

**BC 349938 – 30 HEATHER STREET**

**MINUTES OF COMMITTEE MEETING**

**Wednesday 10<sup>th</sup> October 2022 at 5:00pm in Apartment No.21**

**Present**

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

**Apologies**

- Tamzin Letele did to respond to the invitation.

**Declaration of interests**

- Nothing to declare

**Chairman and Building Manager's Report to the AGM**

- No issues raised. Rich will finalise once the proposed budget is agreed.

**Financial accounts**

- Good news that the Working Account was in surplus at year end, principally due to underspend on Repairs and Maintenance. Agreed we still budget for \$30k again in 2023/24. There had been quite a lot of improvement works in year, but many of these were under the LTMP Fund.

**Long Term Maintenance Plan**

- Nicki recommended that we arrange for the LTMP to be independently updated and extended (to cover 30 years, as required by the new Act). Agreed that Plan Heaven be appointed at a cost of \$2,104. Nicki will action.
- Installation of the replacement intercom had gone well and that the new system is a big improvement.
- Craig noted that he is awaiting a quote for a new ceiling with improved lighting in the lift. Agreed that we should likely proceed with this improvement. *[Post-meeting note – quote received for \$5,339.]* Craig will install new/replacement signing, showing floor numbers in the lift and on each floor.
- A new fire panel is included in the LTMP for introduction in 2023/24. The quote is for \$28.6k. Craig advised that the existing panel has been well maintained and is functioning well. As such, he recommended we defer for at least 12 months – agreed.

**H&S report**

- Nicki recommended that we arrange for an independent assessment of H&S risks in the common area. The last assessment was in 2018. Agreed that HSNZProtect be re-appointed at a cost of \$931. Nicki will action.

**Draft Budget**

- Building valuation report shows a 6% increase. Insurance quote is for a 6% increase in premium to \$39.3k. Agreed that this was an unexpectedly good outcome. The replacement of BWRS by PSC as

broker (as recommended by First Street) may have been influential. Agreed we accept Vero's quote. Rich will complete the declaration on behalf of the Committee. Nicki will check Vero's terms for excesses with PSC, especially for water damage; and then finalise with PSC. The quote may reduce slightly.

- Given the BC's current funds, agreed that there was no requirement to pay more money into the Contingency Fund (which stood at \$55.6k at the year end). Also agreed that a sum of \$55k again be added to the LTMP, in line with the existing Plan.
- Rubbish removal cost will come down once the Council's green waste (food scraps) collection service is implemented – expected in the next month or so. Agreed we still budget for \$1k. Rich will write to Green Gorilla to terminate their contract. *[Post-meeting note – we are being provided with 2 x 120L Council bins in the basement, but no small caddies for each apartment.]*
- Draft budget otherwise accepted. Total levies will be approx. \$202k, an increase of 4% – a good outcome in the current market.

#### **General business**

- Skylight leak (only when rain is very heavy) – agreed that this should be attended to. *[Post-meeting note – this should be a cost to Apt 21, rather than the BC.]*
- Gutter overflow above the front staircase – observed during extreme rainfall event. No problem in 'normal' weather conditions. Given the high cost of inspection (requiring a cherry picker), agreed no action need be taken yet, but we will monitor.
- Recurring leak to east facing window in Apt 4 – several attempts have been made to rectify this leak, each time at a significant cost due to access requirements. The contractor is now suggesting a complete window replacement. The problem only seems to occur in heavy rain and strong wind. Even then, the severity of water ingress is unknown. Agreed that we take no action yet, but monitor. Rich will write to the owner explaining the Committee's decision and asking for video evidence should there be another event.
- Use of the external common area – parking and access issues. Chris Taylor (Apt 17) submitted a paper for the Committee's review. Agreed that Committee members would reconsider the paper at the next meeting, having first familiarised themselves on site with the existing arrangements.

#### **Any Other Business**

- Jacobi (Jake) Kohu-Morris, new owner of Apt 15, has nominated himself to join the Committee.

**Meeting closed at 6:00pm.**