

**Minutes of the Annual General Meeting of Body Corporate 205899**

held on Wednesday, 14 May 2025 at 4:30pm held by way of a virtual site using Microsoft Teams

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**PRESENT:**

Unit A, B, C & D	Hock Hua Er (Mike)
Unit F	Brent Whale
Unit H	Len & Victoria Church
Unit I	Robyn Whitcombe
Annalise Xiao	(Crockers Body Corporate Management Limited)

(As recorded on the Attendance Register)

**APOLOGIES:**

Nil.

**PROXIES:**

Unit E	in favour of	Annalise Xiao
Unit A, B, C & D	in favour of	Hock Hua Er (Mike)

**POSTAL VOTES:**

Nil.

**QUORUM:**

The Body Corporate manager confirmed that the meeting was quorate as at least 25% of the principal units entitled to exercise a power of voting were represented.

**1. ELECTION OF MEETING CHAIRPERSON:**

**Resolved** by ordinary resolution **That** Annalise Xiao be elected Chairperson for the meeting.

*[B Whale / R Whitcombe Carried]*

**2. APOLOGIES, PROXIES AND POSTAL VOTES:**

**Resolved** by ordinary resolution **That** the apologies, proxies and postal votes be received.

*[B Whale / V Church Carried]*

*[H Er Abstain]*

### **3. CONFIRM MINUTES OF PREVIOUS GENERAL MEETING:**

**Motion Put** by ordinary resolution **That** the minutes of the meeting held on 21 May 2024 be accepted as a true and correct record of that meeting.

*[B Whale / R Whitcombe]*

**Amendment to the motion put** **That** the wording “21 May 2024” to “18 September 2024”.

*[B Whale / R Whitcombe]*

**Resolved** by ordinary resolution **that** the minutes of the meeting held on 18 September 2024 be accepted as true and correct record of that meeting.

*[B Whale / R Whitcombe* *Carried]*

### **4. CONFIRM THE FINANCIAL STATEMENTS:**

**Resolved** by ordinary resolution **That** the financial statements for the financial period ending 31 March 2025, as attached to the agenda, be accepted.

*[B Whale / V Church* *Carried]*

*[H Er* *Against]*

### **5. AUDIT:**

**Resolved** by special resolution **That** in accordance with the provisions of Section 132(8) of the Unit Titles Act 2010 the financial statements of the Body Corporate for the forth coming year are not audited or reviewed.

*[B Whale / R Whitcombe* *Carried]*

*[H Er* *Against]*

### **6. INSURANCE - OPTION 1:**

The vacancy of a unit and the nature of the activities carried out on site by commercial occupants of the property are material facts which must be disclosed to insurers. The list of the current occupants to the best of Crockers knowledge is set out as a Schedule to the insurance valuation (provided with meeting materials). Owners are asked to check that the list is accurate and to immediately advise Crockers of any changes in occupancy from that listed, including any period of the unit being vacant.

**Resolved** by ordinary resolution **That** cover be placed with ANDO via Gallagher Insurance NZ (managing broker), for the coming 12 months at a premium of \$19,246.00 inclusive of GST. The Body Corporate warrants that the list of building occupants and their activities set out in the valuation is accurate, as is the occupation status of the units, and undertakes to advise Crockers or Gallagher Insurance NZ should the occupancy or the use of the unit change (including a unit becoming vacant) during the year.

*[Failed]*

**Meeting notes:** *Prior to the meeting, the account manager obtained two additional quotes from BC's current insurer. Following the discussion, the owners agreed to place the cover with NZI through Rothbury (the managing broker) for the next 12 months, at a total premium of \$14,008.00 including GST.*

*To note mortgagee interests and for insurance certificates:  
E-mail: [ian.weatherley@rothbury.co.nz](mailto:ian.weatherley@rothbury.co.nz) Telephone: +64 9 914 9804*

## **7. INSURANCE - OPTION 2:**

**Resolved** by ordinary resolution **That** cover be placed with OMPL via Gallagher Insurance NZ (managing broker), for the coming 12 months at a premium of \$21,961.41 inclusive of GST. The Body Corporate warrants that the list of building occupants and their activities set out in the valuation is accurate, as is the occupation status of the units, and undertakes to advise Crockers or Gallagher Insurance NZ should the occupancy or the use of the unit change (including a unit becoming vacant) during the year.

*[Failed]*

## **8. ANNUAL REVIEW AND UPDATE OF HEALTH AND SAFETY REPORT AND HAZARD REGISTER:**

The Body Corporate has completed the Health and Safety Report and Hazard Register for the complex, which is held and available at any time on MyCommunity. The Body Corporate Committee will review the health and safety report, prioritise actions and update the Hazard Register accordingly. In addition, health and safety will be placed on the agenda for every meeting.

**Committee Note:** We encourage all owners to take the time to ensure they have reviewed the Body Corporate Hazard Register and advise any relevant parties of these hazards (e.g. guests, property managers, visitors or tenants) where necessary. We also remind everyone that as this is a living document, the Committee will continue to update it as required. It is the responsibility of everyone, including owners, tenants, visitors or contractors to be aware and assess the safety of the environment and report any concerns immediately to the Committee.

**Resolved** by ordinary resolution **That** the Body Corporate authorises the Committee to continually review, action as necessary and update the Hazard Register for the complex, based on risks identified and notified by any owner, resident or visitor, to ensure a safe environment for all.

*[B Whale / V Church*

*Carried]*

## **9. COMMON MAINTENANCE:**

At the meeting, Brent mentioned that some maintenance work will be carried out this year, including power washing the driveway and repairing the fence and carpark. The account manager will confirm with the committee which budget these costs should be allocated to once the invoices are received.

## **10. CONFIRM BUDGET:**

Prior to the meeting the Manager had circulated a draft budget totalling \$xxx including GST.

After discussion the following amendments were made to the circulated budget: The Insurance premium budget provision for \$21,961.41 is amended to \$14,010.00

The Consultant budget provision for \$69.00 is removed.

The Total budget provision for \$40,700.41 is amended to \$32,680.00.

**Resolved** by ordinary resolution **That:**

- i) The budget is fixed at \$32,680.00 including GST in accordance with the provision of Section 121 of the Unit Titles Act 2010, made up as follows: \$22,680.00 operating fund, \$8,000.00 ContingE-I fund and \$2,000.00 ContingAll fund. The budget shall be raised by Utility Interest in four (4) instalments due for payment in June 2025, August 2025, November 2025 and February 2026.
- ii) 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.

*[B Whale / V Church*

*Carried]*

*[H Er*

*Against]*

### **11. LEVY COLLECTION PROCEDURE:**

**Resolved** by ordinary resolution **That:**

- i) Pursuant to s128 (2) of the Unit Titles Act 2010 interest of 10% per annum will accrue and will be charged on any debt unpaid after the due date until the date of payment.
- ii) Crockers is authorised and instructed to recover unpaid levies or other unpaid debts owed by a unit owner, together with interest and reasonable costs of collection, using the Crockers collection procedures, (as posted at [www.crockers.co.nz/body-corporate/levies-collection-payment](http://www.crockers.co.nz/body-corporate/levies-collection-payment)) where the debt has been outstanding for more than 14 days.
- iii) The Body Corporate instructs Crockers, or solicitors of its choice, to make an application to the appropriate decision maker to recover any unpaid debt owed by a unit owner, where need be.

*[B Whale / V Church*

*Carried]*

### **12. ELECTION OF CHAIRPERSON OF THE BODY CORPORATE:**

The meeting was advised that Regulation 10 of the Unit Titles Regulations 2011 required that the body corporate elect a Chairperson of the Body Corporate. The Chairperson's role is set out in Regulation 11 of the Unit Titles Regulations and would be closely supported by Crockers in a subservient capacity.

**Resolved** by ordinary resolution **That** Len Church be appointed Chairperson of the Body Corporate.

*[B Whale / R Whitcombe*

*Carried]*

*[H Er*

*Against]*

### **13. COMMITTEE NUMBER and QUORUM:**

**Resolved** by ordinary resolution **That** the Committee is to comprise of three (3) elected members and the total number of members required to constitute a quorum is no fewer than two (2) members.

*[B Whale / R Whitcombe*

*Carried]*

*[H Er*

*Against]*

### **14. ELECTION OF COMMITTEE MEMBERS:**

The body corporate manager advised owners that the role of the committee was to carry out (with the assistance of the body corporate manager) the duties of the body corporate between general meetings and thanked the outgoing committee members for their contribution throughout the year.

**Resolved** by ordinary resolution **That** together with the appointed Body Corporate Chairperson (if any), the following members be declared elected to the committee in accordance with the provisions of Section 112 of the Unit Titles Act 2010 and Regulations 22 and 24 in the Unit Titles Regulations 2011 for the forthcoming year:

Brent Whale Unit F (202B)

Len Church Unit H (202D)

Robyn Whitcombe Unit I (202E)

*[B Whale / R Whitcombe*

*Carried]*

*[H Er*

*Against]*

**Manager's Note:** If a Chairperson of the Body Corporate has been appointed, that person is automatically granted one of the Committee positions. If the successfully elected Body Corporate Chairperson is named as a Committee nominee above, their name will be removed at the meeting to reflect that they are automatically granted a place on the Committee. All appointed Committee members must comply with the Committee Code of Conduct and the Committee Conflict of Interest regime in the UTA.

#### **15. DELEGATION OF BODY CORPORATE CHAIRPERSON DUTIES:**

**Resolved** by special resolution **That** in accordance with the provisions of section 108(1) of the Unit Titles Act 2010 and regulation 11(2) of the Unit Titles Regulations 2011 the duties of the Body Corporate Chairperson as set out in regulation 11(1), sub-paragraphs (a) to (m) included in the Unit Titles Regulations are delegated to the Committee, effective until the next Annual General Meeting.

*[B Whale / R Whitcombe*

*Carried]*

#### **16. DELEGATION OF BODY CORPORATE POWERS AND DUTIES:**

**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 are delegated to the Body Corporate Committee, except for the powers and duties set out in section 108(2) of the Unit Titles Act 2010 with effect until the next Annual General Meeting. The Body Corporate Committee shall report on the delegation to the Body Corporate at the next Annual General Meeting.

*[H Er/ R Whitcombe*

*Carried]*

#### **17. INLAND REVENUE TAX AGENT AUTHORITY:**

**Resolved** by ordinary resolution **That** the Body Corporate appoints Crockers (tax agent) to act on our behalf for all tax types for the coming year. Authority is given to obtain information from Inland Revenue and other financial institutions to enable our tax returns to be completed. This includes obtaining information via online services available on the Inland Revenue's website. The Body Corporate recognises that Crockers role is to lodge their tax returns rather than provide individual tax advice relating to the specific handling of one-off amounts that may arise from time to time. In this instance the Body Corporate will arrange their own independent tax advice as to how the return should be handled by Crockers.

*[H Er/ V Church*

*Carried]*

#### **18. GENERAL BUSINESS:**

- **Deck repair:** Prior to the meeting, the owners of Unit E, Maureen Mayo asked the account manager to request that the maintenance plan include both their front and rear decks. The Long Term Maintenance Plan is due for review in 2026, and the owners will consider this request during that review.
- **Noise Concern:** Prior to the meeting, the owner of Unit G, Nikola, asked the account manager to discuss with the group the issue of noise, specifically referencing the rule: "An owner or occupant of a unit must not create noise likely to interfere with the use or enjoyment of the unit title development by other owners or occupants." The account manager advised owners to collect any necessary evidence (e.g. videos or photos) if issues arise and will assist in reminding the relevant parties as needed.

There being no further business, the meeting closed at 5:28 pm.

For and on behalf of  
Croakers Body Corporate Management Limited  
Manager for Body Corporate 205899

*Annalise*

**Annalise Xiao**  
Account Manager

DDI 09 870 9272

Email [neil@croakers.co.nz](mailto:neil@croakers.co.nz)

Web [www.croakers.co.nz](http://www.croakers.co.nz)