

**BC 349938 – 30 HEATHER STREET**

**MINUTES OF COMMITTEE MEETING**

**Monday 6<sup>th</sup> October 2025 at 4:00pm in Apartment No.21**

**Present**

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

**Apologies**

- Jacobi Kohu-Morris

**Declaration of interests**

- Nothing to declare, no conflicts.

**Building Manager's Report**

- BWoF 2025 process has started. Upgrade of emergency lighting already complete. Schindler have identified and are dealing with minor issues with the lift. No problems anticipated with renewal.
- Council audit of the BWoF scheduled for Oct 17. We are aware of an increased focus on fire safety issues following the Loafers Lodge fire in Wellington (May 2023).
- Building wash deferred at our request until Spring. Awaiting confirmation from contractor but now expected to take place mid-late October.
- Garage gates – we are in dialogue with the installer (Trilect) regarding the replacement for the top-level garage of a failed lock (which is only 18 months old). No immediate urgency as security is not compromised.
- Other activities in the year are as reported in the Body Corp/Building Manager Report to the AGM.
- Health & Safety – recommended signing upgrades completed in 2023/24. No further action needed.

**Finances**

- In the year to 31<sup>st</sup> August 2025, Working Account expenditure was 3.9% less than the budget (of \$202.8k), thanks mainly to an underspend on Repairs and Maintenance and on Prof/Legal fees.
- Additional income of \$1.7k was generated from funds on term deposit.
- Significant items of expenditure during FY25 were:
  - Four additional CCTV cameras (\$6.6k) and two new gas boilers (\$16.6k), both paid out of Contingency
  - Replacement guttering (\$6.7k) and upgraded emergency lighting (\$9.2k), both paid out of LTMF.
- The end-of-year position showed total funds of \$168.8k, comprising a surplus of \$9.6k in the Working Account, a Contingency fund of \$44.0k and a closing balance in the LTMP fund of \$115.1k.
- Agreed the surplus in the Working Account be transferred to Contingency.
- Insurance – PSC were retained as broker. Six insurers approached, with quotes received from three, only two of which were deemed competitive (Vero and NZI). Our premium will decrease by 5% to \$40.7k, in spite of an increased building valuation of \$26.1m (+1.3%). Agreed we renew cover with Vero.

- Draft FY26 budget agreed. Total of \$205.8k, meaning owners' levies will increase by 1.5% compared with last year. Includes a \$60.638k contribution to the LTMP Fund, in line with the Plan.
- LTMP:
  - Must be renewed/updated every 3 years. Plan was devised (by Plan Heaven) in 2024, but with a start date of 1 Sept 2023. Agreed that update will be by 1 Sept 2026 (i.e. in FY27).
  - Jobs scheduled for FY26 are car park markings and timber floor sealing (lobby and staircases). Agreed that neither is necessary and therefore likely to be deferred.
- Agreed that we set up the LTMF as a Bonus Saver Account.

## **AGM**

- All documentation is ready. Notice will be issued on 7 October, for a meeting on 29 Oct.
- Committee:
  - All current members are willing to stand again, but Jacobi may stand down due to his extended period overseas.
  - Two additional resident owners (units 1 and 4) are expected to put themselves forward for membership.

## **Any other business**

- Smart Metering's charges for hot water are impacted by Nova's gas price and Watercare's rate. We have requested data on the former (Chairman will chase up). Is the latter based on commercial or residential use (First Street will check)?
- EV charging – confirmed our previous view that facilities cannot be provided at 30 Heather St due to logistical and technical constraints.
- "What's happening?" newsletter – next issue will be before the year end.
- Emergency planning – the Body Corp Chairmans' Group (BCCG) has emphasised the need for preparedness by apartment dwellers. See [Home — Get Ready \(NZ Civil Defence\) — Emergency preparedness in New Zealand](#) We will raise this issue with residents in the next Newsletter and in the "Things you need to know" document.

**The meeting closed at 5:20pm**