

14 May 2025

## EXTRAORDINARY GENERAL MEETING AGENDA

### **BODY CORPORATE 562098**

Rawhiti Village, 124 Commerce Street and 3 Rawhiti Street, Frankton Hamilton 3204

### **MEETING PLACE, DATE & TIME**

69 Victoria Street, Hamilton,

**Thursday, 22 May 2025 at 10:00 AM**

### **BODY CORPORATE CHAIRPERSON**

Karl Rohde

### **MEETING CHAIRPERSON**

Lisa Quinlan

### **AGENDA ITEMS**

#### **1 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 Quay Body Corporate to manage the body corporate. 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.

#### **The following nominations were received;**

- Keith Houston

#### **Ordinary Motion**

That Keith Houston be elected as chairperson of the body corporate and body corporate committee and serve such until the earlier of the next AGM or their resignation.

#### **2 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.

No general business was put forward for the agenda.

**PROXY APPOINTMENT FORM**  
**BODY CORPORATE 562098**  
**Section 102(3), Unit Titles Act 2010**

To:

Unit number:

Body Corporate Number:

**Proxy appointment**

I/We the undersigned being the owners of the principle unit identified below and therefore an eligible voter within the meaning of section 96(1) of the Unit Titles Act 2010 appoint;

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

Please circle one option above

as my/our proxy for the purposes of the general meeting to be held on 22/05/2025.

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

**PLEASE COMPLETE POSTAL VOTE FORM ATTACHED SHOULD YOU WISH TO DIRECT YOUR PROXY ON HOW TO VOTE ON YOUR BEHALF**

Owner name:

Unit number:

Signature of eligible voter:

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.

# Form 12 | Postal Voting Form

## Body Corporate 562098

To: BC Chairperson/BC Manager

Unit plan: 562098

### Instructions

You are entitled to vote at the Body Corporate meeting to be held on 22<sup>nd</sup> May 2025 at 10:00am at Quay Body Corporate, 69 Victoria Street, Hamilton by casting a postal vote. The motions to be decided at the meeting are summarized 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 you vote in the final column of the table and return the form to Quay Body Corporate so that it is received by 21<sup>st</sup> May 2025 .

### Postal vote

I/We the undersigned, being the owners of the principal unit identified below, 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 on 22<sup>nd</sup> May 2025 at Quay Body Corporate, 69 Victoria Street, Hamilton.

### Motions

Motion	Summary	Type of resolution (ordinary, special, designated)	Direction on resolution (Indicate in the case of each motion whether you vote for, or against, the motion, or that you wish to abstain)
1	Election of Chairperson	Ordinary	For [ ] Against [ ] Abstain [ ]
2	General Business	No Motion	

Owner name: \_\_\_\_\_

Unit Number: \_\_\_\_\_

Signature: \_\_\_\_\_

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

### 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.