

# HAZELCOURT FLATS

## 2015 Annual General Meeting Minutes

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**Date:** 13<sup>th</sup> August 2015  
**Time:** 19:30 (7.30pm)  
**Venue:** Complete Body Corp Solutions Offices  
All Accounted For Boardroom  
1<sup>st</sup> Floor, 271-277 Willis Street  
Te Aro, Wellington

### 1. Welcome and introductions.

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

**PRESENT:** As per attendance list, **19** owners were present in person or by proxy representing **76%** of the present Flat owners.

#### Attendees

- Victor Davie	Flat 1
- Tenille Nicol	Flat 5
- Susanne Robertson	Flat 7
- Maid Muciuli & Moana Tulia	Flat 8
- John O'Leary	Flat 9
- Michael & Elizabeth Calkoen	Flat 10
- Anna Ashton	Flat 12
- Ian Bowman & Erin Beatson	Flat 12A
- Bronwyne Strom	Flat 16
- Marcus Quartermann	Flat 21
- Meryn Maguire	Flat 23
- Annette McNamara	Flat 24
- Gabrielle Baker	Flat 25

#### Proxies

- Madi Muciuli	Flat 4, 15, 18, 22
- Erin Beatson	Flat 11
- David Griffen	Flat 17

#### Other

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

### 3. Apologies.

#### Apologies

- Peggy Duncan	Flat 3
- Daniel Fourro	Flat 4
- Alie Heins	Flat 11
- Cella Paulik	Flat 15
- Peggie Griffen	Flat 17
- Clair Mills	Flat 22

**Moved:** Bronwyn Strom / **Seconded:** John O'Leary

**MOTION CARRIED**

#### 4. Confirmation of 2014 AGM Minutes.

**Motion 1:** That the minutes of the AGM held on Tuesday, 15 July 2014 be confirmed as a true and accurate record of the meeting.

**Moved:** Gabrielle Baker / **Seconded:** Erin Beatson

**MOTION CARRIED**

#### 5. Matters arising from previous meeting.

- BNZ Special levy account – Confirmation that BNZ Special Levy account had been closed.
- Collections of unpaid levies, voting rights and speaking rights – Discussions around the ability for flat owners that had not paid there levies to speak. Confirmation that at the AGM date all flat owners were materially current with their levy position, except for Flat 1. CBCS explained there process for collecting levies when they become overdue, generally with complete success.
- Asphalting Project – discussed under maintenance.
- Landscaping – discussed under maintenance.

#### 6. Chairpersons report.

As tabled and shown below:

- 1 *The major change has been the swapping of our property services company. Long and Cowan (old Ben) for Body Corp Solutions (new Ben). The reason for the change was that Madi was still doing a lot of work and was receiving little support from Ben. Often his advice on who had paid and who had not paid levies was not consistent with Madi's knowledge. There were staff changes and communication was poor. Ian became aware of Body Corp Solutions when giving heritage advice on a building who Body Corp Solutions provided services for. An owner gave a fulsome endorsement of their services and so Ben was asked by the committee to provide a fee and a list of services. The fee was similar to 'old Ben's' but came with the advantages of:
  - o a website for Hazelcourt which can be accessed by all owners to locate important documents and any current issues.
  - o obtaining alternative and competitive insurance quotes.
  - o advice on good contractors.
  - o giving Hazelcourt committee read-only access to the Xero account.
  - o updates to costings of the maintenance plan.
  - o an assured process for following up unpaid levies.
  - o advice on the financial advantages of a well maintained and well-designed landscape.*
- 2 *Following Marcus's broken water pipe, the plumber called out discovered that our toby's were old and needed replacing. One of these has been replaced. Marcus didn't know where his water valve was located and it became apparent that quite a few people didn't know where their individual shut off valves were located. Madi arranged for a plumber to inspect and report back on where these were. The plumbers have since been asked to price the installation of individual shut-off valves. Victor Davies (owner Apt 1) contributed to the discussion saying that the shut off valves for each vertical stck were on the roof by the water tanks.*
- 3 *The false fire alarms believed to have been set off by students (due to the timings during the year) 26.06.14, 19.07.14, 02.10.14, 27.11.14, 22.02.15., have been*

*dealt with in the following ways. Susie has filed a report with the police, and updated it after each incidence, with more information. If this happens again, ring 111, ask for the Crimeline and service no. 845997. A sign was put up saying that a security camera was operating, to try to deter them. Since that the fire alarm has only been set off once. A quote for \$500.00 was obtained which would see a cover put over the problematic fire alarm. When the cover is broken it sounds an alarm prior to the fire alarm going off, which can frighten the offender and alert occupiers to their presence. Marcus was investigating alternative quotes.*

- 4 One flat's occupants (no.3) consistently do not come out of their flats, which is a major concern in the event of a real fire.*
- 5 Marcus has diligently arranged the fire alarm drills and kept in contact with Redfire, our building warrant of fitness service people. New hose reel covers were installed last year following a recommendation from Redfire. During the last fire alarm committee members listened to ensure all alarms were going off in each apartment, as disabled alarms void insurance. It was found that no.14 had muffled the alarm, and so this was removed.*
- 6 Susie and Daniel have been following up about asphalt quotes for later in the year. There is an option to do this in two parts, to split costs.*
- 7 Erin has begun some re-landscaping, and members of the committee have offered their time to help do some of the clearing of gardens, general tidy up.*
- 8 Some touch up painting is required and Ian is arranging several quotes. The original repaint is now out of the warranty period.*
- 9 Madi continues to do her sterling work being the go-to person for everything that happens in the apartments. One very important piece of work is the following up with unpaid levies throughout the last year.*
- 10 The Storage locker door was planed so that it would shut properly.*
- 11 The key lock entry was playing up for about a week earlier in the year, and the locksmith was contacted, however in the interim it righted itself, so the locksmith was cancelled.*
- 12 There is now a new handle was put on the rubbish bin door on the driveway side to stop it opening.*
- 13 Both Gabrielle and Bron have done work on looking into the legal entity status of Claremont Grove, and the committee. This issue was raised at the last meeting, in regards to taking people with unpaid levies to court. It was determined at the time that individuals would have to do this on behalf of the apartment block. Gabrielle and Bron can update owners at the meeting. It is very complex with the Cross Lease nature of the property.*
- 14 Recycling system seems to be working well. Please remind people it is their duty to take the green bags up to the roadside – Austin or Majoribanks Street.*
- 15 All other members of the committee not mentioned so far have diligently attended meetings and carried out their duties as issues have arisen to support the ongoing management of Hazelcourt.*

*Susie Robertson  
Ian Bowman*

**Motion 2:** That the Chair's report be accepted and entered into the records Hazelcourt Flats.

**Moved:** Anna Ashton / **Seconded:** Bronwyn Strom

**MOTION CARRIED**

## **7. Financial Statements.**

A surplus of \$24,670 generated during the year as a result of not spending money on the asphaltting project (\$16.5k) and project maintenance (\$20k).

Repairs and maintenance costs were significantly down on 2014, with the only significant maintenance expenditure in 2015 relating to plumbing repairs around the main isolation valves. 2014 R&M related to PCB waterproofing of windows.

Other expenditure broadly in line with budget.

Bank account balance's were sitting at \$53,399. Currently sitting at \$84,000.

Outstanding levies at 31 March 2015, Flat 1 \$1,279.80, Flat 6 \$65 & Flat 14 \$1,000.

**Motion 3:** That the financial statements be accepted as a true and accurate record of the financial position of Hazelcourt Flats for the financial year ending 31 March 2015.

**Moved:** Anna Ashton / **Seconded:** Michael Calkoen

**MOTION CARRIED**

CBCS provided a quick update on the current financial position and levies position

- Combined bank accts currently sitting at \$84,000.
- Outstanding levies at today, Flat 1 \$1,279.80, Flat 6 \$650 & Flat 23 \$1,100. Process of following up, then as permitted will apply interest charges on outstanding levies.
- Next quarters levies will be emailed to all Flat owners.
- Have touched base with insurance brokers, unable to confirm quotes for renewals outside of 30 days from renewals (1 October 2015).

## **8. Audit of accounts.**

**Motion 4:** That Hazelcourt Flats agrees not to audit the financial statements at the end of the current financial year.

**Moved:** Victor Davie / **Seconded:** Gabrielle Baker

**MOTION CARRIED**

## **9. Election of Committee.**

- Chairperson (Currently Co-Chairs, Ian Bowman & Susie Robertson)
- Treasurer (Currently Daniel Fourro)
- Committee Secretary (Currently Madi Muciuli)
- Committee Members (Bronwyn Strom, Marcus Quarterman & Gabrielle Baker)

**Motion 5:** That the above officers be duly elected.

**Moved:** Anna Ashton / **Seconded:** Keryn Mcguire

**MOTION CARRIED**

## **10. Maintenance**

### **Exterior electrical work (re-cabling for lighting)**

Older exterior electrical cabling for exterior lights needs to be replaced, due to age and issues with maintaining lights. 1 level has been done, with two levels left to be completed. Quotes have been undertaken, coming in at \$7k per remaining level. Confirmation that conduit will still be used to run the new cables.

Action: Agreement reached that committee progress with replacing the remaining two levels electrical cables as funds permit.

### **Drainage**

Bronwyn Strom mentioned drain at end of carpark blocked regularly and some walkways have blocked drains. Victor Davie says contractor should be doing regularly; CBCS to follow up and ensure has been added to task list.

Discussions around drainage and leak issues for Flat 10 (Balcony) & Flat 21. Issue believed to related to blocked drain at bottom inside corner of building (internal storm water drains). Victor commented that all balcony drains all link up, as per building plans.

Action: Committee to organise drain doctor or H2O to check drain collection points on ground from balconies. Run Camera.

### **Asphalting Project**

2 quotes have been obtained for asphalting work – 1<sup>st</sup> was \$31k plus gst for entire section. 2<sup>nd</sup> quote from Contour was \$14k odd. Neither quote includes resealing inside garages. Contours quote does not include removal of bad asphalt and existing asphalt which was another \$9k+gst. They can work all year around and can undertake the project in two half, to help manage the cash position.

Victor Davies comments that 50% of north courtyard is concrete and seeks clarification around whether the work needs to be done. Ian Bowman & Gabrielle Baker confirms the asphalt is in poor shape and breaking up badly in certain areas.

Discussions around the benefits of asphalt vs concrete. Life span of asphalt 15-20 years v 50 years for concrete. However, concrete is significantly more expensive.

Action: Committee to get new quotes from asphalting companies to ensure quotes are comparable.

## **Landscaping**

Ian Bowman provides back ground on previous discussions and how that previous plan was not implemented due to the costs. The Committee has taken it upon itself, to do plantings at the cost of plants.

Discussions around which areas should be addressed as part of the landscaping, who's responsible for which areas and whether all the grassed areas are responsibility of all flat owners or just ground floor flat owners; highlighted by the discussions around the untidy state of the area in front of Flat 3.

Discussion around Mark Hamilton, Tommy's Real Estate, report shown below.

*I have been asked to provide an idea for owners of Hazelcourt apartments on how to potentially maximise sales within the complex going forward. I have been to Claremont Grove many times over the years as part of the Tommys team.*

*Generally speaking the units have sold well, mainly due to its location in Mt Victoria. I can suggest a couple of cheap and easy methods in order present the complex in a better light. The key from an atheistic perspective is to give the complex a softer and homely appeal.*

*I suggest in the first instance to paint out the yellow small rubbish fences. My thoughts are to repaint these small fences in a brilliant glossy black and then to add conifers planted in planters or half wine barrels. The reason here is to try and break up the large facade with some colour and vegetation, but without compromising the existing access points and doorways.*

*On the rear side of the building, I would look at delineate the actual outdoor areas for the lower units with the provision of privacy fencing- steel framed with timber (kwila or suchlike). Firstly this would provide the owners of the lower apartments some much desired privacy when sitting outside and secondly it would tidy up what is currently a reasonably haphazard collection of trees, shrubs and outdoor furniture.*

*If I can be of any assistance with my thoughts above or any other real estate requirements, please don't hesitate to touch base.*

Further discussions around tiles and trellising northern side of the building.

Agreement that an affordable landscape plan is required by the flat owners. Victor Davies volunteers to co-ordinate with other ground floor owners and get a plan together, then present to the committee.

Actions:

- Planting plan to carry on along embankment.
- Committee to email existing ideas for ground floor flat owners to work with.
- Ian to scan and email landscaping plan to owners and CBCS.

## **Painting.**

Discussions around painting touch ups around the building and some leaks within flats, particularly Flat 5.

Flat owners mentioned issues with water under windows and near doors. Ian Bowman commented that windows were repaired 2 years ago, so issue likely to be internal drainage or water coming through the external walls. CBCS suggested that flat owners could try negative pressure paint internally to keep the water out of the flats.

Returning to painting, Ian Bowman commented that scaffolding would likely be needed for the front windows, though potentially a cherry picker could be used. The steps and rails also need repainting.

Action: Committee to obtain quote for works and provide quotes to CBCS to forward to Flat owners to ensure full scope of services is sufficient for all Flat owners.

### **Fire Alarm Cover**

Marcus Quarterman discussed the installation of a \$500 alarmed box over fire alarm call point located on the ground floor. If opened, the alarmed box sets off an alarm noise and then the fire alarm needs to be set off. It would hopefully stop false alarm call outs that have been triggered due to youths setting off the alarm.

Motion: That the Committee install an alarmed box cover installed over the fire alarm call point on the ground floor.

**Moved:** Brownyn Strom / **Seconded:** Erin Beatson

**MOTION CARRIED**

Action: Marcus Quarterman to contact necessary contractors to install the alarmed box.

### **Roof Tanks**

Victor inquired as to whether roof tanks could be painted.

Action: Ian Bowman will have those included in touch up paint quotes.

### **Building Wash,**

Discussions around around the building washed and how often. CBCS recommended at least annually.

Discussions around skylights needing a clean. Victor Davies added that the skylight bubbles were replaced 7 years ago and that it would be worth checking the rubber seal.

Actions:

- CBCS to pass on recommended building clean contact details.
- Committee/CBCS to obtain details of the Plumber/Roofer that replaced skylights and obtain quote for carrying out survey.

### **Long term maintenance expenditure**

**Motion:** That the body corporate committee carrying out the asphalting work of paths and driveways, the electrical cabling work and painting work as long as the combined total doesn't exceed \$65k

**Moved:** Ian Bowman / **Seconded:** Marcus Quarterman

**MOTION CARRIED**

## **11.Presentation of 2015/2016 Budget and Levies.**

Flats levies at \$1,000 per quarter  
Garages levied at \$115 per quarter  
Car parks levies at \$165 per quarter

**Motion 6:** That the Operating Budget for the year ended 31 March 2016 be approved.

**Moved:** Susanne Robertson / **Seconded:** John O'Leary

**MOTION CARRIED**

## **12.General Business.**

- Discussions around permanent structures on the grassed areas in front of ground floor flats, such as tomato climbing frames, etc and whether there are situated on common property or area the flat owner has control over. If agreement cannot be reached over the presentation of those areas on the ground floor, suggestion that legal advice may be required to confirm correct position.
- CBCS confirmed the provisions of the insurance coverage – landlords coverage for up to \$15k of contents, \$100k of lost rent for each individual Flat, for maximum of 24 months. Also alternative accommodation coverage. CBCS will email policy documents upon renewal.
- Susie (Susanne) Robertson suggested the setting up of a closed facebook page for the flat owners. To be discussed and if implemented managed by the committee.

## **13.Closing.**

Meeting closed at 21.22 (9.22pm).