

**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, 18 May 2023, in the home of Darren Sandford, 1/25 Latimer Square and by TEAM's invitation at 7:30 pm. Worcester Terraces Body Corporate Committee is to be referred to as WTGCC.

1. Apologies and Attendees

Committee Members

Darren Sandford (Chair), John Skeffington, Craig Gilmore, Scott Franklin

Pitcaithly Body Corporate Services (PBCS)

Barbra Welffens

Owner/Resident Attendees

Marietjie Sandford, Jo Ruane

2. Confirmation of the Previous Meeting Minutes

Minutes received and approved

3. Matters Arising from the Previous Meeting Minutes

PBCS sent out the minutes today, and there was an oversight with the approved budget being for another complex. Barbra apologised and said the Worcester Terraces one would be sent out tomorrow

4. Financial Report:

a. Balance Sheet

To be reviewed every three months. PBCS will provide these statements before the meeting

b. Income and Expenditure Statement

To be reviewed every three months. PBCS will provide these statements before the meeting

c. Budget Analysis

5. Committee Reports: - this point will be removed as WTGCC decided these are important points but do not require sub-committees. The following agenda will replace this with separate headings

a. Building and Maintenance

b. Garden and Grounds

c. Finance

d. Social

6. Property Management Report

a. Update on Property Management issues

b. Maintenance and Repair Report

c. Insurance Matters-

7. Unfinished Business – remove this as a heading and replace it with “Matters Carried over” or “Action Items.”
  - a. Review of Current Projects and Initiatives – delete this as a
  - b. Follow-up on Action Items from Previous Meetings. – retain this as a separate heading in the following agenda and call it “Action Items.”
8. New Business
  - a. Discussion on New Issues
    - i. Frequency of committee meetings, reporting of meetings (Agendas and minutes), code of conduct etc.

Frequency to be bi-monthly with the flexibility to have more

Utilise the PBCS portal for all agendas and minutes to be placed once the minutes are approved. Minutes are to be first circulated to WTbcc members before approval and then sent to PBCS to be placed on the portal for all owners to access

The next Meetings are...

      - Thursday 6 July @ 6pm (John Skeffington’s unit 16/163 Worcester Street)
      - Thursday 14 September @ 6pm (venue to be confirmed)
      - Thursday, 9 November @ 6pm (venue to be confirmed)
    - ii. Document storage and access, e.g., Dropbox, google share

Official storage currently is the PBCS portal. SF mentioned that we should have another data storage facility for the WTbcc. SF said he would set this up for the committee members only, which would continue additional information that would not be stored on the PBCS portal.
    - iii. Clear service requirements for PBCS

KPI’s. Barbra mentioned that this was why she was here tonight and that collaboration was essential. Barbra said she was willing to attend most meetings. PBCS services are in the contract, written in the AGM minutes. The chair has complete access to the portal at this stage, and the committee can be provided with whatever access they want.
    - iv. Financial Set-up

A process on how to pay for expenditures approved by the WTbcc can be removed as an agenda item
    - v. Owner Register up to date

Suggestion to have two lists. One is the complete list required by the UTA, and another edited list for those willing to share details available to owners. This contact list should be kept from Real Estate Agents. Potential privacy breach by sharing any list that does not have the permission of those listed. DS will provide

a letter to Barbra at PBCS asking for the owner's permission to share details, including contact details and the level of detail provided.

- vi. Documents signed under a delegated signing authority  
Chair Darren Sandford has signing authority, which can be delegated to the PBCS manager, Barbra Welffens. WTbcc voted and agreed for this to be delegated to Barbra Welffens
- vii. Bicycle Sheds – security and solutions
  - There is a broken stainless bar that the bikes are locked to that has been ripped on its mountings. This must be replaced with a better solution, such as deeper anchors. This needs to be reported to Barbra so PBCS can repair this.
  - Craig Gilmore (CG) submitted to the council on the WTBC regarding bike sheds in ChCh. The basic premise of the submission was that residents had lost confidence in them due to multiple thefts.
  - It was agreed that the current manual digital locks are unsuitable. It was discussed about regular changing of lock codes. Another option discussed was using a phone-based app to open the door. Further investigation is required. All WTbcc members will explore options and report back at the next meeting.
- viii. Body Corporate Chair Group (BCCG) membership  
DS proposed for WTbcc to subscribe to the BCCG at a cost of \$100 per annum. This was approved and will allow full access to the online portal of resources to manage our BC better. DS will sign up and send the invoice to PBCS for payment.
- ix. Pre-Contract Disclosure Statement – use of.  
The process of what is required should be made available for owners when they want to sell. PBCS can prepare PCDSs for sellers. This will require an agreement from the WTbcc. WTbcc voted and agreed for this to be done by PBCS.
- x. Communication – how to engage with the Worcester Terraces community?
  - Facebook, website page, internal notices, email, notice boards
  - SF mentioned that he was part of another One Central FB page which had the propensity for people to complain unnecessarily, but overall, it added much value. Agreed that WTBC will set up a closed FB page. The WTbcc will seek a suitable resident/owner to manage this FB page.
  - More community events, such as the Fletchers BBQ, attended by 15-20 people.
  - SF mentioned the need to provide meaningful social opportunities for residents and owners
  - SF mentioned conducting a survey following the creation of a contact list. Also, a mail drop saying, for example, “Want a chance to meet your

neighbours (and your committee)? We will gather in the communal area for a drink at noon this Sunday". The first date mentioned was for Sunday, 11 June 2023. SF will type up the mail drop, print it out and put it in people's mailboxes.

- WTBCB voted and agreed on a notice board to be placed inside the bin area. DS agreed to go to Mitre10 or similar to purchase an appropriate board and will install it.
- BW will send bin templates of what goes into recycling to DS, and DS will take the digital image to a company to manufacture this onto the core flute.

xi. Co-opting owners with specific skills

For expertise and knowledge on specific subjects or activities, effective decision making, cost savings, improved problem solving, community engagement and involvement

- SF mentioned that it would be prudent to consult with an air BNB owner to understand their needs better and provide advice on how the WTBCB can best address the issues the permanent residents are raising. WTBCB to approach air BNB owner.
- A call out to owners who could assist with social media, legal advice (occasionally when required), communication with the city council, building surveying, maintenance, and prior Body Corp experience. WTBCB to create a list of skills that we would require.

b. Proposal of New Projects and Initiatives

i. Building Survey

It is strongly recommended that this is completed before the two-year remediation period is completed. DS to get quotation from Brosnan asset managers

ii. Creation of Asset Register

DS to get a price on this which will assist in creating the long-term maintenance plan.

iii. Long-Term Maintenance Plan

We need to fund for ten years and plan for thirty years.

9. General Business

a. Questions or Suggestions from Members

- The large gutter on Worcester Street is a particular hazard, particularly for those members of the public unaware of it. Multiple vehicles require assistance on a weekly basis after their vehicle has become trapped in the gutter due to the depth. SF recommended putting in a submission to the council from WTBC. WTBCB will find Council contact details, process, and report back at the next meeting. JS will email DS with contact details (Stephen Wright). JS to contact Stephen Wright
- Complaints regarding contravention of operational rules

DS has received complaints and pictures of residents putting ground sheets and tents over fences and balconies. The official position is that the resident should be asked to keep it tidy if it is visible from the outside. A reminder to be placed on the new notice board that the rules are that you cannot leave stuff on fences and balconies.

- Skid marks on paving between block seven and block eight from scooters. This can be rectified by contacting e-scooter providers like Lime and Neutron to geo-fence their scooters around WT. Barbra said this could be done, and PBCS will do this. **DS to send Barbra an email requesting this.**

- Landscaping

DS met today with Ed Cunningham from Fletchers and Barbra Welffens from PBCS regarding the handover of the landscaping. It was discussed that several issues had been recorded, and the Landscaper would be notified as work requires remedy. The contract with the contract garden maintenance company (funded by Fletchers) has ended, so a new company is needed. A quote was presented from Growing Places for Miriam Ltd to replace the old contractor. The price was \$1443.48 per month. Barbra stated that other body corps in ChCh were using them with good results. The WTBCB voted and agreed to contract this company on a monthly basis and conduct further investigations to explore the market before committing to a more extended duration contract period.

- 

b. Any Other Business

- Worcester Terraces was nominated for the Canterbury architectural awards, in which the winners were recently announced. We are very proud that Worcester Terraces won the Best Multi-Unit Housing award.

*Fletcher Living - Worcester Terraces by Sheppard & Rout Architects*



Winner - Housing - Multi Unit: Fletcher Living - Worcester Terraces by Sheppard & Rout Architects. Image: [Jason Mann](#)

The architect rises to the challenge of designing in a typology that's still new for Christchurch, and the results are compelling. The design responds skilfully to its prime central city location by creating a courtyard block and presenting strong street edges. Opportunities are created for glimpses into the complex, its refined material palette and play of planting. The fruits of collaboration between the architect and wider design team are evident in the seamless integration of landscape and architecture, providing a fine balance between privacy and interaction while successfully navigating the challenges of service spaces, fire separation and on-site car parking.

- Include a health and safety section on the next meeting's agenda.

10. Action List

| Worcester Terraces Body Corporate Committee (WTBCC) Action List |                                                                                                                  |                  |          |          |       |          |             |                  |
|-----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|------------------|----------|----------|-------|----------|-------------|------------------|
| STATUS                                                          | ACTION ITEM                                                                                                      | ASSIGNED TO      | DUE DATE | PRIORITY | NOTES | PRIORITY | STATUS      |                  |
| Not Started                                                     | letter to PBCS asking for owners permission to share details for contact list                                    | Darren Sandford  | 6/07/23  | Medium   |       | Low      | Not Started |                  |
| Not Started                                                     | Report broken bike mounting to PBCS                                                                              | Darren Sandford  | 26/05/23 | Medium   |       | Medium   | In Progress |                  |
| Not Started                                                     | WTBC to subscribe to Body Corp Chair Group (BCCG) at a cost of \$100 per annum                                   | Darren Sandford  | 2/06/23  | Medium   |       | High     | Complete    |                  |
| Not Started                                                     | WT community notice board erected inside Rubbish Bin area                                                        | Darren Sandford  | 6/07/23  | Medium   |       |          | On Hold     |                  |
| Not Started                                                     | Print and erect core flute posters outlining what goes into each rubbish bin                                     | Darren Sandford  | 6/07/23  | Medium   |       |          | Overdue     |                  |
| Not Started                                                     | Get quotation from Brosnan asset managers for building survey and asset register                                 | Darren Sandford  | 10/06/23 | High     |       |          |             |                  |
| Not Started                                                     | request PBCS to request geofence around WT for e-scooter companies                                               | Darren Sandford  | 6/07/23  | Low      |       |          |             | Action Owner     |
| Not Started                                                     | Include a Health and Safety section on next meetings agenda                                                      | Darren Sandford  | 6/07/23  | Low      |       |          |             | Darren Sandford  |
| Not Started                                                     | Submission to ChCh city council on vehicles becoming trapped in gutter on Latimer Square. JS mentioned           | John Skeffington | 6/07/23  | Low      |       |          |             | Scott Franklin   |
| Not Started                                                     | WTBCC data storage                                                                                               | Scott Franklin   | 6/07/23  | Medium   |       |          |             | John Skeffington |
| Not Started                                                     | Creating a WT community event. Mail drop                                                                         | Scott Franklin   | 6/07/23  | Medium   |       |          |             | Craig Gilmore    |
| Not Started                                                     | Options for securing bike sheds                                                                                  | WTBCC members    | 6/07/23  | Medium   |       |          |             | Barbra Wellfens  |
| Not Started                                                     | Create and manage a Worcester Terraces closed Face Book Page                                                     | WTBCC members    | 6/07/23  | Medium   |       |          |             | WTBCC members    |
| Not Started                                                     | Approach Air BNB owner to better understand issues                                                               | WTBCC members    | 6/07/23  | Low      |       |          |             |                  |
| Not Started                                                     | WTBCC to create a list of skills that could be utilised for activities such as social media, legal advice, comms | WTBCC members    | 6/07/23  | Low      |       |          |             |                  |
| Not Started                                                     |                                                                                                                  |                  |          | Low      |       |          |             |                  |

#### 11. Date and Time of the Next Meeting

Thursday 6 July at 6pm. Venue: John Skeffington Place, 16/163 Worcester St.

#### 12. Closure

The meeting finished at 10:10pm.