this at length with it being agreed that a part-time site manager be engaged to take over on the site related tasks which includes arranging quotes, meeting contractors on site etc. A provision of \$10,000 is to be included in the budget with B&T BC to arrange for a quotation to be provided by Pacific Property Management who are the Building Managers for some of the other sites B&T BC look after for sign off by the committee. Thanks was expressed to Katrina and Andy for the work they have carried out on behalf of owners over the years.

Action: B & T BC are to arrange for a quotation to be provided by Pacific Property Management.

F. Body Corporate Committee (Ordinary Resolution)

Resolved that the body corporate committee comprises of seven members and the number of members required to constitute a quorum is four, with the following members elected to the committee:

<i>Name:</i>	<i>Unit Number:</i>
Annette Sleep	Unit H
Eleanor Sayer	Unit I
Judith Burson	Unit K



Devendra Patel Unit J
William Matheson Unit F
Yvonne Fullerton Unit D
Adam Benjamin Unit G

[Moved: Judith Burson / Seconded: Annette Sleep

Carried without dissent]

Owners agreed that Devendra Patel, Yvonne Fullerton and Adam Benjamin be elected on to the committee despite the nominations not going out on the notice of AGM as required under the Unit Titles Act 2010. Noted by Annette that she objects to this method of accepting nominations and owners should follow the correct process.

G. Body Corporate Chairperson (Ordinary Resolution)

Resolved that Judith Burson – Unit K is elected to the position of Body Corporate Chairperson.

[Moved: Annette Sleep / Seconded: Devendra Patel

Carried without dissent]

Owners agreed that Judith Burson be elected as the Body Corporate Chairperson despite the nomination not going out on the notice of AGM as required under the Unit Titles Act 2010.

H. Delegation of Powers and Duties to the Committee (Special Resolution)

Resolved that the body corporate delegates to the committee -

- i. All the duties of the Body Corporate Chairperson under Regulation 11(1), subclause (1)(a) to (m), along with all other Body Corporate Chairperson powers and duties conferred elsewhere by the Unit Titles Act 2010 and Unit Titles Regulations 2011; and
- ii. All the general powers and duties of the body corporate that may be delegated in accordance with Section 108(1) of the Unit Titles Act 2010, excluding the powers and duties set out in Section 108(2), provided that in accordance with Section 110, no delegation affects or prevents the performance of any duty or the exercise of any power by the body corporate, or affects the responsibility of the body corporate for the actions of the body corporate committee acting under the delegation; and
- iii. Further instructs that the body corporate committee is to report annually (or more often as the committee considers necessary) to the body corporate in relation to the delegation of powers and duties; and
- iv. The delegation does not enable the committee to rescind or override resolutions and directives passed at a general meeting, nor act in contradiction to any restrictions (financial or otherwise) placed on the committee either contained within the Operational Rules of the Body Corporate or passed at a general meeting of the Body Corporate.

[Moved: Annette Sleep / Seconded: Judith Burson

Carried without dissent]

I. Financial Statements - Commercial (Ordinary Resolution)

Resolved that the financial statements for the period ended 31 August 2020 as presented by Barfoot & Thompson Body Corporate are approved.

[Moved: Judith Burson / Seconded: Devendra Patel

Carried without dissent]

Noted that the June, July and August Watercare invoices are not showing as being on-charged to Residential with B & T BC to follow up on this.

Action: B&T BC are to follow up on the on-charging of the June, July & August Watercare invoices to Residential.

J. Financial Statements - Residential (Ordinary Resolution)

Resolved that the financial statements for the period ended 31 August 2020 as presented by Barfoot & Thompson Body Corporate are approved.

[Moved: Yvonne Fullerton / Seconded: Andrew Denley

Carried without dissent]



K. Audit / Review / Verification - Commercial (Special Resolution)

Resolved that in accordance with Section 132(8) of the Unit Titles Act 2010 no audit, review or verification is required on the financial statements for the period ended 31 August 2020.

[Moved: Judith Burson / Seconded: Devendra Patel Carried without dissent]

L. Audit / Review / Verification - Residential (Special Resolution)

Resolved that in accordance with Section 132(8) of the Unit Titles Act 2010 no audit, review or verification is required on the financial statements for the period ended 31 August 2020.

[Moved: Katrina McKay / Seconded: Yvonne Fullerton Carried without dissent]

M. Budget for year ending 31 August 2021 - Commercial (Ordinary Resolution)

- The Operating fund relates to expenditure in the annual budget as defined under Section 115 of the Act.
- The Reserve Funds (Contingency Funds) – owners' preference has been that a special levy is raised for any big-ticket items at the time of repair/maintenance being required, rather than the building up of the contingency fund each year towards long term maintenance items.
- Repairs & Maintenance - owners agreed to an on-going 6 monthly clean of the front entrance verandah roof with the quotation from Hire A Hubby being accepted. B&TBC are to instruct Hire A Hubby to carry out this work in March & September each year.
- The meeting confirmed the transfer of surplus Operating Funds to the Contingency Fund.

1. Resolved that in accordance with Section 121 of the Unit Titles Act 2010, for the year ending 31 August 2021, the Operating budget is set at \$ 31,380.48 and the Reserve fund (Contingency) budget is set at \$0, to be raised by Utility Interest in two instalments, due for payment within 28 days after the invoice date, with the committee authorised under Regulation 17 of the Unit Titles Regulations 2011, to enter into all necessary obligations to give effect to all expenditure provided for within the budget.

[Moved: Annette Sleep / Seconded: Devendra Patel Carried without dissent]

2. That \$1,841.09 of operating funds surplus is transferred to the contingency fund.

[Moved: Annette Sleep / Seconded: Devendra Patel Carried without dissent]

Note: Invoices will be sent out for the first levy instalment following the AGM, invoices for the second instalment will be sent out at start of the remaining six-month period (commencing 1 March 2021) – due for payment within 28 days.

Action: B&T BC are to instruct Hire A Hubby to schedule a clean of the front entrance veranda roof in March and September each year.

Action: B&T BC to transfer the operating funds surplus to the contingency fund.

N. Budget for year ending 31 August 2021 - Residential (Ordinary Resolution)

The draft budget was discussed with the following items noted:

- Operating Fund - relates to expenditure in the annual budget as defined under Section 115 of the Act.
- Reserve Funds (Contingency Funds) - relates to unbudgeted or unexpected expenditure as defined under Section 118 of the Act.
- Building Manager - agreed to include a provision of \$10,000 for a part time building manager.
- The meeting confirmed the transfer of surplus Operating Funds to the Contingency Fund.

1. Resolved that in accordance with Section 121 of the Unit Titles Act 2010, for the year ending 31 August 2021, the Operating budget is set at \$43,311.23 and the Reserve fund (Contingency) budget is set at \$10,000.00 to be raised by Utility Interest in four instalments, due for payment within 28 days after the invoice date, with the committee authorised under Regulation 17 of the Unit Titles Regulations 2011, to enter into all necessary obligations to give effect to all expenditure provided for within the budget.

[Moved: Katrina McKay / Seconded: Suzanne Bharade Carried without dissent]



2. Resolved that \$5,084.87 of operating funds surplus is transferred to the contingency fund.

[Moved: Katrina McKay / Seconded: Suzanne Bharade Carried without dissent]

Note: Interim levy already issued, invoices will be sent out at the start of each of the remaining three periods (commencing 1 December 2020, 1 March 2021 & 1 June 2021) - due for payment within 28 days.

Action: B & T BC to transfer the operating funds surplus to the contingency fund.

Budget Discussion items (Commercial & Residential)

- Long Term Maintenance Plan - compiled by Solutions in Engineering 18 September 2012 and should be reviewed every three years.
- Valuation & Insurance - Owners were reminded they needed to notify Barfoot & Thompson Body Corporate of alterations or additions to a unit that would affect any insurance valuation on the unit. Owners are also reminded they must seek body corporate written approval under Section 80 of the Unit Titles Act for any structural alterations or additions, particularly if they are intending to alter plumbing, flooring or undertake any works that could impact on inter-tenancy walls, fire systems, insurance and / or structural integrity.
- Levy Apportionment – In accordance with Section 121 of the Unit Titles Act 2010 all expenses in the operating & contingency budget are required to be levied by Utility Interest percentage (which calculates to 44.15% commercial units and 55.86% residential). The BC has an historical arrangement in place outside of this with commercial owners paying 100% of the costs of air-conditioning compliance (units are in the commercial building) and the access control door (commercial garage roller door). Residential owners pay 100% of any costs for the reading of the water meters (check meters are in the residential units only). Insurance is charged to commercial and residential owners based on the invoice received from the BC broker on a per building basis, which is then split between the respective units by Utility Interest percentage. Owners agreed they wished to continue with the same method.

O. Levy Collection Procedure (Ordinary Resolution)

Resolved that the Body Corporate committee is authorised to instruct Barfoot & Thompson Body Corporate to recover any unpaid levies, or other unpaid debt owed by a unit owner to the body corporate, together with interest set at 10% per annum and any costs incurred in collection of the debt, using the Barfoot & Thompson collection process (noted below), which may include an application to the appropriate decision maker.

[Moved: Annette Sleep / Seconded: Yvonne Fullerton Carried without dissent]

Barfoot & Thompson Levy Collection Process:

The Barfoot & Thompson Levy Collection Process is to send an arrears notice at 7 days and 14 days overdue, send a reminder letter at 28 days overdue stating interest at 10% per annum will be applied (administrative fees in accordance with the debt collection process will be applied), at 42 days overdue send a demand letter (administrative fees in accordance with the debt collection process will be applied), at 60 days overdue send a Final Demand letter (administrative fees in accordance with the debt collection process will be applied) advising legal action will be instigated if the debt remains unpaid within 14 days from date of final demand letter, with any costs incurred in the collection of the debt recoverable from the unit owner. A copy of our debt collection process can be obtained by logging into the web portal or emailing your body corporate manager.

P. Health & Safety (No Motion)

- No incidents, near misses or accidents recorded since the last meeting.
- Risk Assessment: complied by Impac Consulting 1 November 2016. The body corporate committee was reminded they needed to review the identified risk hazards and either mitigate or minimise the risks.
- Contractors' sign-in/sign-out process: The meeting was advised that a contractor management tool (Control Point), has been implemented for the complex to manage contractor engagement. A sign should be placed at the entry to the site informing contractors they must login to the Control Point Application. Annette Sleep reminded the meeting that for the commercial building any contractors are required to report



to Level 5 (DM Gibson Accountants Limited) on arrival and sign in via the site book, if they do not sign in then they should not be paid. Judith Burson is to monitor this process and provide any instruction regarding non-payment of contractors' invoices to B&TBC.

- Evacuation Scheme - There is a formal scheme in place and Nova Evacuation take care of the six-monthly trial evacuations. Owners are to ensure their tenants are advised of all emergency evacuation exit points.
- Chemical register: The manager reminded owners any hazardous substances must be stored appropriately, with a chemical register required to be kept if hazardous substances are kept onsite.

Q. Full replacement of the Lift 64 Khyber Pass Road - Commercial (Ordinary Resolution)

1. Resolved that the Body Corporate approves the replacement of the lift as per the quotation from Kone (circulated with the notice of AGM) with the committee authorised to manage all aspects of the project.

[Moved: Annette Sleep / Seconded: Judith Burson

Carried by majority]

[Objected: Devendra Patel]

2. Resolved that the replacement lift be funded by \$10,000.00 from the contingency fund and a special levy in the amount of \$110,000.00 (excluding GST) raised by utility interest in two instalments due for payment on 30 November 2020 and 31 May 2021

[Moved: Annette Sleep / Seconded: Judith Burson

Carried without dissent]

Owners agreed that the lift is to be installed in June and the BC are to obtain council consent.

Action: B & T BC are to provide Kone with the instruction to proceed with an installation date of June 2021.

Action: B & T BC to raise the special levy invoices due for payment on 30 November 2020 and 31 May 2021.

R. Painting Project 8 Madeira Lane - Residential

Due to the issue with the cracks in the external stairwell it was agreed to put the painting project on hold until owners have a better idea on what remedial work is required. Quotes obtained for the painting are approximately \$110,000.00 (including GST) with Katrina explaining that the intention is to use the bulk of the contingency fund with a special levy raised for the balance. The committee are to decide which quotation they would like to go with and instruct B&T BC to send out a notice of resolution to be decided without general meeting. Owners can then formally vote on this with a special levy being raised prior to work going ahead. The part-time site manager is to take care of liaising with the contractors once work commences.

Action: B&T BC to send out a notice of resolution to be decided without general meeting once instructed by the committee.

S. General Business (No Motion)

- Side Gate (Residential) - Prestige who take care of the BWOF have advised that they believe the side gate is considered as a means of escape from the building however to determine this they need to see the fire engineers report for the building. If the gate is a means of escape then the BC should fit an emergency override to ensure occupants have the ability to evacuate in an emergency. The part-time site manager is to liaise with Prestige and report back to the committee.
- Short Term Accommodation (residential) - owners are reminded if they intend using their unit for short term accommodation (for instance: Airbnb or Bookabach), they are required to notify in writing both the body corporate manager and the insurer, as this is deemed an increased risk under the insurance policy and is a matter that should be notified to the insurer.
- My Community Web Portal - the web portal gives owners access to check their levy balance, view meeting minutes and rules. Owners can also log maintenance requests and communicate with the other owners via the community wall. Please contact B & T BC if you would like your log in details re-sent.



- Cracks in the external stairwell (Residential) - Andy explained an insurance claim has been lodged by the BC and the loss adjuster has been along to survey the damage. Initial thoughts are that the cracks may be due to the building work being carried out on the nearby apartment block. The insurance company (NZI) are in the process of arranging an engineer to determine the cause of the damage and also the extent of repairs to be carried out. B&T BC are to update the committee once they hear back from the insurance broker.
- Bubbling membrane on the walkway roof (Residential) - Safeguard who carried out the membrane coating works several years ago said they will look at the issue and Andy has been waiting to hear from them with a date to meet on-site. The part-time site manager is to take over on liaising with Safeguard and report back to the committee.
- Utility areas (Commercial) - Annette Sleep is to meet with Judith Burson to ensure she has the necessary keys to these areas and can allow contractors access as necessary.
- Security (Commercial) - owners are to ensure the front entry door is kept locked after 5pm with Devendra Patel to also pass this on to his tenant.

There being no further business, the meeting concluded at 7:20pm.

Barfoot & Thompson Body Corporate

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Minutes of the Annual General Meeting

64 Khyber Pass Road and 8 Madeira Lane
Body Corporate No. 189414

Venue: Barfoot & Thompson Body Corporate, 2 Tuarangi Road, Grey Lynn
Prepared by: Barfoot & Thompson Body Corporate
Date: Wednesday, 23 October 2019
Time: 5:30pm

In Attendance:

Unit	Name
D	Yvonne Fullerton
E	Andrew Denley & Katrina McKay
H	Annette Sleep
J	Devendra Patel
K	Judith Burson
Barfoot & Thompson Body Corporate	Lynne Halstead

Apologies:

Unit	Name
A	Rachel Smith & Kieran Davis

Proxies:

Unit	Name	Proxy to:
B	Rahul & Sadhana Srivastava	Lynne Halstead
C	Nakul and Suzanne Bharade	Lynne Halstead
I	Sleep Family Trust	Annette Sleep

Apologies from all owners who submitted proxies.

Meeting commenced at 5.32pm.

Welcome by the Body Corporate Manager

The Barfoot & Thompson Body Corporate manager welcomed the members to the meeting and advised the meeting was quorate.

A. Chairperson of the Meeting (Ordinary Resolution)

Resolved that Lynne Halstead be appointed as chairperson of the meeting.

[Moved: Judith Burson / Seconded: Annette Sleep Carried without dissent]

B. Apologies / Proxies / Postal Votes (Ordinary Resolution)

Resolved that the apologies, proxies and postal votes are received.

[Moved: Annette Sleep / Seconded: Yvonne Fullerton Carried without dissent]

C. Conflicts Register (No Motion)

No disclosures of interests were notified.

D. Previous General Meeting Minutes (Ordinary Resolution)

Resolved that the minutes from the Annual General Meeting held 02 October 2018 be approved and adopted as a true and correct record of proceedings.

[Moved: Katrina McKay / Seconded: Annette Sleep Carried without dissent]

E. Committee Report (No Motion)

Report from committee that the body corporate resolved to delegate all of its powers and duties in accordance with Section 108 (1) of the Unit Titles Act 2010 to the appointed committee, excluding those items outlined in Section 108 (2) (a) - (d). The committee was also delegated the duties of the Chairperson under Regulation 11(1) (a) - (m) and that Barfoot & Thompson Body Corporate were contracted to provide the administrative support to the committee. The financial statements circulated with the notice of meeting and the following AGM minutes should be read in conjunction with this report.

F. Body Corporate Committee (Ordinary Resolution)

Resolved that the body corporate committee comprises of six members and the number of members required to constitute a quorum is four, with the following members elected to the committee:

- Judith Burson – Unit K
- Devendra Patel – Unit J
- Annette Sleep – Unit H
- Eleanor Sayer – Unit I
- Yvonne Fullerton – Unit D
- Andrew Denley – Unit E

[Moved: Annette Sleep / Seconded: Devendra Patel Carried without dissent]

Those present agreed that Yvonne and Andrew be elected on to the committee despite the nominations not going out on the notice of AGM as required under the Unit Titles Act 2010.

Discussions around the lack of involvement by some of the residential owners and that it is the same ones who always end up arranging quotes, meeting contractors on site etc. This takes up some time and to be fair the workload should be spread between all owners. Discussions around engaging a part-time site Manager to take care of any site related tasks or alternatively that some sort of remuneration on an hourly basis be made to the residential owner who carries out the tasks. The residential committee members are to put some consideration into these options.

Both the commercial and residential owners agreed they will support the decisions made by either set of committee members when it comes to voting at committee meetings.

G. Body Corporate Chairperson (Ordinary Resolution)

Resolved that Annette Sleep - Unit H is elected to the position of Body Corporate Chairperson.

[Moved: Katrina McKay / Seconded: Yvonne Fullerton Carried without dissent]

H. Delegation of Powers and Duties to the Committee (Special Resolution)

Resolved that the body corporate delegates to the committee -

- i. All the duties of the Body Corporate Chairperson under Regulation 11(1), subclause (1)(a) to (m), along with all other Body Corporate Chairperson powers and duties conferred elsewhere by the Unit Titles Act 2010 and Unit Titles Regulations 2011; and
- ii. All the general powers and duties of the body corporate that may be delegated in accordance with Section 108(1) of the Unit Titles Act 2010, excluding the powers and duties set out in Section 108(2), provided that in accordance with Section 110, no delegation affects or prevents the performance of any duty or the exercise of any power by the body corporate, or affects the responsibility of the body corporate for the actions of the body corporate committee acting under the delegation; and
- iii. Further instructs that the body corporate committee is to report annually (or more often as the committee considers necessary) to the body corporate in relation to the delegation of powers and duties; and
- iv. The delegation does not enable the committee to rescind or override resolutions and directives passed at a general meeting, nor act in contradiction to any restrictions (financial or otherwise) placed on the committee either contained within the Operational Rules of the Body Corporate or passed at a general meeting of the Body Corporate.

[Moved: Judith Burson / Seconded: Annette Sleep

Carried without dissent]

I. Financial Statements – Residential (Ordinary Resolution)

Resolved that the financial statements for the period ended 31 August 2019 as presented by Barfoot & Thompson Body Corporate are approved.

[Moved: Katrina McKay / Seconded: Andrew Denley

Carried without dissent]

Action: B & T BC are to clarify the entry for the Magiclean Ltd invoice for March tile cleaning.

J. Financial Statements – Commercial (Ordinary Resolution)

Resolved that the financial statements for the period ended 31 August 2019 as presented by Barfoot & Thompson Body Corporate are approved.

[Moved: Judith Burson / Seconded: Annette Sleep

Carried without dissent]

K. Audit / Review / Verification – Residential (Special Resolution)

Resolved that in accordance with Section 132(8) of the Unit Titles Act 2010 no audit, review or verification is required on the financial statements for the period ended 31 August 2019.

[Moved: Katrina McKay / Seconded: Judith Burson

Carried without dissent]

L. Audit / Review / Verification – Commercial (Special Resolution)

Resolved that in accordance with Section 132(8) of the Unit Titles Act 2010 no audit, review or verification is required on the financial statements for the period ended 31 August 2019.

[Moved: Judith Burson / Seconded: Devendra Patel

Carried without dissent]

M. Budget for year ending 31 August 2020 – Residential (Ordinary Resolution)

The draft budget was discussed with the following items noted:

- The Operating Fund relates to expenditure in the annual budget as defined under Section 115 of the Act.
- Reserve Funds (Contingency Funds) relates to unbudgeted or unexpected expenditure as defined under Section 118 of the Act.
- Insurance – agreed to go with NZI and to continue using the services of Rothbury as the BC broker.
- The meeting confirmed the transfer of surplus Operating Funds of \$4,683.35 to the Contingency Fund.
- Levies 2020/2021: To bring the raising of levies in line with the Unit Titles Act, levies will be raised in advance at the beginning of the financial year. This means that the first levy instalment will be invoiced at the commencement of the new financial year (1 September 2020) and based on the

previous year's budget. Following the AGM the subsequent instalments will be calculated to ensure the full levy is raised.

1. Resolved that in accordance with Section 121 of the Unit Titles Act 2010, for the year ending 31 August 2020, that the operating budget is set at \$32,043.64 and the reserve fund budget (Contingency) is set at \$10,000.00, to be raised by Utility Interest in four instalments, due for payment on 31 October 2019, 31 January 2020, 30 April 2020 and 31 July 2020, with the committee authorised under Regulation 17 of the Unit Titles Regulations 2011, to enter into all necessary obligations to give effect to all expenditure provided for within the budget, with levies for the 2020/2021 financial year being raised in advance commencing 1 September 2020.
[Moved: Yvonne Fullerton / Seconded: Katrina McKay Carried without dissent]
2. Resolved that \$4,683.35 of operating funds surplus is transferred to the contingency fund.
[Moved: Yvonne Fullerton / Seconded: Katrina McKay Carried without dissent]

Action: B & T BC are to transfer the surplus Operating Funds of \$4,683.35 to the Contingency Fund.

Action: B & T BC to raise the first levy instalment at the commencement of the new financial year (1 September 2020)

N. Budget for year ending 31 August 2020 – Commercial (Ordinary Resolution)

The draft budget was discussed with the following items noted:

- The Operating Fund relates to expenditure in the annual budget as defined under Section 115 of the Act.
- Reserve Funds (Contingency Funds) relates to unbudgeted or unexpected expenditure as defined under Section 118 of the Act.
- Insurance – owners agreed they are happy to continue with the current broker and go with NZI.
- Discussions around the cracks in the basement of the commercial building reported to the insurance company some time ago due to the construction of a nearby building. Annette explained that photographs had been taken at the time and the insurance company had made a record of this, asking that the cracks were monitored to see if any change and as far as she was aware no changes had occurred. Judith is to forward to the committee the report she obtained at the time of purchasing her unit which mentions this issue.
- Stairway windows – Judith explained she has noticed water inside the windows on the stairway between levels 2 and 3. When she next sees this, she is to bring it to the attention of the staff member at O'Neils Personnel so they can take a look and explain things to the contractor when they come to site. Annette is to let B & T BC know if they need to arrange a contractor.
- Contingency Fund – agreed that the preference is for a special levy to be raised for any big ticket items at the time of repair/maintenance being required, rather than the building up of a contingency fund each year towards long term maintenance items.

1. Resolved that in accordance with Section 121 of the Unit Titles Act 2010, for the year ending 31 August 2020, that the operating budget is set at \$32,496.24 and the reserve fund budget (Contingency) is set at \$0 (zero), to be raised by Utility Interest in one instalment, due for payment on 31 October 2019, with the committee authorised under Regulation 17 of the Unit Titles Regulations 2011, to enter into all necessary obligations to give effect to all expenditure provided for within the budget.
[Moved: Annette Sleep / Seconded: Judith Burson Carried without dissent]

Long Term Maintenance Plan – Compiled by Solutions in Engineering 18 September 2012 and should be reviewed every three years. The committee are to review this at the next committee meeting and compile an updated version to be held on the BC files.

Valuation – Owners were reminded they needed to notify Barfoot & Thompson Body Corporate of alterations or additions to a unit that would affect any insurance valuation on the unit. Owners are

also reminded they must seek body corporate written approval under Section 80 of the Unit Titles Act for any structural alterations or additions, particularly if they are intending to alter plumbing, flooring or undertake any works that could impact on inter-tenancy walls, fire systems, insurance and/or structural integrity.

Levy Apportionment – In accordance with Section 121 of the Unit Titles Act 2010, owners are advised all expenses in the operating & contingency budget are required to be levied by Utility Interest percentage (44.15% commercial, 55.86% residential). The BC has an historical arrangement in place outside of this with commercial owners paying 100% of the costs of air-conditioning compliance (units are in the commercial building) and the access control door (commercial garage roller door). Residential owners pay 100% of any costs for the reading of the water meters (in the residential units only). Insurance is charged to commercial and residential owners based on the invoice received from the BC broker on a per building basis, which is then split between the respective units by Utility Interest percentage.

Action: B & T BC to forward a copy of the Long Term Maintenance Plan to the committee.

O. Levy Collection Procedure (Ordinary Resolution)

Resolved that the Body Corporate committee is authorised to instruct Barfoot & Thompson Body Corporate to recover any unpaid levies, or other unpaid debt owed by a unit owner to the body corporate, together with interest set at 10% per annum and any costs incurred in collection of the debt, using the Barfoot & Thompson collection process (noted below), which may include an application to the appropriate decision maker.

[Moved: Judith Burson / Seconded: Yvonne Fullerton

Carried without dissent]

Barfoot & Thompson Levy Collection Process:

The Barfoot & Thompson Levy Collection Process is to send an arrears notice at 7 days and 14 days overdue, send a reminder letter at 28 days overdue stating interest at 10% per annum will be applied (administrative fees in accordance with the debt collection process will be applied), at 42 days overdue send a demand letter (administrative fees in accordance with the debt collection process will be applied), at 60 days overdue send a Final Demand letter (administrative fees in accordance with the debt collection process will be applied) advising legal action will be instigated if the debt remains unpaid within 14 days from date of final demand letter, with any costs incurred in the collection of the debt recoverable from the unit owner. A copy of our debt collection process can be obtained by logging into the web portal or emailing your body corporate manager.

P. Health & Safety (No Motion)

- No incidents, near misses or accidents recorded since the last meeting.
- Risk Assessment and Health & Safety Management System: Risk Assessment complied by Impac Consulting 1 November 2016. The body corporate was reminded they needed to review the identified risk hazards and either mitigate or minimise the risks.
- Noted that owner-occupiers can arrange their own contractors to work on their unit property as individuals do not fall under the Health & Safety at Work Act, however owners must ensure contractors' are supplied a copy of the Health & Safety report and are inducted to site.
- Pre-qualification of contractors: Barfoot & Thompson is requesting all contractors become pre-qualified to work on Barfoot & Thompson Bodies Corporate, including having suitable industry qualifications for their work speciality, as well as the necessary public liability insurances in place. Ultimately only those contractors who have approved health & safety systems will be engaged by Barfoot & Thompson Body Corporate to work on client sites.
- Contractors' sign-in/sign-out process: The meeting was advised that a contractor management tool (Control Point), has been implemented for the complex to manage contractor engagement. A sign should be placed at the entry to the site informing contractors they must login to the Control Point Application.

- Evacuation Scheme: There is a formal scheme in place and Nova Evacuation take care of the six monthly trial evacuations. Owners are to ensure their tenants are advised of all emergency evacuation exit points.
- Chemical register: The manager reminded owners any hazardous substances must be stored appropriately, with a chemical register required to be kept if hazardous substances are kept onsite.

Q. Amendment to the Body Corporate Operation Rules (Ordinary Resolution)

Resolved that the Body Corporate amend the existing Body Corporate Operational Rule 6) as follows:

6) Affixing of objects to external walls

An owner must not erect, fix or install any object, mechanical, electrical, electronic or artwork to the external walls or any common areas of either building (Residential or Commercial) without the written consent of the Body Corporate.

[Moved: Annette Sleep / Seconded: Andrew Denley

Carried without dissent]

Action: B & T BC to arrange for the rules to be signed and lodged with LINZ

R. General Business (No Motion)

My Community Web Portal – the web portal gives owners access to check their levy balance, view meeting minutes and rules. Owners can also log maintenance requests and communicate with the other owners via the community wall. Please contact B & T BC if you would like your log in details re-sent.

Short Term Accommodation & Apartment Usage – residential owners are reminded if they intend using their unit for short term accommodation (for instance: Airbnb or Bookabach), they are required to notify in writing both the body corporate manager and the insurer, as this is deemed an increased risk under the insurance policy and is a matter that should be notified to the insurer.

Refurbishment of the commercial lift – Annette presented the quotation from Electronic & Electrical Technologies Ltd (eet) for the lift upgrade (\$11,945.00 plus GST) with discussions around this. Units H and I were in favour of proceeding whilst J and K were not in favour. Taking this into account it was decided that the refurbishment will not go ahead.

Sensor lighting in the residential garage (on Khyber Pass Road) – Katrina has asked the BC electrician for a quotation to upgrade the car park lighting and will forward this to the committee.

Residential garage (including garage door) maintenance/upkeep – on-going issues with the mechanism for the door with the committee to continue to work through things.

Painting residential building exterior – B & T BC are to ask a preferred painting contractor to get in touch with Katrina to arrange to meet on site and provide a quotation for consideration of the committee. The committee members will obtain a comparison quote/s.

Unit C – Lynne explained the owner had forwarded a number of questions which had not gone out on the agenda. Due to time constraints Andrew asked that the email be forwarded to him and he will respond to the owner directly.

Action: B & T BC to forward the email from the owner of Unit C to Andrew for response directly.

There being no further business, the meeting concluded at 7.12pm.

Barfoot & Thompson Body Corporate

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