

Hunter Court Body Corporate

MINUTES OF THE 2017 ANNUAL GENERAL MEETING HELD AT THE
OFFICE OF ROBERTSON FULTON LTD, 103 LONDON STREET,
HAMILTON, ON THE 19th DAY OF OCTOBER 2017 AT 5.30 PM

PRESENT:

Present at the meeting were the owners or representatives of apartments 2, 3, 4, 5, 6, 7, 9, 12 and Keith Robertson.

Keith welcomed everybody to the 2017 AGM. Those attending went around the table and introduced themselves given there were a number of new faces present.

1. **Motion:** *Keith Robertson to chair the meeting - carried.*
2. There were no proxies presented at the meeting & apologies were received from Mark Baigent, Unit 4. Postal voting was received from Unit 11.

Motion: *Apologies & proxies be accepted - carried.*

3. Keith summarised the Minutes of the 2016 Annual General Meeting held 14 December 2016 after owners had been sent these recently. Keith confirmed as usual the Financial Statements were discussed, contributions to long term and current financial commitments, and also the tasks for the future.

Motion: *The minutes of the 2016 Annual General Meeting be taken as read and adopted as a true and correct record of the meeting - carried.*

4. 2017 Financial Statements. Keith pointed out that the income comes in two parts, one into the operation account showing \$41,401, and one into the long term maintenance account showing \$15,000 as being income on page 2. There were no outgoings from the long term maintenance account and with interest added \$16,324 was the surplus in that account. From the operations account there was \$301 worth of interest received and \$38,227 worth of expenses leaving a surplus of \$3,425 and a total operating surplus for the year of \$19,749. The wealth of the Body Corporate increased from \$54,033, up to \$73,781 as a result of this. There was \$76,724 in the bank and \$2,943 bills to pay at 31 March 2017.

Motion: *The 2017 Financial Statements as supplied show Net Assets of \$73,781, Long Term Maintenance Fund of \$59,878, Operational Cheque Account of \$6,919, and the Contingency Fund of \$9,927 be adopted. – Carried*

5. Long Term Maintenance Plan Update. Keith discussed the long term maintenance plan which was a plan created by Cove Kinloch in 2012, reiterating discussions held in the 2016 minutes.

Keith discussed that the main item left in the plan is painting the building. Other major items have been addressed in prior years and some small items moved to the operational account as 'everyday outgoings'.

There seemed to be no other items to add to the plan at this stage. If any owners do not have a copy of the plan (and its amendments) please call our office.

Motion: *Maintain the Long Term Maintenance Plan annual contributions at the same fee within the current monthly contributions, i.e. \$15,000 p.a. in total. – Carried*

6. Keith pointed out in the Financial Statements the collection of operations levies of \$41,401 and expenses of \$38,227 did show a surplus this year of \$3,425. The budget for the year to 31 March 2018 shows a small deficit of \$2,800. Keith suggested that while there was a slight deficit here, there is approximately \$17,000 in the operation and contingency bank accounts and therefore this deficit would be only making a small dent on that should the deficit actually turn out to be this figure. On this basis Keith suggested no increase in the operational monthly levies this year, but a review of levies would again be made next year.

Motion: *That operational levies remain unchanged.- carried*

7. There were no nominations for chairperson prior to the meeting or at the meeting and accordingly no chairperson was appointed.
8. There were two nominations for committee (Anne Devlin and Megan Lindsay) prior to the meeting. Keith explained the role of the committee and that it included the maintenance of many legal aspects/requirements within the 2010 act – those normally carried out by the 'secretary' over time and that the Body Corporate had never voted on having a committee in the past. In effect all owners forming the committee by default and moving 'admin tasks' to the secretary. On this basis all owners felt that the 'status quo' owner committee should remain, but a 'property committee' be formed to attend to property maintenance issues. The exact brief of that to be worked on shortly with 'draft' members being Anne, Megan and Ian – but open to others at this stage until formed.

Keith will create a paper 'property committee' with suggestions and invited input from all to see how this can be formed and on what basis. In the meantime, Keith will publish a list of suppliers/cleaning contract details etc. for the committee to be able to call on when formed.

Accordingly at this stage, and with the absence of a chairperson, no official Body Corporate committee was formed.

9. Keith discussed the role of an auditor and the members felt it was not warranted to have an auditor for the 2017 or 2018 year.

Motion: *That no auditor be appointed for the current and ensuing years.*
– carried

10. Heat Pump Placements: Again, the majority of owners do not want the external parts of the heat pump units, piping, wiring etc. seen from the outside (road view) of the building as it is felt it will impact on the aesthetics and value of the apartments.

Motion: *Confirm a 'no prominent street view position for units' & look at alternatives for front units for the placement of external air conditioning units.* – carried.

A visit to site by meeting attendees looked at options for placement of units with mixed feelings between owners.

Moving forward: more research needs to be carried out on options before any units are installed in the complex, except for the area in the rear alcove where one unit...and others...have already had location approval.

11. Windows: Some owners would like to replace their old aluminium joinery, or small gold glass side lights – double glazing, replace worn out tracks etc.

Rule 15(a) states: "an owner shall not vary the external appearance of a unit without consent in writing obtained from the Body Corporate".

In principal changing joinery, at the owners' expense, as long as the outside look does not alter would comply with the rules once approved by the Body Corporate.

Colours for replacement joinery were presented to the meeting by Megan, with two being a possibility. A visit to site by meeting attendees showed both were similar to the faded existing joinery colour and Megan was to talk to the window manufacturer as to which colour they felt would be 'around for a long time on the manufacturing run'. This colour was to be approved as the colour option owners want to replace joinery in the future on the basis that it is the least change from the existing faded joinery colour and will be available for a long time.

Motion 1: *Any owner may install retrofit double glazing in their unit at their own expense. If any aluminium is to be replaced with this task, it is to be the same size/configuration as the current joinery and of the same colour match – not moved or voted on.*

Megan advised window manufacturers tell her that the current old joinery cannot be retro double glazed.

Motion 2: *Windows may be replaced at the owner's expense if they are of the same size/configuration as the current joinery and of the same colour match – carried.*

(The colour match of the joinery shall be confirmed after further discussions and viewing by owners).

12. Fast Fibre Installation: While the owners saw the merits in fast fibre being installed into the complex the proposed installation plan put forward by Ultra Fast Fibre was certainly not attractive. Keith has talked to another installer who believes any 'better' option will be difficult given the building is concrete block and cables need to run outside the block work – both outside the building and inside. It was suggested that fast fibre again be deferred – hoping for wireless options in the future.

Motion: *Not to install Ultra Fast Fibre if the cost is the unfavourable look on the building – carried.*

13. Other repair items: Ongoing maintenance of the complex must be attended to and in the near future a property committee will be in charge of this. Items noted for now are:

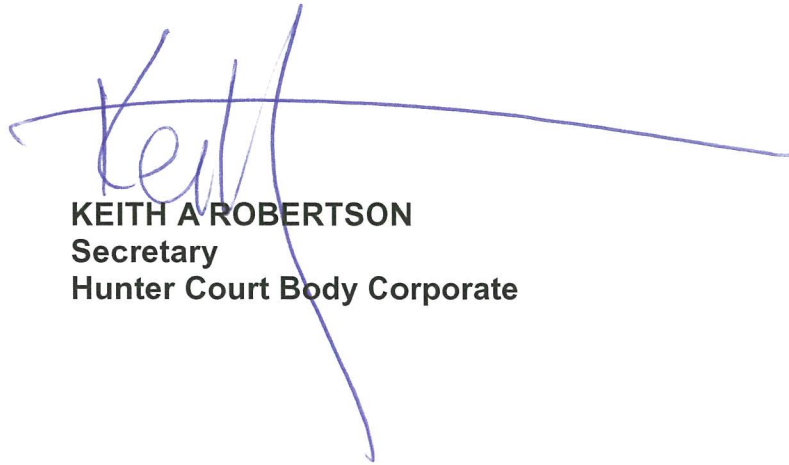
- 1) Light bulbs out – since fixed
- 2) Leaky wall unit 7
- 3) BBQ – to be replaced
- 4) BBQ table – to be replaced
- 5) Painting surrounds
- 6) Pool ladder

Added at the meeting:

- Painting of uprights to carports 'white'
- Under stairwell behind unit 4 water pools – resulting in a rotten board by a window
- Mirror for viewing at start of carports
- Pot holes in driveway
- Lichen roof spray

14. Behaviour of residents: Keith will talk to owners of unit 8, where many residents are unhappy with the 'behaviour' of the tenant, and a letter has been sent to the Body Corporate concerning this.

The meeting concluded up at Hunter Court.....almost dark, after viewing window joinery colour options and possible air conditioning external unit placement options.



KEITH A ROBERTSON
Secretary
Hunter Court Body Corporate