

Sunridge Estate Body Corporate S62811

674 Ranginui Rd, RD 5, Tauranga

Committee Meeting Minutes

held In Person and Via Zoom; Suite 5, 327 Matakokiri Dr, Tauriko, Tauranga 3107

Date: Monday 1 August 2022, at 1pm



Elected Committee:

Derek Stembridge (18) (Com Chairperson) (Via Zoom), John Henderson (4), Owen Palmer (13), Kathy Cranch (14)
Tony Brindle & Katya Vershinina (NZ Body Corporate Limited) – Administration to the body corporate.

AGENDA:

1.0 WELCOME & QUORUM REQUIREMENTS: No less than Three (3) Committee Members.

2.0 ELECTION OF MEETING CHAIRPERSON:

That Tony Brindle NZBCL Administration Shall Chair the Meeting."

Moved; John Henderson (4)

Seconded; Derek Stembridge (18)

Carried

3.0 HOUSE KEEPING: (No Motion) - (Completed)

4.0 APOLOGIES:

Ken Scott (2)

"That the apologies received be accepted."

Moved; John Henderson (4)

Seconded; Kathy Cranch (14)

Carried

5.0 CONFLICTS REGISTER: (No Motion) - (No conflicts recorded)

6.0 MINUTES OF COMMITTEE MEETING:

"That the minutes of the Committee Meeting held on the 28 October 2021 be accepted as a true and correct record of that meeting."

Moved; John Henderson (4)

Seconded; Owen Palmer (13)

Carried

6.1 Matters arising from the minutes - (Nil)

6.2 2021.12.03 Draft minutes of the AGM – for referencing only - (no motion)

7.0 BC/COMMITTEE CHAIRPERSONS REPORT: (No Motion) – Completed- covered off with the minute matters.

8.0 CONFIRMATION OF THE FINANCIAL POSITION:

00- BNZ Cheque Account	as at 18/07/22 - \$56,141.72
97- BNZ Contingency Savings Account	as at 18/07/22 - \$7,846.85
83- BNZ LTMF	as at 18/07/22 - \$20,807.69
50- BNZ Sewerage LTMF	as at 18/07/22 - \$5,239.83
TOTAL	<u>\$90,036.09</u>

8.1 Matters arising from the financial position - (Nil)

8.2 Owen to receive monthly batch invoices with Derek

Moved; Owen Palmer (13)

Seconded; John Henderson (4)

Carried Unanimously

Derek left the meeting 2pm.

9.0 GENERAL BUSINESS:

9.1 Proposed AGM Meeting Date **25 November 2022.**

9.2 **Health & Safety Audit** - Derek reviewed of Health & Safety Audit completed by Solutions in Engineering.

Action point – Tony to email draft copy back to Solutions in Engineering. They will be informed to communicate with Derek and John directly.

9.4 **Defibrillator** - Committee members discussed and agreed to source cost to obtain and install one at the estate.

Move: John Henderson (4)

Seconded: Kathy Cranch (14)

Carried

Action point – Kathy, Owen and John will confirm costs and where to install the defib, back to the committee

9.5 **Unit 22**– It was brought up to committee attention that Unit 22 has submitted plans for contraction work to be carried out. However, there has been no further information received to that effect. There were also concerns expressed regarding the concrete pads that have been laid down in relation to water runoff into neighboring properties.

Action point – Tony to e-mail the owner of Unit 22 for any update re any form of possible construction and to inform them of the correct procedures within the body corporate.

9.6 **BC Rules** – Committee are still working on these and will have a draft copy to all owners in the near future.

Action point – The committee will complete accordingly.

9.7 **Insurance** – Owners who have insured their own houses are required to supply the BC Administration with their proof of insurance by way of a – Certificate of Currency (COC) from the insurers which will be placed on the BC File.

Action point - Owners are being asked to action this request

9.8 **Insurance** – John asked about the common property policy and its contents. Owners are reminded that they can access body corporate documents such as these documents via the portal 24/7 on the NZBCL website with their individual login details.

Action point – BC Admin to email copies of the insurance, liability, and valuation documents to John.

9.9 **Street lights maintenance** – It's has been on going discussion with Trust Power in the past that came up again due to Trust Power changing hands and no one willing to take responsibility. Committee members present agreed for Owen to proceed with Tribunal and lodge claim against Trust Power to find out who should be maintaining the streetlights. It is expected to be small claim but by doing that will help eliminate ongoing discussions going forward.

Move: John Henderson (4)

Seconded: Kathy Cranch (14)

Carried

Action point – Owen will proceed to the Tribunal - small claims

As there is no further business the meeting closed at 2:20pm. The members are thanked for your attendance.

NZ Body Corporate Limited, Administration to:

'Sunridge Estate Body Corporate S62811' BC Committee Chairperson; **Derek Stembridge** (18)

Tony Brindle

Dated: 1st August 2022

Administration to the Body Corporate