



**MINUTES OF
THE 2021 ANNUAL GENERAL MEETING OF
HUME HOUSE BODY CORPORATE NO. 83149
Conducted via Zoom on
Friday 19 November 2021 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)
Brendan Ralph (5)
Linley Caudwell (6)
Nikki Earnshaw (30)
Ankush Juneja (17)
Olivia Krakosky (1)
Sandi Reily (G)
Goran Savic (C)
Jo McMillen (B)

Jan Viljoen – YPM

1.2 Proxies

The Chair held proxies for units 21, 22, 26 & F
Brendon Ralph held a proxy for unit 7
Ben Pearson held a proxy for unit 13

1.3 Apologies (other than proxies)

Ankush Juneja (17)

1.4 Postal Votes

Ashlin Chand (16) – Yes to all and a Review of financials.

1.5 Quorum

A quorum of 11 was achieved and the meeting proceeded

2.0 Previous Minutes

Moved: By ordinary resolution that the Minutes of the AGM held on 27 November 2020 be accepted as a true and accurate record of proceedings.

Chair/Linley/carried

Moved: By ordinary resolution that the Minutes of the EGM held on 13 August 2021 be accepted as a true and accurate record of proceedings.

Chair/Linley/carried

Matters arising not covered elsewhere:

None.

3.0 Body Corporate Management Committee

3.1 Chairpersons Report

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

- The main focus during the year was on the roof work which got delayed due to Covid and associated supply chain issues. The preferred product for coating the roof is no longer available resulting in having to approach another supplier. It is hoped that the work will be completed during the summer months, dependent on the availability of tradespeople.
- Following a survey of 50% of windows it was identified that they are approaching the end of their life and require refurbishment. The committee is currently reviewing quotes from companies to act as programme manager, coordinating trades and professional advisors.
- The financial accounts reflect a deficit of circa \$16k mainly due to repairs and maintenance expenditure exceeding budget. This deficit will be clawed back as part of the proposed budget for the coming year.

3.2 Election of Committee & Chairperson

Committee nominations:

Saya Hashimoto
Ben Pearson
Brendan Ralph
Linley Caudwell

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

Sandi/Olivia/carried

3.2.1 Number of Committee members

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

Chair/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.

Chair/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.

Ben/Linley/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.

Sandi/Olivia/carried

4.0 Facilities Managers Report

Jan presented the Facilities Management Report highlighting the following:

- The Committee has started work on investigating a window replacement and façade repair project. This will also coincide with a review of the LTMP however there was no budget for any such expenditure and it will be progressed in the coming year.
- Following the Committee decision to do window furniture repairs in bulk on an annual basis to save costs, a survey was conducted to identify required repairs. Window Works has been engaged with a commencement date of the work awaited.

Action: Louise (YPM)

Linley raised the issue of rubbish being left in the common area. Building occupants need to be informed that such behaviour should be reported to YPM to deal with it instead of approaching the Committee.

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 2021 End of the year accounts.

Moved: By ordinary resolution that the financial Accounts to 30 September 2021 be accepted.

Chair/Brendon/carried

5.2 Appointment of an Auditor

Following discussion, the meeting agreed not to have the 2022 year end accounts audited or reviewed.

Moved: By special resolution that the accounts to 30 September 2022 not be audited/reviewed or undergo a special verification procedure.

Ben/Jo/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 2022 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 2022 and continue until further notice.

Ben/Brendon/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.

Linley/Olivia/carried

5.4 Long Term Maintenance Plan

The plan as tabled includes provision for the proposed roof repairs but the budget makes provision for a LTMP review in the coming year. Once the revised plan becomes available an EGM will be called where it will be discussed and tabled for approval. This is not likely to happen much before mid-2022.

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

Chair/Ben/carried

6.0 General Business

Garage Door Access

Jo enquired about the outcome of this proposed access control mentioned at the previous AGM and the Chair undertook to investigate why this was not progressed.

Post-meeting Note: Following investigation it was determined that the door leading from the garage to the stairs is also a fire escape route. The roller door is not a fire escape. Fitting a fob operated door lock would not meet fire regulations unless an emergency door release was also fitted. This would defeat the object of the exercise.

Storage Lockers

The Committee decided to abandon this project in view of higher than expected costs and the roof and windows project deemed to be of greater priority. The information gathered in the process will however remain available for future consideration. Jo questioned the Committee's

decision to spend funds on the storage project and Jan pointed out that this was included in the approved LTMP expenditure at the time.

Façade Project

The Chair spoke to this. After the roof repairs, this is deemed the next priority. Windows, façade repairs and repainting is currently under investigation and the Committee will update owners as more information comes available.

The Tower roof is the current priority. The Annex roof will be included in the new LTMP which will provided detail of the work to be done and the timing of it.

There being no further business the meeting was closed at 12:45 p.m.

Signed Date
Chairperson

Dear Members,

I present the 2020/21 annual report of your Body Corporate. The Committee has met quarterly through the year, and we have two new members since the EGM. I thank Brendan and the new committee members Linley and Ben for their support.

As many of you will know, Covid-19 has impacted global supply chains and the availability of tradespeople. This has meant that the roof work scheduled for this year has been delayed as the product that was included in the quote is not currently available and it has not been possible to get clear timeframes for delivery. We have gone to another supplier and received a second quote for the work and we hope to complete this work in the summer months, though this is dependent on availability of tradespeople.

Hume House was built in the 70s and therefore is roughly 50 years old. There is provision in the LTMP for a repaint of the building which is due in 2023. Additionally, You may recall that we engaged Goleman Group Ltd to conduct a survey of 50% of the windows. The windows are now approaching the end of their life and require refurbishment. The committee has been advised that it would be prudent to engage a project manager to scope and oversee a programme of work to the facade of the building which includes both of the above, as it will require consents and the co-ordination of a number of tradespeople, architects and quantity surveyors.

As discussed at the EGM, the LTMP was last reviewed in 2015 and is overdue for review. We plan to commission this review early in the upcoming year. There was also discussion of a seismic review, however, the quote we received to do this work was high, and the committee have decided this work is of a lower priority than the facade refurbishment work. We hope to revisit the seismic review at a later date.

Finally, I wish to thank the facilities manager Louise, and Jan, for the service they have provided to the body corporate this year. They have provided useful advice in a timely fashion and I appreciate their work greatly.

Financial accounts

2020/21 resulted in a deficit of \$16,337 (6%) compared with a breakeven budget for the period, which is clawed back via levies in next years' budget. The majority of this was due to repairs and maintenance, along with lift maintenance which makes up a significant portion. 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 2021