

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

**HELD FRIDAY 21 JULY 2023, 10.30AM  
AT THE MOTUEKA MEMORIAL RSA, HIGH STREET, MOTUEKA**

**Present:**

Joy Norman, Doreen Sturgeon, Maureen Harris, Joan Damian, Bobby Pope, Barbara Loveridge, Alison Hunt, Anthony and Ann Devey, Margaret Palmer, Ron Heal, Alison Drummond, Dorothy Milne, Leigh Manson, Ann Hutton, Bet Glengarry, Diane Fairhall, Patricia MacKean, Anne Dorne, David Willingham, Yvonne McGaveston, Graeme Turner, Annette Moore, Cedric and Shirley Watson, Elspeth Kjestrup, Judith Bethell, Robyn Crudge, Maurice Bain, Donald Vass, William and Maureen Hutton, Deb O'Rourke

**Welcome from Chairperson**

The Chairperson, Di Fairhall, commenced the meeting by welcoming all the owners and thanking them for coming.

**1. Apologies**

Christine Tait, Beverley Elliott, Robin Leathley, Janet Mossop, Stephen and Fukue Houlitson, Alison Hibbs, Gillian Allen, Jean Bisley, Derek and Fay Bolt

Motion: That the apologies be accepted

Moved: D Fairhall / Seconded: M Bain

Carried

**2. Proxies/Postal Votes**

Christine Tait, Stephen and Fukue Houlitson, Derek and Fay Bolt.

Motion: That the Proxies and Postal votes be accepted

Moved: D Fairhall / Seconded: P McKean

Carried

**3. Confirmation of Minutes of Annual General Meeting held 19 July 2022**

Motion: That the minutes of the Annual General Meeting held 19 July 2022 be accepted.

Moved: J Damian / Seconded: A Dorne

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.

Barbara Loveridge wanted it noted that the medical alarms are income tested.

Motion 1: That the Annual Report for the year ended 31 March 2023 be accepted.

Moved: D Fairhall / Seconded: M Bain

Carried

#### **6. Election of a Chairperson**

Name:	Nominated by:
Ron Heal	Diane Fairhall

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

Moved: D Fairhall / Seconded: M Hutton

Carried

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

Name	Nominated by
Jean Bisley	Pat Mackean
Pat Mackean	Di Fairhall

Deb O'Rourke explained that with the Chair automatically elected to the committee, the Body Corporate rules have been met with a minimum of three people, however if anyone was to become unable to continue for the full year, a special meeting, or postal vote would be required and for this reason asked if there were any volunteers from the floor. Deb gave a brief overview of what is required. Annette Moore offered to become a committee member and this was accepted by all at the meeting.

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

Moved: D Fairhall / Seconded: A Dorne

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 Fairhall / Seconded: R Heal

Carried

## **8. Budget for 01 April 2023 – 31 March 2024**

Deb O'Rourke explained about the village Insurance:

- this is the key expenditure item for the Body Corporate and will continue to increase every year due to a combination of extreme weather events, inflation and cost of building. Fees will continue to increase as a consequence.
- Next year also sees a village valuation required with the cost of the valuation occurring in this financial year
- Insurance excesses are Owner Occupied \$400, Body Corporate \$500, Tenanted \$600
- Individual homeowner contents insurance should cover anything that you would take with you when you shift e.g., curtains, carpet, permanent fixtures such as oven and heatpump is covered under the village insurance
- As each villa owner does own their house freehold, repairs to houses are individual owner responsibility e.g., replacement or repair to a Hot Water cylinder is owner responsibility to fix, however if there is damage that occurs to the likes of the ceiling, or carpet as a result of the leak, the village insurance policy may respond to that part of the claim. This is the same as it would be if you owned your freehold house outside of a village setup.

Motion 4: That the budget for the year 1 April 2023 -31 March 2024 be approved.

Moved: A Moore / Seconded: Ann Devey

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 31/03/24

Moved: A Devey / Seconded: M Hutton

Carried

## **10. 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 the Annual Report explains what the village agreed back in 2012, voting to maintain a Contingency Fund rather than having a Long Term Maintenance Fund. The motion this year is due to the changes in the Unit Titles Act which now see this requiring an annual village vote. Deb explained that the village would still have a contingency fund thereby still making an annual contribution toward long term maintenance, but giving greater flexibility on the annual contribution amount. General agreement from the room that the village must maintain a contingency fund.

Moved: A Devey / Seconded: M Harris

Carried

## General Business

### 1. Overview of the Strengthening of the Unit Titles Act – Deb O'Rourke

- Code of conduct in place for Committee
- Code of conduct in place for Body Corporate Manager
- The chairperson is now automatically on the committee
- Electronic voting in advance of the meeting will be in place for next year's AGM
- Long Term Maintenance Plan must now be for 30 years and reviewed every 3 years
- A lot more compliance for villa owners via pre contract disclosure statements when they sell which I take care of in the role of BC Manager. Deb handles this in her role as Body Corporate Manager

### 2. Contingency Fund & Long Term Maintenance Plan - Deb O'Rourke

- The village Long Term Maintenance Plan must be updated by a professional not later than May 2024 and reviewed 3 yearly thereafter. This sees a professional assess when future work might be required for roading, underground pipes etc.
- By putting aside money into the Contingency Fund it means that the village has a fund to access when things may need to be done without the requirement to put aside specific annual costs towards something that may not happen for some time.
- Deb is seeking quotes for this work to be undertaken. Initial quotes have come in at \$5500 however there is an online provider option being investigated which will be around half of this cost.
- Next year's budget will show the Contingency Fund contribution as a line item expense as that clearly reflects the village commitment to save for those expenses.

### 3. Pumping Station and toilet etiquette – Deb O'Rourke

Andy recently lifted our pumping station pumps to investigate why one was running slowly. It was found to be caused by a worn propeller as a consequence of people putting things other than human waste and toilet paper down. Please remind all visitors, and carers of this – Andy has signs that can be attached to the top of toilets if required.

A new pump station is in excess of \$3000 which is not a cost we want to incur.

A new propellor has been ordered at a cost of approximately \$300 along with the additional cost for Motueka Septic to remove all sludge. Total cost of around \$1000.

### 4. Water valves – Deb O'Rourke

- Deb explained what had happened with a recent burst pipe at Villa 53 and that insurance did not respond to this as it was not caused by a specific event such as an earthquake so deemed to be a repair costing the village in excess of \$4000 along with a hefty water bill for the owner.

- Recommendation that subject to other costs arising for next years budget, provision be given to adding a further water isolating valve outside Villa 51 allowing Andy to quicker isolate where a water leak is occurring
- If owners are going away for more than 60 days must advise Deb for insurance purposes
- If you wish to turn off your water please see Andy rather than attend to this yourself

5. Dogs around the village requiring to be on leads – Di Fairhall

A reminder of the village rules which state that ALL dogs **must** be on a lead whenever they are in the village – this includes resident dogs. And if you do have dogs, please do not leave your doors open without supervision!

6. Social Club activities – Di Fairhall

Di updated everyone on proposed Christmas activity which would be at a small charge of around \$3-\$5pp. There was general agreement from the room that people would be happy with this and suggestion that the village event occur earlier in December so as to have maximum participation.

7. Rates

Anne Dorne asked if there was any ability to canvass for reduced rates due to the village paying from some of its own services. Maureen Hutton explained that this had been attempted in the past to no avail. Deb O'Rourke reiterated that other villages had tried this as well, also to no avail. Di Fairhill reminded owners that there is the rates rebate scheme which owners can make application for. Barbara Loveridge commented that this is also income tested.

There being no further business, Deb took the opportunity to remind owners of the things that Andy does for residents that is above and beyond his job scope. Hearty agreement from the room that Andy is fabulous. The committee to write a formal letter to Andy thanking him.

Deb also thanked Di Fairhall for her Chairmanship over the last two years.

Di Fairhall thanked Maurice Bain for this valued contribution over time to both the social club committee and the Body Corporate Committee.

The meeting closed at 1150.