

Minutes of The AGM, Body Corporate 406606 21st of August 2017

PRESENT:

Chairperson. Brendan Vote (via phone)

Brendan Vote, Brabbam Investments Ltd
Paul Reuben, Student Accommodation Ltd
Chelsea Kennedy Unit 44
Peter Foster Unit 47
Marg Foster Unit 47
Clare Gore Unit 49
Louisa Homersham Unit 3
John Davison, Unit 13
Sebastian Filep Unit 40
Crystal Filep Unit 40
Dale Paton Unit 34
Jan Brown Unit 50
Sheila Doshi, Unit 33

Apologies:

Gerard and Marlene Bonnet Unit 31
Graham Muirhead, Unit 4 (Proxy to Paul Reuben)
Wallace Yuen, Unit 43
Glenys and James Cooper Unit 45
Jeffery and Barbara Stevens Unit 11
Robert and Julie Cooke Unit 1

The meeting was opened at 9:06am by Paul Reuben who welcomed those in attendance.

Brendan Vote opened discussion regarding the installation of heat pumps for units 19 -54. Brendan believed that it was important to keep the visual integrity of the units when considering any installation of the outside units for the heat pumps. Chelsea Kennedy explained that she had investigated the best option for unit 44 which was to have the outside unit installed at the base of the external wall to the right of unit 44 on common property.

Chelsea advised that she believed that placing the outside unit on the paved area that forms the courtyard for unit 44 was not possible as the unit would block access to either the water mains access panel on one side or the electricity meter on the other side.

Brendan advised that more investigation was required for a uniform approach to the heat pumps and that an impact plan be done that should include the acceptable decibel rating for the outside units and also look at alternative locations for the units such as the roof.

Paul Reuben noted that he believed that heat pump units had already been installed into at least one upper level apartment. Brendan said that any existing heat pump units should be checked to ensure they meet the agreed plan for heat pumps once it was finalised.

Chelsea agreed to provide a visual plan of how the proposed heat pump unit would look for unit 44. Paul Reuben will seek independent assessment from air-conditioning expert regards whether any limitations exist for installation of outside units within existing Unit boundaries.

Brendan spoke about options to help with the effects of frost and ice on the driveway.

Paul advised that there had been a number of incidents where people had either slipped over or had been involved in minor vehicle accidents during winter. Paul advised that there is a compound called Calcium Magnesium Acetate (CMA) which can be sprayed on the driveway which helps prevent frost. It would need to be sprayed regularly and ideally before frost would form.

Brendan proposed that a more permanent solution could be found involving re-laying part of the current asphalt with an epoxy coating. This product was already being in other countries and was called Safelane.

Paul will investigate the options and present them to the Body Corporate members.

Crystal Filep spoke about the possibility of a dedicated walkway up the driveway to improve access on icy and frosty days and advised that this was highlighted when an older visitor had some difficulty walking on the driveway when it was affected by frost. Crystal asked that options to address this be looked at. Crystal also advised that the iron hand rails for the steps between some of units 19-54 were very cold during the winter and asked if this could be addressed.

Brendan felt that on cold days it should be up to the residents to wear gloves when appropriate.

Crystal advised that the wooded steps that are part of the gravel paths around units 9-54 can get slippery when wet or icy. Crystal asked that there be some way to address this with a non slip surface option.

Paul advised that this should be carefully considered as any surface applied to the steps could be a tripping hazard.

Paul will follow this up and report back to the Body Corporate.

Peter Foster added that paved areas around some of the units had a buildup of moss and wind piles of leaves.

Paul is to speak to Tapu Bay who are responsible for ground maintenance about the treatment of moss and more regular clearing of leaves.

Paul Reuben spoke about a concern raised by a Body Corporate member regarding resident feeding birds on the property.

Paul reiterated that as part of the Body Corporate rules, no animals were to be kept or fed at the property.

This was followed by general discussion regarding noise levels in units 19-54 where some residents were being disturbed by the noise travelling between apartments, specifically from an upper level unit to a unit directly beneath and the responsibility of residents to keep the areas around their units clean and tidy. This included the responsible disposal of cigarette butts.

It was raised that the mail boxes for units 19-54 had at times, been overflowing with junk mail and flyers. Paul pointed out that it was each resident's responsibility to empty their respective mail boxes. Brendon suggested that a recycling bin be placed in close proximity to the mail boxes to encourage easy disposal. Paul is to look at the feasibility of this given the limited space on the driveway for a bin and the need for the bin to be in a position for collection each fortnight.

It was agreed that Paul would draft a notice to all residents to remind everyone about being a good neighbor and a responsible resident.

Crystal Filep spoke about the possibility of amending the Body Corporate rules to allow units that are owner/occupied to have pets, specifically a small dog.

Crystal explained that in many cities around the world, people living in apartments have successfully kept pets and that some types/breeds of animals were well suited for apartment living.

Paul Reuben agreed that most pet owners were responsible however if at some stage in the future a unit owner was an irresponsible pet owner, this would be an issue that could be a difficult to address as pet owners formed emotional bonds with pets and could take legal action to block a request for the pet to be relocated. In these instances, the Body Corporate would bear any legal costs. It was agreed that any changes to the Body Corporate rules about pets would need to be carefully worded.

Crystal agreed to draft an information letter for Body Corporate members about having pets and members could vote on pursuing a change to the Body Corporate rules.

Paul advised that he while he was committed to providing ongoing Body Corporate duties for the upcoming year, he would look to step down from that role at the end of that period of engagement. Brendan thanked Paul and indicated that Brendan and Paul would seek quotes for provision of Body Corporate services to present to Body Corp members to vote on.

Paul Reuben as proxy for unit 4 motioned that:
"Brendan Vote continue as chairperson for the Body Corporate".

Seconded: Peter Foster, unit 47

Carried unanimously.

John Davison, unit 13 motioned that:
"Student Accommodation Ltd to continue as Body Corporate"

Seconded: Sheila Doshi, unit 33

Carried unanimously.

The meeting agreed that this was a very positive outcome for the Body Corporate Members.

Donald Ward, Unit 3 put a motion to the meeting that:
"the new insurance policy and premiums be accepted"

Paul discussed the breakdown of the Body Corporate fees for the 2017/2018 year and advised that there would be little change from the 2016/2017 year for fees. The only significant change was to the

insurance premiums due to the government substantially increasing the fire levy to all insurers. The previous insurance period levied was 13 months and the current period is 12 months. The fire service levy would mostly be absorbed by the savings due from a 1 month reduction in the period covered.

Paul advised that the annual fees could be paid in one lump sum or broken down into two 50% payments. It was agreed that Body Corporate members would be given three weeks notice prior to the date levies were due.

Dates for payment are 1st payment - 4th of December 2017, 2nd payment – 1st of March 2018

Paul is to invoice each member for payment.

Meeting closed 10:42am.

**BODY CORPORATE 406606
SABINA APARTMENTS DUNEDIN**

MINUTES OF ANNUAL GENERAL MEETING

Date: Thursday 6 September
Time: 4:00pm
Venue of AGM: Cutlers Property Management Office
709 Great King Street
Dunedin

Present: Jacob Grieve Unit 5; Catherine Meltzer Unit 9; Bruce Bernisconi Unit 14; Anita Veitch Unit 15; Wayne and Kate Besley Units 16-18; Gerard Bonnet Unit 31; Sheila Doshi Unit 33; Dale Patton Unit 34; Crystal Filep Unit 40; Chelsea Kennedy Unit 44; Marg and Peter Foster Unit 47; Brendan Vote Units 19-30, Unit 54 Via teleconference.

Proxies: Gerard Bonnet for Unit 31, Chelsea Kennedy Unit 44

Also in attendance was Tony Cutler of Cutlers Commercial Property Management.

Apologies: Philip Yung Unit 12; John and Julie Davison unit 13; Clare Gore and Gary Mitchell Unit 49; Jeffery and Barbara Stevens Unit 11; Wallace Yuen Unit 43; Louisa and Michael Homersham Unit 3; Robert and Julz Cooke Unit 1; Janene and John Instone Unit 53; Glenys and James Cooper Unit 45. Chris Bourne Unit 35

Election of Body Corporate Chairperson

Nomination received for Kate Besley

Motion: Pursuant to section 10 of the Unit Titles Regulations 2011 the body corporate resolves by way of ordinary resolution to elect Kate Besley as chair. Moved Jacob, Seconded Donald...Carried

Appointment of Body Corporate Committee

Motion: Pursuant to section 112(2) of the Unit Titles Act 2010 the body corporate resolves by way of special resolution to not have a committee. Moved Chelsea, Seconded Anita

Appointment of Building Manager

Motion: That the Body Corporate resolves by special resolution to engage Cutlers Limited as the Body Corporate Secretary for the Body Corporate on the same terms that Cutlers Ltd is currently engaged by the Body Corporate under the Agreement 2018. Moved Jacob, Seconded Wayne...carried

Financial Management

Audit of Financial Statement

Motion: Pursuant to section 132(8) of the Unit Titles Act 2010 (the Act) the body corporate resolves by way of special resolution that section 132(2) of the Act does not apply to the accounting records for the last financial year. Moved Wayne Seconded Sheila.

Interest on unpaid levies

Motion: Pursuant to section 128 of the Unit Titles Act 2010 the body corporate resolves by way of ordinary resolution to set the interest rate on unpaid levies at 10% per annum: Moved Jacob, seconded Wayne... carried

Operating account

Motion: Pursuant to section 115(3) of the Unit Titles Act 2010 (the Act) the body corporate nominates Tony Cutler as the person who may operate the bodies corporate operating account held with Westpac on the basis that subject to any specific direction from the body corporate, Tony Cutler may operate this account in the manner Tony Cutler sees fit from time to time provided that this account is at all times operated in accordance with the Act, the Unit Titles Regulations 2011 and the best interests of the body corporate: Moved Sheila, seconded Jacob

Budget

It was noted there was a slight increase in the budget to allow for more to be done on the grounds maintenance. Internet was also removed.

Motion: Motion: New proposed Budget of \$127,334.85 was accepted. Moved: Wayne, Seconded Dale...Carried

General Business

- Building Integrity; there have been some cracks appear on some units that some owners would like to have inspected to make sure they are not structural issues. Tony will inspect this.
- Car Parking solutions; Stickers will be provided across all tenants and owners of units in the complex, the sticker needs a licence plate number on it only, the bc will look to purchase a clamp also to use at its own discretion. Owners and managers will have stickers so they can park on site when appropriate
- Mail Delivery; The new owners of the convent will have a room set up with a code for tenants to access parcels, they will contact owners and tenants in the meantime to enable them to get to packages and mail.
- Rubbish collection; The body corporate will look to get a 800 litre bin that can only be accessed with a key by those who are doing ground maintenance, in order to keep rubbish areas in order. Overflowing rubbish disposed of there.
- Insurance Report; AON have been appointed the new brokers of the Body corp. They have attained a Chubb insurance policy that increases the amount of cover for a number of points. Including extending cover for hidden gradual damage and malicious damage, there has also been a price reduction.
- Power split units 1-15; Aotea need to attend to this as power bills in these units have increased 8 fold. It has been noted this is likely a meter issue and needs to be addressed asap.
- Planting; there needs to be some relocation of trees in some areas before any issues arise from damage or blocking of lights on units. Gutters and moss across the whole complex will be added to the ground maintenance schedule to keep things in order. Kate Besley will be on hand to assist with advice on planting.

- Other General Business;
 - Lighting in some of the common areas needs to be improved or repaired, this will be assessed in the coming months
 - An anti slip paint will look to be applied to exterior stairs, and an anti slip spray applied to the driveway during the winter months.
 - The council will be engaged about how best to manage the redwoods on the side of the complex in order to avoid any issues in the future from falling branches and debris.
 - A fire evacuation plan needs to be sorted for the complex, most importantly an acceptable meeting point.
 - An information sheet will be compiled for tenants to ensure they are aware of all aspects of the bc.

Budget

It was noted there was a slight increase in the budget to allow for more to be done on the grounds maintenance. Internet was also removed.

Motion: Motion: New proposed Budget of \$123,781.35 was accepted. Moved:Wayne, Seconded Dale...Carried

Tony noted that further information regarding power bills is needed from units 1-15 in order to reconcile the financial completely but all other financials are complete.

No further general business, meeting closed 5.15.

**BODY CORPORATE 406606
SABINA APARTMENTS DUNEDIN**

MINUTES OF ANNUAL GENERAL MEETING

Date: Wednesday 28 August 2019
Time: 3:30pm
Venue of AGM: Movie Theatre
Sabina Convent
73 Buccleugh Street, Dunedin

Present: Justine Grieve Unit 5; Bart Meltzer Unit 9; Wayne and Kate Besley Units 16-18; Gerard Bonnet Unit 31; Gail Dobbie Unit 47; Jordan Sprosen Unit 26; Grace Meyer Unit 24; Michael Homersham Unit 3; Robert and Julie Cooke Unit 1; Carolyn Clulee Unit 7; Viv Williams Unit 54; Lisa and Carlos Silva Unit 44

Proxies: Charlie Sheppard

Also in attendance was Tony Cutler of Cutlers Commercial Property Management.

Apologies:; Janene and John Instone Unit 53; Chris Bourne Unit 35; Helen Pinson Unit 27; Sebastien Filep Unit; Donald and Faye Ward Unit 2; Darrin and Kay Jones Unit 28; Lisa Turner 32; Julie and John Davison Unit 13; Sheila Doshi Unit 33; Anita Veitch Unit 15; Wallace Yuen Unit 43;

Election of Body Corporate Chairperson

Nomination received for Kate Besley

Motion: Pursuant to section 10 of the Unit Titles Regulations 2011 the body corporate resolves by way of ordinary resolution to elect Kate Besley as chair. Moved Justine, Seconded Wayne...Carried

Appointment of Body Corporate Committee

Motion: Pursuant to section 112(2) of the Unit Titles Act 2010 the body corporate resolves by way of special resolution to not have a committee. Moved Grace, Seconded Gerard

Appointment of Building Manager

Motion: That the Body Corporate resolves by special resolution to engage Cutlers Limited as the Body Corporate Secretary for the Body Corporate on the same terms that Cutlers Ltd is currently engaged by the Body Corporate under the Agreement 2018. Moved Carolyn, Seconded Wayne...carried

Financial Management

Audit of Financial Statement

Motion: Pursuant to section 132(8) of the Unit Titles Act 2010 (the Act) the body corporate resolves by way of special resolution that section 132(2) of the Act does not apply to the accounting records for the last financial year. Moved Wayne Seconded Charlie.

Interest on unpaid levies

Motion: Pursuant to section 128 of the Unit Titles Act 2010 the body corporate resolves by way of ordinary resolution to set the interest rate on unpaid levies at 10% per annum: Moved Lisa, seconded Wayne... carried

Operating account

Motion: Pursuant to section 115(3) of the Unit Titles Act 2010 (the Act) the body corporate nominates Tony Cutler as the person who may operate the bodies corporate operating account held with Westpac on the basis that subject to any specific direction from the body corporate, Tony Cutler may operate this account in the manner Tony Cutler sees fit from time to time provided that this account is at all times operated in accordance with the Act, the Unit Titles Regulations 2011 and the best interests of the body corporate: Moved Wayne , seconded Justine

Budget

It was noted there was a slight increase in the budget due to an increase to insurance premiums based on a new valuation. A shortfall will not be issued for the previous quarter.

Motion: Motion: New proposed Budget of \$130,133 was accepted. Moved: Wayne, Seconded Kate...Carried

General Business

- Car parking solutions; when things have quietened down, the lines up the top and in the middle section of the complex will be changed to angle parks. This will create some new parking. The BC will also be provided with the makes and number plates of all tenants cars to be able to police issues more directly. (see attached docs)
- Mail Delivery; Key fobs have been provided to tenants to access the mail room. This has worked well
- Rubbish collection; Still an issue with regards to cardboard disposal. The BC will look into a cage or larger receptacle to take the increasing amounts. A concrete pad at the top of the drive to house this is a possibility and will be priced. (see attached docs)
- Power split units 1-15; this was done this year, but there are issues with the solar panels. Tony will communicate with those owners.
- Ground maintenance; there has been some more allowance for clearing of trees to allow more light. The paths now require some upkeep to ensure they remain safe
 - Lighting in some of the common areas needs to be repaired
 - An information sheet for rubbish has been compiled for tenants

No further general business, meeting closed 4.00.

