

**MINUTES OF BROWN ACRE VILLAS  
BODY CORPORATE NO. 431284**

**HELD TUESDAY 01 JULY 2024, 2.00pm  
AT THE MOTUEKA MEMORIAL RSA, HIGH STREET, MOTUEKA**

**Present:**

Beverley Elliott, Joan Elford, Evelyn Gilbertson, Fleur A'Court, Chris Herrick, Joan Damian, Bobby Pope, Anthony & Ann Devey, Rosalie Silcock, Margaret Plamer, Trudy Guthrie, Tina Grubba, Mary Somervell & Steven Vaughan, Kaye Lynn, Alison Hibbs, Bet Glengarry, Diane Fairhall, Mal Streat, Pat MacKean, Andrina Buther, Helen Erridge, Annette Wilson, Shirley Watson, Collene Anderson, Elspeth Kjestrup, Judith Bethell, David Herd & Monique Haldezos, Robyn Crudge, Willaim & Maureen Hutton, Deb O'Rourke

**Welcome from Chairperson**

The Body Corporate Manager, Deb O'Rourke thanked everyone for attending and explained that Ron Heal, the current Chair was not able to be present at the meeting due to ill health which would also prevent him from standing for re-election. Deb expressed a sincere thanks to Ron for his work over the last two years acknowledging his broad knowledge across a range of subjects and highlighting his invaluable assistance with the water leak project resulting in considerable savings for the village. As a delegated duty of the Manager, Deb would chair the meeting. Meeting etiquette was then outlined and the meeting commenced.

**Apologies**

Christine Tait, Debbie Heal, Barbara Loveridge, Janet Mossop, Tim Rich, Stephen & Fauke Houliston, Ron Heal, Cedric Watson, Bev Clementson, Derek & Fay Bolt

**Motion:** That the apologies be accepted

Moved: D O'Rourke / Seconded: A Wilson

Carried

**Proxies/Postal Votes**

Stephen & Fauke Houliston, Derek and Fay Bolt.

**Confirmation of Minutes of Annual General Meeting held 23 July 2024**

**Motion:** That the minutes of the Annual General Meeting held 23 July 2024 be accepted.

Moved: A Devey / Seconded: M Hutton

Carried

**Matters Arising from Previous Meeting**

There were no matters arising.

**1. Presentation of Annual Report**

The Chair provided some further dialogue on comments made in the Annual Report., and then called for questions from the floor. There were none.

**Motion 1:** That the Annual Report for the year ended 31 March 2025 be accepted.

Moved: H Erridge / Seconded: A Butcher

Carried

**2. Election of a Chairperson**

Name:

Annette Wilson

Nominated by:

Ron Heal

**Motion 2:** That Anette Wilson be duly elected as Chairperson until the next held AGM of the Body Corporate.

Moved: M Haldezos / Seconded: M Palmer

Carried

### **3. Election of Body Corporate Committee**

Name	Nominated by
Andrina Butcher	Pat MacKean
Debbie Heal	Annette Wilson
Mary Somervell	Tina Grubba
Tina Grubba	Mary Somervell

Deb O'Rourke thanked all committee members for standing and stated that it was refreshing to see this year the committee having a full compliment.

**Motion 3a:** That all nominated Committee Members be elected until the next held AGM of the Body Corporate.  
Moved: T Guthrie / Seconded: R Silcock Carried

**Motion 3 b:** That the Body Corporate Committee share the powers and duties of the Chairperson and the Body Corporate that are allowed to be delegated until the next held AGM.  
Moved: D O'Rourke / Seconded: A Wilson Carried

### **4. Budget for 01 April 2025 – 31 March 2026**

Deb O'Rourke commented how great it was this year to have had no water leaks and the obvious effect that this had on the village result which mean for the first time in many years, temporary funding for the annual insurance payment was not required from the Contingency Fund. The Contingency Fund was now also looking a lot healthier.

**Motion 4:** That the budget for the year 1 April 2025 -31 March 2026 be approved.  
Moved: A Devey / Seconded: T Grubba Carried

### **5. Audit of Accounts**

**Motion 5:** That the Body Corporate shall not engage an auditor or accountant's review for the financial year ending 31/03/26

Deb O'Rourke for the benefit of new owners reminded the room that the full bank accounts are scrutinised by the Body Corporate Chair and/or committee. Tina Grubba queried if payments required two signatures to sign off expenditure. Deb said that it is just herself taking responsibility for the accounts and paying out as the Body Corporate Manager under the Body Corporate Management agreement. Any expenditure greater than what the Body Corporate rules allow requires further authorisation. Deb also stated that the accounts are very simple as the profit and loss reflects with the only large expenditure item being the Annual Insurance premium.

Moved: M Hutton / Seconded: A Butcher Carried

### **6. Long Term Maintenance Fund**

**Motion 6:** That the Body Corporate does not establish a Long Term Maintenance Fund.

Deb O'Rourke commented to the room that this motion is required to be voted on every year as part of the Unit Titles Act. Whilst the village does not have a long term maintenance fund, it does save for the future with the Contingency fund affording greater flexibility with what is set aside, and also being able to borrow short term from it.

Moved: T Grubba / Seconded: J Damian Carried

### **7. Contingency Fund Transfer**

**Motion 7:** That the amount of \$9,700 is transferred to the Contingency Fund  
Moved: M Somervell / Seconded: M Hazeldos Carried

## GENERAL BUSINESS

### 1. Pellet log fires

After discussion it was agreed that an owner can make application to the Body Corporate to have one installed. The Body Corporate Manager will detail the necessary requirements when the formal request is made.

### 2. Solar Panel installation on roofs

While solar panels are already allowed, previously the rule had been that the panels had to face away from the village road. After discussion it was agreed that whilst Body Corporate approval is still required for all installs, it will not be unduly withheld if the panels have to be installed on a roof facing the village road to maximise the solar energy.

### 3. Sewer management system

Villa toilets are only for natural waste and toilet paper. Unnecessary expense by way of propeller repair to the Body Corporate sewer management system has been incurred due to residents placing other items such as pads and wipes down the toilet. Annette Wilson stated to the room that there are stickers available to place on their toilet and to contact Andy if requiring one.

### 4. Pets

There continues to be complaints from residents about both cat and dog poop. The room was reminded that under the Body corporate rule 15 whilst pets are allowed, if they cause a disturbance, the body corporate has the right to order the removal, as well as the requirement that all dogs must be on a lead when in the village at all times.

### 5. Raised garden beds against fences

Residents should not have raised gardens set directly against the fence as this will most likely result in the fence paling rotting, and subsequent replacement. In this instance, whilst the Body Corporate is responsible for the repair of the fence, the cost of repair will be borne by the owner. Residents are also reminded that vegetation should not exceed the height of the fence line unless you have neighbour agreement.

### 6. Complaints protocol

If any resident has a complaint they are reminded that they must first discuss the matter with the other party involved in an attempt to resolve. The Body Corporate only becomes involved if the parties have not been able to reach agreement.

### 7. Civil defence emergency plan

Joan Damian raised the subject of a civil defence emergency plan for the village. Whilst acknowledged that all individuals are responsible for their own actions in the threat of an emergency there was agreement on the importance of checking on neighbours and having a broad plan in place for emergencies. Annette Wilson advised the committee would prepare an initial plan to be shared with the village for further input and discussion.

### 8. Vero Insurance Risk Assessor

Deb O'Rourke recently met with an insurance risk assessor to assist Brown Acre Village to help reduce insurance risk.

1. Each resident to know the location of their water toby tap so they can turn the water off in the event of a house flood.

2. Anyone with an electric vehicle/mobility scooter/electric bike, or solar energy storage should have; a charger with an auto cut out switch after full charge is made, charger fully compatible to the item being charged, and when replacing batteries, the new battery is compatible with the item.

There was also general comment from the room about minimising the risk of fire when charging cell phones – do not leave them charging on top of paper, or underneath your pillow at night.

### 9. Village green vegetable garden

Annette Wilson has offered to establish a vegetable garden on the village green using surplus plants she purchases. Once the garden is established, residents will be welcome to help themselves to the produce. Annette will take full responsibility for the planting and maintenance of the garden. Any resident who would like to contribute surplus plants and/or assist with maintenance is encouraged to contact Annette directly.

The meeting concluded at 3.10pm