Strata Title Administration Ltd
bc@stratatitle.co.nz
www.bodycorporate.co.nz

Auckland Phone (09) 307 3721
PO BOX 3187, Auckland 1140
Wellington Phone (04) 974 1011
PO Box 384, Wellington 6140
Christchurch Phone (03) 925 8749
Unit 5, 71 Gloucester Street,
Christchurch 8013

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 offices of Strata Title Administration, and via online meeting facility, on Monday, 10 June 2024, commencing at 6:00pm.

PRESENT:

Lot #	Unit #	Attendance	Committee Member
4	D	Yes	Joan Linn
15	O	Yes	Dan Zhu
16	P	Apology	Dianne Denman
17	Q	Yes	Rebecca Brandon
19	S	Yes	Victoria Smith

OTHERS PRESENT: Devon Sansbury Representing Strata Title Administration Ltd (Strata) as the Body Corporate Manager.

MINUTES OF THE MEETING:

1 WELCOME & AGENDA

Joan Linn thanked everyone for their attendance and welcomed them to the meeting.

2 CONFLICTS OF INTEREST REGISTER

No-one at the meeting tabled any conflict of interest.

3 MINUTES OF PREVIOUS MEETING

The minutes of the previous committee meeting held on 14 March 2024 were adopted as a true and accurate record of that meeting according to the resolution passed at the meeting.

4 INTERIM FINANCIAL REPORT

Devon presented a summary analysis of the finances, including the Interim Financial Report.

The report comprised a year-to-date statement of financial performance compared to the budget, along with a detailed expense report showing every individual payment made from the Body Corporate's accounts.

The financial reporting covered the period from 1 January 2024 to 6 June 2024, representing 43% of the Body Corporate's financial year.

As shown in the Statement of Financial Performance, total expenditure to date from the operating account was 76% of the budget. However, if the lump-sum costs of Strata's management fee and insurance are accounted for on a pro-rata basis (43% of the total cost), that figure reduces to 56%, indicating that the operating account was running slightly ahead of budget.

The only line item with spending significantly ahead of budget was Health & Safety, at 90% of the budget. The Committee discussed these expenses and decided it would be more appropriate to code the work done to replace the stairs to the contingency fund. Therefore, the invoice from Noble Oaks Homes for $5,515.54 would be recoded.

Spending from the Contingency Fund, as per the financial report provided, was $2,675.00 for work on a stairway. The invoice noted above would be recoded before the next meeting.

5 BIRD ISSUE

The Committee discussed the issue of one unit feeding birds at the property, despite the damage it causes to the building and fence paintwork, as well as the extra cleaning costs. It was noted that the resident had been invited to a meeting with a committee member and Strata to discuss this issue but had not responded. The resident was then issued a breach notice, but the issue persists. The Committee decided that another breach notice will be issued, accompanied by an administration charge and the on-charged costs of the extra work required during the last building wash. If the bird feeding continues after the breach notice has been served, the Committee will consider engaging a lawyer to help resolve the issue.

6 **PVC PIPE ISSUE**
It was noted that, to prevent overflow from the upper unit's hot water cylinder from dripping onto a lower unit's courtyard, the upper unit extended the overflow pipe and drilled a hole in the fence to redirect it over Council property. The Council is aware of the issue and will follow up on it. The Council reference number is 8250095976.

7 **LETTERBOX PROJECT**
The Committee discussed the replacement of the letterboxes and noted that it would be beneficial to complete the project this year. Quotes will be obtained for robust steel letterboxes with keys, to be placed within the boundary fence.

8 **FLAT 14 TREE**
The tree near Unit 14 was discussed. It was suggested that it could either be removed or trimmed back. It was noted that if the tree is allowed to continue growing, it could cause damage to the drains in the area. The Committee agreed to defer the decision to the next meeting.

9 **GENERAL MAINTENANCE**
(I) Stairs to Flats 15 & 16:
The Committee decided to proceed with the replacement of these stairs while the builder is still available, noting that this will improve the appearance of the property.

(ii) Western Stairs:
The Committee decided to proceed with the replacement of these stairs while the builder is still available.

(iii) Building B Rear Deck:
It was decided to obtain a quote to repair Building B's rear deck for the Committee's consideration.

(iv) Johnson Roofing Update Regarding Gutter Join:
Johnson Roofing had been contacted regarding the issue with the gutter join but has yet to respond.

(v) Date for Next Gutter Wash:
It was decided that the next gutter clean will be booked for October. This will be done in conjunction with blowing the leaves off the roof, as was done last time.

(vi) Tidy of Garden Areas:
An owner noted at the AGM that the garden near the letterboxes needed tidying up. It was noted that Roger could do this now, as it is a good time of year for it. Joan left the room due to her conflict of interest while the Committee discussed the job. The Committee decided to go ahead with the job and compensate Roger $200 for his time.

10 **MAINTENANCE FOR DISCUSSION AT AGM**
(i) Replacement of Pergola Framing:
It was noted that the pergolas outside the front units require replacement. It was decided that quotes would be obtained for consideration by owners at the next AGM. The Committee discussed that since the replacement mainly benefits the downstairs units, the cost may be on-charged to those units, similar to the approach taken when the fence was replaced.

(ii) Repair of Degraded Joinery at the Complex:
It was noted that there are areas of beading and flashing around the building that need repair. As these are many small jobs, it is unlikely that builders will be willing to quote for them individually. Therefore, it was agreed that the best approach would be to have a builder quote for all of the repairs at the same time.

11 **H & S**
(i) One More Handrail Required by Report:
Joan noted that the contractor was coming the next day to quote for the installation of the final handrail required by the Health & Safety report.

(ii) Non-Slip Tape (or Other) for Stairs:
Victoria noted that her workplace had installed heavy-duty non-slip tape that appeared to function well. She undertook to provide the type of product to the Committee for their consideration.

12 **DOUBLE GLAZING REPORT**
An engineer's report was received regarding the feasibility of installing double glazing in the units and its impact on the building's structural integrity. The report determined that the added weight of the double glazing would not compromise the building's structural integrity.

The uniform model agreed upon at the 10 July 2021 EGM is as follows:

- All windows with the exception of the sliding kitchen window are to have security stays.
- Aluminium joinery must be "appliance white".
- Where the original glass in the buildings is clear, the new glazing must be clear.
- Where the original glass in the buildings is opaque, the new glazing must be opaque and must be Stippolight Obscured Glass.
- Bungalow windows to be at the front and side faces, and rear of the buildings.
- A sliding kitchen window, with a security bolt, is permitted.

It was noted that owners require Committee approval before proceeding with any exterior work to the building.

13 NEXT COMMITTEE MEETING

The Committee agreed to reconvene mid-September, if required, with the exact date and time to be confirmed.

14 GENERAL BUSINESS

(i) Exterior Lights:

A couple of recently replaced exterior light bulbs have blown again, indicating bad fittings. It was decided that a couple of new fittings in a similar style to the current ones would be installed.

(ii) Maungawhau Road Berm Clean-Up:

The Committee decided that Roger would tidy up the Maungawhau Road berm.

(iii) Gate Repair:

One of the front unit's gates was damaged by a tenant. It was decided to have the original installer of the fence repair it and on-charge the unit.

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

Resolved: 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 to discuss Joan thanked all present for their attendance and participation and declared the meeting closed at 7:34pm.