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MINUTES OF COMMITTEE MEETING
Body Corporate No 184031

Property at 373 Khyber Pass Road, Epsom, Auckland 1023

THE COMMITTEE MEETING of this Body Corporate was held at the office of Strata Title Administration Limited, 1st Floor, Dilworth Building, cnr Queen Street and Customs Street East, Auckland and via MS Teams video conference facility, on Monday, 3 February 2025, commencing at 6:00pm.

PRESENT:

Lot #	Unit #	Attendance	Owner's Legal Name Representative at the Committee Meeting
15	O	Yes	Dan Zhu Mr Dan Zhu
17	Q	Yes	Rebecca Brandon Ms Rebecca Brandon
4	D	Yes	Joan Linn Ms Joan Linn
19	S	Yes	Victoria Smith Ms Victoria Smith

OTHERS PRESENT: Mr Brandon Zaragoza and Mr Kyle O'Reilly representing Strata Title Administration Ltd as the Body Corporate Managers.

MINUTES OF THE MEETING:

1 WELCOME & AGENDA

Mrs Joan Linn and Mr Zaragoza welcomed all attendees and confirmed that Mr Zaragoza will present the agenda for the meeting which has been drafted under the instruction from Mrs Joan Linn as body corporate and committee Chairperson.

Body Corporate and Committee (titles)

2 APOLOGIES

Resolved: No apologies were received and the meeting was declared quorate.

3 CONFLICTS OF INTEREST REGISTER

Mrs Linn (Lot 4) declared that her husband, Mr Roger Carter is the gardener for the property.

4 FINANCIAL REPORT

Mr Zaragoza provided an overview of the financial statements as appended to the Agenda.

To consider resolving: That the financial report for the period 01/01/2024 to 31/12/2024 be approved.

5 HEALTH & SAFETY UPDATE

(i) The Committee are to declare any site hazards that have been observed since the last meeting.

It has been noted that the deck areas in front of units 7, 8, 9 and 10 becomes slippery when wet, posing a health and safety hazard on the property. The Committee discussed the option of using mats to reduce the risk of slips and agreed to have Mrs Linn attend to the issue.

(ii) The Committee agreed to apply safety edging to the edge of the 3 flights of stairs, to satisfy the requirements set out within the Health and Safety Plan.

6 PERGOLAS UPDATE

A discussion was held regarding the various options to repair, replace, or remove the pergolas, along with the information provided by the contractors.

(i) In consideration of the assessment by Solutions In Engineering:
The Committee agreed that, due to the presence of asbestos and the recommendations from contractors, the removal of the pergola is not feasible. As a result, it will not be presented as an option at the AGM.

(ii) Who is legally responsible to meet the cost of the pergola work?
The Committee has not yet been able to determine who holds responsibility for the pergolas. Mr Zaragoza has been instructed to obtain legal advice to ensure this information is available to support the decision-making process at the upcoming AGM.

Post meeting note: Legal advice was received after the date of the BCCM to advised shared use of pergolas so shared cost.

(iii) Bring it forward for discussion at the coming AGM.
The Committee agreed to bring the decision on whether to repair or replace the pergolas to the upcoming AGM in order to gather input from the owners.

7 ASBESTOS REPORT

The Committee reviewed the asbestos report, provided by Solutions in Engineering, which was appended to the Agenda.

(i) The Committee agreed that the Rules should be updated to include the requirement for an Asbestos Management Plan (AMP) to be submitted concurrently with any proposal for work presented to the Committee.

8 RULES

(i) The Committee agreed to table formally ratifying the Amended Rules at the coming AGM.

(ii) The Committee agreed that a sentence regarding the Asbestos Management Plan is to be added to the Rules, as mentioned in item 7 of the Agenda and in the separate Body Corporate file relating to double glazing.

9 FLAT 14 TREE

It was noted that this decision was delayed as the Committee wanted to wait for the sale of Flat 14, allowing the new owner to provide input on the removal of the tree. The Committee agreed to defer the decision to the upcoming AGM. The Committee is uncertain whether the other trees will impact the drains. Mr Zaragoza was instructed to obtain the drainage plan, which will be presented at the AGM to support the decision-making process. Additionally, the Committee agreed that pictures will also be provided at the meeting.*

Why the * ?

10 BIRD ISSUE

An update was provided by Mrs Linn stating that the bird issue is still ongoing and the Tribunal Hearing date has been set for March.

(i) The Committee agreed and instructed Mr Zaragoza to obtain some quotes for the cleaning up and the repainting of the balconies of Flats 7 and 8. These quotes are to be forwarded to Mr Clinton Baker of Price Baker Berridge prior to the date of the Tribunal Hearing.

11 PRIVATE PROPERTY SIGNS FOR BOTH GATES

(i) Mrs Linn provided an overview of four incidents involving the public walking through the property recently. The Committee approved proceeding with the earlier proposal to install private property signs. The Committee also discussed the option of locking the gate, but this was rejected due to potential health and safety concerns.

12 INSURANCE

(i) It was agreed that the decision on which of two insurance quotes the BC accept and the appropriate level of coverage would be deferred to the AGM.

(ii) The Committee also discussed the possibility of increasing the loss of rents cover, and It was agreed that Mr Zaragoza would obtain alternative quotes with different levels of Loss of Rent cover which will be presented at the AGM.

(iii) Mrs Linn noted that on the current insurance policy of the Body Corporate, that there is no insurance for non-compliant work.

13 PROPOSED BUDGET check font size, looks like it's smaller

The Committee approved the proposed budget to be included in the AGM Agenda as presented to be discussed further at the AGM and Mrs Linn expressed interest for the shortfall amount for 2024 be included as a separate item.

14 NEXT COMMITTEE MEETING & AGM

The Committee did not schedule the next Committee meeting as the AGM is being held on Wednesday, 26 February.

The following items were not on the Agenda but were brought forward for discussion at the Committee meeting:

Ms ??'s r (not capital R)

(i) ~~Victoria's~~ Request for window replacement at Flat 19:

Ms ??'s

After ~~a~~ robust discussion, ~~was held~~ the Committee approved ~~Rebecca's~~ request. It was noted that if the installation exposes any asbestos, an appropriate Asbestos Management Plan (AMP) is to be followed ~~and met~~.

(ii) Pile of green waste in the south eastern corner of the property:

Mrs Linn reported that a pile of waste has been building from the neighbours dumping their garden waste onto the property of BC 184031. The gardener of the neighbouring property was contacted and has been shown the issue. Additionally, someone from 2 Maungawhau Road sprayed over a large area which has killed the vegetation, which will not grow back.

Mrs Linn proposed the Installation of waratah stakes, hurricane netting and a no trespassing sign on the boundary of the property. This proposal will be further discussed at the AGM.

(iii) Maintenance Update:

Mr Roger Carter of Unit D painted the stairs, handrails and rear deck of Building B and approval for compensation ~~has been~~ requested ~~to be approved~~.

was

15 MINUTES TO BE A RECORD OF THE BUSINESS OF THE COMMITTEE MEETING

To consider resolving: That if within ten days of distribution of the minutes Strata does not receive any written request from a Committee member who attended the meeting to amend any part of the minutes, that the minutes are adopted as a true and accurate record of the committee meeting; and that if a request to amend the minutes is received it will be referred to the Committee Chairperson to instruct if the amendment is to be made and the minutes reissued accordingly.

16 MEETING CLOSURE

With no further business, Mr Zaragoza thanked all Committee members for their attendance and participation, and declared the meeting closed at 7.50pm.