

MINUTES OF A COMMITTEE MEETING OF SEACREST RESORT BODY CORPORATE
held on Wednesday 29th November 2023 at 4:30pm 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, Robyn Preston-Smith (The Body Corporate Chair (2019) Ltd)

2. APOLOGIES

Apologies from Tinka Mushett.

Proposed: Leanne Hallowes, seconded Don McInnes.

3. MINUTES OF PREVIOUS COMMITTEE MEETING

Resolved: That the Minutes of the previous two Committee Meetings on 27th September 2023 and 22nd November 2023 were recorded as a true and accurate record of those meetings.

Proposed: Don McInnes, seconded Helen de Montalk.

4. MATTERS ARISING FROM PREVIOUS MINUTES

Don McInnes is awaiting the bank regarding his role as a body corporate bank account signatory with full signing authority.

- Don and Mavis met with Robyn at the BNZ to set up as signatories of the Seacrest accounts. The date of the bank approval is to be advised by the bank.

The front gate control unit was damaged and needed replaced after what appears to be an unwitnessed collision with the gate. Trevor was asked to report it to Secretary Robyn immediately.

- Insurance claim with Chubb. The assessor is yet to visit.

A short meeting was held 22nd November 2023 to check the design and then give permission to villa 40 to erect a pergola on the front of the house.

- This was approved.

5. CORRESPONDENCE

Correspondence In:

Discussion around repainting of Seacrest Resort facias and garage doors proposed by Leanne Hallowes.

- Trevor detailed this in his report below.

Discussion about resort private gardens proposed by Helen de Montalk.

- Unit #17 garden is a mess. Previous communications to get the garden maintained have been ignored.
- The owner is in arrears.
- Robyn will do a search on the owner and send a letter via their lawyer with our intention to upkeep the garden using a GST registered gardener at their expense. This may end up going through the disputes tribunal.

Discussion regarding the front gate opening proposed by Helen de Montalk.

- The discussion was related to having to use a code to get out of the Resort.

- To change this would incur a cost.
- No change required.

Milly Hazlewood, on behalf of the Social Club raised the following items;

The fridge in the pavilion is not operating correctly, the Social Club feel that a new one is required. It is not necessary to have a full-size fridge. A bench height one would suffice.

Currently working but reported that it is erratic.

The Social Club feels that a dishwasher is required as soon as possible, for Health and Safety reasons, especially with Covid being evident in the community.

The two appliances installed side by side would then give more bench space.

- Proposed that the Social Club will obtain a quote to buy a dishwasher and fridge, required plumbing, and benchtop. If over \$1000 then this will need go to the AGM or an EGM.

Concerns were raised about the mats in the pavilion, they are a trip hazard, especially for older people. Are they necessary? If so, one continuous carpet would be preferable.

- They were originally installed to improve the acoustics. Full length garage carpet might be an option. The Social Club will get a quote for the carpet (garage carpet recommended), and floor adhesive.
- Proposal that the Social Club obtain a quote and go ahead with ordering if less than \$500.

Correspondence Out:

See under financial report

Resolved: Inward and Outward correspondence received and accepted.

Proposed: Leanne Hallows, seconded Helen de Montalk.

6. ONSITE MANAGER'S REPORT – November 2023

Trevor has a quote for painting all existing brown timber on Units. The supplier suggests paint will last 8 years, stain would last 4-5 years. Roughly \$2,500 per unit to prepare and paint. Owners will need to get damaged woodwork up to spec by commencement of painting. Trevor to get companies in to provide advice and ideas on colours so that a decision on possible colour schemes can be made. Quotes to be obtained closer to the April commencement date.

Some parts of the road covering had lifted. This will be re-coated using a different product by the original supplier at no cost to the body corporate. Trevor will advise when this will be done.

Resolved: That the Manager's report is accepted.

Proposed: Leanne Hallows, seconded Don McInnes.

7. HEALTH & SAFETY

No incidents or new hazards were reported.

Resolved: That the Manager's Health & Safety Report is accepted.

Proposed: Leanne Hallows, seconded Don McInnes.

8. FINANCIAL REPORT

Robyn presented the Aged Creditor Report.

- Unit #7 is no longer for sale. Robyn has sent an email giving the owner until December 31st to pay. Will be put in the hands of debt collector if not paid.

- Change of insurers from Chubb to NZI.
- Claim for water damage in Unit #34. There appears to be a leak in the garage window flashing, but likely to be regarded by the insurers as gradual damage.

Robyn presented the draft budget for the coming year to incorporate the GST changes.

- This budget has been generated net of GST and adjusted to include anticipated increases. The end result for owners is that there will be a \$20.00 per month increase in monthly BC levies commencing 1st April 2024.

Resolved: That the draft Budget Report for the 2024/2025 year be accepted.

Proposed: Don McInnes, seconded Helen de Montalk.

Robyn advised that from 9th May 2024 all body corporates covering more than 10 units need to have a 30 year budgetary plan.

- The cost to have a professional prepare the plan is estimated at about \$7,000 plus small annual cost for update. The body corporate can opt out (by Special Resolution at the AGM) using a professional and prepare its own plan.
- Robyn will look into whether we can extend our existing plan and send a sample 30 year plan to the body corporate committee for comment.

Resolved: That Robyn's advice be accepted and the body corporate committee will look at a sample 30 year budget and decide whether to do this in-house or outsource.

Proposed: All in favour.

Robyn advised that from 1st December 2023, the body corporate will be registered for GST.

- The body corporate does have to pay GST on funds held at 30th November (which will be claimed back as we make payments going forward). This is standard practice with IRD. After paying the insurance premium of \$51,000.00, this will amount to approximately \$10,000.00.
- Trevor will be claiming GST on the management fee from 1st December 2023 as set out in the Management Contract.

Resolved: The body corporate will be registered for GST.

Proposed: All in favour.

Opening balance: \$70,237.67

Payments: -\$94,712.64

Reimbursements: \$148,721.80

Bank account balance: \$124,246.83

Resolved: That the Financial Report and Payments shall be approved.

Proposed: All in favour.

9. GENERAL BUSINESS

Robyn to send a copy of the Management Agreement to Leanne – done.

10. NEXT MEETING

Tuesday 13th February 2024 at 4:30pm

Meeting closed 6:50pm