+64 9 523 3161
info@prop101.co.nz
PO Box 11355, Ellerslie, Auckland 1542

property 101

Minutes for Annual General Meeting under the Unit Titles Act 2010

Body Corporate 542907 – Space 1
82 Jellicoe Road, Panmure

Held on Monday, 25 July 2022 at 6:10 pm
At the Auckland Netball Centre, Kokkino Café, 7 Allison Ferguson Drive, St Johns and via Zoom.

PRESENT:

In Person:

Unit 108 & 5P	Christopher Carter	Unit 206	Mona & Gareth Miller
Unit 207	Jonathan Gooper	Unit 205	Yan Lin
Unit 301	Emma Bell	Unit 403 & 4P	Iri Broughton
Unit 404	Prasan Chandrananda	Unit 405	Vicky Feng
Unit 407 & 3P	David McCauley	Unit 506	Raewyn & George Ashby

Via Audiovisual:

Unit G06	Mailyn de Jesus (also Postal Vote)	Unit 106	Oreen Almeida
Unit 202	Sarah and Sam Dobson	Unit 203	Ranga Silva & Ruvinika Jayasundera
Unit 304	Chris Wang	Unit 308	Danidu Wijekoon
Unit 505	Anna Boggiss		

APOLOGIES:

Unit G04	Nicola Rae	Unit 107	Sumeet Singh & Hannah Byers
Unit 204	Natalie Hewitson	Unit 208	Simon Cox
Unit 401	Megan Gallagher	Cadogan	Tevita Pua

PROXY:

Nil.

POSTAL VOTE:

Unit G06	Mailyn de Jesus	Unit 401	Megan Gallagher
Unit 502	Lorina Vergara		

WELCOME:

K Mackey / R Ashby welcomed Members to the meeting, thanking them for taking the time to either attend in person or via Zoom and announcing the meeting was quorate.

1. Appointment of Meeting Chair

Resolved that by ordinary resolution Kareen Mackey chair the Annual General Meeting.

[R Ashby / E Bell Carried without dissent]

2. Apologies, Proxies/Postal Votes & Quorum

Resolved that by ordinary resolution the apologies, proxies and postal votes are accepted.

[R Ashby / E Bell Carried without dissent]

3. Disclosures of Interests

Resolved that by ordinary resolution the declarations of any conflicts of interests be recorded in the minutes of the meeting.

[R Ashby / E Bell Carried without dissent]

4. Minutes of the previous General Meeting

Resolved that by ordinary resolution the minutes of the Annual General Meeting of 29th June 2021 be taken as read and adopted as a true and correct record of the meeting.

[R Ashby / E Bell Carried without dissent]

Matters Arising:

No matters arising not discussed elsewhere in the minutes.

5. Chairperson's Report 2022

Resolved that by ordinary resolution the Chairperson's Report for 2022 be taken as accepted and all actions undertaken by the Body Corporate Committee, Body Corporate Chairperson, Body Corporate Committee Chairperson and Body Corporate Manager under their respective duties be ratified by the Body Corporate.

[R Ashby / E Bell Carried without dissent]

6. Building Manager's Report 2022

The building manager's report for 2022 was received.

7. Financial Statements to 20th May 2022

Resolved that by ordinary resolution the year-end financial statements to 20th May 2022, with a total closing equity balance of $70,638.65, comprising of Operating Funds $56,634.47 and Reserve Funds $14,004.18, be accepted and adopted.

[R Ashby / E Bell Carried without dissent]

8. Audit, review and verification

The meeting was advised the Committee review the financials on a regular basis and feel there is sufficient oversight and transparency of the funds and payments that no audit is required at this time and recommend not undertaking an audit this financial period.

Resolved that by special resolution the Body Corporate resolves not to audit, review or verify the financial statements to 20th May 2022, provided that the Committee may at any time, or the Body Corporate in general meeting may, resolve to audit, review or verify the financial statements.

[R Ashby / E Bell Carried without dissent]

9. Insurance

Resolved that by ordinary resolution the committee be authorised to obtain an insurance valuation as required and renew/extend the insurance policy based on such terms and conditions as they deem appropriate.

[R Ashby / E Bell Carried without dissent]

10. Chairperson

Resolved that by ordinary resolution Raewyn Ashby (Unit 506) is elected as chairperson of the body corporate.

[E Bell / I Broughton Carried without dissent]

11. Committee

11.1 Committee Size, Quorum and Election:

Resolved that by ordinary resolution:

(i) the Committee shall comprise of five (5) members; and

(ii) the quorum for business is set at three (3) members; and

(iii) Oreen Almeida (Unit 106), Samuel Dobson (Unit 202), Emma Bell (Unit 301), Irihapeti Broughton (Unit 403) and Raewyn Ashby (Unit 506) are declared elected; and

(iv) unless the Committee resolve otherwise, Raewyn Ashby (Unit 506) is declared elected as the Committee Chairperson.

[R Ashby / E Bell Carried without dissent]

11.2 <u>Delegation of Powers and Duties:</u>

Resolved that by special resolution:

(i) the Chairperson's Report for 2022 be taken as accepted and all actions undertaken by the Body Corporate Committee, Body Corporate Chairperson, Body Corporate Committee Chairperson and Body Corporate Manager under their respective duties be ratified by the Body Corporate; and

(ii) the Committee is delegated the full powers and authority of the Body Corporate, subject to any prior direction given at any General Meeting of the Body Corporate or prohibition as contained in Section 108(2) of the Unit Titles Act; and

(iii) the Body Corporate delegate to the Body Corporate Committee under Section 108(1) of the Unit Titles Act the powers and duties of the Body Corporate Chairperson set out in subparagraphs 1(a)-(m) of the Unit Titles Regulations; and

(iv) the Committee contract with the Body Corporate Manager to carry out the duties delegated to the Committee in terms of Regulation 11(1), provided that the Committee may at any time revoke one, more or all of the duties contracted to be carried out.

[R Ashby / E Bell Carried without dissent]

12. Operating Fund and Reserve Fund Budgets and Levies

Resolved that by ordinary resolution the budget is set at $168,819.50 broken down as follows:

(i) the Operating Fund budget set at $158,619.50; and

(ii) the Reserve Fund (Contingency Fund) budget set at $10,000.00 and

(iii) levies to be raised by Utility Interest due for payment in two (2) instalments due on the 20 August 2022 and 20th February 2023.

[R Ashby / E Bell Carried without dissent]

13. Reserve Fund

Resolved that by special resolution:

(i) the Body Corporate review the long-term maintenance plan (LTMP) in line with future budgets; and

(ii) the Committee are authorised to review or replace the LTMP annually or biennially if they so choose; and

(iii) the Body Corporate shall continue to not be bound by the provisions of Section 117 of the Act, and in lieu thereof maintain a Reserve Fund, under Section 118; and

(iv) the Body Corporate shall be at liberty to determine from year to year the level of saving and expenditure in regard to the LTMP as the Body Corporate shall from time to time determine; and

(v) the Body Corporate may grow the Reserve Fund by making such future transfers as the Body Corporate shall from time to time determine; and

(vi) shall be free to apply the Reserve Fund, or any part thereof, to any unbudgeted maintenance or capital expenditure as it shall elect.

[R Ashby / E Bell Carried without dissent]

14. Health and Safety

14.1 Accident, Incident and Near Miss Reporting

No accidents, incidents or near misses notified to the meeting.

14.2 Health and Safety Plan

Resolved that by ordinary resolution the committee are authorised to review and update the Health and Safety Management Plan and take any action deemed necessary to resolve identified hazards.
[R Ashby / E Bell Carried without dissent]

15. Debt Collection

Resolved that by ordinary resolution:

(i) the Body Corporate adopt Property 101 Group Limited ("Prop101") standard debt collection procedure (as circulated and which is located on My Community under Documents/Financial - Login at Client Community Login - www.prop101.co.nz.); and

(ii) Prop101 or their selected representative be authorised to act as an agent for the Body Corporate in terms of recovery of debtor arrears, including the preparation and filling of any proceedings and attendance at any Tenancy Tribunal hearing; and

(iii) all costs associated with debt recovery, together with penalty interest at 10% per annum from due date until payment is received, be on-charged to the proprietor in default, including all costs of Prop101 in accordance with Section 124(2) and 128 of the Unit Titles Act 2010.

[R Ashby / E Bell Carried without dissent]

16. General Business

16.1 Electric vehicle charging

The discussion on electric vehicle charging was deferred to post meeting as the building manager was unable to attend due to last minute weather delays.

16.2 Master Keys

The meeting discussed the feasibility of keeping a set of master keys kept on site, where one or more of the committee members would have access to the keys in the event of an emergency, noting this created privacy and security concerns, as well as potential expense to master key the entire complex. The matter was deferred to the committee for further investigation, with information to be disseminated to owners via a survey for owners feedback later in the year.

16.3 Fire Warden & First Aider

The meeting briefly discussed instigating a delegated Fire Warden and First Aider on site, although it was noted due to the nature of the complex being a residential building, it was not possible to have a full time dedicated fire warden or first aider on site all the time, however, it would be good practice and make for a potentially safer building if this was instigated. The matter was deferred to committee and the building manager to review implementing regular trial evacuations for the complex. The meeting also advised if any residents were first aiders and wished to volunteer as a contact during emergencies, they could contact the body corporate manager or the committee.

16.4 Picnic Tables

The meeting discussed installing a security camera for the area where the picnic tables are located, with owners in favour of security camera installation and the matter referred to committee to instigate.

16.5 Tenants – Operational Rules

A reminder to owners who are renting their apartment they must supply tenants with the Body Corporate Rules.

16.6 Tenants – Details Register

A reminder that all tenants details need to be submitted to Property 101 as required in the Body Corporate Operational Rules.

16.7 Ventilation System

Resolved that by ordinary resolution the Committee look into sourcing a ventilation system for the rubbish room due to ongoing odour issues.

[R Ashby / E Bell Carried without dissent]

16.8 Security Camera

Resolved that by ordinary resolution the Committee look into sourcing security cameras for outside areas that have been an issue re damage.

[R Ashby / E Bell Carried without dissent]

16.9 Unit Titles (Strengthening Body Corporate Governance and Other Matters) Amendment Act 2020

The meeting was advised the Unit Titles (Strengthening Body Corporate Governance and Other Matters) Amendment Act has now gained Royal assent (09/05/22), with the Act coming into force either on 1 or more dates set by Order in Council, or to the extent it is not brought into force earlier, on the second anniversary of the date of Royal assent (being 09/05/24). The Body Corporate Manager will distribute a summary of changes both the Body Corporate and Committee will need to incorporate into existing governance practices.

At this stage the AGM closed and the committee stayed for the First Committee Meeting.

First Committee Meeting
To satisfy the requirements of Regulation 27(1) of the Unit Titles Regulations 2011 the body corporate committee met and the notice of delegation will be issued to committee members by email following the AGM.

There being no further business, the meeting closed at 6:44 pm.

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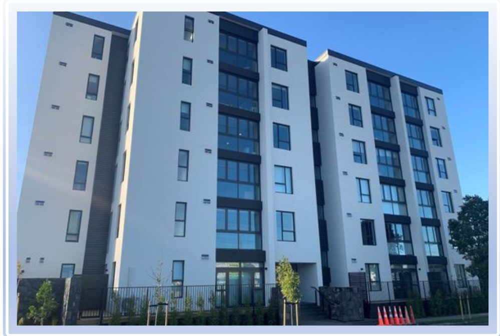
Manager, on behalf of Body Corporate 542907



Space 1
Chairperson Annual Report
22-06-2022

It is with pleasure that I present my Annual Report for the end of year 2022 Annual General Meeting.

The Space 1 community continues to support each other and involve themselves in all matters pertaining to the upkeep of our building including outdoor areas and the wellbeing of our whanau.

This year has seen many changes in owners and with a number of rental apartments now we are seeing new people joining our community. With Covid still an issue we have been unable to connect and participate in social activities as in the past. I hope this is something that will happen again in the near future. This has meant our Facebook page and Community page has been valuable for communication.

There has been some major work carried out on the security of the bike shed this year which has been a big improvement. Minor work has been completed as required including repairs and improvements. Some repairs this year have incurred some significant costs and hopefully in the future we can all be more aware of this and look after our asset.

Going forward I would like to see the issue of the Rubbish room addressed as at times the smell is intolerable. A job for the incoming committee perhaps.

I wish to sincerely thank the Space 1 committee for your support over the past year. Once again much has been achieved and it is very much appreciated. We would not continue to have the wonderful environment we all enjoy without you. This was very obvious during the times we were in lockdown and they took over the responsibility of the cleaners who were unable to be on site. Also, with a number of people in the apartment contracting Covid they have supported them during this time. I have appreciated all of those that have informed us of having Covid so that we could help when needed.

On behalf of the committee I would like to thank Property 101 for continuing to support our community and especially for all the work that Kareen does in guiding us and making sure that everything is managed in a timely manner.

We also remain appreciative of our Building Manager Tevita who continues to provide support by keeping our building and surrounds in good repair and up to code.

Remember that we are here for you all as a committee so please reach out when needed.

With my warmest regards,

Raewyn Ashby
Chairperson
Space 1 Committee

Facilities Manager Report

Space One Apartments

AGM 2021 - 2022

Health and Safety

- No health and safety issues to report

General:

- Bike Shed
    - The trellis style fencing has been installed in the bike area outside.
      The aim for this was to have a cost effective solution which minimises sight-lines of the bike area. It was decided not to have this painted and that the committee would look into what paint was leftover from the establishment of the building which they could use.
    - Pigeon spikes have been quoted for and we are looking around for cheaper options - to stop the bird poop on the deck and on the bikes. They are nesting in the roof pitches of the bike shed.
- Car Park Gate
    - The car park gate control unit has been hit a couple of times during the year, resulting in gate malfunction. Repairs have been made and we are obtaining quotes for a bollard to be installed to protect the control module which we will submit to the committee for approval when it arrives.
- Rubbish Room
    - Wooden backboards were installed against the walls to reduce the damage from the bins scratching/damaging the walls behind them. They appear to be working well.
- EV Chargers
    - Investigating through Team Cabling (the original installers) as to where the check meters for the EV chargers are.
      We are also looking into how these are charged out.

Finally we would like to confirm if they are correctly set-up with the owners of the car parks costs or if they are being charged amongst BC power costs.

At present it is with the engineers who installed it to comment on the above questions we have.

- Apartment Defects
    - Frank from QGroup had contacted me wanting to arrange repairs with various owners for apartment defects.

    - Frank had arranged a number of meetings with different contractors for respective works and dealt with owners directly. If there are still owners with existing defects, I suggest contacting Frank as he was the lead in making amends to your apartments.

      Frank Fourie
      Q Group
      frank@qgroup.nz
      +64 21 729 346

      Alternatively we may have the contact information of the installer/supplier for your apartment item which we can provide for you to try them directly (also to check any warranties).

- Exterior Vent Seals
    - It came to our attention that the vent of G01 on the exterior side of the building needed resealing.
      From ground level we could not identify others above ground. Will ask Off The Ledge to look at this in tandem with the next window/building clean to assess their condition.

End of Report