

Unit Owner(s)  
Hume House Body Corporate  
WELLINGTON

**HUME HOUSE  
Body Corporate 83149**

**Notice of the  
2022 ANNUAL GENERAL MEETING**

To be held via:  
Zoom Conference

Date:  
Wednesday 30 November at 12:00 noon

---

Website: [www.ypm.co.nz](http://www.ypm.co.nz), select "Member Login" Username: bc83149 Password: 83149

---

## **2022 ANNUAL GENERAL MEETING OF HUME HOUSE BODY CORPORATE 83149**

Please find enclosed,

- Notice & Agenda
- Proxy form
- Postal Voting form
- 2021 AGM Minutes
- Chairperson's report
- Facility Management Report
- Financial Statements & Commentary
- Owner Contact Details

Attached to this Notice of Meeting is a Proxy Form, that should be completed if;

- You are the legal representative of an owner, or
- You are unable to attend the meeting, and wish to appoint a proxy.

As owners, you are strongly urged to attend or submit your proxy in order to ensure a quorum is attained and the meeting can proceed.

**Please see the signing instructions contained in the Proxy and Postal Voting forms.**

In the meantime should you have any questions regarding the body corporate please do not hesitate to contact me.

We look forward to seeing you.

Yours sincerely



Jan Viljoen  
**Your Property Matters Ltd**  
**Body Corporate Manager**

14 November 2022

# **2022 ANNUAL GENERAL MEETING OF HUME HOUSE BODY CORPORATE 83149**

## **AGENDA:**

### **1.0 Meeting Formalities**

- 1.1 Present
- 1.2 Proxies
- 1.3 Apologies
- 1.4 Quorum

### **2.0 Previous Minutes**

- 2.1 2021 Annual General Meeting

*Ordinary Resolution: That the Minutes of the AGM held on 19 November 2021 as circulated, are taken as true and accurate.*

- 2.2 Matters Arising from Minutes

### **3.0 Body Corporate Management Committee**

Chairperson's Report

- 3.1 Election of Hume House Chairperson and Committee

Please note that it is now mandatory for the Chairperson to be elected at the Annual General meeting. It is also required that the Annual General meeting set the number of committee members and the quorum required for the committee meetings.

*Ordinary Resolution: Election of nominated committee members.*

*Ordinary Resolution: That the number of committee members be decided.*

*Ordinary Resolution: That the number required for the quorum of the committee be set.*

*Ordinary Resolution: Election of a Chairperson.*

*Special Resolution: That the body corporate committee share the powers and duties of the Body Corporate and Chairperson that are allowed to be delegated.*

### **4.0 Facilities Management**

- 4.1 Facility Manager's report
- 4.2 Health & Safety

## **5.0 Administration & Finance**

### **5.1 2022 End of Year Accounts**

*Ordinary Resolution: That the financial accounts to 30 September 2022 be accepted.*

### **5.2 Appointment of an Auditor**

As per Section 132(2) of the Unit Titles Act 2010, the meeting needs to make a formal resolution whether to appoint an auditor for the 30 September 2023 accounts to undertake a special purpose verification or an agreed upon procedures review or an audit.

*Special Resolution: That the Body Corporate will or will not undertake an audit/review or special verification procedure for the accounts to 30 September 2023.*

### **5.3 2023 Proposed Budget**

*Ordinary Resolution: That the proposed 2023 budget of \$386,699 and levy schedule be approved with quarterly payments on the first day of each quarter by automatic payment, commencing 1 January 2023 and continuing until further notice.*

*Ordinary Resolution: That pursuant to the provisions of Regulation 17 of the Unit Titles Regulations 2011, the body corporate gives its approval for the Committee to enter into all necessary obligations on commercial terms that will give effect to any expenditures provided for in the budget and long-term maintenance plan.*

### **5.4 Long Term Maintenance Plan**

*Ordinary Resolution: That the attached Long Term Maintenance Plan be accepted.*

## **6.0 General Business**

Notes:

1. Please note that Unit Owners may not vote unless all body corporate levies and other amounts that are from time to time payable to the body corporate in respect of the Unit have been paid.
2. Voting procedures:

**Section 97: Counting of votes for ordinary resolution subject to request for poll**

- (1) This section applies if a motion is to be decided by ordinary resolution, subject to a request for a poll, at a general meeting of a body corporate.
- (2) One vote only may be exercised for each principal unit.
- (3) A subsidiary body corporate representative has 1 vote for the principal unit that was subdivided to create the subsidiary unit title development.
- (4) For a body corporate meeting to pass an ordinary resolution, a majority in number of the eligible voters who vote on the resolution must vote in favour of the resolution.
- (5) An eligible voter whose interest in his or her unit is subject to a registered mortgage must, if required by that mortgage, obtain the consent of the mortgagee before exercising a vote.
- (6) An ordinary resolution passed under this section is subject to a request for a poll under [section 99](#) and the motion being confirmed by that poll.

**Section 98: Counting of votes for special resolution subject to request for poll**

- (1) This section applies if a motion is to be decided by special resolution, subject to a request for a poll, at a general meeting of a body corporate.
- (2) One vote only may be exercised for each principal unit.
- (3) A subsidiary body corporate representative has 1 vote for the principal unit that was subdivided to create the subsidiary unit title development.
- (4) For a special resolution to pass, 75% of the eligible voters who vote on the resolution must vote in favour of the resolution.
- (5) An eligible voter whose interest in his or her unit is subject to a registered mortgage must, if required by that mortgage, obtain the consent of the mortgagee before exercising a vote.
- (6) A special resolution passed under this section is subject to a request for a poll under [section 99](#) and the motion being confirmed by that poll.

**Section 99: Request for poll**

- (1) A poll may be requested by any eligible voter voting on a motion passed by ordinary resolution under [section 97](#) or by special resolution under [section 98](#).
- (2) The eligible voter must request the poll in person at the meeting.

**Section 100: Counting of votes if poll requested**

- (1) This section applies if—
  - (a) a motion is passed by ordinary resolution or special resolution; and
  - (b) a poll is properly requested.
- (2) One vote only may be exercised for each principal unit and only those who voted on the motion under [section 97](#) or [98](#) are entitled to vote.
- (3) For the motion to pass by ordinary resolution where a poll is requested, a majority of the ownership interest represented by those voting must vote in favour of the motion.
- (4) For the motion to pass by special resolution where a poll is requested, 75% of the ownership interest represented by those voting must vote in favour of the motion.
- (5) The result of any poll is the resolution of the general meeting.

3. Procedure if no quorum present:

**Regulation 13: Quorum**

- (1) A general meeting of a body corporate may proceed without a quorum if the persons who have cast postal votes together with those present are entitled to exercise the voting power in respect of not less than 25% of the principal units in the unit title development.
- (2) If a quorum is not reached at a general meeting of a body corporate, and subclause (1) does not apply, the following procedure applies:
  - (a) the meeting must be adjourned until the same day 1 week later; and
  - (b) the reconvened meeting must be held at the same time and place, unless the chairperson has notified all unit owners of a change to the time or place (or both) at least 3 days before the reconvened meeting is due to take place; and
  - (c) the reconvened meeting must proceed, whether a quorum exists or not.

4. Ownership and Utility Interests

**Section 38: Ownership interest**

- (3) The ownership interest is used to determine a range of matters, including, but not limited to,—
- (a) the beneficial interest of the owner of the principal unit in the common property:
  - (b) the share of the owner of the principal unit in the value of any buildings, fixtures, and other improvements in relation to leasehold land:
  - (c) the voting rights of the owner of the principal unit when a poll is requested under section 99:
  - (d) the share of the owner of the principal unit in the underlying fee simple in the land on the cancellation of the unit plan:
  - (e) the extent of the obligation of the owner of the principal unit in respect of contributions levied by the body corporate under section 121 in respect of any capital improvement fund:
  - (f) the rights of the owner of the principal unit in relation to a distribution of any surplus money of a capital improvement fund under section 131:
  - (g) the extent of the obligation of the owner of the principal unit for payment of ground rental under section 87:
  - (h) the extent of the liability of the owner of the principal unit for damages and costs under section 142.

**Section 39: Utility interest (other than for future development units)**

- (3) The utility interest is used to determine a range of matters including, but not limited to,—
- (a) the extent of the obligation of the owner of the principal unit in respect of contributions levied by the body corporate under section 121 in respect of the long-term maintenance fund, the optional contingency fund, and the operating account:
  - (b) the rights of the owner of the principal unit in relation to a distribution of any surplus money in the long-term maintenance fund, the optional contingency fund, or the operating account, or personal property of the body corporate under section 131.

## Proxy appointment form

As per Section 102(3), Unit Titles Act 2010

To:

Christine Ludlow (christine@ypm.co.nz)

Unit plan: DP 83149

Body Corporate Number: 83149 (Hume House)

### Proxy appointment

We/I\*, \_\_\_\_\_ [full name, address], being the owner/owners\* of \_\_\_\_\_ [principal unit] and therefore an eligible voter within the meaning of section 96(1) of the Unit Titles Act 2010, appoint \_\_\_\_\_ [full name] as my/our\* proxy for the purposes of the general meeting of the body corporate to be held on 30<sup>th</sup> November 2022.

\*Select one.

If the general meeting is adjourned and reconvened, this proxy appointment is valid for the purposes of the reconvened meeting.

### Motions.

Motion	Type of resolution
That the Minutes of the AGM held on 19 November 2021 as circulated, are taken as true and accurate.	Ordinary (non-designated)
Election of nominated committee members.	Ordinary (non-designated)
That the number of committee members be decided.	Ordinary (non-designated)
That the number required for the quorum of the committee be set.	Ordinary (non-designated)
Election of a Chairperson.	Ordinary (non-designated)
That the body corporate committee share the powers and duties of the Body Corporate and Chairperson that are allowed to be delegated.	Special (non-designated)
That the financial accounts to 30 September 2022 be accepted.	Ordinary (non-designated)
That the Body Corporate will or will not undertake an audit/review or special verification procedure for the accounts to 30 September 2023.	Special (non-designated)
That the proposed 2023 budget of \$386,699 and levy schedule be approved with quarterly payments on the first day of each quarter by automatic payment, commencing 1 January 2023 and continuing until further notice.	Ordinary (non-designated)
That pursuant to the provisions of Regulation 17 of the Unit Titles Regulations 2011, the body corporate gives its approval for the Committee to enter into all necessary obligations on	Ordinary (non-designated)

commercial terms that will give effect to any expenditures provided for in the budget and long-term maintenance plan.	
That the attached Long Term Maintenance Plan be accepted.	Ordinary (non-designated)

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature of eligible voter: \_\_\_\_\_

**Notes**

1. This proxy appointment expires at the end of the general meeting referred to in the form or, if that meeting is adjourned, the end of the reconvened meeting.
2. The full text of motions is contained in the notice of general meeting, a copy of which should be provided to the proxy.
3. Your proxy may not vote unless all body corporate levies, and other amounts that are owing in respect of your unit, have been paid.
4. If the unit owner is a body corporate or an unincorporated body, the representative (recorded in the register of unit owners) of the unit owner must sign the form.
5. If the unit is owned by more than 1 person, every owner must sign the form.
6. If the unit is owned by more than 1 person, one of the unit owners may be appointed as proxy.



## Postal voting form

As per [Section 103](#), Unit Titles Act 2010

To: Christine Ludlow (christine@ypm.co.nz)

Unit plan: DP 83149

Body Corporate Number: 83149 (Hume House)

### Instructions

You are entitled to vote at the body corporate meeting to be held on Wednesday 30<sup>th</sup> November 2022 by casting a postal vote. The motions to be decided at the meeting are summarised in the table below and more particularly set out in the notice of meeting. If you intend to cast a postal vote, you must indicate your vote in the final column of the table and return the form to Your Property Matters Limited so that it is received by Tuesday 29<sup>th</sup> November 2022.

### Postal vote

We/I\*,

---

\_\_\_\_\_ [full name, address], being the  
owner/owners\* of \_\_\_\_\_ [unit number] and therefore an eligible voter within  
the meaning of [section 96\(1\)](#) of the Unit Titles Act 2010, intend to cast the following postal  
vote(s) at the meeting of the body corporate to be held on Wednesday 30<sup>th</sup> November 2022  
via Zoom Conference.

\*Select one.

Motion	Type of resolution	Instructions on voting procedure	Vote
That the Minutes of the AGM held on 19 November 2021 as circulated, are taken as true and accurate.	Ordinary (non-designated)		
Election of nominated committee members.	Ordinary (non-designated)		
That the number of committee members be decided.	Ordinary (non-designated)		
That the number required for the quorum of the committee be set.	Ordinary (non-designated)		
Election of a Chairperson .	Ordinary (non-designated)		
That the body corporate committee share the powers and duties of the Body Corporate and Chairperson that are allowed to be delegated.	Special (non-designated)		
That the financial accounts to 30 September 2022 be accepted.	Ordinary (non-designated)		
That the Body Corporate will or will not	Special (non-	Audit - Y / N	

undertake an audit/review or special verification procedure for the accounts to 30 September 2023.	designated)	Review - Y / N  SVP - Y / N  None of the above - Y / N	
That the proposed 2023 budget of \$386,699 and levy schedule be approved with quarterly payments on the first day of each quarter by automatic payment, commencing 1 January 2023 and continuing until further notice.	Ordinary (non-designated)		
That pursuant to the provisions of Regulation 17 of the Unit Titles Regulations 2011, the body corporate gives its approval for the Committee to enter into all necessary obligations on commercial terms that will give effect to any expenditures provided for in the budget and long-term maintenance plan.	Ordinary (non-designated)		
That the attached Long Term Maintenance Plan be accepted.	Ordinary (non-designated)		

If the general meeting is adjourned and reconvened, this postal vote is valid for the purposes of the reconvened meeting.

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature of eligible voter: \_\_\_\_\_

1. The body corporate completes the instructions section and the text of the motions. You should complete the postal vote section and the vote section.
2. Your postal vote will not be counted if anybody corporate levies, or other amounts that are payable in respect of your unit, are outstanding.
3. If a poll is requested, your ownership interest will be counted as part of the poll. If no poll is requested, your postal vote will be counted as 1 vote. You cannot request a poll.
4. If at the general meeting of the body corporate the wording of a motion is materially altered, your postal vote in relation to that motion will not be counted. It is the responsibility of the chairperson to decide what constitutes a material alteration. If you are concerned that your postal vote may not be counted as a result of an amendment to a motion, you should consider appointing a proxy to attend and vote at the meeting on your behalf.
5. If a quorum is not present at the general meeting of the body corporate, and regulation 13(1) of the Unit Titles Regulations 2011 does not apply, the meeting will be adjourned until the same day 1 week later and your postal vote will be counted at that meeting.
6. If the unit owner is a body corporate or an unincorporated body, the form must be signed by the representative (recorded in the register of unit owners) of the unit owner.
7. If the unit is owned by more than 1 person, every owner or his or her authorised representative must sign the form.



**MINUTES OF  
THE 2021 ANNUAL GENERAL MEETING OF  
HUME HOUSE BODY CORPORATE NO. 83149  
Conducted via Zoom on  
Friday 19 November 2021 at 12'noon**

---

Web site: www.ypm.co.nz/bc83149 Username: bc83149 Password: 83149

---

**1.0 Meeting Formalities**

**1.1 Present**

Saya Hashimoto (4) **Chairperson**  
Ben Pearson (31, 32 & 33)  
Brendan Ralph (5)  
Linley Caudwell (6)  
Nikki Earnshaw (30)  
Ankush Juneja (17)  
Olivia Krakosky (1)  
Sandi Reily (G)  
Goran Savic (C)  
Jo McMillen (B)

Jan Viljoen – YPM

**1.2 Proxies**

The Chair held proxies for units 21, 22, 26 & F  
Brendon Ralph held a proxy for unit 7  
Ben Pearson held a proxy for unit 13

**1.3 Apologies (other than proxies)**

Ankush Juneja (17)

**1.4 Postal Votes**

Ashlin Chand (16) – Yes to all and a Review of financials.

**1.5 Quorum**

A quorum of 11 was achieved and the meeting proceeded

**2.0 Previous Minutes**

**Moved:** By ordinary resolution that the Minutes of the AGM held on 27 November 2020 be accepted as a true and accurate record of proceedings.

**Chair/Linley/carried**

**Moved:** By ordinary resolution that the Minutes of the EGM held on 13 August 2021 be accepted as a true and accurate record of proceedings.

**Chair/Linley/carried**

Matters arising not covered elsewhere:

None.

**3.0 Body Corporate Management Committee**

### 3.1 Chairpersons Report

The Chairperson's briefly spoke to her report highlighting the following:

- The main focus during the year was on the roof work which got delayed due to Covid and associated supply chain issues. The preferred product for coating the roof is no longer available resulting in having to approach another supplier. It is hoped that the work will be completed during the summer months, dependent on the availability of tradespeople.
- Following a survey of 50% of windows it was identified that they are approaching the end of their life and require refurbishment. The committee is currently reviewing quotes from companies to act as programme manager, coordinating trades and professional advisors.
- The financial accounts reflect a deficit of circa \$16k mainly due to repairs and maintenance expenditure exceeding budget. This deficit will be clawed back as part of the proposed budget for the coming year.

### 3.2 Election of Committee & Chairperson

Committee nominations:

Saya Hashimoto  
Ben Pearson  
Brendan Ralph  
Linley Caudwell

**Moved:** By ordinary resolution that the nominations for the Committee be accepted.

**Sandi/Olivia/carried**

#### 3.2.1 Number of Committee members

**Moved:** By ordinary resolution that the Committee at any time should consist of at least 3 members

**Chair/Ben/carried**

#### 3.2.2 Quorum for the Committee

**Moved:** By ordinary resolution that the number required for the quorum of the committee be set at 3 members.

**Chair/Linley/carried**

#### 3.2.3 Chairperson nominations:

Saya Hashimoto confirmed her availability for re-election. There were no other nominations..

**Moved:** By ordinary resolution that Saya Hashimoto be elected as Chairperson.

**Ben/Linley/carried**

#### 3.2.4 Delegation of Duties

**Moved:** By special resolution that the body corporate committee shares the powers and duties of the Body Corporate and Chairperson that are allowed to be delegated.

**Sandi/Olivia/carried**

## 4.0 Facilities Managers Report

Jan presented the Facilities Management Report highlighting the following:

- The Committee has started work on investigating a window replacement and façade repair project. This will also coincide with a review of the LTMP however there was no budget for any such expenditure and it will be progressed in the coming year.
- Following the Committee decision to do window furniture repairs in bulk on an annual basis to save costs, a survey was conducted to identify required repairs. Window Works has been engaged with a commencement date of the work awaited.

**Action: Louise (YPM)**

Linley raised the issue of rubbish being left in the common area. Building occupants need to be informed that such behaviour should be reported to YPM to deal with it instead of approaching the Committee.

No Health & Safety incidents, accidents or near misses occurred during the reporting period.

## 5.0 Administration & Finance

Jan spoke to the Financial Accounts as circulated and answered questions from the floor.

5.1 2021 End of the year accounts.

**Moved:** By ordinary resolution that the financial Accounts to 30 September 2021 be accepted.

**Chair/Brendon/carried**

5.2 Appointment of an Auditor

Following discussion, the meeting agreed not to have the 2022 year end accounts audited or reviewed.

**Moved:** By special resolution that the accounts to 30 September 2022 not be audited/reviewed or undergo a special verification procedure.

**Ben/Jo/carried**

5.3 2021 Proposed Budget

The meeting discussed the proposed budget reflecting no increase in ordinary levies.

**Moved:** By ordinary resolution that the proposed 2022 budget of \$386,699 and levy schedule be approved with quarterly payments on the first day of each quarter by automatic payment, commencing 1 January 2022 and continue until further notice.

**Ben/Brendon/carried**

**Moved:** By ordinary resolution that pursuant to the provisions of Regulation 17 of the Unit Titles Regulations 2011, the body corporate gives its approval for the Committee to enter into all necessary obligations on commercial terms that will give effect to any expenditure provided for in the budget and long-term maintenance plan.

**Linley/Olivia/carried**

5.4 Long Term Maintenance Plan

The plan as tabled includes provision for the proposed roof repairs but the budget makes provision for a LTMP review in the coming year. Once the revised plan becomes available an EGM will be called where it will be discussed and tabled for approval. This is not likely to happen much before mid-2022.

**Moved:** By ordinary resolution that the attached Long Term Maintenance Plan be accepted.

**Chair/Ben/carried**

## 6.0 General Business

### Garage Door Access

Jo enquired about the outcome of this proposed access control mentioned at the previous AGM and the Chair undertook to investigate why this was not progressed.

*Post-meeting Note: Following investigation it was determined that the door leading from the garage to the stairs is also a fire escape route. The roller door is not a fire escape. Fitting a fob operated door lock would not meet fire regulations unless an emergency door release was also fitted. This would defeat the object of the exercise.*

### Storage Lockers

The Committee decided to abandon this project in view of higher than expected costs and the roof and windows project deemed to be of greater priority. The information gathered in the process will however remain available for future consideration. Jo questioned the Committee's

decision to spend funds on the storage project and Jan pointed out that this was included in the approved LTMP expenditure at the time.

Façade Project

The Chair spoke to this. After the roof repairs, this is deemed the next priority. Windows, façade repairs and repainting is currently under investigation and the Committee will update owners as more information comes available.

The Tower roof is the current priority. The Annex roof will be included in the new LTMP which will provided detail of the work to be done and the timing of it.

There being no further business the meeting was closed at 12:45 p.m.

Signed ..... Date .....  
Chairperson

Dear Members,

I present the 2021/22 annual report of your Body Corporate. The Committee has met quarterly through the year and I have provided owner updates from each meeting. I thank Committee members Brendan, Linley and Ben for their support this year, as well as Jan and Louise at YPM.

The Hume House Window and Facade Upgrade Project is now underway. The committee met with the project manager in October to approve their engagement with contractors and a quantity surveyor to scope the programme of work to the facade of the building and windows. We will keep you updated on this work and proposed costs which will require a special levy.

The proposed LTMP is now complete and is attached with the AGM info pack. Please review this as we will be voting on it at the AGM.

You will be aware that the tower roof work is 90% complete. The work is weather dependent and requires consecutive fine and still days to complete it. Spring winds and rain have delayed the timeline, but we hope it will be completed by year end.

A trial evacuation was undertaken in August. Feedback from the contractor was concerning in terms of health and safety. In the event of a fire alarm, residents need to do the following - **please pass this on to tenants:**

- Call 111
- Let the warden know they have left the building and which apartment they are from
- Move further down the street instead of blocking the entrance
- Please note the warden is the first person to leave the building - the clipboard is in the lobby

You may recall that the motor for the roller door was replaced last Christmas and the door itself has now failed. We have approved a quote to replace it and this is expected to be completed in the next couple of weeks. The digilock that was installed last time has been reinstalled to provide security for the building and will be removed when the door has been reinstated.

There has been a continued increase in items and rubbish left in common areas, carpark and accessory units which is against BC rules. When one item is left, it encourages other residents to follow suit which quickly becomes unsightly and a fire hazard. We therefore ask that residents dispose only of household rubbish in the bins. Larger items are not the responsibility of the body corporate and cost for disposal has a direct impact on everyone's levies. Specific instances of dumping should be reported to YPM so that the items can be removed. Can owners and property managers please remind their tenants of these rules which should be provided when a tenancy starts - **the committee are considering ways to enforce this which could result in removal of items and oncharging costs to owners.**

#### Financial accounts

We came in under budget by \$10.6k in the 2021/22 year due to variance in timing, for example this year's building wash has not yet been completed.

You will notice that in the coming year, a line has been included for graffiti. This is because the Council has advised property management companies are out of scope for graffiti removal and will no longer cover this cost. The Repairs and Maintenance budget has been increased by \$600 to reflect this. While we do not anticipate a significant increase in insurance premiums this year, renewal occurs in April and we cannot yet seek meaningful quotes to inform next year's budget.

Saya Hashimoto  
Body Corporate Chair  
November 2022





**HUME HOUSE BODY CORPORATE 83149**  
**AGM - FACILITIES MANAGEMENT REPORT**  
**4 November 2021 – 14 November 2022**

---

**General Information:**

COVID-19 –Traffic Light System

New Zealand has been under a Traffic Light System. At the time of composing this report, for Wellington the light system has been removed. However, there are still delays to works being completed as Contractors endeavour to increase capacity and supply availability begins to stabilise.

Fob Duplication

YPM has received reports of Owners getting a Locksmith to duplicate their existing fob. This practice is a breach of the Hume House Body Corporate Rules and a serious security risk for the building. On behalf of the Body Corporate, YPM holds the fobs for the building which allows the Body Corporate to monitor purchases and record allocation to each Unit. This assists with any required deactivations eg in 2021 a Unit was forced to deactivate 10 fobs for fear of future security breaches from a previous Tenant and/or her many associates. Allowing Owners (which could lead to Tenants doing the same) to duplicate fobs compromises this system and increases the risk to the building's security. YPM has serious concerns with this behaviour and does not support it.

On-charging of False Fire Alarm Activations/Call Outs

Owners are reminded that where a false fire alarm call out by the Fire Brigade and/or the fire systems provider can be attributed to a particular Resident/Unit, the liability for any costs incurred rests with the Unit Owner.

Oversized Items/Unauthorised Storage

There have been various instances where oversized items have been left in common areas and/or areas are being used as unauthorised storage eg garage. Removal of items as a Body Corporate cost results in all Owners contributing to the cost to remove items from the building. It is the Owners (and Tenants) responsibility to remove and safely dispose of oversized items and store all items inside their Units.

Rubbish Left in Common Areas

There have been various reports of general rubbish being left in common areas. This is a health & safety issue and is not acceptable. Please keep your general rubbish inside your Unit until you are able to take it to the rubbish bins provided in the garage.

Sprinkler System

Please note that under no circumstances is there to be anything hung or attached to the sprinklers or sprinkler pipework within the Units. Any repairs or replacement of sprinkler heads from damage caused by Residents or decorators/painters getting paint on them will be at the cost of the Unit Owner.

Tenant Behaviour

On occasion there have been instances of damage to the common area due to Tenant behavior. Owners are reminded that ultimately, they are responsible for the actions of persons living within their Units and

may be liable for costs incurred by the Body Corporate as a result of Tenant behaviour. This includes but is not limited to, excess waste removal and cleaning charges, damage to common areas, and call-out fees. Owners should ensure Tenants receive a copy of the Body Corporate Operational Rules and are aware they must comply with them.

As you are aware the above behaviour is at variance to what is contained in the Hume House Body Corporate Rules. It would be appreciated if all Occupants comply in future.

#### **Items of note:**

##### Behaviour Issues

There have been various reports of behaviour complaints received during this reporting period. Where possible, the Owners have been contacted and in all cases the Owners have taken immediate steps to rectify the issues.

##### Building Warrant of Fitness (BWOFF)

BWOFF now certified until 9 July 2023.

##### Building and Window Wash

Window Cleaning Contractors are scheduled to carry out the annual full building, window and gutter clean (including moss removal from the tiled roof) in November 2022, awaiting confirmed date.

##### Compliance Survey - Annual

CoveKinloch carried out the annual Compliance Survey on 3 October 2022.

##### Fire Compliance Works

Fire Compliance Services carried out passive fire works during this reporting period.

##### Fire Evacuations

Safety First carried out the trial evacuations during this reporting period. One report advised of Occupiers congregating outside the main lobby door and not moving away from the building. An email was sent to All Owners and Property Managers reminding them to move away from the building (preferably further up The Terrace) and to advise any Tenants if their Unit is tenanted.

##### Fire Alarm/Sprinkler Survey

Equans (formerly Engie Services) carried out the annual Fire Alarm Survey on 3 October 2022.

##### Garage Roller Door

The garage roller door was reported as not working on 25 October 2022. Upland Building Maintenance were engaged and after an inspection determined the door was beyond repair. A replacement door has been ordered and is expected to be installed shortly.

##### Graffiti Removal

Graffiti reported in various locations on the building. SB Maintenance were engaged to remove.

Wellington City Council have advised that Property Management companies are out of scope for the Council's graffiti removal scheme as stated below:

1. *"It is our understanding that these entities have their own internal maintenance contractors that cover all maintenance work including graffiti vandalism removals.*
  - *We've found that some Property Management Companies had requested the removal of graffiti vandalism via WCC's free removal service, but in turn had invoiced the Body Corp on false pretenses which obviously they were not happy about*
  - *Therefore to avoid any confusion for our removal contractor we introduced what is now our criteria as per bullet point no 1."*

YPM responded advising them the Body Corporate was not aware of the above criteria and that they do not have any internal maintenance contractors to remove graffiti. Wellington City Council are unwilling to reverse their decision meaning all future graffiti removal will be a Body Corporate cost.

It may be worth the Body Corporate allocating future funds for graffiti removal as the Wellington region has seen a massive spike in graffiti.

#### Lift Call Outs

- Lift call outs on 28/2/22, 17/3/22, 13/7/22, 20/7/22, 15/8/22 and 17/8/22.
- Unit 12 - key retrieval, Otis attended site on 26 April 2022 to retrieve a set of keys dropped by the Tenant. All costs associated with this were oncharged to the Owner.
- Lift #2 – reported that the door detector has been deliberately smashed on 20 July 2022. Otis initially completed a temporary repair to get the lift working and completed the permanent repairs a short time after. An insurance claim was lodged and accepted. No evidence of who and when this occurred so the Body Corporate was responsible for the excess, \$1,000.00 due to damage being to common property.

#### Roof - Annex

The main Residential roof is a priority for repairs or full replacement over the Annex.

#### Roof - Main Residential Repair

HighRise and their subcontractors began preparation work in February 2022 and following various delays due to Covid, work began early April 2022. This work is weather dependent so there is no confirmed completion date however they have completed 90% of the work and during fine weather will return to complete the work. Unfortunately, Wellington's weather has not been consistently settled so delays are still likely, but the Body Corporate is expecting this to be completed before Christmas.

#### Safety Anchors

Goleman are scheduled to carry out the annual safety anchor inspection in November 2022, awaiting confirmed date.

#### Weathertight Project (HH-WaFUP) – Windows/Façade/Skylights

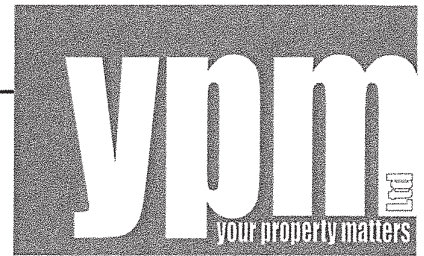
The building has various weathertight issues relating to the steel framed windows, façade and skylights. It has been recommended that windows are replaced, the façade repaired and painted and skylights repaired/replaced as required. Due to the large scale of this project YPM suggested the Body Corporate engage a reputable project management company to coordinate this. A scope of works has been approved by the Committee and skylights have tentatively been included due to skylight issues, to be discussed at the AGM.

The Committee has since engaged Provisio Projects to project manage the Hume House Window and Façade Upgrade Project (HH-WaFUP). The Committee has attended an initial scoping meeting with Provisio Projects and expects to discuss this with Owners at the December 2022 AGM.

**Service Providers:**

<b>Service Type</b>	<b>Provider</b>
BWOF	CoveKinloch
Windows Wash	Window Cleaning Contractors
Cleaning	Freedom Cleaning
Common Area Electricity	Genesis Energy
Electrician	Mainline Electrical
Security/Access Control	CSINZ
Doors – Pedestrian entry	Elite Services
Fire Systems	Equans
Insurance Broker	Crombie Lockwood
Elevators	Schindler Lifts
Locksmith	Master Locksmiths
Plumbing	In Sink
TV Reception	Aerial Masters
Waste Collection	Waste Management

**Louise Jago**  
**Body Corporate Facilities Coordinator**  
**Body Corporate 83149**



**HUME HOUSE**  
**Body Corporate No. 83149**

**Special Purpose Financial Report**  
**For the year ended 30 September 2022.**

Prepared by

Your Property Matters Ltd

**HUME HOUSE BODY CORPORATE No. 83149**

**FINANCIAL STATEMENTS AND COMMENTARY**

**FOR THE YEAR 1 OCTOBER 2021 TO 30 SEPTEMBER 2022**

**CONTENTS**

Commentary
Statement of Financial Performance
Statement of Movement of Equity
Statement of Financial Position
Accounts Receivable Balance Summary
Accounts Payable Balance Summary
Variance Analysis
Proposed Budget for 2023
Levy Schedule for Proposed 2023 Budget
Long Term Maintenance Plan
Exclusion of Liability Statement
Notes to the Financial Statements

## HUME HOUSE BODY CORPORATE No. 83149

### FINANCIAL REPORT: 1 OCTOBER 2021 to 30 SEPTEMBER 2022

#### 1. Financial Accounts

##### 1.1 2021 - 2022 Accounts

The Body Corporate's Statement of Financial Performance and Statement of Movement in Equity for the year 1 October 2021 to 30 September 2022, and Statement of Financial Position as at 30 September 2022 are attached. Also attached, is the variance analysis against budget for the year.

These show a surplus from routine operations for the year of \$10,629 compared to a break even budget. Net Other Income includes the Prior Year Deficit Claw back as provided for in the budget and Substation Lease. Net surplus was made up as follows:

	Net Ordinary Income	Net Other Income	Net Income
Surplus	\$10,629	\$24,953	<b>\$35,582</b>

As at 30 September 2022 total Long Term Maintenance Provision was \$185,469. Total Equity as a Contingency Fund was \$23,759.

The Long Term Maintenance Provision was made up as follows:

	30 September 2022	30 September 2021
Opening balance	\$209,234	\$157,845
Less LTM expenditure for the year	\$90,624	\$2,475
Add Transfers for the year	\$66,859	\$53,865
Rounding	-	(\$1)
Closing balance	<b>\$185,469</b>	<b>\$209,234</b>

The Contingency Fund (Equity) was made up as follows:

	30 September 2022	30 September 2021
Opening balance (Deficit)	(\$11,823)	(\$38,666)
Net Income	\$35,582	\$26,843
Closing balance Surplus/(Deficit)	<b>\$23,759</b>	<b>(\$11,823)</b>

##### 1.2 Accounts Receivable & Payable

Listings of receivable and payable balances as at 30 September 2022 are attached.

*Regarding receivables:* As at 30 September net receivable balance was \$19,073 in credit. This was made up of total credit balances of \$21,908 being levies paid in advance and total debit balances of \$2,835 being levies and on charges in arrears.

*Regarding payables:* As at 30 September payable balance was \$14,266. These were manageable within normal commercial payment terms. Note Credit balance of \$511 was received from Crombie Lockwood for Insurance reimbursement.

##### 1.3 Cash position

As at 30 September 2022 the Body Corporate had \$162,381 cash on hand of which \$133,980 was held in interest earning accounts.

#### 1.4 Variance analysis

A variance analysis against budget for the year 1 October 2021 to 30 September 2022 is attached. The budget approved at the 2021 AGM was effective from 1 January 2022. Routine expenditure was 4% or \$10,629 under budget. Variances of note were:

- Building Wash/Window Clean (-\$4,471). Activity less than planned.
- Insurance (+\$6,234). Premiums on renewal greater than planned.
- Total Repairs & Maintenance (-\$4,255). Activity less than planned.
- Water rates (-\$7,569). WCC Water Dept have been in erratic with late water use readings. Previous estimates were too high.

#### 2. Appointment of an Auditor

As per Section 132(2) of the Unit Titles Act 2010, the meeting needs to make a formal resolution whether to appoint an auditor for the 30 September 2023 accounts to undertake a special purpose verification or an agreed upon procedures review or an audit.

#### 3. Proposed 2023 Budget

Attached are the proposed Budget and Levy schedule for the 2023 year of \$386,699 for consideration at the AGM. The proposed budget total remains unchanged from the previous year, however many elements with the budget have changed.

#### 4. Draft Long Term Maintenance Plan

The Draft Long Term Maintenance Plan is attached. The current and proposed annual contributions to the LTM Provision meet the requirement of the LTM Plan.

#### 5. Conclusion

The Body Corporate's net result was a surplus for the year. The cash and equity positions were healthy.

Nilufa Nisha  
Body Corporate Accountant  
Your Property Matters Ltd

A handwritten signature in black ink, appearing to read 'Nilufa Nisha', is placed below the printed name.

14 November 2022



**Hume House Body Corporate No. 83149**  
**Statement of Financial Performance**  
**October 2021 through September 2022**

	Oct 21 - Sep 22	Oct 20 - Sep 21
<b>Ordinary Income/Expense</b>		
Income		
Body Corporate Levies	297,470	279,465
<b>Total Income</b>	<b>297,470</b>	<b>279,465</b>
Expense		
Bank Fees	0	2
BC - Facilities Management	20,171	18,782
BC - Management	24,081	22,368
Building Compliance/WOF	3,702	3,591
Building Wash/Window Clean	3,479	8,481
Common Area Cleaning	11,919	11,459
Common Area Electricity	7,411	7,467
Fire Systems		
Contracts	4,616	5,989
Repairs & Maintenance	6,451	5,049
<b>Total Fire Systems</b>	<b>11,067</b>	<b>11,038</b>
Health & Safety	765	765
Honorarium	2,000	2,000
Insurance	139,176	124,434
Insurance Valuation	1,265	0
Lift Maintenance Contract	10,351	14,936
Lift Telephone	787	1,096
Long Term Maintenance Plan	5,346	0
Miscellaneous	0	-0
Professional Services	0	2,795
Repairs & Maintenance		
R&M Graffiti	240	242
R&M Lighting	2,578	2,570
R&M Other	21,685	26,027
R&M Roof Repairs	992	6,268
<b>Total Repairs &amp; Maintenance</b>	<b>25,495</b>	<b>35,107</b>
Rubbish Collection	10,211	11,208
Security	-516	2,130
Water Rates	10,131	18,145
<b>Total Expense</b>	<b>286,841</b>	<b>295,802</b>
<b>Net Ordinary Income</b>	<b>10,629</b>	<b>-16,337</b>
<b>Other Income/Expense</b>		
Other Income		
Long Term Maintenance		
LTM Levy	65,875	53,500
Bank Interest	624	130
Late Payment Penalties	360	235
<b>Total Long Term Maintenance</b>	<b>66,859</b>	<b>53,865</b>
Long Term Maintenance Fund	23,765	-51,389
Prior Period Deficit Clawback	23,354	41,580
Substation Lease	1,599	1,599
<b>Total Other Income</b>	<b>115,577</b>	<b>45,655</b>
Other Expense		
Long-Term Maintenance		
LTM - Roof Contractor	90,624	0
LTM - Storage Lockers	0	2,475
<b>Total Long-Term Maintenance</b>	<b>90,624</b>	<b>2,475</b>
<b>Total Other Expense</b>	<b>90,624</b>	<b>2,475</b>
<b>Net Other Income</b>	<b>24,953</b>	<b>43,179</b>
<b>Net Income</b>	<b>35,582</b>	<b>26,843</b>

7:55 AM  
14/11/22  
Accrual Basis

**Hume House Body Corporate No. 83149**  
**Statement of Movement in Equity**  
**As of September 30, 2022**

	Sep 30, 22	Sep 30, 21	\$ Change
<b>ASSETS</b>			
Current Assets			
Chequing/Savings			
Westpac Current Account (00)	28,401	81,089	-52,688
Westpac Online Bonus Saver (26)	51,794	50,878	917
Westpac Savings Account (17)	82,185	22,065	60,120
Total Chequing/Savings	162,381	154,032	8,348
Accounts Receivable			
Accounts Receivable	-19,073	-11,610	-7,463
Total Accounts Receivable	-19,073	-11,610	-7,463
Other Current Assets			
Prepaid Expenses	5,978	6,055	-77
Prepaid Insurance	78,703	60,985	17,718
Total Other Current Assets	84,681	67,039	17,641
Total Current Assets	227,989	209,462	18,527
<b>TOTAL ASSETS</b>	<b>227,989</b>	<b>209,462</b>	<b>18,527</b>
<b>LIABILITIES</b>			
Current Liabilities			
Accounts Payable			
Accounts Payable	14,266	6,719	7,547
Total Accounts Payable	14,266	6,719	7,547
Other Current Liabilities			
Accounts Payable Other			
General	1,782	2,387	-606
Honorarium	2,500	2,500	0
Total Accounts Payable Other	4,282	4,887	-606
Provision for Taxation	213	445	-232
Total Other Current Liabilities	4,495	5,332	-838
Total Current Liabilities	18,761	12,051	6,710
Long Term Liabilities			
Long Term Maintenance Provision	185,469	209,234	-23,765
Total Long Term Liabilities	185,469	209,234	-23,765
<b>TOTAL LIABILITIES</b>	<b>204,230</b>	<b>221,285</b>	<b>-17,055</b>
<b>NET ASSETS</b>	<b>23,759</b>	<b>-11,823</b>	<b>35,582</b>
<b>EQUITY</b>			
Opening Balance	-11,823	-38,666	26,843
Net Income	35,582	26,843	8,739
<b>TOTAL EQUITY</b>	<b>23,759</b>	<b>-11,823</b>	<b>35,582</b>

**Hume House Body Corporate No. 83149**  
**Statement of Financial Position**  
**As of September 30, 2022**

	<u>Sep 30, 22</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Chequing/Savings</b>	
Westpac Current Account (00)	28,401
Westpac Online Bonus Saver (26)	51,794
Westpac Savings Account (17)	82,185
<b>Total Chequing/Savings</b>	162,381
<b>Accounts Receivable</b>	
Accounts Receivable	-19,073
<b>Total Accounts Receivable</b>	-19,073
<b>Other Current Assets</b>	
Prepaid Expenses	5,978
Prepaid Insurance	78,703
<b>Total Other Current Assets</b>	84,681
<b>Total Current Assets</b>	227,989
<b>TOTAL ASSETS</b>	<u><u>227,989</u></u>
<b>LIABILITIES</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	14,266
<b>Total Accounts Payable</b>	14,266
<b>Other Current Liabilities</b>	
Accounts Payable Other	
General	1,782
Honorarium	2,500
<b>Total Accounts Payable Other</b>	4,282
Provision for Taxation	213
<b>Total Other Current Liabilities</b>	4,495
<b>Total Current Liabilities</b>	18,761
<b>Long Term Liabilities</b>	
Long Term Maintenance Provision	185,469
<b>Total Long Term Liabilities</b>	185,469
<b>TOTAL LIABILITIES</b>	<u><u>204,230</u></u>
<b>NET ASSETS</b>	<u><u>23,759</u></u>
<b>EQUITY</b>	
Opening Balance	-11,823
Net Income	35,582
<b>TOTAL EQUITY</b>	<u><u>23,759</u></u>

7:56 AM

14/11/22

**Hume House Body Corporate No. 83149**  
**Accounts Receivable Balance Summary**  
Please note a (-) sign denotes levies paid in advance

	<u>Sep 30, 22</u>
03 T & R Puchanee	1,465.45
13 George Ingram Family Trust	440.94
09 152 The Terrace Limited	322.00
20 Jemma Loren KeeleySOLD 6.10.22	322.00
83 (D) EM Cautley& AM Charlesgreen	211.60
08 Deong Bo Ding	73.65
15 Srivasto & Margaret Parsad	-0.03
Crombie Lockwood (Refund)	-255.74
80 (G) KG Trust	-372.97
19 ROMA JAD Limited	-1,055.46
02 J Colenso & R Kim	-1,106.19
07 MLD Hodge & MFK Meyer	-1,662.81
22 Mark Hashimoto (Email only)	-2,054.34
18 C Cresswell	-2,212.89
82 (E) Abdul Malik	-2,267.72
06 L Caudwell & D Howell	-2,422.67
12 Hestia Family Trust	-2,513.54
81 (F) Duvegan Trust (No statements)	-2,662.20
34 Kuchit-Desjarlais Family Trust	-3,321.74
<b>TOTAL</b>	<b><u>-19,072.66</u></b>

7:56 AM

14/11/22

**Hume House Body Corporate No. 83149**  
**Accounts Payable Balance Summary**  
**As of September 30, 2022**

	<u>Sep 30, 22</u>
CoveKinloch New Zealand Ltd	803.14
Crombie Lockwood	-511.48
Engie Services t/a EQUANS	1,960.12
Freedom Cleaning Ltd	1,204.05
Genesis Energy	648.61
Harbour City Chemdry	2,035.12
In Sink Plumbing Ltd	211.60
Mike's Glass Ltd	1,758.93
Otis Elevator Company Ltd	2,978.22
Waste Management NZ Ltd	989.28
Wellington City Council	1,843.26
Your Property Matters Ltd	345.00
<b>TOTAL</b>	<b><u>14,265.85</u></b>

7:55 AM

14/11/22

Accrual Basis

## Hume House Body Corporate No. 83149

## Variance Analysis

October 2021 through September 2022

	Oct 21 - Sep 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
Income				
Body Corporate Levies	297,470	297,470	0	100%
<b>Total Income</b>	<b>297,470</b>	<b>297,470</b>	<b>0</b>	<b>100%</b>
Expense				
Bank Fees	0	50	-50	0%
BC - Facilities Management	20,171	19,010	1,162	106%
BC - Management	24,081	22,601	1,481	107%
Building Compliance/WOF	3,702	5,500	-1,798	67%
Building Wash/Window Clean	3,479	7,950	-4,471	44%
Common Area Cleaning	11,919	12,000	-81	99%
Common Area Electricity	7,411	7,500	-89	99%
Fire Systems				
Contracts	4,616	4,086	530	113%
Repairs & Maintenance	6,451	5,075	1,376	127%
<b>Total Fire Systems</b>	<b>11,067</b>	<b>9,161</b>	<b>1,906</b>	<b>121%</b>
Health & Safety	765	725	40	105%
Honorarium	2,000	2,000	0	100%
Insurance	139,176	132,942	6,234	105%
Insurance Valuation	1,265	975	290	130%
Lift Maintenance Contract	10,351	12,089	-1,737	86%
Lift Telephone	787	762	25	103%
Long Term Maintenance Plan	5,346	3,375	1,971	158%
Miscellaneous	0	156	-156	0%
Professional Services	0	2,750	-2,750	0%
Repairs & Maintenance				
R&M Graffiti	240	500	-260	48%
R&M Lighting	2,578	2,500	78	103%
R&M Other	21,685	23,750	-2,065	91%
R&M Roof Repairs	992	3,000	-2,008	33%
<b>Total Repairs &amp; Maintenance</b>	<b>25,495</b>	<b>29,750</b>	<b>-4,255</b>	<b>86%</b>
Rubbish Collection	10,211	8,850	1,361	115%
Security	-516	1,625	-2,141	-32%
Water Rates	10,131	17,700	-7,569	57%
<b>Total Expense</b>	<b>286,841</b>	<b>297,470</b>	<b>-10,629</b>	<b>96%</b>
<b>Net Ordinary Income</b>	<b>10,629</b>	<b>0</b>	<b>10,629</b>	<b>100%</b>
<b>Other Income/Expense</b>				
Other Income				
Long Term Maintenance				
LTM Levy	65,875	65,875	0	100%
Bank Interest	624	0	624	100%
Late Payment Penalties	360	0	360	100%
<b>Total Long Term Maintenance</b>	<b>66,859</b>	<b>65,875</b>	<b>984</b>	<b>101%</b>
Long Term Maintenance Fund	23,765	23,765	0	100%
Prior Period Deficit Clawback	23,354	23,354	0	100%
Substation Lease	1,599	0	1,599	100%
<b>Total Other Income</b>	<b>115,577</b>	<b>112,994</b>	<b>2,583</b>	<b>102%</b>
Other Expense				
Long-Term Maintenance				
LTM - Roof Contractor	90,624	105,000	-14,376	86%
<b>Total Long-Term Maintenance</b>	<b>90,624</b>	<b>105,000</b>	<b>-14,376</b>	<b>86%</b>
<b>Total Other Expense</b>	<b>90,624</b>	<b>105,000</b>	<b>-14,376</b>	<b>86%</b>
<b>Net Other Income</b>	<b>24,953</b>	<b>7,994</b>	<b>16,959</b>	<b>312%</b>
<b>Net Income</b>	<b>35,582</b>	<b>7,994</b>	<b>27,588</b>	<b>445%</b>

**HUME HOUSE BODY CORPORATE No. 83149**  
**PROPOSED BUDGET**  
Effective from 1 January 2023 to 31 December 2023

	2023		Approved 2022	Actual 2021-2022
	\$		\$	\$
Audit Fees	-		-	-
Bank Fees	50	Estimate	50	-
BC - Facilities Management	20,960	\$4,990.09 pq+\$1k	18,850	20,171
BC - Management	24,990	\$5,711.35 pq+cpi +\$1k	22,633	24,081
Building Compliance/WOF	4,279	\$836.63 pq+WCC BWOF+IQP	5,500	3,702
Building Wash/Window Clean	8,000	One window wash, one building wash	8,500	3,479
Common Area Cleaning	12,000	\$916.55 pm + extra clean	12,000	11,919
Common Area Electricity	7,500	Estimate	7,500	7,411
Fire Systems				
Contracts	4,500	Estimate	4,256	4,616
Repairs & Maintenance	5,500	Estimate	5,100	6,451
Health & Safety	800	Evacuation plan	800	765
Honorarium	2,000		2,000	2,000
Insurance	165,275	2021-2022 Actual, +5% incl finance charge	130,656	139,176
Insurance Valuation	1,300	Due Nov 2023	1,300	1,265
Lift Maintenance Contract	12,500	\$2,606.31pq+\$2,000 R&M	12,130	10,351
Lift Telephone	825	\$68.54 pm	762	787
Long Term Maintenance Plan	-	Done 2022	4,500	5,346
Miscellaneous	-	Balancing	208	-
Professional Services	3,000		3,000	-
Repairs & Maintenance				
R&M Graffiti	600	Estimate	500	240
R&M Lighting	2,750	Estimate	3,000	2,578
R&M Other	20,000	Estimate	25,000	21,685
R&M Roof Repairs	2,500	Estimate	3,000	992
Rubbish Collection	12,370	\$989.28 pm+\$500 additional	9,117	10,211
Security	1,000	Swipe card sales+ retrivals of CCTV footage	2,000	(516)
Water Rates	11,000	Estimate	18,000	10,131
Sub Total	323,699		300,362	286,841
Long Term Maintenance Fund	63,000		70,000	
Prior Period Deficit Clawback	-		16,337	
<b>Total</b>	<b>386,699</b>		<b>386,699</b>	

Note:  
All figures are GST inclusive.

Change \$ -  
%age change 0.0%



**HUME HOUSE BODY CORPORATE No. 83149**

**Proposed Body Corporate Levies**  
Effective from 1 January 2023 until further notice

Unit No.	Ownership/ Utility Interest	Accessory Unit	Ownership/ Utility Interest	Accessory Unit	Ownership/ Utility Interest	Accessory Unit	Ownership/ Utility Interest	Total Ownership/Utility Interest	Annual Levy	Quarterly Levies from 01/01/23
									\$	\$
1	1682			AU72	6	1/6 AU41	6	1694	6,550.68	1,637.67
2	1546			AU71	6	1/6 AU41	6	1558	6,024.77	1,506.19
3	1427			AU70	6	1/6 AU41	6	1439	5,564.60	1,391.15
4	2025			AU69	6	1/6 AU41	6	2037	7,877.06	1,969.26
5	1951			AU68	6	1/6 AU41	6	1963	7,590.90	1,897.73
6	2212	AU56	282	AU67	6	1/6 AU41	6	2506	9,690.68	2,422.67
7	1708			AU78	6	1/6 AU42	6	1720	6,651.22	1,662.81
8	1568			AU77	6	1/6 AU42	6	1580	6,109.84	1,527.46
9	1448			AU76	6	1/6 AU42	6	1460	5,645.81	1,411.45
10	2057	AU40	339	AU75	6	1/6 AU42	6	2408	9,311.71	2,327.93
11	1982	AU50	339	AU74	6	1/6 AU42	6	2333	9,021.69	2,255.42
12	2249	AU48	339	AU73	6	1/6 AU42	6	2600	10,054.17	2,513.54
13	1733					1/6 AU43	6	1739	6,724.70	1,681.17
14	1591					1/6 AU43	6	1597	6,175.58	1,543.90
15	1468					1/6 AU43	6	1474	5,699.94	1,424.99
16	2089	AU57	282			1/6 AU43	6	2377	9,191.84	2,297.96
17	2012	AU58	396			1/6 AU43	6	2414	9,334.91	2,333.73
18	2283					1/6 AU43	6	2289	8,851.54	2,212.89
19	1759					1/6 AU44	6	1765	6,825.24	1,706.31
20	1613					1/6 AU44	6	1619	6,260.66	1,565.16
21	1489					1/6 AU44	6	1495	5,781.15	1,445.29
22	2119					1/6 AU44	6	2125	8,217.35	2,054.34
23	2042					1/6 AU44	6	2048	7,919.60	1,979.90
24	2318					1/6 AU44	6	2324	8,986.88	2,246.72
25	1784					1/6 AU45	6	1790	6,921.91	1,730.48
26	1635					1/6 AU45	6	1641	6,345.73	1,586.43
27	1509					1/6 AU45	6	1515	5,858.49	1,464.62
28	2150					1/6 AU45	6	2156	8,337.23	2,084.31
29	2072					1/6 AU45	6	2078	8,035.61	2,008.90
30	2353					1/6 AU45	6	2359	9,122.23	2,280.56
31	2505	AU59	396			1/4 AU46	6	2907	11,241.34	2,810.33
32	2022					1/4 AU46	6	2028	7,842.26	1,960.56
33	1983					1/4 AU46	6	1989	7,691.44	1,922.86
34	3034	AU60	396			1/4 AU46	6	3436	13,286.98	3,321.74
38	9067	AU39	6	AU53	396			9469	36,616.53	9,154.13
80(G)	2744			AU62	396	1/7AU87	6	3146	12,165.55	3,041.39
81(F)	2152	AU54	282	AU55	283	1/7AU87	6	2723	10,529.81	2,632.45
82(E)	2650	AU49	339	AU51	339	1/7AU87	6	3334	12,892.54	3,223.14
83(D)	2183	AU52	282	AU64	396	1/7AU87	6	2867	11,086.66	2,771.67
84(C)	2493	AU63	396			1/7AU87	6	2895	11,194.94	2,798.73
85(B)	2930	AU61	396			1/7AU87	6	3332	12,884.81	3,221.20
86(A)	3086	AU65	396	AU66	283	1/7AU87	6	3771	14,582.42	3,645.60
<b>Totals:</b>	<b>92723</b>		<b>4866</b>		<b>2165</b>		<b>246</b>	<b>100000</b>	<b>386,699.00</b>	<b>96,674.75</b>



Years ending September	Life yrs	Age yrs	Rem yrs	Estimated Current Cost	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Building Exterior 1982	1964	1998			2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
1 Aluminium Joinery - HH	40	17	23	63,000										
2 Aluminium Joinery - Annex	40	33	7	98,000										
3 Garage Door - Mechanism	25	20	5	1,500										
4 Internal Gutters - Downpipes Annex	35	33	2	2,890	23,600									
5 Membrane - Annex to Windows	35	33	2	2,300										
6 Roof - Membrane (HH)	25	0	25	21,000	60,000					172,500				
7 Roof - Metal (Annex)	35	33	2	22,400										
8 Roof - FC Shingles (Annex)	35	33	2	14,080										
9 Roof - Glazed Canopies	35	33	2	30,000										
10 Safety Anchors	1	1	1	750						1,200				
11 Skylights	30	17	13	18,000										
12 Steel Windows - Maintenance	90	51	39	396,900										
13 Walls Painting - HH	10	3	7	106,245										
14 Walls Painting - Annex	10	3	7	9,600										
15 Terraces - Tiles on Membrane	30	17	13	5,600										
16 Garage Door - Mechanism	25	20	5	1,500										
Building Interior														
17 Ceilings, Walls - General	10	10	0	35,000	4,600	4,600				57,500				
18 Ceilings, Walls - Carpark	30	17	13	5,061										
19 Floor Coverings - Carpet	12	-	0	52,352										
20 Stairs - incl Nosings	12	-	0	12,185										
21 Floor - Tiles (entry int/ext)	30	1	29	6,000	300									
22 Floor Coverings - Timber	30	17	13	3,750										
23 Floor Coverings - Vinyl	50	51	-1	9,555										
24 Doors/Windows	50	17	33	99,000	2,300	300				3,500				
25 Stair Balustrades Metal	20	20	0	840										
26 Letter Boxes	20	1	19	4,500	1,200									
External works														
27 Carpark Markings	30	25	5	987										
28 Fencing	30	10	20	2,800										
Services														
29 Lighting - Common Areas	20	17	3	15,095	300									
30 Passenger Lifts (1964)	-	51	10	120,000										
31 HVAC / Mechanical														
32 Plumbing / Drainage	20	17	3	30,000	3,500	2,300								
33 Fire Alarm Panel	15	17	0	2,500										
34 Access Control/Intercom	20	0	20	21,164										
35 Security Cameras	10	0	10	8,500										
36 Entry Auto-doors Mechanisms	20	16	4	8,000										
37 Ventilation/Extract	30	17	13	30,000										
38 Seismic Upgrade - Stairs Strengthening														
All values exclude GST					0	96,900	6,100	0	0	173,700	61,000	0	0	0
Plus GST			15%		0	14,535	915	0	0	26,055	9,150	0	0	0
All values include GST					0	111,435	7,015	0	0	199,755	70,150	0	0	0
LTMP - Opening Balance					185,469	137,034	193,019	256,019	319,019	182,264	175,114	238,114	301,114	
LTMP Annual Contribution					63,000	63,000	63,000	63,000	63,000	63,000	63,000	63,000	63,000	63,000
SS Special Levy					-	-	-	-	-	-	-	-	-	-
Transfer to SSP														
LTMP Expenditure					111,435	7,015	0	0	199,755	70,150	0	0	0	0
LTMP - Closing Balance					137,034	193,019	256,019	319,019	182,264	175,114	238,114	301,114	364,114	

Note that when expenditure will occur outside the 10 year programme the current cost is allocated across the remaining life of the programme. The current cost is allocated across the remaining life of the programme. Bodies Corporate\HH - 83149\Accounting\Reports AGMLTMP Adapted & Analg 2022

### Exclusion of Liability Statement

We have compiled the special purpose Financial Statements comprising Statement of Financial Performance, Statement of Movement in Equity, Statement of Financial Position and Notes to the Financial Statements of Hume House Body Corporate for the year ended 30 September 2022.

A compilation is limited primarily to the collection, classification and summarisation of financial information supplied. A compilation does not involve the verification of that information.

A special purpose verification or an agreed upon procedures review or an audit of the Financial Statements has not been carried out. The Financial Statements have been prepared at the request of and for the purpose of the client only and neither we nor any of our employees accept any responsibility on any ground whatsoever, including liability in negligence, to any other person.

Prepared by

Your Property Matters Ltd

## **Notes to the Financial Statements**

### **1. Reporting Entity**

These are the financial statements for Hume House Body Corporate. The body corporate is registered under the Unit Titles Act 2010 as 'Body Corporate No. 83149'.

### **2. Nature of the Business**

The nature of the business is a Body Corporate.

### **3. Authorisation**

The special purpose financial report was authorised for issue in accordance with the Chairperson's instructions.

### **4. Basis of Preparation**

These financial statements have been prepared in accordance with Special Purpose Financial Reporting Framework for use by For-Profit Entities (SPFR for FPE's) issued by the Chartered Accountants Australia and New Zealand. They have been prepared for reporting the financial results to the proprietors as required by the Unit Titles Act 2010 and to assist the Body Corporate Committee assess its obligations to the Commissioner of Inland Revenue.

### **5. 2021/2022 Audit Opinion**

These financial statements have not been subject to a special purpose verification or an agreed upon procedures review or an audit.

### **6. Directory**

Body Corporate Manager:	Your Property Matters Ltd
Facilities Manager:	Your Property Matters Ltd
Banker:	Westpac Banking Corporation (Account No.: 03-0518-0210360-00)
Chairperson:	Saya Hashimoto

## 7. Statement of Accounting Policies

The following policies are used in the preparation of these Financial Statements

### 7.1 General Accounting Policies

- Unless otherwise stated the measurement base adopted is that of historic cost. This principle recognises that the entity will continue as a going concern.
- Accrual accounting is used to match revenues earned and expenses incurred.

### 7.2 Particular Accounting Policies

#### Income

Levy income is recognised in the year in which it is levied.

Interest received is recognised as interest accrues, gross of refundable tax credits received.

Income from Special Levies and Long Term Maintenance Levies is recognised in the year in which the funds are spent on its designated purpose, or if unspent transferred to a Provision account.

#### Income Tax

Income tax is accounted for using the taxes payable method. The income tax expense in the Statement of Financial Performance represents the estimated current obligation payable to Inland Revenue.

#### Accounts Receivable

Accounts receivables are stated at expected realisable value.

#### Goods and Services Tax (GST)

As the Body Corporate is not registered for GST the Financial Statements have been prepared on a GST inclusive basis.

#### Provisions

Provisions for Special Levies and Long Term Maintenance are recognised when levies are collected in advance of incurring expenditure.

#### Changes in Accounting Policies

There have been no changes in accounting policies. All accounting policies have been applied consistently throughout the year.

### 8.1 Income Tax Expense

	2022	2021
	\$	\$
Interest Received	624	130
Substation Rental	1,599	1,599
Add/(Less)		
Administration Expenses and other income	(2,223)	(1,729)
Net Taxable Income	-	-
Income Tax Expense at 28%	-	-

## 8.2 Income Tax Payable/(Receivable)

	2022	2021
	\$	\$
Balance at the Beginning of the year	445	484
<i>Add/(Less)</i>		
Tax Provision	-	-
RWT Paid	(187)	(39)
Taxation (Paid)/Refund Received	(45)	-
Taxation Payable/(Receivable)	<u>\$213</u>	<u>\$445</u>

## 9 Long Term Maintenance Provision

Provision is made in the Financial Statements to meet the requirement of the Long Term Maintenance Plan of the Body Corporate as required under the Unit Titles Act 2010.

## 10 Related Party Transactions

The Body Corporate charges annual and special levies to its unit owners in line with the approved budgets set at the Annual or Extraordinary General Meetings. There are no Related Party loans.

## 11 Explanatory Notes

See financial commentary.

## OWNER CONTACT DETAILS: HUME HOUSE BODY CORPORATE NO. 83149

To assist us in keeping you informed, please complete and return this page to:

**Your Property Matters Ltd**  
**P.O. Box 12-123**  
**Thorndon**  
**WELLINGTON**

or

**FAX: (04) 473-7331**  
**Email: christine@ypm.co.nz**

**Date:** \_\_\_\_\_

**Unit:** \_\_\_\_\_

**Car Park:** \_\_\_\_\_

**FULL LEGAL NAME OF OWNER/S OR COMPANY/TRUST/PARTNERSHIP\***

\_\_\_\_\_

*Postal address if other than Apartment:* \_\_\_\_\_

\_\_\_\_\_

*Contact details:*

Contact Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **\*COMPANIES / TRUSTS / PARTNERSHIPS**

If the Unit is owned by a Company, Trust or Partnership, it is now mandatory for the Body Corporate to have on record the contact details of **all the Directors, Trustees or Partners**. Please attach these on an additional page.

### **TENANTED PROPERTIES**

**Presently tenanted by:** \_\_\_\_\_

*Contact details:*

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Managed by:** \_\_\_\_\_

*Contact details:*

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### **MORTGAGEES**

It is now mandatory for the Body Corporate to have on record all the interested parties for the Unit.

Please note all interested parties: \_\_\_\_\_