

**BC 349938 – 30 HEATHER STREET**

**MINUTES OF COMMITTEE MEETING**

**Wednesday 30<sup>th</sup> November 2022 at 5:00pm in Apartment No.17**

**Present**

- Richard Cuthbert (Chair), Heather Ellis, Sandy Wilson.
- Craig Bong (Building Manager)

**Apologies**

- Sarah Woodhams was unable to attend and introduce herself due to being a Covid close contact.
- Tamzin Letele failed to show – Richard will speak/write to Tamzin to enquire.

**Declaration of interests**

- Nothing to declare

**Committee**

- Committee meetings – agreed that these will be held on an as-needed basis, rather than at pre-set regular intervals.
- Sign-off process/approvals – agreed that Craig can approve invoices for all budgeted items, assuming within 10% of budget. All other expenditure requires two signatures (Craig + Richard). Non-budgeted items will be brought to the Committee for discussion/approval.
- Register of owners and occupiers – Craig will provide an updated list, accounting for new owners in Apt No. 2 (recently sold at auction to a prospective owner/occupier, settlement due 12<sup>th</sup> Jan 2023).

**Previous Meeting**

- No minutes available.
- AGM on 27<sup>th</sup> October 2022 – matters arising are as per agenda.

**Building Manager's Report**

- Health & Safety – Craig reported no issues arising. Hazards noted from a review of May 2018 Property Risk Assessment Report:
  - Roof access – this is gained by contractor's own portable ladder. Deemed to be acceptable, with no action required by the BC. *[The report recommends contractors prepare a safe work method statement for the BC's approval.]*
  - Stairwell – Craig will check whether safety glass is fitted. If not, action may be needed.
- CCTV – agreed to proceed with 3 additional cameras, as per Smartway quote of 15/11/22, at a cost of \$5,680 (incl GST). The LTMP allows for \$5k spend in 2024 – to be brought forward.
- Garage gate locks – with reference to Metabilt quote of 8/11/22, due to unexpectedly high cost, it was agreed:
  - Craig will confirm quote – is only 1 controller needed (for the top gate – there is one already for the bottom gate)? Are 2 safety beams required/gate? Expected cost circa \$10k for one gate.

- To proceed with installation for the top gate. Assuming satisfactory installation and subsequent performance, the same locks are likely to be provided for the bottom gate in due course.
- Rubbish collection – agreed to proceed, as per Rubbish Direct quote of 8/11/22. Craig will confirm the volume of existing bins is 240L. Improved discipline is required by residents in the use of rubbish bins. Richard (or Sarah?) will write to all owners and occupiers to remind them of responsibilities and best practice. May include circulation of notes (on a fridge magnet?) explaining which rubbish goes where.
- EV charging – meeting with advisor has again been delayed due to Covid. Craig will follow up.
- Chorus fibre connection – good progress to date, but not yet finished. Sandy will talk to Wireless Nation about timetable and urgency (existing providers handle residents' connection to fibre).
- Garage lighting – agreed:
  - Replacement of fluorescents by LEDs can be deferred.
  - Craig will talk to Nigel (electrical contractor) about potential installation of motion sensitive lighting above each entry/exit door to garages. Garages can be dark at dawn/dusk because lights don't switch on until existing light sensors outside are activated.
- Driveway gully/pit – agreed no need to proceed with a larger pit. Craig will continue to ensure drainpipe is flushed and unblocked as needed.
- Building and window washes – agreed that once a year is sufficient.
- Residents
  - Dogs – agreed Craig will monitor noise/disturbance from Apts No. 5 and 12. First Street have already issued general warning to residents. Richard will check Operational Rules – owners/tenants are required to seek BC approval for pets. A reminder to owners may be needed – Richard
  - Apt 15 – some disturbance continues. Craig will maintain a log of breaches. Agreed Craig/Richard will meet with property manager (Daniel). Richard will check Operational Rules.

## Finances

- Accounts
  - BWRS are financing payment of the insurance premium, at a cost to the BC. Agreed we review for next year – solution may involve changes to AGM timing, payment of levies, number of levy installments Richard
  - R&M – spend of \$3,037 (\$285 + \$2,752) all relates to external lighting, not the lift. This is as per LTMP allowance of \$5k in 2023.
- Insurance (see BWRS client statement at 1/11/22) – First Street met with BWRS re performance.

## Any Other Business

- BCCG membership – agreed Richard will take out membership to keep abreast of best practice and hear about experience elsewhere. Expected to be \$100p.a. fee.

**Meeting closed at 6:30pm.**