

Hunter Court Body Corporate

MINUTES OF THE 2018 ANNUAL GENERAL MEETING HELD AT THE OFFICE OF ROBERTSON FULTON LTD, 103 LONDON STREET, HAMILTON, ON THE 31st DAY OF MAY 2018 AT 5.30 PM

PRESENT:

Present at the meeting were the owners or representatives of apartments 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 & 12 and Keith Robertson.

Keith welcomed everybody to the 2018 AGM. While there were no new owners some owners who had not attended previous meetings introduced themselves.

1. **Motion:** *Keith Robertson to chair the meeting - carried.*
2. There were no proxies presented at the meeting – either by post or brought to the meeting. An apology was received from Norman Wardley (Unit 2) who was not available to attend the meeting.

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

3. Minutes of the 2017 Annual General Meeting were reviewed and Keith summarised a few of the points in those minutes, mainly pointing out a couple of the big decisions, or non-decisions that were made at the time. The first one was the decision on heat pumps. As we discussed heat pumps have an inside and an outside unit. Ideally both are close together for efficiency apparently. The positioning of the outside unit is a major concern to many residents who don't want outside units visible from the road. Various suggestions have been made over time but none have been agreed on. Point 10 in the 2017 AGM Minutes stated that more research needed to be carried out and once more this is deferred for the future. Similarly Fast Fibre installation was discussed at the 2017 AGM. Once more this was deferred for the future, hoping that somehow Fast Fibre can come to the complex through the air as opposed to the multitude of ugly wiring displayed all over the building. The next point was the changing of windows, specifically brought about by Megan Lindsay's request to change windows in unit 5. It was agreed that windows could be changed on various bases listed in the 2017 AGM Minutes, in that the two main bases were that the window configuration would look very similar to that which is already in place and the colour for the future would be matching the colour of existing joinery, Megan's unit has now been done for future matches.

Motion: *The minutes of the 2017 Annual General Meeting be taken as read and adopted as a true and correct record of the meeting - carried.*

4. 2018 Financial Statements. Keith went over these as presented at the meeting and as posted out a number of weeks before. The Financial Statements are broken down into two parts, namely the income and expenses in the year and also the position the Body Corporate finds itself in at March 2018. Keith referred members to page 2 of the Financial Statements showing a surplus for the year of \$12,174 based on fees into the operation account of \$41,401, and into the long term maintenance account of \$15,000. The major change in expenditure was some repairs and maintenance on the building, with the biggest one being a big building wash in the complex which took place and out of the maintenance account some work in the pool house and roofing of the letter boxes etc. Keith referred members to page 4 which showed that the Body Corporate had \$85,956 of equity at March 2018 (or net wealth) with the long term maintenance fund having \$76,116 in it, the contingency fund \$9,305, and the operations account \$2,836. Keith mentioned he was going to take some cash out of the long term maintenance fund to fund the expenditure for the year, that not yet being done by balance date.

Motion: *The 2018 Financial Statements as supplied show Net Assets of \$85,956, Long Term Maintenance Fund of \$76,116, Operational Cheque Account of \$2,836, and the Contingency Fund of \$9,305 be adopted. – Carried*

5. Long Term Maintenance Plan Update. Keith talked about the long term maintenance plan and that, in the future, the biggest cost would be the painting of the building. There is enough money in the fund to meet the requirements of the plan as it stands.

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. After a review of the Profit and Loss accounts and the 2019 cash budget Keith suggested that there was enough money being collected on an operational basis and suggested no increase in the operational monthly levies this 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 no nominations received for committee members.

9. Auditor Appointment: Discussion took place.

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

10. Maintenance Committee: We talked about maintenance items around the grounds and the fact that we have a maintenance committee set up to spot items that need doing, arrange for those items to be attended to and if more than minor call on the Secretary. This seems to be working well.

Motion: *The committee continue and, if required, other owners may join.*
– carried

11. Keith's Resignation: Keith discussed his resignation as Secretary/Administrator from the Body Corporate after many happy years in the job, purely because he has retired from Robertson Fulton and intends to pursue retirement activities from now on. Also discussed was Keith's recommendation to have Paul Perry from Paul Perry Lease & Property Management Ltd take over as Secretary/Administrator. Various other names were put forward and some commented on. At the end of the day it seems everybody is happy to take Paul on as the new Secretary/Administrator of the Body Corporate. That aside no formal call was made, but it was recommended that Paul come up and have a look around and meet the owners in the near future.

Motion :

- a) *Accept Keith's resignation – carried*
- b) *Accept the recommendation of Keith to have Paul Perry as the next Hunter Court Body Corporate secretary/administrator – not put forward.*

12. There were some maintenance items to be followed up by the maintenance committee or the new Secretary/Administrator. The following is a list of items for Paul to work his way through with you:

- 1) Insulation, if there is not sufficient insulation in the ceiling and other parts of the building to meet the new rental requirements, who pays for the insulation, whether it is common or specific to a unit.
- 2) There is a light in the gardener's shed, it has been suggested that there be lights, run by a sensor, in the walkways to both sheds which would shed some light into each owners' cubbyholes.
- 3) As a note to those sheds we are to get a builder on site shortly to deal with some matters, one of these being the inside of the garden shed so let's say two weeks' time from now on if everyone could make sure there is no rubbish left, or personal belongings, in the gardener's shed.
- 4) We are going to look at calling the man who washed the building to ask him back to clean the edges of the terraces which appear to have been missed in the latest building wash.

- 5) Mail box keys – Keith is going to have a look to see if he can find mail box keys for the owners' mail boxes.
- 6) The builder is still to look at items in the future being the replacement of some rotten fence batons, extend the fence by the carports as you drive in, inside the garden shed and the ponding issue under the stairs outside unit 4.

The meeting concluded with Keith to find a time with Paul to have a look around and meet owners on site.

KEITH A ROBERTSON
Secretary
Hunter Court Body Corporate