Notices, forms, Agendas and Minutes of Annual General Meetings

2023

2024

2025

2023 Notice of Intention to Hold an Annual General Meeting
Harakeke Lifestyle Estate Body Corporate 466285/A

Regulation 5, Unit Titles Regulations 2011

This notice is to advise that the Annual General Meeting of the Body Corporate is intended to be held as follows:

Venue: Blenheim Croquet Clubrooms, Brooklyn Drive, Redwoodtown, Blenheim
Time: 5:30 pm
Date: Friday, 5 May 2023

Election of a Chairperson: A Body Corporate must elect a chairperson by ordinary resolution at every annual general meeting of the body corporate. This is not to be confused with the committee chairperson (whom the Committee elects). Your nomination is invited for the position of Chairperson for the body corporate. Please send your nomination for Chairperson on the attached form either by email (harakekebc@gmail.com) or letterbox drop/post (Secretary, Harakeke Lifestyle Estate Body Corporate, 17 Korari Grove, Redwoodtown, Blenheim 7201).

Election of Body Corporate Committee: A committee member must be the owner of a principal unit, be either nominated by an owner of a principal unit or may nominate himself or herself. Please send your nomination for committee member(s) on the attached form either by email (harakekebc@gmail.com) or letterbox drop/post (Secretary, Harakeke Lifestyle Estate Body Corporate, 17 Korari Grove, Redwoodtown, Blenheim 7201).

Matters for Discussion; You are invited to propose matters for discussion at the meeting. A general outline of the agenda is as follows:

- Apologies
- Proxies and Postal Votes
- Welcome from Chairperson of Body Corporate
- Reports from Chairperson/Committee
- Confirmation of Minutes of Previous Annual General Meeting
- Matters Arising from Previous Meeting
- Election of a Chairperson
- Election of Committee
- Financial Statements
- Budget
- Audit of Accounts
- Common Area Maintenance Matters
- General Business

Please email or post your general agenda items using the **attached** form. Unit owners may not vote unless all Body Corporate levies have been paid. Three weeks prior to the AGM you will receive a finalised agenda, together with proposed candidates for Chairperson, Committee Membership and various motions and proxy forms to all owners.
Nominations for the chairperson or committee must be provided to Secretary, Harakeke Lifestyle Estate Body Corporate, 17 Korari Grove, Redwoodtown, Blenheim 7201, and be received by Monday, 10 April 2023.

Pat Quarles, Secretary
Harakeke Lifestyle Estate Body Corporate

Attachments:
Chairperson, Committee Member Nomination Form
Additional Agenda Items Form
Proxy Appointment Form

ANNUAL GENERAL MEETING - 2023
HARAKEKE LIFESTYLE ESTATE BODY CORPORATE 466295/A

Friday, 5 May 2023 at 5:30 pm, Croquet Club Rooms, Whitehead Park, Blenheim

AGENDA

1. Apologies
2. Proxies and Postal Votes
3. Welcome from Chairperson (D Dyer)
4. Reports
   - Chairman
   - Financial/Treasurer
   - Grounds Maintenance
   - Social
5. Confirmation of the Minutes of the 2022 Annual General Meeting
6. Matters Arising from 2022 Annual General Meeting
7. Election of Chairperson (1 nominee)

   D Dyer — Nominated by J Whitehead

   Election of Committee (6 nominees = total complement)

   PI Bowman — Nominated by T Statham
   A Knight — Nominated by S Quarles
   H Lundon — Nominated by P Quarles
   C Mathew — Nominated by S O'Connor
   P Quarles — Nominated by J Knight
   S Quarles — Nominated by A Knight
8. Financial Statements, 2023-2024 Budget, Review of Accounts
9. Common Area Maintenance
10. General Business
    (a) Additional Agenda Item re BC Operational Rules (Pip Orr)
    (b) Body Corporate Monthly Fee (10 March 2023 Committee meeting recommendation – increase to $55 per month)

REMINDER:
For any voting item there is only one vote per Principal Unit.

MINUTES

Meeting commenced at 5.30 pm

Present:, Jackie Anderson, Ken Anderson, Margaret Bowman, Phil Bowman, Jan Cleland, Kay Doherty, Kevin Doherty, Dave Dyer, Helen Dyer, Jenny Evans, Alan Gare, Jaclyn Grant, John Grant, Pip Hamilton, Heather Hammond, Chris Hawkins, Marilyn Kerekere, Allen Knight, June Knight, Hilary Lundon, Christina Matthew, John McCarthy, Judi McCarthy, Alan McEvoy, Fiona McEvoy, Jane Minto, Ken Minto, Ngaire Newman, Pip Orr, Ron Pinnock, Yvonne Pinnock, Pat Quarles, Steve Quarles, Tom Statham, Shirley Thompson, Noel Thurlow, Noelene Thurlow, John Whitehead, Lorna Whitehead, Barbara Winstanley, David Winstanley
Those present represented a quorum (requirement = 12 Principal Units (25%))

1. **Apologies**: Fred Barnowich, Gloria Barnowich, Lynne Broadbridge, Mark Broadbridge, Barbara Burney, Betty Clatworthy, Ken Clatworthy, Terry Climo, Laura Coates, Pauline Firmin, Don Gray, Lynn Hawkins, Decima Leslie, Murray Leslie, John Matthew, Lyn Morris, Neil Morris, Shirley O'Connor, Colin Smithies, Bill Sowerby, Jane Upton, Alan Western, Margaret Western
Non-Notification: David Gribble, Donna McFadden, Dawn O'Connor, Kalvin Robinson, Maree Robinson, Sue Greenstreet, Wayne Greenstreet, Brian Shatford, Kathleen Shatford, Brian Sholl, Celia Sholl, Tui Vercoe

2. **Proxies Received:** Lynne & Mark Broadbridge, Betty & Ken Clatworthy, Pauline Firmin, Don Gray, Decima & Murray Leslie, Shirley O'Connor, Bill Sowerby, Alan & Margaret Western

3. **Welcome:** Chairman welcomed those in attendance.
Secretary addressed basic 'housekeeping' information.

4. **Reports:** Full reports are available in Appendix A of these Minutes.
(a) Chairman
DD summarised his annual report, thanking Committee Members and residents for the help provided during the year. Also acknowledged and thanked the attendance checker; Helen Dyer for organising various social events; and Tom Statham for his Committee Meeting attendances and input. Helen and Tom opted not to stand for the Committee in 2023-2024.

(b) Treasurer
D Winstanley, who reviewed the accounts and whose comments centred around the surplus, commented that the accounts were very satisfactory. He also advised that this would be the last set of accounts he would be reviewing. He was thanked for all he has done for the Harakeke Lifestyle Estate over the years. Term Deposits are approximately $41,000 with any and all interest being added to the capital. At this point the Treasurer does not feel there is a need to increase the monthly Body Corp fee as any large costs should be affordable. However, the fee is an item that will need to be addressed on at least an annual basis.

(c) Grounds Management
A verbal summary of the report was given. Additional information is available in Appendix A (page 7).

(d) Social

Helen welcomed the new residents and acknowledged those who have either moved or passed. Despite uncooperative weather, events were quite well supported and enjoyed - Christmas Function on the Green (with Ken & Betty's book stall for MS & Parkinsons); morning tea (Jenny C); afternoon tea at Knight's (with karaoke); get-together/ morning tea at Don G's; foodbank appeal (thanks to Lorna Whitehead). Residents were also reminded of the need to be careful, stay alert, and keep looking out for each other. Lastly, special thanks to everyone who supported the various events. (A token of thanks was given to Helen.)

As there was no further discussion or any questions the Chair moved that all reports be accepted. Seconded: D Winstanley **CARRIED**

5. **Minutes of the 2022 Annual General Meeting:** Chairman moved that the minutes be accepted as a true and correct record. Seconded: R Pinnock **CARRIED**

6. **Matters arising from the 2022 Minutes:** None.

7. **Election of Chairperson and Committee:** One nomination was received for Chairman - Dave Dyer, proposed by John Whitehead. No further nominations were forthcoming. Dave Dyer was thereby confirmed as Chairman.
Committee Member nominations were received for the following:

P Bowman	Nominated by T Statham
A Knight	Nominated by S Quarles
H Lundon	Nominated by P Quarles
C Matthew	Nominated by S O'Connor
P Quarles	Nominated by J Knight
S Quarles	Nominated by A Knight

Nominations represents a full complement (determined at the inaugural HLE AGM). Chairman moved that all persons nominated be duly elected as Committee Members for the 2023-2024 year. Seconded: Alan Gare **CARRIED**

8. **Financial Statements, 2023-2024 Budget, Review of 2022-2023 Accounts**
Full information may be seen in Appendix A (pages I, ii, iii).

9. **Maintenance of Common Property**
See supplemental information from A Knight in Appendix A (page iv).

10. **General Business**
(a) Additional Agenda Item re Operational Rules (submitted by P Orr) Request to amend rule relating to animals which may be kept by an owner-occupier of a unit. See full submission in Appendix A (page vi). The request was read by the Chair. Questions were raised, for example:
- what happens if a potential or existing resident needs an assist dog?
- if operational rules are changed for this particular instance (i.e., remove animal size restrictions) where does it stop?

Residents understand that animal behaviour generally comes down to owner responsibility but most of the existing residents bought into the development based on the current rules.
OUTCOME: The new Committee will meet as soon as all are available.
It is hoped to have a decision/course of action by the end of July.

(b) Body Corporate Monthly Fee
Committee recommends the monthly fee be increased to $55.
A Knight read reasons for recommendation (See Appendix A, page v).

After discussion there were two motions:
Motion 1: Moved by D Dyer, Seconded by A Knight, that the monthly fee be increased by $5 (from $50 to $55).
Motion 2: Moved by A Gare, Seconded by K Minto, that the monthly fee be increased by $10 (from $50 to $60).
Voting forms were distributed to all present and completed, including proxy votes. The appointed scrutineers (J Grant and S Quarles) returned the summary that votes had been received from 36 Property Units (1 per unit) with 23 in favour of a $5 increase, 7 in favour of a $10 increase, 5 against any increase, and 1 invalid vote.
***Motion 1* was thereby carried. Increase to $55 will be effective 1 July 2023.**

Before closing, J Knight read a delightful letter which contained thanks, a little bit of gossip/background on our development, and sage advice to all (see Appendix A, page vii).

The Chairman thanked all for their attendance and attention and declared the meeting closed at 6.30 pm.

APPENDIX A

REPORTS

CHAIRMAN'S REPORT

1. Committee met four times during the year, but also had a Working Group meeting to investigate employing a full time Secretary (non-resident). However when P Quarles offered to take over the role the matter was not pursued. H Lundon, A Knight and T Statham joined the Committee to give us seven members. Thank you all for your commitment.
2. There was a Special Meeting re renewing the insurance, getting quotes, etc. We are now insured with AON Insurance.
3. There have been several grounds clean-ups throughout the year. Thank you to all who volunteered their time. Also to those who have done such a good job of keeping both entrances so tidy.
4. We had T C Nicholls look at our roading and give us an appraisal. The appraisal indicated potential resurfacing in approximately 25 to 30 years based on 'normal' wear and tear.

TREASURER'S REPORT

This year has been very pleasing financially as our annual intake of residents' fees is now \$28,350.00 and the Term Deposit is looking healthy at \$41,082.00 with all interest being added to the capital.
The mowing costs increased due to a wet and humid spring and summer. It was felt that the plants in one of the gardens were old and tatty looking so they have been replaced. The upgrading of this garden increased the maintenance cost to \$1,900.00 this year. The committee, under Allen Knight's guidance will continue to keep an eye on the condition of the other gardens.
I personally don't think the residents fees should be increased to \$55.00 per month this year. We have a very narrow band of expenses and luckily these are not being hit by inflation to any great extent other than the insurance. I feel the increased cost of the insurance is covered by the extra money now coming in from the growing population of the Harakeke Lifestyle Estate. Other than one section still to be sold Harakeke is complete and shouldn't need any more capital expenditure. It is now in maintenance mode and as long as the Term Deposit continues to grow by \$8,000.00 to \$10,000.00 each year any large maintenance costs incurred should be covered.
Inflation, according to the government, is down to 6.7% and should slowly continue to decrease. We will have to wait and see!! However the residents fee amount should be addressed each year at the Annual General Meeting.

NOTE TO ACCOUNTS - COMMON PROPERTY ASSETS MAKE UP

Valuation Davidson Group – roading, etc.	\$586,861.00
Valuation Marlborough Lines - lighting asset	\$80,986.00
Valuation of Laterals (estimate)	\$100,000.00
TOTAL	\$767,847.00

ESTIMATED BUDGET FOR YEAR ENDING 31 MARCH 2024

INCOME	
Residents' Fees	28,350.00
Interest	900.00
TOTAL INCOME	**$29,250.00**
EXPENDITURE	
Insurance	10,000.00
Power	1,500.00
Garden maintenance	2,000.00
Mowing	4,000.00
Bank fees	25.00
Stationery	50.00
Miscellaneous	150.00
Meeting Room hire	30.00
TOTAL EXPENDITURE	**$17,755.00**
Budgeted surplus to reserves	$11,495.00

Statement of INCOME and EXPENDITURE 01 APRIL 2022 to 31 MARCH 2023

2022	**INCOME**	**2023**
26,974.69	Residents' Fees	28,350.00
13.50	Bank Fee Rebates	7.20
126.72	Term Deposit Interest	695.21
6.90	Petty cash returned	Nil
$27,121.81	**TOTAL**	$29,052.41
	EXPENDITURE	
10,138.05	Insurance	8697.45
1,507.41	Electricity	1,488.58
1,502.68	Garden Maintenance	2,000.30
3,422.75	Mowing	3,990.00
21.60	Bank Fees	24.75
129.27	Stationery	34.73
104.95	Gifts, Vouchers etc.	159.99
30.00	Meeting Room Hire	30.00
3,051.02	Irrigation Control	Nil
2,143.60	Valuation Fee	Nil
$22,051.33	**TOTAL**	$16,425.80
	SURPLUS	$12,626.61
	AMOUNT INTO TERM DEPOSIT FOR 2023	$11,000.00

STATEMENT OF POSITION AS AT 31 MARCH 2023

		ASSETS	
Residents Capital Balance 1 April 2022	$798,527.00	SBS Bank Everyday Account	$2,058.00
Surplus for the year	$12,574.00	SBS Bank Term Deposits (2)	$41,082.00
		Common Property	$767,847.00
		Jobmaster Cutter	$46.00
		Unit Titles Manual	$68.00
	$811,101.00		$811,101.00

REVIEWER'S REPORT TO THE RESIDENTS OF THEHARAKEKE LIFESTYLE ESTATE FOR THE YEAR ENDED 31 MARCH 2023

From my review of the Accounts of the Estate I have ascertained that the Body Corporate traded at a surplus of $12,574.00, a considerable increase on the previous year. Term Deposits are now in excess of $40,000.00. Insurance is the main cost and increases each year. The next biggest item is mowing and maintenance at $5,500.00. Resident fees received were $28,350.00, compared with $26,973 last year – which was the figure budgeted for the past year. The main reason for the budgeted increase in surplus was that the previous year had over $5,500.00 in costs for irrigation control and a valuation fee.
All in all, the Body Corporate is trading well and your Treasurer is doing an excellent job.
I don't foresee any need to increase the monthly fee and finally the assets of the Body Corporate based on the previous valuations brought forward, plus the cash funds, exceed $800,000.00.
D WINSTANLEY, Reviewer

MAINTENANCE OF COMMON PROPERTY

Following another challenging year of variable weather I believe the common ground areas of our estate are in good shape.
While we have Darryn Thomas, our "mower man", we continue to receive good work. He is always ready to go the extra mile and we are very lucky to have him.
Over the past year, in addition to regular maintenance, we have removed the two old, overgrown, round gardens in Ara Drive and replanted them. We have recently trimmed the photinia hedge and it looks good.
Work planned for the future includes tidying of the remaining round garden in Ara Drive and spraying the lawn area. We still have some weed issues and are working on this.
All the major work mentioned has been carried out with Darryn's expertise and a willing band of helpers. My thanks go to all who have answered the call to help – some to tidy up after the major work and others who trim and weed just to keep things looking nice and save the residents the extra cost of a gardener.
We must be mindful in the future as we all start to get older. We may not be able to undertake so much volunteer work and may therefore need to look at using a gardener/contractor more often.

SOCIAL REPORT

Welcome to residents attending the AGM for the first time. I'd also like to acknowledge those who have either moved or passed. Arranging social events can often be very challenging but despite the sometimes uncooperative weather our events seemed to be quite well attended and enjoyed. Our Christmas Function on the Green (with Ken & Betty's book stall for MS & Parkinsons); morning tea (Jenny C); afternoon tea at Knight's (with karaoke); get-together/ morning tea at Don Gray's; foodbank appeal (thanks to Lorna Whitehead). Thank you to all who volunteered their help and/or homes.
Continue to be careful and stay alert, and keep looking after yourselves and each other.

REASONS FOR RECOMMENDATION TO INCREASE FEE TO $55 (A Knight)

1. Roading maintenance
   The cost to replace our roading at today's cost is in the vicinity of $255,000. I'm not suggesting that it would be necessary replace all the roading at once but sufficient funds will need to be available when any maintenance is required. A local roading company predicts the road has a potential life of 20-30 years but we must remember that the original section of road is now 12 years old so repairs will be necessary.
2. Insurance
   Current insured value is $900,000. The committee intends to have a revaluation done before the next policy renewal in October. Last December we changed brokers after new quotes saved the Body Corp approximately $3,000 in premiums.
3. Insurance Excess
   The excess on our policy is 2.5%. That may not sound like a lot but it actually equates to $22,500 per claim. This means that on any claim we will be liable for the first $22,500 so we need to have funds available. The previous policy excess was 5% (obviously double). The industry standard excess is 5% so we were fortunate to negotiate the lower figure. However, this does not mean we are guaranteed to get the same deal in successive years. Multiple weather-related events in New Zealand recently seem sure to increase insurance costs. We need to have access to sufficient funds in order to cover any potential insurance excess costs, along with an increasing fund to cover road maintenance.

Therefore, your committee recommendation is to increase residents' contributions by $5 per month. A small increase now to enable us to try and keep up with inflation will hopefully help to avoid a larger increase in the future.
Finally, just yesterday I checked with our insurance brokers and asked for an estimate for the upcoming year – they confirmed to be prepared for a 20% increase.
I can also quote from the email from the roading contractor – "no way to know what rates will be in ten years time but looking back over the past ten years asphalting rates have doubled".

Additional Agenda Items (Pip Orr)

A: Request for amendment to Harakeke Lifestyle Estate Body Corporate 466285/A Operational Rule No. 10 under Section 106(1) of the Unit Titles Act 2010

Existing Rule

Subject to rules 3 and 5 above, an owner occupier of a unit may keep one bird, one cat and/or one small dog at the relevant unit. No other animals may be kept at the unit, without the prior written consent of the Body Corporate. (such consent not to be unreasonably withheld in respect of any pet or animal which does not interfere with others' quiet enjoyment).

Proposed Amendment to the Existing Rule

Subject to rules 3 and 5 above, an owner occupier of a unit may keep one bird, one cat and/or one small dog at the relevant unit. No other animals may be kept at the unit, without the prior written consent of the Body Corporate. *Any request made, will be considered on a case-by-case basis, and should one request be granted, this will not necessarily mean* *another similar request* will *be granted. Each decision will be made separately according* to *the merits of the particular situation.* (such consent not to be unreasonably withheld in respect of any pet or animal which does not interfere with others' quiet enjoyment).

Reason for Proposed Amendment
The existing rule discriminates against dog breed based on its size. The purpose of the existing rule is to ensure unit holders have reasonable use or quiet enjoyment of the common property. A dog's size does not determine the extent of it's barking. There are many reasons why a dog, big or small, may bark excessively, but this can be managed by finding out the cause of the behaviour and making the necessary adjustments to ensure harmony for all.

B
Additional Agenda Item
Discussion regarding the written request submitted by Pip Orr on 26 September 2022, which was declined by the committee when tabled at their meeting held on 3 November 2022. The request made, was to be given consent to home another large breed dog (Leonberger) after the passing of Bonnie.

LETTER FROM JUNE KNIGHT

Good Evening All. 2023 – our 8th Body Corporate AGM tonight; how the years fly.

I would like to express thanks to all our committee members, all have served on the committee before, for two or three years. All are volunteers, doing their best for all of us residents and it at times it is not easy. Helen and Tom are standing down, Steve is coming back on again, and we have a new member – Phil Bowman. So, thank you to you all.
Just a little gossip (background) about the Estate, that a lot would not know about.
In 2013 six homes were built in what is now Ara Drive – then we had no numbers or street names. Your address was the Unit Number of your section. Three of those six homes residents are still living here – Donna, Betty & Ken, and Allen and myself. Donna's home was the first home here. Numbers 2, 4 and 15 were also Show Homes in Korari Grove. In 2014 more homes were being built in Korari Grove. Three of those homes residents are still living in here – Jackie & Ken, Pat & Steve, and Heather.
We have all watched the progress of the Estate – all the new homes being built, new residents shifting in, and now ten years later there are 48 homes with only 1 left to be developed.
Residents come and go, and sadly a few have passed away. I believe we are very fortunate to live in such a nice area, how each residence is kept and looks. A big 'pat on the back' to everyone. It's nice how we keep an eye on one another, the get-togethers, when you're out working your gardens and someone walks past you have a nice chat.
Nasty Mr COVID arrived in New Zealand in 2020 and upset all our routines – and is still affecting many. But we can still enjoy life, just perhaps not quite the same as before.

So keep smiling and all take care.

END OF 2023 MINUTES

Notice of Intention to Hold an Annual General Meeting

Harakeke Lifestyle Estate Body Corporate 466285

Reg 5, Unit Titles Regulations 2011

This notice is to advise that the Annual General Meeting (AGM) of the Body Corporate is intended to be held as follows:

Venue: Croquet Club Rooms, Whitehead Park, Brooklyn Drive, Blenheim
Time: 2:00 pm
Date: Sunday, 5 May 2024

Election of a Chairperson: A Body Corporate must elect a chairperson by ordinary resolution at every annual general meeting of the body corporate. This is not to be confused with the committee chairperson (whom the Committee elects). Your nomination is invited for the position of Chairperson for the body corporate. Please send your nomination for Chairperson on the attached form either by email (harakekebc@gmail.com) or letterbox drop/post (Secretary, Harakeke Lifestyle Estate Body Corporate, 17 Korari Grove, Redwoodtown, Blenheim 7201).

Election of Body Corporate Committee: A committee member must be the owner of a principal unit, be either nominated by an owner of a principal unit or may nominate himself or herself. Please send your nomination for committee member(s) on the attached form either by email (harakekebc@gmail.com) or letterbox drop/post (Secretary, Harakeke Lifestyle Estate Body Corporate, 17 Korari Grove, Redwoodtown, Blenheim 7201).

Matters for Discussion; You are invited to propose matters for discussion at the meeting. A general outline of the agenda is as follows:

- Apologies
- Proxies and Postal Votes
- Welcome from Chairperson of Body Corporate
- Reports from Chairperson/Committee
- Confirmation of Minutes of Previous Annual General Meeting
- Matters Arising from Previous Meeting
- Election of a Chairperson
- Election of Committee
- Financial Statements
- Budget
- Audit of Accounts
- Common Area Maintenance Matters
- General Business

Nominations for the Chairperson or committee must be provided to Secretary, Harakeke Lifestyle Estate Body Corporate, 17 Korari Grove, Redwoodtown, Blenheim 7201, and be received no later than Friday, 12 April 2024.

Pat Quarles, Secretary
Harakeke Lifestyle Estate Body Corporate

Attachments:
Chairperson, Committee Member Nomination Form
Additional Agenda Items Form
Proxy Appointment Form

ANNUAL GENERAL MEETING - 2024
HARAKEKE LIFESTYLE ESTATE BODY CORPORATE 466295/A

Sunday, 5 May 2024 at 2:00 pm, Croquet Club Rooms, Whitehead Park, Blenheim

AGENDA

1. **Apologies**

2. **Proxies and Postal Votes**

3. **Welcome from Chairperson**

4. **Reports**
   (a) Chairman
   (b) Treasurer –Financial accounts are still being reviewed and will either be forwarded later or available at the meeting.
   (c) Grounds Management

5. **Confirmation of 2023 Annual General Meeting Minutes**

6. **Matters Arising from 2023 meeting minutes.**

7. **Election of a Chairperson** (1 nominee)

Dave Dyer	Nominated by Allen Knight

   Election of Committee Member (6 nominees = total complement)

Phil Bowman	Nominated by Patricia Quarles
Dave Dyer	Nominated by Allen Knight
Allen Knight	Nominated by Steven Quarles
Christina Mathew	Nominated by Patricia Quarles
Patricia Quarles	Nominated by Allen Knight
Steven Quarles	Nominated by June Knight

8. **Financial Statements, 2024-2025 Budget, Review of Accounts**

9. **General Business**
   (a) Review of Operational Rules (status)
   (b) Long Term Plan

***REMINDER**:*
For any voting item there is only one vote per Principal Unit.

ANNUAL GENERAL MEETING MINUTES - SUNDAY, 5 MAY 2024

Meeting commenced at 2:00pm

Present: Jackie Anderson, Ken Anderson, Margaret Bowman, Phil Bowman, Lynne Broadbridge, Mark Broadbridge, Betty Clatworthy, Laura Coates, Kay Doherty, Kevin Doherty, Dave Dyer, Helen Dyer, Jenny Evans, Don Gray, Sue Greenstreet, Pip Hamilton, Rosie Hastie, Maureen Hosken, Marilyn Kerekere, Allen Knight, June Knight, Decima Leslie, Murray Leslie, Christina Matthew, John McCarthy, Judi McCarthy, Alan McEvoy, Fiona McEvoy, Jane Minto, Ken Minto, Lyn Morris, Neil Morris, Ron Pinnock, Pat Quarles, Steve Quarles, Brian Shatford, Brian Sholl, Celia Sholl, Tom Statham, Shirley Thompson, Stuart Thomson, Sue Thomson, Jane Upton, Tui Vercoe
Those present represented a quorum (requirement = 12 Principal Units (25%))

1. **Apologies:** Fred Barnowich, Gloria Barnowich, Ken Clatworthy, Jan Cleland, Kaye Dickson, Euan Dickson, Jaclyn Grant, John Grant, Chris Hastie, Joan Holliday, John Matthew, Ngaire Newman, Shirley O'Connor, Yvonne Pinnock, Colin Smithies, Bill Sowerby, Noel Thurlow, Noelene Thurlow, Alan Western, Margaret Western. Barbara Winstanley, David Winstanley
   Non-Notification: Terry Climo, Pauline Firmin, David Gribble, Heather Hammond, Hilary Lundon, Donna McFadden, Kalvin Robinson, Maree Robinson

2. **Proxies Received:** None

3. **Welcome:** Chairman welcomed those in attendance.
   Secretary addressed basic 'housekeeping' information.

4. **Reports:** Full reports are available in Appendix A of these Minutes.

   (a) Chairman
   Report was read, addressing regulatory changes in various Body Corporate Rules and Regulations, completion of fibre cabling installation within the development, and legal review of our Operational Rules (by Paul Gibson – attached in Appendix A, page v, vi). Rules are deemed fit for purpose; no amendments required or recommended. Thanks were extended to the BC Committee Members and residents for the help provided during the year. Thanks were extended to June Knight for once again volunteering to check attendance.
   Point of Order from Stuart Thomson: fibre work is not technically complete as the roadway outside 23 Korari Grove still requires remediation (re-sealing). Noted.

   (b) Treasurer
   Our bank accounts and records were reviewed by Lynette Rayner, whose comments are included with the financial documents in Appendix A, (pages i, ii, iii). Christina thanked Lynette for her input and advised attendees that Lynette would be available to answer any questions relating to her review.

   It was noted that there is only one section remaining undeveloped (38 Ara Drive). The sale is being handled by Tall Poppy Real Estate.

   (c) Grounds Management
   Report read (Appendix A, page iv). There were no questions.

As there was no further discussion or any questions the Chair moved that all reports be accepted. Seconded: Helen Dyer **CARRIED**

5. **Minutes of the 2023 Annual General Meeting:** Chairman moved that the minutes be accepted as a true and correct record. Seconded: Brian Shatford **CARRIED**

6. **Matters arising from the 2023 Minutes:** None.

7. **Election of Chairperson and Committee**
   Chairperson nomination was received for:
   Dave Dyer — Nominated by Allen Knight
   No further nominations were forthcoming. As there were no objections to the nominee the outgoing Secretary moved that the nomination be accepted.
   Seconded: Ron Pinnock **CARRIED**
   Dave Dyer was thereby confirmed as Chairman and resumed the Chair.
   Committee Member nominations were received for the following:

Phil Bowman	Nominated by Patricia Quarles
Dave Dyer	Nominated by Allen Knight
Allen Knight	Nominated by Steven Quarles
Christina Matthew	Nominated by Patricia Quarles
Patricia Quarles	Nominated by Allen Knight
Steven Quarles	Nominated by June Knight

   The number of nominations represents a full complement (determined at the inaugural HLE AGM). No objections were received to any of the nominees. The Chairman moved that all persons nominated be duly elected as Harakeke Body Corporate Committee Members for the 2024-2025 year.
   Seconded: Jenny Evans **CARRIED**

8. **Financial Statements, 2023-2024 Budget, Review of 2022-2023 Accounts:**
   Full information may be seen in Appendix A (pages i, ii, iii).

9. **General Business:**
   (a) Review of Operational Rules
   Chair read letter from Gascoigne Wicks (dated 1 May 2024). Question was asked whether there had been any review into cost and availability of external professional management. Committee had approached Paul Ham, who advised of some potential secretarial/administrative sources. This was investigated but not pursued as sufficient, knowledgeable residents had subsequently indicated willingness to be Committee Members. Lynette Rayner (who has Body Corporate knowledge and experience commented that using a Body Corporate Manager could result in losing our current continuity and increasing levy costs. We do, however, need to stay alert for the need of any forward planning.

   (b) Long Term (Cyclical) Plan

   i. As there are more than ten property units in our development we are legally required to have a Long-Term Plan. Given that the units are standalone (not multi-level) our Plan covers more basic requirements, namely roading, lighting, etc. The Plan will be reviewed on a periodic basis (minimum of three years) and will run for a period of 30 years.

   (c) Brian Shatford requested that a letter of thanks or card be given to Darren Thomas. All were in favour. Committee will action.

Before closing, June Knight read a delightful letter which contained thanks, some history of our development, and her profound advice to all (see Appendix A, page iv). Betty Clatworthy also expressed thanks to the Committee and residents.

The Chairman thanked all for their attendance and attention. We hope to see as many of you as possible at 2025's event.
The meeting was declared closed at 2:40pm.

APPENDIX A

REPORTS

CHAIRMAN'S REPORT (Dave Dyer)

The Committee met eight times during the year. I'd like to thank all the Committee members for the work done. It's been a good year. We must be grateful for the work that Pat Quarles has done for us as Secretary. Thank you Pat. There have been a number of house sales this year, and with the new rules and regulations (more supporting documentation required) it has put more work her way. This is why we now include a $55.00 invoice (the equivalent of one month's Body Corp levy) when the information is provided.
With our new Insurance Provider, AON, we had a new valuation done, and now have a better understanding of what we (the development) and what the Marlborough District Council are each responsible for.
Everyone in the development is now able to connect to fibre with the recent completion of work in Stage 1 (not initially connected). You, the home owner, can contact your supplier to arrange connection.
It was great to catch up with members at the Christmas gathering on the green. Also, thanks to Alan and Margaret Western for organising the Drinks and Nibbles afternoon at their home. Awesome!
We are working through a review of the Body Corporate Operational Rules, with assistance from Paul Gibson at Gascoigne Wicks. No major changes are anticipated, more in the nature of clarifying some of the wording. You'll be kept informed about any changes.
Lastly, just a quick reminder. Please try to keep your driving/riding speed to 15 kilometres per hour inside the development walls. Also, when you're walking around or just stopping for a chat please use the footpaths where possible." Stay safe.

TREASURER'S REPORT (Christina Mathew)

Another very pleasing financial year has passed with the annual intake from residents' fees being $31,680.00. As I indicated last year we have a narrow band of expenses that I felt would not increase to any great extent by higher inflation. This has proven to be correct, and, with the increase of the monthly amount of the residents' fees and the higher interest rates, the Term Deposit investments are now at the very satisfactory amount of $56,363.00. This amount is being built up to cover eventual future maintenance and replacement costs of the footpaths, roads, lights, entrance ways, signage and gardens.
Because we are building up a significant amount of money and we are a not-for-profit Body Corporate, it has been suggested that the committee looks into preparing a Long Term 'Cyclical Maintenance' Plan, as required by the Inland Revenue Department. Lynette Rayner, the Accountant who has reviewed our books, is going to deliver her report and touch on this subject.
Last but not least the 'Laterals' have been deleted from the Common Property Assets as they are owned by the District Council, not by the Body Corporate.

*Note from Secretary: Under the Unit Titles Act 2010 **all** Body Corporates are required to have a Long Term Maintenance Plan (minimum period 30 years).*

HARAKEKE LIFESTYLE ESTATE BODY CORPORATE 446285/A

Statement of INCOME and EXPENDITURE: 1st April 2023 – 31st March 2024

2023	INCOME	2024
28,350.00	Residents' Fees	31,414.40
7.20	Bank & S.O.P. credits	173.95
695.21	Term Deposit interest	2,398.27
$29,052.41	**TOTAL**	$33,986.62
	EXPENDITURE	
8,697.45	Insurance	9,768.64
1,488.58	Electricity	1,523.75
2,000.30	Maintenance	1,331.98
3,990.00	Mowing	5,040.00
24.75	Bank fees	28.80
34.73	Stationery	162.57
159.99	Gifts vouchers / donations.	400.00
30.00	Hall hire	30.00
NIL	Valuation Fee	1,035.00
NIL	Refunds over payments	385.00
	RWT Paid	671.52
$16,425.80	**TOTAL**	$20,377.26
	SURPLUS	$13,609.36

AMOUNT PAID INTO TERM DEPOSIT 2023-2024 $13,538.96

HARAKEKE LIFESTYLE ESTATE BODY CORPORATE 446285/A

Balance Sheet as at 31st March 2024

Residents Capital		**Assets**	
Balance 1 April 2023	811,101.00	SBS Bank Everyday Account	$402.00
2024 Surplus	13,609.00	SBS Bank TD (2)	$56,347.00
		Common Property	$767,847.00
		Jobmaster Cutter	$46.00
		Unit Titles Manual	$68.00
	$824,710.00		$824,710.00

HARAKEKE LIFESTYLE ESTATE BODY CORPORATE 446285/A

Estimated Budget for Year Ending 31st March 2025

INCOME	
Residents’ fees	31,500.00
Bank credits and S.O.P. fees	250.00
Term Deposit Interest	2,800.00
TOTAL	**$34,550.00**
EXPENDITURE	
Insurance	11,700.00
Electricity	1,600.00
Maintenance (garden – irrigation – lighting)	1,500.00
Mowing	5,000.00
Bank fees	30.00
Stationery	250.00
Gift vouchers / donations	350.00
Valuation fee	NIL
Accountant fee	400.00
Legal fees	1,000.00
TOTAL	**$21,830.00**
Budgeted total to reserves	**$12,720.00**

Accounting + Plus 2009 Ltd
Accounting & Business Solutions

Unit 2, 42 High Street
Blenheim 7201
Ph 03 577 9090
Email: admin@accountingplus.nz

Reviewer's Report to The Harakeke Body Corporate

We have reviewed the 2024 financial accounts of the Body Corporate.
The accounts are well prepared, the treasurer is thorough and the financial reports and documents are well presented.

As at the end of the financial year, there were funds invested of $56,347, the brought forward common property value was $767,847 with two smaller assets, being the jobmaster cutter and unit titles manual also included. These two assets need to be reviewed as it is unlikely they hold any value due to their age.
However, this figure includes laterals that, we now understand, are to be removed as they are not the responsibility of the body corporate.

Resident fees collected were $31,800 compared to $28,350 in 2023. Insurance costs are continually rising but the core costs remain similar year on year.

The overall surplus for 2024 is $13,609.

A few points to consider as a group:

- The rules of the body corporate are no longer fit for purpose. They do not appear to have been updated since inception and leave a lot of gaps in operational matters. Attending to these and getting them updated to better reflect the organisation now should be given priority.
- As the organisation is not for profit, there are ongoing annual surpluses with no justification – a long-term cyclic maintenance plan of at least 10 years should be adopted. This could be supported by an annual plan for work to progress out of the long-term plan. The cyclic provisions can be valued now with CPI adjustments.
- Continuing the collection of fees or/and increasing them without some justification for the collection could pose a taxable activity consequence because there is no justification – hence the requirements for a cyclic plan
  The group needs to ensure it is collecting fees for the benefit of the current community and the maintenance of assets, not as a long-term banking scheme.
- Consider engaging an independent assessor to determine what a cyclic maintenance plan would look like. WSP (formally Opus) specialise in this. The cost should be approximately $1,000 to $1,500.
- Valuations – as you are holding long-term low maintenance asset valuations could potentially be longer periods apart, this will save costs.

Cyclic Maintenance Plan
To give some context to the provision for the cost of replacement of the assets, rates below reflect the standard rates for assets of this nature.

- Depreciation – roadways 3%, driveways 3%, lighting 6%
  Therefore, the common property values from the 2022 valuation, suggest you should be allowing $17.5k per annum for Roadways and Paths and $4.8k per annum for lighting.
  However, these are based on a 30-year life and as your assets have much less use than general public access, were installed progressively over a number of years, and also, it is unlikely that there would be a total loss all at once so the useful life could be pushed out for considerably longer. (laterals excluded)
- Roadways & paths $586,861
- Lighting $81,000

Harakeke Lifestyle Estate Body Corporate 446285 / A

Balance Sheet as at 31 March 2024

Residents Capital		**Assets**	
Balance 1 April 2023	$811,101.00	SBS Bank Everyday Account	$402.00
2024 Surplus	$13,609.00	SBS Bank Term Deposit 2	$6,347.00
		Common Property	$767,847.00
		Jobmaster Cutter	$46.00
		Unit Titles Manual	$68.00
	$824,710.00		**$824,710.00**

Signed:
Lynette Rayner
Accounting Plus 2009 Limited
2 May 2024

Accounting + Plus 2009 Ltd
Accounting & Business Solutions

Addendum from Minutes Secretary: *With reference to Reviewer comment re Operational Rules, the Rules have been reviewed by Paul Gibson, Gascoigne Wicks, who has deemed that the rules are fit for purpose. See Appendix A, pages vii and viii.*

MAINTENANCE OF COMMON PROPERTY (Allen Knight)

My report this year is just a continuation of the challenges of work reliant on the weather. Again, we have had weeks of hot, dry winds and recent heavy rain. The dry spells have shown the value of our irrigation system which has kept the common areas nice and green.
The garden areas planted last year are doing well. Most shrubs are dry-weather tolerant and should continue to do well with watering and weeding when necessary.
There have been several well attended working bees to trim and tidy the hedge and shrubs. I believe these areas are looking really good and I thank those residents who helped with this work. Also, we have some residents who, when they see where some weeding or tidy-up is needed, just do it. Thank you.
Future work planned is just to maintain what we have and keep it as tidy as we can. We are getting older and some jobs get more difficult as we age. We need to concentrate on both entrances and ensure the plantings don't obscure our entrance signage, particularly the 15 kph signs which are to be observed and adhered to.
Finally, I must mention Darren, our mower man. We engaged Darren on the 1st of July 2016 to do our mowing, plus any gardening we required. He has proved a willing and reliable worker for us, is very easy to work and we are lucky to have him. He originally cut our grass with a small household mower until, with encouragement from us, he graduated to a ride-on mower. We now have more common areas to maintain than we had back in 2016 so with his larger and more reliable machinery we should be set for a stable future.

LETTER FROM JUNE KNIGHT

Good afternoon everyone. Welcome to our **9th** Body Corporate AGM.
I am sure you will all agree our committee members deserve a big thank you. They are all volunteers and we have appointed them to act on our behalf, for us residents. The committee members do a lot of work behind the scenes for us all.
Madam Secretary, Pat, you have had a lot more paperwork this year also, so our grateful thanks to you. All the 2023-2024 committee members, except Hilary, are standing again, so another 'thank you'.
Just a little more gossip about the Estate. In June 2016 we had our first Harakeke Lifestyle Estate Body Corporate Annual General Meeting, held at the Redwood Tavern. There were only 20 houses in here then. Of those 20 homes 12 still have the original residents (must like it here). The first six homes were built in 2013 – we now have 48 completed houses and one section to sell to complete the 49.
People come and leave, sadly some have passed. To our new residents, a warm welcome to you all. It is a pleasure to live in here. Donna, Betty, Ken, Allen and I have all been in here over ten years, so that must say something.
It is nice how we look out for one another and that we all take pride in where we live. That is credit to us all. For example, on any rubbish day if there are bins or recycle tubs sitting out at the roadside someone will put them on the property they belong to.
Every so often we now see a yellow vehicle (St John's) coming in or going out. November last year I needed them and the two paramedic ladies who attended me were absolutely marvellous! How lucky we are to know that such good help is there for us when needed, and so close. COVID is still hanging around, life is still not quite the same as it used to be, but we can still try to enjoy life even if it is a bit different. Keep smiling and all take care.
June

Gascoigne Wicks LAWYERS

Partners:
Paul Gibson LLM, BCA
Quentin Davies LLM (Hons), BSc (Hons)
Scott Wight LLB, BSc
Tom Dobbs LLB, BA
Consultant:
Brian Fletcher LLB

Associates:
Claire McKendry LLB, BSc
Amanda Hills LLB (Hons), BCom
Emma Tucker LLB, BA (Hons)
Emma Deason LLB
Josh Marshall LLB, BSc (Hons)

1 May 2024

Harakeke Lifestyle
Body Corporate 446285
Blenheim

Email: harakekebc@gmail.com

Attention: Pat Quarles – Secretary

Review of Body Corporate Operational Rules

1. Thanks for your earlier correspondence. I have reviewed the material, as requested.

Operational rules

2. As a start point, under the new Act (Unit Titles Act 2010), the intention was to make the operational rules relatively simple. In that regard, the original rules were prescribed under section 105(2) of the Act, and are set out in Schedule 1 of the regulations. A copy of those original operational rules are attached – you will see that they are effectively just seven short provisions.

3. That said, the operational rules can be amended – section 105(3). As you have noted, any amendment to the operational rules must relate to the control, management, administration, useful enjoyment of the principal units or common property. And no powers or duties may be conferred or imposed on the body corporate, that are not incidental to the powers and duties set out under the Act. These restrictions are set out in section 106 of the Act.

4. In my view, you should keep these rules as simple as possible. Put the other way, in many circumstances, where operational rules are more detailed, there are more problems and costs in monitoring and enforcement.

5. In the case of Harakeke Lifestyle (Body Corporate 446285), the relevant operational rules were expanded, effectively to reflect the intended occupiers of the properties, and the use of the properties. In that regard, there is the general age requirement of 55 years, and rules relating to property use intended to reflect the nature of the development. Those rules are noted on each title, by virtue of Notice 9156399.5.

6. In my view, the existing rules still do appear 'fit for purpose'. My short advice is not to make any amendment to the rules, unless some genuine issue or difficulty was being raised.

Changes to structures

7. The other issue that you raised related to whether or not there were any restrictions on changing the structure of any of the buildings on the properties (each a 'principal unit').

8. The relevant 'principal unit' includes all of the land comprised in each property, as set out on the unit title plan – DP446285. And a building simply sits on that land, becoming part of each principal unit.

9. Looking specifically at Harakeke Lifestyle, all of the buildings on all of the principal units are 'stand-alone', meaning that no part of any building is attached in any way to any other building – section 5 of the Act.

10. Each owner of a principal unit is entitled to make any alterations to the relevant unit, so long as they are within the relevant unit boundary, and do not materially affect any other unit or common property – section 79(e).

11. That right is subject to the relevant owner notifying the body corporate of any intention to carry out additions or structural alterations, before commencement of any work – section 80(1)(h).

12. In any event, no owner is entitled to carry out any additions or structural alterations that materially affect any other unit (or the common property), without the written consent of the body corporate – section 80(1)(i).

13. The above provisions leave each unit owner effectively free to carry out structural alterations, subject to notifying the Body Corporate (and subject in any event to the Building Act).

14. If anything further is presently required, please let me know.

Yours faithfully
GASCOIGNE WICKS

Paul Gibson
Partner

Email | pgibson@gwlaw.co.nz

<u>END OF 2024 AGM MINUTES</u>

Notice of Intention to Hold an Annual General Meeting
Harakeke Lifestyle Estate Body Corporate 466285

Reg 5, Unit Titles Regulations 2011

This notice is to advise that the Annual General Meeting (AGM) of the Body Corporate is intended to be held as follows:

Venue: Croquet Club Rooms, Whitehead Park, Brooklyn Drive, Blenheim
Time: 2:00 pm
Date: Sunday, 4 May 2025

Election of a Chairperson: A Body Corporate must elect a chairperson by ordinary resolution at every annual general meeting of the body corporate. This is not to be confused with the committee chairperson (whom the Committee elects). Your nomination is invited for the position of Chairperson for the body corporate. Please send your nomination for Chairperson on the attached form either by email (harakekebc@gmail.com) or letterbox drop/post (Secretary, Harakeke Lifestyle Estate Body Corporate, 17 Korari Grove, Redwoodtown, Blenheim 7201).

Election of Body Corporate Committee: A committee member must be the owner of a principal unit, be either nominated by an owner of a principal unit or may nominate himself or herself. Please send your nomination for committee member(s) on the attached form either by email (harakekebc@gmail.com) or letterbox drop/post (Secretary, Harakeke Lifestyle Estate Body Corporate, 17 Korari Grove, Redwoodtown, Blenheim 7201).

Matters for Discussion; You are invited to propose matters for discussion at the meeting. A general outline of the agenda is as follows:

- Apologies
- Proxies and Postal Votes
- Welcome from Chairperson of Body Corporate
- Reports from Chairperson/Committee
- Confirmation of Minutes of Previous Annual General Meeting
- Matters Arising from Previous Meeting
- Election of a Chairperson
- Election of Committee
- Financial Statements
- Budget
- Audit of Accounts
- Common Area Maintenance Matters
- General Business

Nominations for the Chairperson or committee must be provided to Secretary, Harakeke Lifestyle Estate Body Corporate, 17 Korari Grove, Redwoodtown, Blenheim 7201, and be received no later than <u>Friday, 11 April 2025</u>.

Pat Quarles, Secretary
Harakeke Lifestyle Estate Body Corporate

Attachments:
Chairperson, Committee Member Nomination Form
Additional Agenda Items Form
Proxy Appointment Form

ANNUAL GENERAL MEETING

HARAKEKE LIFESTYLE ESTATE BODY CORPORATE 446285

SUNDAY 4 MAY 2025, COMMENCING 2:00pm

Croquet Club Rooms,
Whitehead Park, Brooklyn Drive, Blenheim NZ

AGENDA

1. **Apologies**

2. **Proxies and Postal Votes**

3. **Welcome from Chairperson**

4. **Reports**
   (a) Chairman
   (b) Grounds Management
   (c) Treasurer

5. **Confirmation of 2024 Annual General Meeting Minutes**

6. **Matters Arising from 2024 meeting minutes.**

7. **Election of an Estate Chairperson** (1 nominee)
   Dave Dyer — Nominated by Jenny Evans

   Election of Body Corporate Committee Member
   Phil Bowman — Nominated by Allen Knight
   Dave Dyer — Nominated by Patricia Quarles
   Nicole Croker — Nominated by Christina Mathew
   Christina Mathew — Nominated by Lynne Broadbridge
   Ron Pinnock — Nominated by Thomas R. Statham
   Patricia Quarles — Nominated by Philip Bowman
   Steven Quarles — Nominated by Margaret Bowman

8. **Financial Statements, 2025-2026 Budget, Review of Accounts**

9. **General Business**

CLOSE OF MEETING

MINUTES OF ANNUAL GENERAL MEETING

Meeting commenced at 2:00pm

Present: Jackie Anderson, Ken Anderson, Margaret Bowman, Phil Bowman, Laura Coates, Jan Cleland, Niki Croker, Dave Dyer, Helen Dyer, Euan Dickson, Kaye Dickson, Jenny Evans, Ginette Goulding, Murray Goulding, Jaclyn Grant, John Grant, Sue Greenstreet, Pip Hamilton, Heather Hammond, Joan Holliday, Maureen Hosken, Allen Knight, June Knight, Hilary Lundon, John McCarthy, Judi McCarthy, Alan McEvoy, Fiona McEvoy, Jane Minto, Ken Minto, Lyn Morris, Neil Morris, Ngaire Newman, Ron Pinnock, Yvonne Pinnock, Pat Quarles, Steve Quarles, Brian Shatford, Maureen Soar, Tom Statham, Shirley Thompson, Noel Thurlow, Noelene Thurlow, Jane Upton, Barbara Winstanley, David Winstanley, Liz Welsh.
(Property Units represented met the 25% requirement (i.e., 12 units))

1. **Apologies:** Fred Barnowich, Gloria Barnowich, Lynne Broadbridge, Mark Broadbridge, Betty Clatworthy, Terry Climo, Pauline Firmin, Decima Leslie, Murray Leslie, Christina Matthew, John Matthew, Colin Smithies, Bill Sowerby, Stuart Thomson, Sue Thomson, Boyd Turner, Karen Turner, Tui Vercoe
   Non-Notification: Peter Butler, Tanea Butler, Donna McFadden, Kalvin Robinson, Maree Robinson, Alan Western, Margaret Western

2. **Proxies Received:** Marilyn Kerekere (proxy Ron Pinnock)

3. **Welcome:** Chairman, Dave Dyer, welcomed those in attendance.
   Secretary, Pat Quarles, addressed basic 'housekeeping' information (exits, toilets, mobile phones (silent or off), etc)). Reminder was given that if any item arose which called for a vote there is only one vote per Property Unit, not one vote per attendee.
   A moments silence was held for residents who had passed.

4. **Reports:** Full reports are available in Appendix A of these Minutes.
   (a) Chairman (Dave Dyer)
   Report was read (see Appendix A, page i). Thanks were extended to the BC Committee Members and residents for the help provided during the year. Thanks given to June Knight for once again volunteering to check attendance.
   (b) Grounds Management (Allen Knight)
   Full report was read (see Appendix A, page i). There were no questions.
   (c) Treasurer (Christina Mathew)
   Report was read on Christina's behalf by Patricia Quarles. Bank accounts and records have been reviewed by Lynette Rayner. Report and comments are included with the financial documents in Appendix A (pages ii, iii, iv).

   As no further discussion was entered into or any questions the Chair moved that all reports be accepted. Seconded: Judi McCarthy **CARRIED**

5. **Minutes of the 2024 Annual General Meeting**
   The Chairman moved that the minutes of this meeting be accepted as a true and correct record. Seconded: Brian Shatford **CARRIED**

6. **Matters arising from the 2024 Minutes**
   None.

7. **<u>Election of Chairperson for HLE Body Corporate and Committee</u>**

<u>Chairperson nomination:</u>

Dave Dyer	Nominated by Jenny Evans

Mr Dyer was asked to vacate the Chair while attendees were asked if there were any further nominations or objections to the nomination. No further nominations were forthcoming and there were no objections to the nominee. The meeting Secretary moved that the nomination be accepted. Seconded: Ron Pinnock **CARRIED**

Dave Dyer was thereby confirmed as Chairperson and resumed the Chair.

<u>Committee Member nominations</u>:

Phil Bowman	Nominated by Allen Knight
Niki Croker	Nominated by Christina Mathew
Dave Dyer	Nominated by Patricia Quarles
Christina Matthew	Nominated by Lynne Broadbridge
Ron Pinnock	Nominated by Thomas R. Statham
Patricia Quarles	Nominated by Philip Bowman
Steven Quarles	Nominated by Margaret Bowman

No objections were received to any of the nominees. Chairperson moved that all nominees be duly elected as Harakeke Body Corporate Committee Members for the 2025-2026 year. Seconded: Jenny Evans. **CARRIED**

8. **<u>Financial Statements, 2025-2026 Budget, Review of 2024-2025 Accounts</u>**

Full information may be seen in Appendix A (pages iv, v, vi).

9. **<u>General Business</u>**

(a) Chair: In the interest of future-proofing the Treasurer function I would like to propose that the incoming Committee look into options for updating the current handwritten/manual process to digital record-keeping and reporting. Current Treasurer is aware of this proposal.
NO OBJECTIONS.

(b) Question asked about security of Body Corp records. Currently stored on-site. Will revisit fireproof, off-site or digital filing options.

(c) Question asked from the floor "who is AON Insurance's valuer". Schedule of assets requested. Secretary to distribute to residents.

Before closing, June Knight delighted all present (perhaps not Allen) with a letter to all (see Appendix A, page v and vi).

The Chairman thanked all for their attendance and attention and all who assisted with meeting arrangements. All were invited to stay for light refreshments.

The meeting was declared closed at 2:50pm.

APPENDIX A

REPORTS

CHAIRMAN'S REPORT

The committee held six meetings during the last 12 months, without too many problems.
We have had to employ Paul Gibson, Gascoigne Wicks Lawyers, to help us sort out what the Harakeke Body Corporate owns and what the Marlborough District Council owns in regard to the Infrastructure (drainage/sewage, stormwater, water, underground services, etc.) as there are too many different opinions as to what is right or wrong. We need to sort this out for once and for all! Because this has been, and will continue to be, an ongoing cost to the Body Corporate until resolved, I am sorry. It is particularly important to get this right to ensure we are properly insured.
I would like to thank Allen Knight all for his work as Grounds Supervisor - he will be missed on the Committee.
Thanks also to –
Pat Quarles, for all that you do for us and being there for me.
Christina Mathew, for keeping the books for us - well done.
Steve Quarles, for all your help and for when I need someone to bounce things off.
Phil Bowman, for putting your name up to be our new Groundsman. We will be there to help you.
Thanks also for all those who come to the Working Bees.
Lastly, thanks to everyone for coping with the last build. Within the next six months the Harakeke Lifestyle Estate will be completed. Keep up the good work of driving with care around the complex. We all need to be aware when out and about.
D.J. DYER

GROUNDS MANAGEMENT REPORT

From my point of view, I believe we have had a good year maintaining the common areas of our Estate. I know many in here have had nice comments from visitors regarding our surrounding areas.
Darryn, our mower man, has been his usual reliable self and has done a good job. We need to look after him and he will continue to do well for us.
We have had well-attended working bees when required and I thank all who helped.
Thanks also to those who, without asking, just saw something that needed doing and went and did it. Jaclyn and June especially but to any others that I have missed I apologise and thank you. We have replaced shrubs that were well past their use-by date, trimmed and tidied others, and trimmed the photinia hedge. We had the grass sprayed in an ongoing battle with weeds. I don't see any major work required in the future, must maintaining what we have.
I don't believe when we came to live in our Estate that we anticipated we would be involved in committee work. But the reality is that someone has to look after all the correspondence that the Body Corp generates, someone has to handle our financials, and someone has to manage the ground maintenance. Not forgetting our Chairman, who presides over us all.
Please consider becoming that 'someone' and helping to share the workload.
I have had great help and support from Phil Bowman this year, and as this is my final year as grounds manager I'd like to say 'thanks Phil and over to you'.
Thank you to all who form the incoming committee. I wish you well.
ALLEN KNIGHT

TREASURER'S REPORT FOR FINANCIAL YEAR ENDING 31 MARCH 2025

Another very pleasing financial year has passed with the annual take of residents' fees being $31,845.00 and the invested funds (Term Deposit Account) reaching $68,156.00. The subdivision is near completion with the last section finally having a dwelling built upon it. When this is completed and sold our yearly intake will be $32,340.00 (based on the current fee of $55.00 per month). Although there is mention of inflation rearing its ugly head we have such a narrow band of costs and so it shouldn't affect us to any great extent. I don't think there is any need for a fee increase during the 2025-2026 year.

The money being invested is growing year by year and is being put aside for eventual maintenance of the roads, footpaths, lights, etc. Although it probably won't happen for a few years to come when it does it will be expensive. We are well insured for catastrophic occurrences. Fingers crossed none will happen.

I will end this report with a very big thank you to all the residents for your help in making the transfer of all our pennies from the SBS to KIWIBANK smooth and without any hitches. It went well.

Many, many thanks.

CHRISTINA MATHEW

HARAKEKE LIFESTYLE ESTATE BODY CORPORATE 446285

Estimation Budget for Year Ending 31st March 2026

INCOME	
Residents' fees	32,000.00
Sale Of Property (SOP) fees	250.00
Term Deposit Interest	3,300.00
TOTAL	**$35,550.00**

EXPENDITURE	
Insurance	11,500.00
Electricity	1,650.00
Maintenance	1,500.00
Mowing	5,500.00
Stationery	150.00
Hall Hire	60.00
Donations, Gifts, Misc.	300.00
Accountant	450.00
Legal fees	4,500.00
Resident Withholding Tax (R.W.T.)	800.00
TOTAL	**$26,410.00**

Accounting + Plus 2009 Ltd
Accounting & Business Solutions

Unit 2, 42 High Street
Blenheim 7201
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Email: admin@accountingplus.nz

April 2025

Reviewer's Report to The Harakeke Body Corporate

We have reviewed the 2025 financial accounts of the Body Corporate.
The accounts are well prepared, the treasurer is thorough, and the financial reports and documents are well presented.

As at the end of the financial year, there were funds invested of $68,156, the brought forward common property value was $767,847. The two smaller assets, being the jobmaster cutter and unit titles manual have been written off and removed.
The common property figure includes laterals. As there has been discussion regarding the ownership of these, this value may need to be reassessed.

Resident fees collected were $31,845 compared to $31,414 in 2024. Insurance costs have risen but the core costs remain similar year on year.

The overall surplus for 2025 is $12,423, a change from $13,609 in 2024.

Harakeke Lifestyle Estate Body Corporate 446285 / A

Balance Sheet as at 31 March 2025

Residents Capital		**Assets**	
Balance 1 April 2024	$824,710.00	Kiwi bank Free Up Account	$962.00
Loss on Disposal of Assets	-$113.00	Kiwi bank Online Call Account	$55.00
2025 Surplus	$12,423.00	Kiwi bank Term Deposit	$68,156.00
		Common Property	$767,847.00
	$837,020.00		$837,020.00

Harakeke Lifestyle Estate Body Corporate 446285 / A

Profit and Loss Statement for the Year Ending 31 March 2025

2024		2025
	Income	
31414.4	Residents Fees	31845
173.95	Bank & S.O.P credits	225.4
2398.27	Interest	3578.02
33986.6	Total Income	**35648.42**
	Expenses	
0.00	Accounting/Audit	458.18
28.80	Bank Fees	13.05
1523.75	Electricity	1590.90
400.00	Gift Vouchers/Donations	216.99
30.00	Hall Hire	30.00
9768.64	Insurance	10118.44
0.00	Legal	1132.35
1331.98	Maintenance	1699.83
5040.00	Mowing	6361.00
162.57	Stationery	112.67
385.00	Refunds (Overpayments)	110.00
671.52	RWT Paid	1094.28
1035.00	Valuation Fee	287.50
20377.3	Total Expenses	**23225.19**
13609.4	**SURPLUS**	**12423.23**

Signed:

Lynette Rayner

Accounting Plus 2009 Limited

16th April 2025

Accounting + Plus 2009 Ltd
Accounting & Business Solutions

LETTER FROM JUNE KNIGHT

Good afternoon everyone - nice to see you all here for the 10th Body Corporate AGM.
That time of year again, where we are grateful for what our Committee has done for us residents. Over the ten years we have had several residents volunteer to go onto the Committee.
To our Committee now, to each one of you and the work that you do, the challenges that you sometimes have.
Pat - the Secretary's work has doubled since 2016, plus the register of members each time residents move out and new ones move in, a new register is prepared and distributed. As volunteers you all do a good job.
Thank you' - two small words but they mean a lot. So our grateful thanks to you all.
Welcome to any new members. Allen is now standing down. Phil has been his helper and now will be the new grounds manager. All the best to you all for the new term.
Some of you on Committee have been on for a time, and some for the second time.
Again, much appreciated. Thank you.
There is one person I would like to say a few words about and he doesn't like a fuss being made. So, boy oh boy, am I going to be in big trouble! ***Sorry Allen****.*
In 2013 our house was the sixth house to be built, all six homes were in the same area. There was no house number or street name, just the six houses, roads and land, and the beginning the big piles of dirt from each section when a house was to be built. The dirt was on the land where the 34 & 36 Ara Drive homes are now.
At Harakeke Place entrance, by two back fences, Paul Ham planted hebes and flaxes in the gardens – looks a bit different now! Then more garden area was put in at two stone walls. Allen, you and I looked after that area and still do.
2016 – our first Body Corp AGM. You were elected onto Committee as Grounds Manager. You had the responsibility of setting up the gardens and common ground areas, also you worked with Steve in hiring Darryn, our lawn mower man and other jobs he has done for the Body Corp.
When Paul Ham set up the three oval gardens, the three kowhai trees, shrubs at the Easthaven Place entrance - he paid for them but Darryn and you planted them! Two of the oval gardens' shrubs were pulled out and new ones put in. You and I went around every plant place in Blenheim to get the right ground cover plants and other shrubs.
When common area grass was newly sown, three or four boys on bikes would come riding into the Estate and rode over the grass. Betty spoke to them one day. Back in again they came and each time they rode past Betty and Ken's house they would give them the fingers – little so and so's!
In the Estate when help was needed for weeding, trimming, watering and mowing a call would go out for volunteers. If you could help – good; if not – no problem. We called our volunteers Dad's Army. It was a nice way of working, having a chat with other residents. Now the grounds are established and we have automatic watering set up. Any trimming to be done – Dad's Army still comes and helps clean up.
A few years ago, Darryn, our lawn mower man, had a knee operation and was off for five weeks. Who was going to cut the grasses? Well, the result was a sight to see! A group of our men volunteered, and all were out with their own mowers, cutting the grasses several times.
Allen, you have worked hard all these years in the Estate so enjoy your retirement from being grounds manager and being on the Committee. I know you will still help when needed.
So, a very big Thank You from all of us and Thank You to all the volunteers.
To see how the Estate looks now, the different ages of the residents, and the pride and care we all take with our properties, it is a real pleasure to live in here.
Welcome to any new residents – I hope you will enjoy living here. We all look out for one
When there were not so many homes and residents we would get together for a lunch at the Clubs of Marlborough every so often. When there were more homes and people we would gather on the common ground area – a nice way of catching up with people, so we must keep doing that.
This week we have just lost a very good neighbour and friend, Ken Clatworthy. Our deepest, deepest sympathy to Betty.
This is going to be my last time doing this letter, after doing it for about seven or eight years.
So, signing off, over and out. June

END OF 2025 AGM MINUTES

Minutes

Body Corporate Committee Meetings

2022-2023

(May 2022-April 2023

2023-2024

(May 2023-April 2024)

2024-2025

(May 2024-April 2025)

2022-2023 COMMITTEE (MAY 2022-APRIL 2023)

Meeting Dates:

Aug 04 2022, Nov 03 2022, Dec 08 2022, Feb 02 2023, Mar 10 2023

AUGUST 04 2022 - MINUTES

1. Welcome: Chairman welcomed committee members.
2. Apologies: Nil.
3. Minutes from Previous Meeting: Held on 16th June 2022 were agreed to be a true and correct record. MOVED DD/ SECONDED AK CARRIED
4. Correspondence: Nil.
5. Matters Arising: Nil.
6. Reports:
   a. Financial: Balances Transactional $10,570.00, Term Deposit $29,499.17. MOVED CM / SECONDED DD CARRIED
   b. Grounds: Three cuts have been completed since the last meeting. Next cut will be 05/08 - before we receive more rain. Look at the possibility of another gardener as Mike McDonald is getting older. Currently paying Mike $60 per hour.
   c. Social: Brian Baxter afternoon jam session was enjoyed by the residents and he has offered to come to our Christmas function to play. A Morning Tea was held at Jenny Coxhill's residence with around ten attendees
7. General Business:
   (a) We had one applicant for the role of secretary whom we offered the position to however they declined the offer. Pat Quarles has now offered to come back on the Committee as Secretary.
   (b) A discussion was had regarding BC fees. AK presented some costs to the committee in favour of increasing this to $55 per month to cover the cost of inflation and to make sure that we have funds aside for roading and maintenance. It was noted that at a meeting in 2016 Paul Ham presented a cost to the new board that the resealing of the roads in 20 years' time would be circa $180K. We are now six years into this 20-year plan and have $30K put aside where we should have around $54K. It was also discussed that in the earlier years there were less residents who were contributing. Treasurer advised that monthly income from BC fees is $2,350 based on $50 per household per month. It was decided that AK will contact TC Nicholls and explain what the Body Corp is responsible for and to get a realistic cost to reseal the road due to wear and tear. Water & sewerage are coved by the council – if they dig up the road, it is their responsibility to repair this.
   (c) Newsletter to be sent to the residents welcoming the new residents, explaining what the BC are liable for financially and the rationale as to why the BC fees may go up at the next AGM
   Motion: To get road costings from TC Nichols and insurance quotes from AON and First Lane, then reassess the BC Fee. MOVED: DD / SECONDED TS

Next Meeting**:** Thursday 3 November 2022 at 5pm.

Meeting closed 5:52pm

NOVEMBER 03 2022 - MINUTES

1. Welcome: Chair opened meeting at 5:05pm and welcomed all attendees.

2. Apologies: None.

3. Minutes of Previous Meeting (4 August 2022): Moved AK that the minutes be accepted as a true and accurate record. Seconded by DD.

4. Matters Arising from the Previous Meeting:

(a) AK has information re road maintenance/repair quote. Will cover in General Business.

(b) AK has talked with D Thomas re grounds maintenance. He is happy to continue existing tasks and to work with AK. Mike McDonald has some health issues and will need to be more selective about what jobs (grounds maintenance) he could undertake. Check Darren's contract – should include mowing, trimming edges, disposing of green waste. Current rate $60 per hour?

5. Correspondence**:**

(a) Inward

- Various emails re insurance cover (assets). See in General Business.
- Letter from P Orr re dog. See General Business.

(b) Outward

Email from Secretary to Residents asking them to check their information in the Register prior to distribution of updated list.

6. Reports

(a) Financial

Balance $14,847.06. No outstanding accounts or accounts due for payment.
Term Deposit due to mature in next couple of months; roll over.
Will need to confirm/pay insurance in December 2022.
Moved by CM that Financial Report be accepted. Seconded by HD.

(b) Grounds Maintenance:

- Good working bee tidying/clearing circular planted area (island behind Clatworthy's) – great effort by all who assisted. Special thanks to Darren.
- 27 new shrubs recently planted (purchased from Islington Gardens and Mitre 10 – approx. $20 per plant), fertilised areas. Plan to spray clover and stabilise tree.
- Committee to acknowledge work continuing to be done by Jaclyn Grant. At next social gathering ask if anyone is interested in assisting with the upkeep.
- Question raised about planting more evergreens – check with residents.
Moved by AK that Grounds report be accepted. Seconded by HL.

(c) Social

- Had a very nice get-together evening in September – welcomed some new residents. Thanks to all who were able to attend.
- Christmas Get-Together: Planning for Saturday, 26 November, 3-6pm. Brian Baxter is keen to provide music again. B Winstanley suggested having barbecue option available. HD to create and distribute information flyer.
Moved by HD that Social Report be accepted. Seconded by CM.

7. General Business

(a) Insurance: DD and AK met with AON representative. No quote received yet. Nothing from Chris Lane (current insurer) yet. Substantial increase anticipated – could be close to $10,000. Working on $900,000 valuation. No change to liability coverage. Not covering underground services. Due date for renewal of current insurance 14 Dec 2022. Renew for further 12 month period (option to cancel if desired). Will have quick update/action meeting early December prior to renewal date.

T C Nicholls: met with (Contract Manager) - advised that current roading is in good condition. Would hope no maintenance required for another 20-30 years.

Based on 3,300 square metres at today's rates could be looking at a cost of $250,000.

(b) Body Corp Fees: Increase now or at AGM? Needs to be an Agenda item and residents must be kept informed. CM to provide $$$ (income & outgoings).

(c) Large Dog: Email received from P Orr asking if Committee would agree to replacement Leonberger (big) dog (to replace Bonnie who had to be put down). Said she would not want to have to move. Committee decided against agreeing to another as the initial request was granted as a "one-off" deviation from the Body Corp rules. Letter to be prepared and given to Pip. (ACTION COMPLETE)

(d) Any Other Business: CM suggested that meeting venue should be rotated among Committee members.

8. Next meeting: Thursday 8 December 2022, 5:00pm, at 32 Ara Drive. Special meeting to decide on insurance. (Single agenda item).

Meeting closed at 6:17pm

SPECIAL MEETING MINUTES - DECEMBER 08 2022

Meeting opened at 5:02pm - No apologies

1. INSURANCE:

Two quote received for renewal of liability and infrastructure insurance. Significant point of difference between quotes was the National Disaster Excess (Earthquake Commission):

1st Lane = 5% of site sum insured and AON = 2.5% of site sum insured.

Premium payment amounts subject to minor modification, based on final agreed value.

ACTION. Ask AON about renewal date (preferably not at end of calendar year).

Obtain updated valuation info/estimate from Davidsons ($893,000 & $770,000 in 2021).

MOTION. Moved by DD that insurance cover be renewed with AON, with effect from expiration date of 1st Lane policy. Seconded by AK. ALL IN FAVOUR.

ACTION: DD, AK and PQ to meet with AON and advise outcome, putting proposed renewal date(s) into effect.

2. FINANCE(S):

Increase monthly Body Corporate payments by residents by $5 (to $55).

Brief Discussion.

(a) Agenda item for May Annual General Meeting? All residents must be given advance, timely notice of the proposed change and be fully informed as to justification for the increase.

(b) Add $$$ to Term Deposit (from General Account). At AGM must disclose full figures (insurance, deposits, account, etc.). Check rate of RWT being applied to HBC accts.

Meeting closed at 5:40pm.

FOOTNOTE:

Productive meeting with AON on afternoon of 6 December 2023. Necessary documentation signed. Chris Lane notified by Dave Dyer of change. Premium payments made.

FEBRUARY 02 2023 – MINUTES

1. Welcome: Chair opened the meeting and welcomed all attendees.

2. Apologies: None.

3. Minutes of previous meetings:

(a) 3 November 2022 (regular business); and

(b) 5 December 2022 (Special Meeting re insurance and finance)

Chair moved minutes be accepted as a true and accurate record. ALL AGREED

4. Matters Arising from previous meetings:

Meeting (a)

- Send letter of thanks from the Committee to Jaclyn Grant, on behalf of all the residents, for her diligence in maintaining and enhancing the appearance of various common ground areas.
  ACTION: Secretary
- Clover spraying completed. Tree removed from circular garden.
- Formalise notification to 1st Lane Insurance re cancellation of insurance (initially notified via text message – need formal letter for file). ACTION: Secretary
  Send letter to Paul & Lynell Ham Trust requesting they undertake responsibility for mowing/tidying currently unbuilt section at 38 Ara Drive. ACTION: Secretary

Meeting (b)

- AON Insurance: Make file note to contact AON approximately 2-3 months prior to insurance renewal date to confirm or adjust agreed valuation amounts.
- Contact Davidson Group to arrange inspection and update on current valuation amounts. ACTION: Chairman

MOVED by HL that Matters Arising be accepted and actioned where noted.
SECONDED by AK. ALL AGREED

5. Correspondence:

Inwards:

1 Dec 22 - email from Winder & Co. re sale of 23 Korari Grove
Jan 23 - email from Neil Morris (vague, re construction costs)
26 Jan 23 - letter from Shirley O'Connor (recd 26 Jan. 23) – see Gen Business

Outwards:

6 Nov 22 – reply to Pip Orr re permission to replace large dog
1 Dec 22 - reply to Kirsty Winder (w/blank pre-disclosure form)
6 Dec 23 – text from DD to Chris Lane re insurance change

INWARD

- No further contact to date from Winder & Co. Realty re sale of 23 Korari Grove.
- Chair advised filing Morris email; no further action necessary or required.
- Secretary to prepare letter of thanks from Committee to Shirley O'Connor. D Dyer to coordinate placement of bench.

OUTWARD

- No action required.

6. Reports

(a) Financial (CM)

Balances: $4,237 (Everyday Account); anticipate approx. $6,000 at end of financial accounting period; $36,723.21; and $7,000 in Term Deposit.
2023/2034 budget figures provided. HL questioned whether these allowed for anticipated inflation. Advised 'no'. HL then recommended that they be reworked to reflect a 7.5% inflation adjustment.
MOVED by CM that Financial Report be accepted, SECONDED by DD.

(b) <u>Grounds (AK)</u>
Darryn is back on track with his mowing schedule.
Mowing contractor recommended respraying in autumn.
Makeover on common area round gardens is finished (for now). Will remove other remaining kowhai.
Question/discussion on planting replacement tree in common area garden opposite Minto's/behind Clatworthy's. Majority agreed not to replace.
MOVED by AK that Grounds report be accepted. SECONDED by DD.

(c) <u>Social</u>
- 26 November Christmas gathering – weather improved and event went ahead. Well supported by residents. Betty Clatworthy had book sale for Parkinsons. Foodbank Box also well supported and gratefully received.
- Many residents are having health issues.
- Thank you to the Knights for their karaoke hosting.
<u>Potential upcoming/new events</u>:
- Games Afternoon (Don Gray); 'social' event at Western's; music on the green by Brian Baxter.
- HD advised that she will step down as Social Activities coordinator at the upcoming AGM. Hopes people will still get together. Thanks were expressed to Helen on behalf of the Committee and Harakeke residents. Dave expressed his own personal thanks to Helen, being more personally aware of the frustrations involved.
MOVED by HD that Social Report be accepted. SECONDED by AK.
ALL REPORTS ACCEPTED AND AGREED.

7. <u>Annual General Meeting (AGM)</u>
Moved by Chair that 2023 AGM be held Friday, 5 May 2023, at 5:00pm in the Croquet Club Rooms, Brooklyn Drive, Redwoodtown, Blenheim. ALL IN FAVOUR.
ACTION: TS to check availability of venue with J Cleland. Advise Committee when confirmed.
ACTION: Secretary to prepare and distribute necessary notifications to residents. Indicate which Committee members are still willing to stand.

8. <u>General Business</u>
(a) Purchase of trees for Ara Drive common areas (DD)
Covered in item 6(a), Grounds Report. Agreed to put on hold for now.
(b) <u>Donation of park bench (DD):</u> Covered in item 5, Inward Correspondence.
(c) <u>Increase in Body Corp monthly fee (CM):</u> Need to consider increased monthly fee from $50 to $55. Majority agree to need to increase. Will be AGM agenda item.
(d) <u>Open Short-Term Investment Account</u> (CM): Treasurer feels it would be beneficial to have another interest-bearing account, as a conduit for having the HBC funds work for us, rather than just 'sitting the bank'. Funds would be moved on an 'as-necessary' basis. Treasurer to investigate SBS account options and report back.
(e) <u>Acknowledgement when resident passes away (CM)</u>: Until now have given floral arrangement. Some families indicate preference for donation to a named charity/organisation. Abide by family wishes. As a minimum send a card.
(f) <u>Procedure for using Body Corp funds (PQ)</u>: Committee members to use own discretion. No necessity to obtain prior approval for routine, function-related, expenses.
(g) <u>*HBC signage and (h) Observation of HBC internal speed limit*</u>
Due to time, last two items (g) and (h) carried over to next meeting.

9. Next meeting: Friday, 10 March 2023.

<u>MARCH 10 2023 - MINUTES</u>

1. <u>Welcome</u>: Chair opened the meeting and welcomed all attendees.

2. <u>Apologies</u>: HL.

3. <u>Minutes of previous meeting (2 February 2023)</u>: Chair moved minutes be accepted as a true and accurate record. ALL AGREED

4. <u>Matters Arising from previous meeting</u>:

6(a) Financial Report: Full analysis will be provided for the AGM. Figures from the 2 Feb 2023 meeting would average $16,303.45 x 7.2% (anticipated inflation adjustment) = $17,500 approx.

5. <u>Correspondence:</u>

<u>Inwards</u>:

Feb2023 - email from Harcourts re sale of 23 Korari Grove (replaced Winder)

13Feb2023 - email from Paul Ham re status of 38 Ara Drive (potential buyer)

<u>Outwards:</u>

Feb 23 – reply and thank you letter to Shirley O'Connor re bench.

Feb 23 – thank you letter to Jaclyn Grant (entrance garden maintenance)

6. <u>Reports</u>

(a) <u>Financial</u>

Balances: $6,220.20 (Everyday Account). Will move $4,000.00 into long term deposit – turnover date to tie in with other investment.

(b) <u>Grounds</u>

Grounds being well maintained. Darren continues to be reliable.

Need to tidy and clear some of the Harakeke entrance shrubs.

Will spray again in spring. Need to identify a particularly invasive weed – perhaps take to a weed specialist for confirmation and method of treatment.

(c) <u>Social</u>

Upcoming -- wine evening at the Western's house – yet to be confirmed; 'games afternoon' at Don Gray's (11 March); music on the green by Brian Baxter (tbc).

Chair moved all Reports be accepted. ALL AGREED

7. <u>Annual General Meeting (AGM)</u>

- Venue confirmed ($20 – Croquet Club Room, Brooklyn Drive)
- Notification to residents (email, hard copies to those not on email)
- Notify proposal to increase BC fee to $55 per month (agenda item
- June Knight has offered to keep attendance register
- Secretary to prepare and distribute initial Notice of Intention to hold Annual General Meeting to all residents. Notice of AGM, with supporting reports, to be sent no later than 14 April (three weeks prior to meeting). David Winstanley will review financial/accounting information.
- Indicate which Committee members are still willing to stand.
- Need to have quick meeting prior to AGM (Thursday, 20 April).

8. <u>General Business</u>

(a) HBC signage

9. Observation of HBC internal speed limit

<u>Next Meeting:</u> Thursday, 20 April 2023, 5:00pm. AGM business only.

APRIL 20 2023 - MINUTES

1. Welcome: Chair welcomed all attendees.

2. Apologies: AK

3. Minutes of previous meeting (10 March 2023):
Chair moved minutes be accepted as a true and accurate record. ALL AGREED

4. Matters Arising from previous meetings:
Item 7: Financial Review completed by David Winstanley (attached). HBC in sound financial position. Information to be provided to all residents prior to AGM. Will need to find another reviewer due to David's sight issues.
ACTION: Tom will talk with possible replacement (non-resident) and advise potential financial commitment.

5. Correspondence:
- (a) Inwards:
  Email from Harcourts notifying sale of 20 Ara Drive. Possession date 14 April 2023, new owners/residents Judi & John McCarthy.
  Email from P Orr with agenda item for AGM (re BC operational rules).
- (b) Outwards:
  Secretary acknowledged both Inwards emails. Advised Treasurer of details from Harcourts (for providing information re BC fee payments).

6. Reports
- a. Financial (CM)
  Balances: $3,897.07 (Everyday Account). Put $11,000 into Term Deposit. 2023/2024 insurance increased. Financial summary review papers provided. See Item 4 for action/response.
- b. Grounds (AK)
  Entrance shrubs tidied and cleared, spraying completed, photinia hedge trimmed and area tidied/cleaned up by residential volunteers. Still need to be mindful of vehicle speeds within the development, and also stay alert for pedestrians.
- c. Social (HD)
  No events planned at this time. Condolence card provided to Sowerby Family on Pam's passing. As suggested in the obituary notice donation ($50) to be made to Marlborough Hospice (Acct: 03 1369 0365 207 00).

Chair moved all Reports be accepted. ALL AGREED

7. Annual General Meeting (AGM)
Reviewed draft agenda. Format accepted. Secretary to provide formal Notice of Agenda and additional documents to all Body Corp members.

8. General Business
Nothing notified prior to meeting. Brief discussion re non-routine expenditures. Non-budgeted items (over $50) to be approved by Committee.

9. Next meeting
To be agreed by incoming 2023-2024 Committee.

2023-2024 COMMITTEE (MAY 2023-APRIL 2024)

Meeting Dates:
Jun 15 2023 (Special re Op Rules), Jul 13 2023, Sep 14 2023, Oct 19 2023,
Nov 09 2023, Jan 18 2024, Mar 28 2024, SPECIAL Apr 11 2024

JUNE 15 2023 - SPECIAL MEETING MINUTES

1. **Welcome:** DD welcomed all to the first meeting of the 2023-2024 Committee.
2. **Apologies:** None.
3. **Operational Rules:** Purpose of this meeting is to discuss the request to amend the Operational Rules of the HLE Body Corporate (arising from the 2023 AGM – 'amend rules relating to animals which may be kept by an owner occupier of a property unit)'. Request was deferred from the AGM to the incoming Body Corp Management Committee.
4. **Resolution:**
   Two potential resolutions were discussed:
   (a) retain the current rules as legally recorded, or
   (b) amend the rules (as per request from Pip Orr).
   After discussion Committee agreed the options/determination needed to be disseminated to all residential units, using the format prescribed in the Unit Titles Manual, Appendix 14.
   MOVED: SQ - that we retain the rules as originally registered. SECONDED: AK. There were no objections. Motion was therefore CARRIED.
5. **Action:**
   Secretary will prepare Notice of Resolution and cover letter. Hard copies will be distributed to all residents. Deadline date for return of Notices (if in favour of motion) will be 1 July 2023. Returned documents to be scrutinised by PB and AK, results recorded by SQ. All residents will be advised of the outcome.
6. **Next meeting:** Thursday, 13 July 2023, at 5:30pm. Venue to be advised.

Chair declared meeting closed at 6:15pm.

JULY 13 2023 - MINUTES

1. **Welcome:** Chair welcomed all to first full (procedural) meeting of the 2023/2024 Committee.
2. **Apologies:** None.
3. **Minutes of previous meetings (20 April and 15 June 2023):** 20 April (last full meeting of 2022-2023 Committee; 15 June meeting addressed request to change the Operational Rules (submitted to AGM May 2023).
   Chair moved minutes of both mtgs be accepted as true & accurate records. ALL AGREED
4. **Matters Arising from previous meetings:**
   20 April 2023 Agenda item 8, General Business: AK requested clarification regarding expenditures. February meeting noted no prior approval required; was then contradicted by 20 April meeting. Was noted that regular grounds maintenance costs are included in annual budget. After brief discussion it was agreed that any routine and non-major work/purchases can proceed without prior approval, but any unplanned expenses will require quotes and/or verbal notification.

15 June 2023. Notice of Resolution process concluded and all residents notified of outcome. Result: No change to original (existing) Operational Rules of the Body Corporate (40 of 48 Property Units in favour of retaining existing rules). Related documents will be retained until the 2024 AGM. Thanks to all who assisted.

5. Correspondence:

Inwards:

- Several emails relating to Unit sales and purchases (two sold, two still under contract).
- Various emails from N Morris re legal requirements for Body Corporates. Need to ensure new requirements for Unit Titles are followed. Specific example is having clear evidence of funds being set aside for Long Term Maintenance (eff 9 May 2024).

Outwards:

- All inwards correspondence acknowledged and action taken where required.
  Secretary moved all correspondence be accepted. Seconded SQ ALL AGREED

6. Reports

(a) Financial (CM)
Account Balances: $9,635.00 (Everyday) and $43,200 (Term/Savings). Everyday Account balance nearly enough to pay next insurance premium. Term Deposit (Savings) – Hope to add $10,000-$12,000 before end of financial year (31 March). Interest being paid quarterly and added to balance ($370 most recent payment). Anticipate $31,200 in resident fees to end of June 2024.

(b) Grounds (AK)
Mowing frequency slowing down. Will now mow when weather permits. Issue with Easthaven residents' frontages – contractor will now mow approximately every three weeks. Harakeke entrance had good tidy-up; Easthaven entrance next on the agenda. Will undertake maintenance on second Ara Drive round garden (common ground) in early Spring. Will get quote for spraying weed and clover.

Chair moved both Reports be accepted. ALL AGREED

7. General Business

(a) Davidson Group (AK): DD and AK to arrange meeting to discuss valuations. Need to update valuation figures prior to insurance renewal (update needed to assess premium). Reminder from AON should be coming through soon.

(b) Accountant Quotes (CM): Contacted several accountants re preparation of annual reports/IRD advice and reporting. Many not familiar with Body Corp requirements. Two quotes received – K&J $500 and Accounting+Plus 2009 $250-300. Lynette Rayner at Acctg+Plus very knowledgeable and familiar with BC/Unit Titles/Tax legislation. Would be a $100 account set-up fee. MOVED Treasurer acceptance of Accounting + Plus quote & contract. SECONDED by SQ. ALL AGREED

(c) Frequency of 2023/2024 Committee Meetings (PQ): Secretary proposed that Committee schedule bi-monthly meetings (or as needed). ALL AGREED

(d) Outcome of Notice of Resolution (PQ): Operational Rules remain unchanged. 40 of 48 Property Units voted to retain. All residents have been advised.

Additional Items:

(e) Fees for providing Body Corp information
Unit Titles Handbook has provision for charging a fee (generally relates to purchase/sale of Property Units). Set a scale of fees and create basic invoice with BC banking details. Moved by SQ, Seconded by PB that we check feasibility of doing this.
ACTION: Secretary to review and report back to Committee members.

(f) Leakage from MDC Kerbside Collection Truck: Secretary to prepare and send letter to Marlborough District Council re state of roads after collection on 13 July 2023 (w/photo). Recommend trucks be checked to prevent future incidents.

8. Meetings for 2023/2024: 14 September, 9 November, 11 January, 14 March (all at 5:30pm unless otherwise notified).

Chair declared Meeting closed at 6:15 pm.

SEPTEMBER 14 2023 - MINUTES

1. **Welcome:** Chair welcomed all.
2. **Apologies:** PB.
3. **Minutes of previous meeting (13 July 2023):** MOVED by DD, SECONDED by SQ, the minutes be accepted as a true and accurate record. ALL AGREED
4. **Matters arising from previous meeting minutes:** Agenda item 6(b) – Grounds Report. AK advised P Ham has rescinded his offer (to Darren) of a replacement petrol-powered edger.
5. **Correspondence:** All Inwards and Outwards correspondence as shown on Agenda received and accepted. ALL AGREED
6. **Guest:** Chair welcomed Lynette Rayner, who gave a brief background as to her various business and non-business involvements. The Body Corporate has asked Lynette to provide support with IRD (tax) matters and/or annual accounts review. Discussion on Body Corporates ensued, as Lynette was able to provide some clarification on the Unit Titles Act, now known as the Unit Titles (Strengthening Body Corporate Governance and Other Matters) Amendment Act 2022 (the Amendment Act) which came into law on 9 May 2022. Puts more focus on 'large unit title developments', i.e., more than 10 units. Harakeke Body Corporate is thereby defined as large. One area needing review is Operational Rules, which must be deemed as 'fit for purpose'. HBC Committee may need to be more proactive in reporting to residents, e.g., governance, minor/major financial transactions, insurance, etc. HBC needs to be more proactive with residents, especially with regard to work that will have financial implications. Must have 100% resident approval. Also required to establish a Long Time Maintenance Plan (doesn't need to be overly complex). May need to look at AGM meeting processes (electronic/remote voting by residents – include comment in documents) and establishing Code of Conduct for Committee members.
7. **Reports**

   (a) Financial (CM):
   Balances – Everyday account = $14,270.95, Term Investments $41,891.80. Account balance as of meeting date shows combined total due to maturity of Term Investment. $41,891.80 to be reinvested for six months at 5.75% (maturing March 2024) with monthly interest accrual. Anticipate income Oct-Mar of $15,840, allowing approximately $12,000 to be invested.
   AON Assets Valuation/Valuer Fee: Committee in agreement to pay fee for completed work plus any potential charge(s) from Marlborough District Council. Current insurance renewal date is 14 December 2023 – may not be able to complete valuation in time to bring forward renewal date.
   MOVED DD, SECONDED AK that Secretary email valuer and request completion of valuation as soon as possible. ALL AGREED

   (b) Grounds (AK)
   Darryn Thomas is only being asked to provide mowing service at this stage. Work on Easthaven entrance has been delayed. Light bulb replaced in Ara Drive bollard. Have quote for spraying of $250-300. APPROVED

MOVED by Chair that Financial and Grounds reports be accepted.
SECONDED CM. ALL AGREED

8. General Business

(a) Charging fee for providing Records and Documents: Secretary provided draft invoice for use when providing services, documents, etc., when requested by resident(s), Real Estate Agents, other. Format agreed by all. Minimum amount to be charged $50.

(b) Oil spill from kerbside collection truck – letter to MDC (update).
Matter now appears to be resolved after correspondence between Secretary and MDC. Hopefully no recurrence.

(c) Re-investment of Matured Term Deposits - covered in agenda item 7(a).

(d) Back up person for irrigation system. COMPLETE

(e) Inspection/repair of light on stone wall (Easthaven entrance).
DD to arrange inspection by electrical contractor (inspect for any possible fault or adjustment/rewiring).

(f) Further to Agenda Item 6 a one-off Committee meeting was suggested for the purpose of looking at the current operational rules, to determine what, if any, action is necessary.
ACTION: Committee to meet 19 October, 5:30pm, 34 Ara Drive.
If decision is made to change follow prescribed process for amending/ adding/deleting. Do as a set, not piecemeal. May result in using the Special Resolution process. Contact Paul Gibson (Gascoigne Wicks) re costs involved.

(g) MOVED PQ, SECONDED CM, that $50 be donated to Marlborough Hospice in memory of Wayne Greenstreet. CARRIED (Treasurer to action)

9. Next Regular Committee Meeting: Thursday, 9 November 2023 Venue: tbd

Chair declared meeting closed at 7:11pm.

OCTOBER 19 2023 - MINUTES

Present: D Dyer (Chair), P Bowman, A Knight, C Mathew, P Quarles, S Quarles
L Rayner (Guest)

Apology: H Lundon

1. Welcome: Chair welcomed all and gave a brief report prior to starting our main discussion.
(a) Went to Blenheim Police Station and, after discussion about the large red truck that was parking on Redwood Street and obscuring the vision from Easthaven Street with the potential for serious accident/injury, filed a formal complaint. The truck must now park on the opposite (town-facing) side of Redwood Street.
(b) Had a request from a Harakeke Place resident asking the HLE residents to reduce their speed. There is no legal requirement to do so but will mention this in a future newsletter.
(c) Insurance: Received confirmation from AON that coverage is GST-exclusive however if any potential payout exceeds the amount of cover GST will be included. Policy will be renewed for period 14-Dec-2023 to 4pm 14-Nov-2024. The 2024 renewal will be from 4pm 14-Nov-2024 to 4pm 14Nov-2025.
Chair moved the AON insurance be continued and that the premium/coverage quote be accepted. Seconded by AK. ALL AGREED.

2. Body Corporate Operational Rules: (follow-on from 14-Sep-2023 meeting).
Lynette Rayner kindly made herself available for today's meeting also.
Briefly reviewed the previous (September) discussion.
Where to from here?

- Look at Incorporated Societies website and see if there are any corporate rules templates that could be used as guides. Draw from information in Unit Titles Services – Setting the Operational Rules. Remember, rules must be fair to ALL residents.
- Existing HBC Operational Rules are probably now outdated (from the initial concept). Look at various aspects, sectionalise, and review what is currently covered. Delete what may no longer be relevant (i.e., fit for purpose).

Action: (Secretary)

- Prepare draft outline, using basic template.
- Existing
- Possible additions/deletions/amendments
- Probable additions/deletions/amendments
- Sent to all Committee members for comments and/or recommendations.
- Contact Paul Gibson (Gascoigne Wicks) asking for advice/assistance. Also ask if he is aware of any other similar developments (Body Corporates) whose Operational Rules we would use as guides. (*Sec emailed PG 19-Oct-2023 – no response as at 1-Nov-2023).*

Timeline:

- Have potential document ready no later than Feb/Mar 2024.
- Advise residents of process: that Committee, as elected representatives, have reviewed the current Operational Rules and that a revised document will be tabled for discussion at the 2024 Annual General Meeting.

3. **Next Regular Committee Meeting:** Thursday, 9 November 2023 Venue: tbd

Chair declared the meeting closed at 6:45pm.

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NOVEMBER 09 2023 - MINUTES

1. **Welcome:** Chair welcomed all.
2. **Apologies:** None.
3. **Minutes of previous meetings (14 September & 19 October 2023):**
   Chair moved that the minutes be accepted as true and accurate records. ALL AGREED
4. **Matters arising from previous meeting minutes:**
   14 Sep 2023
   (a) Para 2: Secretary to check Unit Title guidelines relating to committing resident/BC funds 'must have 100% resident approval'.
   (b) Pre-disclosure docs prep fee: advise/invoice before providing information
   (c) Easthaven wall light: Inspected and repaired. No breaks in wiring. No account received to date.
   19 Oct 2023
   Correct item numbering to **3**. Next Regular Mtg (not 7)
   Add to **Present**: Guest – L Rayner
5. **Correspondence:** MOVED by PQ that all Inwards and Outwards correspondence be received and accepted. SECONDED HL. ALL AGREED
6. **Reports**
   (a) Financial (CM):
   Balances – Everyday account = $16,286.90, Term Investments $41,891.80.
   Account balance as of meeting date shows combined total due to maturity of Insurance: Pay premium on or before 1 December 2023 (renewal date and time is 14 December 2023 by 4:00pm).
   (b) Grounds (AK)
   Photinia hedge trimmed by D Dyer – very good job.
   Clover successfully treated. Should be done twice a year. Other wild grass is

harder to control. Darren continuing to provide excellent service.
Question from DD – when Alan & Barbara move who will maintain the undeveloped section at 38 Ara Drive?
ACTION: Secretary to email Paul Ham advising it will revert back to being his responsibility. If he wants the Body Corporate to mow it a fee will be charged. (*Note: Sec emailed PH – no response as at 24/11/2023)*

MOVED by Chair that Financial and Grounds reports be accepted.
SECONDED P Bowman. ALL AGREED

7. **General Business**
   (a) Christmas Function on the Green: Date agreed as Sunday 3 December at 3:00pm. BYO food, drink, chair, etc. Musical entertainment to be provided by Brian Baxter. Secretary to prepare notice for letterbox drop to all residents – Dave will deliver. (*Action complete)*
   (b) Don Gray: Open Home on Christmas Day: Include this info in Christmas Function notice for residents. (*Action complete)*
   (c) Insurance Renewal: Done. Current term expires 14 December at 4:00pm. Renewal effective from 4:00pm 2023 (until 4:00pm 14 November 2024).
   (d) Review of Operational Rules: Retain all existing rules, Committee members to continue to keep reviewing and recommend prior to next meeting.
   To date
      i. speed within development: amend to read 15 kph as currently posted
      ii. provide definition of 'small dog' (no heavier than 10kg or taller than 50cm), registration (vet check, spayed or neutered?)
      iii. Parking/definition of owner-occupier.
   Check restrictions on changing structure of house (building modifications). Covenant?
8. **Next Regular Meeting:** Thursday, ~~11~~ 18 January 2024, 5:30pm, 32 Ara Drive

Chair thanked all for attending and declared the meeting closed at 6:45pm.

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JANUARY 18 2024 - MINUTES

1. **Welcome:** All welcomed by Chair.
2. **Apologies:** HL.
3. **Minutes of previous meeting (9 Nov 2023):**
   Chair moved the minutes be accepted as true and accurate record. ALL AGREED
4. **Matters arising from previous meeting minutes:**
   14 Sep 2023
   Item 6, para 2, re committing resident/BC funds: Still need definition for approval.
   ACTION: Secretary to check and advise Committee Members prior to next (March) meeting.
   9 Nov 2023
   Item 6(b) – Grounds Report
   - Maintenance of 38 Ara Drive section:
     ACTION: Follow-up with Brian Watt (GJ Gardner) re status of section (still for sale, potential buyer?). If still unsold contact Paul Ham again requesting he either maintain or pay Body Corp to take care of it.
     UPDATE: Section still unsold, possible buyer but no confirmation. Secretary will email Paul Ham and advise committee when response is received.
   - Spraying/weed control: to be re-applied during appropriate conditions. AK will reiterate areas that need treatment.
   - GenBus: Operational Rules update – add "Communications between residents and Committee must be in writing". Secretary to send what we have to Paul Gibson for review/course of action.

5. **Correspondence**:

Inwards

Majority of correspondence related to property unit sales – all documentation and transactions complete.
10Dec2023 – email from Neil Morris re Construction Cost Index for Sep 2023. Acknowledged and forwarded to Committee Members.
5Jan2024 – "thank you" email to Committee from Jane Upton re provision of HBC updates and information throughout 2023.
10Dec2023 – verbal query from D Leslie re provision of fibre connection. Not felt to be a Committee/Development responsibility so advised her to send the Chair a written summary. Chair visited and spoke with residents – nothing further heard to date. Secretary to make contact and ask if issue has been resolved.

Outwards

10Dec2023 – updated Register of Residents/location provided to all residents.

MOVED by Secretary that all Inwards and Outwards correspondence as shown on Agenda be received and accepted. ALL AGREED

6. **Reports**

(a) Financial (CM):
Balances: Everyday account = $4,241.06, Term Investments $42,324.19 and $6,300.00 = $48,624.19.

(b) Grounds (AK)
- Darren had more issues with his ride-on mower – subsequently replaced (with second-hand model; only 50 hours of use). A few minor teething problems due to difference in capacity. Christmas card/voucher appreciated.
- Circular garden in common ground area opposite J&J Grant – plan to tidy this up, despite one resident saying "it's ok as it is". Will trim back, check progress, review as to state of plantings.
- Working Bees – send notice to residents so they can help if they want.

MOVED by Chair that Financial and Grounds reports be accepted.
SECONDED SQ. ALL AGREED

7. **General Business**

(a) (DD) Sprinkler system controller at far end – mechanism being replaced by ThinkWater under warranty (no cost). (DD)

(b) (DD) Alan & Margaret W offering their home for a wine, cheese and nibbles event. DD to confirm date and time. Secretary to provide notice to all residents.

(c) (AK) One more meeting prior to the Annual General Meeting (AGM). Current Committee Members need to advise whether standing again. Those present at this meeting indicated 'yes'. Will check with HL. AK & PB to cover common ground area maintenance.
Proposed AGM DATE: Sunday, 5 May 2024, afternoon (2/3pm). Check with Jan Cleland re availability of previously used venue.
Question raised as to whether L Raymer should be invited to attend. General consensus was "no", as other residents may question "why".

8. **Next Regular Committee Meeting:**

Thursday, ~~14~~ 28 March 2024, 5:30pm, venue to be advised

Chair thanked all for attending and declared meeting closed at 6:15pm.

MARCH 28 2024 - MINUTES

1. **Welcome:** All welcomed by Host/Chair.
2. **Apologies:** HL (Adelaide, AU).
3. **Minutes of previous meeting (18 January 2024):**
   Reviewed. Chair moved minutes be accepted as true and accurate record. ALL AGREED
4. **Matters arising from previous meeting minutes:**
   (a) Item 7 (a) – 2nd controller for irrigation system playing up. Still under warranty and will therefore be repaired or replace at no cost.
   (b) No input from Paul Gibson prior to meeting time, however email received later 28 March advising he will review after Easter.
5. **Correspondence:**
   Inward
   (a) Email confirmation (Tom Statham) re availability of Croquet Club Rooms for 2024 Annual General Meeting (AGM). Estimated cost $30.
   (b) House Sales: Notifications and requests for relevant disclosure information received from Ray White Blenheim for 12 Korari Grove and from Noel & Noeline Thurlow re 14 Easthaven Place. Info provided and invoiced – payment received.
   Outward:
   (a) 11 March 2024 - Letter to Shirley O'Connor reconfirming/defining Operational Rules re occupancy when she moves to Waterlea Rest Home.
   (b) 17 March 2024 - AGM information and forms provided to all residents

   MOVED by Secretary correspondence be received and accepted. ALL AGREED
6. **Reports**
   (a) Financial (CM):
   $50,000.00 reinvested in Term Deposit for six months at 6.1% interest for the period 19 March – 19 September 2024. Second Term Deposit matures 4 April 2024. Will reinvest $6,300.00, anticipating 4.2%, and arrange for both TDs to mature on the same date.
   Everyday (transactional) account balance = $633.03
   (b) Grounds (AK)
   - Grassed areas are looking good (timely irrigation and mowing working). Clover has been sprayed. DD will re-seed some of the bare patches. Dave and 'helpers' did good job on photinia shrubs.
   - Still need to look at circular garden in common ground area - trim back, check progress, review as to state of plantings.

   MOVED by Chair that Financial and Grounds reports be accepted.
   SECONDED SQ. ALL AGREED
7. **General Business**
   (a) Draft agenda for AGM agreed – Secretary will advise if any input received from residents.
   (b) Chorus/Fibre installation in Stage 1 of Harakeke LE: Affected residents all signed approval documents. Installation work completed – contractor (Downer?) still needs to reseal strip of road in front of 21 & 23 Korari Grove.
   (c) Discussion re smoke detectors in individual houses, in particular the need to have one in the garage area (not just inside the house). Steve Q offered to approach the Fire Service and ask whether they would be willing/able to check individual residences to ensure they are adequately protected and what, if any, cost is involved. If no cost an appropriate donation to be made the NZ Fire Service. If 'yes' canvass residents to see who is interested.
   (d) CM: Need to ensure Committee records are safe and secure, particularly in the event of fire or natural disaster. Would like to investigate options. Secretary will look at pricing and/or availability.

(e) Posted speed limit (15 kph) still not being observed. Need to reiterate this at the AGM and also by letterbox/email notice. Also stress to residents that is not wise to hold conversations in the middle of the roadways. Look at moving the speed sign at the Easthaven Place entrance to the other (left) wall and trim back shrubbery if necessary.

8. Next Committee Meeting:
Thursday, 11 April 2024, 5:00pm, 2 Ara Drive. This will be a pre-AGM meeting.

Chair thanked all for attending and declared the meeting closed at 6:15pm.

SPECIAL MEETING MINUTES: APRIL 11 2024

Present: DD (Chair), PB, AK, HL, CM, PQ, SQ
No apologies:
All present welcomed by Chair. (D Dyer).
The main topic of this meeting is the upcoming Annual General Meeting.
Time will be allowed at the end to discuss general business.

1. Annual General Meeting:
- No additional Committee nominations, proxies/postal votes, or agenda items have been received. Secretary will therefore distribute the Meeting Agenda, Reports, and 2023 AGM documents to all residents.
- Email response from Paul Gibson (Gascoigne Wicks) re Operational Rules review. Reminded him that the Committee hopes to address this at the AGM. No major changes suggested to Rules but any changes need to be legally administered and registered.
- Committee Members – arrive at the AGM venue at least 30 minutes prior to 2:00pm start time. Set up table and chairs for all committee members plus chairs for other attendees. All Committee to sit at the front table. Will also need a table at the door for attendance check (June K has offered to do the checking).
- Agenda - follow same format as previous AGM. Include 2023 Minutes. Email/deliver to residents no later than 20 April 2024.

2. General Business:
- Accounts Review**.** Treasurer Lynette Rayner and arrange.
- 2024/2025 Budget – how to prepare?
  - Take previous budget, calculate 5-10% increase?
  - Insurance: AK to contact AON for estimated premiums
  - Include info re Term Deposits (both maturing same date)
- Possible/Probable Expenses. Paul Gibson (Op Rules review/action) and Lynette Raynor (review of financial records)
- Long Term Maintenance Plan. With effect from 9 May 2024 all Body Corporates are required to have a Plan, covering common property and components, infrastructure, roads, street lighting, etc. HBC doesn't have a specific fund but the plan proposes using Term Deposit funds as the basis of a Long Term Maintenance fund.

Meeting closed at 5:40pm.

2024-2025 COMMITTEE MEETINGS (MAY 2024-APRIL 2025)

Meeting Dates:
Jun 13 2024, Jul 11 2024, Sep 12 2024, Nov 14 2024, Jan 16 2025, Mar 13 2025

JUNE 13 2024 - MINUTES

1. **Welcome:** Chair welcomed all to first 2024-2025 Committee meeting.
2. **Apologies:** None.
3. **Minutes of previous meetings (28 March & 11 April 2024 (Special)):** Reviewed. Chair moved minutes of both meetings be accepted as true and accurate records. ALL AGREED
4. **Matters arising from previous meeting minutes:**
   28 March
   7(b) - Chorus/Downer fibre installation work: Still waiting for area in front of 23 Korari Grove to be properly re-sealed. Chair not making much headway with Chorus, now waiting for contact from Downer. Will keep trying.
   7(c) – FENZ Smoke Detector checks: SQ met with Lewis Jones who confirmed FENZ would undertake checks of individual houses. All residents notified – 14 requested an individual visit. Addresses and contact numbers provided to FENZ.
   11 April (Special Meeting re Annual General Meeting (AGM) arrangements)
   Comment re AGM: Good to see a strong turnout. Day and time appeared to suit most – remember for future AGMs.
5. **Correspondence:**
   Inward
   - Gascoigne Wicks – advising Operational Rules reviewed and deemed still fit for purpose. All residents advised. Subsequent invoice received 5 June 2024 and forwarded to Treasurer. Payment approval of $1,132.35 requested. AGREED
   - House Sales: Sale of 12 Korari Grove completed – new owner now in residence. Two others for sale by Tall Poppy (43 Ara Drive and 14 Easthaven Place). All required paperwork completed and invoiced.
   - Email received from Bluecurrent(Vector) re meter replacement in Harakeke (standard letter but mostly irrelevant – see comment in Outward.

   Outward
   - 13 June 2024 PQ phoned Bluecurrent to confirm meter replacement was for the box located at the footpath end of Winstanley/Morris fenceline on Korari Grove. Bluecurrent(Vector) will contact PQ either by phone or text to notify when work will be done (sometime between 1 July & 12 August). Meter relates to street/bollard lighting and will not impact individual houses.

   MOVED by PQ that all correspondence be received and accepted. ALL AGREED
6. **Reports:**
   (a) Financial (CM)
   Balances – Everyday Account $5,827.48, Term Deposits $50,000 and $7,363 (both mature 19 September 2024). Everyday (transactional account) balance will reduce with payment to GW Law and Murray's Mowing. Will also be an invoice from Laser Electrical for work related to repairs to footpath bollard 10/12 Korari Grove (transformer replacement). DD has asked Laser to keep supplier information on file in the event of future repairs/replacements. Comment from PB: regarding potential future costs may need to look at alternative light sources.
   (b) Grounds (AK)
   Darryn trimmed shrubbery at both entrances, with help from JK, AK and PB. Some of the older hebe hedges need replacing in the Spring. Will look closer to the time. Round gardens also need work. Received text from Darren advising he' injured knee ligaments and would be seeing an orthopaedic specialist as

soon as possible. As mowing was needed contacted Tony Smith (Murray's) who agreed to help (mower/mulcher as opposed Darryn's mower/catcher) but did the work quickly at an acceptable cost ($180 + GST = $207.00). Also used weed-eater and blower on edges. They will come back in three weeks (will use their service as long as necessary while Darryn not available). When Darryn back in action will ask him to cut ALL the common ground grass areas.
Chair moved both reports be accepted. Seconded SQ. ALL AGREED

7. **General Business**:
   (a) Long Term (Cyclical) Plan: Described what entire plan components are, most not relevant to Harakeke development - more for multi-level constructions. A simplified (recommended) version will be forwarded to Committee members along with other related information. HLE very basic (e.g., external/internal building maintenance long term planning not needed; individual unit owners responsible).
   (b) Light bollards (source for repair/replacements): Laser Electrical repairing footpath bollard 10/12 Korari Grove (transformer replacement). Laser asked to keep supplier information on file in the event of future repairs/replacements.
   (c) Newsletter/Updates to Residents: Need to be more pro-active providing information to residents. Will draft a newsletter after the next (July) meeting.
   (d) SBS banking services: Letter received from SBS advising upcoming changes to their banking structure (copy provided to Committee). Will need to move BodyCorp accounts to another bank. Treasurer has looked at both Kiwibank and ASB options. Kiwibank have good range of accounts and favourable interest rates. ASB has smaller range and lower interest rates. Deadline date for account migration is 30 June 2025. SBS will work with us to ensure there are no disruptions. Need to allow sufficient time to notify residents of any account changes to avoid delays/errors in monthly BC levy payments. MOVED and SECONDED that the current SBS account signatories make an appointment with Kiwibank Blenheim and get clear information on the changeover process and when change can take place. ALL AGREED
   Other (CM): Per AGM accts review remove Job Cutter and Unit Titles Manual from asset valuation list. ALL AGREED
8. **Next Meeting:** Thursday, 11 July 2024, 5:00pm, 32 Ara Drive

Chair thanked all for attending and declared the meeting closed at 6:04pm.

JULY 11 2024 - MINUTES

1. **Welcome:** Chair welcomed all and declared meeting open at 5:10pm.
2. **Apologies:** None.
3. **Minutes of previous meeting (13 June 2024):**
   Reviewed. Chair moved minutes be accepted as a true and accurate record. ALL AGREED
4. **Matters arising from previous meeting minutes:**
   28 March – Matters Arising.
   - re Chorus/Downer work: Area in front of 23 Korari Grove resealed. *COMPLETED.*
   - re FENZ smoke detector checks. *COMPLETED*.

13 June
- Item 7(b) – Light bollards: 10/12 Korari Grove repair complete. Laser Electrical will
- keep job record as reference for any future repairs/replacements.
- Item 7(c) – Newsletter: Completed. See Outward Correspondence.
- Item 7(d) – SBS banking services. DD, CM and PQ met with Kiwibank Banking Assistant. Work still in progress. See General Business.
- Bluecurrent(Vector) re Harakeke meter replacement. No further contact. *PENDING*.

5. Correspondence:

Inward

(a) 26 June 2024: Email from Wain & Naismith re sale of 10 Ara Drive. Request for pre-contract disclosure documents. Provided and invoiced.

(b) Numerous emails from N Morris re Body Corp infrastructure and insurance. Secretary to collate with redactions where appropriate.

Outward

(a) Newsletter. July 2024 edition prepared and distributed to all residents. Will aim to provide quarterly updates. SQ to action.

MOVED by Secretary that all correspondence be received and accepted. ALL AGREED

6. Reports:

(a) Financial (CM)

Balances: Transaction Account $5,934.08 / Term Deposits $50,553.51 and $7,363.00 (maturity dates 19 September 2024). Interest received $553.51.
Outgoings: Genesis Energy $122.57, GW Law $1,132.35, Laser Electrical $973.13, Murray's Gardening $414 ($207 x 2).

(b) Grounds (AK)

Tony Smith (Murray's Gardening) very satisfactory while filling in for Darren Thomas (regular contractor). Tony & Darren have met and agreed to work together as and when necessary. Darren will be having MRI procedure to determine course of treatment for his knee.
Project: Trim photinia hedge (along fence behind Clatworthy's) in the spring.

Chair moved both reports be accepted. Seconded A Knight. ALL AGREED

7. General Business:

(a) Notices of Resolution (require 75% majority response)

(i) Long Term Maintenance Plan. *Proposal: That the HLE Body Corporate resolve not to consult with building professionals or other suitable qualified professionals in developing/reviewing the Long Term Maintenance Plan.*
Discussion centred around the need to be aware of potential implications, e.g., tax, governance, if professional advice is not sought. It was agreed that advice would be sought first and then, if appropriate, this resolution will be revisited.

(ii) Body Corporate Management. *Proposal: That the HLE Body Corporate resolve not to attain a Body Corporate Manager. Day-to-day management will be undertaken by the duly-elected Body Corporate Committee.*
The initial advice on external management was given prior to full development and formation of a Body Corporate Committee. The current Committee agreed to proceed with this proposed Notice of Resolution.
ACTION: Discontinue distribution of this information. Secretary to prepare necessary Resolution forms and distribute with a requested response return date of 20 August 2024.

(b) SBS banking services (CM)

As moved in the 13 June 2024 minutes the current SBS account signatories (D

Dyer, C Mathew and P Quarles) met with Melissa Ruffell, Banking Assistant, Kiwibank Blenheim, on 26 June 2024 to discuss account changeover processes.
MOTION: That the changeover from SBS Bank to Kiwibank be effected. The proposed changeover of all accounts to take place after 19 September 2024 (to coincide with the rollover date of current interest-bearing term/investment deposits). The authorised signatories will be David Dyer (Chair), Christina Mathew (Treasurer) and Patricia Quarles (Secretary). **ALL AGREED**
Another meeting will be arranged as soon as possible to complete all necessary changeover processes and creation of accounts. SBS will also be formally advised of the change. All residents will be advised of the effective date and new banking information. Assistance will be provided by Treasurer as needed.

(c) Update Basic Information (to residents). No action to be taken (see 7(a)(ii).
(d) Wheelie Bins. Send reminder to residents of need to have bins/tub at the kerb by 7:00am on designated collection days. Letter will also be sent to the MDC requesting retention of previously arranged pickup circuit (pre-wheelie bins).

No other General Business.

8. Next Meeting:
Thursday, 12 September 2024, 5:00pm, 27 Korari Grove

Remaining 2024-2025 Committee Meeting dates:
12 September & 14 November 2024, 9 January and 13 March 2025

Chair thanked all for attending and declared the meeting closed at 6:10pm.

SEPTEMBER 12 2024 – MINUTES

1. **Welcome:** Chair welcomed all and declared meeting open at 4:55pm.
2. **Apologies:** None.
3. **Minutes of previous meeting (11 July 2024):**
Reviewed. Chair moved minutes be accepted as a true & accurate record. ALL AGREED
4. **Matters arising from/relating to previous meeting minutes:**
13 June 2024
- Bluecurrent(Vector) re Harakeke (lighting) meter replacement: Incomplete – order for meter replacement still open at Vector.
- Banking services: All necessary steps completed for transition from SBS to Kiwibank.
- Notices of Resolution: Incomplete. Secretary will update and revisit.

11 July 2024
- Wheelie Bins: System seems to be working well now. New MDC manager unaware of previous arrangement and very pleased with the system that is in place, as is the new contractor.

5. **Correspondence:**
Inward
(a) Documentation for recent house sales all complete (both inward & outward).
(b) 7 Sep 2024: Email from AON to Chair. See General Business.

Outward
(a) 17 July 2024: Confirmation letter to Kiwibank re transfer of Body Corp accounts.
(b) 11 Sep 2024: Follow-up email/query to Vector re meter replacement. Reply received 12 Sep 2024, confirming job still 'open'. See agenda item 4.

MOVED by Secretary all correspondence be received and accepted. ALL AGREED

6. **Reports:**
   (a) Financial (CM)
   Balances: Everyday $10,076.63 / Term $57,982.08. SBS accounts to be closed on maturity of term investments (15 September). Interest earning rates unknown as at meeting date. Accts known as Free Up and Call Account. Once Kiwibank up and running will keep $1,000 balance accessible, remainder into interest-bearing option. Outgoings: Genesis Energy $138.28 and $180.82, Darryn Thomas (mowing) $927.00 (5 payments).
   (b) Grounds (AK)
   i. Darryn Thomas back on lawns. Talked with Darryn re quality of work. Was a better cut using his bigger mower. Use the weedeater/trimmer after every second mow. Edge fortnightly. Use small rotary mower on common ground frontage at 41 Ara Drive. The $ value about the same whether Darryn or Tony doing the work.
   ii. Would like to increase Darryn's hourly rate to $70. Has been $60 since 2021. MOVED PQ to increase rate to $70 per hour effective 1 October 2024. SECONDED AK. Secretary will update contract documents and forms.

   Chair moved both reports be accepted. Seconded AK. ALL AGREED

7. **General Business:**
   (a) Update on property sales (new residents) (PQ): Updated Register of Members (Residents) and 'map' distributed. Note: for resident use only.
   (b) Insurance (homeowners) (CM): Recent contact with insurance broker indicated illegality of covering Body Corporate. DD contacted AON who disputed this and advised that dwellings can be insured separately as they are individually owned and on separate titles (Inwards correspondence 7 Sep 2024). Discussion ensued and agreed that method of obtaining private coverage (e.g., home, contents, vehicle insurance) is the responsibility of individual owners, not the Body Corporate.
   (c) Long Term Plan (status) (PQ): Aiming for completion date NLT 30 November 2024. Will obtain information, guidance and review from appropriately qualified source.
   (d) Some discussion re fencing near common ground areas (shared fencing). Secretary to see if there are any records of who installed the fencing, particularly the metal (open) fences, e.g., 12 Korari Grove.
   (e) Rosie Hastie expressed interest (to CM) in joining the Committee. Will advise that she follow the formal process outlined in the AGM documentation distributed to residents.
   (f) Newsletter: will prepare before next meeting.

8. **Next Meeting:**
   Thursday, 14 November, 4:00pm

   Remaining 2024-2025 Committee Meeting dates: 9 January and 13 March 2025

Chair thanked all for attending and declared the meeting closed at 6:05pm.

NOVEMBER 14 2024 - MINUTES

1. **Welcome:** Chair welcomed all and declared meeting open at 3:55pm.
2. **Apologies:** None.
3. **Minutes of previous meeting (12 September 2024):** Reviewed. Chair moved the minutes be accepted as a true and accurate record. ALL AGREED
4. **Matters arising from/relating to previous meeting minutes:**
   (a) 13 June 2024 - Bluecurrent(Vector) re Harakeke (lighting) meter replacement: Genesis contractor arrived but was unable to access key for meter casing, therefore order for meter replacement is still open at Vector.
   (b) 12 Sep 2024 – no matters arising.
   (c) Darryn Thomas very happy with updated contract (increased pay rate).
5. **Correspondence:**
   Inward
   (a) N Morris emails (24/10, 25/10, 1/11 (2)). Receipt of all acknowledged – NM was advised discussion would take place at next scheduled meeting.
   (b) 7 Sep 2024: Email from AON with renewal information. Discussion in general business.
   Outward
   (a) 23 Oct 2024: Working Bee notification to residents. Good response – jobs done.
   (b) Acknowledgment/receipt of emails sent to N Morris.
   MOVED by Secretary that all correspondence be received & accepted. ALL AGREED
6. **Reports:**
   (a) Financial (CM)
   Balances as at 31 October: Free-Up $4,208.99, On-Line Call account $8,034.55, Term Deposit $60,000.00 (matures mid-March 2025). First month's BC levies worked smoothly; second month appeared some had not been set up as open-ended autopay.
   Outgoings: Genesis Energy $133.70 and $178.33, Darryn Thomas (mowing) $800.00 (3 payments), Gardening $323.44.
   (b) Grounds (AK)
   iii. Rain caused some disruption to mowing schedule and plan to cut grass lower.
   Have asked Tony Smith to spray for weeds. Photinia hedge successfully trimmed with resident participation. Some old shrubs at Harakeke Place entrance replaced - looking good.
   iv. For the next newsletter need to remind residents that Darryn is being paid at an hourly rate therefore not to interrupt him while he is working. Any concerns should be addressed to either AK or P B **ACTION: SQ**
   v. Irrigation: Has been started again. New controller being used. As we have two controllers watered areas are being treated on alternate days.
   Chair moved both reports be accepted. Seconded PB. ALL AGREED
7. **General Business:**
   (a) Insurance Renewal – payment of $10,118.44 due no later than 19 November 2024. Payment approved by all Committee members.
   (b) AGM 2025. Proposed date is 4 May 2025, Brooklyn Drive Croquet Club Rooms, from 2:00-4:00pm. Would be nice to have afternoon tea at conclusion of AGM. ACTION: Secretary to contact Jan C, Tom S and Judy M to check availability and cost (rates with and without using kitchen facilities).
   (c) Current committee: prior to next meeting please give indication of willingness to re-commit to being on the 2025-2026 Committee.

(d) 38 Ara Drive (last undeveloped section): GJ Gardner have been contacted by Chair, requesting that the area be kept mown and tidy until and while any building takes place.

(e) 'Christmas in the Park'. Afternoon of 1 December, 2:00-4:00pm, BYO. S ACTION: Secretary to prepare flyer for residents; Chair to arrange musical entertainment: SQ to put basic info in newsletter (if prepared before 1 December).

(f) IN COMMITTEE (4:15-4:30PM). While "In Committee" an issue arose that the current committee does not feel qualified to address or answer. It was agreed that the Chairman and Secretary make contact and meet with Paul Gibson (HLE Solicitor of Record) at Gascoigne Wicks. Hopefully this can be arranged prior to the next scheduled Committee meeting.

8. <u>Next Meeting</u>:
Thursday, 16 January 2025 at 4:00pm. Venue to be advised/confirmed.

Chair thanked all for attending and declared the meeting closed at 4:45pm.

<u>JANUARY 16 2025 – MINUTES</u>

1. <u>Welcome</u>: Chair welcomed all and declared meeting open.

2. <u>Apologies</u>: None.

3. <u>Minutes of previous meeting (14 November 2024)</u>:
Reviewed. Chair moved minutes be accepted as a true & accurate record. ALL AGREED

4. <u>Matters arising from/relating to previous meeting minutes</u>:
- <u>13 June 2024</u> - Bluecurrent(Vector) re Harakeke (lighting) meter replacement work order still pending.
- <u>14 Nov 2024</u> – Newsletter to be prepared and delivered by end of January 2025.

Moved SQ/Seconded CM – ALL AGREED

5. <u>Correspondence</u>:
<u>Inward</u>

(a) N Morris emails (2Dec2024/27Dec2024/6Jan2025). Receipt of all acknowledged. See Outward correspondence re Committee letter to N Morris.

(b) Property sales: 28 Ara Drive sale confirmed, 4 Korari Grove (listed with Ray White), 36 Ara Drive (listed with TotalRealty).

<u>Outward</u>

(a) 29Dec2024: HLE Committee letter sent to NM, advising that the Committee is currently obtaining background information and legal advice. Until process concluded any correspondence will be acknowledged but not necessarily actioned.

MOVED by Secreteary that all correspondence be received and accepted.
ALL AGREED

6. **<u>Reports</u>:**

(a) <u>Financial (CM)</u>
Kiwibank Balances as at 31 December: Free-Up $1,384.85, On-Line Call account $3,821.51, Term Deposit $60,000.00 (matures mid-March 2025). Annual (pre-AGM) financial review to be undertaken by Lynette Rayner (Accounting +Plus 2009 Ltd).
<u>Outgoings</u> (Nov/Dec): Genesis Energy $147.51, Darryn Thomas $840/$630 (mowing Nov/Dec), Gardening $485.51 (plants, spraying x 2).

(b) Grounds (AK)
Gardening & weeding continue. Phil & Allen tidying up Harakeke Place entrance. Round garden (common ground area behind Clatworthy's) needs a tree – suggestions? AK advises something suitable for a small area.
Moved SQ that options be investigated; *Seconded* DD. **ACTION: AK/PB**

Chair moved both reports be accepted. ALL AGREED

7. **General Business:**
   (a) AGM 2025. Scheduled date is Sunday, 4 May 2025, Brooklyn Drive Croquet Club Rooms, from 2:00-4:00pm. Area booked from 1:30pm – 4:30pm (allows for set-up and take-down, and coffee/tea and biscuits at conclusion of AGM. Cost $65.
   Current committee all willing to re-commit to the 2025-2026 Committee. Chair has had one query from a resident about getting on the Committee.
   ACTION: Secretary will prepare and distribute necessary notices and documents, using stipulated timelines.
   (b) Meeting with Paul Gibson: took place on 9 December 2024. Committee representatives were D Dyer, P Quarles & S Quarles. Very productive and helpful. Mr Gibson to get back to the Committee with findings/recommendations. Legal fees unknown at this time. PQ to contact APL Blenheim for advisory session re Body Corporate Management (internal & external).
   (c) Property Sales disclosure documents. *Moved* by CM that fee for providing information be increased to $60 (from current $55). *Seconded* SQ. Recommend adding to AGM Agenda for discussion. ALL AGREED

8. **Next Meeting:**
   Thursday, 13 March 2025 at 4:00pm, 2 Ara Drive.
   Remaining 2024-2025 Committee Meeting dates: None

Chair thanked all for attending and declared the meeting closed at 4:55pm.

MARCH 13 2025 - MINUTES

1. **Welcome:** Chair welcomed all, declared the meeting open.
2. **Apologies:** None.
3. **Minutes of previous meeting (16 January 2025):**
   Reviewed, brief discussion. Chair moved the minutes be accepted as a true and accurate record.
   ALL AGREED
4. **Matters arising from/relating to previous meeting minutes:**
   - 7(a) – AGM. Notice and related papers delivered to every residence.
   - 7(b) – Meeting with Paul Gibson. No feedback to date. PQ will follow up, asking for response prior to upcoming AGM. Will probably carry over to incoming Committee.

   Moved SQ/Seconded CM – ALL AGREED
5. **Correspondence:**
   Inward
   (a) 27 Jan 2025: Email from K Townshend, asking about dispensation to Operational Rules (to allow *two* visiting small dogs). Residents polled, clear majority agreed to conditionally allow, with right of revocation by Committee if problems arose.

(b) 7 Feb 2025: Sale completed for 36 Ara Drive. New residents Ginette & Murray Goulding.
(c) 24 Feb 2025: Email from TotalRealty, advising listing of 23 Korari Grove.

Outward

(a) 13 Feb 2025: Letter emailed to K Townshend, advising outcome of resident poll.
(b) 25 Feb 2025: Disclosure documents and invoice for preparation emailed to TotalRealty (re 23 Korari Grove).

MOVED by Secretary all correspondence be received and accepted. ALL AGREED

6. **Reports:**

(a) Financial (CM)

Kiwibank Balances as at 13 March 2025:

Free-Up	$2,436.95
On-Line Call account	$6,037.63
Term Deposit (matures 24Mar2025)	$60,000.00

Term Deposit earned $1,725.70 interest, minus $569.48 Resident Withholding Tax = $1,156.22 credited to account. Will look at interest rates/investment periods and determine viability of obtaining additional Term Deposit.

Outgoings (Jan/Feb):

Genesis Energy $268.58, Darryn Thomas $1,050.00 (mowing Jan/Feb), Murray's Gardening $230.00, miscellaneous $111.65 (rubbish fee, plants, fertiliser/compost).

Financial (continued)I

CM confirmed that Accounting Plus+ invoice information was correct (2023 review).

Submitted for payment/reimbursement:

Gilbert Haymes invoice ($287.50) – Chair to provide supporting documents (emails) for Treasurer's records; Reimbursement request from Secretary for printing of AGM documents for residents ($74.80) and from Treasurer for printing of financial information for committee meeting attendees.

(b) Grounds (AK)

Gardening & weeding continue. Bought kowhai (on advice from Islington Nursery). Planted in common ground garden area behind Clatworthy's. Spot-sprayed for paspalum grass – need to do it again!

- Moved by AK that Tony Smith be contracted to spray common ground area(s).
- Seconded by SQ. ALL AGREED

Actions:

- Trim photinia hedge along fence line between common ground and Clatworthy's.
- Look at Easthaven entrance (tidying plantings on both sides). Need to maintain visibility of signs at entrance. Check whether Darryn can help.

Chair moved both reports be accepted. ALL AGREED

7. **General Business:**

(a) AGM 2025. Notice of AGM information distributed to each residence (mailbox) on 13 March. Nominations, proxy forms and agenda items to be received by Friday, 11 April. Final notice, with information on nominees and other submissions, will be provided to all households on Sunday, 13 April 2025.
(b) AGM afternoon tea: CM to contact Couplands and get quote for club sandwiches and assorted slices.
(c) AGM reports: required from Chair, Treasurer (to be taken as submitted), and Grounds Manager.

(d) Committee Structure:
(SQ) Do we need to invite people (resident(s)) to attend a meeting?
(DD) People do need to understand what is involved and what happens at the committee meetings. Ron Pinnock is possibly interested. Tanea Butler and Niki Croker may be possible contenders also. 2025/2026 is covered at this stage (with indications from those still willing to remain on the committee). Sadly AK has decided not to continue but is willing to remain "on-call" for consultation if necessary.

8. Next Meeting:
To be determined by incoming 2025-2026 Committee (post AGM).

Chair thanked all for attending and declared the meeting closed at 5:04pm.

END OF MINUTES

Note:

Minutes provided are for the elected Body Corporate Committee for the previous three years.

There have been two meetings of the current (May 2025–April 2026) Committee. Those minutes follow.

19 JUNE 2025 - MINUTES

Prior to commencing meeting vote was taken to determine 2025-2026 Committee Chair. Unanimously agreed Dave Dyer would continue. More information in General Business.

1. **Welcome:** Chair welcomed all (returning and new) Committee members, and declared the first meeting of the new Committee open.
2. **Apologies:** None.
3. **Minutes of previous meeting (13 March 2025):**
   Reviewed, brief discussion. Chair moved the minutes be accepted as a true and accurate record. ALL AGREED
4. **Matters arising from/relating to previous meeting minutes:**
   - Feedback received from Paul Gibson (Gascoigne Wicks) – to be discussed in General Business, along with additional infrastructure info from G Haymes.
   - No further action eventuated re allowing more than one animal visiting (related to inquiry about 4 Korari Grove). Poll results filed for reference.
5. **Correspondence:**

   Inward

   (a) 23 May 2025: Email from Winder&Co., advising listing of 26 Ara Drive (pre-contract documentation provided by PQ, along with invoice).

   (b) Undated letter from Joan H re police 'exercise' within Harakeke development (found it distressing), tabled by DD. See Chairman's report (agenda item 6(a)).

   (c) 19 Mar 2025: GWicks email re infrastructure ownership.

   (d) 16 Apr 2025: GW email – copy of letter to Marlborough District Council

   (e) 18 Jun 2025: email from P Morton (GHaymes) w/additional sewer and stormwater info (to be added to insurance info prior to next renewal).

   Outward

   (c) 24 May 2025: Disclosure documents and invoice for preparation emailed to Winder&Co. (re 26 Ara Drive).

   P Quarles moved all correspondence be received and accepted. ALL AGREED

7. **Reports:**

   (c) Chair (DD)

   Re JH letter (police exercise) contact was made with Blenheim Police. The exercise was conducted, mainly for familiarisation, after an earlier incident related to a stolen car which was abandoned within our development. Police have noted the age demographics of our residents and will try to avoid a repetition (unless a genuine incident requires their presence).

   (d) Financial (CM)

   Kiwibank Balances as at 31 May 2025:
   Free-Up $2,569.31; On-Line Call account $55.29;
   Term Deposit $68,156.22 (matures 27 September 2025)
   (Note: kiwibank policy is to add interest on maturity, not progressively)

Income (April/May 2025)		*Expenditure (April/May 2025)*	
Resident Fees	$5,335.00	Accounting +Plus fees	$415.15
C&J Mathew (temp. sub) *	$500.00	Croquet Club (Room Hire-AGM)	$65.00
		C&J Mathew (repayment) *	$500.00
		C Mathew (AGM a/tea)	$178.96
		D Thomas (mowing x 4)	$1,120.00
		Garden/grounds maint.	$138.00
		Gascoigne Wicks (legal x 2))	$3,751.63
		Genesis Energy (lights x 2)	$385.30
		P Quarles (stationery reimb)	$93.30
* Temporary supplement to meet due date for payment of GW legal fees (one-off only)			

Upcoming Expenditures
C Mathew (printing finance spreadsheets for meeting(s)), Gilbert Haymes for providing additional data and plans re drainage infrastructure.
MOVED by P Bowman that personal funds are not to be diverted to HLE accounts under any circumstances. SECONDED by P Quarles.
ALL AGREED
Treasurer to advise Committee before transferring funds for investment.

(e) Grounds (PB)
As expected much of the lawn and grounds maintenance work has been weather dependent. Easthaven entrance has been tidied, Brian Shatford has trimmed trees on his external footpath. Maureen Hosken (2 Korari Grove) has issue with water runoff from common ground onto her section – Dave & Phil to look at fixing the problem (diverting underground to drain).

Chair moved reports be accepted. ALL AGREED

8. General Business:

(e) AGM 2025: Good attendance (32 of 48 occupied Property Units represented).
(f) Allocation/Confirmation of Committee roles: D Dyer (Committee Chair), P Bowman (Grounds Maintenance), C Mathew (Treasurer), P Quarles (Secretary). Secretary to prepare delegation letters.
(g) 2025-2026 Committee Meeting dates (proposed/flexible): (2025) August 7, October 16, December 11, (2026) February 12, March 26 or April 3 or 10.
(h) Gilbert Haymes info discussion: Given apparent additional area of sewer and stormwater drainage liability (additional measurements) will need to advise broker, prior to November 2025 renewal date, of need to increase insurance coverage.
(i) Legal Costs related to Infrastructure Review: Given costs incurred it has been proposed that the Body Corp Committee approach Paul Ham (Unit Title Developer) with a view to contributing to costs as the information should have been clear-cut when Body Corporate was originally established. All in favour.
ACTION PENDING

9. **Next Proposed Meeting:**
Thursday, 7 August 2025, 5:30pm, 44 Ara Drive.

Chair thanked all for attending and declared the meeting closed at 6:45pm.

6 AUGUST 2025 - MINUTES

1. **Welcome:** Chair welcomed all.
2. **Apologies:** None
3. **inutes of Previous Meeting (19 June 2025):** Reviewed. CM referred to her undated letter (provided with financial report information) relating to provision of personal funds. See matters arising. Letter to P Ham will be completed when final figures relating to infrastructure (itemised listing) are known. Chair moved the minutes be accepted as a true and accurate record. ALL AGREED
4. **Matters Arising from/relating to previous meeting minutes:**
   6(b) Financial Report – CM displeased that her personally subsidising the Body Corp bank account (lending and subsequently being repaid) was queried. Chair apologised on behalf of the Committee. Movement relating to diversion of personal funds still stands however.
   7(d) Aon Insurance adjustment/revaluation. Advised by Aon that minimum cost will be $400 plus GST and any related necessary expenses. Invoice will be reviewed by Committee and approved for payment if appropriate. Approval given to Aon to increase coverage to date of next renewal (14 November 2025).
   7(f) Meetings minutes to residents. Residents notified that Committee Meeting minutes will be 'delivered' unless otherwise advised. Three residents have declined as at the time of this meeting. Informal minutes will be distributed after each meeting once Committee has had first review (aiming for distribution within 30 days of the meeting). Minutes will be formally reviewed and approved at the next subsequent meeting.
5. **Correspondence:**
   Inward
   (a) 25 July 2025: Aon Insurance Valuation Report for additional stormwater/sewage piping cover. Further discussion in General Business.
   (b) 29 July 2025: Rennie Cox (Legal Advisers) re conditional offer for 25 Korari Grove.
   (c) 5 August 2025: Aon Insurance – update re additional coverage.
   Outward
   (a) 7 July 2025: Committee Meeting Minutes for past three years emailed to N Morris per requests. Minutes were redacted where deemed appropriate.
   (b) 26 July 2025: Email/letterbox drop to residents notifying of plan to deliver Committee Meeting Minutes.
   MOVED by P Quarles that all correspondence be accepted. SECONDED by P Bowman.
6. Reports:
   (a) Financial:
   kiwibank balances as at 31 July 2025.
   Free-Up $4,053.05
   On Line (Call account) $2,857.85
   Term Deposit (matures 27Sep25)$68,156.22
   Comm Exec has authority to approve transactions and/or transfer funds between accounts.
   Further to issue relating to CM's letter will approach kiwibank and ask if overdraft facility is available if needed. (Action: CM)

Income (June/July 2025)		*Expenditure (June/July 2025)*	
Resident Fees	$5,280.00	D Thomas (mowing x 2)	$595.00
		Garden/grounds maintenance	$79.69
		Genesis Energy (lights x 2)	$228.30
		Photocopying	$21.00

   (b) Grounds Maintenance:
   Maureen Hosken happy with work undertaken to improve runoff from common

ground onto her section. Only costs involved were dump fees and gravel for surface area.

Lawns mowed – all paid.

MOVED BY CHAIR that the reports be accepted. SECONDED by S Quarles.
ALL AGREED

7. **General Business:**

(a) 2025/2026 Committee Meetings – day changed to Wednesday (time unchanged)

(b) Insurance – could be extra pipe work to be covered (NC provided additional mapping). May need to further clarify drainage (responsibility). Advise P Gibson. May require yet another visit/meeting with Marlborough District Council. Valuer has been contacted and advised of potential need for redetermination. Need to keep GHaymes in the loop.

(c) Sumps – infrastructure 'duty of care'. Sumps need to be professionally cleaned periodically and record in inspection kept. (To be arranged as soon as possible.)

8. **Next Meeting**

Wednesday, 15 October 2025. Details (venue, time, place) to be advised.

MEETING CLOSED AT 6.50 pm

END OF SUPPORTING DOCUMENTS