MINUTES OF A COMMITTEE MEETING OF SEACREST RESORT BODY CORPORATE held on Thursday 27th July 2023 at 4pm in the Pool Room, Seacrest Resort, 200 Papamoa Beach Road, Papamoa

1. PRESENT

Trevor Arthur, Michael Elrick, Mavis Fowke, Leanne Hallowes, Don McInnes, Helen de Montalk.

Resolved: That a quorum was confirmed.

Accepted: Helen de Montalk, seconded Leanne Hallowes

2. APOLOGIES

Tinka Mushett, Robyn Preston-Smith (The Body Corporate Chair (2019) Ltd). app]

Resolved: Apologies shall be accepted.

Proposed: Helen de Montalk, seconded Leanne Hallowes

3. MINUTES OF PREVIOUS COMMITTEE MEETING

Resolved: That the Minutes of the previous Committee Meeting on 20th June 2023 were recorded as a true and accurate record of that meeting.

Proposed: Don McInnes , seconded: Michael Elrick

4. MATTERS ARISING FROM PREVIOUS MINUTES

The meeting time was changed from 5pm to 4pm.

At the June committee meeting it was proposed by Robyn, as a condition of the social group receiving all the income from the hall hire (cards & mah jong) that the Social group financials should be presented at each AGM. After further discussion it was agreed that at the AGM an overview FYI and payments balance would be presented.

5. CORRESPONDENCE

In: None.

Out: Letters to units regarding tall palm tree maintenance were posted earlier this week. The committee would like to have a copy of the letter that Robyn sent to the residents regarding the three palms.

Action point: Robyn

Resolved: Inward and Outward correspondence received and accepted.

Proposed: Helen de Montalk, seconded: Mavis Fowke

6. ONSITE MANAGER'S REPORT – JULY 2023

There was some roof work being carried out that the manager asked the contractors to use a harness.

Resolved: The Manager's report was accepted

Proposed: Don McInnes, seconded: Helen de Montalk

7. HEALTH & SAFETY

See item 5. Otherwise, no incidents or new hazards reported.

Resolved: The Manager's Health & Safety Report was accepted.
Proposed: Don McInnes, seconded: Helen de Montalk

8. FINANCIAL REPORT

Payments: $143,989.78
Reimbursements: $45,204.88
Bank Account Balances as of 19/07/2023: $98,784.90

Resolved: Authorise payment of $98.48 for gardening expenses to Manager.
Resolved: That Don McInnes shall be appointed as body corporate bank account signatory with full signing authority.

Regarding the customer aged analysis report, the Committee require confirmation that invoices have been send out by Robyn.
Action point: Robyn

Resolved: That the Financial Report and Payments shall be approved.
Proposed: Mavis Fowke, seconded: Helen de Montalk

9. GENERAL BUSINESS

Holland Beckett will be emailing all committee members within the next few days regarding the anti-money-laundering (AML) requirements. This process takes a few minutes and requires a smartphone with camera and photo ID, such as a passport.
Action point: All committee members

Manager's contract should be reviewed by the end of next week.

10. NEXT MEETING

4:30pm Wednesday 27th September 2023
Meeting closed at 5:05pm