



TATTOO APARTMENTS BODY CORPORATE 437512

MINUTES OF THE 2015 ANNUAL GENERAL MEETING
Held on 30 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, **15** owners were present in person or by proxy representing **41.7%** of the present quorum.

- | | |
|---------------------------------|-------------|
| - Rob Mitchell | Units 8 & 9 |
| - David & Julia Hullen | Unit 3 |
| - Larissa Wall & Andrew Barbour | Unit 15 |
| - Guy Parsons | Unit 19 |
| - Rosemary Burns | Unit 29 |

Proxies

- | | |
|-------------------|------------------------------|
| - Rob Mitchell | Units 2, 27 & 32 |
| - Shayne Thurston | Units 7, 23, 31, 33, 34 & 36 |

Other

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

3. Apologies.

Received from:

- | | |
|---------------------------|-----------------------|
| - Pauline & Darrell Waiti | (Unit 27) |
| - Kathy Parkin | (Units 7, 31, 33, 34) |

Moved: Andrew Barbour / **Seconded:** David Hullen

APOLOGIES ACCEPTED

4. Confirmation of Minutes of previous Annual General Meeting (held Monday, 9 June 2014).

Motion 1: That the minutes of the AGM held on Monday, 9 June 2014 be confirmed as a true and accurate record of the meeting.

Moved: Rob Mitchell / **Seconded:** Rosemary Burns

MOTION CARRIED

5. Matters arising from previous meeting.

Internal Stairs:

- Stains, believed to be sealant spilled from bucket after build completion. Cleaned as best as possible.
- Reflective Strips lifting at the ends of steps - Fixed

Cleaner:

- CBCS reviewing cleaner and will obtain quotes to discuss with BC Committee.

6. Body Corporate Committee report, provided by Chairperson.

Rob Mitchell as Chairperson presented a written report as per below.

Tattoo Apartments Body Corporate 30th July 2015 Welcome to each of you, to this our 5th Annual General Meeting.

I believe that the first AGM occurred on the 14th December 2011. It had a very low attendance from the owners. I was asked to put my name forward as I was an owner of two units and also was an employee of the Architectural firm that designed and managed the construction of the building.

That decision for me was made easier given the knowledge that Complete Body Corp Solutions Ltd was engaged, along with Ben Duflou to manage the property which we all know as Tattoo Apartments.

I would like to thank Ben and his small team, together with Lambton Property Management for the sterling work they each provide and the processes they each manage for all of us owners to ensure our individual assets and the building itself retain the unique character and quality the Architects and associated consultants delivered.

I think my period as Chairman should now end and allow a new owner to take up this role. Age and the lack of agility has reached its limit.

Rob also discussed some minor electrical loading issues he had experienced in the kitchen. It was circuit loading issue with the oven on the same circuits as the dishwasher. He resolved it at a cost of around \$350. He will provide details to CBCS to pass on to the Body Corporate to assist any other unit owners experiencing issues.

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

Moved: Andrew Barbour / **Seconded:** Rosemary Burns

MOTION CARRIED

7. Election of Body Corporate Chairperson

Andrew Barbour (Unit 15) nominated as body corporate chairperson by Rob Mitchell (Units 8 & 9)

Andrew Barbour elected as Body Corporate Chairperson.

Motion 3: That Andrew Barbour of Unit 15 is duly elected as Chairperson until the next held AGM of the Body Corporate.

MOTION CARRIED

8. Election of Body Corporate Committee

David Hullen (Unit 3), Andrew Barbour (Unit 15) and Guy Parsons (Unit 19) were all self-nominated as body corporate committee members.

Motion 4: That the above named people be formed as the new Body Corporate Committee until the next held AGM of the Body Corporate.

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.

Savings have been generated during the 2015 year around the cleaning, fewer repairs & insurance savings (more than expected).

Some issues experienced during the year dealing with Sopers and Wormald that have impacted on the delivery of services.

10. Financial Statements.

2015 financial statements and results discussed by Benjamin Duflou.

- Expenses are broadly in line with budget, with the exception of the water rates. We have similar increases at other apartment buildings in Wellington.
- Weren't expecting a surplus for 2015, but lower maintenance costs, cleaning costs (exterior wash down not charged for) & insurance savings drove \$8k surplus.
- All bar 3 unit owners were current with body corporate levies. The 3 unit owners were only a month behind. At present position in the same, though different 3 unit owners.
- Accounts payable current (WCC Rates due 1 April 2014).
- \$19k held for long term maintenance & \$22.0k in reserves (from surpluses over last 3 years).

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: David Hullen / **Seconded:** Rob Mitchell

MOTION CARRIED

11. 2015/2016 Budget.

Discussions around the budget for the year 1 April 2015 to 31 March 2016. Key impacts insurance (new premium now \$24k, no interest costs on premium – paid as lump sum) with proposed savings put towards long term maintenance provision.

Options were

- Recalculate BC budget, saving to each unit of around \$10 per month each per annum;
- To maintain last years' BC levies and put additional surplus to long term maintenance fund or allocate towards long term funding plan.

Motion 6: That the Operating Budget for the year ended 31 March 2016 be approved and levies maintained at existing levels.

Moved: Andrew Barbour / **Seconded:** Rob Mitchell

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 best way to pull together Long Term Maintenance Plan and whether to use expertise within the Body Corporate. Agreed that Body Corporate obtain proposals from external providers; Complete Body Corp Solutions to arrange for proposals to be prepared for the Committee.

Motion 7: That the Body Corporate agrees for the Body Corporate committee to review the quotes from the Long Term Maintenance Plan service providers and the Body Corporate committee be authorised to appoint the committee recommended provider.

Moved: Andrew Barbour / **Seconded:** Julia Hullen

MOTION CARRIED

13. Insurance.

No insurance valuation was carried out in this year, not required by AON, but will need one for 2016 insurance renewal.

Insurance coverage is through Aon's CPF fund (NZI – 47.5, Vero – 35% & Allianz – 17.5%). 2014/2015 insurance came in \$3k cheaper than last year.

AON have recommended 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. We would recommend at least an annual insurance valuation.

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 or bi-annual basis, as required by the current or new insurance provider.

Moved: Rosemary Burns / **Seconded:** Guy Parsons

MOTION CARRIED

14. 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.

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

Moved: Andrew Barbour / **Seconded:** David Hullen

MOTION CARRIED

15. 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. We 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.

On 10th July 2015, main landlord switch tripped, meaning there were no corridor or exterior lights working. Electrician is continuing to investigate, but believe issue could be due to moisture getting into external lights. Only way to check is via abseil or cherry picker. They are just coordinating when they can get on site.

- BWOFF & 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 BWOFF checks, repair systems, carry out sprinkler checks, etc.

After laying off staff, they have been outsourcing this work. This has resulted in communication issues, unadvised visits to the building and issues around the BWOFF process. We are currently investigating other options. Our recommendation would be for the committee to implement a change post being presented with alternative proposals.

- Wigan Street Entrance

Noted that back door is closing with a loud bang again and needs adjusting (usually every 12 to 18 months). CBCS to arrange for door to be adjusted to avoid banging.

- Windows

Guy Parsons identified that had very slightly leak from large window. Discussions appeared to suggest seal is loose and needs replacing. CBCS to follow up with Architectural Windows to have them check.

16. General Business:

- Window Film – Ventilation of Units

Discussions around ventilation during summer in some units. Ben Duflou commented that similar issues at Canvas Apartments had been addressed by some unit owners by applying film to the windows to deflect heat that had proved to be successful. Ben to provide details of the film and applicators to the committee.

- Rubbish & Recycling

Discussion around Lighthouse placing rubbish in the Tattoo loading bay during the week. Ben Duflou commented had been on-going issue. Andrew Barbour to approach Lighthouse around stopping this practice.

Body Corporate also request that CBCS secure options and pricing for recycling bins within the rubbish bay. The Body Corporate was keen to explore recycling options.

- CBCS Sign – Wigan Street

CBCS contact sign at Wigan Street end of building has been damaged. CBCS to arrange for replacement.

MEETING CLOSED AT 19.00 (7pm).