



**MINUTES OF
THE 2012 ANNUAL GENERAL MEETING OF
PATENT 326 BODY CORPORATE NO. 416018
Held at 5:30 on Monday 26th November 2012
At YPM, 49 Boulcott St., Wellington**

Web site: www.ypm.co.nz/bc416018 Username: bc416018 Password: 416018

1.0 Meeting Formalities

1.1 Present

Sue Matehaere-Patten (S501)(Chair)	Kelly Dixon (S207)
David Patten (S501)	John Wolyncewicz (N103)
Ray & Bobbie Patton (S403)	Peter & Paula Sim (S401)
Jacques Alesha (S213)	Rob McGregor (S210)
Ian Possenniskie (S201)	Steve Cody (S407)
Jill Griggs (S211)	Julie Muir (H202)
Robbie Selwyn (N102, S205)	Christian Sturm (Delta Dvps)

Geoff Holgate – YPM

Carl Coetzee – YPM

Justin Leonard – Alive Building Solutions

Matthew Nathanson – Alive Building Solutions

Christian Sturm (Guest - Delta Developments)

1.2 Proxies

Mark Walker to Rob McGregor

Steve & Shandy Castledine to YPM

Giles Middleton to Sue Matehaere-Patten

Denise Evans to John Wolyncewicz

1.3 Apologies (other than proxies)

Sandra Hoskin

Daniel Bonallack

1.4 Quorum

A quorum of 11 was achieved and the meeting proceeded.

The Chair welcomed all to the meeting.

2.0 Previous Minutes

Moved: That the Minutes of the 2011 AGM held on 9th November 2011 are accepted as a true and accurate record of proceedings.

Rob/Kelly/carried

Matters arising not covered elsewhere:

No discussion

3.0 Body Corporate Management Committee

3.1 Chairpersons Report

Chairperson's report was presented by the Chair

Moved: That the Chairperson's report be accepted as presented.

Sue/Steve/carried

3.2 Election of Committee & Chairperson

Committee nominations:

Sue Matehaere-Patten

Peter Sim

Rob McGregor

Jill Griggs

Ian Possenniskie

Steve Cody

Jacques Alesha

Kelly Dixon

Moved: That the above nominations are elected to serve as members of the Committee.

Rob/Peter/carried

Moved: That the Committee at any time should consist of at least six (6) members

Rob/Jill/carried

Moved: That the number required for the quorum of the committee be set at 5 members.

Rob/Kelly/carried

Chairperson nominations:

Sue Matehaere-Patten.

Moved: That Sue Matehaere-Patten is reelected as Chairperson.

Rob/Jill/carried

4.0 Building Management

4.1 Building Manager's Report

Moved: That the Building Managers Report be accepted as presented.

Jill/Steve/carried

5.0 Administration & Finance

Sue Matehaere-Patten spoke to the financial accounts as circulated.

5.1 2011-2012 End of the year accounts.

Moved: That the financial accounts to 30th September 2012 are accepted.

Steve/Ian/carried

The Chair extended a word of thanks to Peter Sim in helping to get the

accounts sorted out.

5.2 Appointment of an Auditor

Moved: That the financial accounts to 30th September 2012 are not audited reviewed or undergo a special verification procedure.

David/Rob/carried

5.3 New Funds

Moved: To open a bank sub – account for the long – term maintenance fund and to transfer money to that account.

Kelly/Peter/carried

Moved: To open a bank sub – account for the contingency fund and to transfer money to that account.

Rob/Steve/carried

5.4 2012- 2013 - Proposed budget

Moved: That the proposed 2013 budget of \$283,993 (GST exclusive) and levy schedule is approved with quarterly payments on the first day of each quarter by automatic payment, commencing 1st October 2012 and continuing until further notice.

David/Rob/carried

Post Meeting Note:

Due to the retrospective nature of the levy due 1st October all Owners are urged to settle these before the next levy is due on the 1st January 2013.

6 General Business

Operational Rules

Moved: That the Operational Rules as presented are accepted subject to the following amendments:

David/Jill/carried

Clause 5 Adding in b (iii) An Owner of a unit shall not use the vehicle park or permit it to be used for storage, without the prior written consent of the Body Corporate

Clause 13 Adding 13(b) An Owner of a Unit shall not waste gas or water unnecessarily and shall ensure that all taps in the unit are turned off after use.

Clause 14 Adding in 14(a) An Owner of a unit shall not hang any clothes, washing, bedding, towels or other items visible from public land.

Clause 28 Adding in 28(b) An Owner shall not permit any auction or garage sale or similar activity to be conducted on or to take place in a unit or on the Common Areas in the building, without the prior written consent of the Body Corporate.

Long Term Maintenance Plan

The Chair advised that the Long Term Maintenance Plan has been commissioned from McKenzie Higham and that as soon as it becomes available it will be distributed to all Owners.

Delegation of Duties

Moved: that the body corporate committee shares the delegated duties of the Chairperson.

Steve/Jill/carried

QV Valuations

Discussion took place around the current QV Valuations during which it was pointed out that if an objection to the valuations is to be lodged it should be done before the 14th December 2012.

Moved: That before 14 December 2012 the Body Corporate Committee forwards a communication to QV on behalf of the Owners requesting the rationale and detailed reasoning behind the new values, given the body corporate has researched and found no similar pattern in neighbouring unit titled properties.

Rob/Jill/carried

On further discussion it was decided that notwithstanding the Body Corporate Committee taking up the matter with QV, concerned individual Owners should be taking up the matter individually with QV and should not wait for feedback in relation to the communication of the Body Corporate Committee to QV.

LED Lights

The lights in respect of the common areas were discussed and the prospect of getting LED lights installed was mentioned. During the discussion a question was raised as to whether LED could also be used within the Apartments. A discussion around the transformers then ensued and it was mentioned that there were problems which seem to be general to all Apartments which might be due to faulty transformers. The matter will be further investigated by Justin who will report back to the Committee.

Upon a question as to the impact on fire rating in respect of floors & ceilings Justin advised that he will check and get back to the Committee.

Action: Justin

Repairs to balustrades

During discussion around the repairs that will be necessary to several of the glass balustrades, it was explained by the Chair that the matter has been looked at by BCI and Metro Glass Tech and that feedback as to the way forward is presently being awaited.

Action: BCI/ Justin

Insurance cover

A question was raised by an Owner as to the value that the building was currently being insured for. Geoff Holgate advised that the building in case of an earthquake is insured for full replacement value at \$31.4 million.

Building Wash

During discussion on the Building Wash of the premises that will be taking place before the end of the year, a question was raised by Steve Cody as to whether the building wash will not affect the guarantee in respect of the cladding. Justin replied that it will not have any effect on the guarantees of the cladding.

Remedials

On a question from one of the Owners in relation to whether remedial work had to be done at the premises, Justin replied that Premier Roofing was involved and that he will follow the matter up and then confirm that the work has been carried out.



Action: Justin

There being no further business the meeting closed at 7:05 p.m.

Signed Date
Chairperson



Chairperson's Report for the AGM of Patent 326 Apartments 26 November 2012

The apartments are filling up, the gardens growing and the complex is getting the “lived in” look. It is gradually becoming a community and I look forward to meeting you again at our gathering on 2 December.

The Committee for the past year has continued to maintain our property at 326 Evans Bay Parade by being proactive and therefore continuing to add value to our investment.

At this stage I wish to thank them for their support, without which the Chair's job would be impossible to do. I also wish to thank them on behalf of all Owners.

Behind the scenes, there are also Owners who without any fuss redistribute rubbish from the trolley room to the rubbish room, hose out the rubbish room, break down boxes left by people moving in, and who put up and take down lift covers, write newsletters– and other countless tasks. Thanks to those people.

From your Committee's point of view, the year has not been without challenges. The largest was financial when an Owner of multiple apartments was recalcitrant in paying levies for any months. This meant chasing up, monitoring and the payments eventually being drip fed. This impacted on the complex with the building wash other non-essential works being postponed – a harrowing time. I am happy to report there is only 1 Owner currently in arrears and we are back on track.

New street numbers have been installed, a barrier built at the front entrance and a glass barrier installed to prevent people climbing over the front gate.

The Facilities Management report from Alive Building Solutions covers off these and other building items. I'd like at this point to thank Justin and his team for their efforts.

Remedial issues with some parts of the building are still being addressed. These include the following:

- Water ingress primarily from the roof
- Glass balustrade issue

A consultant from BCI Ltd (Building Compliance and Investigation Ltd) has been engaged to oversee these – and to help determine liability. It is envisaged this will be on going for some time yet. Again, close monitoring is essential.



The contract with Strata Management terminated in November and the Committee decided to revisit tender documents from 2011. As a result, a Wellington based body corporate management company was contracted, Your Property Matters Ltd (YPM). As I am an employee of YPM, I wish to report that I removed myself from the tender and selection process.

Coincidentally, Easy Energy terminated their contract with Patent at the same time. This led to a review of the current supply and meter system. This system has never worked satisfactorily, and even now a couple of apartments still do not have meters in working order.

After researching options available, the Committee and Facilities Manager decided to change the gas supplier to Genesis Energy (who also supply Patent electricity). The other change, and this impacts on all Owners, was the decision to make redundant the metering system and decide to charge the gas on the same basis as water rates i.e. as part of the body corporate levies. You will now see gas utility as a new budget item. The line charges of \$30 per apartment per month have gone. So, from now on, there will be no invoices issued to owners for gas supply. The cost is included in your levies.

Insurance has also been top of mind for us all. I am happy to report that the Insurance has now been integrated into the YPM body corporate programme. An effective saving of \$6,500 this year benefits us all. The increase of 7% is welcome relief after the media is reporting rises of up to 400%. The Insurer remains – Vero 50%, NZI 50%.

The transition period for the Unit Titles Act 2010 has now finished. Items outstanding for Patent are:

- The Long Term Maintenance Plan – this has been commissioned and is in process.
- The Operational Rules – these have been drafted awaiting consideration and approval at the AGM. These will be lodged with Land Information NZ and a copy sent to all Owners once this is done.

All in all, it has been a busy year.

Sue Matehaere-Patten

Chairperson

November 2012

