



**MINUTES OF AN EXECUTIVE COMMITTEE MEETING
THE OWNERS - BODY CORPORATE 562098**

ADDRESS OF THE BODY CORPORATE SCHEME:

Rawhiti Village, 130- 164 Commerce Street, Frankton HAMILTON 3204

DATE, PLACE & TIME OF MEETING: A meeting of the Executive Committee of The Owners - Body Corporate Plan 562098 was held on 2/06/2022 at Colliers, 69 Victoria Street, Hamilton.

PRESENT:

Lot #	Unit #	Attendance	Owner Name	Representative
83	83	Yes	K Houston	
22	110/124	Yes	M Cooper	
10	110/3	Yes	K Rohde	
3	103/3	Yes	Jane	
82	82	Apology	C Dinan	

CHAIRPERSON:

Karl Rohde

BODY CORPORATE MANAGER:

Jane Kelly

Minutes of the meeting:

1 MINUTES

Resolved that the minutes of the last Committee Meeting on 27/01/2022 be confirmed as a true record of the proceedings of that meeting.

Moved: M Cooper

Seconded: K Houston

Carried

2 MATTERS ARISING

- CCTV policy/template document attached as agreed to last meeting for committee to review and make amendments to suit the complex. Is there CCTV operating signage installed onsite? CCTV policy to be amended so it is fit for purpose.
- Street numbering on buildings - these are to be installed any day now if not done already.

3 FINANCIALS

Resolved that the financials presented and attached on the year to date position be accepted.

Moved: K Houston

Seconded: K Rohde

Carried

4 GENERAL MAINTENANCE

The following general maintenance items be discussed/actioned:

- Exterior high window clean needs to be done. Get quotes for high external window cleaning. This cost would need to be a BC cost so lower exterior windows should be included in quote to make it fair. Quote should include two prices - one for just windows and one for entire building wash including windows.
- JJ's Waste Rubbish Collection - this needs increasing again for general waste to 3 empties per week. New contract has been requested from contractor for signing by the BC to put this in place. Suggestion made that we don't need an extra lift maybe just a day change. Jane to go back to JJ's and trial the day change. Monday and Thursday lifts to be requested. Ask if BC need to re-sign contract seeing it is still in trial period and number of lifts not being changed.
- Gate repair is still happening in background with contractor waiting for ordered parts etc. Was anyone aware of who caused the damage? Insurance claim has been lodged and accepted for this work. Gate repair still in progress and is being advised as being not far off.
- Letterboxes need some repairs/maintenance. Letterbox numbering needs attention as some have come loose.
- Additional cameras need to be installed and quote was obtained from the existing CCTV installer but quite expensive at around \$2000 per camera. There are definitely areas that cannot be monitored at present which should be, particularly the exit/entry points of both buildings. Electrician has advised that installing any additional cameras at this point is not going to be easy where cabling is required and this will make it more expensive so maybe wireless options are worth looking into? Existing system should be able to run wireless cameras and Karl has agreed to look into some options for this.
- Rawhiti Street side exit door handle loose again, Jane to talk to Dan the builder on this.

5 GENERAL BUSINESS

The following general business was discussed:

Police checks as a requirement for tenants? Police checks on tenants were thought to be not allowed under privacy laws but Karl thought they were. This would need to be initiated via the owners property managers.

CLOSURE: There being no further business, the chairperson declared the meeting closed at 02:56 PM.