

BODY CORPORATE NUMBER 542441 (CANTERBURY LAND REGISTRY)
Worcester Terraces, Christchurch Central, Christchurch 8011

Agenda for the Committee Meeting of the Unit Owners of the Body Corporate (the BC) to be held on Thursday, 6 July 2023, in the home of John Skevington 16/163 Worcester Street and by TEAMs invitation at 6:00 pm

1. Apologies and Attendees
2. Confirmation of the Previous Meeting Minutes
3. Matters Arising from the Previous Meeting Minutes
4. Financial Report:
 - a. Balance Sheet
 - b. Income and Expenditure Statement
 - c. Budget Analysis
5. Building and Maintenance
6. Garden and Grounds
7. Finance
8. Social
9. Property Management Report
 - a. Update on Property Management issues
 - b. Maintenance and Repair Report
 - c. Insurance Matters
10. Matters Carried Over/Action Items
 - a. Follow-up on Action Items from Previous Meetings
11. New Business
 - a. Discussion on New Issues
 - i. Frequency of committee meetings, reporting of meetings (Agendas and minutes), code of conduct etc.
 - ii. Document storage and access, e.g. Dropbox, google share
 - iii. Owner Register up to date
 - iv. Bicycle Sheds – security and solutions
 - v. BCCG membership
 - vi. Communication – how to engage with the Worcester Terraces community?

- vii. Co-opting owners with specific skills
 - viii.
- b. Proposal of New Projects and Initiatives
 - i. Building Survey
 - ii. Creation of Asset Register
 - iii. Long-Term Maintenance Plan

12. Health and Safety

13. General Business

- a. Questions or Suggestions from Members
- b. Any Other Business

14. Date and Time of the Next Meeting

15. Closure