



23 November 2022

ANNUAL GENERAL MEETING NOTICE

BODY CORPORATE 562098

Rawhiti Village, 130- 164 Commerce Street, Frankton HAMILTON 3204

MEETING PLACE, DATE & TIME

Colliers International, 69 Victoria Street, Hamilton

Wednesday, 07 December 2022 at 11:00 AM

If you are unable to attend the Annual General meeting;

Body corporate managers cannot conduct the business of the body corporate without instruction. It is therefore imperative that owners attend meetings and vote or provide postal votes on the requisite resolutions even where those are merely to conduct business as usual. Without your involvement the body corporate is unable to function.

Please complete the postal voting form or proxy form attached and return to our office via email to alex.miller@colliershn.co.nz or our postal address at PO Box 19093, Hamilton. It is crucial that we have a quorum to be able to pass the resolutions required. Please be advised Colliers International Hamilton is able to act as your proxy on these matters. Please note that if 2 or more persons own one unit jointly, then they must jointly appoint the proxy (who may be one of those persons).

If there is no quorum at the meeting:

- (a) Postal votes may be taken into account, together with those present.
- (b) If a threshold of those entitled to exercise 25% of votes is not present, the meeting will be reconvened on the same day, one week later at the same time and place.
- (c) Where a quorum is not reached at the reconvened meeting, business can be transacted and resolutions passed only if there is a minimum of one person present or one proxy is held.

Financial Status

A unit owner may not vote unless all Body Corporate levies and other amounts, that are from time to time, payable to the Body Corporate in respect of the unit have been paid. An owner with a mortgage may require the consent of the mortgagee in order to exercise voting rights.

The following documents are attached:

- (a) Proxy appointment form;
- (b) Postal voting form;
- (c) A copy of the financial statements for the most recent financial year;
- (d) Health and safety, and long term maintenance plan (if due for review)

Please contact us if you have any queries.

Kind Regards,

Alex Miller
Body Corporate Manager
alex.miller@colliershn.co.nz

ANNUAL GENERAL MEETING AGENDA

BODY CORPORATE 562098

Rawhiti Village, 130- 164 Commerce Street, Frankton HAMILTON 3204

MEETING PLACE, DATE & TIME

Colliers International, 69 Victoria Street, Hamilton

Wednesday, 07 December 2022 at 11:00 AM

BODY CORPORATE CHAIRPERSON

Karl Rohde

MEETING CHAIRPERSON

Alex Miller

AGENDA ITEMS

1 PREVIOUS MINUTES

That the minutes of the last annual general meeting of the Body Corporate are confirmed as a true record of the proceedings of that meeting.

2 MATTERS ARISING

Nil

3 ELECTION OF CHAIRPERSON

A Body Corporate must elect a Chairperson by ordinary resolution at every annual general meeting. The Chairperson has the duties in Regulation 11, subject to and delegation to the Body Corporate Committee, and is responsible for signing the management agreement appointing Colliers to manage the Body Corporate. The Chairperson may access the register of unit owners, including unit owner's contact details, for Body Corporate matters. Failure to appoint a Chairperson may result in various administrative difficulties, including when you come to sell your property, or if the Body Corporate wishes to amend the Body Corporate Operational Rules

No nominations have been received.

4 ELECTION OF COMMITTEE

A Body Corporate with 10 or more principal units must form a Body Corporate Committee, unless, by special resolution, decides not to form a Body Corporate Committee.

That the Body Corporate establishes a Committee with **5** members

That a quorum for Committee meetings and decisions made via email or letter shall be **3** members

The following nominations for the Body Corporate Committee were received:

- Keith Hudson
- Karl Rohde

That there being the same or fewer nominations than vacancies, all nominees are elected to the Committee.

Delegation of Powers

That the Body Corporate resolves by special resolution to delegate all of its powers and duties under the Act, Rules and Regulations generally to the committee pursuant to Section 108 of the Unit Titles Act 2010, except those unable to be delegated under Section 108(2). This delegation shall last until the close of the next AGM.

The committee shall report once annually at that annual general meeting. The minutes of this meeting will suffice as notice of the delegation to the committee members and is evidence of the committees' authority to perform each duty or exercise each power that is being delegated.

5 FINANCIAL STATEMENTS

That the financial accounts for the previous financial year be adopted.

That the Body Corporate Manager be authorised to pay line items in the budget as and when they fall due but refer to the Body Corporate Owners for approval for unexpected expenses outside of the budget.

That the Body Corporate Manager be authorised to recover debts from expenditure for the benefit of a unit or units in accordance with Section 126 of the Act where it determines on behalf of the Body Corporate that one or more of the units has benefited from such expenditure substantially more than other units.

6 AUDITOR

That by special resolution the Body Corporate agree not to appoint an auditor and that section 132(2) of the Unit Titles Act 2010 will not apply for the financial statement for the previous financial year.

7 BODY CORPORATE RULES

That the following proposed amendment be made to Rule 5.2:

Commercial Units must not be open for trade outside the hours of 5.00am and 1.00am without prior written consent of the Body Corporate provided that the use of any Commercial Unit at any time shall not interfere with the reasonable use or enjoyment of the Residential Units. Owners must provide a full copy of these rules and a full copy of all future amendments to these rules to any occupier(s) of the unit and provide the Body Corporate with contact details including name, cell phone number, email address and address for service for all lessees, tenants and occupiers; and any letting agent or property manager responsible for the Unit.

8 VALUATION

A valuation is not required unless requested by the insurance underwriter. The valuation must include common property (including any common driveway) and car parks. A copy of the valuation for insurance purposes is available on written request.

That for the purposes of insurance, an updated valuation will be obtained shortly before renewal.

9 INSURANCE

A copy of the insurance policy schedule will be supplied once received and on request. Please read the policy schedule carefully, this is important to you and you need to ensure that the policy adequately covers you and your usage of the property. If you have any concerns or questions please raise these with the broker direct. You should also make the broker aware of any material matters that may affect the policy.

That the Body Corporate remains with the existing broker and that insurance is renewed according to the most cost effective cover.

That the Body Corporate is authorised to secure Office Bearers Liability Insurance with a cover of \$1,000,000.

OR

That the Body Corporate is authorised to secure Office Bearers Liability Insurance with a cover of \$500,000.

That the unit owner is to pay any excess in the event of a claim except where the claim relates to common property, in which case the Body Corporate is to pay the excess.

10 GENERAL MAINTENANCE

That the following maintenance items be actioned;

- Rubbish area to be discussed. Additional bins or lifts will be required once stage 2 is built
- Cardboard bin signage as per the attached design be installed on the cardboard cage
- Building wash including a window clean be carried out by the most cost effective contractor
- Grass gardens at front of complex - Dead grasses replaced
- Car park numbering alluminum signage to be drilled into each units wheel stopper total cost of \$721 (gst inclusive)
- Letterbox repairs - Are these a body corporate cost or up to individual unit owners to repair?

11 HEALTH AND SAFETY

Under the Health and Safety at Work Act 2015, the Body Corporate has a duty to:

1. Identify hazards
2. Eliminate or minimise any hazards and where appropriate put controls in place; and
3. Regularly check the control measures are in place
4. Where an incident occurs or the workplace changes, there will be a review to your Health and Safety Solution.

The following Health and Safety items have been highlighted in the last health and safety report;

- Item 2: Concrete cracked - Grind back flush the raised lip along the cracks in the concrete
- Item 3: Damaged pavers - Replace the damaged pavers
- Item 4: Damaged Pit Cover - Fill the gap between the pavers and the pit cover so it is flushed level
- Item 5: All slippery contamination cleaned from the affected areas
- Item 19: Sunken Earth - Fill the surface so it is level with the adjacent surface
- Item 20: Traffic Mirror - Install in vehicle accessway
- Item 21: Directional Markings - Paint markings to show the direction of traffic at the entry / exit points

That the Committee work through the health and safety risk report throughout the year.

The Health and Safety Risk Register was last reviewed in 2022.

That the Health and Safety Risk Register be reviewed annually.

OR

Colliers have advised the owners of their obligations under the Health and Safety at Work Act 2015, the Body Corporate has a duty to:

1. Identify hazards
2. Eliminate or minimise any hazards and where appropriate put controls in place
3. Regularly check the control measures are in place; and
4. Where an incident occurs or the workplace changes; there will be a review to your Health and Safety Solution.

That although Colliers strongly advise against it, the Body Corporate has decided take no steps in respect of its duties under the Health and Safety at Work Act 2015. These minutes act as a record of that decision.

12 LONG-TERM MAINTENANCE PLAN

That the Long-Term Maintenance Plan dated 2022 is approved.

13 LONG-TERM MAINTENANCE FUND

That the Body Corporate **opts out** of the Long-Term Maintenance Fund for the current financial year by way of special resolution.

14 OPTIONAL CONTINGENCY INVESTMENT FUND

That the full amount collected for the Optional Contingency Fund in the previous financial year remain in a non-interest bearing account.

Note: The amount collected for the Optional Contingency Fund in the current financial year is held in a non-interest bearing account until the current financial year is completed.

15 ANNUAL BUDGET

That the proposed budget for the current financial year is discussed and amended as required at the meeting and thus adopted.

That levy payments are due on the 20th day of the month following the AGM and if insurance is levied separately, the insurance levy will be due 14 days from insurance levy being issued. Non or late payment can affect insurance cover.

That the Body Corporate is authorised to recover any unpaid levies owed to the Body Corporate, whether through Court, Tenancy Tribunal or otherwise. The collection costs, although recoverable by the Body Corporate from the defaulting unit owners, will need to be paid by the Body Corporate in the interim.

That the Body Corporate charge interest at the rate of 10% per annum as provided in Section 128 of the Unit Titles Act 2010 on any monies overdue. This includes charging interest to those on payment plans.

Levies for the operational account, long-term maintenance fund (if any), and optional contingency fund (if any), will be apportioned according to Utility Interest as required by the Unit Titles Act 2010.

16 GENERAL BUSINESS

Unless all eligible voters are present or represented by their proxies, any items raised at the meeting which are not included on the agenda cannot be voted on at the meeting.

The following general business was put forward to the agenda;

- Community gathering was suggested to be held in mid-late January.

**PROXY APPOINTMENT FORM
BODY CORPORATE 562098**

I/We the undersigned being registered unit owners within Body Corporate 562098 appoint;

- Body Corporate Chairperson
- **OR** Body Corporate Manager
- **OR** (insert name)

Please circle one option above

as my/our proxy at the general meeting to be held on 7/12/2022.

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

Owner name:

Unit Number:

Signature:

Date:

Notes

1. This proxy appointment expires at the end of the general meeting referred to in the form or, if that meeting is adjourned, the end of the reconvened meeting.
2. The full text of motions is contained in the notice of general meeting, a copy of which should be provided to the proxy.
3. Your proxy may not vote unless all body corporate levies, and other amounts that are owing in respect of your unit, have been paid.
4. If the unit owner is a body corporate or an unincorporated body, the representative (recorded in the register of unit owners) of the unit owner must sign the form.
5. If the unit is owned by more than 1 person, every owner must sign the form.
6. If the unit is owned by more than 1 person, one of the unit owners may be appointed as proxy.

Paper/Cardboard Recycling Only

**All items other than paper and cardboard need to be put in
the general waste bin.**

**CCTV Cameras in Operation
Incorrect disposal will result in a removal fee
for the offender.**



No Glass No Cans No Plastic No Rubbish

Form 12
Postal voting form
[Section 103](#), Unit Titles Act 2010

To: Alex Miller
Unit plan: 562098
Body Corporate Number: 562098

Instructions

You are entitled to vote at the body corporate meeting to be held at Colliers International, 69 Victoria Street, Hamilton on Wednesday, 07 December 2022 at 11:00 AM by casting a postal vote. The motions to be decided at the meeting are summarised in the table below and more particularly set out in the notice of meeting. If you intend to cast a postal vote, you must indicate your vote in the final column of the table and return the form to Alex Miller so that it is received by Tuesday, 06 December 2022.

Postal vote

We/I*, [please insert your full name, address], _____

being the owner/owners* of [please insert your unit number] _____

and therefore an eligible voter within the meaning of [section 96\(1\)](#) of the Unit Titles Act 2010, intend to cast the following postal vote(s) at the meeting of the body corporate to be held at Colliers International, 69 Victoria Street, Hamilton on Wednesday, 07 December 2022 at 11:00 AM.

Motions

Motion	Type of resolution	Instructions on voting procedure <i>Please write your vote into the vote column</i>	Vote <i>Please Indicate in the case of each motion whether you vote for, or against, the motion, or that you wish to abstain.</i>
PREVIOUS MINUTES That the minutes of the last annual general meeting of the Body Corporate are confirmed as a true record of the proceedings of that meeting.	Ordinary		
ELECTION OF CHAIRPERSON That a chairperson be appointed at the meeting.	Ordinary		
ELECTION OF COMMITTEE That the Body Corporate establishes a Committee with 3 members and that a quorum for Committee meetings and decisions made via email or letter shall be 5 members.	Ordinary		
ELECTION OF COMMITTEE That there being the same or fewer nominations than vacancies, all nominees are elected to the Committee.	Ordinary		

<p>ELECTION OF COMMITTEE Delegation of Powers That the Body Corporate resolves by special resolution to delegate all of its powers and duties under the Act, Rules and Regulations generally to the committee pursuant to Section 108 of the Unit Titles Act 2010, except those unable to be delegated under Section 108(2). This delegation shall last until the close of the next AGM. The committee shall report once annually at that annual general meeting. The minutes of this meeting will suffice as notice of the delegation to the committee members and is evidence of the committees' authority to perform each duty or exercise each power that is being delegated.</p>	Special		
<p>FINANCIAL STATEMENTS That the financial accounts for the previous financial year period be adopted.</p>	Ordinary		
<p>FINANCIAL STATEMENTS That the Body Corporate Manager be authorised to pay line items in the budget as and when they fall due but refer to the Body Corporate Owners for approval for unexpected expenses outside of the budget.</p>	Ordinary		
<p>FINANCIAL STATEMENTS That the Body Corporate Manager be authorised to recover debts from expenditure for the benefit of a unit or units in accordance with Section 126 of the Act where it determines on behalf of the Body Corporate that one or more of the units has benefited from such expenditure substantially more than other units.</p>	Ordinary		
<p>AUDITOR That by special resolution, the Body Corporate agree not to appoint an auditor and that section 132(2) of the Unit Titles Act 2010 will not apply for the financial statements for the previous financial year.</p>	Special		
<p>BODY CORPORATE RULES That the following proposed amendment be made to Rule 5.2:</p> <p><i>Commercial Units must not be open for trade outside the hours of 5.00am and 1.00am without prior written consent of the Body Corporate provided that the use of any Commercial Unit at any time shall not interfere with the reasonable use or enjoyment of the Residential Units. Owners must provide a full copy of these rules and a full copy of all future amendments to these rules to any occupier(s) of the unit and provide the Body Corporate with contact details including name, cell phone number, email address and address for service for all lessees, tenants and occupiers; and any letting agent or property manager responsible for the Unit.</i></p>	Ordinary		
<p>VALUATION That for the purposes of insurance, an updated valuation will be obtained shortly before renewal.</p>	Ordinary		

INSURANCE That the Body Corporate remains with the existing broker and that insurance is renewed according to the most cost-effective cover.	Ordinary		
INSURANCE That insurance is renewed according to the most cost-effective cover.	Ordinary		
INSURANCE That the Body Corporate is authorised to secure Office Bearers Liability Insurance with a cover of \$1,000,000. OR	Ordinary		
INSURANCE That the Body Corporate is authorised to secure Office Bearers Liability Insurance with a cover of \$500,000.	Ordinary		
INSURANCE That the unit owner is to pay any excess in the event of a claim except where the claim relates to common property, in which case the Body Corporate is to pay the excess.	Ordinary		
GENERAL MAINTENANCE That the following maintenance items be actioned – Cardboard bin signage as per the attached design be installed on the cardboard cage.	Ordinary		
GENERAL MAINTENANCE Building wash including a window clean be carried out by the most cost effective contractor.	Ordinary		
GENERAL MAINTENANCE Grass gardens at front of complex - Dead grasses replaced	Ordinary		
GENERAL MAINTENANCE Car park numbering aluminum signage to be drilled into each units wheel stopper total cost of \$721 (gst inclusive)	Ordinary		
GENERAL MAINTENANCE Letterbox repairs	Ordinary		
HEALTH AND SAFETY That the Committee work through the health and safety risk report throughout the year.	Ordinary		
HEALTH AND SAFETY That the Health and Safety Risk Register be reviewed annually. OR	Ordinary		
HEALTH AND SAFETY That although Colliers strongly advise against it, the Body Corporate has decided take no steps in respect of its duties under the Health and Safety at Work Act 2015. These minutes act as a record of that decision.	Ordinary		
LONG-TERM MAINTENANCE PLAN That the Long-Term Maintenance Plan dated 2022 is approved.	Ordinary		
LONG-TERM MAINTENANCE FUND That the Body Corporate opts out of the Long-Term Maintenance Fund for the current financial year by way of special resolution.	Special		
OPTIONAL CONTINGENCY INVESTMENT FUND That the available amount collected for the Optional Contingency Fund in the previous financial year remain in a non-interest bearing account.	Ordinary		

<p>ANNUAL BUDGET That the proposed budget for the current financial year is discussed and amended as required at the meeting and thus adopted.</p>	<p>Ordinary</p>		
<p>ANNUAL BUDGET That levy payments are due on the 20th day of the month following the AGM and if insurance is levied separately, the insurance levy will be due 14 days from insurance levy being issued. Non or late payment can affect insurance cover.</p>	<p>Ordinary</p>		
<p>ANNUAL BUDGET That the Body Corporate is authorised to recover any unpaid levies owed to the Body Corporate, whether through Court, Tenancy Tribunal or otherwise. The collection costs, although recoverable by the body corporate from the defaulting unit owners, will need to be paid by the Body Corporate in the interim.</p>	<p>Ordinary</p>		
<p>ANNUAL BUDGET That the Body Corporate charge interest at the rate of 10% per annum as provided in Section 128 of the Unit Titles Act 2010 on any monies overdue. This includes charging interest to those on payment plans.</p>	<p>Ordinary</p>		

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 interest will be counted as part of the poll. If no poll is requested, your postal vote will be counted as 1 vote. You cannot request a poll.
4. If at the general meeting of the body corporate the wording of a motion is materially altered, your postal vote in relation to that motion will not be counted. It is the responsibility of the chairperson to decide what constitutes a material alteration. If you are concerned that your postal vote may not be counted as a result of an amendment to a motion, you should consider appointing a proxy to attend and vote at the meeting on your behalf.
5. If a quorum is not present at the general meeting of the body corporate, and regulation 13(1) of the Unit Titles Regulations 2011 does not apply, the meeting will be adjourned until the same day 1 week later and your postal vote will be counted at that meeting.
6. If the unit owner is a body corporate or an unincorporated body, the form must be signed by the representative (recorded in the register of unit owners) of the unit owner.
7. If the unit is owned by more than 1 person, every owner or his or her authorised representative must sign the form.

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New Zealand

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ANNUAL REPORTS

for the financial year to 30/09/2022

Body Corporate 562098

Rawhiti Village, 130- 164 Commerce Street, Frankton
HAMILTON 3204

Manager: Alex Miller

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Statement of Financial Position

As at 30/09/2022

Body Corporate 562098

Rawhiti Village, 130- 164 Commerce Street, Frankton
HAMILTON 3204

	Current period
Owners' funds	
Administrative Fund	
Operating Surplus/Deficit--Admin	17,057.34
	17,057.34
Sinking Fund	
Operating Surplus/Deficit--Sinking	5,000.13
	5,000.13
Net owners' funds	\$22,057.47
Represented by:	
Assets	
Administrative Fund	
Cash at Bank--Admin	33,113.25
Receivable--Owners--Admin	569.25
	33,682.50
Sinking Fund	
Cash at Bank--Sinking	5,000.13
	5,000.13
Unallocated Money	
	0.00
<i>Total assets</i>	38,682.63
Less liabilities	
Administrative Fund	
Creditors--Other--Admin	(46.00)
Prepaid Levies--Admin	16,671.16
	16,625.16
Sinking Fund	
	0.00
Unallocated Money	
	0.00
<i>Total liabilities</i>	16,625.16
Net assets	\$22,057.47



Statement of Financial Performance for the financial year to 30/09/2022

Body Corporate 562098

Rawhiti Village, 130- 164 Commerce Street, Frankton
HAMILTON 3204

Administrative Fund

	Current period	Annual budget	Variance
	01/10/2021-30/09/2022	01/10/2021-30/09/2022	(\$)
Revenue			
Insurance Claims	14,409.83	0.00	14,409.83
Levies Due--Admin	78,923.88	78,923.91	(0.03)
<i>Total revenue</i>	93,333.71	78,923.91	14,409.80
Less expenses			
Admin--Consultants	2,058.00	2,600.00	(542.00)
Admin--Health & Safety	1,198.00	3,000.00	(1,802.00)
Admin--Management Fees--Standard	17,019.93	17,020.00	(0.07)
Admin--Telephone Charges	1,414.74	1,930.00	(515.26)
Insurance--Claims	2,310.38	0.00	2,310.38
Insurance--Premiums	26,573.91	26,573.91	0.00
Maint Bldg--Cleaning--Internal	0.00	1,300.00	(1,300.00)
Maint Bldg--Compliance	10,146.09	8,000.00	2,146.09
Maint Bldg--General Repairs & Maintenance	3,880.14	5,000.00	(1,119.86)
Maint Bldg--Security	479.55	1,500.00	(1,020.45)
Maint Bldg--Security Keys	(42.26)	500.00	(542.26)
Utility--Electricity	4,528.01	8,000.00	(3,471.99)
Utility--Rubbish Removal	6,709.88	3,500.00	3,209.88
<i>Total expenses</i>	76,276.37	78,923.91	(2,647.54)
Surplus/Deficit	17,057.34	0.00	17,057.34
Opening balance	0.00	0.00	0.00
Closing balance	\$17,057.34	\$0.00	\$17,057.34

Sinking Fund

	Current period 01/10/2021-30/09/2022	Annual budget 01/10/2021-30/09/2022	Variance (\$)
Revenue			
Levies Due OCF--Sinking	5,000.13	5,000.00	0.13
<i>Total revenue</i>	5,000.13	5,000.00	0.13
Less expenses			
<i>Total expenses</i>	0.00	0.00	0.00
Surplus/Deficit			
Opening balance	0.00	0.00	0.00
Closing balance	\$5,000.13	\$5,000.00	\$0.13



Proposed Budget to apply from 01/10/2022






Body Corporate 562098





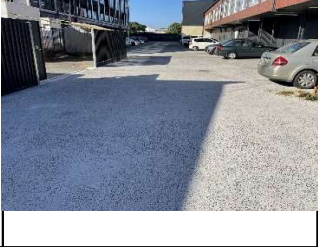
Rawhiti Village, 130- 164 Commerce Street, Frankton
HAMILTON 3204

Administrative Fund			
	Proposed budget	Actual 01/10/2021-30/09/2022	Previous budget
Revenue			
Insurance Claims	0.00	14,409.83	0.00
Levies Due--Admin	98,010.80	78,923.88	78,923.91
<i>Total revenue</i>	98,010.80	93,333.71	78,923.91
Less expenses			
Admin--Consultants	2,400.00	2,058.00	2,600.00
Admin--Health & Safety	2,500.00	1,198.00	3,000.00
Admin--Management Fees--Standard	17,020.00	17,019.93	17,020.00
Admin--Telephone Charges	1,800.00	1,414.74	1,930.00
Insurance--Claims	0.00	2,310.38	0.00
Insurance--Premiums	26,790.80	26,573.91	26,573.91
Insurance--Valuation	2,500.00	0.00	0.00
Maint Bldg--Cleaning--Internal	10,000.00	0.00	1,300.00
Maint Bldg--Compliance	14,300.00	10,146.09	8,000.00
Maint Bldg--General Repairs & Maintenance	6,000.00	3,880.14	5,000.00
Maint Bldg--Security	1,000.00	479.55	1,500.00
Maint Bldg--Security Keys	400.00	(42.26)	500.00
Utility--Electricity	6,000.00	4,528.01	8,000.00
Utility--Rubbish Removal	7,300.00	6,709.88	3,500.00
<i>Total expenses</i>	98,010.80	76,276.37	78,923.91
Surplus/Deficit	0.00	17,057.34	0.00
Opening balance	17,057.34	0.00	0.00
Closing balance	\$17,057.34	\$17,057.34	\$0.00
Total units of entitlement	41207		41207
Levy contribution per unit entitlement	\$2.38		\$1.92

Sinking Fund

	Proposed budget	Actual 01/10/2021-30/09/2022	Previous budget
Revenue			
Levies Due OCF--Sinking	5,000.00	5,000.13	5,000.00
<i>Total revenue</i>	5,000.00	5,000.13	5,000.00
Surplus/Deficit			
Opening balance	5,000.13	0.00	0.00
Closing balance			
	\$10,000.13	\$5,000.13	\$5,000.00
Total units of entitlement	41207		41207
Levy contribution per unit entitlement	\$0.12		\$0.12

Item	Reference	Item Description	Photo	Trade
	Building regulations 2 1992, NZBC, cl D1.1	Location: Courtyard unit entries Reference: Concrete - Cracked Action: We recommend that you grind back flush the raised lip along the cracks in the concrete as soon as possible as this represents a tripping / personal injury hazard.		Handyperson
	AS/NZS ISO 31000; 3 NZBC cl F4; Building Regulations 1992	Location: Shared access - Pedestrian right of way Reference: Pavers - Damaged Action: We recommend that you replace the damaged pavers as soon as possible as this represents a tripping / personal injury hazard.		Handyperson
	AS/NZS ISO 31000; 4 NZBC cl F4; Building Regulations 1992	Location: Shared access - Pedestrian right of way Reference: Pit Cover - Damaged Action: We recommend that the gap between the pavers and the pit cover is flushed level as soon as possible as this represents a tripping / personal injury hazard.		Metalworker
	AS/NZS ISO 31000; 5 NZBC cl F4; Building Regulations 1992	Location: Shared access - Pedestrian right of way Reference: Slippery Contamination Action: We recommend that all slippery contamination is cleaned from the affected areas as soon as possible.		Handyperson
	Building regulations 6 1992, NZBC, cl D1.1	Location: Unit internal entry walkways - Rawhiti St Reference: Glass Window - Damaged Action: We recommend that you repair the damaged window as soon as possible as this represents a personal injury hazard.		Suitably Qualified Contractor

17	Safe Work Methods	<p>Reference: Statement / Permit Required</p> <p>Action: An approved Safe Work Method Statement / Permit is required prior to commencing work, demonstrating care around working at heights.</p>		
18	Safe Work Methods	<p>Reference: Statement / Permit Required</p> <p>Action: An approved Safe Work Method Statement / Confined Spaces Permit is required prior to work commencing in confined spaces, demonstrating care whilst successfully meeting AS2865.</p>		
19	AS/NZS ISO 31000; NZBC cl F4; Building Regulations 1992	<p>Location: Rawhiti St - Vehicle entry</p> <p>Reference: Sunken Earth</p> <p>Action: We recommend that the surface is filled to be level with the adjacent surface as soon as possible as this represents a tripping / falling hazard.</p>		Handyperson
20	AS/NZS ISO 31000; NZBC cl F4; Building Regulations 1992	<p>Location: Vehicle accessway</p> <p>Reference: Traffic Mirror - Install</p> <p>Action: We recommend that a traffic mirror is installed as soon as possible as this represents a collision hazard.</p>		Suitably Qualified Contractor
21	2890.1:2004	<p>Location: Vehicle accessway</p> <p>Reference: Signage recommended - Directional Markings</p> <p>Action: We recommend that markings to show the direction of traffic are painted at the entry / exit points as soon as possible as this represents a vehicle collision hazard.</p>		Suitably Qualified Contractor

Quote Requested From Tradesperson	Sent Quote To Committee	Quote Approved Yes/No	Date Attending Site	Hazard Made Safe Yes/No
