

MINUTES OF BC 184638 57 GLADSTONE ROAD, NORTHCOTE Annual General Meeting

Held at the offices of Lochore's Body Corporate 100 Mokoia Road, Birkenhead, on
Wednesday 12 February 2020 at 6pm.

Item		Action
1.	<p>Attendance: Shirley Bailey Trust – Shirley Bailey (8) Murray Coombridge (10) White Summit Service Trust – Scott Martin (17)</p> <p>Garry Denley and Lynn Cormack representing Lochore's/Strata Title Administration as the Body Corporate Manager's</p>	
2.	<p>Meeting Chairperson: Resolved to appoint Garry Denley to chair the meeting.</p>	
3.	<p>Apologies and Proxies:</p> <p>Apologies: Colin Ratcliffe (3)</p> <p>Proxies: Paul Hunnengo (13) to Alan Barber - Alan Barber did not attend the AGM – Proxy not tabled Paul & Jean Lochore (1 and 15) – Proxy to Garry Denley</p> <p>Resolved to accept the apologies and proxies.</p>	
4.	<p>Confirmation of Minutes of the last Annual General Meeting: Resolved that the Minutes of the last Annual General Meeting held 12 February 2019 are a true and correct record and there were no matters arising.</p>	
5.	<p>Discussion of the Annual Accounts: Bank balance as at 31 December 2019: Operating account \$15,117. Investment account \$70,518.</p> <p>Resolved that the annual accounts for the financial year to 31 December 2019 are received and accepted as presented.</p> <p>It was agreed by the owners present to transfer the balance in the Long-Term Maintenance Fund to the Investment Account.</p>	

6.	<p>Independent Audit of Accounts: Resolved by Special Resolution that an independent audit of the Body Corporate accounts is not required.</p>	
7.	<p>Chairperson and Committee Members Duties: The Body Corporate resolves by special resolution that: a) The duties of the Body Corporate Chairperson listed in regulation 11(1)(a)-(m) are delegated to the Body Corporate Committee. b) The duties of the Body Corporate are delegated to the Body Corporate Committee.</p>	
8.	<p>Election of Chairperson/Committee Chairperson: The Meeting resolved to elect Scott Martin (17) as the Chairperson/Committee chairperson for the coming year.</p>	
9.	<p>Election of Committee Members: The Meeting resolved to elect a committee of three for this financial year which shall have a quorum of two. Scott Martin (17) Shirley Bailey (8) Murray Coombridge (10)</p>	
10.	<p>Insurance: Valuation: \$9,471,000.00 Premium: \$18,768 Including GST and Office Bearers of \$810.75 Motion Resolve to confirm the insurance policy with Vero and premium for the coming year, as recommended by the Committee. Note: The increase in premium and cover is due to a new valuation plus EQC levies rising by \$1900. Plus, GST. Note: It is strongly recommended that landlords carry out regular inspections e.g. three monthly.</p>	GD
11.	<p>Continuation of Service Contracts: a) DK Gardens b) Lochores Body Corporate/Strata Title Administration Resolved to confirm the service contracts for the next 12 months. The Strata Title Administration Service Contract is to be signed by the Chairperson and a Committee Member.</p>	

<p>12.</p>	<p>Current Maintenance Requirements:</p> <p>1) Flush all gutters and downpipes, treat roof. It was agreed to accept the quotation from The Building & House Wash Company quote - \$3425 including GST. Proceed in June 2020.</p> <p>2) Check Boundary Fences. The Committee undertook to carry out an investigation on the condition of the Boundary fence and obtain quotation for any necessary repairs and maintenance.</p> <p>3) Discuss the intercom system replacement. See quotations attached. This is a Long-Term Maintenance plan budget The Committee requested that the service provider undertakes to run all necessary tests to ensure that the system is fit for purpose prior to the quote being accepted by the Committee.</p>	
<p>13.</p>	<p>Long Term Maintenance Plan: The Meeting agreed to confirm the OPUS Long Term Maintenance Plan (LTMP), as recommended by the Committee.</p> <p><u>Motion</u> Resolve to confirm the OPUS Long Term Maintenance Plan as recommended by the Committee.</p> <ul style="list-style-type: none"> • Fence repairs - allow \$10,394.00 Including GST. • Intercom System allow up to \$5,500.00 Including GST. • Painting due in 2022, surface of the paint work is to be checked following the Chemwash. • It was agreed that the Committee is to investigate the option of upgrading all the external lighting to LED. 	<p>Committee</p>
<p>14.</p>	<p>Long Term Maintenance Fund: Resolved to approve the Long-Term Maintenance funding of \$13,512 for the financial year to 31 December 2020.</p>	
<p>15.</p>	<p>Proposed Budget for 2019:</p> <p>Resolved to approve and accept the annual levy budget of \$42,000 for the next financial year to 31 December 2020 and that the Body Corporate Manager is authorised to pay all accounts as per the budgeted expenditure. Any expenditure in excess of budget shall require committee approval.</p>	<p>GD</p>
<p>16.</p>	<p>Levy Payments: Resolved that levy payments are to be paid on the following dates 1 March and 1 September 2020.</p>	

<p>17.</p>	<p>Debt Collection/Aged Arrears: Resolved that Strata Title Administration recover any unpaid levies owed to the Body Corporate, whether through Court or Tenancy Tribunal or otherwise, and to levy interest at the rate of 10% per annum as provided in Section 128 of the Unit Titles Act 2010 on any monies outstanding.</p> <p>All costs, debt administration fees and expenses involved in the recovery shall be charged against the defaulting proprietor in full and that Glaister Ennor lawyers, or other lawyers appointed by the Committee, act as duly appointed agents for the Body Corporate where required, for debt collection.</p>	
<p>18.</p>	<p>Health and Safety: Owners, landlords and tenants must advise Lochore’s Body Corporate of any Health and Safety issues. Currently there are no outstanding Health and Safety issues the committee is aware of.</p> <p>The Meeting confirmed that Health and Safety Site Procedure Notices have been sent to all owners. In addition, Contractor Site Procedure Notices have been sent to Body Corporate Contractors. This will be an annual activity.</p> <p>The new HSNZ Health and Safety Report was discussed at the Meeting. No Health and Safety issues had been reported to the Committee is the last 12 months.</p> <p>It was agreed that the Committee is to investigate painting yellow hazard warning strip between the ridge and the pedestrian gate, in order to mitigate the Health and Safety Risk.</p> <p>All owners are reminded of the requirements of the Healthy Homes, and when installing heat pumps/ventilation into the units and penetrating the external cladding, the Body Corporate a certificate of warranty to ensure that due care has been taken of the external cladding.</p>	<p>GD Committee</p>
<p>19.</p>	<p>Tenants – Rule 24: As a reminder – Body Corporate Rule 24 requires all landlords, including property management companies, to advise Lochore’s Body Corporate of the names and contact details of their current tenants. This will assist the Body Corporate to contact tenants for maintenance purposes or in emergencies. Owners and Property Managers are asked to advise Lochores Body Corporate prior to tenants moving in or out of their units. This allows for the monitoring of rubbish disposal etc.</p>	

20.	<p>Absent Owners: Owners who are tenanted their units and are out of New Zealand for 21 days or more, are required by law, to advise Lochores Body Corporate of the name and contact details of their New Zealand agent.</p>	
21.	<p>Contents Insurance: Contents insurance cover is recommended for each unit occupier and landlords should ensure this is suggested to tenants at the commencement of the tenancy.</p>	
22.	<p>Matters for Discussion: Nil</p>	<p>GD</p>
	<p>Notes: Important Notice to All Owners: Please note that due to the workload created Lochores Body Corporate will not have any involvement in the organisation of any inorganic collections either now or in the future. Please contact Auckland Council direct when notified of the collections in the area. In addition, we will not take any responsibility for any Health and Safety issues which may arise through having inorganic contractors on site.</p> <p>Insulation Installer: Eco Insulation – Ph: 0800 400 326. Web: snughomes.co.nz/ecoinsulation.co.nz An insulation certificate will be provided.</p>	

Meeting closed: 6.55pm