Admin Group Meeting, 4 pm 19 June in the CH

Present: Min, Anne, Maria, Gay, Kathy, Alex, Frances

1. Everyone will be charged Body Corps fees for 9 months from 1 July. There will be the option of a monthly payment or payment for the full term (encouragement will be given to those who can pay the full term to do so as it gives us a buffer in the account). The account to be used for this is

Kiwbank Free up:

Toiora High Street Body Corporate 38-9022- 0884813-00

1. People who moved in earlier than settlement will be expected to pay 2 months BC fees to UCOL. The invoice for these will be sent out by UCOL.
2. Hot water and electricity fees will be charged from settlement. Alex will request hot water readings and will send out bills to all residents.
3. Xero: a new account may be needed for the Body Corps. Maria and Min will consult Nicola on this. They will also ask her for a proposed cost for checking our annual financial statements and carrying out an audit.
4. Min will be added as a signatory to the Kiwibank BC accounts as she is to be our treasurer. Frances to organise.
5. We need to change the name of the Genesis electricity account from Maria and Juan to the Toiora High Street BC. Gay will follow this up and provide her details if a name is needed on the account.
6. Min will check the incoming electricity/hot water payments and mark them off. She will ask for help with outstanding payments if there is a need.
7. Montpellier Social Club Account. This is best used for meals and the guest bedrooms.
8. Rosemarie to be included in the BC fees mail out.
9. Kathy has joined the Amin Group.