



CANVAS APARTMENTS BODY CORPORATE 454715

MINUTES OF THE 2015 ANNUAL GENERAL MEETING
Held on Wednesday, 29 July 2015 at 6.00pm
at All Accounted For Boardroom, 271-277 Willis Street, Te Aro, Wellington

1. Welcome and introduction of Body Corporate Managers and Body Corporate Chairperson.

2. Registration of attendees and confirmation of quorum including proxies.

PRESENT: As per attendance list, 20 owners from the 35 unit owners were present in person or by proxy representing **57.1%** of the Body Corporate. Quorum achieved.

Christine Cole	Units 2 & 9
Mike Cole	Units 32 & 33
Graeme Grieve	Units 25 (CP3), 34 (Comm 4) & 35 (Comm 5)
Steven Sue	Unit 16
Derek Senior	Unit 11
Frances Elliott	Units 12 & 29 (CP7)
Graeme Prentice	Units 13 & 28 (CP6)

Proxies

Steven Sue (As Chairperson)	Units 5, 7, 17, 18
Douglas White	Unit 14 & 26 (CP4)
Mike Cole	Unit 1

Other

Benjamin Duflou (Complete Body Corp Solutions Ltd - Body Corporate Manager)
Shayne Thurston (Complete Body Corp Solutions Ltd - Body Corporate Manager)

3. Apologies.

Jill McNab (Unit 8)

Moved: Mike Cole / **Seconded:** Christine Cole

MOTION Carried

4. Confirmation of Minutes of previous Annual General Meeting (held Monday, 28 July 2014).

Motion 1: That the minutes of the AGM held on Monday, 28 July 2014 be confirmed as a true and accurate record of the meeting.

Moved: Graeme Prentice / **Seconded:** Frances Elliot

MOTION CARRIED



5. Matters arising from previous meeting.

LTMP was discussed last time – to be discussed under agenda item

6. Body Corporate Committee report, provided by Chairperson.

Steven Sue as Chairperson to make a verbal/written report

Steven comments that had been no major issues and that there had not been a significant draw on his time.

Steven spoke to a couple of issues, namely the smoking activities in recent weeks and also around cleaning the carpets in the common area annually. Request for CBCS to investigate.

Steven this advised he would not be standing for re-election.

Motion 2: That the Body Corporate Committee's report be accepted and entered into the records of the Body Corporate.

Moved: Derek Senior / **Seconded:** Christine Cole

MOTION CARRIED

7. Election of Body Corporate Chairperson

Derek Senior (Unit 11) was nominated as Body Corporate Chairperson by Steven Sue (Unit 16).

Derek Senior (Unit 11) was elected as Chairperson.

Motion 3: That Derek of Unit 11 be duly elected as Chairperson until the next held AGM of the Body Corporate.

Moved: Unanimously Accepted, no objections

MOTION CARRIED

8. Election of Body Corporate Committee

Christine Cole (Units 2 & 9)

Frances Elliott (Units 12 & 29)

Ash Pama (Units 32 & 33)

Derek Senior (Unit 11)

Motion 4: That all nominated committee members be elected until the next held AGM of the Body Corporate.

Moved: Unanimously Accepted, no objections

MOTION CARRIED

9. Method of Contracting.

Discussions around the fact a Body Corporate may not enter into an obligation (a contract or other enforceable obligation whether written or oral) without the Body Corporate's approval by ordinary resolution as per Sec 108 & 109 of the Unit Titles Act 2010 and Sec 17 & 22 of the Unit Titles Regulations 2011. It is not practical to call for an ordinary resolution for every non-urgent job (the exemption is given for urgent work).

Hence the delegation of duties, which requires an annual report to the Body Corporate.

Report from Body Corporate Manager

No issues have been encountered by the delegation of contracting to the Body Corporate Committee. All invoices have been paid in a timely matter. The Body Corporate expenses have been within largely within budget with the exception of water rates and the valuation fees for the insurance that was required.

Savings have been generated during the 2015 year around the rubbish removal, due to collection frequency and relationship with daily waste.

Some issues experienced during the year dealing with Architectural Windows, Sopers and Wormald that have impacted on the delivery of warranty issues and timeliness of repairs.

10. Financial Statements.

2015 financial statements and results discussed by Benjamin Duflou.

- 2015 accounts are not directly comparable with the 2014 numbers, as the 2014 numbers only represent 9 months activity.
- Expenses slightly lower than budgeted due to lower than budgeted maintenance costs and no need to use remaining 3 months of contingency costs.
- At 31 March 2015, a handful of units had outstanding levies, mainly commercial units owners 1, 4 & 5. Levies now paid for those Units. Just 2 unit owners with overdue levies, and is just one month's levies.
- Accounts payable current (WCC Rates due 1 April 2015), exception of one Sopers key invoice due to delay in them sending through & refund of overpayment by LPM.
- \$11.6k provision for long term maintenance, but need to setup long term maintenance plan and ascertain if further levies should be collected for long term maintenance.

Motion 5: That the financial statements be accepted as a true and accurate record of the financial position of the Body Corporate for the financial year ending 31 March 2015.

Moved: Mike Cole / **Seconded:** Graeme Prentice

MOTION CARRIED

11. 2015/2016 Budget.

Discussions around the budget for the year 1 April 2015 to 31 March 2016. Key impacts increased allowance for long-term maintenance funding due to cost savings around insurance.

Mike Cole suggests using the savings on insurance to pay for the LTMP.

Motion 6: That the Operating Budget for the year ended 30 June 2016 be approved with no change in levies.

Moved: Graeme Grieve / **Seconded:** Frances Elliott

MOTION CARRIED

12. Long-term maintenance planning and funding.

Benjamin Duflou outlined the requirements of the Body Corporate to develop a 10 year long term maintenance plan, covering aspects relating to the exterior and common areas of the Building.

Discussions around the committee engaging external consultant to prepare Long term Maintenance Plan (LTMP) for Body Corporate. Body Corporate determined that insurance savings could be used to engage consultant to prepare LTMP.

Action - CBCS to obtain quotes for the Body Corporate Committee to then review and approve

Motion 7: That the Long Term Maintenance Plan shall be prepared by the Body Corporate Committee and tabled. After consultation with the Body Corporate, the Body Corporate Committee can then approve the Long Term Maintenance Plan.

Moved: Mike Cole / **Seconded:** Graeme Prentice

MOTION CARRIED

13. Insurance.

Insurance coverage is through Aon's CPF fund (NZI – 47.5, Vero – 35% & Allianz – 17.5%). 2015/2016 insurance came in \$7.8k cheaper than last year at \$18.5k.

AON require that the Body Corporate should obtain a valuation on at least a bi-annual basis. This allows the Body Corporate to obtain the best possible insurance premiums, as the insurance provided has no risk around valuation.

Discussions around whether windows are covered when modified as result of window film having been applied. CBCS to confirm with AON as to whether this would affect the coverage.

Motion 8: That a new insurance valuation be arranged and undertaken by the Body Corporate Committee, in conjunction with the Body Corporate Manager on an annual basis, as required by the current or new insurance provider.

Moved: Steven Sue / **Seconded:** Christine Cole

MOTION CARRIED

14. Operating Rules.

- Discussions around the Mixed use of units

CBCS advised that the Wellington City Council have commercial units zoned as mixed use, meaning under the district plan (12.2.6.13) the ground floor frontage's need to "enhance the commercial character and visual interface of the public spaces".

Hence the mezzanine floor within the commercial units can be used for residential activities, while the ground floor can be used for commercial. Nothing to force that the ground floor activity be continually accessible, but presentation must meet district plan requirements.

CBCS view on the use of the units was that BC Operational Rule do not preclude residential use on mezzanine floor, only that there needs to be a business operating on at least the ground floor. Again do not limit activity or provide any requirements about presentation or access to public.

15. Audit of accounts.

Discussions around the various options the Body Corporate could adopt with regards to verification of the information contained within the financial statements and the approximate costs associated with each option.

Also discussed that Body Corporate Committee could be provided with read only access into Xero to view details transactions if necessary. Derek Senior to be provided with read only access to Canvas Apartments Body Corporate Xero file.

Motion 9: That the Body Corporate agrees not to audit or review the financial statements at the end of the current financial year.

Moved: Derek Senior / **Seconded:** Mike Cole

MOTION CARRIED

16. Body Corporate Management & Commissions

CBCS advised the body corporate that it receives no commissions from any service providers and that their sole focus to ensure the lowest possible costs from service providers.

CBCS also provided some insight to the activities of the past 12 months.

Derek Senior asks general question around CBCS performance. Graeme Grieve suggests that it be referred to the committee to do email survey or similar. A number of comments were however volunteered by the Body Corporate members present, thanking CBCS for their management and assisting in times of need, such as assisting when owners had locked themselves out or swiftly assisting with changing locks, etc.

Derek Senior to follow up with Body Corporate Committee.

17. Common Area Maintenance Matters.

Discussions around the following areas:

- Corridor Lighting

Significant issues over the last 12 months with the light bulbs blowing almost as quickly as they are replaced. CBCS have started a trial of LED light bulbs to see if that will rectify the situation. Believed to be due to the constant on and off nature with the sensors that are in place.

- Commercial unit flooring May 2015

In May this year commercial units 3 to 5 experienced flooding during the heavy rainstorms encountered. The issue has been identified as a lack of drainage on northern side of the Willis St, Karo Dr & Abel Smith St intersections. There are no sump drains north of the intersection until you get to Vivian St. With the standing water, vehicle movements were causing waves that formed the excess water over the drains in front of the commercial units and under the doors.

A meeting was held with the WCC, NZTA, engineers, developer and ourselves around potential solutions. Discussions are ongoing, but are currently focusing on additional sump drain on North-eastern corner of intersection that drains to Abel Smith St. Key question is around who pays for it. WCC indicated not their issue, NZTA may contribute, as was them whom redesigned the cambers & road layout.

- Windows & Seals

Continual string of issues during the year with regards to the windows and seals on the exterior of the building. Rollers and window stays have been the main issues. The biggest issue however has been trying to get Architectural Windows (now Nebulite) on site to carry out the repairs under warranty. Recent example relates to unit 16, where it have has been 3 weeks of constant flow up with Architectural Windows to get Tim Morgan on site. Constant stream of excuses and delays, last week "he is only person that can fix them", this week "he's sick", etc etc.

Other options – another provider, but obviously comes at cost to the BC, as that provider weren't the installers.

- Rubbish Collections

CBCS have not seen any issues with the frequency of rubbish collection. There was a request for CBCS to look into recycling options and pass information to Body Corporate Committee for consideration.

- BWOF & Fire System Checks

We have encountered some significant issues over the last 6-9 months with Wormald since their change of ownership and operating model. They previously had their own staff carrying out quarterly BWOF checks, repair systems, carry out sprinkler checks, etc.

After laying off staff, they have been outsourcing this work. This has resulted communication issues, unadvised visits to the building and issues around the BWOF process. We are currently investigating other options. CBCS recommendation is that

the committee looks to implement a change post being presented with alternative proposals.

18. General Business:

- Smoking in the corridors

This has become a recent issue. CBCS have done a letter box drop, but short of catching the people smoking or installing camera's limited action we can take. CBCS advised that if anyone see someone smoking please advise who they are and which unit they go back into.

CBCS also to look into erecting no smoking signs at key points around the building.

- CBCS to look at timer for carpark lighting.
- Discussions around air conditioning. Options to be discussed and priced up with developer.

19. MEETING CLOSED AT 7.25 PM.