

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

**HELD TUESDAY 23 JULY 2024, 10.30AM  
AT THE MOTUEKA MEMORIAL RSA, HIGH STREET, MOTUEKA**

**Present:**

Beverley Elliott, Joan Elford, Evelyn Gilbertson, Joan Damian, Bobby Pope, Barbara Loveridge, Trudy Guthrie, Dawn Young, Ron Heal, Alison Hibbs, Patricia Mackean, Andrina Butcher, Jean Bisley, Helen Erridge, David Willingham & Yvonne McGaveston, Annette Wilson, Shirley Watson, Collene Anderson, Beverley Clementson, Elspeth Kjestrup, Judith Bethell, David Herd & Monique Haldezos, Robyn Crudge, Maurice Bain, William & Maureen Hutton, Deb O'Rourke

**Welcome from Chairperson**

The Chairperson, Ron Heal, commenced the meeting by welcoming all the owners and thanking residents for their help and support. Whilst the social club is no longer functioning, he is happy to do a couple of Fish and Chip Suppers and a Street Party at Christmas time. Ron also thanked Andy for all his work around the village.

**1. Apologies**

Christine Tait, Doreen Sturgeon, Maureen Harris, Alison Hunt, Anthony & Ann Devey, Margaret Palmer, Janet Mossop, Stephen & Fauke Houliston, Diane Fairhall, Cedric Watson, Derek & Fay Bolt

**Motion:** That the apologies be accepted

Moved: R Heal / Seconded: A Wilson

Carried

**2. Proxies/Postal Votes**

Christine Tait, Stephen & Fauke Houliston, Derek and Fay Bolt.

**3. Confirmation of Minutes of Annual General Meeting held 21 July 2023**

**Motion:** That the minutes of the Annual General Meeting held 21 July 2023 be accepted.

Moved: R Heal / Seconded: M Hutton

Carried

**4. Matters Arising from Previous Meeting**

There were no matters arising.

## 5. Presentation of Annual Report

The Chair called for questions from the floor. There were none.

**Motion 1:** That the Annual Report for the year ended 31 March 2024 be accepted.

Moved: R Heal / Seconded: M Haldezos

Carried

## 6. Election of a Chairperson

Name:	Nominated by:
Ron Heal	Peter & Deborah Heal

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

Moved: A Wilson / Seconded: E Gilbertson

Carried

## 7. Election of Body Corporate Committee

Name	Nominated by
Pat MacKean	Annette Wilson
Annette Wilson	Pat MacKean

Deb O'Rourke thanked Ron, Pat and Annette for re-standing again this year and commented that it was becoming increasingly difficult each year to get people to stand. It doesn't take up a lot of time, and would be good to see others standing as 3 people is the minimum so if any current member has to stand down, the village will have to hold a one off election for a replacement. Annette Wilson commented that she found the experience of being a committee member very enjoyable increasing her knowledge of both the village and the Body Corporate.

**Motion 3a:** That all nominated Committee Members be elected until the next held AGM of the Body Corporate.

Moved: M Hutton / Seconded: J Elford

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: B Glengarry / Seconded: B Loveridge

Carried

## **8. Budget for 01 April 2024 – 31 March 2025**

Deb O'Rourke commented:

\* Budgeted interest shown this year is less than the actual interest earned in the previous year. Interest is calculated at a modest rate as interest rates fluctuate, and funds are borrowed each year from the Contingency Fund on a short-term basis to fund the annual village insurance. Interest paid

to the Body Corporate is a bonus, rather than a budgeted revenue stream. Additionally, the budget is prepared before year end interest revenue is confirmed by the bank.

\* The Professional Fee expense year ending 31/3/24 was higher than the current year due to the one off fee charged by Plan Heaven for provision of the updated Long Term Maintenance Plan, and the professional fee charged every two years when the village has to be re-valued for insurance purposes. Neither of these two costs are required in the forthcoming financial year.

\* The Contingency Fund is now shown as a line item expense. The Body Corporate collects, via fortnightly levies, approximately \$10,000 each year toward saving for long term maintenance requirements. The cost of the water leaks incurred in the last year shows how important it is to have money set aside.

**Motion 4:** That the budget for the year 1 April 2024 -31 March 2025 be approved.

Moved: J Bisley / Seconded: B Elliott

Carried

## **9. Audit of Accounts**

**Motion 5:** That the Body Corporate shall not engage an auditor or accountant's review for the financial year ending 31/03/25

Moved: M Bain / Seconded: M Hazeldos

Carried

Deb commented that the Body Corporate Budget is simple. The Chair and committee scrutinise the accounts at the end of each year.

## **10. Long Term Maintenance Fund**

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

Deb commented to the room that this motion is required every year now as part of the Unit Titles Act requirements. The village does have a long term maintenance plan but chooses to have a Contingency Fund instead. This fund offers greater flexibility with the ability to borrow from the fund on a short term basis, such as funding the annual insurance premium, along with the amount that gets set aside each year for long term maintenance contingency.

Moved: M Bain / Seconded: J Bethell

Carried

## **General Business**

### **1. Shed installation in back yards**

Any garden shed installation must have the approval of the Body Corporate as per Body Corporate Rules. And the shed cannot be larger than the size stipulated in the rules. The Body Corporate does have the power to order the removal of a shed that does not fit the criteria.

## **2. Water tanks attached to each villa.**

These tanks are part of the village council resource consent and must not be removed. Any owner that has removed their water tank will be required to have one re-installed before they come to sell their villa.

## **3. For Sale Signs**

It is in the Pre Contract Disclosures that For Sale Signs must be removed within two weeks of sale. There was also discussion as to how long a sign could be put up outside the front entrance as it was felt by those attending that this detracts from the village. To make it a Body Corporate rule, it would require agreement and then formal adoption which comes at a cost. Deb said that she would make contact with the two agents with signage out the front.

## **4. Hot Water Cylinder leaks.**

Many owners in the village have incurred leaking hot water cylinders requiring repair, and on some occasions, replacement. Owners were reminded that if they have not yet had a leaking cylinder, they have a duty of care from an insurance perspective to ensure they are having their cylinder checked regularly. Andy has advised that Sam Hedges is happy to do another check for all owners requiring this at last years rate of \$30. Andy will co-ordinate this in due course to canvas interest.

## **5. Water Leaks at the village**

Deb explained the current water leaks to 5 villas. The last leak at Villa 25 highlighting that a join between pipes had corroded and is most likely what has caused the leaks. Whilst this type of join no longer meets current building code, it was current when the village was developed. Warranty periods are also long surpassed and there is no ability to remedy these repair costs from Tim Miller Plumbing. The cost of repairs has reduced considerably with Andy doing much of the labour, and Ron Heal providing both concrete and the laying of this. Whilst these savings have been considerable to the village, ongoing costs if every villa ends up with the same leak isn't sustainable. Deb read out the key points of Section 138 and section 126.

**Section 138** outlines that the Body Corporate has the duty to repair and maintain common property. However, these costs are recoverable from the owner if the repair is contained in a Principal unit (owners villa). So far, the water leaks are being traced back to underneath the patio/eaves of the villas.

**Section 126** refers to the Body Corporate having the ability to retrieve the cost of the Body Corporate repair from an owner, if the work is substantially for the benefit of an owner, or just for some, rather than the village as a whole.

The last villa repair costs have been between \$500 and \$900. It was explained to everyone present that any water loss via the individual owner water meter is a cost incurred by them. Deb has unsuccessfully tried to get Council assistance in the past, but this has been declined as they provide water only to the front of the village.

Discussion followed by a unanimous decision from all owners present that any future costs would be shared 50/50 between Body Corporate and villa owner.

*If any owner not at the Body Corporate AGM has an issue with this, or would like more information, please contact Deb in her capacity as the Body Corporate Manager*

#### **6. Insurance**

Contents policies should be checked to ensure that you are not double paying for cover that you have under the Body Corporate Village insurance, namely carpets, drapes, heat pumps and other villa chattels that would normally be part of your sales and purchase villa agreement.

#### **7. Age of residents in the village**

Residents in the village must be at least 50 years of age.

Anyone under the age of 50 can only stay for up to two weeks unless Body Corporate approval has been sought and approved.

Meeting closed at 12pm