



## MINUTES OF THE RECONVENED ANNUAL GENERAL MEETING

### BODY CORPORATE 324296

34-36 Growers Lane, Mangere Auckland 2024

The Annual General Meeting of Body Corporate 324296 was held at via Zoom Video Conferencing on Friday, 30 June 2023 commencing at 1pm.

#### Attendance:

Lot	Unit		Unit / Owner Representative
6	11	Yes	Housing New Zealand, Julius Yanez
7	10	Postal Vote	Tracey Sigley
19	1/34	Proxy	Smyth Properties, Michael & Fiona Smyth

In attendance: Toni Heath, Body Corporate Manager, Auckland Property Management.

#### Minutes:

##### 1 Appointment of Chairperson for Meeting

###### RESOLVED:

That Toni Heath be elected chairperson of the meeting.

**Motion carried unanimously**

##### 2 Proxies and Voting Papers

###### RESOLVED:

That the following proxies and voting forms be received.

Postal Vote from Unit 10, Tracey Sigley

Proxy from Unit 1/34, Smyth Properties, Michael & Fiona Smyth in favour of Toni Heath

**Motion carried unanimously**

##### 3 Confirm Minutes of Previous Annual General Meeting

###### RESOLVED:

That the minutes of the last meeting, held 24/05/2022, be confirmed as a true and accurate record of that meeting.

**Motion carried unanimously**

##### 4 Election of Chairperson of Body Corporate

###### RESOLVED:

That a nominee be elected as Chairperson of the Body Corporate in accordance with section (10)1 of the Regulations.

*No nominations were received at the meeting. The Manager to follow up with owners as the Body Corporate must have a Body Corporate Chairperson.*

**Motion carried unanimously**

**5 Committee Number & Quorum**

**RESOLVED:**

That until otherwise resolved by the Body Corporate in terms of the Unit Titles Act 2010, the Committee shall comprise of up to twenty (20) members. The Committee shall meet and conduct business in accordance with the requirements of the Unit Titles Act 2010 and the Unit Titles Regulations 2011 not less than one time in each year. The quorum necessary for the transaction of the business of the Committee shall be two (2).

**Motion carried unanimously**

**6 Election of Committee**

**RESOLVED:**

That one owner from every unit be elected to the Committee.

**Motion carried unanimously**

**7 General Delegation of Powers and Duties**

**7(a) RESOLVED:**

That the Body Corporate shall indemnify the Committee and the Chairperson, for any liability incurred by either, in respect of any matter undertaken in good faith by them in exercise of their delegated powers for the Body Corporate, in terms of the Unit Titles Act 2010 ("the Act"). Without limitation to the above, the Body Corporate shall indemnify the Chairperson and/or the Committee for any liability incurred in respect of any certificate given in good faith under Section 147(3) (b) of the Act.

**Motion carried unanimously**

**7(b) RESOLVED (by special resolution):**

That the duties of the Body Corporate Chairperson as set out in Regulation (11)1, sub-paragraphs (a) to (m) inclusive of the Unit Titles Regulations 2011 be delegated to the Committee.

**Motion carried unanimously**

**7(c) RESOLVED (by special resolution):**

That, in accordance with the provisions of Section 108(1) of the Unit Titles Act 2010, all the powers and duties of the Body Corporate be delegated to the Body Corporate Committee, save those powers reserved to the Body Corporate by Section 108(2).

**Motion carried unanimously**

**8 Re-Appointment of Body Corporate Manager**

**RESOLVED:**

That the Body Corporate re-appoint Auckland Property Management Ltd as Manager for the following year to carry out the duties delegated to the Committee in terms of Section 108(2) of the Unit Titles Act 2010 and Regulation 11(1) of the Unit Titles Regulations 2011.

**Motion carried unanimously**

**9 Insurance Discussion**

**9(a) RESOLVED:**

That the renewed insurance policies for the period 02/05/22 - 02/05/23 be confirmed.

**Motion carried unanimously**

**9(b) RESOLVED:**

That the Committee of the Body Corporate or the Body Corporate Manager be authorised to obtain quotations and renew the insurance policies for the coming year. The Body Corporate shall consider the need for insurance cover for:

- (i) The building and other site improvements;
- (ii) Loss of rents; Alternative Accommodation
- (iii) General Liability;
- (iv) Statutory Liability; and
- (v) Association Liability/ Office Bearers' cover

**Motion carried unanimously**

- 10 **Approval of Financial Statements**  
RESOLVED:  
That the Financial Statements prepared by the Body Corporate as a non-reporting entity, which include the Statements of Income and Expenditure and Assets and Liabilities for the year ended 31/03/2023, be approved.  
**Motion carried unanimously**
- 11 **Appointment of Auditor - If Required**  
RESOLVED (by special resolution):  
That in accordance with Section 132(8) of the Unit Titles Act 2010, no audit, review or verification is required on the financial statements for the previous financial year.  
**Motion carried unanimously**
- 12 **Discussion of Long Term Maintenance Plan**  
RESOLVED:  
That the Committee shall formally review the Long Term Maintenance Plan in accordance with the requirements of Section 116 (1) of the Unit Titles Act 2010.  
**Motion carried unanimously**
- Managers Note: The LTMP was last formally reviewed in October 2020. The attached quote received from Solutions in Engineering for \$1,138.00 was approved.*
- 13 **Health & Safety**  
RESOLVED:  
That the Body Corporate Committee commission a professional review of the Health and Safety report to ensure that the body corporate is in compliance with the requirements of the Health and Safety at Work Act 2015 and any related Regulations.  
**Motion carried unanimously**
- Please note: All owners are required under the Act to ensure they have read and understand the Health & Safety report and have supplied a copy to any tenants, visitors or contractors to ensure they are aware of any hazards onsite.*
- Managers Note: The H&S Report and Hazard Register held for the Body Corporate was produced in 2016. This is now almost 7 years old and has not been reviewed. The quote received from Solutions in Engineering for \$868.00 was approved.*
- 14 **Approval of Administration Fund Budget (Proposed Budget previously circulated)**  
RESOLVED:  
That the Administrative Fund budget of \$32,000.00 be determined and approved.  
**Motion carried unanimously**
- 15 **Approval of Long Term Maintenance Fund Budget (Proposed Budget previously circulated)**  
RESOLVED:  
That the Long Term Maintenance Fund budget of \$16,000.00 be determined and approved.  
**Motion carried unanimously**
- 16 **Striking of Levies and Number of Levy Instalments**  
RESOLVED:  
That the operating budget shall be raised according to utility and/or ownership interest in Annual instalment/s due for payment on the 1st of August 2023. The Body Corporate Manager shall issue invoices not less than 30 days prior to the due date for each instalment.  
**Motion carried unanimously**

**17 Recovery of Body Corporate Levies, Penalty Interest Rates & Debt Administration Fees**

**RESOLVED:**

That Auckland Property Management Ltd be authorised to recover any unpaid levies or other outstanding expense items owed to the Body Corporate, through the Tenancy Tribunal or otherwise, and to levy interest at the rate of 10% per annum as provided for in Section 128 of the Unit Titles Act 2010 on any monies outstanding. All costs, debt administration fees and expenses involved in the recovery shall be charged against the defaulting proprietor in full. A lawyer appointed by the Committee, shall act as duly appointed agents for the Body Corporate, where required, for debt collection.

**Motion carried unanimously**

**18 General Business**

**Body Corporate Website:**

At Auckland Property Management we try and be environmentally friendly so have put all your important documents relating to your body corporate online please visit <https://bodycorp.aucklandproperty.net/> to view these at any time. If you have forgotten your login details please contact your manager Toni Heath directly on the following email [toni@apm.kiwi](mailto:toni@apm.kiwi) and they will assist.

Toni Heath  
Body Corporate Manager

CLOSURE: There being no further business, the chairperson thanked all those who had attended and declared the meeting closed at 1.15 PM.

*Privacy Policy: In order for Auckland Property Management to provide services to the Body Corporate and assist the Body Corporate in meeting the requirements of the Unit Titles Act 2010 and Unit Titles Regulations 2011, we are required to collect and hold personal information. We do so in accordance with our Privacy Policy which is published on our website. Please see <https://www.aucklandproperty.net/auckland-property-management-privacy-policy/>*

## MINUTES OF THE ANNUAL GENERAL MEETING

### BODY CORPORATE 324296 34-36 Growers Lane, Mangere Auckland 2024

The Annual General Meeting of Body Corporate 324296 was held at apm Offices, Spartik House, Level 2, 6-8 Edward Wayte Place, Grafton and via Zoom Link on Wednesday 19 June 2024 commencing at 01:00 PM.

#### Present:

Lot #	Unit #	Attendance	Owner Name Representative
13	5	Yes	Sriteja Midamanuru - Zoom
10	6	Proxy	Wayne Arthur & Shirley Maria Bryant
9	8	Yes	Mike Anstis - Zoom
7	10	Proxy	Tracy Alison Sigley
6	11	Yes	Julius Yanez - Zoom
4	13	Proxy	Megu Matsuoka & Miyuki Miyatake
2	15	Yes	Kieran Fouhy - Zoom
17	3/34	Proxy	Ganga Gounder

In attendance: Toni Heath, Body Corporate Manager, Auckland Property Management

#### Minutes:

##### 1 Appointment of Chairperson for Meeting

RESOLVED BY ORDINARY RESOLUTION That Toni Heath be elected Chairperson of the meeting.

MOVED: Mike Anstis

SECONDED: Kieran Fouhy

MOTION CARRIED UNANIMOUSLY

##### 2 Proxies and Voting Papers

Proxies were received as follows:

Unit 3/34 - Proxy: Toni Heath

Unit 3/36 - Proxy: Toni Heath

Unit 13/36 - Proxy: Toni Heath

Unit 6/36 - Proxy: Toni Heath

There were no postal voting forms received.

RESOLVED BY ORDINARY RESOLUTION THAT the proxies and voting forms be received.

MOVED: Mike Anstis

SECONDED: Kieran Fouhy

MOTION CARRIED UNANIMOUSLY

##### 3 Conflicts Register

None.

##### 4 Confirm Minutes of Previous Annual General Meeting

RESOLVED BY ORDINARY RESOLUTION That the minutes of the last meeting, held 30/06/2023, be confirmed as a true and accurate record of that meeting.

MOVED: Mike Anstis

SECONDED: Kieran Fouhy

MOTION CARRIED UNANIMOUSLY

**5 Committee Annual Report**

In accordance with the Unit Titles Regulations 2011, Regulations 28(1) and 28(3), a verbal annual Committee Report will be made at the meeting.

MOTION WITHDRAWN That there is no Committee Annual Report provided.

More to be discussed under General Business.

MOVED: Mike Anstis

SECONDED: Kieran Fouhy

MOTION CARRIED UNANIMOUSLY

**6 Election of Chairperson of Body Corporate**

RESOLVED BY ORDINARY RESOLUTION That Mike Anstis to be elected as Chairperson of the Body Corporate in accordance with Regulation (10)1 of the Unit Titles Regulations 2011.

MOVED: Mike Anstis

SECONDED: Kieran Fouhy

MOTION CARRIED UNANIMOUSLY

*Managers Note:*

*Under section 112A(1) UTA, the appointed Chairperson of the Body Corporate will automatically be given a position on the Committee. In addition, they will automatically be the Committee Chair, unless the Body Corporate resolves by ordinary resolution under section 112A(2) UTA not to take that approach.*

**7 Committee Number & Quorum**

RESOLVED BY ORDINARY RESOLUTION That until otherwise resolved by the Body Corporate in terms of the Unit Titles Act 2010, the Committee shall comprise of an owner's representative from each unit. The Committee shall meet and conduct business in accordance with the requirements of the Unit Titles Act 2010 and the Unit Titles Regulations 2011 not less than one time in each year. The quorum necessary for the transaction of the business of the Committee shall be three (3).

MOVED: Mike Anstis

SECONDED: Kieran Fouhy

MOTION CARRIED UNANIMOUSLY

Amendment to Motion Put: That until otherwise resolved by the Body Corporate in terms of the Unit Titles Act 2010, the Committee shall comprise of an owner's representative from each unit. The Committee shall meet and conduct business in accordance with the requirements of the Unit Titles Act 2010 and the Unit Titles Regulations 2011 not less than one time in each year. The quorum necessary for the transaction of the business of the Committee shall be five (5)

MOVED: Mike Anstis

SECONDED: Kieran Fouhy

MOTION CARRIED UNANIMOUSLY

RESOLVED BY ORDINARY RESOLUTION That until otherwise resolved by the Body Corporate in terms of the Unit Titles Act 2010, the Committee shall comprise of an owner's representative from each unit. The Committee shall meet and conduct business in accordance with the requirements of the Unit Titles Act 2010 and the Unit Titles Regulations 2011 not less than one time in each year. The quorum necessary for the transaction of the business of the Committee shall be five (5).

MOVED: Mike Anstis

SECONDED: Kieran Fouhy

MOTION CARRIED UNANIMOUSLY

- 8 Election of Committee**  
RESOLVED BY ORDINARY RESOLUTION That the committee shall comprise of an owner's representative from each unit.  
MOVED: Mike Anstis  
SECONDED: Kieran Fouhy  
MOTION CARRIED UNANIMOUSLY

*Managers Notes:*

*If a Body Corporate Chairperson has been successfully appointed under motion 5, they are automatically appointed as a member of the Committee.*

*As per UTA Section 114A, all Committee members must comply with the Committee Code of Conduct in Schedule 1A of the Unit Titles Regulations 2011. As per UTA Section 114C, a Committee member who has a financial interest in a matter, must also disclose details of the nature and extent of the interest to the Committee and this must be recorded in a register held by the Committee. (See Appendix A). What constitutes a "financial interest" that must be disclosed is set out in sections 114C to 114E of the UTA.*

- 9 General Delegation of Powers and Duties**  
(a) RESOLVED BY ORDINARY RESOLUTION That the Body Corporate shall indemnify the Committee and the Chairperson, for any liability incurred by either, in respect of any matter undertaken in good faith by them in exercise of their delegated powers for the Body Corporate, in terms of the Unit Titles Act 2010 ("the Act"). Without limitation to the above, the Body Corporate shall indemnify the Chairperson and/or the Committee for any liability incurred in respect of any certificate given in good faith under Section 147(3) (b) of the Unit Titles Act.  
MOVED: Mike Anstis  
SECONDED: Kieran Fouhy  
MOTION CARRIED UNANIMOUSLY
- (b) RESOLVED BY SPECIAL RESOLUTION That the duties of the Body Corporate Chairperson as set out in Regulation (11)1, sub-paragraphs (a) to (m) inclusive of the Unit Titles Regulations 2011 be delegated to the Committee.  
MOVED: Mike Anstis  
SECONDED: Kieran Fouhy  
MOTION CARRIED UNANIMOUSLY
- (c) RESOLVED BY SPECIAL RESOLUTION That, in accordance with the provisions of Section 108(1) of the Unit Titles Act 2010, all the powers and duties of the Body Corporate be delegated to the Body Corporate Committee, save those powers reserved to the Body Corporate by Section 108(2).  
MOVED: Mike Anstis  
SECONDED: Kieran Fouhy  
MOTION CARRIED UNANIMOUSLY

- 10 Re-Appointment of Body Corporate Manager**  
RESOLVED BY ORDINARY RESOLUTION That the Body Corporate re-appoint Auckland Property Management Ltd as Manager for the following year to carry out the duties delegated to the Committee in terms of Section 108(2) of the Unit Titles Act 2010 and Regulation 11(1) of the Unit Titles Regulations 2011.  
MOVED: Mike Anstis  
SECONDED: Kieran Fouhy  
MOTION CARRIED UNANIMOUSLY

- 11 Insurance Discussion**  
(a) RESOLVED BY ORDINARY RESOLUTION That the renewed insurance policies for the period 02/05/2024 to 01/05/2025 be confirmed.  
MOVED: Mike Anstis  
SECONDED: Kieran Fouhy  
MOTION CARRIED UNANIMOUSLY

(b) RESOLVED BY ORDINARY RESOLUTION That the Body Corporate authorises the Committee (under its already delegated powers), or the Body Corporate Manager be authorised to obtain quotations and renew the insurance policies for the coming year. The Body Corporate shall consider the need for insurance cover for:

- (i) The building and other site improvements;
- (ii) Loss of rents; Alternative Accommodation
- (iii) General Liability;
- (iv) Statutory Liability; and
- (v) Association Liability/ Office Bearers' cover

MOVED: Mike Anstis

SECONDED: Kieran Fouhy

MOTION CARRIED UNANIMOUSLY

**12 Approval of Financial Statements**

RESOLVED BY ORDINARY RESOLUTION That the Financial Statements prepared by the Body Corporate as a non-reporting entity, which include the Statements of Income and Expenditure and Assets and Liabilities for the year ended 31/03/2024, be approved.

MOVED: Mike Anstis

SECONDED: Kieran Fouhy

MOTION CARRIED UNANIMOUSLY

**13 Appointment of Auditor - If Required**

RESOLVED BY SPECIAL RESOLUTION That in accordance with Section 132(8) of the Unit Titles Act 2010, no audit, review or verification is required on the financial statements for the previous financial year.

MOVED: Mike Anstis

SECONDED: Kieran Fouhy

MOTION CARRIED UNANIMOUSLY

*Auckland Property Management adopts the Best Practice model in relation to Financial Management:*

- i) *Auckland Property Management Ltd advises that as part of our internal controls and procedures, all transactions are made through the Trust account of the Manager and are subject to a quarterly audit.*
- ii) *Auckland Property Management Ltd is a strong advocate of Industry Best Practice and promotes good governance principles in relation to financial management and reporting.*

**14 Discussion of Long Term Maintenance Plan**

RESOLVED BY ORDINARY RESOLUTION That the Committee shall review the Long Term Maintenance Plan in accordance with the requirements of Section 116 (1) of the Unit Titles Act 2010.

MOVED: Mike Anstis

SECONDED: Kieran Fouhy

MOTION CARRIED UNANIMOUSLY

**15 Health & Safety**

**Health & Safety Report**

RESOLVED BY ORDINARY RESOLUTION That the Body Corporate monitors, reviews and updates the Hazard Register on file to ensure any hazards identified are removed or minimized and that any new hazards that may have occurred during the year are noted and attended to.

MOVED: Mike Anstis

SECONDED: Kieran Fouhy

MOTION CARRIED UNANIMOUSLY

*Managers Note:*

*All owners are required under the Act to ensure they have read and understand the Health & Safety report and have supplied a copy to any tenants, visitors or contractors to ensure they are aware of any hazards onsite.*



**16 Approval of Administration Fund Budget  
(Approved Budget Attached)**

RESOLVED BY ORDINARY RESOLUTION That the Administrative Fund budget to be determined and approved at \$33,500.00 Inclusive of GST.

MOVED: Mike Anstis

SECONDED: Kieran Fouhy

MOTION CARRIED UNANIMOUSLY

**17 Approval of Long Term Maintenance Fund Budget  
(Approved Budget Attached)**

RESOLVED BY ORDINARY RESOLUTION That the Long Term Maintenance Fund budget to be determined and approved at \$17,000.00 Inclusive of GST.

MOVED: Mike Anstis

SECONDED: Kieran Fouhy

MOTION CARRIED UNANIMOUSLY

**18 Striking of Levies and Number of Levy Instalments**

RESOLVED BY ORDINARY RESOLUTION That the operating budget (comprising the Administrative Fund budget and the Long Term Maintenance Fund budget) shall be raised according to utility and/or ownership interest in Annual instalment due for payment on the 1st of August 2024. The Body Corporate Manager shall issue invoices not less than 20 days prior to the due date for each instalment.

MOVED: Mike Anstis

SECONDED: Kieran Fouhy

MOTION CARRIED UNANIMOUSLY

**19 Recovery of Body Corporate Levies, Penalty Interest Rates & Debt Administration Fees**

RESOLVED BY ORDINARY RESOLUTION That Auckland Property Management Ltd be authorised to recover any unpaid levies or other outstanding expense items owed to the Body Corporate, through the Tenancy Tribunal or otherwise, and to levy interest at the rate of 10% per annum as provided for in Section 128 of the Unit Titles Act 2010 on any monies outstanding. All costs, debt administration fees and expenses involved in the recovery shall be charged against the defaulting proprietor in full. A lawyer appointed by the Committee, shall act as duly appointed agents for the Body Corporate, where required, for debt collection.

MOVED: Mike Anstis

SECONDED: Kieran Fouhy

MOTION CARRIED UNANIMOUSLY

***Auckland Property Managements levy collection process is as follows:***

*Owners will be notified by email to the email address recorded with Auckland Property Management of all levies and/or charges due. The same email address will be used for all notifications regarding the collection of money owed to the Body Corporate unless a request is made otherwise. If an owner does not have an email address, all correspondence will be posted to the postal address recorded with APM. It is the responsibility of the owner to ensure that APM is notified of any change to either email or postal addresses.*

*Levies are typically raised within 14 days of the Annual General Meeting unless otherwise instructed by the Chairperson of the Body Corporate. Our standard collection process for unpaid levies is detailed below:*

- 20 days prior to levies being due, a levy notice is sent to advise owners of the levy instalment due. The due date for the first instalment can be sooner by resolution at the AGM.*
- **Stage 1 debt recovery.** 10 days after the due date of the levy instalment, a reminder is sent that the levy instalment is past due. Interest at the rate of 10% per annum accrues from the due date.*
- **Stage 2 debt recovery.** 40 days after the due date of the levy instalment, if payment is still outstanding, a final notice is sent to the registered owner. A debt administration fee of \$110.00 + GST is charged to the unit.*
- **Stage 3 debt recovery.** 70 days after the due date of the levy instalment, APM will attempt to contact the owner by an alternative contact method. If contacting the owner is unsuccessful and/or*

*payment is not forthcoming, a notice to commence legal action is served, notifying the owner that their file will be referred to our legal department for further action should payment not be received within seven days. A debt administration fee of \$220.00 + GST will be charged to the unit. Any legal costs incurred are payable by the registered owner.*

*The above process is to be used as a guide only and is subject to change depending upon individual requirements of the Body Corporate.*

*Subject to acceptance by the Body Corporate committee, the owner may request to pay the levy by instalments at an agreed payment plan. This will include interest at the rate of 10% per annum for any period where there are monies outstanding. Failure to meet obligations to the agreed payment plan will result in the debt recovery process commencing.*

## **20 General Business**

Mike Anstis queried what the long term maintenance funds cover? Does it include painting all the doors or only the one that needs the painting? BCM responded that long term maintenance budget is a guideline, and common sense would prevail. If maintenance was not required in the budgeted year, it could be deferred for a couple more years until it is required..

Mike Anstis raised the issue with the boundary fence at the back of his unit which is slowly being pushed over by a tree that is located on the neighbouring property. He queried how to claim damages? BCM requested that enquiry be made via email, and BCM would review the site plans to determine neighbour's details.

Kieran Fuohy raised concern regarding the latest changes at Kainga Ora and if that has any effect with their long term rental of properties? BCM responded that the only view is its relation to insurance and any sort of social or emergency housing is considered a higher risk than a normal longer term tenancy. And may potentially affect insurance going forward. At this point there is nothing to be concern about in terms of lease renewals.

**CLOSURE:** There being no further business, the chairperson thanked all those who had attended and declared the meeting closed at 01:34 PM

*Privacy Policy: In order for Auckland Property Management to provide services to the Body Corporate and assist the Body Corporate in meeting the requirements of the Unit Titles Act 2010 and Unit Titles Regulations 2011, we are required to collect and hold personal information. We do so in accordance with our Privacy Policy which is published on our website. Please see <https://www.aucklandproperty.net/auckland-property-management-privacy-policy/>*



## MINUTES OF THE ANNUAL GENERAL MEETING

### BODY CORPORATE 324296

34-36 Growers Lane, Mangere, Auckland

The Annual General Meeting of Body Corporate 324296 was held at apm, Spartik House level 2 6-8 Edward Wayte Place, Grafton on 28 May 2025 commencing at 05:00 PM.

#### Present:

#Lot	Unit#	Attendance	Owner Name
9	8	MS Teams	Michael Anstis
7	10	MS Teams	Tracey Alison Sigley
2	15	MS Teams	Kieran Fouhy

In attendance: Trisha Shaik and Toni Heath, Body Corporate Manager, apm Property Management

#### Minutes:

##### 1 Appointment of Chairperson for Meeting

RESOLVED (BY ORDINARY RESOLUTION): That Trisha Shaik be elected Chairperson of the meeting.

MOVED: Unit 8

SECONDED: 10

MOTION CARRIED UNANIMOUSLY

##### 2 Proxies and Voting Papers

MOTION WITHDRAWN : That the proxies and voting forms be received.

**No Proxies or voting forms recieved.**

##### 3 Conflicts Register

No motion.

##### 4 Confirm Minutes of Previous Annual General Meeting

RESOLVED (BY ORDINARY RESOLUTION): That the minutes of the last meeting, held 19 June 2024, be confirmed as a true and accurate record of that meeting.

MOVED: Unit 8

SECONDED: Unit 10

MOTION CARRIED UNANIMOUSLY

##### 5 Committee Annual Report

In accordance with the Unit Titles Regulations 2011, Regulations 28(1) and 28(3), please find attached the annual Committee Report.

- That the Insurance was placed and agreed.

RESOLVED (BY ORDINARY RESOLUTION): That the verbal annual Committee Report is received.

MOVED: Unit 8

SECONDED: Unit 10

MOTION CARRIED UNANIMOUSLY

##### 6 Election of Chairperson of Body Corporate

RESOLVED (BY ORDINARY RESOLUTION): That Michael Anstis be elected as Chairperson of the Body Corporate in accordance with Regulation (10)1 of the Unit Titles Regulations 2011.

MOVED: Unit 10

SECONDED: Unit 15

MOTION CARRIED UNANIMOUSLY

*Managers Note:*

*Under section 112A(1) UTA, the appointed Chairperson of the Body Corporate will automatically be given a position on the Committee. In addition, they will automatically be the Committee Chair, unless the Body Corporate resolves by ordinary resolution under section 112A(2) UTA not to take that approach.*

**7 Committee Number & Quorum**

RESOLVED (BY ORDINARY RESOLUTION): That until otherwise resolved by the Body Corporate in terms of the Unit Titles Act 2010, the Committee shall comprise of one owners representative from each unit. The Committee shall meet and conduct business in accordance with the requirements of the Unit Titles Act 2010 and the Unit Titles Regulations 2011 not less than one time in each year. The quorum necessary for the transaction of the business of the Committee shall be three (3).

MOVED: Unit 8

SECONDED: Unit 15

MOTION CARRIED UNANIMOUSLY

**8 Election of Committee**

RESOLVED (BY ORDINARY RESOLUTION): That the committee shall comprise of one owners representative from each unit.

MOVED: Unit 10

SECONDED: Unit 8

MOTION CARRIED UNANIMOUSLY

*Managers Notes:*

*If a Body Corporate Chairperson has been successfully appointed under motion 5, they are automatically appointed as a member of the Committee.*

*As per UTA Section 114A, all Committee members must comply with the Committee Code of Conduct in Schedule 1A of the Unit Titles Regulations 2011. As per UTA Section 114C, a Committee member who has a financial interest in a matter, must also disclose details of the nature and extent of the interest to the Committee and this must be recorded in a register held by the Committee. (See Appendix A). What constitutes a "financial interest" that must be disclosed is set out in sections 114C to 114E of the UTA.*

**9 General Delegation of Powers and Duties**

(a) RESOLVED (BY ORDINARY RESOLUTION): That the Body Corporate shall indemnify the Committee and the Chairperson, for any liability incurred by either, in respect of any matter undertaken in good faith by them in exercise of their delegated powers for the Body Corporate, in terms of the Unit Titles Act 2010 ("the Act"). Without limitation to the above, the Body Corporate shall indemnify the Chairperson and the Committee for any liability incurred in respect of any certificate given in good faith under Section 147(3) (b) of the Unit Titles Act.

MOVED: Unit 8

SECONDED: Unit 10

MOTION CARRIED UNANIMOUSLY

(b) RESOLVED (BY SPECIAL RESOLUTION): That the duties of the Body Corporate Chairperson as set out in Regulation (11)1, sub-paragraphs (a) to (m) inclusive of the Unit Titles Regulations 2011 be delegated to the Committee.

MOVED: Unit 10

SECONDED: Unit 8

MOTION CARRIED UNANIMOUSLY

(c) RESOLVED (BY SPECIAL RESOLUTION): That in accordance with the provisions of Section 108(1) of the Unit Titles Act 2010, all the powers and duties of the Body Corporate be delegated to the Body Corporate Committee, save those powers reserved to the Body Corporate by Section 108(2).

MOVED: Unit 10

SECONDED: Unit 8

MOTION CARRIED UNANIMOUSLY

- 10 Re-Appointment of Body Corporate Manager**  
RESOLVED (BY ORDINARY RESOLUTION): That the Body Corporate re-appoint Auckland Property Management Ltd as Manager for the following year to carry out the duties delegated to the Committee in terms of Section 108(2) of the Unit Titles Act 2010 and Regulation 11(1) of the Unit Titles Regulations 2011.  
MOVED: Unit 10  
SECONDED: Unit 8  
MOTION CARRIED UNANIMOUSLY
- 11 Insurance Discussion**  
(a) RESOLVED (BY ORDINARY RESOLUTION): That the renewed insurance policies for the period 01/05/2025 to 01/05/2026 be confirmed.  
MOVED: Unit 10  
SECONDED: Unit 8  
MOTION CARRIED UNANIMOUSLY
- (b) RESOLVED (BY ORDINARY RESOLUTION): That the Body Corporate authorises the Committee (under its already delegated powers), or the Body Corporate Manager to obtain quotations for the coming year and authorises the Committee to renew the insurance policies for the coming year. The Body Corporate shall consider the need for insurance cover for:
- (i) The building and other site improvements;
  - (ii) Loss of rents; Alternative Accommodation
  - (iii) General Liability;
  - (iv) Statutory Liability; and
  - (v) Association Liability/ Office Bearers' cover
- MOVED: Unit 8  
SECONDED: Unit 10  
MOTION CARRIED UNANIMOUSLY  
*Managers Note: Owners are asked to ensure they are familiar with the cover in place and the terms of this cover. These details can be found on <https://bodycorp.aucklandproperty.net/> under the insurance folder, including a claim form.*
- 12 Approval of Financial Statements**  
RESOLVED (BY ORDINARY RESOLUTION): That the Financial Statements prepared by the Body Corporate as a non-reporting entity, which include the Statements of Income and Expenditure and Assets and Liabilities for the year ended 31/03/2025, be approved.  
MOVED: Unit 8  
SECONDED: Unit 10  
MOTION CARRIED UNANIMOUSLY
- 13 Appointment of Auditor - If Required**  
RESOLVED (BY SPECIAL RESOLUTION): That in accordance with Section 132(8) of the Unit Titles Act 2010, no audit, review or verification is required on the financial statements for the previous financial year.  
MOVED: Unit 8  
SECONDED: Unit 10  
MOTION CARRIED UNANIMOUSLY
- 14 Discussion of Long Term Maintenance Plan**  
RESOLVED (BY ORDINARY RESOLUTION): That the Body Corporate agrees to arrange a formal review of the Long Term Maintenance Plan by a suitably qualified building professional in accordance with the requirements of Regulation 30 (2) of the Unit Titles Regulations 2011, which the Committee may arrange under its already delegated powers and report back to the Body Corporate to seek approval of any changes to the Plan as a result of the review.  
MOVED: Unit 10  
SECONDED: Unit 8  
MOTION CARRIED UNANIMOUSLY

**15 Health & Safety  
Health & Safety Report**

(a) RESOLVED (BY ORDINARY RESOLUTION): That the Body Corporate agrees to commission a professional review of the Health and Safety report to ensure that the Body Corporate is in compliance with the requirements of the Health and Safety at Work Act 2015 and any related Regulations, which the Committee may attend to under its already delegated powers.

MOVED: Unit 10

SECONDED: Unit 8

MOTION CARRIED UNANIMOUSLY

*Managers Note:*

*All owners are required under the Act to ensure they have read and understand the Health & Safety report and have supplied a copy to any tenants, visitors or contractors to ensure they are aware of any hazards onsite.*

**16 Approval of Administration Fund Budget**

RESOLVED (BY ORDINARY RESOLUTION): That the Administrative Fund budget of \$34,500.00 be determined and approved and any levies raised are held in the Operating Fund.

MOVED: Unit 10

SECONDED: Unit 8

MOTION CARRIED UNANIMOUSLY

**17 Approval of Long Term Maintenance Fund Budget**

RESOLVED (BY ORDINARY RESOLUTION): That the Long Term Maintenance Fund budget of \$18,035.30 be determined and approved and any levies raised are held in the Long Term Maintenance Fund.

MOVED: Unit 10

SECONDED: Unit 8

MOTION CARRIED UNANIMOUSLY

**18 Striking of Levies and Number of Levy Instalments**

RESOLVED (BY ORDINARY RESOLUTION): That the operating budget (comprising the Administrative Fund budget and the Long Term Maintenance Fund budget) shall be raised according to utility and/or ownership interest in Annual instalment/s due for payment on the:

- 1st August 2025

MOVED: Unit 8

SECONDED: Unit 10

MOTION CARRIED UNANIMOUSLY

The Body Corporate Manager shall issue invoices not less than 20 days prior to the due date for each instalment.

**19 Recovery of Body Corporate Levies, Penalty Interest Rates & Debt Administration Fees**

RESOLVED (BY ORDINARY RESOLUTION): That Auckland Property Management Ltd be authorised to recover any unpaid levies or other outstanding expense items owed to the Body Corporate as per the below levy collection process, through the Tenancy Tribunal or otherwise, and to levy interest at the rate of 10% per annum as provided for in Section 128 of the Unit Titles Act 2010 on any monies outstanding. All costs, debt administration fees and expenses involved in the recovery shall be charged against the defaulting proprietor in full. A lawyer appointed by the Committee, shall act as duly appointed agents for the Body Corporate, where required, for debt collection.

MOVED: Unit 10

SECONDED: Unit 8

MOTION CARRIED UNANIMOUSLY

***Auckland Property Managements levy collection process is as follows:***

*Owners will be notified by email to the email address recorded with Auckland Property Management of all levies and/or charges due. The same email address will be used for all notifications regarding the collection of money owed to the Body Corporate unless a request is made otherwise. If an owner does not have an email address, all correspondence will be posted to the postal address recorded with APM. It is the responsibility of the owner to ensure that APM is notified of any change to either email*

or postal addresses.

Levies are typically raised within 14 days of the Annual General Meeting unless otherwise instructed by the Chairperson of the Body Corporate. Our standard collection process for unpaid levies is detailed below:

- 20 days prior to levies being due, a levy notice is sent to advise owners of the levy instalment due. The due date for the first instalment can be sooner by resolution at the AGM.
- **Stage 1 debt recovery.** 10 days after the due date of the levy instalment, a reminder is sent that the levy instalment is past due. Interest at the rate of 10% per annum accrues from the due date.
- **Stage 2 debt recovery.** 40 days after the due date of the levy instalment, if payment is still outstanding, a final notice is sent to the registered owner. A debt administration fee of \$110.00 + GST is charged to the unit.
- **Stage 3 debt recovery.** 70 days after the due date of the levy instalment, APM will attempt to contact the owner by an alternative contact method. If contacting the owner is unsuccessful and/or payment is not forthcoming, a notice to commence legal action is served, notifying the owner that their file will be referred to our legal department for further action should payment not be received within seven days. A debt administration fee of \$220.00 + GST will be charged to the unit.
- **Legal debt recovery.** 77 days after the due date of the levy instalment, if the owner has not responded and/or payment is not forthcoming, legal action will commence. A debt administration fee of \$304.35 + GST will be charged to the unit. Any legal costs incurred are payable by the registered owner.

The above process is to be used as a guide only and is subject to change depending upon individual requirements of the Body Corporate.

Subject to acceptance by the Body Corporate committee, the owner may request to pay the levy by instalments at an agreed payment plan. This will include interest at the rate of 10% per annum for any period where there are monies outstanding. Failure to meet obligations to the agreed payment plan will result in the debt recovery process commencing.

## 20 General Business

- (a) Unit 10 - To prepare a plan for the fence installation and submit a proposal to the owners for approval.
- (b) Unit 8 - Boundary Fence has been pushed over-to look into obtaining quotes for the repairs.

### Body Corporate Website:

At Auckland Property Management we try and be environmentally friendly so have put all your important documents relating to your body corporate online please visit <https://bodycorp.aucklandproperty.net/> to view these at any time. If you have forgotten your login details please contact your manager Trisha Shaik directly on the following email [trisha@aucklandproperty.net](mailto:trisha@aucklandproperty.net) and they will assist.

Trisha Shaik  
Body Corporate Manager

CLOSURE: There being no further business, the chairperson thanked all those who had attended and declared the meeting closed at 06:00 PM.

*Privacy Policy: In order for Auckland Property Management to provide services to the Body Corporate and assist the Body Corporate in meeting the requirements of the Unit Titles Act 2010 and Unit Titles Regulations 2011, we are required to collect and hold personal information. We do so in accordance with our Privacy Policy which is published on our website. Please see <https://www.aucklandproperty.net/auckland-property-management-privacy-policy/>*



## NOTICE OF AN ANNUAL GENERAL MEETING

### BODY CORPORATE 324296 34-36 Growers Lane, Mangere, Auckland

As required under the Unit Titles Act 2010, we hereby give notice that the Annual General Meeting for your Body Corporate will be held as detailed below:

**Venue:** Via Zoom Video Conferencing  
**Date:** Friday 30 June 2023  
**Time:** 01:00 PM

#### Agenda:

- 1 Appointment of Chairperson for Meeting**  
To consider the motion:  
That Toni Heath be elected chairperson of the meeting.
- 2 Proxies and Voting Papers**  
To consider the motion:  
That the proxies and voting forms be received.
- 3 Confirm Minutes of Previous Annual General Meeting**  
To consider the motion:  
That the minutes of the last meeting, held 24/05/2022, be confirmed as a true and accurate record of that meeting.
- 4 Election of Chairperson of Body Corporate**  
To consider the motion:  
That a nominee be elected as Chairperson of the Body Corporate in accordance with section (10)1 of the Regulations.

*No nominations have been received. Nominations will be taken at the meeting. The Body Corporate must have a Body Corporate Chairperson.*

- 5 Committee Number & Quorum**  
To consider the motion:  
That until otherwise resolved by the Body Corporate in terms of the Unit Titles Act 2010, the Committee shall comprise of up to twenty (20) members. The Committee shall meet and conduct business in accordance with the requirements of the Unit Titles Act 2010 and the Unit Titles Regulations 2011 not less than one time in each year. The quorum necessary for the transaction of the business of the Committee shall be two (2).
- 6 Election of Committee**  
To consider the motion:  
That one owner from every unit be elected to the Committee.
- 7 General Delegation of Powers and Duties**  
**7(a) To consider the motion:**  
That the Body Corporate shall indemnify the Committee and the Chairperson, for any liability incurred by either, in respect of any matter undertaken in good faith by them in exercise of their delegated powers for the Body Corporate, in terms of the Unit Titles Act 2010 ("the Act"). Without limitation to the above, the Body Corporate shall indemnify the Chairperson and/or the Committee for any liability incurred in respect of any certificate given in good faith under Section 147(3) (b) of the Act.



7(b) To consider the motion (by special resolution):

That the duties of the Body Corporate Chairperson as set out in Regulation (11)1, sub-paragraphs (a) to (m) inclusive of the Unit Titles Regulations 2011 be delegated to the Committee.

7(c) To consider the motion (by special resolution):

That, in accordance with the provisions of Section 108(1) of the Unit Titles Act 2010, all the powers and duties of the Body Corporate be delegated to the Body Corporate Committee, save those powers reserved to the Body Corporate by Section 108(2).

## **8 Re-Appointment of Body Corporate Manager**

To consider the motion:

That the Body Corporate re-appoint Auckland Property Management Ltd as Manager for the following year to carry out the duties delegated to the Committee in terms of Section 108(2) of the Unit Titles Act 2010 and Regulation 11(1) of the Unit Titles Regulations 2011.

## **9 Insurance Discussion**

9(a) To consider the motion:

That the renewed insurance policies for the period 02/05/22 - 02/05/23 be confirmed.

*Managers Note: Owners are asked to ensure they are familiar with the cover in place and the terms of this cover. These details can be found on <https://bodycorp.aucklandproperty.net/> under the insurance folder, including a claim form.*

9(b) To consider the motion: T

That the Committee of the Body Corporate or the Body Corporate Manager be authorised to obtain quotations and renew the insurance policies for the coming year. The Body Corporate shall consider the need for insurance cover for:

- (i) The building and other site improvements;
- (ii) Loss of rents; Alternative Accommodation
- (iii) General Liability;
- (iv) Statutory Liability; and
- (v) Association Liability/ Office Bearers' cover

## **10 Approval of Financial Statements**

To consider the motion:

That the Financial Statements prepared by the Body Corporate as a non-reporting entity, which include the Statements of Income and Expenditure and Assets and Liabilities for the year ended 31/03/2023, be approved.

## **11 Appointment of Auditor - If Required**

To consider the motion (by special resolution):

That in accordance with Section 132(8) of the Unit Titles Act 2010, no audit, review or verification is required on the financial statements for the previous financial year.

*Managers Note: If the above motion is not resolved then the Body Corporate will undertake an audit, review or verification of the financial statements for the previous financial year. A nominal figure will be added to the budget and the auditor will be appointed by the Committee.*

Auckland Property Management adopts the Best Practice model in relation to Financial Management:

- i) Auckland Property Management Ltd advises that as part of our internal controls and procedures, all transactions are made through the Trust account of the Manager and are subject to a quarterly audit.
- ii) Auckland Property Management Ltd is a strong advocate of Industry Best Practice and promotes good governance principles in relation to financial management and reporting. As such we recommend that all managed Unit Plans undertake an annual audit of their Financial Statements by a qualified independent auditor.

**12 Discussion of Long Term Maintenance Plan**

To consider the motion:

That the Committee shall formally review the Long Term Maintenance Plan in accordance with the requirements of Section 116 (1) of the Unit Titles Act 2010.

*Managers Note: The LTMP was last formally reviewed in October 2020. Please see the attached quote received from Solutions in Engineering for \$1,138.00.*

**13 Health & Safety**

**Health & Safety Report**

To consider the motion:

That the Body Corporate Committee commission a professional review of the Health and Safety report to ensure that the body corporate is in compliance with the requirements of the Health and Safety at Work Act 2015 and any related Regulations.

Please note: All owners are required under the Act to ensure they have read and understand the Health & Safety report and have supplied a copy to any tenants, visitors or contractors to ensure they are aware of any hazards onsite.

*Managers Note: The H&S Report and Hazard Register held for the Body Corporate was produced in 2016. This is now almost 7 years old and has not been reviewed. Please see the attached quote received from Solutions in Engineering for \$868.00.*

**14 Approval of Administration Fund Budget  
(Proposed Budget Attached)**

To consider the motion:

That the Administrative Fund budget of \$32,000.00 be determined and approved.

**15 Approval of Long Term Maintenance Fund Budget  
(Proposed Budget Attached)**

To consider the motion:

That the Long Term Maintenance Fund budget of 16,000.00 be determined and approved.

**16 Striking of Levies and Number of Levy Instalments**

To consider the motion: That the operating budget shall be raised according to utility and/or ownership interest in Annual instalment/s due for payment on the 1st of July 2023. The Body Corporate Manager shall issue invoices not less than 30 days prior to the due date for each instalment.

**17 Recovery of Body Corporate Levies, Penalty Interest Rates & Debt Administration Fees**

To consider the motion: That Auckland Property Management Ltd be authorised to recover any unpaid levies or other outstanding expense items owed to the Body Corporate, through the Tenancy Tribunal or otherwise, and to levy interest at the rate of 10% per annum as provided for in Section 128 of the Unit Titles Act 2010 on any monies outstanding. All costs, debt administration fees and expenses involved in the recovery shall be charged against the defaulting proprietor in full. A lawyer appointed by the Committee, shall act as duly appointed agents for the Body Corporate, where required, for debt collection.

***Auckland Property Managements levy collection process is as follows:***

*Owners will be notified by email to the email address recorded with Auckland Property Management of all levies and/or charges due. The same email address will be used for all notifications regarding the collection of money owed to the Body Corporate unless a request is made otherwise. If an owner does not have an email address, all correspondence will be posted to the postal address recorded with APM. It is the responsibility of the owner to ensure that APM is notified of any change to either email or postal addresses.*

*Levies are typically raised within 14 days of the Annual General Meeting unless otherwise instructed by the Chairperson of the body corporate. Our standard collection process for unpaid levies is detailed below:*

- *30 days prior to levies being due, a levy notice is sent to advise owners of the levy instalment due. The due date for the first instalment can be sooner by resolution at the AGM.*
- **Stage 1 debt recovery.** *10 days after the due date of the levy instalment, a reminder is sent that the levy instalment is past due. Interest at the rate of 10% per annum accrues from the due date.*
- **Stage 2 debt recovery.** *40 days after the due date of the levy instalment, if payment is still outstanding, a final notice is sent to the registered owner. A debt administration fee of \$75.00 + GST is charged to the unit.*
- **Stage 3 debt recovery.** *70 days after the due date of the levy instalment, APM will attempt to contact the owner by an alternative contact method. If contacting the owner is unsuccessful and/or payment is not forthcoming, a notice to commence legal action is served, notifying the owner that their file will be referred to our legal department for further action should payment not be received within seven days. A debt administration fee of \$150.00 + GST will be charged to the unit. Any legal costs incurred are payable by the registered owner.*

*The above process is to be used as a guide only and is subject to change depending upon individual requirements of the Body Corporate.*

*Subject to acceptance by the Body Corporate committee, the owner may request to pay the levy by instalments at an agreed payment plan. This will include interest at the rate of 10% per annum for any period where there are monies outstanding. Failure to meet obligations to the agreed payment plan will result in the debt recovery process commencing.*

## **18 General Business**

Owners may wish to discuss items of a general nature.

### Body Corporate Website:

At Auckland Property Management we try and be environmentally friendly so have put all your important documents relating to your body corporate online please visit <https://bodycorp.aucklandproperty.net/> to view these at any time. If you have forgotten your login details please contact your manager Toni Heath directly on the following email [toni@apm.kiwi](mailto:toni@apm.kiwi) and they will assist.

Toni Heath  
Body Corporate Manager

**Form 11**  
**Proxy Appointment Form**  
**Section 102(3), Unit Titles Act 2010**

To the Owner  
Unit Plan: 324296  
Body Corporate Number: 324296

**Proxy appointment**

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Principal Unit: \_\_\_\_\_

As 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 Friday 23 June 2023.

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

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

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

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 (as 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.

Return by post to [Spartik House, Level 2, 6-8 Edward Wayte Place, Grafton, Auckland 1023](#) or scan and email to [toni@apm.kiwi](mailto:toni@apm.kiwi) by commencement of the meeting.

**Form 12**  
**Postal voting form**  
**Section 103, Unit Titles Act 2010**

To the Owner  
Unit Plan: 324296  
Body Corporate Number: 324296

**Instructions**

You are entitled to vote for the Body Corporate meeting to be held on Friday 23 June 2023 via Zoom Video Conferencing by casting a postal vote. The motions to be decided at the meeting are summarised below and more particularly set out in the notice of the meeting.

If you intend to cast a postal vote, you must indicate your vote below and return the form to The Body Corporate Manager by post to [Spartik House, Level 2, 6-8 Edward Wayte Place, Grafton, Auckland 1023](#) or scan and email to [toni@apm.kiwi](mailto:toni@apm.kiwi) so that it is received by **5pm, Thursday 22 June 2023**.

**Postal Vote**

Owner Name: \_\_\_\_\_

Principal Unit: \_\_\_\_\_

As 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 meeting of the Body Corporate to be held on the Friday 23 June 2023 via Zoom Video Conferencing.

**Motions- as listed in the Agenda**

**Appointment of Chairperson of the meeting**

**Motion by Ordinary Resolution (Circle One)**

That Toni Heath be elected chairperson of the meeting.

Voting:            Yes                      No                      Abstain

**Proxies and Voting Papers**

**Motion by Ordinary Resolution (Circle One)**

That the proxies and voting papers be received.

Voting:            Yes                      No                      Abstain

**Confirm Minutes of Previous Annual General Meeting**

**Motion by Ordinary Resolution (Circle One)**

That the Minutes of the last general meeting, held 24/05/2023, be confirmed as a true and accurate record of that meeting.

Voting:            Yes                      No                      Abstain

## **Election of Chairperson of the Body Corporate**

### **Motion by Ordinary Resolution (Circle One)**

That a nominee be elected Chairperson of the Body Corporate in accordance with Section (10)1 of the Regulations.

*No nominations have been received. Nominations will be taken at the meeting. The Body Corporate must have a Body Corporate Chairperson.*

Voting:            Yes                      No                      Abstain

## **Committee Number and Quorum**

### **Motion by Ordinary Resolution (Circle One)**

That until otherwise resolved by the Body Corporate in terms of the Unit Titles Act 2010, the Committee shall comprise of up to twenty (20) members. The Committee shall meet and conduct business in accordance with the requirements of the Unit Titles Act 2010 and the Unit Titles Regulations 2011 not less than one time in each year. The quorum necessary for the transaction of the business of the Committee shall be two (2).

Voting:            Yes                      No                      Abstain

## **Election of Committee**

### **Motion by Ordinary Resolution (Circle One)**

That one owner from every unit be elected to the Committee.

Voting:            Yes                      No                      Abstain

## **General Delegation of Powers and Duties**

### **Motion by Ordinary Resolution (Circle One)**

7(a) That the Body Corporate shall indemnify the Committee and the Chairperson, for any liability incurred by either, of them in respect of any matter undertaken in good faith by them in exercise of their delegated powers for the Body Corporate, in terms of the Unit Titles 2010 ("the Act). Without limitation to the above, the Body Corporate shall indemnify the Chairperson and/or the Committee for any liability incurred in respect of any certificate given in good faith under Section 147(3) (b) of the Act.

Voting:            Yes                      No                      Abstain

### **Motion by Special Resolution (Circle One)**

7(b) That the duties of the Body Corporate Chairperson as set out in Regulation (11)1, sub-paragraphs (a) to (m) inclusive of the Unit Titles Regulations 2011 be delegated to the Committee.

Voting:            Yes                      No                      Abstain

### **Motion by Special Resolution (Circle One)**

7(c) That in accordance with the provisions of Section 108(1) of the Unit Titles Act 2010, all the powers and duties of the Body Corporate be delegated to the Body Corporate Committee, save those powers reserved to the Body Corporate by Section 108(2).

Voting:            Yes                      No                      Abstain

## **Re-Appointment of Body Corporate Manager**

### **Motion by Ordinary Resolution (Circle One)**

That the Body Corporate re-appoint Auckland Property Management Ltd as Manager for the following year to carry out the duties delegated to the Committee in terms of Section 108(2) of the Unit Titles Act and Regulation 11(1) of the Unit Title Regulations 2011.

Voting:            Yes                      No                      Abstain

## **Insurance Discussion**

### **Motion by Ordinary Resolution (Circle One)**

9(a) That the renewed insurance policies for the period 02/05/22 - 02/05/23 be confirmed.

Voting:            Yes                      No                      Abstain

### **Motion by Ordinary Resolution (Circle One)**

9(b) That the Committee of the Body Corporate or the Body Corporate Manager be authorised to obtain quotations and renew the insurance policies for the coming year. The Body Corporate shall consider the need for insurance cover for:

- (i)        The building and other site improvements;
- (ii)       Loss of rents;
- (iii)       General Liability;
- (iv)       Statutory Liability; and
- (v)       Association Liability/ Office bearers cover

Voting:            Yes                      No                      Abstain

## **Approval of Financial Statements**

### **Motion by Ordinary Resolution (Circle One)**

That the Financial Statements prepared by the Body Corporate as a non-reporting entity, which include the Statements of Income and Expenditure and Assets and Liabilities for the year ended 31/03/2022 be approved.

Voting:            Yes                      No                      Abstain

## **Audit of Accounts for ensuing Financial Year**

### **Motion by Special Resolution (Circle One)**

That in accordance with Section 132(8) of the unit Titles Act 2010, no audit, review or verification is required on the financial statements for the previous financial year.

Voting:            Yes                      No                      Abstain

*Managers Note: If the above motion is not resolved then the Body Corporate will undertake an audit, review or verification of the financial statements for the previous financial year. A nominal figure will be added to the budget and the auditor will be appointed by the Committee.*

Auckland Property Management adopts the Best Practice model in relation to Financial Management:

- i)            Auckland Property Management Ltd advises that as part of our internal controls and procedures, all transactions are made through the Trust account of the Manager and are subject to a quarterly audit.
- ii)           Auckland Property Management Ltd is a strong advocate of Industry Best Practice and promotes good governance principles in relation to financial management and reporting. As such we recommend that all managed Unit Plans undertake an annual audit of their Financial Statements by a qualified independent auditor.

Voting:            Yes                      No                      Abstain

## **Long Term Maintenance Discussion**

### **Motion by Ordinary Resolution (Circle One)**

That the Committee formally review the Long Term Maintenance Plan, in accordance with the requirements of Section 116 (1) of the Unit Titles Act 2010.

Voting:            Yes                      No                      Abstain

**Health & Safety Report****Motion by Ordinary Resolution (Circle One)**

That the Body Corporate Committee commission a professional review of the Health and Safety report to ensure that the body corporate is in compliance with the requirements of the Health and Safety at Work Act 2015 and any related Regulations.

Voting:            Yes                      No                      Abstain

**Approval of Administration Fund Budget****Motion by Ordinary Resolution (Circle One)**

That the Administrative Fund budget of \$32,000.00 be determined and approved.

Voting:            Yes                      No                      Abstain

**Approval of Long Term Administration Fund Budget****Motion by Ordinary Resolution (Circle One)**

That the Long Term Maintenance Fund budget of \$16,000.00 be determined and approved.

Voting:            Yes                      No                      Abstain

**Striking of Levies****Motion by Ordinary Resolution (Circle One)**

That the operating budget shall be raised according to ownership and/or utility interest in Annual instalment/s due for payment on the 1st of July 2023. The Body Corporate Manager shall issue invoices for the instalment/s not less than 30 days prior to the due date for each instalment.

Voting:            Yes                      No                      Abstain

**Discussion of Recovery of Body Corporate Levies, Penalty Interest Rate & Debt Administration Fees****Motion by Ordinary Resolution (Circle One)**

That Auckland Property Management Ltd be authorised to recover any unpaid levies or other outstanding expense items owed to the Body Corporate, through the Tenancy Tribunal or otherwise, and levy interest at the rate of 10% per annum as provided for in Section 128 of the Unit Titles Act 2010 on any monies outstanding. All costs, debt administration fees and expenses involved in the recovery shall be charged against the defaulting proprietor in full. A lawyer appointed by the Committee, shall act as duly appointed agents for the Body Corporate where required for debt collection.

Voting:            Yes                      No                      Abstain

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: \_\_\_\_\_



## Notes

- 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 any Body Corporate levies, or other amounts that are payable in respect of your unit, are outstanding.
- 3 If a poll is requested, your ownership interested 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.





## NOTICE OF AN ANNUAL GENERAL MEETING

### BODY CORPORATE 324296 34-36 Growers Lane, Mangere Auckland 2024

In accordance with Regulation 6 of the Unit Titles Regulations 2011, we hereby give notice that the Annual General Meeting for your Body Corporate will be held as detailed below:

**Venue:** apm, Spartik House, Level 2,  
6-8 Edward Wayte Place, Grafton and via Zoom link  
**Date:** Wednesday, 19 June 2024  
**Time:** 01:00 PM

#### Join Zoom Meeting

<https://aucklandproperty.zoom.us/j/84363392319?pwd=dk1HcmhJcXVRaUVHai9JQjBBTG9XZz09>

Meeting ID: 843 6339 2319

Passcode: 071045

**Health & Safety Note:** Please note APM's new address above. As the office is now positioned on Level 2, in the event of an evacuation the lift will be unavailable. If you require assistance in the event of an evacuation please advise the Manager below before commencement of the meeting.

#### Agenda:

- 1 Appointment of Chairperson for Meeting**  
To consider the motion (by ordinary resolution):  
That Toni Heath be elected Chairperson of the meeting.
- 2 Proxies and Voting Papers**  
To consider the motion (by ordinary resolution):  
That the proxies and voting forms be received.
- 3 Conflicts Register**  
(Attached) - No motion.
- 4 Confirm Minutes of Previous Annual General Meeting**  
To consider the motion (by ordinary resolution):  
That the minutes of the last meeting, held 30/06/2023, be confirmed as a true and accurate record of that meeting.
- 5 Committee Annual Report**  
In accordance with the Unit Titles Regulations 2011, Regulations 28(1) and 28(3), a verbal annual Committee Report will be made at the meeting.  
  
To consider the motion (by ordinary resolution):  
That the verbal annual Committee Report is approved.
- 6 Election of Chairperson of Body Corporate**  
To consider the motion (by ordinary resolution):  
That one of the following nominees be elected as Chairperson of the Body Corporate in accordance with Regulation (10)1 of the Unit Titles Regulations 2011.

The nominations received for Chairperson were as follows:

[Nominations will be taken from the floor on the day of the AGM](#)

*Managers Note:*

*Under section 112A(1) UTA, the appointed Chairperson of the Body Corporate will automatically be given a position on the Committee. In addition, they will automatically be the Committee Chair, unless the Body Corporate resolves by ordinary resolution under section 112A(2) UTA not to take that approach.*

*OR... if it is not likely that any owner will step up to the Chairperson role*

To consider the motion (by ordinary resolution):

As there has not been an owner nominated for the role of the Chairperson this year, the BC Manager will work in with the Committee to assist. An additional fee for this service is included in the General Budget as it is considered additional to the standard Administration fee charged.

As it is a requirement under the Unit Titles Act to have a Chairperson appointed, a change to the standard motion under "General Delegation of Powers and Duties" has been made to reflect. If an owner wishes to consider standing for the role during the financial year, they are requested to make contact with the BC Manager to discuss further.

## **7 Committee Number & Quorum**

To consider the motion (by ordinary resolution):

That until otherwise resolved by the Body Corporate in terms of the Unit Titles Act 2010, the Committee shall comprise of an owner's representative from each unit. The Committee shall meet and conduct business in accordance with the requirements of the Unit Titles Act 2010 and the Unit Titles Regulations 2011 not less than one time in each year. The quorum necessary for the transaction of the business of the Committee shall be three (3).

## **8 Election of Committee**

To consider the motion (by ordinary resolution):

That the committee shall comprise of an owner's representative from each unit.

*Managers Notes:*

*If a Body Corporate Chairperson has been successfully appointed under motion 5, they are automatically appointed as a member of the Committee.*

*As per UTA Section 114A, all Committee members must comply with the Committee Code of Conduct in Schedule 1A of the Unit Titles Regulations 2011. As per UTA Section 114C, a Committee member who has a financial interest in a matter, must also disclose details of the nature and extent of the interest to the Committee and this must be recorded in a register held by the Committee. (See Appendix A). What constitutes a "financial interest" that must be disclosed is set out in sections 114C to 114E of the UTA.*

## **9 General Delegation of Powers and Duties**

(a) To consider the motion (by ordinary resolution):

That the Body Corporate shall indemnify the Committee and the Chairperson, for any liability incurred by either, in respect of any matter undertaken in good faith by them in exercise of their delegated powers for the Body Corporate, in terms of the Unit Titles Act 2010 ("the Act"). Without limitation to the above, the Body Corporate shall indemnify the Chairperson and/or the Committee for any liability incurred in respect of any certificate given in good faith under Section 147(3) (b) of the Unit Titles Act.

*OR.... if you are unlikely to have a Chairperson elected and have used the additional motion under Election of Chairperson, please use the below alternative motion for (a).*

(a) To consider the motion (by ordinary resolution):

That the Body Corporate shall indemnify the Committee for any liability incurred by either, in respect of any matter undertaken in good faith by them in exercise of their delegated powers for the Body Corporate, in terms of the Unit Titles Act 2010 ("the Act"). Without limitation to the above, the Body Corporate shall indemnify the Chairperson and/or the Committee for any liability incurred in respect of any certificate given in good faith under Section 147(3) (b) of the Unit Titles Act.

(b) To consider the motion (by special resolution):

That the duties of the Body Corporate Chairperson as set out in Regulation (11)1, sub-paragraphs (a) to (m) inclusive of the Unit Titles Regulations 2011 be delegated to the Committee.

(c) To consider the motion (by special resolution):

That, in accordance with the provisions of Section 108(1) of the Unit Titles Act 2010, all the powers and duties of the Body Corporate be delegated to the Body Corporate Committee, save those powers reserved to the Body Corporate by Section 108(2).

#### **10 Re-Appointment of Body Corporate Manager**

To consider the motion (by ordinary resolution):

That the Body Corporate re-appoint Auckland Property Management Ltd as Manager for the following year to carry out the duties delegated to the Committee in terms of Section 108(2) of the Unit Titles Act 2010 and Regulation 11(1) of the Unit Titles Regulations 2011.

#### **11 Insurance Discussion**

(a) To consider the motion (by ordinary resolution):

That the renewed insurance policies for the period 02/05/2024 to 01/05/2025 be confirmed.

(b) To consider the motion (by ordinary resolution):

That the Body Corporate authorises the Committee (under its already delegated powers), or the Body Corporate Manager be authorised to obtain quotations and renew the insurance policies for the coming year. The Body Corporate shall consider the need for insurance cover for:

- (i) The building and other site improvements;
- (ii) Loss of rents; Alternative Accommodation
- (iii) General Liability;
- (iv) Statutory Liability; and
- (v) Association Liability/ Office Bearers' cover

*Managers Note:*

*Owners are asked to ensure they are familiar with the cover in place and the terms of this cover. These details can be found on <https://bodycorp.aucklandproperty.net/> under the insurance folder, including a claim form.*

#### **12 Approval of Financial Statements**

To consider the motion (by ordinary resolution):

That the Financial Statements prepared by the Body Corporate as a non-reporting entity, which include the Statements of Income and Expenditure and Assets and Liabilities for the year ended 31/03/2024, be approved.

#### **13 Appointment of Auditor - If Required**

To consider the motion (by special resolution):

That in accordance with Section 132(8) of the Unit Titles Act 2010, no audit, review or verification is required on the financial statements for the previous financial year.

*Managers note:*

*If the above motion fails, then the Committee will arrange an audit of the financial statements for the previous financial year as per Section 132 of the Unit Titles Act and an agreed figure for the audit will be added to the Administrative Fund budget.*

*Auckland Property Management adopts the Best Practice model in relation to Financial Management:*

- i) *Auckland Property Management Ltd advises that as part of our internal controls and procedures, all transactions are made through the Trust account of the Manager and are subject to a quarterly audit.*
- ii) *Auckland Property Management Ltd is a strong advocate of Industry Best Practice and promotes good governance principles in relation to financial management and reporting.*

- 14 Discussion of Long Term Maintenance Plan**  
To consider the motion (by ordinary resolution):  
That the Committee shall review the Long Term Maintenance Plan in accordance with the requirements of Section 116 (1) of the Unit Titles Act 2010.
- 15 Health & Safety**  
**Health & Safety Report**  
To consider the motion (by ordinary resolution):  
That the Body Corporate monitors, reviews and updates the Hazard Register on file to ensure any hazards identified are removed or minimized and that any new hazards that may have occurred during the year are noted and attended to.
- Managers Note:*  
*All owners are required under the Act to ensure they have read and understand the Health & Safety report and have supplied a copy to any tenants, visitors or contractors to ensure they are aware of any hazards onsite.*
- Asbestos**  
To consider the motion (by ordinary resolution):  
That the Body Corporate refer to the Asbestos Management Plan on file when engaging contractors to undertake works on common property.
- Managers Note:*  
*Owners who may be conducting repairs, remedial works and/or renovations within their principal units are encouraged to discuss with their contractors the possibility of asbestos being present. If asbestos is discovered, the owner must report this immediately to the Committee and await their approval to proceed with the works, which approval would be conditional upon ensuring that an appropriate professional contractor is engaged to handle the removal/management of the asbestos in line with all legal requirements.*
- 16 Approval of Administration Fund Budget**  
**(Proposed Budget Attached)**  
To consider the motion (by ordinary resolution):  
That the Administrative Fund budget of \$33,500.00 be determined and approved and any levies raised are held in the Operating Fund.
- 17 Approval of Long Term Maintenance Fund Budget**  
**(Proposed Budget Attached)**  
To consider the motion (by ordinary resolution):  
That the Long Term Maintenance Fund budget of \$17,000.00 be determined and approved and any levies raised are held in the Long Term Maintenance Fund.
- 18 Striking of Levies and Number of Levy Instalments**  
To consider the motion (by ordinary resolution):  
That the operating budget (comprising the Administrative Fund budget and the Long Term Maintenance Fund budget) shall be raised according to utility and/or ownership interest in Annual instalment due for payment on the 1st of August 2024. The Body Corporate Manager shall issue invoices not less than 20 days prior to the due date for each instalment.
- 19 Recovery of Body Corporate Levies, Penalty Interest Rates & Debt Administration Fees**  
To consider the motion (by ordinary resolution):  
That Auckland Property Management Ltd be authorised to recover any unpaid levies or other outstanding expense items owed to the Body Corporate, through the Tenancy Tribunal or otherwise, and to levy interest at the rate of 10% per annum as provided for in Section 128 of the Unit Titles Act 2010 on any monies outstanding. All costs, debt administration fees and expenses involved in the recovery shall be charged against the defaulting proprietor in full. A lawyer appointed by the Committee, shall act as duly appointed agents for the Body Corporate, where required, for debt

collection.

**Auckland Property Managements levy collection process is as follows:**

Owners will be notified by email to the email address recorded with Auckland Property Management of all levies and/or charges due. The same email address will be used for all notifications regarding the collection of money owed to the Body Corporate unless a request is made otherwise. If an owner does not have an email address, all correspondence will be posted to the postal address recorded with APM. It is the responsibility of the owner to ensure that APM is notified of any change to either email or postal addresses.

Levies are typically raised within 14 days of the Annual General Meeting unless otherwise instructed by the Chairperson of the Body Corporate. Our standard collection process for unpaid levies is detailed below:

- 20 days prior to levies being due, a levy notice is sent to advise owners of the levy instalment due. The due date for the first instalment can be sooner by resolution at the AGM.
- **Stage 1 debt recovery.** 10 days after the due date of the levy instalment, a reminder is sent that the levy instalment is past due. Interest at the rate of 10% per annum accrues from the due date.
- **Stage 2 debt recovery.** 40 days after the due date of the levy instalment, if payment is still outstanding, a final notice is sent to the registered owner. A debt administration fee of \$110.00 + GST is charged to the unit.
- **Stage 3 debt recovery.** 70 days after the due date of the levy instalment, APM will attempt to contact the owner by an alternative contact method. If contacting the owner is unsuccessful and/or payment is not forthcoming, a notice to commence legal action is served, notifying the owner that their file will be referred to our legal department for further action should payment not be received within seven days. A debt administration fee of \$220.00 + GST will be charged to the unit. Any legal costs incurred are payable by the registered owner.

The above process is to be used as a guide only and is subject to change depending upon individual requirements of the Body Corporate.

Subject to acceptance by the Body Corporate committee, the owner may request to pay the levy by instalments at an agreed payment plan. This will include interest at the rate of 10% per annum for any period where there are monies outstanding. Failure to meet obligations to the agreed payment plan will result in the debt recovery process commencing.

20

**General Business**

Owners may wish to discuss items of a general nature.

Body Corporate Website:

At Auckland Property Management we try and be environmentally friendly so have put all your important documents relating to your body corporate online please visit <https://bodycorp.apm.kiwi/> to view these at any time. If you have forgotten your login details please contact your manager Toni Heath directly on the following email [Toni@apm.kiwi](mailto:Toni@apm.kiwi) and they will assist.

Toni Heath  
Body Corporate Manager

**Form 11**  
**Proxy Appointment Form**  
**Section 102(3), Unit Titles Act 2010**

To the Owner  
Unit Plan: 324296  
Body Corporate Number: 324296

**Proxy appointment**

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Principal Unit: \_\_\_\_\_

As an eligible voter within the meaning of Section 96(1) of the Unit Titles Act 2010, I/we appoint:

Full name: \_\_\_\_\_

as my/our proxy for the purposes of the general meeting of the Body Corporate to be held on Wednesday, 19 June 2024.

**\*\* Please note that the unit owner can complete the table below for their proxy to vote accordingly or it can be left blank for the proxy to vote autonomously.**

Motion #	Motion Description	Resolution Type (Ordinary; Special; Designated)	Voting (Tick one only)					
1	Appointment of Chairperson for Meeting	Ordinary	Yes		No		Abstain	
2	Proxies and Voting Papers	Ordinary	Yes		No		Abstain	
3	Conflicts Register	No Motion	Yes	XX	No	XX	Abstain	XX
4	Confirm Minutes of Previous AGM	Ordinary	Yes		No		Abstain	
5	Committee Annual Report	Ordinary	Yes		No		Abstain	
6	Election of Chairperson of BC	Ordinary	Yes		No		Abstain	
6 (a)	Appointment of Committee Chairperson	Ordinary	Yes		No		Abstain	
7	Committee Number and Quorum	Ordinary	Yes		No		Abstain	
8	Election of Committee	Ordinary	Yes		No		Abstain	
9 (a)	General Delegation of Powers	Ordinary	Yes		No		Abstain	
9 (b)	General Delegation of Powers	Special	Yes		No		Abstain	
9 (c)	General Delegation of Powers	Special	Yes		No		Abstain	
10	Re-appointment of BC Manager	Ordinary	Yes		No		Abstain	
11 (a)	Insurance Discussion	Ordinary	Yes		No		Abstain	
11 (b)	Insurance Discussion	Ordinary	Yes		No		Abstain	
12	Approval of Financial Statements	Ordinary	Yes		No		Abstain	
13	Appointment of Auditor	Special	Yes		No		Abstain	
14	Discussion of Long Term Maintenance Plan	Ordinary	Yes		No		Abstain	
15	Health & Safety Report	Ordinary	Yes		No		Abstain	
15	Asbestos Report	Ordinary	Yes		No		Abstain	
16	Approval of Administration Fund Budget	Ordinary	Yes		No		Abstain	
17	Approval of Long Term Maintenance Fund Budget	Ordinary	Yes		No		Abstain	
18	Striking of Levies and Number of Levy Instalments	Ordinary	Yes		No		Abstain	



19	Recovery of BC Levies	Ordinary	Yes		No		Abstain	
20	General Business	No Motion	Yes	XX	No	XX	Abstain	XX

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

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

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

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 is owned by a Company or a Trust, all Directors (or the nominated Representative) and Trustees must sign the form.
- 5 If the unit is owned by more than 1 person and only one owner is attending the meeting, the owner attending the meeting needs to be appointed as proxy by all other owners of that unit.

Proxy Appointment Form to be received by commencement of meeting.

Email to: Toni@apm.kiwi

Post to: Auckland Property Management Ltd,  
Spartik House, Level 2, 6-8 Edward Wayte Place,

Grafton, Auckland

1023

**Form 12**  
**Postal Voting Form**  
**Section 103, Unit Titles Act 2010**

To the Owner  
Unit Plan: 324296  
Body Corporate Number: 324296

**Instructions**

You are entitled to vote for the Body Corporate meeting to be held on Wednesday, 19 June 2024 at apm, Spartik House, Level 2, 6-8 Edward Wayte Place, Grafton and via Zoom link by casting a postal vote. The motions to be decided at the meeting are summarised below and more particularly set out in the notice of the meeting.

If you intend to cast a postal vote, you must indicate your vote below and return the form by post to: Auckland Property Management Ltd, Spartik House, Level 2, 6-8 Edward Wayte Place, Grafton, Auckland 1023 or scan and email to Toni@apm.kiwi so that it is received by 17th June 2024

**Postal Vote**

Owner Name: \_\_\_\_\_

Principal Unit: \_\_\_\_\_

As 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 meeting of the Body Corporate to be held on the Wednesday, 19 June 2024 at apm, Spartik House, Level 2, 6-8 Edward Wayte Place, Grafton and via Zoom link.

**Motions- as listed in the Agenda**

Motion #	Motion Description	Resolution Type (Ordinary; Special; Designated)	Voting (Tick one only)					
1	Appointment of Chairperson for Meeting	Ordinary	Yes		No		Abstain	
2	Proxies and Voting Papers	Ordinary	Yes		No		Abstain	
3	Conflicts Register	No Motion	Yes	XX	No	XX	Abstain	XX
4	Confirm Minutes of Previous AGM	Ordinary	Yes		No		Abstain	
5	Committee Annual Report	Ordinary	Yes		No		Abstain	
6	Election of Chairperson of BC	Ordinary	Yes		No		Abstain	
6 (a)	Appointment of Committee Chairperson	Ordinary	Yes		No		Abstain	
7	Committee Number and Quorum	Ordinary	Yes		No		Abstain	
8	Election of Committee	Ordinary	Yes		No		Abstain	
9 (a)	General Delegation of Powers	Ordinary	Yes		No		Abstain	
9 (b)	General Delegation of Powers	Special	Yes		No		Abstain	
9 (c)	General Delegation of Powers	Special	Yes		No		Abstain	
10	Re-appointment of BC Manager	Ordinary	Yes		No		Abstain	
11 (a)	Insurance Discussion	Ordinary	Yes		No		Abstain	
11 (b)	Insurance Discussion	Ordinary	Yes		No		Abstain	
12	Approval of Financial Statements	Ordinary	Yes		No		Abstain	
13	Appointment of Auditor	Special	Yes		No		Abstain	
14	Discussion of Long Term Maintenance Plan	Ordinary	Yes		No		Abstain	
15	Health & Safety Report	Ordinary	Yes		No		Abstain	
15	Asbestos Report	Ordinary	Yes		No		Abstain	
16	Approval of Administration Fund	Ordinary	Yes		No		Abstain	

	Budget							
17	Approval of Long Term Maintenance Fund Budget	Ordinary	Yes		No		Abstain	
18	Striking of Levies and Number of Levy Instalments	Ordinary	Yes		No		Abstain	
19	Recovery of BC Levies	Ordinary	Yes		No		Abstain	
20	General Business	No Motion	Yes	XX	No	XX	Abstain	XX

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

#### Notes

- 1 Your postal vote will not be counted if any Body Corporate levies, or other amounts that are payable in respect of your unit, are outstanding.
- 2 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 one (1) vote. You cannot request a poll via Postal Voting.
- 3 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.
- 4 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 one week later and your postal vote will be counted at that meeting.
- 5 If the unit is owned by a Company or a Trust, all Directors (or the nominated Representative) and Trustees must sign the form.
- 6 If the unit is owned by more than 1 person, every owner or his or her authorised representative must sign the Postal Voting form.

**From:** Trisha Shaik <trisha@apm.kiwi>  
**Sent on:** Tuesday, May 20, 2025 5:44:12 AM  
**To:**  
**CC:** Trisha Shaik <trisha@apm.kiwi>; Jessica Dellow <Jessica@apm.kiwi>  
**Subject:** FW: Annual General Meeting Notice - 34-36 Growers Lane - BC 324296 (Reconvened meeting Wednesday 28 May 2025)  
**Attachments:** Annual General Meeting\_Notice-34-36 Growers Lane - BC 324296.pdf (137.34 KB), Annual Financials 2025 - 34 Growers Lane.pdf (351.08 KB), BC324296 Committee Conflict of Interest Register.docx (26.96 KB), Proposed Budget 2025.pdf (47.75 KB), AGM Minutes 2024.pdf (87.22 KB), Safety Report - 32-36 Growers Lane.pdf (1.26 MB), Long-Term Maintenance Plan - 32-36 Growers Lane.pdf (1.17 MB)

Dear owners

A quorum was not present at the AGM today therefore pursuant to Regulation 13(2) of the Unit Titles Regulations the meeting has been reconvened to 5pm, next Wednesday, 28<sup>th</sup> May 2025 via MS teams only. The meeting will proceed no matter the number of attendees next week.

**Reconvened meeting details are:**

**Venue:** [Join the meeting now](#)  
Meeting ID: 452 782 028 344 6  
Passcode: HQ6Fu2UR

**Date:** Wednesday, 28<sup>th</sup> May 2025  
**Time:** 5.00pm

We look forward to seeing you on MS Teams next week.

Thanks.

Kind regards

**Trisha Shaik**  
**Body Corporate Manager**  
M: 021 894 546

**apm - Property Management**



**Residential  
Commercial  
Bodies Corporate  
Residents' Associations**

Spartik House, Level 2, 6-8 Edward Wayte Place, Grafton, Auckland 1023

**From:** Trisha Shaik <trisha@apm.kiwi>  
**Sent on:** Monday, May 5, 2025 3:51:58 AM  
**To:**  
**CC:** Trisha Shaik <trisha@apm.kiwi>  
**BCC:** juwon.m79@gmail.com; kfouhy@gmail.com; crg001@outlook.com; miyuki.strelitzia@gmail.com; pacific1703@gmail.com; BCInvoices@kaingaora.govt.nz; julius.yanez@kaingaora.govt.nz; traceysigley@gmail.com; imranbuksh@gmail.com; mikeanstis1952@gmail.com; maunganorth@gmail.com; kevjijiang@gmail.com; between.room.and.room@gmail.com; tejestorm@gmail.com; kevjijiang@gmail.com; hsimah@hotmail.com; kashilmaharaj@hotmail.com; ggounder@xtra.co.nz; serewis@xtra.co.nz; aakitchens@xtra.co.nz; kevjijiang@gmail.com; Jessica Dellow <Jessica@apm.kiwi>  
**Subject:** Annual General Meeting Notice - 34-36 Growers Lane - BC 324296  
**Attachments:** Annual General Meeting Notice-34-36 Growers Lane - BC 324296.pdf (137.34 KB), Annual Financials 2025 - 34 Growers Lane.pdf (351.08 KB), BC324296 Committee Conflict of Interest Register.docx (26.96 KB), Proposed Budget 2025.pdf (47.75 KB), AGM Minutes 2024.pdf (87.22 KB), Safety Report - 32-36 Growers Lane.pdf (1.26 MB), Long-Term Maintenance Plan - 32-36 Growers Lane.pdf (1.17 MB)

## NOTICE OF ANNUAL GENERAL MEETING

### Body Corporate 324296, 34-36 Growers Lane Mangere Auckland

Dear Owners,

Pursuant to section 6 of the Unit Titles Regulations 2011, and on behalf of the Chairperson of the Body Corporate, we hereby give notice that the Annual General Meeting for Body Corporate 324167, will be held both physically and virtually on:

**Venue:** apm, Spartik House, Level 2, 6-8 Edward Wayte Place, Grafton and via Teams

**Date:** Thursday, 20 May 2025

**Time:** 05:00 PM

**Join online:**

[Join the meeting now](#)

Meeting ID: 452 782 028 344 6

Passcode: HQ6Fu2UR

**Health & Safety Note:** Please note APM's new address above. As the office is now positioned on Level 2, in the event of an evacuation the lift will be unavailable. If you require assistance in the event of an evacuation please advise the Manager below before commencement of the meeting.

Please read the attached documents thoroughly (printed copies will not be provided at the meeting).