



**MINUTES OF
THE 2021 ANNUAL GENERAL MEETING OF
MOLESWORTH HOUSE BODY CORPORATE NO. 86640
Conducted via Zoom on
Thursday 2 September 2021 Wellington at 4:00 PM**

Web Site: www.ypm.co.nz, select "Member Login" Username: bc86640 Password: 86640

1.0 Meeting Formalities

1.1 Present

Bronwen Stewart (Chair)
Jan McDowell
Barry Carruth
Kerry Maher
Tim Holmes
Penny Fenwick

Jan Viljoen (YPM)
Jonathan Bell (Alive Building Solutions)

1.2 Apologies

Jo Lambert

1.3 Proxies

None

1.4 Postal Votes

Beach Family Trust – yes to all resolutions bar Audit.

1.5 Quorum

A quorum of 11 was present and the meeting proceeded.

2.0 Previous Minutes

Moved: By ordinary resolution that the minutes of the 2020 AGM held on 6 August 2020 be accepted as a true and accurate record of proceedings.

Chair/Barry/carried

Matters arising from the minutes not covered elsewhere.

None.

3.0 Body Corporate Management Committee

3.1 Chairpersons Report

The Chairperson's report was taken as read. Kerry, on behalf of the Body Corporate, thanked the Chair for her dedicated service during the past year.

3.2 Election of Chairperson & the Committee:

Moved: By ordinary resolution that all Owners will form the Committee.

Barry/Penny/carried

3.3 Quorum for the Committee

Moved: By ordinary resolution that the number required for the quorum of the committee be set at 5 members with representation by at least one Commercial and one Residential Apartment Owner.

Barry/Chair/carried

3.4 Chairperson's nominations

Bronwen Stewart – accepted nomination for re-election

Moved: By ordinary resolution that Bronwen Stewart be elected as Chairperson

Tim/Barry/carried

3.5 Body Corporate Committee shares power & Duties

Moved: By special resolution that the body corporate committee shares the powers and duties of the Body Corporate and Chairperson that are allowed to be delegated.

Chair/Barry/carried

4.0 **Body Corporate Management**

4.1 Jonathan spoke to the Facilities Management Report as distributed. The following matters not contained in the report were also discussed:

- The building wash is scheduled for October.
- Virtual Inspections Ltd recently completed the external building survey but the report is being peer reviewed before its release. This is a very comprehensive document and ABS will make it available via an internet link. It is hoped that it might also identify the cause of the roof leak into Unit 8B, Jonathan undertook to arrange a water test following any repairs to determine its success before the interior remediation is done. Jan mentioned her window repairs and the Chair informed the meeting that the window can be removed and replaced from within the unit therefore not requiring the use of scaffolding.

Action: Jonathan (ABS)

4.2 Health & Safety
No accidents, incidents or near misses were reported.

5.0 **Administration & Finance**

5.1 2020-2021 End of the Year Accounts

Jan spoke to the financial accounts as distributed.

Moved: By ordinary resolution that the financial accounts to 31st March 2021 be accepted.

Chair/Penny/carried

5.2 Appointment of an Auditor

Moved: By special resolution that the financial accounts to 31st March 2022 not be audited reviewed or undergo a special verification procedure.

Chair/Tim/carried

5.3 Proposed 2021-2022 Budget

Following discussion, Jonathan undertook to seek further quotes for Cleaning.

Moved: By ordinary resolution that the proposed 2021–2022 budget of \$267,462 and levy schedule be approved with payments on the 1st day of each month by bank automatic payment, commencing 1st October 2021 and continuing until further notice.

Barry/Kerry/carried

Moved: By ordinary resolution that pursuant to the provisions of Regulation 17 of the Unit Titles Regulations 2011, the body corporate gives its approval for the Committee to enter into all necessary obligations on commercial terms that will give effect to any expenditure provided for in the budget and long-term maintenance plan.

Chair/Barry/carried

5.4 Long Term Maintenance Plan

The existing LTMP is in need of a review. Rather than incurring the cost of a professional review, it was decided that a subcommittee consisting of the Chair, Barry and Tim will undertake the review. The revised plan will then be tabled for approval at a later date.

Moved: By ordinary resolution that the Long-Term Maintenance Plan as tabled be accepted.

Chair/Penny/carried

6.0 **General Business**

None discussed.

There being no further business the meeting closed at 4:40 pm.

Signed: Date:
Chairperson

CHAIRPERSONS REPORT

MOLESWORTH HOUSE BC 86640

16 / 08 / 2021

Kia ora Body Corporate members

Another year, another lockdown ... we are still standing.

We had a fairly quiet year until the winter rains set in and water ingress issues were highlighted at the MedicalCentre and on Level 8.

Work is underway to remedy this and I would like to acknowledge the inconvenience and distress it has caused Dr. Crutchley and his staff. While the water pouring from wall plugs has been stopped, it will be going somewhere and we expect a full report from Alive regarding a long term diversion solution.

Level 8 is another matter and we think the problem has been found in a drain-to-nowhere from the roof through the concrete to Level 8 ceiling. Again, apologies to Sandy and Penny for the inconvenience to the tenants.

Following on from last years actions, we have recently had the building exterior comprehensively scanned to find all the water ingress points. Possibly the results of this will be available to the meeting but not at the time of writing. The damage that the water ingress is causing is quite serious and we will need to look at the report and then get cost quotes on remedy. The interior damages also need to be fixed so it is going to be a cost but in my view a necessary one.

The other action that needs taking is a review of the Long Term Maintenance plan - we need to make a little committee to formulate this so please consider if you can help here.

The only other action this year was to paint the entrance way - and we had decided to paint the balcony above the surgery as well - hopefully that will happen soon although there are some repairs need to be made first to the tiling.

Please note that our last BC meeting in August didn't achieve a quorum and there weren't enough apologies to flag this in advance. Please keep a track of meeting dates and let us know if you cant make it. Despite that, we had some good discussions and thoroughly reviewed the proposed budget and made some cuts that have resulted in maintaining BC levies at this years level.

Thanks to Jan Viljoen of YPM for his work and also Jonathan Bell of Alive.

Bronwen Stewart

Chair MHBC 86640

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