



# Pinnacle City Residence

Body Corporate No 548838  
160 Victoria Street  
Wellington 6011

## MINUTES OF COMMITTEE MEETING Body Corporate No 548838

Property at Pinnacle, 160 Victoria Street, Te Aro, Wellington

**THE COMMITTEE MEETING** of this Body Corporate was held in the Boardroom of Strata Title, The iCentre, Level 1, 50 Manners Street, Te Aro, Wellington and via MS Teams video conference facility, on Tuesday, 3 June 2025, commencing at 12:00pm.

### PRESENT:

Lot #	Unit #	Attendance	Owner's Legal Name Representative at the Meeting
142	W507	Yes	Ms Katherine Hu
153	W604	Apology	Mr Daniel Madley
162	E605	Yes	Mr Ricky Baker
193	W902	Apology	Mr Ian Hutchings
253	E1301	Apology	Ms Melanie Prout
258	W1401	Yes	Mr Matt Monroe
259	W1403	Yes	Mr Carlin Richter
260	W1404	Yes	Mr Steven Davey
267	E1405	Yes	Mr Alistair Gillespie
277	E1605	Apology	Mr Marcel Tesoriero

### OTHERS PRESENT:

Ms Tracey Cole (Strata Title Administration) Body Corporate Manager  
Ms Dee Pesendorfer (Alive Building Solutions) Building Manager

### MINUTES OF THE MEETING:

#### 1 WELCOME & AGENDA

Mr Matt Monroe welcomed attendees to the meeting as Chairperson and presented the agenda.

#### 2 APOLOGIES

Resolved: That the apologies be accepted and the meeting declared quorate.

#### 3 CONFLICTS OF INTEREST REGISTER

With reference to Section 114 of Unit Titles Act (which came into effect on 9 May 2023).

To receive any declarations of conflict of interest from Committee members in relation to:

- any matters being voted on at today's meeting; or
- to be noted as an enduring conflict of interest in nature to the work of the Committee.

There were no further conflicts to declare.

#### 4 MINUTES OF PREVIOUS MEETING

Confirmed that the minutes of the previous Committee meeting held on **Tuesday, 11 March 2025** were approved on the basis that there were no matters arising from them that would not otherwise be covered in the agenda for today's meeting.

Moved by: Mr Carlin Richter

Seconded: Mr Steven Davey

#### 5 BUILDING MANAGER'S UPDATE

Ms Dee Pesendorfer (Alive Building Solutions) presented the building managers' report.

Salient points to note:

- H & S, Owners will be advised that the responsibility of the below is theirs to be aware of:  
*Reminder - There is a potential climb-over hazard where balcony furniture is located against or near the balcony barriers. These effectively reduce the height of the barriers creating a "ladder" that a child could use for climbing. A fall from these heights could be fatal. Owners with balconies need to be mindful of the hazards associated with children in proximity of furniture on them.*
- Lifts, as reported, all outages were equipment related. Noted that where issues are human error related, Schindler will be requested to advise on, to enable on-charges to be raised where applicable. With CCTV in the lifts this can be verified.
- Bins, these were recently cleaned and a wheel fixed.
- Backflow quote, this was accepted by the Committee for \$20,052.04.

Ms Pesendorfer advised since the writing of the report, there is one more round of window seal works to be undertaken, booked in for this week. Owners will be notified about the completion so that if any window seals have been missed, they can advise the facilities manager.

Moved by Mr Carlin Richter

Seconded: Mr Steven Davey

#### 6 HEALTH & SAFETY UPDATE

Committee and/or Building Manager to declare any site hazards that have been observed since the last meeting. This item was covered in the Building Managers report.

#### 7 ACTION POINT LIST

Reviewed as part of the meeting and updated, as attached.

#### 8 INTERIM FINANCIAL REPORT

Ms Tracey Cole presented the financial reports for the period 1 April 2024 to 26 May 2025 being:

- Statement of financial performance (SFP) showing actual expenditure compared to the annual budget with a % of budget spent column included on the right hand side;
- Detailed expense report showing all individual payments which make up the expenditure categories in the SFP.

##### **Key features of the reports:**

**Operating Account:** The reporting period is Two months of the financial year. Total cash spending shown in the SFP for the operating account (OA) is sitting at 10% of budget. This is tracking under budget for variable spending at this point in time.

##### **The DER sets out the payments for each expense item.**

Spending of note:

There are no variances in the budget to note at this point.

- Waste & Wastewater - the invoices paid to date are for the prior financial year, as per copies requested from the Council. If this year's invoices are all received in this period up 31 March 2026 this line item will exceed budget. Based on the previous year's costs, falling into this financial year, an accrual will be made.

##### **Levies instalment:**

- 1 April 2025 has been issued, next levies due are 1 July 2025, 1 October 2025 and 1 January 2026 as per the approved budget.

**Contingency Fund:** First quarterly levy raised, with no expenses at this time.

**Insurance:** The renewal date is 1 October 2025, with the annual valuation to be requested in August, allowing sufficient time for the broker to go to market for renewal terms.

**Cash balances as of 26 May 2025:**

FINANCIAL POSITION [balance sheet]:

NET ASSETS \$513,364.63

Represented by:

Funds Consolidated

Cash at Bank: \$25,182.28

Investments: \$502,926.16

Receivables - Levies: \$3,171.71

Receivable--Levies (Special) 14.08

Receivables - Owners; \$1,466.25 - \$1,276.00 of this relates to on-charges to one owner who is disputing the costs, from the handover from previous management. The Committee agreed that these charges will be removed from the owners' account, due to the recovery costs potentially outweighing the debt to being recovered, and due to the inadequate handover of documentation from APL to Strata relating to all previous correspondence with the owner relating to the claims.

Investments of \$502,926.16, comprising:

Operating Account Saver: \$233,007.78

Contingency Fund LTMF Saver: \$269,918.38

**Flood Insurance Group** - is now an Inactive account as the balance of funds have been transferred to the Operating Account as per the Committees instruction.

**Aged Arrears:** are being actively followed up. Arrears under \$300 are not subject to the debt collection regime, with statements having been issued as a reminder to these owners of their balances due.

## 9 NEXT COMMITTEE MEETING & AGM

The next quarterly meeting dates are listed below:

Tuesday 2nd September 2025

Tuesday 2nd December 2025

Tuesday 3rd March 2026.

Venue: Strata Boardroom at 12.00pm.

A MS Teams remote meeting link will be sent to all attendees ahead of the meeting.

## 10 GENERAL BUSINESS

- Xero Subscription, the Committee were in agreement that this monthly subscription of \$35.00 plus GST can now be cancelled.
- The Committee ratified their previous decision to accept the Hockley Plumbers quote of \$20,052.04 plus Gst, for the backflow work, as agreed via email on the 29th May 2025.
- Additionally they ratified their decision to engage Construction Cost Consultants to undertake this year's insurance valuation.
- A scooter was observed parked and plugged in near the car park roller door for charging via an electrical cord running from a storage unit. The following questions were raised about:
  - o Potential for a fire hazard due to lithium batteries.
  - o Point of supply for the charging. It was confirmed that the power source is separately metered and comes from the owners storage unit, the charging lead is not damaged or squashed under the door, and the scooter is stored outside.
  - o The group discussed whether it was safer to charge it outside (in a visible, well-ventilated area) or inside the

storage unit. No formal decision was made, but it was agreed that the setup appears safe and best practice.

- Rubbish/Recycling room ventilation, Mr. Alistair Gillespie made an observation that the ventilation system was not running during the day. It was noted that this is normally on a time-clock control and does not operate 24 hours a day. ABS to investigate and report back with operational time set points.
- It was noted that the service car park area has no mechanical ventilation. The location for the general rubbish bin was not initially intended to be put in this space. ABS to investigate if there are any requirements for mechanical ventilation of the rubbish disposable areas.
- Guild and Spence CCTV & Access Control, a proposal to provide the maintenance and service by way of contracts for the CCTV as well as the access control systems was received for \$1,320.00 per annum plus GST. The Committee agreed to accept this quote.
- Pinnacle Branding, Mr. Gillespie commented on the branding for documents sent out to the Body Corporate. Mr. Gillespie offered to work with Strata to present the committee with a suitable format for correspondence, to then be formalized by the committee.

#### **11 MINUTES TO BE A RECORD OF THE BUSINESS OF THE COMMITTEE MEETING**

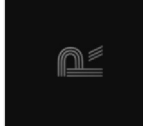
Resolved: That if within ten days of distribution of the minutes Strata does not receive any written request from a Committee member who attended the meeting to amend any part of the minutes, that the minutes are adopted as a true and accurate record of the committee meeting; and that if a request to amend the minutes is received it will be referred to the Committee Chairperson to instruct if the amendment is to be made and the minutes reissued accordingly.

#### **12 MEETING CLOSURE**

There being no further business for discussion the meeting was closed at 12.50pm.



Action Points		14 March 2024	May 2024 -present day	
Description / Item	Status		UPDATE	Status
<b>Pumps.</b> <i>The meeting discussed that the pumps were not correctly designed for the requirements of the building.</i>	FM will continue to contact the developer on this design issue. All three pumps are working correctly and have been reinstalled.		ABS report of their findings is to come, with Marcel to advise an update.	IN PROGRESS
<b>Insurance</b> - alignment with BC financial year	Strata to present options to the Committee. An update will be available on this issue after the 27 <sup>th</sup> of March, the next Coverall announcement.		The Committee have engaged a Quantity Surveyor to undertake the updated valuation this year.	IN PROGRESS
<b>Security</b>	ABS - Monthly Contracts as quoted in BM report.		Guild & Spence quote accepted by the Committee, \$2,360 plus GST. (Quote was only for CCTV PPM). Looking into G&S providing access control maintenance. To be included. May 25 – Guild & Spence to provide updated quotes for PPMs for Access Control System and CCTV equipment. The quote was accepted by the Committee at the June 2025 meeting.	COMPLETED
<b>Long Term Maintenance Plan</b> - quotes for a plan	ABS- Three quotes presented, with another request from Plan Heaven.		BCC majority for Cove Kinloch. Draft planned reviewed, with amendments to be accepted.	COMPLETED
<b>Window Seals</b> - to be addressed prior to the next building wash	ABS - Little feedback from owners. ABS to follow up, via notice in the lift. 31 October cutoff date. Vertac to report after window wash.		Replace under warranty Westview Aluminum (expiry Feb 2025). ABS will advise when this work is scheduled. May 25 – East Tower seals replaced. West Tower seal remedial work is still outstanding. Awaiting dates.	IN PROGRESS



<b>Fob Audit</b> - unknown who has access to where currently.	Alistair will do some background work, with this to be undertaken after the window seals have been addressed.	May 25 – BM emailed all owners to provide tag number details. Poor response received. Without 100% data caption an audit cannot be undertaken successfully.  Owners will be advised not to use the roller door for pedestrian access to minimize the maintenance required on the roller door	COMPLETED
<b>Consumables</b> – Ground floor retail units	These costs will be on charged to the ground floor retail units.	ABS will enquire if the cleaner can directly on charge to avoid the admin fees applicable from Strata. ABS to obtain the invoicing details from unit holders to pass to the Contractor for direct on charging.	ON GOING
<b>Outstanding Payment</b>	Strata will continue to work on recovering unpaid on charges from an owner, to have the account settled.	Based on the time and cost involved in pursuing this debt via the Disputes Tribunal, the Committee agreed to reverse the on charge from the owners account.	COMPLETED
<b>3 June 2025</b>			
<b>Rubbish/recycling Room ventilation</b>	Concerns that the system was not functioning.	ABS to establish if a time clock is set	IN PROGRESS
<b>Rubbish Area ventilation</b>	Concerns that planned maintenance is required.	ABS to establish if the area size requires this.	IN PROGRESS