

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
Tuesday 12 February 2019 at 6pm.

Item		Action
1.	<p>Attendance: Shirley Bailey (8), Murray Coombridge (10), Scott Martin (17), Alan Barber (proxy for 13) and Garry Denley on behalf of Lochore's Body Corporate.</p>	
2.	<p>Meeting Chairperson: Resolved to appoint Garry Denley to chair the meeting.</p> <p>Moved: Scott Martin (17) Second: Murray Coombridge (10) Carried: Unanimously</p>	
3.	<p>Apologies and Proxies:</p> <p>Apologies: Collin Ratcliffe (3) Reynante and Eulla So (7) Tara and Josh Holdich (19) David Robinson - Dahata Limited (2)</p> <p>Proxies: Paul Hunnogo (13) to Alan Barber David Robinson (2) to Scott Martin (17) Bryan Goddard (18) to Garry Denley Collin Ratcliffe (3) to Scott Martin (17) Rosemary and Terry Wood (16) to Garry Denley</p> <p>Resolved to accept the apologies and proxies.</p> <p>Moved: Shirley Bailey (8) Second: Murray Coombridge (17) Carried: Unanimously</p>	
4.	<p>Confirmation of Minutes of the last Annual General Meeting: Resolved that the Minutes of the last Annual General Meeting held 22 February 2018 are a true and correct record and there were no matters arising.</p>	

	<p>Moved: Alan Barber (13) Second: Scott Martin (17) Carried: Unanimously</p>	
5.	<p>Discussion of the Annual Accounts: Bank balance as at 31 December 2018: Operating account \$4,515.67</p> <p>Resolved that the annual accounts for the financial year to 31 December 2018 are received and accepted as presented.</p> <p>Note: Invested funds as at 31 December 2018 are \$67,350 including interest totalling \$169.03.</p> <p>Matters arising: Legal fees covered a legal opinion regarding a dispute over an insurance claim with Unit 9.</p> <p>Moved: Shirley Bailey (8) Second: Alan Barber (13) Carried: Unanimously</p>	
6.	<p>Independent Audit of Accounts: Resolved by Special Resolution that an independent audit of the Body Corporate accounts is not required.</p> <p>Moved: Scott Martin (17) Second: Murray Coombridge (10) Carried: Unanimously</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> <p>Moved: Shirley Bailey (8) Second: Alan Barber (13) Carried: Unanimously</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> <p>Agreed unanimously.</p>	

<p>9.</p>	<p>Election of Committee Members: The Meeting resolved to elect the following owners as members of the Committee, including the Chairperson, for this financial year, with a quorum of 2.</p> <p>Scott Martin (17) Shirley Bailey (8) Murray Coombridge (10)</p> <p>Moved: Alan Barber (13) Second: Murray Coombridge (10) Carried: Unanimously</p>	
<p>10.</p>	<p>Insurance: Resolved to confirm the Vero insurance policy and premium of \$16,292 including Office Bearers cover of \$1 million for the coming year, as recommended by the Committee.</p> <p>Total cover \$8,920,800.</p> <p>Note: The insurance documents were received just prior to this Annual General Meeting. Copies are attached to these Minutes.</p> <p>Note: It is strongly recommended that landlords carry out regular inspections e.g. three monthly.</p> <p>Moved: Shirley Bailey (8) Second: Murray Coombridge (10) Carried: Unanimously</p>	<p>GD</p>
<p>11.</p>	<p>Continuation of Service Contracts:</p> <ul style="list-style-type: none"> a) DK Gardens b) Lochores Body Corporate <p>Resolved to confirm the service contracts for the next 12 months.</p> <p>Moved: Scott Martin (17) Second: Shirley Bailey (8) Carried: Unanimously</p>	
<p>12.</p>	<p>Current Maintenance Requirements:</p> <ul style="list-style-type: none"> 1) Flush all gutters and downpipes, treat roof. The Building & House Wash Company quote - \$1,500 including GST. Proceed in June 2019. 2) Driveway post replacement required. Quote to be obtained. 3) Trim tree by back gate of Unit 10. 	<p>GD</p> <p>GD</p> <p>GD</p>

	<p>4) Check boundary fences – see Nick’s Handyman Report. - defer to the next Committee meeting. - there is a Long Term Maintenance Plan allowing for \$10,292 for this year for fence repairs.</p> <p>Resolved to accept the quote to carry out services as agreed.</p> <p>Moved: Murray Coombridge (10) Second: Scott Martin (17) Carried: Unanimously</p>	<p>GD/ 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>Long Term Maintenance Plan provides expenditure for: Exterior lighting upgrade \$8,137. Entrance gate system and pedestrian gate upgrade \$14,839. Retaining wall and fence repairs \$10,292. Total cost - \$33,268.</p> <p>Moved: Shirley Bailey (8) Second: Scott Martin (17) Carried: Unanimously</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 2019.</p> <p>Moved: Shirley Bailey (8) Second: Alan Barber (13) Carried: Unanimously</p>	
<p>15.</p>	<p>Proposed Budget for 2019: Resolved to approve and accept the annual levy budget of \$37,000 and budget expenditure of \$37,968 for the next financial year to 31 December 2019 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>Note: Increase postage budget to \$250. Increase grounds to \$6,500.</p> <p>Moved: Shirley Bailey (8) Second: Scott Martin (17) Carried: Unanimously</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 2019.</p> <p>Moved: Scott Martin (17) Second: Murray Coombridge (10) Carried: Unanimously</p>	
<p>17.</p>	<p>Debt Collection/Aged Arrears: Resolved that Lochores Body Corporate (Division of Lochores Real Estate Ltd) 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>Moved: Scott Martin (17) Second: Shirley Bailey (8) Carried: Unanimously</p>	
<p>18.</p>	<p>Health and Safety: Owners, landlords and tenants must advise Lochores 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 presented to the Meeting.</p> <p>Matters arising:</p> <ul style="list-style-type: none"> a) Check garden beside driveway – fill up the pebbles (gardener). b) Check electrical switchboard. c) Send out letter to residents/owners re Evacuation Plan/procedure. d) Retaining walls - these are being fixed. <p>Refer this Review to the Committee which is to investigate the work required to ensure compliance.</p>	<p>GD</p> <p>Committee</p>

	Moved: Murray Coombridge (10) Second: Shirley Bailey (8) Carried: Unanimously	
19.	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.	
20.	Absent Owners: Owners who are tenanting their units and are out of New Zealand for 21 days or more, are required by law, to advise Lochore’s Body Corporate of the name and contact details of their New Zealand agent.	
21.	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.	
22.	Matters for Discussion: a) Heat Pump Installation: Write to all owners to see those who have installed heat pumps. Note: Any external installations require Body Corporate approval. b) Unit sales for the past six months: Unit 3 (October 2018) \$517,500 Unit 19 (April 2018) \$655,000	GD
	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. Insulation Installer: Eco Insulation – Ph: 0800 400 326. Web: snughomes.co.nz/ecoinsulation.co.nz An insulation certificate will be provided.	

Meeting closed: 7.30pm