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property 101

MINUTES OF ANNUAL GENERAL MEETING
Body Corporate 542907 – Space 1

Unit Titles Act 2010

Held at the Auckland Netball Centre, 7 Allison Ferguson Drive, St Johns and Zoom
On Wednesday, 19 July 2023 at 6:00 pm

PRESENT (In-Person and Zoom):

UNIT	PROPRIETOR
G02	Redmond Tan
G03 & 1P	Cody Lim
G04	Nicola Rae
G06	Mailyn de Jesus
106	Oreen Almeida
202	Samuel Dobson
203	Ranga Silva & Ruvinika Jayasundera
205	Yan Liu
206	Mona Miller
207	Jonathan Cooper
308	Dan Wijekoon
403 & 4P	Irihapeti Broughton
405	Zhimin Feng
407 & 3P	David McCauley
505	David Howell
506	Raewyn Ashby
Property 101	Kareen Mackey and Divya Sunke

APOLOGIES:

UNIT	PROPRIETOR
204	Natalie Hewitson
401	Megan Gallagher

PROXY:

UNIT	PROPRIETOR	PROXY TO
408	Elton Palmer (Directed Proxy via Postal Vote)	Toni Walker

POSTAL VOTE:

UNIT	PROPRIETOR
5P	Christopher Carter
108	Christopher Carter
401	Megan Gallagher
408	Elton Palmer (Directed Proxy via Postal Vote)
502	Lorina Vergara

WELCOME:

R Ashby welcomed members (both in-person and via Zoom) to the annual general meeting of the Space 1 Body Corporate.

1. **Appointment of Meeting Chair**

RESOLVED by Ordinary Resolution that the Kareen Mackey chair the meeting.

Moved: R Ashby
Seconded: O Almeida
CARRIED WITHOUT DISSENT

2. **Apologies, Proxies, Postal Votes & Quorum**

RESOLVED by Ordinary Resolution that the apologies and proxies/postal votes be accepted, and quorum confirmed.

Moved: R Ashby
Seconded: I Broughton
CARRIED WITHOUT DISSENT

3. **Declaration of Conflict of Interests**

No conflicts of interests declared to the meeting.

RESOLVED by Ordinary Resolution that the declarations of any conflict of interests be recorded in the minutes of the meeting.

Moved: R Ashby
Seconded: D Howell
CARRIED WITHOUT DISSENT

4. **Annual Committee Report 2023**

The body corporate chairperson presented the verbal committee report on matters as follows:

- As the community continues to change and grow it is encouraging to see the support and connection within the community.
- A thank you was noted to the committee members, with a special thank you to Samuel and Sarah who are moving on from the complex, with the chairperson grateful for their valuable input.
- The Facebook page is becoming an invaluable source for maintenance, improvements and repairs (as requested), and it is nice to receive the feedback from the community so the committee can be proactive in their maintenance management.

RESOLVED by Ordinary Resolution that the verbal Committee report is adopted and all actions by the Body Corporate Committee, Manager and Chairperson under their respective duties are ratified by the Body Corporate.

Moved: O Almeida
Seconded: D Wijekoon
CARRIED WITHOUT DISSENT

5. **Minutes of the previous General Meeting**

RESOLVED by Ordinary Resolution that the minutes of the Annual General Meeting of 25 July 2022 be taken as read and adopted as a true and correct record of the meeting.

Moved: R Ashby
Seconded: D Howell
CARRIED WITHOUT DISSENT

6. **Financial Statements**

RESOLVED by Ordinary Resolution that the year-end financial statements to 20 May 2023, with a total closing equity balance of $96,892.10 comprising of Operating Funds $72,815.45 and Reserve (Contingency) Funds $24,076.65 be accepted and adopted.

Moved: R Ashby
Seconded: I Broughton
CARRIED WITHOUT DISSENT

7. **Audit Review**

RESOLVED by Special Resolution that the Body Corporate resolves not to audit, review or verify the financial statements to 20 May 2023, 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.

Moved: R Ashby
Seconded: O Almeida
CARRIED WITHOUT DISSENT

8. **Insurance**

The current insurance expires 8 July 2023, with the resolution authorising the committee to obtain an updated insurance valuation and place the insurance on such terms and conditions as they deem appropriate. Note that an insurance survey may be required, with the body corporate manager to issue this to owners closer to the renewal date if required. Note that a commission is paid by some brokers for the placement of insurance through them.

The body corporate manager advised the committee had placed the insurance with AIG (the incumbent) for the forthcoming period to 8 July 2024.

RESOLVED by Ordinary Resolution that the committee be authorised (acting under its delegated powers) to obtain an insurance valuation as required and renew or extend the insurance policy based on such terms and conditions as they deem appropriate.

Moved: R Ashby
Seconded: D Howell
CARRIED WITHOUT DISSENT

9. **Chairperson**

K Mackey advised the meeting that under the Unit Titles Amendment Act 2022, the Body Corporate Chairperson is now automatically the Committee Chairperson.

RESOLVED by Ordinary Resolution that Raewyn Ashby (unit 506) is elected as chairperson of the body corporate.

Moved: I Broughton
Seconded: O Almeida
CARRIED WITHOUT DISSENT

10. **Committee**

10.1. **Election of Members**

RESOLVED by Ordinary Resolution that:

i) the committee shall comprise of four (4) members; and

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

iii) Oreen Almeida (unit 106), Irihapeti Broughton (unit 403), Vicky Feng (unit 405) and Raewyn Ashby (unit 506) be elected.

Moved: D Howell
Seconded: D Wijekoon
CARRIED WITHOUT DISSENT

10.2. Delegation of Powers & Duties

RESOLVED by Special Resolution that:

i) 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 Act; and

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

iii) 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.

Moved: R Ashby
Seconded: O Almeida
CARRIED WITHOUT DISSENT

11. Budget and Levies

RESOLVED by Ordinary Resolution that the total budget is set at $170,131.76, consisting of the Operating Fund budget set at $160,131.76 and the Reserve (Contingency) Fund budget set at $10,000, with levies raised by Utility Interest in two (2) instalments due for payment on or before 20 August 2023 and 20 February 2024.

Moved: R Ashby
Seconded: D Howell
CARRIED WITHOUT DISSENT

12. Long-Term Maintenance Plan & Fund

The Body Corporate had previously agreed not to maintain a Long-Term Maintenance Fund under Section 117(1) of the Act and in lieu thereof established a Reserve/Contingency Fund, under Section 118.

RESOLVED by Special Resolution that:

(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.

Moved: R Ashby
Seconded: I Broughton
CARRIED WITHOUT DISSENT

13. Health & Safety

13.1. Accident, Incident and Near Miss Reporting

No accident, incident or near miss notifications.

13.2. Health and Safety Plan Management

RESOLVED by Ordinary Resolution that the committee (acting under its delegated powers) be authorised to review and update the Health and Safety Management Plan and take any action deemed necessary to resolve identified hazards.

Moved: R Ashby
Seconded: O Almeida
CARRIED WITHOUT DISSENT

14. Debt Collection

RESOLVED by Ordinary Resolution that:

(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.

Moved: R Ashby
Seconded: D Howell
CARRIED WITHOUT DISSENT

15. General Business

Nil.

There being no further business, the meeting closed at 6:26 pm.

Manager, on behalf of Body Corporate 542907