

**BC 349938 – 30 HEATHER STREET**

**MINUTES OF COMMITTEE MEETING**

**Wednesday 27<sup>th</sup> March 2024 at 5:30 pm in Apartment No.21**

**Present**

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

**Apologies**

- Nicki Pugh (First Street)

**Declaration of interests**

- Nothing to declare.

**Previous meeting – 16<sup>th</sup> November 2023.**

- Minutes were accepted. Matters arising are covered in the agenda, apart from:
  - 10kph or “no thoroughfare” sign outside on slope down to Mutu St – not implemented. Agreed unlikely to be effective.
  - EV charging facility – still unable to get further advice on options. No apparent demand from owners. Agreed we leave it for now.

**Building Manager’s Report**

- Health & safety – thanks to Craig for the various signs posted around the building. We are satisfied that we comply with regulations and best practice.
- Security – garage gate locks now installed. Some residents’ remote controls need replacing as a result. To date we have been unable to remove or disarm the emergency door release (EDR) buttons on the entrances to the building from the garage. Discussions continue with BWoF compliance consultant. We are also taking advice from a specialist fire engineering consultant.
- Plumbing – problems again experienced in sink waste pipes leading from Apts 4 and 10. May be connected to insinkeratorators. Investigations ongoing.
- Rust repairs to outside walls and balustrades – work going ahead soon for Apt 19. Apt 15 may be addressed later in the year, after the imminent annual building paint touch-up and wash. Question raised as to whether a balustrade repair is for the owner’s or Body Corp’s account – Nicki to confirm<sup>i</sup>.
- Water meters – EnergyCo have given notice that they will discontinue meter reading and billing service from the end of April. (However, they will still provide maintenance for Body Corp gas and water installations.) If we cannot find another company willing to take this on, options are:
  1. Invest in remote metering equipment. Believe this could cost circa >\$1.5k/apartment. Improving access to and positioning of meters may create additional costs. We have requested a quote from Hynds.
  2. Estimate annual consumption based on historic data, carry out meter reading once a year and adjust actual to estimate at year-end.
  3. Pro-rata total water consumption according to unit title allocations.

Option 3 does not promote conservation, may be unfair and effectively passes cost from tenants to landlords – but is the simplest solution, is common practice and likely to be preferred. Final decision deferred pending further advice.

#### **Finances**

- Year-to-date figures show good progress and in-line or better than budget.
- The next tranche of this year's levy was due on 20<sup>th</sup> March. Two units are late and being chased. If no payment is received by 3<sup>rd</sup> April, a debt collection fee of \$150 will be charged.

#### **Long Term Maintenance Plan**

- Plan Heaven's draft Plan has been received and is being reviewed by Craig, Richard and Nicki. There are some errors and inconsistencies. A second draft Plan will be brought back to the Committee for review and approval. As a result, their invoice has not yet been approved.

**The meeting closed at 6:45pm.**

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<sup>i</sup> *Post meeting note from the BC Manager – regarding the balustrade/handrail repairs, these should be the owners' responsibility given that only they benefit and that not all units have balconies.*