

Unit Owner(s)
Hume House Body Corporate
WELLINGTON

**HUME HOUSE
Body Corporate 83149**

**Notice of the
2021 ANNUAL GENERAL MEETING**

To be held via:
Zoom Conference

Date:
Friday 19 November at 12:00 noon

Website: www.ypm.co.nz, select "Member Login" Username: bc83149 Password: 83149

**2021 ANNUAL GENERAL MEETING OF
HUME HOUSE BODY CORPORATE 83149**

Please find enclosed,

- Notice & Agenda
- Proxy form
- Postal Voting form
- 2020 AGM Minutes
- 2021 EGM 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

3 November 2021

2021 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 2020 Annual General Meeting

Ordinary Resolution: That the Minutes of the AGM held on 27 November 2020 as circulated, are taken as true and accurate.

2.2 2021 Extraordinary General Meeting

Ordinary Resolution: That the Minutes of the EGM held on 13 August 2021 as circulated, are taken as true and accurate.

2.3 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 2021 End of Year Accounts

Ordinary Resolution: That the financial accounts to 30 September 2021 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 2022 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 2022.

5.3 2022 Proposed Budget

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 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 19th November 2021.

*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 27 November 2020 as circulated, are taken as true and accurate.	Ordinary (non-designated)
That the Minutes of the EGM held on 13 August 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 2021 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 2022.	Special (non-designated)
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 continuing until further notice.	Ordinary (non-designated)
That pursuant to the provisions of Regulation 17 of the Unit	Ordinary (non-designated)

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.	
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 Friday 19th November 2021 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 Thursday 18th November 2021.

Postal vote

 W_e/l^*

_____[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 Friday 19th November 2021 via Zoom Conference.

*Select one.

Motion	Type of resolution	Instructions on voting procedure	Vote
That the Minutes of the AGM held on 27 November 2020 as circulated, are taken as true and accurate.	Ordinary (non-designated)		
That the Minutes of the EGM held on 13 August 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 2021 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 2022.	Special (non-designated)	Audit - Y / N Review - Y / N SVP - Y / N None of the above - Y / N	
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 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 2020 ANNUAL GENERAL MEETING OF
HUME HOUSE BODY CORPORATE NO. 83149
Held at 12:00 Friday 27 November 2020
At YPM, 49 Boulcott St., Wellington**

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

1.0 Meeting Formalities

1.1 Present

Saya Hashimoto (4) Chairperson
Alan Parkin (32)
Sharon Ralph (5)
Linley Caudwell and D Howell (6)
Abdul Malik (E)
Ankush Juneja (17)

Jan Viljoen – YPM

1.2 Proxies

The Chair held a proxy for unit 22
Alan Parkin held proxies for units 7, 31 & 33
Sharon Ralph was the proxy for unit 5

1.3 Apologies (other than proxies)

Nikki Earnshaw (30)

1.4 Postal Votes

Olivia Krakosky (1) – Yes to all but No to Audit.
Stephen & Bridget Hall (26) – Yes to all

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 2019 AGM held on 29 November 2019 be accepted as a true and accurate record of proceedings.

Alan/Olivia (proxy)/carried

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

Alan/Chair/carried

Matters arising not covered elsewhere:

None.

3.0 Body Corporate Management Committee

3.1 Chairpersons Report

The Chairperson's report as circulated was taken as read.

3.2 Election of Committee & Chairperson

Committee nominations:

Saya Hashimoto
Alan Parkin
Brendan Ralph

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

Linley/Alan/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/Alan/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 2 members.

Alan/Chair/carried

3.2.3 Chairperson nominations:

Saya Hashimoto was nominated by Alan and she accepted the nomination.

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

Linley/Alan/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.

Chair/Alan/carried

4.0 Facilities Managers Report

Jan presented the Facilities Management Report highlighting the following:

- Otis has recommended some safety upgrades to the lifts and provided a quote. It was decided not to proceed with this work subject to it not impacting the renewal of the maintenance contract.

Action: Louise (YPM)

- The recently installed auto dialler seems to be malfunctioning with a voicemail being broadcast intermittently.

Action: Louise (YPM)

- Goleman Group has done a survey of the steel window frames and their report is awaited. This is part of a preventative maintenance initiative.
- There have been complaints regarding poor tenant behaviour in unit 10. YPM has recently learnt that the tenants might have been placed by WINZ and the meeting requested YPM to take this problem up with WINZ.

Action: Jan (YPM)

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 2020 End of the year accounts.

Moved: By ordinary resolution that the financial Accounts to the 30th September 2020 be accepted.

Alan/Chair/carried

5.2 Appointment of an Auditor

Following discussion the meeting agreed not to have the 2021 year end accounts audited or reviewed.

Moved: By special resolution that the accounts to the 30th September 2021 not be audited/reviewed or undergo a special verification procedure.

Chair/Linley/carried

5.3 2021 Proposed Budget

The meeting discussed the proposed budget resulting in an increase of 14.4% or \$48,618 in ordinary levies. This is mainly due to higher cost of insurance.

Moved: By ordinary resolution that the proposed 2021 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 2021 and continue until further notice.

Alan/Linley/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/Alan (proxy 31)/carried

Abdul mentioned that the levies on his unit has seen a significant increase over the past two years. It was pointed out to him that this was largely due to the reassessment of the ownership interest as approved at last year's AGM. It addressed the historical injustice where the top floor units were contributing towards unusable airspace. Following further discussion, it was suggested that he could obtain a new valuation and present that for consideration at the next AGM. This would however require a 75% vote in favour of the revised valuation to succeed. It was also mentioned that any fresh valuation is likely to be only marginally different, having little impact on levies.

The meeting next discussed the building's NBS rating. Following completion of the seismic works to the stairs a new DSA has not been commissioned. Jan pointed out that an improved NBS rating would have little impact on the cost of insurance however it was noted that it could add to the market value of the apartments. YPM was asked to approach the engineers for a fee proposal for doing another DSA.

Action: Jan (YPM)

5.4 Long Term Maintenance Plan

The meeting next discussed the proposed LTMP. YPM recently received a quote for repairs to the main building's roof which was less than \$10k. The plan currently allows \$51k for roof repairs and the excess could be used to effect required repairs to the Annex roof. Jan also pointed out that the lift phones have been replaced earlier in the year so this allowance of \$10k should be moved back to 2019/20.

Action: Mike (YPM)

Covid-19 has delayed progress on the shared storage solution. The Chair pointed out that the space is not the same on every floor which could require different configurations. It is likely that the sprinkler system would need changing and this will probably require building consent. A cost estimate could only be done once the design has been agreed. McKenzie Higham was approached for a fee proposal to get the design work under way. The allowance of \$50k in the LTMP will likely be insufficient for the project but the initial fees for investigating the potential options could be funded from this.

Action: Jan (YPM)

Moved: By ordinary resolution that the attached Long Term Maintenance Plan as amended for the lift phones, be accepted.

Alan/Linley/carried

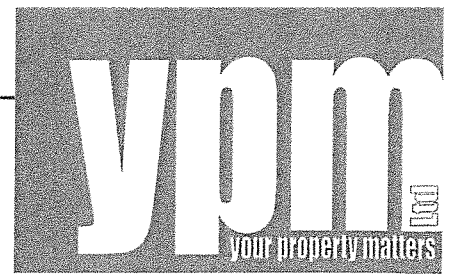
6.0 General Business

Following a recent break-in into cars, a quote was received for an additional CCTV camera to be installed facing the other way offering a view towards the gate. The Chair informed the meeting that this option is very expensive and it will only provide proof once the perpetrator has been caught. It does not identify an unknown person which raises the question if this is worth spending the money on. There was no sign of forced entry on this occasion. It was suggested that a fob operated door lock be installed on the door at the bottom of the stairs, at least restricting access into the building from the garages. YPM will obtain a quote for this lock.

Action: Louise (YPM)

There being no further business the meeting was closed at 13:17 p.m.

Signed Date
Chairperson



**MINUTES OF
THE 2021 EXTRAORDINARY GENERAL MEETING OF
HUME HOUSE BODY CORPORATE NO. 83149
Held at 12:00 Friday 13 August 2021
At YPM, 49 Boulcott St., Wellington**

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

1.0 Meeting Formalities

1.1 Present

Saya Hashimoto (4) Chairperson
Brendan Ralph (5)
Maya Kuchit (34)
Abdul Malik (E)
Ankush Juneja (17)
Linley Caudwell (6) - Zoom
Olivia Krakosky (1) - Zoom
Ankush Juneja (17) - Zoom
Mark Hashimoto (22) - Zoom
Stephen Hall (26) - Zoom
Goran Savic (C) - Zoom
Jo McMillen (B) - Zoom

Jan Viljoen – YPM

1.2 Proxies

Jan Viljoen held proxies for units 31, 32 & 33

1.3 Apologies (other than proxies)

None

1.4 Postal Votes

Olivia Krakosky (1) – Yes to all but No to Audit.
Stephen & Bridget Hall (26) – Yes to all

1.5 Quorum

A quorum of 11 was present and the meeting proceeded

2.0 Body Corporate Management Committee

2.1 Election of Hume House Committee

Committee nominations:

Saya Hashimoto
Brendan Ralph
Ben Pearson
Linley Caudwell

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

Brendan/Chair/carried

Number of Committee members

Moved: By ordinary resolution that the Committee at any time should consist of at least 4 members.

Chair/Brendan/carried

Quorum for the Committee

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

Brendan/Chair/carried

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.

Linley/Chair/carried

3.0 General Business

3.1 Long-term Maintenance Plan

Jan opened discussions informing the meeting that some items, previously deleted at the 2016 AGM, have now been added back to avoid them being overlooked in the future. The cost of the roof membrane works has also been increased from \$51k to \$110k, in line with the recently obtained quote.

The meeting discussed the above and Jo was opposed to the inclusion of the previously deleted items due to it resulting in a funding shortfall during the final two years of the plan. Funding would have to be increased to avoid this, requiring increases in levies. She also questioned the accuracy of the figures against these items. Brendon pointed out that the figures were the ones used in 2015 when the plan was prepared which also applies to many of the other cost items.

It became clear that the plan needs to be reviewed especially due to significant cost increases in recent times. Jan pointed out that the current budget does not provide for a professional review. This will have to be catered for in the next budget to be tabled at the end of the year.

The deteriorating skylights were briefly discussed. These have always formed part of the plan as a separate item. It was agreed that YPM should obtain quotes for their replacement. This can then be incorporated into the plan to be tabled for approval at the next AGM.

Action: Louise (YPM)

The meeting agreed that the roof membrane works need to be done due to ongoing issues and after further discussion it was agreed to approve the increased cost for this work. The previously deleted items will not be added back in at this stage but the LTMP will be professionally reviewed in the next financial year with these items included in the plan.

Moved: By ordinary resolution that the Long-term Maintenance Plan as approved at the AGM be retained subject to increasing the allowance for the roof membrane works to \$110k (excl. GST).

Chair/Jo/carried

There being no further business the meeting was closed at 12:50 p.m.

Signed Date
Chairperson

Dear Members,

I present the 2020/21 annual report of your Body Corporate. The Committee has met quarterly through the year, and we have two new members since the EGM. I thank Brendan and the new committee members Linley and Ben for their support.

As many of you will know, Covid-19 has impacted global supply chains and the availability of tradespeople. This has meant that the roof work scheduled for this year has been delayed as the product that was included in the quote is not currently available and it has not been possible to get clear timeframes for delivery. We have gone to another supplier and received a second quote for the work and we hope to complete this work in the summer months, though this is dependent on availability of tradespeople.

Hume House was built in the 70s and therefore is roughly 50 years old. There is provision in the LTMP for a repaint of the building which is due in 2023. Additionally, You may recall that we engaged Goleman Group Ltd to conduct a survey of 50% of the windows. The windows are now approaching the end of their life and require refurbishment. The committee has been advised that it would be prudent to engage a project manager to scope and oversee a programme of work to the facade of the building which includes both of the above, as it will require consents and the co-ordination of a number of tradespeople, architects and quantity surveyors.

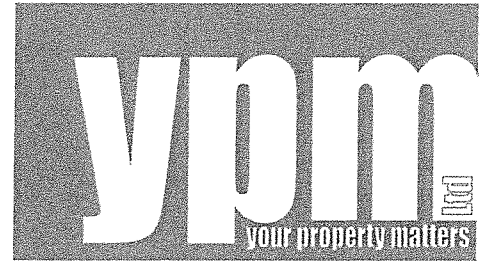
As discussed at the EGM, the LTMP was last reviewed in 2015 and is overdue for review. We plan to commission this review early in the upcoming year. There was also discussion of a seismic review, however, the quote we received to do this work was high, and the committee have decided this work is of a lower priority than the facade refurbishment work. We hope to revisit the seismic review at a later date.

Finally, I wish to thank the facilities manager Louise, and Jan, for the service they have provided to the body corporate this year. They have provided useful advice in a timely fashion and I appreciate their work greatly.

Financial accounts

2020/21 resulted in a deficit of \$16,337 (6%) compared with a breakeven budget for the period, which is clawed back via levies in next years' budget. The majority of this was due to repairs and maintenance, along with lift maintenance which makes up a significant portion. 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 2021



**HUME HOUSE BODY CORPORATE 83149
AGM - FACILITIES MANAGEMENT REPORT
13 November 2020 – 3 November 2021**

General Information:

Lockdown – Alert Level 4

On 18 August 2021 the entire country went into Alert Level 4 Lockdown. At the time of composing this report Wellington is in Alert Level 2. This has inevitably resulted in some delays to works being completed.

On-charging of false fire alarm call-outs

Owners are reminded that where an false fire alarm call out by the Fire Brigade and/or the fire systems provider (Chubb) can be attributed to a particular resident/unit, the liability for any costs incurred rests with the unit owner.

Sprinkler system

Please note that under no circumstances is there to be anything hung or attached to the sprinklers or sprinkler pipe-work within the apartments. 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 apartment 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 behavior. 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.

Items of note:

Fire compliance works

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

BWOF

BWOF now certified until 9 July 2022.

Safety Anchors

Safety Anchors now certified until 14 October 2022.

Lift Call Outs

Lift call outs on 21/1/21, 23/1/21, 10/3/21, 19/5/21, 25/5/21 and 26/10/21.



Building and Window Wash

Window Cleaning Contractors carried out the annual full building, window and gutter clean (including moss removal from the tiled roof) on Tuesday 1 June 2021 – Friday 4 June 2021.

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 Tenant(s) if their Unit is tenanted.

Fire Alarm/Sprinkler Survey

Engie Services will be carrying out the annual Fire Alarm Survey from 8:00am to 5:00pm on Wednesday 24 November and Thursday 25 November 2021.

Annual Compliance Survey

CoveKinloch will be carrying out the annual Compliance Survey on Wednesday 24 November 2021.

Annex Roof Replacement

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

Main Residential Roof Repair

Fast Roof Limited quoted to apply ONE and Noxyde (over butynol only) at an estimated cost of \$106,759.00 +GST. ONE is not currently available with uncertainty around when fresh stock could be obtained. Highrise Maintenance Limited quoted to apply Noxyde (on all surfaces) at an estimated cost of \$130,000.00 +GST.

Weathertight Project – Windows/façade/Skylights

The building has various weathertight issues relating to the steel framed windows and facade. It has been recommended that windows are replaced and the façade repaired and painted. Due to the large scale of this project YPM has 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.

YPM approached various companies who were supplied with the approved scope of works and asked to advise their interest and pricing schedule. Rubix Limited and Tararua Construction Management have provided their proposals (with Committee) and are awaiting the third proposal from Proviso Projects. The Committee will then need to carefully review each one and decide next steps.

Window Pane/Hinge Repairs - Annual Works

The Committee has decided that all window pane and hinge (only) repairs will be undertaken in bulk annually to avoid excessive costs for individual visits. This is mainly due to the insurance companies no longer covering window pane breakages, unless proven to be by accident.

Each year Owners will be asked to provide the relevant information to YPM which will be collated for a Contractor to quote. Once Committee approval is received a date to complete the work will be scheduled.

The scope of work is for window pane and hinge repairs only and will not include frames as the Long Term Maintenance Plan will incorporate the collection of future funds for replacement of the windows. More information will be provided by the Committee to Owners in due course.



Cost Responsibility

As stated in the Operational Rules (Rule 1(e) and 11) cost responsibility (unless the Unit Titles Act applies) is as follows:

BC responsibility:

- window pane repairs from the exterior eg via abseiling.
- hinges and frames.

Owner responsibility:

- window pane repairs from the interior.

Owners have provided YPM with the relevant information and Window Works have been engaged. Window Works will schedule in a date to access the respective Apartments to take measurements and will then provide a quote in due course. Please note: due to product supply delays, Contractor availability, Lockdowns and various recent weather events, this may take some time to coordinate.

Behaviour Issues

- Reports received of food items/liquid being thrown out of windows which have been traced to specific Units. The Owners of those respective Units have been contacted and took immediate action to rectify the issue. No further reports received.
- Reports of bagged rubbish being left in the meter cupboard located in the Level 3 lobby. Email sent to All Owners and Property Managers reminding them this behavior is unacceptable and must cease.
- Reports of bagged rubbish being left outside the Level 1 pedestrian entrance door (under carport). The Committee to obtain CCTV footage in an attempt to locate the culprit.
- Reports of parcels being stolen from the top of the mailboxes on various occasions. Police reports have been filed by the respective victims. CCTV footage has been retrieved and given to the Police.

Storage/Auxiliary Areas

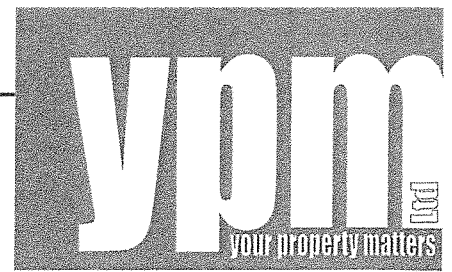
With the roofs and windows being a priority, the Committee decided not to further pursue the project at this stage. The work thus far done will remain available for future reference.

Service Type	Provider
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	Engie Services
Insurance Broker	Crombie Lockwood
Elevators	Schindler Lifts
Locksmith	Master Locksmiths
Plumbing	In Sink
TV Reception	Aerial Master
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 2021.

Prepared by

Your Property Matters Ltd



HUME HOUSE BODY CORPORATE No. 83149

FINANCIAL STATEMENTS AND COMMENTARY

FOR THE YEAR 1 OCTOBER 2020 TO 30 SEPTEMBER 2021

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Notes to the Financial Statements

HUME HOUSE BODY CORPORATE No. 83149 **ANNUAL FINANCIAL REPORT: 1 OCTOBER 2020 to 30 SEPTEMBER 2021**

1. Financial Accounts

1.1 2020 - 2021 Accounts

The Body Corporate's Statement of Financial Performance and Statement of Movement in Equity for the year 1 October 2020 to 30 September 2021, and Statement of Financial Position as at 30 September 2021 are attached. Also attached, is the variance analysis against budget for the year.

These show a deficit from routine operations for the year of \$16,337 compared to a break even budget. Net Other Income includes the Substation lease and the prior year deficit claw back as provided for in the budget. Net deficit was made up as follows:

	From Operations	Net Other Income	Total
(Deficit)/Surplus	(\$16,337)	\$43,179	\$26,843

At 30 September 2021 total Long Term Maintenance Provision was \$209,234. Total Equity as a Contingency Fund was negative \$11,823.

The Long Term Maintenance Provision was made up as follows:

	30 September 2021	30 September 2020
Opening balance	\$157,845	\$112,552
Less LTM expenditure for the year	\$2,475	\$8,448
Add Transfers for the year	\$53,865	\$53,741
Rounding	(\$1)	-
Closing balance	\$209,234	\$157,845

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

	30 September 2021	30 September 2020
Opening balance (Deficit)	(\$38,666)	(\$28,292)
Operating Surplus/(Deficit)	\$26,843	(\$10,373)
Rounding	-	(\$1)
Closing balance (Deficit)	(\$11,823)	(\$38,666)

1.2 Accounts Receivable & Payable

Listings of receivable and payable balances as at 30 September 2021 are attached.

Regarding receivables: As at 30 September net receivable balance was \$11,610 in credit. This was made up of total credit balances of \$15,144 being levies paid in advance and total debit balances of \$3,534 being levies and on charges in arrears.

Regarding payables: As at 30 September payable balance was \$6,719. These were manageable within normal commercial payment terms.

1.3 Cash position

As at 30 September 2021 the Body Corporate had \$154,032 cash on hand of which \$72,943 was held in interest earning accounts.

1.4 Variance analysis

A variance analysis against budget for the year 1 October 2020 to 30 September 2021 is attached. The budget approved at the 2020 AGM was effective from 1 January 2021. Routine expenditure was 6% or \$16,337 over budget. Significant variances of note were:

- Building Compliance (-\$3,159).
- Insurance (-\$6,058). Premiums on renewal less than plan than plan.
- Lift Maintenance Contract (+\$3,118)
- Total Repairs & Maintenance (+\$13,106).

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 2022 accounts to undertake a special purpose verification or an agreed upon procedures review or an audit.

3. Proposed 2022 Budget

Attached are the proposed Budget and Levy schedule for consideration at the AGM. The proposed budget of \$386,699 represents no overall change from the previous year's budget although elements within the budget have changed.

4. Long Term Maintenance Plan

The Long Term Maintenance Plan is attached. The current and proposed annual contributions to the LTM Provision meet the requirement of the LTM Plan only in the first year. A new LTM Plan is required.

5. Conclusion

The Body Corporate's net result was a surplus for the year. The cash position was adequate, but the equity position requires remediation.

A handwritten signature in black ink, appearing to read 'Mike Lee', is positioned above the printed name.

Mike Lee
Accounting Manager
Your Property Matters Ltd

3 November 2021

Hume House Body Corporate No. 83149
Statement of Financial Performance
October 2020 through September 2021

	Oct 20 - Sep 21	Oct 19 - Sep 20
Ordinary Income/Expense		
Income		
Body Corporate Levies	279,465	245,569
Total Income	279,465	245,569
Expense		
Bank Fees	2	4
BC - Disbursements	0	2,964
BC - Facilities Management	18,782	19,982
BC - Management	22,368	18,451
Building Compliance/WOF	3,591	5,081
Building Wash/Window Clean	8,481	6,235
Common Area Cleaning	11,459	11,401
Common Area Electricity	7,467	7,220
Fire Systems		
Contracts	5,989	3,203
Repairs & Maintenance	5,049	5,049
Total Fire Systems	11,038	8,252
Health & Safety	765	3,147
Honorarium	2,000	2,000
Insurance	124,434	133,143
Insurance Valuation	0	1,035
Lift Maintenance Contract	14,936	11,092
Lift Telephone	1,096	762
Miscellaneous	-0	-0
Professional Services	2,795	5,965
Repairs & Maintenance		
R&M Graffiti	242	235
R&M Lighting	2,570	1,222
R&M Other	26,027	26,454
R&M Roof Repairs	6,268	2,488
Total Repairs & Maintenance	35,107	30,399
Rubbish Collection	11,208	7,667
Security	2,130	481
Water Rates	18,145	16,458
Total Expense	295,802	291,740
Net Ordinary Income	-16,337	-46,171
Other Income/Expense		
Other Income		
Long Term Maintenance		
LTM Levy	53,500	53,500
Bank Interest	130	492
Late Payment Penalties	235	2
Total Long Term Maintenance	53,865	53,993
Long Term Maintenance Fund	-51,389	-45,293
Prior Period Deficit Clawback	41,580	34,199
Substation Lease	1,599	1,599
Total Other Income	45,655	44,498
Other Expense		
Income Tax Expense	0	252
Long-Term Maintenance		
LTM - Car Park Markings	0	987
LTM - Passenger Lift Interior	0	7,462
LTM - Storage Lockers	2,475	0
Total Long-Term Maintenance	2,475	8,448
Total Other Expense	2,475	8,700
Net Other Income	43,179	35,798
Net Income	26,843	-10,373

Hume House Body Corporate No. 83149
Statement of Movement in Equity
As of September 30, 2021

	Sep 30, 21	Sep 30, 20	\$ Change
ASSETS			
Current Assets			
Chequing/Savings			
Westpac Current Account (00)	81,089	47,450	33,639
Westpac Online Bonus Saver (26)	50,878	50,207	671
Westpac Savings Account (17)	22,065	42,047	-19,982
Total Chequing/Savings	154,032	139,704	14,328
Accounts Receivable			
Accounts Receivable	-11,610	-10,781	-829
Total Accounts Receivable	-11,610	-10,781	-829
Other Current Assets			
Prepaid Expenses	6,055	5,862	192
Prepaid Insurance	60,985	63,449	-2,464
Total Other Current Assets	67,039	69,312	-2,272
Total Current Assets	209,462	198,235	11,227
TOTAL ASSETS	209,462	198,235	11,227
LIABILITIES			
Current Liabilities			
Accounts Payable			
Accounts Payable	6,719	75,378	-68,659
Total Accounts Payable	6,719	75,378	-68,659
Other Current Liabilities			
Accounts Payable Other			
General	2,387	2,694	-307
Honorarium	2,500	500	2,000
Total Accounts Payable Other	4,887	3,194	1,693
Provision for Taxation	445	484	-39
Total Other Current Liabilities	5,332	3,678	1,654
Total Current Liabilities	12,051	79,056	-67,005
Long Term Liabilities			
Long Term Maintenance Provision	209,234	157,845	51,389
Total Long Term Liabilities	209,234	157,845	51,389
TOTAL LIABILITIES	221,285	236,901	-15,616
NET ASSETS	-11,823	-38,666	26,843
EQUITY			
Opening Balance	-38,666	-28,292	-10,373
Net Income	26,843	-10,373	37,216
TOTAL EQUITY	-11,823	-38,666	26,843

Hume House Body Corporate No. 83149
Statement of Financial Position
As of September 30, 2021

	Sep 30, 21
ASSETS	
Current Assets	
Chequing/Savings	
Westpac Current Account (00)	81,089
Westpac Online Bonus Saver (26)	50,878
Westpac Savings Account (17)	22,065
Total Chequing/Savings	154,032
Accounts Receivable	
Accounts Receivable	-11,610
Total Accounts Receivable	-11,610
Other Current Assets	
Prepaid Expenses	6,055
Prepaid Insurance	60,985
Total Other Current Assets	67,039
Total Current Assets	209,462
TOTAL ASSETS	209,462
LIABILITIES	
Current Liabilities	
Accounts Payable	
Accounts Payable	6,719
Total Accounts Payable	6,719
Other Current Liabilities	
Accounts Payable Other	
General	2,387
Honorarium	2,500
Total Accounts Payable Other	4,887
Provision for Taxation	445
Total Other Current Liabilities	5,332
Total Current Liabilities	12,051
Long Term Liabilities	
Long Term Maintenance Provision	209,234
Total Long Term Liabilities	209,234
TOTAL LIABILITIES	221,285
NET ASSETS	-11,823
EQUITY	
Opening Balance	-38,666
Net Income	26,843
TOTAL EQUITY	-11,823

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03/11/21

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

	<u>Sep 30, 21</u>
82 (E) Abdul Malik	1,965.53
18 C Cresswell	833.23
03 T & R Puchanee	724.70
23 Bramber NZ Ltd	416.30
15 Srivasto & Margaret Parsad	377.60
25 L Yap	16.44
38/GR1 Manga Family Trust	0.90
02 J Colenso & R Kim	-1,106.19
19 ROMA JAD Limited	-1,119.62
07 Eichler Family Trust	-1,662.81
05 Brendan Alexander Ralph	-1,897.73
22 Mark Hashimoto (Email only)	-2,054.34
06 L Caudwell & D Howell	-2,150.05
81 (F) Duvegan Trust (No statements)	-2,632.00
34 Kuchit-Desjarlais Family Trust	-3,321.74
TOTAL	<u>-11,609.78</u>

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03/11/21

Hume House Body Corporate No. 83149
Accounts Payable Balance Summary
As of September 30, 2021

	<u>Sep 30, 21</u>
Engie Services NZ Ltd	324.07
Freedom Cleaning Ltd	916.55
Genesis Energy	612.09
In Sink Plumbing Ltd	800.89
Junk Trackers	90.00
Otis Elevator Company Ltd	3,222.44
Waste Management NZ Ltd	718.11
Your Property Matters Ltd	34.50
TOTAL	<u><u>6,718.65</u></u>

Variance Analysis

October 2020 through September 2021

	Oct 20 - Sep 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Body Corporate Levies	279,465	279,465	0	100%
Total Income	279,465	279,465	0	100%
Expense				
Bank Fees	2	73	-71	2%
BC - Facilities Management	18,782	19,394	-612	97%
BC - Management	22,368	22,452	-84	100%
Building Compliance/WOF	3,591	6,750	-3,159	53%
Building Wash/Window Clean	8,481	6,300	2,181	135%
Common Area Cleaning	11,459	12,000	-541	95%
Common Area Electricity	7,467	7,525	-58	99%
Fire Systems				
Contracts	5,989	3,576	2,413	167%
Repairs & Maintenance	5,049	5,000	49	101%
Total Fire Systems	11,038	8,576	2,462	129%
Health & Safety	765	1,000	-235	76%
Honorarium	2,000	2,000	-0	100%
Insurance	124,434	130,492	-6,058	95%
Insurance Valuation	0	250	-250	0%
Lift Maintenance Contract	14,936	11,818	3,118	126%
Lift Telephone	1,096	762	334	144%
Miscellaneous	-0	0	-1	-100%
Professional Services	2,795	2,000	794	140%
Repairs & Maintenance				
R&M Graffiti	242	500	-259	48%
R&M Lighting	2,570	1,000	1,570	257%
R&M Other	26,027	17,501	8,526	149%
R&M Roof Repairs	6,268	3,000	3,268	209%
Total Repairs & Maintenance	35,107	22,001	13,106	160%
Rubbish Collection	11,208	8,173	3,035	137%
Security	2,130	500	1,630	426%
Water Rates	18,145	17,400	745	104%
Total Expense	295,802	279,465	16,337	106%
Net Ordinary Income	-16,337	0	-16,337	100%
Other Income/Expense				
Other Income				
Long Term Maintenance				
LTM Levy	53,500	53,500	0	100%
Bank Interest	130	0	130	100%
Late Payment Penalties	235	0	235	100%
Total Long Term Maintenance	53,865	53,500	365	101%
Long Term Maintenance Fund	-51,389	-51,389	0	100%
Prior Period Deficit Clawback	41,580	41,580	0	100%
Substation Lease	1,599	0	1,599	100%
Total Other Income	45,655	43,691	1,964	104%
Other Expense				
Long-Term Maintenance				
LTM - Storage Lockers	2,475	0	2,475	100%
Total Long-Term Maintenance	2,475	0	2,475	100%
Total Other Expense	2,475	0	2,475	100%
Net Other Income	43,179	43,691	-511	99%
Net Income	26,843	43,691	-16,848	61%

HUME HOUSE BODY CORPORATE No. 83149

PROPOSED BUDGET

Effective from 1 January 2022 to 31 December 2022

	2022		Approved 2021	Actual 2020-2021
	\$		\$	\$
Audit Fees	-		-	-
Bank Fees	50	Estimate	50	2
BC - Facilities Management	18,850	\$4,712.08 pq+\$1k	19,488	18,782
BC - Management	22,633	\$5,393.16 pq+cpi +\$1k	22,503	22,368
Building Compliance/WOF	5,500	\$836.63 pq+WCC BWOF+IQP	5,500	3,591
Building Wash/Window Clean	8,500	One window wash, one building wash	6,300	8,481
Common Area Cleaning	12,000	\$916.55 pm + extra clean	12,000	11,459
Common Area Electricity	7,500	Estimate	7,500	7,467
Fire Systems				
Contracts	4,256	Estimate	3,576	5,989
Repairs & Maintenance	5,100	Estimate	5,000	5,049
Health & Safety	800	Evacuation plan	500	765
Honorarium	2,000		2,000	2,000
Insurance	130,656	2020-2021,+5% incl finance charge	139,800	124,434
Insurance Valuation	1,300	Due Nov 2021	-	-
Lift Maintenance Contract	12,130	\$2,532.44pq+\$2,000 R&M	11,965	14,936
Lift Telephone	762	\$63.54 pm	762	1,096
Long Term Maintenance Plan	4,500		-	-
Miscellaneous	208	Balancing		-
Professional Services	3,000		2,000	2,795
Repairs & Maintenance				
R&M Graffiti	500	Estimate	500	242
R&M Lighting	3,000	Estimate	1,000	2,570
R&M Other	25,000	Estimate	20,000	26,027
R&M Roof Repairs	3,000	Estimate	3,000	6,268
Rubbish Collection	9,117	\$718.11 pm+\$500 additional	8,050	11,206
Security	2,000	Swipe card sales+ retrivals of CCTV footage	500	2,130
Water Rates	18,000	Estimate	16,800	18,145
Sub Total	300,362		288,794	295,802
Long Term Maintenance Fund	70,000		53,500	
Prior Period Deficit Clawback	16,337		44,405	
Total	386,699		386,699	

Note:

All figures are GST inclusive.

Change \$ -
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HUME HOUSE BODY CORPORATE No. 83149

Proposed Body Corporate Levies
Based on Reassessed Ownership/Utility Interest at the 2019 AGM
Effective from 1 January 2022 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 01/01/22
									\$	\$
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			AU67	6	1/6 AU41	6	2224	8,600.19	2,150.05
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	AU56	282	AU62	396	1/7AU87	6	3428	13,256.04	3,314.01
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
Totals:	92723		4866		2165		246	100000	386,699.00	96,674.75

Long Term Maintenance Plan

					Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Years ending September	Life yrs	Age yrs	Rem yrs	Estimated Current Cost	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Building Exterior 1982	1964	1998												
1 Aluminium Joinery - HH	40	17	23	63,000	2,739	2,739	2,739	2,739	2,739	2,739	2,739	2,739	2,739	2,739
2 Aluminium Joinery - Annex	40	33	7	98,000							2,450	2,450	98,000	2,450
3 Garage Door - Mechanism	25	20	5	1,500					1,500	60	60	60	60	60
4 Internal Gutters - Annex	35	33	2	2,890							83	2,890	83	83
5 Membrane - Annex to Windows	35	33	2	2,300							66	2,300	66	66
6 Roof - Membrane (HH)	25	0	25	21,000	840	840	840	840	840	840	840	140,000	840	840
7 Roof - Metal (Annex)	35	33	2	22,400							640	22,400	640	640
8 Roof - FC Shingles (Annex)	35	33	2	14,080							402	14,080	402	402
9 Roof - Glazed Canopies	35	33	2	30,000							857	30,000	857	857
10 Safety Anchors	1	1	1	750	750	750	750	750	750	750	750	750	750	750
11 Skylights	30	17	13	18,000	1,385	1,385	1,385	1,385	1,385	1,385	1,385	1,385	1,385	1,385
12 Steel Windows - Maintenance	90	51	39	396,900	10,177	10,177	10,177	10,177	10,177	10,177	10,177	10,177	10,177	10,177
13 Walls Painting - HH	10	3	7	106,245							10,625	10,625	106,245	10,625
14 Walls Painting - Annex	10	3	7	9,600							960	960	9,600	960
15 Terraces - Tiles on Membrane	30	17	13	5,600	431	431	431	431	431	431	431	431	431	431
16 Garage Door - Mechanism	25	20	5	1,500					1,500	60	60	60	60	60
Building interior														
17 Ceilings, Walls - General	10	10	0	35,000		35,000	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500
18 Ceilings, Walls - Carpark	30	17	13	5,061	389	389	389	389	389	389	389	389	389	389
19 Floor Coverings - Carpet	12	-	0	52,352		52,352	4,363	4,363	4,363	4,363	4,363	4,363	4,363	4,363
20 Stairs - incl Nosings	12	-	0	12,185		12,185	1,015	1,015	1,015	1,015	1,015	1,015	1,015	1,015
21 Floor - Tiles(entry int/ext)	30	1	29	6,000	207	207	207	207	207	207	207	207	207	207
22 Floor Coverings - Timber	30	17	13	3,750	288	288	288	288	288	288	288	288	288	288
23 Floor Coverings - Vinyl	50	51	-1	9,555		9,555	191	191	191	191	191	191	191	191
24 Doors all incl Hardware	50	17	33	99,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
25 Stair Balustrades Metal	20	20	0	840		840								
26 Letter Boxes	20	1	19	4,500	237	237	237	237	237	237	237	237	237	237
External works														
27 Carpark Markings	30	25	5	987				987	33	33	33	33	33	33
28 Fencing	30	10	20	2,800	140	140	140	140	140	140	140	140	140	140
Services														
29 Lighting - Common Areas	20	17	3	15,095		15,095	755	755	755	755	755	755	755	755
30 Passenger Lifts (1964)	-	51	10	120,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	13,333	13,333
31 Lift Phones									10,000					
32 Passenger Lifts Interior	20	17	3	30,000			30,000	1,500	1,500	1,500	1,500	1,500	1,500	1,500
33 Fire Alarm Panel	15	17	0	2,500		2,500	167	167	167	167	167	167	167	167
34 Access Control/Intercom	20	0	20	21,164		21,164	1,058	1,058	1,058	1,058	1,058	1,058	1,058	1,058
35 Security Cameras	10	0	10	8,500			8,500	850	850	850	850	850	850	850
36 Entry Auto-doors Mechanisms	20	16	4	8,000				4,000	400	400	400	400	400	400
37 Ventilation/Extract	30	17	13	30,000	2,308	2,308	2,308	2,308	2,308	2,308	2,308	2,308	2,308	2,308
38 Seismic Upgrade - Stairs Strengthening					18,198	326,781								
39 Contingency	10		10%	59,023	5,902	5,902	5,902	5,902	5,902	5,902	5,902	5,902	5,902	5,902
All values exclude GST					58,991	516,264	90,342	59,179	67,625	54,745	70,828	279,610	271,971	72,160
Plus GST			15%		8,849	77,440	13,551	8,877	10,144	8,212	10,624	41,941	40,796	10,824
All values include GST					67,839	593,704	103,893	68,056	77,768	62,956	81,452	321,551	312,766	82,984
LTMP - Opening Balance												209,230	35,810	(140,112)
LTMP Annual Contribution												70,000	70,000	70,000
SS Special Levy												-	-	-
Transfer to SSP												-	-	-
LTMP Expenditure												243,421	245,922	
LTMP - Closing Balance												35,810	(140,112)	(70,112)

Note that when expenditure will occur outside the 10 year programme the current cost is allocated across the remaining life of each element.

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 2021.

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. 2020/2021 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

	2021	2020
	\$	\$
Interest Received	126	495
Substation Rental	1,599	1,599
Add/(Less)		
Administration Expenses and other income	(1,725)	(1,191)
Net Taxable Income	-	\$900
Income Tax Expense at 28%	-	\$252

8.2 Income Tax Payable/(Receivable)

Movements	2021	2020
	\$	\$
Balance at the Beginning of the year	484	276
<i>Add/(Less)</i>		
Tax Provision	-	252
RWT Paid	(39)	(147)
Taxation (Paid)/Refund Received	-	103
Taxation Payable/(Receivable)	<u>\$445</u>	<u>\$484</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: _____

Section 85 (3): Despite anything in this Act, where the owner of a principal unit transfers his or her unit to any other person, until the body corporate is notified in writing of the transfer, — (a) the 43 r of the principal unit remains liable to the body corporate for all contributions levied by the body corporate under section 12 or her unit:

