

# CARPARK ADMINISTRATION LIMITED

77 Cook Street, Shed 9D, Auckland 1010 or PO Box 90930, Auckland 1142.  
Phone: (09) 377 4040

## MINUTES OF ANNUAL GENERAL MEETING HELD IN ACCORDANCE WITH THE UNIT TITLES ACT 2010

### BODY CORPORATE NO. 88053

(The "Body Corp Limited")

Being the Body Corporate of the owners of unit titles in

**PROPERTY AT: 185 Victoria Street, Wellington**

**Financial year 01/08/2023 – 31/07/2024**

**AN ANNUAL GENERAL MEETING** of this body corporate was held Via Zoom Call on Thursday 14<sup>th</sup> September 2023 commencing at 10:30am

#### 1.0 Meeting Formalities

##### 1.1 Present:

Rachel Valentine (WCP Holdings), units 1B1 - 1B26, 2A1 - 2A23, 2A25 - 2A36, 2B1 - 2B39, 2AM1, 2AM2, 2BM1, 2AS1 (storage), 3A1, 3A2, 3A17 - 3A38, 3B1 - 3B40, 3AM1, 3AM2, 3AS1 (storage), 4A1 - 4A24

Brian Wallace (Lichfield Limited), units 4B7, 4B27, L1

Herwig Rubal, Units 4B32 & L27

Penelope Ridings, Unit 4B22

Karen Ihaka, Unit 4B32

Sarah Sheehan - Minutes

##### 1.2 Proxies:

Unit	Unit Entitlement	Owner (Name)	Proxy To:
4A25	0.35	Tournamnet Parking Limited (James Brown)	WCP Holdings (Rachel Valentine)
4A26	0.35	GSL Holdings (Simon Rowntree)	WCP Holdings (Rachel Valentine)

### **1.3 Apologies**

Tournament Parking (Simon Rowntree)  
GSL Holdings (James Brown)

### **1.4 Quorum**

The quorum was exceeded and the meeting continued

## **2.0 Previous Minutes**

### **2.1 Confirmation of Minutes of Previous Annual General Meeting**

**Moved** That the Minutes of the 2022 Annual General Meeting as circulated are true and accurate.

All / Carried

### **2.2 Matters arising from minutes**

None

## **3.0 Body Corporate Management Committee**

### **3.1 Election of 185 Victoria St Chairperson and Committee**

Nominations for Committee:

Brian Wallace  
Rachel Valentine  
James Brown  
Simon Rowntree

**Moved:** Those nominations are elected to the Body Corporate Committee.

Rachel / Rachel / Carried

**Moved:** That the number of committee members be set at four.

Penny / Herwig / Carried

**Moved:** That the number required for the quorum of the committee be set at two (2).

Brian / Penny / Carried

Nominations for Chairperson:  
Rachel Valentine

**Moved:** That Rachel Valentine be elected as Chairperson

Brian / Rachel / Carried

**Moved:** That the body corporate committee share the powers and duties of the body corporate and chairperson that are allowed to be delegated.

Herwig / Rachel / Carried

Penny queried the attendance of committee members in the past two years. This was clarified.

## **4.0 Building Management/Chair Report**

The building managers report was circulated prior to the meeting for all to review.

Herwig raises 4B Roller door issues.

The Entry and Exit doors are on separate motors and controllers so need to be treated separately. Building / Chair report refers to the recent works on each door. The Entry door requires a new controller, this was discussed and it was agreed the work will go ahead. Special levy to be raised to all 4B owners to cover this cost (\$2,422.00 + GST). Both doors are in the up position as of the date of the AGM as they share an isolator switch so cannot be isolated and in the up position independently. If one is switched off the other must be switched off also.

Once the entry door controller replacement is completed there should be no further issues with the entry or exit roller doors on level 4B.

Both doors have been placed on a regular service agreement (6 monthly servicing) for an annual cost of \$380 + GST. This will be raised as a special levy to 4B owners on an annual basis.

**Moved:** Service Costs \$380+GST per annum to be raised in a special levy, accepted.

Penny / Herwig / **Carried**

## **5.0 Administration & Finance**

### **5.1 2022-2023 End of Year Accounts**

No matters arising.

**Moved:** That the financial accounts to 31<sup>st</sup> July 2023 be accepted

**All / Carried**

### **5.2 Appointment of an Auditor**

Rachel advised that Tournament Group have all accounts closed off with JSA Chartered Accountants however this is not a full audit.

Penny raised a query on how long it has been since the accounts last had an audit. This was in May 2017.

**Moved:** That the accounts for the period ending 31<sup>st</sup> July 2023 not undergo an audit/review or special verification procedure.

Herwig / Penny / **Carried**

### **5.3 2023-2024 Proposed Budget**

Rachel advised the difference between the property management fee and administration fee paid to Tournament Group after costs were queried by Penny.

Herwig queried the increase in insurance budget. Tournament is waiting on premiums from new insurer sourced by Brian. The cost of insurance as well as building value have increased therefore an increase in premiums is expected.

Herwig would like noted his preference for increase of funds to contingency account.

**Moved:** That the proposed 2023-2024 budget of \$174,530.00 and levy schedule is approved and will be paid in monthly installments on the first of each month from August 2023-July 2024 by automatic payment.

Penny / Herwig / **Carried**

The motion was passed.

### **5.4 Debt Collection**

**Moved:** That Carpark Administration Limited are authorized by the body corporate to recover any

unpaid levies owed to the body corporate, whether through court proceedings or otherwise that may be outstanding for 30 days after the due date and to levy interest at the rate of 10% per annum as provided under the Unit Titles Act on any monies due from the due date until the payment date. That Carpark Administration Limited's costs and all costs and expenses involved in the issue of demands or legal proceedings on a full cost recovery basis shall be recoverable against the proprietor in full pursuant to the Unit Titles Act. Carpark Administration Limited is directed to pursue any current debtors who are beyond 60 days of the due date using Carpark Administration Limited's debt collection procedures and this includes the issuing of proceedings if required.

All /Carried

## **6.0 Seismic Strengthening Plan**

### **6.1 General Discussion / Update**

Rachel to follow up with 88863 on their progress.

Herwig wanted his concern regarding legal risks noted and the enforcement powers of the council and that these should be understood.

## **7.0 Long Term Maintenance Plan**

### **7.1 Discussion on LTMP**

Penny raised concerns of "concrete cancer" and her view on the importance of a LTMP.

This body corporate has opted not to spend money on a LTMP until seismic strengthening has progressed.

## **8.0 General Business**

### **8.1 Health and Safety**

No reported incidents.

### **8.2 Column repair on L4**

Since the AGM, BC88863 have confirmed they have repaired the column.

Herwig queried the number of columns. Rachel confirmed, one.

### **8.3 Insurance Payments**

New broker sourced by Brian.

Waiting on premiums. Chasing 88863 to submit insurance info.

Penny confirms hub apartments have submitted their insurance info.

The building has increased in value by approximately 20 million.

### **8.4 Drain Cleaning on level 4B**

There have been several blocked drains identified on level 4B. The costs to have these unblocked are under \$1,000 so the body corporate will go ahead with having these cleared.

### **8.5 Entry and exit roller door on level 4B**

#### **8.6 (By Owner Submission) Quoin Proposal**

*Resolution (s): That the Quoin proposal dated 23 August 2019 is to be approved and Quoin engaged to undertake their structural designs and that the costs to BC 88053 for this work will be based on the insurance restatement value, pending resolution between BC 88052, BC88053 and BC 88863 of an agreed split of costs.*

Herwig / **FOR**

Rachel / **AGAINST**

The motion was not passed.

#### **8.7 (By Owner Submission) Proposal to split costs by 2024 AGM**

*Resolution (s): That in parallel with the Quoin structural design work the Body Corporate Committee is instructed to work in good faith with other Body Corporates (BC 88052 and BC 88863) to deliver a proposed split of the costs of earthquake strengthening acceptable to all parties in time for the Annual General Meeting of 2024.*

Herwig / **FOR**

Rachel / **AGAINST**

The motion was not passed.

#### **8.8 (By Owner Submission) Repair of Structural Column L4**

*Resolution (s): That repairs to the structural columns on level 4 of the carpark be undertaken as a matter of priority and that the costs for this work will be paid by BC 88053, pending resolution with BC 88863 on the issues relating to the payment for the repairs.*

Herwig / **FOR**

Rachel / **AGAINST**

The motion was not passed.

\*Following the meeting closing, BC88053 chair was advised the column has been repaired by BC88863.

**Meeting closed at 11:25am**