

BC 349938 – 30 HEATHER STREET

MINUTES OF COMMITTEE MEETING

Wednesday 16th November 2023 at 5:30 pm in Apartment No.17

Present

- Richard Cuthbert (Chair), Heather Ellis, Sandy Wilson, Jacobi Kohu-Morris.
- Chris Taylor (guest)
- Craig Bong (Building Manager)

Apologies

- Nicki Pugh (First Street)

Welcome

- Jacobi (Apt No.15) was welcomed to the Committee.

Declaration of interests

- Nothing to declare.

Previous meeting – 10th October 2023.

- Minutes were accepted. Matters arising are covered in the agenda.

Building Manager's Report

- Health & safety – the recommended responses to HS NZ Protect's Report had been summarised in the attached table. These were accepted, with decisions on the three points of uncertainty as follows:
 - Roadway – uneven surfaces. May take up with KiwiRail as part of wider discussion with them as the landowner (see below). Otherwise do nothing.
 - Front steps – trip/fall risk. Add non-slip treads to the pathway and steps; and install a handrail. Craig will get a quote.
 - Speeding on road down to Mutu Street – paint 10kph max speed sign on the roadway and attach a sign to the building warning "Private property. No thoroughfare." or similar.
- Lift – installation of new ceiling, incorporating improved down lighting, expected soon. Sandy is procuring a new sign (indicating apartments by floor and emergency instructions).
- Emergency door release (EDR) buttons have been installed from the car parks into the building. These are required to meet BWoF standards, though members questioned the increased security risk. One button had already been used incorrectly, causing an alarm. Craig will add signing.
- CCTV – it was agreed that a new camera will be added to cover the entrance to the building from the top car park (assuming there's sufficient system capacity). Expected cost < \$2k.
- Ongoing leak to Apt No.4 (only in high wind conditions) – agreed that we request an inspection (by abseilers) when the annual building wash and touch-up is carried out, probably in Feb '24. If this proves to be inconclusive, we will get a quote from Access Kiwi for their proposed leak test and inspection (by cherry picker).
- Guttering above the front staircase – agreed we need take no action at this stage. We will continue to monitor during heavy rain events.

- EV charging facility – agreed we will seek professional advice. First from our existing contact (Tulson) but from elsewhere if need be.

Long Term Maintenance Plan

- We are due to meet Plan Heaven in the new year to commence preparation of an updated and extended Plan.
- Regarding items scheduled for FY24 in the existing Plan:
 - Roof repaint – agreed this can be deferred.
 - Roof outlets, spouting and downpipes – agreed these should be inspected for rust damage.
 - Exterior building wash and window clean – will proceed (year 4 of a 7-year contract).
 - CCTV – system expansion had been brought forward to FY23, but an additional camera now agreed as above.

General business

- Use of the Body Corp's external common area, specifically in relation to parking and access issues, was discussed. It was agreed that we seek a meeting with KiwiRail (the neighbouring landowner) to further the discussions.

Meeting closed at 7:00pm.

Heather St BC – Committee response to HS NZ Protect Property Risk Assessment Report (27th Oct 2023)

Hazard	Recommendation	Already done	Agree we do	Reject	Comment
Car parks – low headroom	Put up warning signs		YES		
Car parks – H/W pipework	Add padding, hazard tape and low headroom sign		YES		
Roadway – uneven surfaces	Remedial repairs. As a minimum, highlight level changes.		???		Consider low-cost remedial measures? Add tape next to crack? Or do nothing.
Front steps – trip/fall risk	Install handrail. Luminous non-slip nosing strips.		???		Also add non-slip treads to the pathway. Alternative – put large plant troughs across steps
Steps to basement – trip/fall risk	Non-slip nosing strips.	YES			“Mind your step” sign added.
Steps to basement – low headroom	Warning signs.	YES			
Asbestos in common areas	Check for presence and respond accordingly.			YES	No certainty asbestos is present. Only likely to be an issue if penetrative work is to be carried out.
Pits and sumps – confined spaces	Signs – no contractor access without approved safe work method statement			YES	
Main switchboard – electric shock	Periodic visual inspection and testing.		YES		Period to be determined – every few years.
Cleaner’s cupboard – unterminated cable	Correctly terminate the (live) cable.			YES	Cable is not live. Plate now inserted to cover the cable.
Emergency procedure notices	Confirm presence, regular review and update			YES	We’re content everything is in place.
Fire exits from the car park	Install signs	YES			
Controlled access doors from car parks	Install Emergency Door Releases (EDRs)		YES		Scheduled for 26 th Nov.
Exit door at bottom passageway	Install exit signs	YES			
Balconies – climb and fall risk	Avoid placing furniture or anything that could allow climbing close to balustrades		YES		Advise all residents through “What’s happening...” newsletter

Heather St BC – Committee response to HS NZ Protect Property Risk Assessment Report (27th Oct 2023)

Hazard	Recommendation	Already done	Agree we do	Reject	Comment
Tree – falling debris risk	Regular inspection and trimming	YES			
Gas pipework – risk from leaking	Install warning signs		YES		
Windows on front staircase	Confirm that they will withstand human fall?		YES		Observed reference stamp confirming appropriate glass (admittedly on only selected windows).
Housekeeping of switchboard room	Keep clear of 'stuff'	YES			
Lift – maintenance is in line with H&S regs	Confirm this happens	YES			
Gas boiler – hot surface	Warning signs		YES		
Garage doors – exposed mechanism	Install cover (bottom car park only – top car park is OK)		YES		
Common area power sockets – shock risk	Install RCD protection		YES		
Site procedures – provide all residents			YES		Checked for best practice with First Street – advise posting on the owners' portal.
Speeding on road down to Mutu St	Install '10kph max speed' signs.		???		Signs unlikely to be an effective deterrent? Consider adding rumble strip(s), but not 'our' road?
Car park entrance & exit – low headroom	Install 'Max Headroom' (signs on outside)		YES		
Roof – working at height	Install signs where practicable.			YES	Contractors have their own H&S procedures and safe working method statements.
Roof – anchor points	Need annual certification. And signs requiring safe working method statement.	YES			Certification carried out alongside building wash. No signs needed.
Other points	All deemed satisfactory – no recommendations required.	-	-	-	