



**MINUTES OF
THE 2022 ANNUAL GENERAL MEETING OF
HUME HOUSE BODY CORPORATE NO. 83149
Conducted via Zoom on
Wednesday 30 November 2022 at 12'noon**

Web site: www.ypm.co.nz/bc83149 Username: bc83149 Password: 83149

1.0 Meeting Formalities

1.1 Present

Saya Hashimoto (4) Chairperson
Ben Pearson (31, 32 & 33)
Linley Caudwell (6)
Ankush Juneja (17)
Olivia Krakosky (1)
Goran Savic (C)
Jo McMillen (B)
Malcolm Hodge & Moana Meyer (7)
Martin Cayford (11)
Mark Hashimoto (22)
Stephen Hall (26)
Maya Kuchit (34)

Jan Viljoen – YPM

1.2 Proxies

The Chair held proxies for units 24 & F
Ben Pearson held a proxy for unit 13

1.3 Postal Votes

Brendan Ralph (5) – Yes to all but no to any form of audit/review of financials.

1.4 Apologies (other than proxies and postal votes)

None

1.5 Quorum

A quorum of 11 was present and the meeting proceeded

2.0 Previous Minutes

Moved: By ordinary resolution that the Minutes of the AGM held on 19 November 2021 be accepted as a true and accurate record of proceedings.

Chair/Ben/carried

Matters arising not covered elsewhere:

None.

3.0 Body Corporate Management Committee

3.4 Chairpersons Report

The Chairperson's briefly spoke to her report highlighting the following:

- Cove Kinloch completed a review of the LTMP including updating cost estimates to current pricing.
- A recent trial evacuation had an unsatisfactory outcome and owners are called upon to note and also inform their tenants of the correct evacuation procedures.
- There has been a continued increase in items and rubbish left in common areas, the garage and accessory units. The cost of removal may be on-charged to owners.
- The tower roof work is 90% done and should be completed before Christmas.
- The Hume House Windows and Façade Upgrade Project is now underway with further updates to follow as more information becomes available.

3.5 Election of Committee & Chairperson

Jan informed that the current committee members all declared themselves available for re-election and the Chair invited further nominations from the floor, especial from those with experience relevant to the upcoming windows and façade project. No new nominations were made.

Committee nominations:

Saya Hashimoto
Ben Pearson
Brendan Ralph
Linley Caudwell

Moved: By ordinary resolution that the nominations for the Committee be accepted.

Jo/Maya/carried

3.5.1 Number of Committee members

Moved: By ordinary resolution that the Committee at any time should consist of at least 3 members

Linley/Ben/carried

3.2.2 Quorum for the Committee

Moved: By ordinary resolution that the number required for the quorum of the committee be set at 3 members.

Ben/Linley/carried

3.2.3 Chairperson nominations:

Saya Hashimoto confirmed her availability for re-election. There were no other nominations.

Moved: By ordinary resolution that Saya Hashimoto be elected as Chairperson.

Linley/Ben/carried

3.2.4 Delegation of Duties

Moved: By special resolution that the body corporate committee shares the powers and duties of the Body Corporate and Chairperson that are allowed to be delegated.

Ben/Linley/carried

4.0 Facilities Managers Report

Jan presented the Facilities Management Report highlighting the following:

- The annual building, window and gutter clean is scheduled for early December. The trees obstructing access to some windows remains a problem with WCC having their own schedule for trimming them back.
- Following recent issues with the garage roller door a digilock was temporarily fitted to control building access via the pedestrian door. This has since been removed but Jo suggested retaining it in place if again required, only deactivating rather than removing it once the roller door has been fixed. She also requested more timely and detailed communication in future to enable affected owners to determine the most appropriate way to deal with the situation.

Action: Louise (YPM)

In answer to a question Jan informed that the internal gutters works was not part of the roof repair project. It is a separate item in the LTMP and is scheduled to be done later in the new financial year. The work is required due to the existing gutters not being large enough to cope with recent increased rainfall.

No Health & Safety incidents, accidents or near misses occurred during the reporting period.

5.0 Administration & Finance

Jan spoke to the Financial Accounts as circulated and answered questions from the floor.

5.1 2022 End of the year accounts.

Moved: By ordinary resolution that the financial Accounts to 30 September 2022 be accepted.

Linley/Chair/carried

5.2 Appointment of an Auditor

Following discussion, the meeting agreed not to have the 2023 year end accounts audited or reviewed.

Moved: By special resolution that the accounts to 30 September 2023 not be audited/reviewed or undergo a special verification procedure.

Jo/Mark/carried

5.3 2021 Proposed Budget

The meeting discussed the proposed budget reflecting no increase in ordinary levies.

Moved: By ordinary resolution that the proposed 2023 budget of \$386,699 and levy schedule be approved with quarterly payments on the first day of each quarter by automatic payment, commencing 1 January 2023 and continue until further notice.

Linley/Ben/carried

Moved: By ordinary resolution that pursuant to the provisions of Regulation 17 of the Unit Titles Regulations 2011, the body corporate gives its approval for the Committee to enter into all necessary obligations on commercial terms that will give effect to any expenditure provided for in the budget and long-term maintenance plan.

Ben/Chair/carried

5.4 Long Term Maintenance Plan

The plan as tabled includes provision for the remaining cost of roof repairs, yet to be completed. The other figures are all from the newly prepared LTMP but this information was transposed on to the more familiar template. Following some questions from the floor, YPM was asked to distribute the new LTMP to all owners for information.

Action: Jan (YPM)

Moved: By ordinary resolution that the attached Long Term Maintenance Plan be accepted.

Ben/Linley/carried

6.0 General Business

Windows and Façade Project

For context, the Chair informed the meeting that following Goleman Group's inspection of circa 50% of windows, it was identified that they were nearing their end of life and rust was causing many panes to crack. The insurers informed that they would no longer provide cover for these cracking panes. It was also identified that the façade had many patches where water ingress through cracks have resulted in spalling due to the steel reinforcing rusting and expanding. With the roof now done, the windows and façade are the next to be addressed.

The committee met with a number of potential project managers to appoint a suitable candidate and preliminary costings were requested. The quantity surveyors have now provided cost estimates for three options, based on the Goleman report. These quotes were received too late for inclusion with the meeting papers but the Chair gave the following verbal overview, pointing out that all three options include the façade repairs:

- A) Repair the existing steel-framed windows including removal of rust and repainting. This option is not recommended due to ongoing maintenance requirements. The cost of this option would be circa \$1.3m.
- B) Replace the existing windows with single-glazed aluminium ones. There is uncertainty around whether this would be allowed under Healthy Homes Standards. The cost of this option would be circa \$2m.
- C) Replace the existing windows with double-glazed aluminium ones. The cost of this option would be circa \$2.3m.

The Chair also mentioned potential financing options which owners might further investigate such as sustainability loans of up to \$80k at a rate of 1% annual interest for up to three years. Linley added that she heard that Westpac offers similar type loans at 0% for 5 years.

In conclusion she said that the above was only to create an awareness of the current position and an EGM will be called to present a proposal to owners once the information becomes available. She then invited questions from the floor.

In answer to questions regarding the scope of the project, the Chair informed that the façade works cover the exterior of the entire building. All windows, including those of the Annex, are included however with the top floor already double glazed, this needs to be further investigated. It might have an impact on cost allocation too. She also undertook to raise the possible impact the façade works might have on the building's NBS rating, with the engineers.

Action: Chair

In conclusion she informed that planning for an EGM will be informed by feedback from the project manager regarding process and timelines. There is the further possibility to do the project in phases. Linley's apartment on level 2 will be used as a test case to provide further insight into the potential scope of works. With no provision in the LTMP for this project, it will be entirely funded from special levies.

There being no further business the meeting was closed at 1:07p.m.

Signed Date
Chairperson

Dear Members,

I present the 2021/22 annual report of your Body Corporate. The Committee has met quarterly through the year and I have provided owner updates from each meeting. I thank Committee members Brendan, Linley and Ben for their support this year, as well as Jan and Louise at YPM.

The Hume House Window and Facade Upgrade Project is now underway. The committee met with the project manager in October to approve their engagement with contractors and a quantity surveyor to scope the programme of work to the facade of the building and windows. We will keep you updated on this work and proposed costs which will require a special levy.

The proposed LTMP is now complete and is attached with the AGM info pack. Please review this as we will be voting on it at the AGM.

You will be aware that the tower roof work is 90% complete. The work is weather dependent and requires consecutive fine and still days to complete it. Spring winds and rain have delayed the timeline, but we hope it will be completed by year end.

A trial evacuation was undertaken in August. Feedback from the contractor was concerning in terms of health and safety. In the event of a fire alarm, residents need to do the following - **please pass this on to tenants:**

- Call 111
- Let the warden know they have left the building and which apartment they are from
- Move further down the street instead of blocking the entrance
- Please note the warden is the first person to leave the building - the clipboard is in the lobby

You may recall that the motor for the roller door was replaced last Christmas and the door itself has now failed. We have approved a quote to replace it and this is expected to be completed in the next couple of weeks. The digilock that was installed last time has been reinstalled to provide security for the building and will be removed when the door has been reinstated.

There has been a continued increase in items and rubbish left in common areas, carpark and accessory units which is against BC rules. When one item is left, it encourages other residents to follow suit which quickly becomes unsightly and a fire hazard. We therefore ask that residents dispose only of household rubbish in the bins. Larger items are not the responsibility of the body corporate and cost for disposal has a direct impact on everyone's levies. Specific instances of dumping should be reported to YPM so that the items can be removed. Can owners and property managers please remind their tenants of these rules which should be provided when a tenancy starts - **the committee are considering ways to enforce this which could result in removal of items and oncharging costs to owners.**

Financial accounts

We came in under budget by \$10.6k in the 2021/22 year due to variance in timing, for example this year's building wash has not yet been completed.

You will notice that in the coming year, a line has been included for graffiti. This is because the Council has advised property management companies are out of scope for graffiti removal and will no longer cover this cost. The Repairs and Maintenance budget has been increased by \$600 to reflect this. While we do not anticipate a significant increase in insurance premiums this year, renewal occurs in April and we cannot yet seek meaningful quotes to inform next year's budget.

Saya Hashimoto
Body Corporate Chair
November 2022