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PRE-CONTRACT DISCLOSURE STATEMENT FOR EXISTING UNITS

Section 146, Unit Titles Act 2010

Unit number:	Unit 6 (27 Conference & 27-29 Beveridge Streets)
Unit Plan:	Deposited Plan 67724
Body Corporate number:	67724 (the body corporate)

Pre-contract disclosure statement for existing units

- 1 This pre-contract disclosure statement is provided to prospective buyers of the property in accordance with Section 146(1) of the Unit Titles Act 2010.

Financial information

- 2 The amount of the contribution levied by the body corporate under Section 121 of the Unit Titles Act 2010 in respect of the unit is **\$4,058.23**.
- 3 The period covered by the contribution in paragraph 2 is **1 February 2025 to 31 January 2026**.
- 4 The body corporate has the following accounts:

ASB – Operational account - \$2,253.28	ASB – On-Call account - \$1,724.24 (LTMF)
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- 5 The body corporate financial statements and audit reports for the last three years.

Year ended 2025 <i>The immediate past financial year.</i>	The body corporate financial statement and budget for the year ended 31 January 2025 is attached.
Year ended 2024 <i>One year prior to the immediate past financial year.</i>	The body corporate financial statement and budget for the year ended 31 January 2024 is attached.
Year ended 2023 <i>Two years prior to the immediate past financial year.</i>	The body corporate financial statement and budget for the year ended 31 January 2023 is attached.

Attached are copies of all financial statements and budgets as referred to above.
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Maintenance, weathertightness and related matters

For the purposes of this statement, a unit title is considered to have a **weathertightness issue** if water has penetrated it because of some aspect of its design, construction, alteration, or of materials

used in its construction or alteration, and the penetration of water is likely to cause or has caused damage to it.

- 6 The long-term maintenance plan is not attached because it does not exist.

It was resolved at the Annual General Meeting on 4 March 2025 a Long Term Maintenance Plan be established.

A levy of \$1,500 is included in the adopted budget for LTMP.

- 7 The next review date for the long-term maintenance plan is **Annual General Meeting to be held in March 2026.**

- 8 The body corporate proposes to carry out or begin the following works under the long-term maintenance plan in the next three years:

See LTMP attached.

- 9 The body corporate proposes to carry out the following maintenance on the unit title development in the year following the date of the disclosure statement:

Long Term Maintenance Plan:

- *It was resolved at the last AGM that roof maintenance (painting) be added to the LTMP as part of the common ground.*

Maintenance:

- *The annual building wash and gutter cleaning.*

- 10 The body corporate or committee has no knowledge of any part of the unit title development currently, or ever having had, weathertightness issues for which a claim has been made under the Weathertight Homes Resolution Services Act 2006.
- 11 The body corporate or committee has no knowledge of the unit title development having weathertightness issues that have been remediated without a claim under the Weathertight Homes Resolution Services Act 2006 or other proceedings.
- 12 The body corporate or committee has no knowledge of the unit title development having weathertightness issues that have not been remediated.
- 13 The body corporate or committee has no knowledge of the unit title development having earthquake-prone issues.
- 14 The body corporate or committee has no knowledge of the unit title development having any other significant defects in the land (including the unit title development) that may require remediation.
- 15 No remediation report/s commissioned by the body corporate in the last three years are attached, because it does not exist.

Governance information

- 16 The notices and minutes of body corporate general meetings and body corporate committee meetings for the last three years.

Year ended 2025 <i>The immediate past financial year.</i>	The body corporate and committee meeting notices, minutes and supporting documentation are attached.
Year ended 20234 <i>One year prior to the immediate past financial year.</i>	The body corporate and committee meeting notices, minutes and supporting documentation are attached.
Year ended 2023 <i>Two years prior to the immediate past financial year.</i>	The body corporate and committee meeting notices, minutes and supporting documentation are attached.

Attached are copies of all body corporate and committee meeting notices, minutes and supporting documents as referred to above.

- 17 The body corporate manager is:

Paul Joseph Dorrance on behalf of Anchorage Body Corporate Limited
(Body Corporate Manager)
C/- Duncan Cotterill
PO Box 5
Christchurch 8140

Ph: +64 3 379 2430

Email: admin@anchoragebodycorp.com

- 18 The body corporate holds the following insurance cover for the unit title development:

Insurance

- **NZI, a division of IAG New Zealand Limited/Vero Insurance (NZ) Limited (AON Insurance Brokers) – PO Box 2058 Christchurch 8140 | P: 03 345 9800 | E: ben.philpott@aon.com**
- **Policy Number: 0020544**
- **Client Number: CHC 0F5VD**
- **Type of cover: CPF Commercial**
- **Amount of cover: Buildings Sum Insured \$5,412,800.00**
- **Premium: \$18,205.34**
- **Please refer to Coverage Summary for full details of the cover and Excess payable under the policy. A copy of the Policy and Summary are attached.**

- 19 The body corporate is not involved in any proceedings in any court or tribunal as at the date of this pre-contract disclosure statement.

General information

- 20 The following section contains a brief explanation of important matters relevant to the purchase of a unit in a unit title development. You should read and understand the information contained in this section and this statement before signing a contract to buy a unit in a unit title development.

Further information on buying, selling a unit and living in a unit title development can be obtained by:

- reading the publication "Short guide to unit titles", which is available on the Unit Title Services website: unittitles.govt.nz

- contacting the Ministry of Business, Innovation & Employment service centre: 0800 UNIT TITLES (0800 864 884)

You are strongly advised to obtain independent legal advice regarding any questions or concerns you have about purchasing a unit or your prospective rights and obligations as a member of a body corporate.

Unit title property ownership. Unit titles are a common form of multi-unit property ownership. They allow owners to privately own an area of land or part of a building and share common property with other unit owners. Unit title developments may also be structured in varied ways including staged unit title developments and layered unit title developments.

This combination of individual and shared ownership of land and buildings, often in an intensive built environment, means owning a unit title involves a different set of rights and responsibilities than traditional house and land ownership.

Unit title developments have a body corporate management structure to ensure decisions affecting the development can be made jointly by the unit owners. The creation and management of unit title developments is governed by the Unit Titles Act 2010 and supporting regulations.

Unit plan. Every unit title development has a unit plan, which shows the location of the principal units as well as any accessory units and common property in the development. The unit plan is the formal record of all of the boundaries of the units, and the common property.

Ownership and utility interests. Each unit is allocated an ownership interest and a utility interest and such interests are relevant to the determination of many of the unit owner's rights and responsibilities under the Unit Titles Act 2010.

Ownership interest is a number that reflects the relative value of each unit to the other units in the development, and is used to determine a range of matters including the unit owners' beneficial share in the common property, and share in the underlying land if the unit plan is cancelled.

By default, the utility interest of a unit is the same as the ownership interest (unless it is otherwise specified on the deposit of the unit plan or subsequently changed), and is used to calculate how much each owner contributes to the operational costs of the body corporate.

Body corporate operational rules. The body corporate for a unit title development can make its own operational rules on the use of the development, and governance of the body corporate. These operational rules are subject to the provisions of the Unit Titles Act 2010 and regulations made under that Act.

All unit owners, occupiers, tenants and the body corporate must follow the body corporate operational rules that apply to their unit title development.

Pre-settlement disclosure statement. Before settlement of the sale of a unit, the seller must provide a pre-settlement disclosure statement to the purchaser, which includes information on:

- the unit number and body corporate number
- the amount of the contribution levied by the body corporate for that unit
- the period covered by the contribution
- how the levy is to be paid
- the date on or before which the levy must be paid
- whether any amount of the levy is currently unpaid and, if so, how much
- whether legal proceedings have commenced in respect of any unpaid levy
- whether any metered charges (eg, for water) are unpaid and, if so, how much
- whether any costs relating to repairs to building elements or infrastructure contained in the unit are unpaid and, if so, how much

- the rate of interest accruing on any unpaid amounts
- whether there are any legal proceedings pending against the body corporate
- whether there are any legal proceedings initiated by the body corporate or intended to be initiated by the body corporate
- whether there is any written claim by the body corporate against a third party that has not been resolved
- whether there have been any changes to the body corporate rules since the pre-contract disclosure statement was provided.

There are legal consequences on the seller for failing to provide the pre-settlement disclosure in the timeframes required by the Unit Titles Act 2010 including delay of settlement and cancellation of the contract.

Records of title. Previously known as a computer register or certificate of title, for a unit title development this document records the ownership of a unit, contains a legal description of the unit boundaries and records any legal interest which is registered against the title to the unit (for example a mortgage or easement). A copy of the record of title for a unit should come with:

- the unit plan attached. Unit title plans were discussed earlier in this section.
- a supplementary record sheet attached. A supplementary record sheet records the ownership of the common property, any legal interests registered against the common property or base land, and other information such as the address for service of the body corporate and the body corporate operational rules.

The common property in a unit title development does not have a record of title.

Land Information Memorandum. A land information memorandum (LIM) is a report which provides information held by the local council about a particular property. You must order and pay for a LIM from the applicable local council. Delivery times vary between councils. The information contained in a LIM will vary between councils, but is likely to include details on:

- rates information
- information on private and public stormwater and sewerage drains
- any consents, notices, orders or requisitions affecting the land or buildings
- District Plan classifications that relate to the land or buildings
- any special feature of the land the local council knows about including the downhill movement, gradual sinking or wearing away of any land, the falling of rock or earth, flooding of any type and possible contamination or hazardous substances
- any other information the local council deems relevant

Full details of what a local council is obliged to provide in a LIM is contained in section 44A of the Local Government Official Information and Meetings Act 1987.

Easements and covenants. An easement is a right given to a landowner over another person's property (for example, a right of way, or right to drain water). A land covenant is an obligation contained in a deed between two parties, usually relating to the use of one or both properties (for example a covenant to restrict one party using their property in a certain way).

Easements or covenants may apply to:

- a unit and are usually recorded on the record of title for that unit.
- common property and will be recorded on the supplementary record sheet for the unit title development.

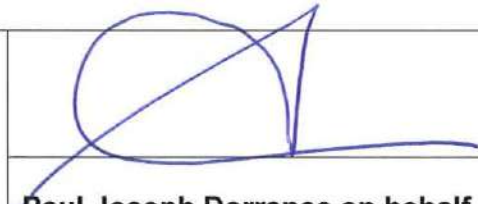
Further information about the matters set out above can be obtained from:

Unit title property ownership	Ministry of Business, Innovation and Employment www.unittitles.govt.nz 0800 UNIT TITLES (0800 864 884)
Unit plan Ownership and utility interests Record of title Easements and covenants	Land Information New Zealand www.linz.govt.nz 0800 ONLINE (0800 665 463)
Body corporate operational rules Pre-settlement disclosure statement	The body corporate of the unit title development
Land Information Memorandum	Your local council

For detailed information on any of the above matters relating to your specific circumstances, the Ministry of Business, Innovation and Employment recommends you obtain independent legal advice from your lawyer.

Corrections

This disclosure statement, including any additional information that forms part of this disclosure, does not have any known inaccuracies.

Signed by seller or person authorised by seller:	
Name:	Paul Joseph Dorrance on behalf of Anchorage Body Corporate Limited (Body Corporate Manager)
Date:	15 January 2026



View Instrument Details

Instrument No.	11344225.1
Status	Registered
Date & Time Lodged	14 May 2019 16:01
Lodged By	Mooar, Kathryn Elizabeth
Instrument Type	Unit Titles Act 2010 - Notice/Change of Rules - s105 & 106

Toitu te
Land whenua
Information
New Zealand



Affected Records of Title	Land District
CB37D/42	Canterbury

Annexure Schedule: Contains 7 Pages.

Signature

Signed by Kerry Noble Williams as Applicant Representative on 07/05/2019 03:31 PM

***** End of Report *****

Form 15
 Notice of change to body corporate operational rules
Section 106, Unit Titles Act 2010

Unit Plan: 67724
 Body Corporate Number: 67724
 Supplementary Record Sheet: CB37D / 42

Notice

The Body Corporate gives notice that the body corporate operational rules are changed as specified in the schedule of amendments.

The changes have been made in accordance with an ordinary resolution at the body corporate general meeting held on 19 November 2018.

Schedule of amendments

Notice is hereby given that the rules of Body Corporate 67724 were on the 19th day of November 2018 duly amended by the addition of the following rules.

1.1 Restriction on Use: A Proprietor shall not:

Principal Units: Use or occupy a Unit for any purpose other than as a private or long term rental residential accommodation, or such other use as approved by the Committee provided however that such use:

- i) does not materially affect the use of the Units as private residences
- ii) does not make undue noise or cause a disturbance or emit noxious fumes or smells
- iii) is otherwise permitted under all relevant local authority bylaws and regulations except where it is a brothel or SOOB or Air B&B or similar

1.2 Illegal Purposes: use any Unit or any part of the common property in such a manner that it may be illegal or harmful to the reputation of other Proprietors or which may interfere with the peaceful enjoyment by other proprietors and their families and visitors or the efficient management of the property.

1.3 Obstruction of Common Property: A Proprietor shall not obstruct or use any part of the Common Property comprising an entrance or accessway for any purpose other than for entering or leaving the property.

1.4 Aerials: Except with the prior written consent of the Body Corporate a Proprietor shall not erect any exterior radio or television aerial. The Body Corporate may revoke or vary any consent previously given if it considers that the rights or interests of any Proprietor are adversely affected by any exterior aerial.

1.5 Detraction from the External Appearance: A Proprietor shall not drape, display or hang any laundry, towels or clothing or other item in such a way as to be visible from the common property or roadway which may detract from the quality and tidy appearance of the property.

- 1.6 Contractors:** A Proprietor shall not, except in the case of an emergency,
- i) employ any person for the purpose of repairing or altering or making good any part of any Unit or any services to any Unit other than a person approved by the Committee and working under the supervision of the Committee, which may specify conditions under which the work shall be carried out. Nothing in this rule shall prevent a Proprietor from employing an interior decorator for the purpose of redecorating the interior of any Unit.
 - ii) directly instruct any contractor or workers employed by the Body Corporate unless specifically authorised by the committee to do so.
- 1.7 Windows:** All windows shall be kept clean and if broken or cracked shall be promptly replaced by the Proprietor of the Unit (at the expense of the Proprietor or occupier) with new glass of the same quality and weight.
- 1.8 Window Coverings:** A Proprietor or occupier of a unit shall not erect external blinds or hang curtains and/or blinds visible from the outside of the unit unless those curtains have a neutral backing to present a uniform and orderly appearance when viewed from the outside of the unit development.
- 1.9 Proprietors not to Waste Water:** A Proprietor shall not waste water and shall ensure that all water taps in the Unit are properly turned off after use.
- 1.10 Use of Plumbing etc:** Toilets, sinks, dishwashers, and any other apparatus or equipment attached to the water supply or drains and all supply and waste pipes and drains, shall only be used for the purpose for which they were constructed. Any damage or loss caused or cost incurred by misuse or negligence shall be borne by the Proprietor of the Unit in which the damage, loss or misuse occurred.
- 1.11 Notice of Defects:** A Proprietor shall notify the Body Corporate immediately on becoming aware of any defect or damage to any part of the Development or any of its services. The Body Corporate may carry out such repairs as the Body Corporate considers necessary for the safety and preservation of the property and shall be entitled to recover the costs of the repairs from a Proprietor if the act or neglect of that Proprietor necessitated the repairs.
- 1.12 Cleaning:** All units shall be kept cleaned and maintained in a manner appropriate to a quality residential accommodation and take all practical steps to prevent infestation by vermin and/or insects.
- 1.13 Rubbish:** A Proprietor on a unit shall not:
- 1.13.1 Use of Wheelie bins:** Place any rubbish on any common area or in any part of his or her unit visible from the common property or roadway or in any place or way which from the amenities of the unit development and other than in "wheelie" bins or other purpose built receptacle. Wheelie bins and receptacles shall be kept out of sight other than for such particular time as they are required to be accessible for collection. In that regards wheelie bins and other receptacles shall be left for emptying adjacent to a public road and any other area as specified from time to time by the committee.

- 1.13.2 Useless property:** Deposit useless property on the common property. The cost of removing any rubbish or useless property from the common property shall be borne by the proprietor responsible.
- 1.13.3 Gas bottles:** All units shall keep and maintain gas bottles within their unit with exception being Units 4, 5, 6 & 8 where the gas bottles are located in the common property more particularly in the area as shown on the attached plan with this area to meet the HSWA Regulations 2017. The cost of this certificate (if any) to fall on the proprietors of the units affected.
- 1.14 Animals:** A proprietor shall not keep or allow any animal or allow any animal without the prior consent of the committee of the Body corporate which consent may at any time be withdrawn by giving notice in writing to the proprietor of the committee's decision including by which date the animal shall leave the premises.
- 1.15 Fire Hazards:** A Proprietor shall not do or keep anything in the Unit or any part of the Development which may create a fire hazard, or which increases the cost of fire insurance on the Development, or which may contravene the fire regulations, or the requirements of any Authority.
- 1.16 Conduct and Noise:** A Proprietor shall not make any objectionable noise in the Development or on the Common Property nor interfere in any way with the peaceful enjoyment of other Proprietors or their employees, agents, invitees, licensees and tenants. In particular, a Proprietor, tenant or occupier shall ensure that the volume of revelry, musical instruments, radio or television receivers, stereo equipment or any other electronic device or medium shall not be operated in such a manner as to be audible in any other unit and shall immediately cease to operate the same between the hours of 11 pm and 7am if requested to do so by the site building manager, body corporate secretary or proprietor of any other unit. This restriction shall apply to all Principal and Accessory Units. The action of a Proprietor's tenant, invitee, occupier or agent shall be deemed to be the action of a Proprietor for the purpose of this clause.
- 1.17 Heavy Objects:** A Proprietor shall not, without the prior written consent of the Body Corporate, install, move into or remove from the Development or the Unit any object of such weight, nature or description as shall impose on any part of the Development any stress likely to damage, weaken or cause any structural defect. All damage done by installing, moving or removing any object shall be made good at the cost of the Proprietor who has caused the damage. At least 24 hours' notice in writing of the intention to move or remove any heavy object shall be given to the Committee, and the moving of the object shall only be done under the supervision of a responsible person approved by the Committee.
- 1.18 Security:** A Proprietor shall keep the Unit secure and all doors and windows locked and fastened whenever the Unit is unoccupied. Each unit has an exterior light connected to a daylight sensor. These lights to be maintained by the proprietor at the proprietor's cost.

1.19 Leasing: A Proprietor shall:

1.19.1 Notice of Rules: Give a copy of these Rules (and any amendments) to any tenant or occupier of the Unit; and

1.19.2 Attach lease: Procure the tenant or occupier to execute a lease of the Unit incorporating the then current Rules and a covenant to abide by and comply with the Rules. The Proprietor shall indemnify the Body Corporate against any claims, losses, damages and any other matter whatsoever arising from a breach of the tenant or occupier of the Rules.

1.20 Emergency Contact: A Proprietor shall advise the Committee of the Proprietor's private address and telephone number or, if the Proprietor is a corporation, of the private address and telephone number of the secretary or some other responsible person employed by the Proprietor, and shall keep the Body Corporate promptly informed of any change in such address or telephone number.

1.21 Recovery of Funds Spent to Rectify Breach: Where the Body Corporate expends money to make good any damage or loss caused by a breach of the Unit Titles Act 1972 or of these rules by any proprietor or occupier of a unit or the guests, servants, employees, agents, children, invitees, tenants or licensees of the proprietor or occupier of a unit or any of them, the committee shall be entitled to recover the amount so expended as a debt in any action in any court of competent jurisdiction from the proprietor of the unit at the time when the breach occurred together with the Body Corporate's legal costs on a solicitor / client basis.

1.22 Fire Drills and Evacuation Procedures: The Body Corporate may require Proprietors to perform fire drills, and observe all necessary and proper emergency evacuation procedures. Proprietors shall cooperate with the Body Corporate in observing and performing such procedures.

1.23 Special Rules for Common Property: The Committee may make special rules relating to use and enjoyment of the Common Property. Such rules shall not be inconsistent with these Rules and shall not derogate from any lease or easement in respect of the Common Property granted by the Body Corporate in accordance with the Act.

1.24 Carparks: A Proprietor of a Carpark shall:

1.24.1 Use: use the Carpark only for the purpose of parking cars belonging to or used by the Proprietor; any such car/s is to be able to be operated at any time, should be fully registered and have a current warrant of Fitness.

1.24.2 Position: ensure that all cars parked by the Proprietor shall be parked completely within the marked lines of the Carpark;

1.24.3 Spillage of Oil: Not spill oil or any other harmful substance on any Carpark or any other part of the Development;

- 1.24.4 Comply with Rules:** Comply with any reasonable rules, regulations and procedures made by the Body Corporate as to the marking and identification of cars used by any persons entitled to park cars in the Carparks, the procedures to be followed as to the driving and parking of cars in the Carparks, or as to any other matter which the Body Corporate may reasonably consider necessary for the control, safe use and enjoyment of the Carparks;
- 1.24.5 Manoeuvring:** Ensure that the manoeuvring of motor vehicles in the Development is conducted in a safe and responsible manner so as not to cause undue interference to other Proprietors; and
- 1.24.6 Maintenance:** No maintenance or repair work shall be carried out on any motor vehicle, boat, vehicle or apparatus in any such places or on the common property.
- 1.25 Removal of Obtrusive Objects:** The body corporate shall have the right to remove any motor vehicle parked, or any article stored on any part of the building in contravention of the rules and recover the cost of the removal and storage (if any) of such motor vehicle or article from the owner thereof and neither the body corporate nor any servant nor agent to the body corporate employed for such purpose shall be under any liability to any person for any damage resulting from the removal or subsequent storage) of any such motor vehicle or article.
- 1.26 Occupiers etc:** The duties and obligations imposed by these Rules on Proprietors shall be observed not only by Proprietors but also by the occupiers of the Units and the employees, agents, invitees, licensees and tenants of Proprietors and occupiers.
- 1.27 Breaches and Penalties:** Any person who fails to comply with any of these Rules or with any rules or regulations made under these Rules or with any lawful direction given by or on behalf of the Body Corporate shall be in breach of these Rules and must remedy that breach on becoming aware of it and in any event within seven days of receiving notice of it from the Body Corporate.
- 1.28 Signs:** A Proprietor shall not exhibit, paint, affix, display or put on any part of the outside of any units any "for sale" or real estate agents sign or hoarding (other than one per unit inside a window), trade business or professional or advertising sign or any notice or name board or banner or plate.
- 1.29 Expenses:** Where the Body Corporate expends money to make good any damage or loss caused by a breach of the Unit Titles Act 2010 or of these rules by any proprietor or occupier of a unit or the guests, servants, employees, agents, children, invitees, tenants or licensees of the proprietor or occupier of a unit or any of them, the committee shall be entitled to recover the amount so expended as a debt in any action in any court of competent jurisdiction from the proprietor of the unit at the time when the breach occurred.

1.30 Garden Areas:

1.30.1 In a Principal or accessory unit: The garden areas in or on a proprietor's unit and/or accessory unit shall be kept planted and maintained by the proprietor in the best possible standard to ensure a consistent and pleasing appearance from other units and the common property. A proprietor shall not plant any variety of trees, shrubs or plants which would or would be likely to adversely affect the light or view of any unit.

1.30.2 Common Area: A proprietor shall not cut, trim, prune or damage any lawn, garden, tree, shrub, plant or flower being part of or situated on the common property or use for his or her own purposes as a garden any portion of the common property except with the prior written consent of the Body Corporate.

1.31 Matters to be directed to the Body Corporate Manager: All notifications and requests for consideration of any particular matter to be referred to the Committee or to the Body Corporate shall be directed in the first instance to the Body Corporate Manager.

1.32 Contact Details: The proprietor of a unit shall advise the Body Corporate of the private address (if different from the unit) and telephone number of the proprietor or occupier or if the proprietor or occupier is a corporation then of the manager, secretary or other responsible person employed by the proprietor or occupier and shall keep the Body Corporate promptly informed of any change of such address or telephone number. The Body Corporate shall at all times keep such information confidential except as required by law.

1.33 Offensive Language or behaviour: A proprietor or occupier of a unit or their families, guests and invitees shall not use language or behaviour in a manner reasonably likely to cause offence or embarrassment to any other proprietor.

1.34 Construction of a Unit: These operational rules shall be interpreted with the reasonable latitude necessary to enable a proprietor or occupier or Contracting proprietor who shall be in the course of permitted construction or development in their unit to carry out and complete such works notwithstanding that they may temporarily interfere with the peaceful enjoyment of other units.

1.35 Default: If a proprietor does not meet that proprietor's obligations under these rules then; The body corporate through its manager may serve on the defaulting proprietor written notice requiring the defaulting proprietor to meet a specific obligation and stating that, after the expiration of 10 working days from service of the notice of default the defaulting proprietor must meet the obligation; and

If at the expiration of the 10 working days period the proprietor in default has not met the obligation, the body corporate may meet the obligation and the proprietor in default is liable to pay the costs of preparing and serving the default notice and the costs incurred in meeting the obligation and may recover from the defaulting proprietor in default as liquidated debt \$100 per day for every day the default continues commencing from the date of service of the notice under this clause.

Date: 19 November 2018

Signature of the Chairperson on
behalf of Body Corporate: 67724

Before me:

Full name of witness:

Address of witness:



67724

KERRY WILLIAMS
SOLICITOR
CHRISTCHURCH

Body Corporate 67724
27 Conference & 27-29 Beveridge Streets
ADOPTED BUDGET

Body Corporate Year 1 February 2026 to 31 January 2027

Insurance	\$ 17,977.42
Management Fees	\$ 4,648.88
Building wash / Gutter Clean	\$ 6,000.00
Long Term Maintenance Fund	\$ 1,500.00
	\$ 30,126.30

BODY CORPORATE LEVIES:

Unit	Proprietor	% Unit	Levies
1	Claire & Julie Whitehead	12.355%	\$ 3,722.10
2	Shane & Tina Murphy	12.355%	\$ 3,722.10
3	Luke Charles Whitelock, Claire Frances Whitelock and John Richard Whitehead as trustees of LCW Family Trust	12.742%	\$ 3,838.69
4	Judd Porter Properties Limited	12.354%	\$ 3,721.80
5	Nicolette Elia	12.742%	\$ 3,838.69
6	Martin Ebert and Stella Ward	12.742%	\$ 3,838.69
7	Noela Pahl	12.355%	\$ 3,722.10
8	Jan-Marten Kingma	12.355%	\$ 3,722.10
			\$ 30,126.30

Body Corporate 67724
27 Conference & 27-29 Beveridge Streets
ADOPTED BUDGET

Body Corporate Year 1 February 2025 to 31 January 2026

Insurance (Estimate)	\$ 18,205.33
Management Fees (Increase 5%)	\$ 4,648.88
Building wash / Gutter Clean	\$ 6,000.00
Long Term Maintenance Fund	\$ 1,500.00
LPG Certificate Renewal	\$ 649.75
Valuation Fee	\$ 1,495.00
	<u><u>\$ 31,849.21</u></u>

BODY CORPORATE LEVIES:

Unit	Proprietor	% Unit	Levies
1	Claire & Julie Whitehead	12.355%	\$ 3,934.97
2	Shane & Tina Murphy	12.355%	\$ 3,934.97
3	Luke Charles Whitelock, Claire Frances Whitelock and John Richard Whitehead as trustees of LCW Family Trust	12.742%	\$ 4,058.23
4	Judd Porter Properties Limited	12.354%	\$ 3,934.65
5	Geoffrey Young & Brigit McCormack*	12.742%	\$ 4,058.23
6	Martin Ebert and Stella Ward	12.742%	\$ 4,058.23
7	Noela Pahl	12.355%	\$ 3,934.97
8	Jan-Marten Kingma	12.355%	\$ 3,934.97
			\$ 31,849.21

*Unit 5 is \$90 in credit - Levies = \$3,968.23

Body Corporate 67724
27 Conference & 27-29 Beveridge Streets
ADOPTED BUDGET

Body Corporate Year 1 February 2024 to 31 January 2025

Insurance	\$	20,743.01
Management Fees	\$	4,427.50
Gutter Clean	\$	3,000.00
Sinking Funds (Unexpected expenses)	\$	1,500.00
	\$	29,670.51

BODY CORPORATE LEVIES:

Unit	Proprietor	% Unit	Levies
1	Claire & Julie Whitehead	12.355%	\$ 3,665.79
2	Shane & Tina Murphy	12.355%	\$ 3,665.79
3	Luke Charles Whitelock, Claire Frances Whitelock and John Richard Whitehead as trustees of LCW Family Trust	12.742%	\$ 3,780.62
4	Judd Porter Properties Limited	12.354%	\$ 3,665.49
5	Geoffrey Young & Brigit McCormack	12.742%	\$ 3,780.62
6	Martin Ebert and Stella Ward	12.742%	\$ 3,780.62
7	Noela Pahl	12.355%	\$ 3,665.79
8	Jan-Marten Kingma	12.355%	\$ 3,665.79
			\$ 29,670.51

Body Corporate 67724
27 Conference & 27-29 Beveridge Streets
ADOPTED BUDGET

BODY CORPORATE YEAR 1 February 2023 to 31 January 2024

Insurance (Estimate)	\$	20,000.00
Management Fees	\$	4,427.50
Snazzy Building Care (Gutters Cleaned)	\$	3,000.00
Sinking Funds (Unexpected expenses)	\$	1,500.00
	\$	28,927.50

BODY CORPORATE LEVIES:

Unit	Proprietor	% Unit	Levies
1	Claire & Julie Whitehead	12.355%	\$ 3,573.99
2	Shane & Tina Murphy	12.355%	\$ 3,573.99
3	Luke Charles Whitelock, Claire Frances Whitelock and John Richard Whitehead as trustees of LCW Family Trust	12.742%	\$ 3,685.94
4	Judd Porter Properties Limited	12.354%	\$ 3,573.70
5	Christopher Falgar	12.742%	\$ 3,685.94
6	Martin Ebert and Stella Ward	12.742%	\$ 3,685.94
7	Noela Pahl	12.355%	\$ 3,573.99
8	Jan-Marten Kingma	12.355%	\$ 3,573.99
			\$ 28,927.50

Form 17
Financial Statement
Section 132, Unit Titles Act 2010

Body Corporate Number: 67724

Financial Statement

This financial statement relates to the financial year ending 31 January 2025.

Statement of financial position

Assets

Cash - Operating account	\$2,253.28	
Cash - LTMF	\$1,724.24	
		<u>\$3,977.52</u>

Liabilities

Nil	\$0.00	
		<u>\$0.00</u>

Net Worth

\$3,977.52

Income and expenditure

Operating Account Opening Balance \$4,730.44

Income

Levies	\$29,915.81	
		<u>\$29,915.81</u>

Expenditure

Insurance	\$20,743.01	
Anchorage Management fee	\$4,427.50	
Return of overpayment for unit 7 Levies	\$155.30	
Wash Right Christchurch: Building wash down	\$5,567.16	
Transfer to LTMF	\$1,500.00	
		<u>\$32,392.97</u>

Operating Account Closing Balance \$2,253.28

LTMF Opening Balance \$203.58

Income

Funds transferred from operating acc	\$1,500.00	
Interest	\$20.66	
		<u>\$1,520.66</u>

Expenditure

Nil	\$0.00	
		<u>\$0.00</u>

LTMF Closing Balance \$1,724.24

Other matters

Nil

Explanatory notes

Amounts are GST inclusive.

Date: 31 January 2025

Form 17
Financial Statement
Section 132, Unit Titles Act 2010

Body Corporate Number: 67724

Financial Statement

This financial statement relates to the financial year ending 31 January 2024.

Statement of financial position

Assets

Cash - Operating account	\$4,730.44	
Cash - LTMF	\$203.58	
		<u>\$4,934.02</u>

Liabilities

Nil	\$0.00	
		<u>\$0.00</u>

Net Worth

\$4,934.02

Income and expenditure

Operating Account Opening Balance \$195.47

Income

Levies	\$28,927.48	
		<u>\$28,927.48</u>

Expenditure

Insurance	\$19,965.01	
Anchorage Management fee	\$4,427.50	
		<u>\$24,392.51</u>

Operating Account Closing Balance

\$4,730.44

LTMF Opening Balance

\$198.78

Income

Funds transferred from operating acc	\$0.00	
Interest	\$4.80	
		<u>\$4.80</u>

Expenditure

Nil	\$0.00	
		<u>\$0.00</u>

LTMF Closing Balance

\$203.58

Other matters

Nil

Explanatory notes

Amounts are GST inclusive.

Date: 31 January 2024

BODY CORPORATE 67724
27 Conference & 27-29 Beveridge Streets
INCOME & EXPENDITURE ACCOUNT - 1 February 2022 to 31 January 2023

Opening Balance \$0.00

By Income:

Levies received	22,826.79	
Uplifted from On Call deposit	3,280.00	
		26,106.79
		<u><u>\$26,106.79</u></u>

To Expenses:

Insurance	14,976.80	
Extra insurance for increase in insured value	2,204.77	
Valuation	1,495.00	
Management Fees	4,025.00	
LPG Safety South	649.75	
Snazzy Building Care	2,560.00	
		\$25,911.32
Closing Balance		<u><u>\$195.47</u></u>

Opening Balance (On-Call account) \$3,466.38

By Income:

Plus funds deposited	\$0.00
Interest earned	\$12.40
Less funds withdrawn	<u>\$3,280.00</u>

Closing Balance \$198.78

\$394.25

Total

Form 17
Financial Statement
Section 132, Unit Titles Act 2010

Body Corporate Number: 67724

Financial Statement

This financial statement relates to the financial year ending 31 January 2025.

Statement of financial position

Assets

Cash - Operating account	\$2,253.28	
Cash - LTMF	\$1,724.24	
		<u>\$3,977.52</u>

Liabilities

Nil	\$0.00	
		<u>\$0.00</u>

Net Worth

\$3,977.52

Income and expenditure

Operating Account Opening Balance \$4,730.44

Income

Levies	\$29,915.81	
		<u>\$29,915.81</u>

Expenditure

Insurance	\$20,743.01	
Anchorage Management fee	\$4,427.50	
Return of overpayment for unit 7 Levies	\$155.30	
Wash Right Christchurch: Building wash down	\$5,567.16	
Transfer to LTMF	\$1,500.00	
		<u>\$32,392.97</u>

Operating Account Closing Balance

\$2,253.28

LTMF Opening Balance

\$203.58

Income

Funds transferred from operating acc	\$1,500.00	
Interest	\$20.66	
		<u>\$1,520.66</u>

Expenditure

Nil	\$0.00	
		<u>\$0.00</u>

LTMF Closing Balance

\$1,724.24

Other matters

Nil

Explanatory notes

Amounts are GST inclusive.

Date: 31 January 2025

Form 17
Financial Statement
Section 132, Unit Titles Act 2010

Body Corporate Number: 67724

Financial Statement

This financial statement relates to the financial year ending 31 January 2024.

Statement of financial position

Assets

Cash - Operating account	\$4,730.44	
Cash - LTMF	\$203.58	
		<u>\$4,934.02</u>

Liabilities

Nil	\$0.00	
		<u>\$0.00</u>

Net Worth

\$4,934.02

Income and expenditure

Operating Account Opening Balance \$195.47

Income

Levies	\$28,927.48	
		<u>\$28,927.48</u>

Expenditure

Insurance	\$19,965.01	
Anchorage Management fee	\$4,427.50	
		<u>\$24,392.51</u>

Operating Account Closing Balance

\$4,730.44

LTMF Opening Balance

\$198.78

Income

Funds transferred from operating acc	\$0.00	
Interest	\$4.80	
		<u>\$4.80</u>

Expenditure

Nil	\$0.00	
		<u>\$0.00</u>

LTMF Closing Balance

\$203.58

Other matters

Nil

Explanatory notes

Amounts are GST inclusive.

Date: 31 January 2024

BODY CORPORATE 67724
27 Conference & 27-29 Beveridge Streets
INCOME & EXPENDITURE ACCOUNT - 1 February 2022 to 31 January 2023

Opening Balance \$0.00

By Income:

Levies received	22,826.79	
Uplifted from On Call deposit	3,280.00	
		26,106.79
		<u><u>\$26,106.79</u></u>

To Expenses:

Insurance	14,976.80	
Extra insurance for increase in insured value	2,204.77	
Valuation	1,495.00	
Management Fees	4,025.00	
LPG Safety South	649.75	
Snazzy Building Care	2,560.00	
		\$25,911.32
Closing Balance		<u><u>\$195.47</u></u>

Opening Balance (On-Call account) \$3,466.38

By Income:

Plus funds deposited	\$0.00
Interest earned	\$12.40
Less funds withdrawn	<u>\$3,280.00</u>

Closing Balance \$198.78

\$394.25

Total

Form 17
Financial Statement
Section 132, Unit Titles Act 2010

Body Corporate Number: 67724

Financial Statement

This financial statement relates to the financial year ending 31 January 2025.

Statement of financial position

Assets

Cash - Operating account	\$2,253.28	
Cash - LTMF	\$1,724.24	
		<u>\$3,977.52</u>

Liabilities

Nil	\$0.00	
		<u>\$0.00</u>

Net Worth

\$3,977.52

Income and expenditure

Operating Account Opening Balance \$4,730.44

Income

Levies	\$29,915.81	
		<u>\$29,915.81</u>

Expenditure

Insurance	\$20,743.01	
Anchorage Management fee	\$4,427.50	
Return of overpayment for unit 7 Levies	\$155.30	
Wash Right Christchurch: Building wash down	\$5,567.16	
Transfer to LTMF	\$1,500.00	
		<u>\$32,392.97</u>

Operating Account Closing Balance \$2,253.28

LTMF Opening Balance \$203.58

Income

Funds transferred from operating acc	\$1,500.00	
Interest	\$20.66	
		<u>\$1,520.66</u>

Expenditure

Nil	\$0.00	
		<u>\$0.00</u>

LTMF Closing Balance \$1,724.24

Other matters

Nil

Explanatory notes

Amounts are GST inclusive.

Date: 31 January 2025

Form 17
Financial Statement
Section 132, Unit Titles Act 2010

Body Corporate Number: 67724

Financial Statement

This financial statement relates to the financial year ending 31 January 2024.

Statement of financial position

Assets

Cash - Operating account	\$4,730.44	
Cash - LTMF	\$203.58	
		<u>\$4,934.02</u>

Liabilities

Nil	\$0.00	
		<u>\$0.00</u>

Net Worth

\$4,934.02

Income and expenditure

Operating Account Opening Balance \$195.47

Income

Levies	\$28,927.48	
		<u>\$28,927.48</u>

Expenditure

Insurance	\$19,965.01	
Anchorage Management fee	\$4,427.50	
		<u>\$24,392.51</u>

Operating Account Closing Balance

\$4,730.44

LTMF Opening Balance

\$198.78

Income

Funds transferred from operating acc	\$0.00	
Interest	\$4.80	
		<u>\$4.80</u>

Expenditure

Nil	\$0.00	
		<u>\$0.00</u>

LTMF Closing Balance

\$203.58

Other matters

Nil

Explanatory notes

Amounts are GST inclusive.

Date: 31 January 2024

BODY CORPORATE 67724
27 Conference & 27-29 Beveridge Streets
INCOME & EXPENDITURE ACCOUNT - 1 February 2022 to 31 January 2023

Opening Balance \$0.00

By Income:

Levies received	22,826.79	
Uplifted from On Call deposit	3,280.00	
		26,106.79
		<u><u>\$26,106.79</u></u>

To Expenses:

Insurance	14,976.80	
Extra insurance for increase in insured value	2,204.77	
Valuation	1,495.00	
Management Fees	4,025.00	
LPG Safety South	649.75	
Snazzy Building Care	2,560.00	
		\$25,911.32
Closing Balance		<u><u>\$195.47</u></u>

Opening Balance (On-Call account) \$3,466.38

By Income:

Plus funds deposited	\$0.00
Interest earned	\$12.40
Less funds withdrawn	<u>\$3,280.00</u>

Closing Balance \$198.78

\$394.25

Total

BODY CORPORATE 67724

27 Conference Street – 27-29 Beveridge Street

ANNUAL GENERAL MEETING

Held on Tuesday 4 March 2025 at
the Duncan Cotterill offices 148 Victoria Street, Christchurch at 4pm.

MINUTES

Present:

- Tina Murphy (Unit 2) – Via Zoom
- Noela Pahl (Unit 7)
- Jan-Marten Kingma (Unit 8)
- Julie Whitehead (Unit 1)

- Dominique Scheepers on behalf of Anchorage Body Corporate

Apologies:

- None

Postal Votes:

- None

Voter eligibility:

All voters present were eligible to vote and together with the postal vote a quorum was established.

- 1 Appointment of AGM chairperson (Ordinary Resolution)**
Resolved: That Dominique Scheepers be elected chairperson for the meeting.
- 2 Apologies, Proxies and Postal Votes (Ordinary Resolution)**
Resolved: That the apologies and postal votes be accepted, nil proxy votes received.
- 3 Confirm minutes of previous Annual General Meeting (Ordinary Resolution)**
Resolved: That the minutes of the AGM held on 14 March 2024 be accepted as a true and correct record.
- 4 Financial Statements (Ordinary Resolution)**
Resolved: That the financial statements for the previous financial period, as attached to the agenda, be accepted.
- 5 Audit (Special Resolution)**
Resolved: That in accordance with the provisions of Section 132(8) of the Unit Titles Act 2010 (the **Act**) the financial statements of the body corporate for the forthcoming year are not audited or reviewed.
- 6 Appointment of Body Corporate Chairperson (Ordinary Resolution)**

To consider resolving: That the Body Corporate appoints Tina Murphy as the chairperson of the Body Corporate.

Noted: Tina would like it noted that should any of the owner occupiers be interested in taking on the chairperson role, Tina is happy to hand over as she is moving to Auckland but is happy to continue as is. Please contact Dominique (ABC) if interested.

7 Appointment of Body Corporate Committee (Ordinary Resolution)

Resolved: That all Body Corporate owners form the committee.

8 Delegation of Duties (Special Resolution)

Not applicable.

9 Insurance Valuation (Ordinary Resolution)

Resolved: That the Body Corporate will not instruct an updated valuation of the body corporate assets for insurance purposes during the current financial period. The most recent replacement valuation of the body corporate for insurance purposes was undertaken on 4 February 2025.

Noted: the insurance broker will usually advise if we are required to get an updated valuation. This is usually every 3 years. The owners have asked if the valuations could be completed every 2 years instead of every 3 and if they are able to request an onsite valuation if they feel the insurance has increased astronomically from year to year.

10 Renewal of Insurance (Ordinary Resolution)

Resolved: That the Body Corporate insures with NZI at the quoted premium of \$18,205.33 for the period 10 March 2025 to 10 March 2026.

11 Long Term Maintenance Plan (LTMP)

Resolved: That the Body Corporate establish a Long Term Maintenance Plan in the form attached to the Agenda.

Pursuant to the Act there is a requirement for a Body Corporate to establish and review its Long Term Maintenance Plan when it considers necessary and at least every 3 years.

Noted: Tina has requested Roof painting be added to the LTMP as part of common ground to be upkept by the body corporate. Tina mentioned the painting on the site will need to be considered in 2028 as it would have been 10 years since that was last done.

12 Long Term Maintenance Fund (LTMF)

Resolved: That the Body Corporate contribute \$1,500.00 to a Long Term Maintenance Fund for the coming year.

Where the Body Corporate has resolved not to establish a Long Term Maintenance Fund. This decision must be reviewed annually.

Noted: in the years leading up to common maintenance being required then the body corporate will increase their contribution to the maintenance fund.

- 13 **Common Maintenance**
See general business.
- 14 **Budget for the period 1 February 2025 to 31 January 2026 (Ordinary Resolution)**
Resolved: That the budget for the new financial period, including amendments made at the meeting, be accepted.
- 15 **Determination of annual levies (Ordinary Resolution)**
Resolved: That the annual levies specified in the budget be adopted, based on ownership interests.
- 16 **Date for payment of levies (Ordinary Resolution)**
Resolved: That the due date for payment of levies is 28 March 2025.
- 17 **Authority to sign disclosure statements (Ordinary Resolution)**
Resolved: That the Body Corporate Manager be authorised to sign disclosure statements.
- 18 **Preferred method of contact (Ordinary Resolution)**
Resolved: That the preferred method of contact is by email.
- 19 **Report from Anchorage Body Corporate Limited (as body corporate manager) and performance review**
Resolved: That Anchorage Body Corporate Limited's performance report is noted.
- 20 **General Business**
- 20.1 Building wash and Gutter Clean: The body corporate has requested we increase the estimate for this for the coming year to \$6,000.00 instead of \$5,000.00 as previous year.

There being no further business the meeting was closed at 4.35pm.

BODY CORPORATE 67724

27 Conference Street – 27-29 Beveridge Street

ANNUAL GENERAL MEETING

Held on Thursday 14 March 2024 at
the Duncan Cotterill offices 148 Victoria Street, Christchurch at 4pm.

MINUTES

Present:

- Tina Murphy (Unit 2)
- Noela Pahl (Unit 7)
- Jan-Marten Kingma (Unit 8) – Via Zoom
- Stephanie Reid on behalf of Anchorage Body Corporate

Apologies:

- Chris & Kate Judd (Unit 4)

Postal Votes:

- Luke Whitelock (Unit 3)

Voter eligibility:

All voters present were eligible to vote and together with the postal vote a quorum was established.

- 1 Appointment of AGM chairperson (Ordinary Resolution)**
Resolved: That Stephanie Reid be elected chairperson for the meeting.
- 2 Apologies, Proxies and Postal Votes (Ordinary Resolution)**
Resolved: That the apologies and postal votes be accepted, nil proxy votes received.
- 3 Confirm minutes of previous Annual General Meeting (Ordinary Resolution)**
Resolved: That the minutes of the AGM held on 8 March 2023 be accepted as a true and correct record.
- 4 Financial Statements (Ordinary Resolution)**
Resolved: That the financial statements for the previous financial period, as attached to the agenda, be accepted.
- 5 Audit (Special Resolution)**
Resolved: That in accordance with the provisions of Section 132(8) of the Unit Titles Act 2010 (the **Act**) the financial statements of the body corporate for the forthcoming year are not audited or reviewed.
- 6 Appointment of Body Corporate Chairperson (Ordinary Resolution)**
To consider resolving: That the Body Corporate appoints Tina Murphy as the chairperson of the Body Corporate.

Noted: Tina would like it noted that should any of the owner occupiers be interested in taking on the chairperson role, Tina is happy to hand over. Please contact Steph (ABC) if interested.

7 Appointment of Body Corporate Committee (Ordinary Resolution)

Resolved: That all Body Corporate owners form the committee.

8 Delegation of Duties (Special Resolution)

Not applicable.

9 Insurance Valuation (Ordinary Resolution)

Resolved: That the Body Corporate will not instruct an updated valuation of the body corporate assets for insurance purposes during the current financial period.
The most recent replacement valuation of the body corporate for insurance purposes was undertaken on 10 May 2022.

Noted: the insurance broker will usually advise if we are required to get an updated valuation. This is usually every 3 years.

10 Renewal of Insurance (Ordinary Resolution)

Resolved: That the Body Corporate insures with NZI at the quoted premium of \$20,743.01 for the period 10 March 2024 to 10 March 2025.

11 Long Term Maintenance Plan (LTMP)

Resolved: That the Body Corporate establish a Long Term Maintenance Plan in the form attached to the Agenda.

Pursuant to the Act there is a requirement for a Body Corporate to establish and review its Long Term Maintenance Plan when it considers necessary and at least every 3 years.

Noted: Tina to add some dates, etc to the draft LTMP and return to Steph. We will review at the AGM next year.

12 Long Term Maintenance Fund (LTMF)

Resolved: That the Body Corporate do not contribute to a Long Term Maintenance Fund.

Where the Body Corporate has resolved not to establish a Long Term Maintenance Fund. This decision must be reviewed annually.

Noted: in the years leading up to common maintenance being required then the body corporate will establish a fund as required.

13 Common Maintenance

See general business.

14 Budget for the period 1 February 2024 to 31 January 2025 (Ordinary Resolution)

Resolved: That the budget for the new financial period, including amendments made at the meeting, be accepted.

- 15 **Determination of annual levies (Ordinary Resolution)**
Resolved: That the annual levies specified in the budget be adopted, based on ownership interests.
- 16 **Date for payment of levies (Ordinary Resolution)**
Resolved: That the due date for payment of levies is 28 March 2024.
- 17 **Authority to sign disclosure statements (Ordinary Resolution)**
Resolved: That the Body Corporate Manager be authorised to sign disclosure statements.
- 18 **Preferred method of contact (Ordinary Resolution)**
Resolved: That the preferred method of contact is by email.
- 19 **Debt Collection policy (Ordinary Resolution)**
Resolved: That if a duly authorised levy or any sum payable by an owner to the Body Corporate is not paid by its due date that the owner is liable to the Body Corporate for interest on the outstanding balance at 10% per annum and all debt collecting costs (including Tenancy Tribunal/court costs incurred by the Body Corporate). That the Body Corporate Manager be authorised to recover any unpaid levies and on-charges owed to the Body Corporate, whether through Court proceedings or otherwise
- 20 **Amendment to Body Corporate Management Agreement (Ordinary Resolution)**
Resolved: That the deed of amendment of body corporate management agreement circulated with the Agenda is approved.
- 21 **Report from Anchorage Body Corporate Limited (as body corporate manager) and performance review**
Resolved: That Anchorage Body Corporate Limited's performance report is noted.
- 22 **General Business**
22.1 Gutter Clean – *Resolved:* That the body corporate accept the quote presented by Tina via email on 18 February 2024.
- Gutter cleaning PER UNIT - \$245 gst inclusive
- + House clean/rinse add on - \$45 gst inclusive
- Noted: This is a cheaper company, smaller company. Feedback from the owner occupiers on how you find the standard of work would be appreciated by Tina. The body corporate can then decide at the next AGM whether to use the same company or whether a larger amount needs to be set aside to engage a larger commercial company to do the job.
- Noted: the white fence at the front is dirty. Tina to ask for this to be included in the building wash.

There being no further business the meeting was closed at 4.25pm.

BODY CORPORATE 67724

27 Conference Street & 27-29 Beveridge Street

ANNUAL GENERAL MEETING

Held on Wednesday 8 March 2023 at
Duncan Cotterill offices, level 2, 148 Victoria Street, Christchurch at 4pm.

MINUTES

Present:

- Claire & Julie Whitehead (Unit 1)
- Tina Murphy (Unit 2)
- Noela Pahl (Unit 7)
- Jan-Marten Kingma (Unit 8) – Via Zoom
- Stephanie Reid on behalf of Anchorage Body Corporate

Apologies:

- Luke Whitelock (Unit 3)

Voter eligibility:

All voters present were eligible to vote and a quorum was established.

1 Appointment of AGM chairperson (Ordinary Resolution)

Resolved: That Stephanie Reid be elected chairperson for the meeting.

2 Apologies, Proxies and Postal Votes (Ordinary Resolution)

Resolved: That the apologies, proxies and postal votes be accepted.

3 Confirm minutes of previous Annual General Meeting (Ordinary Resolution)

The minutes of the previous AGM had been distributed after that meeting.

Resolved: That the minutes of the AGM held on 9 March 2022 be accepted a true and correct record.

4 Financial Statements (Ordinary Resolution)

Resolved: That the financial statements for the previous financial period, as attached to the agenda be accepted.

5 Audit (Special Resolution)

Resolved: That in accordance with the provisions of Section 132(8) in the Unit Titles Act 2010 the financial statements of the body corporate for the forth coming year are not audited or reviewed.

6 Appointment of Body Corporate Chairperson (Ordinary Resolution)

Resolved: That Tina Murphy be appointed as chairperson of the Body Corporate.

- 7 **Appointment of Body Corporate Committee (Ordinary Resolution)**
Resolved: That all unit owners form the committee.
- 8 **Insurance Valuation**
Resolved: That the Body Corporate will not instruct an updated valuation for the current financial period. The most recent valuation was undertaken 10 May 2022.
- 9 **Renewal of Insurance (Ordinary Resolution)**
Resolved: That the Body Corporate insures with AON at the quoted premium of **\$17,360.88 + GST** for the period 10 March 2023 to 10 March 2024.
- 10 **Long Term Maintenance Plan (LTMP)**
Resolved: That the body corporate defer putting a Long Term Maintenance Plan in place.
- Noted: Tina had collected a fee proposal from Brosnan Maintenance. This was circulated to owners prior to the AGM. Agreed between all present that it was unreasonable to expect owners to pay the fees quoted to establish and maintain the LTMP. Agreed between all present that should maintenance arise this can be budgeted for in the year or 2 prior and costs levies between owners.
- 11 **Long Term Maintenance Fund (LTMF)**
Resolved: That no levy be put to the Long Term Maintenance Fund (LTMF) be provided for in the budget for the coming year.
- 12 **Common Maintenance**
See general business.
- 13 **Budget for the period 1 February 2023 to 31 January 2024 (Ordinary Resolution)**
Resolved: That the budget for the new financial period including amendments made at the meeting be accepted.
- 14 **Determination of annual levies (Ordinary Resolution)**
Resolved: That levies are as specified on the budget document, based on Ownership Interests.
- 15 **Date for payment of levies (Ordinary Resolution)**
Resolved: That the due date for payment of levies is 31 March 2023.
- 16 **Authority to sign disclosure statements (Ordinary Resolution)**
Resolved: That the Body Corporate Manager be authorised to sign disclosure statements.
- 17 **Preferred method of contact (Ordinary Resolution)**
Resolved: That the preferred method of contact is by email.
- 18 **General Business**
There were no matters for discussion advised to the body corporate prior to the cut-off date.

18.1 LPG is assessed for safety every 3 years.

18.2 Pole by unit 2, Tina & Shane to get a test pot and repaint.

18.3 Building wash to be done around September.

There being no further business the meeting was closed at 4.30pm.

BODY CORPORATE 67724

27 Conference Street – 27-29 Beveridge Street

ANNUAL GENERAL MEETING

Held on Tuesday 3 March 2026 at
the Duncan Cotterill offices 148 Victoria Street, Christchurch at 4pm.

MINUTES

Present:

- Shane Murphy (Unit 2) – via Zoom
- Julie Whitehead (Unit 1)
- Jan-Marten Kingma (Unit 8)
- Nicolette Elia (Unit 5)
- Noela Pahl (Unit 7)

- Katie Burkwood on behalf of Anchorage Body Corporate Limited

Apologies:

- Stella Ward & Martin Ebert (Unit 6)

Postal Vote:

- LCW Family Trust - Claire & Luke Whitelock (Unit 3)

Voter eligibility:

All voters present were eligible to vote and together with the postal vote a quorum was established.

- 1 Appointment of AGM chairperson (Ordinary Resolution)**
Resolved: That Katie Burkwood be elected chairperson for the meeting.
- 2 Apologies, Proxies and Postal Votes (Ordinary Resolution)**
Resolved: That the apologies, proxies and postal votes be accepted.
- 3 Confirm minutes of previous Annual General Meeting (Ordinary Resolution)**
Resolved: That the minutes of the AGM held on 4 March 2025 be accepted as a true and correct record.
- 4 Financial Statements (Ordinary Resolution)**
Resolved: That the financial statements for the previous financial period, as attached to the agenda, be accepted.
- 5 Audit (Special Resolution)**
Resolved: That in accordance with the provisions of Section 132(8) of the Unit Titles Act 2010 (the **Act**) the financial statements of the body corporate for the forthcoming year are not audited or reviewed.

- 6 **Appointment of Body Corporate Chairperson (Ordinary Resolution)**
Resolved: That the Body Corporate appoints Nicolette Elia as the chairperson of the Body Corporate. Tina Murphy has stepped down as chairperson.
Thank you to Tina & Shane for your work
- 7 **Appointment of Body Corporate Committee (Ordinary Resolution)**
Resolved: That all Body Corporate owners form the Committee.
- 8 **Delegation of Duties (Special Resolution)**
Not applicable.
- 9 **Insurance Valuation (Ordinary Resolution)**
Resolved: That the Body Corporate will not instruct an updated valuation of the body corporate assets for insurance purposes during the current financial period.
The most recent replacement valuation of the body corporate for insurance purposes was undertaken on 4 February 2025.
- 10 **Renewal of Insurance (Ordinary Resolution)**
Resolved: That the Body Corporate insures with NZI at the quoted premium of \$17,977.42 for the period 10 March 2026 to 10 March 2027.
- 11 **Long Term Maintenance Plan (LTMP)**
Resolved: That the Body Corporate review their Long Term Maintenance Plan in the form attached to the Agenda.
- Pursuant to the Act there is a requirement for a Body Corporate to establish and review its Long Term Maintenance Plan when it considers necessary and at least every 3 years.
- 12 **Long Term Maintenance Fund (LTMF)**
Resolved: That a levy of \$1,500.00 to the Long Term Maintenance Fund be provided for in the budget for the coming year.
- 13 **Common Maintenance**
See general business.
- 14 **Budget for the period 1 February 2026 to 31 January 2027 (Ordinary Resolution)**
Resolved: That the budget for the new financial period, including amendments made at the meeting, be accepted.
- 15 **Determination of annual levies (Ordinary Resolution)**
Resolved: That the annual levies specified in the budget be adopted, based on ownership interests.
- 16 **Date for payment of levies (Ordinary Resolution)**
Resolved: That the due date for payment of levies is 27 March 2026.

- 17 **Authority to sign disclosure statements (Ordinary Resolution)**
Resolved: That the Body Corporate Manager be authorised to sign disclosure statements.
- 18 **Preferred method of contact (Ordinary Resolution)**
Resolved: That the preferred method of contact is by email.
- 19 **Report from Anchorage Body Corporate Limited (as body corporate manager) and performance review**
Resolved: That Anchorage Body Corporate Limited's performance report is noted.
- 20 **General Business**
- 20.1 Building wash & gutter clean – Will be scheduled for later in the year. Katie to provide Nicolette with previous invoice to confirm what is included. Nicolette will get another quote from Coleman's for comparison.
- 20.2 Electrical – Security light behind Unit 7 appears to be faulty. Nicolette will organise investigation of the cause.
- 20.3 Maintenance – Sign for gas bottles has been blown off by strong winds. Shane will take a look and reattach when next in Christchurch.
- 20.4 Operational rule change – Discussion around changing the current operational rules to allow short term leasing. Mixed response with most suggesting more information is required before a decision is made. It was noted there is a unit currently renting short term as seen advertised, Shane and Nicolette will investigate this further.

There being no further business the meeting was closed at 4.50pm.

BODY CORPORATE 67724

27 Conference Street – 27-29 Beveridge Street

ANNUAL GENERAL MEETING

Held on Tuesday 4 March 2025 at
the Duncan Cotterill offices 148 Victoria Street, Christchurch at 4pm.

MINUTES

Present:

- Tina Murphy (Unit 2) – Via Zoom
- Noela Pahl (Unit 7)
- Jan-Marten Kingma (Unit 8)
- Julie Whitehead (Unit 1)

- Dominique Scheepers on behalf of Anchorage Body Corporate

Apologies:

- None

Postal Votes:

- None

Voter eligibility:

All voters present were eligible to vote and together with the postal vote a quorum was established.

- 1 Appointment of AGM chairperson (Ordinary Resolution)**
Resolved: That Dominique Scheepers be elected chairperson for the meeting.
- 2 Apologies, Proxies and Postal Votes (Ordinary Resolution)**
Resolved: That the apologies and postal votes be accepted, nil proxy votes received.
- 3 Confirm minutes of previous Annual General Meeting (Ordinary Resolution)**
Resolved: That the minutes of the AGM held on 14 March 2024 be accepted as a true and correct record.
- 4 Financial Statements (Ordinary Resolution)**
Resolved: That the financial statements for the previous financial period, as attached to the agenda, be accepted.
- 5 Audit (Special Resolution)**
Resolved: That in accordance with the provisions of Section 132(8) of the Unit Titles Act 2010 (the **Act**) the financial statements of the body corporate for the forthcoming year are not audited or reviewed.
- 6 Appointment of Body Corporate Chairperson (Ordinary Resolution)**

To consider resolving: That the Body Corporate appoints Tina Murphy as the chairperson of the Body Corporate.

Noted: Tina would like it noted that should any of the owner occupiers be interested in taking on the chairperson role, Tina is happy to hand over as she is moving to Auckland but is happy to continue as is. Please contact Dominique (ABC) if interested.

7 Appointment of Body Corporate Committee (Ordinary Resolution)

Resolved: That all Body Corporate owners form the committee.

8 Delegation of Duties (Special Resolution)

Not applicable.

9 Insurance Valuation (Ordinary Resolution)

Resolved: That the Body Corporate will not instruct an updated valuation of the body corporate assets for insurance purposes during the current financial period. The most recent replacement valuation of the body corporate for insurance purposes was undertaken on 4 February 2025.

Noted: the insurance broker will usually advise if we are required to get an updated valuation. This is usually every 3 years. The owners have asked if the valuations could be completed every 2 years instead of every 3 and if they are able to request an onsite valuation if they feel the insurance has increased astronomically from year to year.

10 Renewal of Insurance (Ordinary Resolution)

Resolved: That the Body Corporate insures with NZI at the quoted premium of \$18,205.33 for the period 10 March 2025 to 10 March 2026.

11 Long Term Maintenance Plan (LTMP)

Resolved: That the Body Corporate establish a Long Term Maintenance Plan in the form attached to the Agenda.

Pursuant to the Act there is a requirement for a Body Corporate to establish and review its Long Term Maintenance Plan when it considers necessary and at least every 3 years.

Noted: Tina has requested Roof painting be added to the LTMP as part of common ground to be upkept by the body corporate. Tina mentioned the painting on the site will need to be considered in 2028 as it would have been 10 years since that was last done.

12 Long Term Maintenance Fund (LTMF)

Resolved: That the Body Corporate contribute \$1,500.00 to a Long Term Maintenance Fund for the coming year.

Where the Body Corporate has resolved not to establish a Long Term Maintenance Fund. This decision must be reviewed annually.

Noted: in the years leading up to common maintenance being required then the body corporate will increase their contribution to the maintenance fund.

- 13 **Common Maintenance**
See general business.
- 14 **Budget for the period 1 February 2025 to 31 January 2026 (Ordinary Resolution)**
Resolved: That the budget for the new financial period, including amendments made at the meeting, be accepted.
- 15 **Determination of annual levies (Ordinary Resolution)**
Resolved: That the annual levies specified in the budget be adopted, based on ownership interests.
- 16 **Date for payment of levies (Ordinary Resolution)**
Resolved: That the due date for payment of levies is 28 March 2025.
- 17 **Authority to sign disclosure statements (Ordinary Resolution)**
Resolved: That the Body Corporate Manager be authorised to sign disclosure statements.
- 18 **Preferred method of contact (Ordinary Resolution)**
Resolved: That the preferred method of contact is by email.
- 19 **Report from Anchorage Body Corporate Limited (as body corporate manager) and performance review**
Resolved: That Anchorage Body Corporate Limited's performance report is noted.
- 20 **General Business**
- 20.1 Building wash and Gutter Clean: The body corporate has requested we increase the estimate for this for the coming year to \$6,000.00 instead of \$5,000.00 as previous year.

There being no further business the meeting was closed at 4.35pm.

BODY CORPORATE 67724

27 Conference Street – 27-29 Beveridge Street

ANNUAL GENERAL MEETING

Held on Thursday 14 March 2024 at
the Duncan Cotterill offices 148 Victoria Street, Christchurch at 4pm.

MINUTES

Present:

- Tina Murphy (Unit 2)
- Noela Pahl (Unit 7)
- Jan-Marten Kingma (Unit 8) – Via Zoom
- Stephanie Reid on behalf of Anchorage Body Corporate

Apologies:

- Chris & Kate Judd (Unit 4)

Postal Votes:

- Luke Whitelock (Unit 3)

Voter eligibility:

All voters present were eligible to vote and together with the postal vote a quorum was established.

- 1 Appointment of AGM chairperson (Ordinary Resolution)**
Resolved: That Stephanie Reid be elected chairperson for the meeting.
- 2 Apologies, Proxies and Postal Votes (Ordinary Resolution)**
Resolved: That the apologies and postal votes be accepted, nil proxy votes received.
- 3 Confirm minutes of previous Annual General Meeting (Ordinary Resolution)**
Resolved: That the minutes of the AGM held on 8 March 2023 be accepted as a true and correct record.
- 4 Financial Statements (Ordinary Resolution)**
Resolved: That the financial statements for the previous financial period, as attached to the agenda, be accepted.
- 5 Audit (Special Resolution)**
Resolved: That in accordance with the provisions of Section 132(8) of the Unit Titles Act 2010 (the **Act**) the financial statements of the body corporate for the forthcoming year are not audited or reviewed.
- 6 Appointment of Body Corporate Chairperson (Ordinary Resolution)**
To consider resolving: That the Body Corporate appoints Tina Murphy as the chairperson of the Body Corporate.

Noted: Tina would like it noted that should any of the owner occupiers be interested in taking on the chairperson role, Tina is happy to hand over. Please contact Steph (ABC) if interested.

7 Appointment of Body Corporate Committee (Ordinary Resolution)

Resolved: That all Body Corporate owners form the committee.

8 Delegation of Duties (Special Resolution)

Not applicable.

9 Insurance Valuation (Ordinary Resolution)

Resolved: That the Body Corporate will not instruct an updated valuation of the body corporate assets for insurance purposes during the current financial period.
The most recent replacement valuation of the body corporate for insurance purposes was undertaken on 10 May 2022.

Noted: the insurance broker will usually advise if we are required to get an updated valuation. This is usually every 3 years.

10 Renewal of Insurance (Ordinary Resolution)

Resolved: That the Body Corporate insures with NZI at the quoted premium of \$20,743.01 for the period 10 March 2024 to 10 March 2025.

11 Long Term Maintenance Plan (LTMP)

Resolved: That the Body Corporate establish a Long Term Maintenance Plan in the form attached to the Agenda.

Pursuant to the Act there is a requirement for a Body Corporate to establish and review its Long Term Maintenance Plan when it considers necessary and at least every 3 years.

Noted: Tina to add some dates, etc to the draft LTMP and return to Steph. We will review at the AGM next year.

12 Long Term Maintenance Fund (LTMF)

Resolved: That the Body Corporate do not contribute to a Long Term Maintenance Fund.

Where the Body Corporate has resolved not to establish a Long Term Maintenance Fund. This decision must be reviewed annually.

Noted: in the years leading up to common maintenance being required then the body corporate will establish a fund as required.

13 Common Maintenance

See general business.

14 Budget for the period 1 February 2024 to 31 January 2025 (Ordinary Resolution)

Resolved: That the budget for the new financial period, including amendments made at the meeting, be accepted.

- 15 **Determination of annual levies (Ordinary Resolution)**
 Resolved: That the annual levies specified in the budget be adopted, based on ownership interests.
- 16 **Date for payment of levies (Ordinary Resolution)**
 Resolved: That the due date for payment of levies is 28 March 2024.
- 17 **Authority to sign disclosure statements (Ordinary Resolution)**
 Resolved: That the Body Corporate Manager be authorised to sign disclosure statements.
- 18 **Preferred method of contact (Ordinary Resolution)**
 Resolved: That the preferred method of contact is by email.
- 19 **Debt Collection policy (Ordinary Resolution)**
 Resolved: That if a duly authorised levy or any sum payable by an owner to the Body Corporate is not paid by its due date that the owner is liable to the Body Corporate for interest on the outstanding balance at 10% per annum and all debt collecting costs (including Tenancy Tribunal/court costs incurred by the Body Corporate). That the Body Corporate Manager be authorised to recover any unpaid levies and on-charges owed to the Body Corporate, whether through Court proceedings or otherwise
- 20 **Amendment to Body Corporate Management Agreement (Ordinary Resolution)**
 Resolved: That the deed of amendment of body corporate management agreement circulated with the Agenda is approved.
- 21 **Report from Anchorage Body Corporate Limited (as body corporate manager) and performance review**
 Resolved: That Anchorage Body Corporate Limited's performance report is noted.
- 22 **General Business**
22.1 Gutter Clean – *Resolved:* That the body corporate accept the quote presented by Tina via email on 18 February 2024.
- Gutter cleaning PER UNIT - \$245 gst inclusive
- + House clean/rinse add on - \$45 gst inclusive
- Noted: This is a cheaper company, smaller company. Feedback from the owner occupiers on how you find the standard of work would be appreciated by Tina. The body corporate can then decide at the next AGM whether to use the same company or whether a larger amount needs to be set aside to engage a larger commercial company to do the job.
- Noted: the white fence at the front is dirty. Tina to ask for this to be included in the building wash.

There being no further business the meeting was closed at 4.25pm.

BODY CORPORATE 67724

27 Conference Street & 27-29 Beveridge Street

ANNUAL GENERAL MEETING

Held on Wednesday 8 March 2023 at
Duncan Cotterill offices, level 2, 148 Victoria Street, Christchurch at 4pm.

MINUTES

Present:

- Claire & Julie Whitehead (Unit 1)
- Tina Murphy (Unit 2)
- Noela Pahl (Unit 7)
- Jan-Marten Kingma (Unit 8) – Via Zoom
- Stephanie Reid on behalf of Anchorage Body Corporate

Apologies:

- Luke Whitelock (Unit 3)

Voter eligibility:

All voters present were eligible to vote and a quorum was established.

- 1 Appointment of AGM chairperson (Ordinary Resolution)**
Resolved: That Stephanie Reid be elected chairperson for the meeting.
- 2 Apologies, Proxies and Postal Votes (Ordinary Resolution)**
Resolved: That the apologies, proxies and postal votes be accepted.
- 3 Confirm minutes of previous Annual General Meeting (Ordinary Resolution)**
The minutes of the previous AGM had been distributed after that meeting.
Resolved: That the minutes of the AGM held on 9 March 2022 be accepted a true and correct record.
- 4 Financial Statements (Ordinary Resolution)**
Resolved: That the financial statements for the previous financial period, as attached to the agenda be accepted.
- 5 Audit (Special Resolution)**
Resolved: That in accordance with the provisions of Section 132(8) in the Unit Titles Act 2010 the financial statements of the body corporate for the forth coming year are not audited or reviewed.
- 6 Appointment of Body Corporate Chairperson (Ordinary Resolution)**
Resolved: That Tina Murphy be appointed as chairperson of the Body Corporate.

- 7 **Appointment of Body Corporate Committee (Ordinary Resolution)**
Resolved: That all unit owners form the committee.
- 8 **Insurance Valuation**
Resolved: That the Body Corporate will not instruct an updated valuation for the current financial period. The most recent valuation was undertaken 10 May 2022.
- 9 **Renewal of Insurance (Ordinary Resolution)**
Resolved: That the Body Corporate insures with AON at the quoted premium of **\$17,360.88 + GST** for the period 10 March 2023 to 10 March 2024.
- 10 **Long Term Maintenance Plan (LTMP)**
Resolved: That the body corporate defer putting a Long Term Maintenance Plan in place.
- Noted: Tina had collected a fee proposal from Brosnan Maintenance. This was circulated to owners prior to the AGM. Agreed between all present that it was unreasonable to expect owners to pay the fees quoted to establish and maintain the LTMP. Agreed between all present that should maintenance arise this can be budgeted for in the year or 2 prior and costs levies between owners.
- 11 **Long Term Maintenance Fund (LTMF)**
Resolved: That no levy be put to the Long Term Maintenance Fund (LTMF) be provided for in the budget for the coming year.
- 12 **Common Maintenance**
See general business.
- 13 **Budget for the period 1 February 2023 to 31 January 2024 (Ordinary Resolution)**
Resolved: That the budget for the new financial period including amendments made at the meeting be accepted.
- 14 **Determination of annual levies (Ordinary Resolution)**
Resolved: That levies are as specified on the budget document, based on Ownership Interests.
- 15 **Date for payment of levies (Ordinary Resolution)**
Resolved: That the due date for payment of levies is 31 March 2023.
- 16 **Authority to sign disclosure statements (Ordinary Resolution)**
Resolved: That the Body Corporate Manager be authorised to sign disclosure statements.
- 17 **Preferred method of contact (Ordinary Resolution)**
Resolved: That the preferred method of contact is by email.
- 18 **General Business**
There were no matters for discussion advised to the body corporate prior to the cut-off date.

18.1 LPG is assessed for safety every 3 years.

18.2 Pole by unit 2, Tina & Shane to get a test pot and repaint.

18.3 Building wash to be done around September.

There being no further business the meeting was closed at 4.30pm.



Tax Invoice 108706949

Aon New Zealand
GST No. 65-943-328

Stephanie Reid
Body Corporate 67724
PO Box 5
CHRISTCHURCH 8140

Date

05 March 2026

Contact

Ben Philpott

Telephone

03 345 9800

Email

ben.philpott@aon.com

Address

PO Box 2058
Christchurch 8140

Insurer Premium	6,996.97
Natural Disaster Insurer Premium	3,535.32
Administration Charge	125.00
EQCover Premium/NHI Levy	3,840.00
Fire Emergency Levy	1,135.25
GST	2,344.88

If GST is not shown the transaction is Exempt or Zero Rated

Total NZD 17,977.42

Due By 19 March 2026

Transaction Description

Renewal of Commercial Insurance Policy with effect from 10 March 2026 to 10 March 2027 as detailed in the attached policy schedule.

Class of Insurance

CPF Commercial

Insurer

Refer Schedule of Insurers

Insurer Rating

Refer Schedule of Insurers

Policy Number

0020544

Period of Insurance

10/03/2026 to 10/03/2027

Client Number

CHC 0F5VD

Please refer to important information on the back of this Invoice

To pay monthly

with Hunter Premium Funding visit

<https://hpfnz.online/6t094o6t40> to complete your application or contact your Aon broker

Quote No: **90694656**

10 Instalments	1,940.84 per month
Application Fee (Additional to first instalment)	40.00
Interest Charges	1,431.00
Total Payable	19,448.42

Other Ways to Pay

Electronic Funds Transfer

Account: 01 0297 0071650 02
Client Number: CHC 0F5VD
Invoice Number: 108706949

Credit Card

aon.co.nz/Pay-My-Account
1.5% transaction fee applies

Cheque

Not accepted

Cash

Not accepted

YOU SHOULD READ THE FOLLOWING IMPORTANT INFORMATION

Duty of Disclosure

Before you enter into a contract of insurance (other than a life policy), you have a duty to disclose to the insurer every matter that you know, or could reasonably be expected to know that may affect a prudent insurer's decision to insure you, and if so, on what terms. The duty of disclosure is an ongoing duty, it also applies: after you complete a proposal and throughout the term of the policy (including before you renew, vary or reinstate a contract of insurance).

You do not need to tell the insurer anything that:

- reduces the insurer's risk;
- is common knowledge;
- your insurer knows or should know as an insurer; or
- the insurer waives compliance in relation to your duty of disclosure.

If you are uncertain about whether or not a particular matter should be disclosed to the insurer, please contact your Aon Client Relationship Manager.

Non-disclosure

If you do not tell your insurer anything you are required to, the insurer may cancel your contract or reduce the amount that it is required to pay you if you make a claim, or both. If your failure to disclose is fraudulent, the insurer may refuse to pay a claim and treat the contract as if it never existed.

Policy Warranties and Conditions

Your policy may contain warranties and/or conditions that may impose specific obligations which must be complied with. Failure to do so may invalidate your policy or enable insurers to decline liability.

Aon Terms of Business

Except as otherwise agreed (in writing), you agree that Aon's Terms of Business apply to the provision of our services. These terms are available here <https://www.aon.co.nz/About-Aon/Terms-of-Business>, including a summary of recent amendments, and apply to all new business and renewals. You accept these terms by continuing to instruct us.

Key provisions include:

- Our obligation to perform our services competently, with reasonable care, skill and integrity.
- Your obligation to supply us with all material information and facts in relation to the provision of our services, (relevant information includes all information and facts that may be material to an insurers' assessment of a risk for which you have asked us to arrange insurance cover).
- Our remuneration. Aon may receive consideration from insurers, banks and/or finance companies with whom we place insurance and associated services, on your behalf.
- Service and administration fees: minimum fees may apply;
- Limitation of liability: Among other things, to the extent permitted by law:
 - our aggregate liability in respect of any claims howsoever arising in connection with the terms or our services is limited to NZ\$1 million or such other amount as may be expressly agreed between us in writing; and
 - we are not liable for any consequential, incidental, indirect or special damage or loss of any kind.

Payment of Premiums

Premiums are payable on invoice. It is your obligation to ensure that you pay your premium(s) on time. Your policy may be terminated if you do not pay the premium(s) within the time period(s) notified to you by the insurer. Aon reserves the right to receive interest and charge interest, collection costs and legal fees incurred in recovering overdue accounts. Part payment of your invoice will not amount to full and final settlement unless we have agreed to this in writing. Premium funding arrangements may be available through your Aon broker.

Service Issues and Complaints

Please contact your Aon Broker or Branch Manager at your local Aon office by telephone, email or in writing. Alternatively, you can contact the Complaints Manager directly on 09 362 9000 or email details of your complaint to nzfeedback@aon.com. If you are not satisfied with our response, you may then choose to seek independent advice. If you are a retail client (or if we mutually agree) you may refer the matter to Financial Services Complaints Limited (FSCL). There is no cost for you to ask FSCL to independently review your complaint. FSCL can be contacted by email at complaints@fscl.org.nz or by calling 0800 347 257. Aon's Service Issues and Complaints Process is available at www.aon.co.nz/About-Aon/Complaints-Policy.

Aon's Important Notices Document

You should read Aon's Important Notices in conjunction with this document. Aon's Important Notices can be found at www.aon.co.nz/link/aon-important-notices.

Aon's Privacy Policy

Aon's Privacy Policy can be found at <https://www.aon.co.nz/About-Aon/Aon-Privacy-Policy>.

Insurer: Refer to Schedule of Insurers

INSURER FINANCIAL STRENGTH RATINGS (In Summary Form)

Standard & Poors(www.standardandpoors.com)		A.M. Best (www.ambest.com)		Fitch Ratings (www.fitchratings.com)	
AAA	Extremely strong	A+	Superior	AAA	Extremely strong
AA	Very strong	A	Excellent	AA	Very strong
A	Strong	B+	Good	A	Strong
BBB	Good	B	Fair	BBB	Good
BB	Marginal	C+	Marginal	BB	Marginal
B	Weak	C	Weak	B	Weak
CCC	Very weak	D	Poor	CCC	Very weak
CC	Extremely weak	E	Under regulatory supervision	D	Distressed
SD	Selective default	F	In liquidation		
D	Default				

Plus (+) or minus (-): these ratings may be modified by the addition of a plus or minus sign to show relative standing within major rating categories. A full description of the rating scale is available at the individual company websites noted above.

Important Information April 2019

Insurer:	NZI a division of IAG NZ Ltd	Proportion:	51.0%
Rating Agent:	Standard & Poors	Rating	AA
Insurer:	Vero Insurance (NZ) Ltd	Proportion:	49.0%
Rating Agent:	Standard & Poors	Rating	AA-

NZI is a business division of IAG New Zealand Limited (IAG).
IAG has received the above financial strength rating from Standard and Poor's (Australia) Pty Ltd, an approved rating agency

INSURER FINANCIAL STRENGTH RATINGS (In Summary Form)					
Standard & Poors (www.standardandpoors.com)		A.M. Best (www.ambest.com)		Fitch Ratings (www.fitchratings.com)	
AAA	Extremely strong	A+	Superior	AAA	Extremely strong
AA	Very strong	A	Excellent	AA	Very strong
A	Strong	B+	Good	A	Strong
BBB	Good	B	Fair	BBB	Good
BB	Marginal	C+	Marginal	BB	Marginal
B	Weak	C	Weak	B	Weak
CCC	Very weak	D	Poor	CCC	Very weak
CC	Extremely weak	E	Under regulatory supervision	D	Distressed
SD	Selective default	F	In liquidation		
D	Default				

Plus (+) or minus (-): these ratings may be modified by the addition of a plus or minus sign to show relative standing within major rating categories.
A full description of the rating scale is available at the individual company websites noted above.

As members of the Insurance Council of NZ, your insurers are committed to complying with the Fair Insurance Code.

A copy of the Code can be found as www.icnz.org.nz

Notes:

1. In respect of Lawsafe, the proportions are NZI 50% and Vero Insurance (NZ) Ltd 50%
2. In respect of Cyber, the proportion is NZI 100%

Body Corporate 67724
PO Box 5
CHRISTCHURCH 8140

Contact
Ben Philpott

Telephone
03 345 9800

Email
ben.philpott@aon.com

Address
PO Box 2058
Christchurch 8140

Period of Insurance: 10/03/2026 to 10/03/2027 4:00pm Local Standard time

Important Notice:

This Schedule should be read in conjunction with your insurance policy. Together they form the basis of your insurance cover.

Please check and ensure all information on the Schedule is correct. If you require any changes please contact your broker.

CPF Commercial

Business Assets

Insured:

Body Corporate 67724

Situation:

27 Conference Street and 28 Beveridge Street, Christchurch Central, Christchurch

Property Insured:

Buildings	\$	5,262,690	<i>Basis of Cover</i> R
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Basis of Cover

R = Reinstatement

I = Indemnity

D = Declaration Conditions

Sum Insured Limitations:

Alterations, erection, installation of buildings and/or plant		
- contract value	\$	100,000
Curios or works of art - limit per item	\$	25,000
Capital additions and newly acquired property		
- any one situation	\$	100,000
- limit in total	\$	100,000
Property in transit - any one loss	\$	25,000
Money Section A - any one loss	\$	10,000
Money Section B - any one loss	\$	5,000
Refrigerated goods - any one loss	\$	5,000
Stolen keys - any one loss	\$	20,000
Stock - the amount subject to premium adjustment		Included
Subsidence and landslip - any one loss	\$	500,000
Demolition and removal of debris - any one loss		Included
Hazardous substance emergencies - any one event	\$	100,000
Landscaping	\$	10,000

Natural Disaster Cover Included: Yes

Excess:

Any cause not specified below	\$	500
Portable electronic equipment (excluding burglary / theft losses)	\$	250
Burglary	\$	1,000
Theft	\$	1,000
Subsidence and landslip	\$	10,000
Earthquake -5% of the site value with a minimum of	\$	2,500

Natural Disaster:

The excess shown below for each region will apply to the aggregate of:

- all natural disaster damage claims under the Business Assets Policy and
- all natural disaster damage claims under the Business Interruption Policy arising from any one event at each common site

Region	Excess excluding pre 1935 building risks	Excess on pre 1935 building risks
The regions of Northland, Auckland, Waikato, Taranaki, Otago Southland and Tauranga City	2.5% of the Business Assets site sum insured	10% of the Business Assets site sum insured minimum \$10,000
The Wellington Region (including Kapiti Coast and Hutt Valley)	5% of the Business Assets site sum insured	10% of the Business Assets site sum insured minimum \$10,000
The rest of New Zealand	5% of the Business Assets site sum insured	10% of the Business Assets site sum insured, minimum \$10,000
The minimum site sum insured excess is \$2,500 or any different amount shown in the schedule		

Policy Notes:

- Unit 1 - Owner occupied
- Unit 2 - Tenanted
- Unit 3 - Tenanted
- Unit 4 - Tenanted
- Unit 5 - Owner Occupied
- Unit 6 - Owner Occupied
- Unit 7 - Owner Occupied
- Unit 8 - Tenanted

**Policy Endorsement – Mixed Usage Endorsement in Respect of Residential Units
(Including 100% Residential) (Including Methamphetamine Contamination) – NZ7152/2 11/22**

Your Aon CPF Business Assets Policy is amended as follows:

THE FOLLOWING AUTOMATIC EXTENSIONS ARE ADDED:

1. Hidden Gradual Damage

If the property insured is a **residential unit**, then this policy is extended to cover:

- (a) **hidden gradual damage** to the **residential unit** and/or **landlord's contents** that happens and that the **insured** discovers during the **period of insurance**, and
- (b) any other part of the **buildings** that is not directly affected but must be removed, damaged or destroyed to locate the cause of the **hidden gradual damage**, provided that the **insurer** has first given their permission.

The most the **insurer** will pay during an **annual period** is:

- (i) \$3,000 for each **residential unit**, and
- (ii) \$30,000 for all **residential units**.

2. Landlords Fixtures and Fittings

If the property insured is a **residential unit**, and leased to a **tenant**, then this policy is extended to cover sudden **accidental loss** to **landlord's contents** at the **residential unit**, during the **period of insurance**.

The **insurer**, at its option, will pay the **insured**:

- (a) the **present value** of the **loss**, or
- (b) the **insurer's** estimate of reasonable costs to repair the item as nearly as possible to the same condition it was in immediately before the **loss** occurred.

The most the **insurer** will pay for any **event** is \$10,000 for **landlord's contents** in each **residential unit** unless a higher amount is specified in the **schedule**, up to a maximum of \$500,000 in total for all **events** during the **annual period**.

The **insurer** will pay these costs in addition to the maximum amount stated in the schedule in respect of buildings.

3. Loss of Rent

If the property insured is a **residential unit**, and it is rented to a **tenant**, then this policy is extended to cover the reasonable amount of rent lost if the **residential unit** cannot be lived in due to **loss** or **contamination damage** that occurs during the **period of insurance** and that:

- 1. is covered by this policy or
- 2. would have been covered by this policy but is covered by the **EQC Act** instead.

Cover under this extension ends on the earlier of the date on which the **insurer**:

- (a) settles the **insured's** claim for **loss** or **contamination damage**, or
- (b) has paid the **insured** 12 months' loss of rent.

Where the **insurer** has settled the **insured's** claim for **loss** or **contamination damage** by payment of their estimate of the cost that would be incurred to repair or **remediate**, the **insurer** will cover the amount of rent lost for the reasonable estimated period that it would take to repair or **remediate** that part of the **residential unit** that suffered the **loss** or **contamination damage**.

The most the **insurer** will pay under this Extension is \$25,000 for each **residential unit** shown in the **schedule** as covered by this policy per **event** or **contamination claim**.

If the **insured** has loss of rent cover with the **insurer** under any other policy, then the most the **insurer** will pay, for each **residential unit**, under all policies for any **event** or **contamination claim** is the highest applicable limit.

The **insurer** will pay these costs in addition to the maximum amount stated in the schedule in respect of buildings.

4. Alternative Accommodation

If the property insured is a **residential unit** this policy is extended to cover:

- (a) the reasonable additional cost of temporary alternative accommodation (of similar standard to the **residential unit**) for the **individual proprietor** and any family member who permanently resides with the **individual proprietor**; and
- (b) boarding out of domestic cat or dog, which is normally kept at the **residential unit**, if the **residential unit** can no longer be lived in due to **loss** or **contamination damage** that:
 - 1. is covered by this policy, or
 - 2. would have been covered but is covered by the **EQC Act** instead.

Cover under this Extension ends on the earlier of the date on which the **insurer**:

- (a) settles the **insured's** claim for **loss** or **contamination damage**, or
- (b) has paid the **insured** 12 months' alternative accommodation costs.

Where the **insurer** has settled the **insured's** claim for **loss** or **contamination damage** by payment of their estimate of the cost that would be incurred to repair or **remediate**, the **insurer** will cover the cost of temporary alternative accommodation for the reasonable estimated period that it would take to repair or **remediate** the part of the **residential unit** that suffered the **loss** or **contamination damage**. The most the **insurer** will pay under this Extension is \$25,000 for each **residential unit** shown in the **schedule** as covered by this policy per **event** or **contamination claim**.

If the **insured** has alternative accommodation cover with the **insurer** under any other policy, then the most the **insurer** will pay, for each **residential unit**, under all policies for any **event** or **contamination claim** is the highest applicable limit.

The **insurer** will pay these costs in addition to the maximum amount stated in the schedule in respect of buildings.

5. Stress Payment

If the property insured is a **residential unit**, then this policy is extended as follows:

When the **insurer** settles a claim for a **residential unit** as a total loss, the **insurer** will also pay the **residential unit's individual proprietor** as follows for the stress caused by the **loss**:

- (a) \$2,000 per **residential unit**, and up to a maximum of
- (b) \$50,000 in total for all **residential units** for any **event**.

Where the \$50,000 limit occurs, the payment per **residential unit** will be apportioned evenly between affected **individual proprietors**. The **insurer** will pay these costs in addition to the maximum amount stated in the schedule in respect of buildings.

6. Methamphetamine Contamination

This policy is extended to cover **contamination damage** to the:

- (a) **residential unit**, and
- (b) **landlord's contents** in the **residential unit**, and
- (c) common areas, and
- (d) common property,

in the **building** shown in the **schedule**, that first occurs and that the **insured** discovers during the **period of insurance**, subject to the following:

Where Insured occupies the unit:

- (i) Where a **residential unit** is occupied by its **individual proprietor**, there is no cover for any **contamination damage** that is caused by or in connection with the **individual proprietor**, or their family. For the purposes of this exclusion, **insured** includes any trustee or beneficiary of the trust if the **residential unit** is owned by the trust, or any director or shareholder of the company if the **residential unit** is owned by the company.

Where the unit is tenanted for 90 days or more:

- (ii) Where a **residential unit** is rented to a tenant for a period of more than 90 days, there is no cover unless the **insured**, or the person who manages the tenancy on the **insured's** behalf, has fully met the **landlord's obligations**.

Where the unit, or any part of the unit is let, rented or occupied for less than 90 consecutive days:

- (iii) Where a **residential unit** or any part of it is let, rented or occupied for less than 90 consecutive days by the same person/s, there is no cover unless the **contamination damage** was caused by sudden and **accidental loss** caused in connection with the manufacture, distribution or storage (but only where the storage is in connection with supply or distribution) of **methamphetamine**. There is no cover for **contamination damage** that is caused by or in connection with the consumption of **methamphetamine**.

Where there is Pre-existing contamination damage, prior to the current period of insurance:

- (iv) There is no cover for any **contamination damage** where any contamination existed or occurred prior to the current **period of insurance** unless the pre-existing contamination was disclosed to the **insurer** and accepted by them in writing.

For the purposes of this extension:

- (a) Common areas mean internal areas in common parts of the **building**, including lobbies, stair wells and shared vehicle storage areas.
- (b) Common property means chattels, fixtures and fittings contained within the common area(s).

What we will pay

1. Where there is cover under this Extension, the **insurer** will:
 - (a) reimburse the **insured** for the reasonable costs the **insured** incurs during the **period of insurance** for testing provided:
 - (i) the testing is carried out in accordance with New Zealand Standard NZS 8510 or by an operator approved by the **insurer**, and
 - (ii) the testing confirms **contamination damage** to the **residential unit** or common areas, and
 - (b) pay to **remediate** the part that suffered the **contamination damage** subject to the following provisions below.
2. The **insurer** may choose to:
 - (i) pay the reasonable cost to **remediate** the part that suffered the **contamination damage**, or
 - (ii) pay the **insured** their estimate of the reasonable cost that would be incurred to **remediate** the part that suffered the **contamination damage**.
3. The most the **insurer** will pay under this Extension is:
 - (a) \$30,000 for each **residential unit**, including **landlord's contents** in the **residential unit**, for each **contamination claim**, and
 - (b) \$30,000 in total for all common property and common areas, for each **contamination claim**, and
 - (c) \$250,000 in total for all **contamination claims** during the **annual period**, and
 - (d) where there is both this Methamphetamine Contamination Extension and the Aon CPF Unlawful Substances Extension then the **insured** may only claim under one extension or the other, not both.

Excess

For each **contamination claim** under this Extension an **excess** of \$2,500 applies per **residential unit** and for all common property and common areas.

However, if there is a higher policy **excess** shown on the **schedule**, then the higher excess as shown on the **schedule** applies per **residential unit** and for all common property and common areas.

THE FOLLOWING CLAUSES ARE ADDED TO OPTIONAL EXTENSIONS B: NATURAL DISASTER COVER:
Natural Disaster Damage Excess

Excess offset against EQC claims payment – residential and mixed use buildings

Where the Natural Disaster Damage Excess clause contained in the Material Damage and Business Interruption Policy Endorsement applies to any part of the **buildings** that are 'residential buildings' covered under the **EQC Act**, the excess applicable under that clause will be offset by the amount actually paid by the Earthquake Commission to the **insured** for the same **natural disaster damage** to that part of the **buildings** from the same **event**. In all cases, the minimum **site sum insured** excess of \$2,500 or any different amount shown in the **schedule** will apply.

Alternative Accommodation and/or Loss of Rent

The **natural disaster damage** excess will not apply to cover provided by the Alternative Accommodation and Loss of Rent Extensions where the entitlement to cover under those Extensions arises from **natural disaster damage**.

THE FOLLOWING EXCLUSION IS ADDED:

Q. Unlawful Substances Exclusion

There is no cover for loss, damage, cost, expense, prosecution or liability in connection with the presence in any **residential unit** or at the **building**, of any 'controlled drug' as defined in the Misuse of Drugs Act 1975.

This exclusion does not apply to:

1. cover under the 'Methamphetamine contamination', 'Alternative accommodation' or – 'Loss of rent' Extensions, or
2. **loss** caused by **accidental** spread of fire or explosion.

THE FOLLOWING CLAUSE IN THE GENERAL CONDITIONS SECTION IS DELETED AND REPLACED:

1. Cancellation

By the Insurer

The **insurer** may cancel this policy by giving notice, in writing or by electronic means, to the **insured**, or the insured's broker, and every mortgagee of which the **insurer** has notice, at their last known address. Cancellation will take effect at 4.00pm, on the 30th day after the date of the **insurer's** notice. The **insurer** will refund any premium that is due based on the unused portion of the **period of insurance**.

THE DEFINITIONS SECTIONS IS AMENDED AS FOLLOWS:

The definition of **building** is amended by adding the following:

For the purposes of any **residential unit**, the definition of **building** is amended to include:

- (f) fitted floor coverings (including glued, smooth edge or tacked carpet and floating floors)

The following new definitions are added:**annual period**

the **period of insurance** stated in the Schedule. However, if your premium is paid by instalments other than annual payments, the **annual period** is any one 12-month period calculated from the date this policy first started, and consecutively after that.

contamination damage

loss caused by **methamphetamine** contamination that exceeds the **contamination level**.

contamination level

the relevant guideline value for indoor surface contamination as set out in the most recent version of the New Zealand Standard NZS 8510.

contamination claim

contamination damage arising out of or attributable to an **event** or multiple **events** regardless of the number of acts, persons, tenancies, occupancies or incidents involved.

EQC Act

Earthquake Commission Act 1993 and any Act in substitution of that Act.

hidden gradual damage

hidden rot, hidden mildew or hidden gradual deterioration, caused by water that leaks, overflows or is discharged from any internal:

- (a) tank that is plumbed into the water reticulation system of the **residential unit** and is permanently used to store water, or
 - (b) water pipe, or
 - (c) waste disposal pipe,
- installed at the **residential unit**.

individual proprietor

the person or persons registered as the proprietors of a **residential unit**.

insurer

NZI, a business division of IAG New Zealand Limited

landlord's contents

any:

- (a) fixture or fitting including drapes and light fittings, and
 - (b) household goods such as washing machines, dryers, refrigerators, freezers, dishwashers and heaters, and
 - (c) loose floor coverings including mats, rugs or runners, and
 - (d) domestic garden appliances (including their parts and accessories),
- that are owned or hired by the **insured** (provided that the **insured** is legally liable under the hire agreement), and are provided to a **tenant** as chattels under a lease agreement.

It does not include any:

- personal effects, or
- livestock, domestic pet or other creature, or
- fitted floor coverings (including glued, smooth edged or tacked carpet and floating floors), or
- watercraft or outboard motor and their parts or accessories that are in them or attached to them, or
- motor vehicle, motor cycle, motor scooter, trailer or caravan and their parts or accessories that are in them or attached to them, or
- aircraft or other aerial device and their parts or accessories that are in them or attached to them.

landlord's obligations

If a **residential unit** is **tenanted**, the **insured**, or the person who manages the tenancy on the **insured's** behalf, must:

1. exercise reasonable care in the selection of **tenant(s)** by at least obtaining satisfactory identification and written or verbal references for each adult **tenant** and when a reasonable landlord would consider it appropriate also check their credit and Tenancy Tribunal history, and
2. inspect vacant **building(s)** or **residential units** on a monthly basis, and
3. keep written records of the pre-tenancy checks conducted for each adult **tenant**, and provide to the **insurer** with a copy of these if requested, and
4. complete an internal and external inspection of the **residential unit** at a minimum of 3-monthly intervals and upon every change of **tenants**, and
5. keep photographs and a written record of the outcome of each inspection, and provide to the **insurer** a copy of these if requested, and
6. make application to the Tenancy Tribunal for vacant possession in accordance with the provisions of the Residential Tenancies Act 1986, if:
 - (a) the **insured** becomes aware of any illegal activity by the occupant(s) at the **residential unit**, or
 - (b) intentional damage to the **residential unit** is caused by one of its occupant(s).

methamphetamine

the Class A controlled drug Methamphetamine or Class B controlled drug Amphetamine as defined by the Misuse of Drugs Act 1975 or any precursor chemicals or by-products for either.

period of insurance

the period of insurance stated in the Schedule.

present value

the estimated reasonable cost to replace the item with an item in New Zealand that is of equivalent age, quality and capability, and is in the same general condition.

remediate

to reduce the level of **methamphetamine** contamination to below the **contamination level**. *This means that the insurer will not pay to remove all traces of methamphetamine contamination and will not restore the building to its condition when it was new.*

residential unit

each self-contained part of the **buildings** designated for separate residential occupancy.

tenant

The person or persons renting the **unit** from the **individual proprietor** or the **insured** under a rental agreement.

For the purposes of this Mixed Usage Endorsement, the definition of you is deleted and replaced as follows:

insured

The persons or entity named in the **schedule** as 'Insured' and includes any individual proprietor.

Communicable Disease Exclusion-Material Damage and Business Interruption NZ7195/2 01/21

YOUR MATERIAL DAMAGE/BUSINESS ASSETS AND BUSINESS INTERRUPTION POLICY IS AMENDED AS FOLLOWS:

Notwithstanding any provisions to the contrary in this policy or any other endorsement thereto:

This policy does not cover any loss, damage, liability claim, cost or expense directly or indirectly caused by, contributed to by, resulting from, arising out of or in connection with any:

1. Communicable Disease;
2. notifiable organism or disease under the Biosecurity Act 1993;
3. fear or threat (actual or perceived) or action taken to control or prevent or suppress any of the diseases, conditions or circumstances described in this exclusion.

Subject to the other terms, conditions and exclusions of this policy, this exclusion will not apply to physical damage to property insured or any Time Element Loss directly resulting therefrom where such physical damage is directly caused by or arising from any of the following perils:

fire, lightning, explosion, aircraft or vehicle impact, falling objects, windstorm, rainstorm, hail, tornado, hurricane, landslip, earthquake, seismic and/or volcanic activity, tsunami, flood, freeze, weight of snow or ice, avalanche, meteor/asteroid impact, riot, riot attending a strike, civil commotion, vandalism, malicious mischief.

Definitions

Communicable Disease means any disease which can be transmitted by means of any substance or agent from any organism to another organism where:

- (a) the substance or agent includes, but is not limited to, a virus, bacterium, parasite or other organism or any variation thereof, whether deemed living or not, and
- (b) the method of transmission, whether direct or indirect, includes, but is not limited to, airborne transmission, bodily fluid transmission, transmission from or to any surface or object, solid, liquid

- or gas or between organisms and
- (c) the disease, substance or agent can cause or threaten damage to human health or human welfare or can cause or threaten damage to, deterioration of, loss of value of, marketability of or loss of use of property.

Time Element Loss means business interruption, contingent business interruption or other consequential losses covered by the policy.

Cyber Exclusion-Material Damage and Business Interruption NZ7194/2 01/21

YOUR MATERIAL DAMAGE/BUSINESS ASSETS AND BUSINESS INTERRUPTION POLICY IS AMENDED AS FOLLOWS:

Notwithstanding any provisions to the contrary in this policy or any other endorsement thereto:

This policy does not cover any loss, damage, liability claim, cost or expense directly or indirectly caused by, contributed to by, resulting from, arising out of or in connection with any:

1. Cyber Act or Cyber Incident, including any action taken in controlling, preventing, suppressing or remediating any Cyber Act or Cyber Incident; or
2. loss of use, reduction in functionality, repair, replacement, restoration or reproduction of any Data, including any amount relating to the value of such Data.

Subject to the other terms, conditions and exclusions of this policy, exclusion (1.) shall not apply to physical loss or physical damage to insured property or any Time Element Loss directly resulting therefrom where such physical loss or damage is directly caused by any of the following:

- (a) theft or forcible entry;
- (b) storm, windstorm, hail, tornado, cyclone, hurricane
- (c) fire, lightning or explosion;
- (d) earthquake, volcano activity or tsunami
- (e) flood, freeze, or weight of snow;
- (f) aircraft impact or vehicle impact of falling objects;
- (g) water damage;
- (h) loss of or damage to refrigerated goods due to a change in temperature.

Provided that there is no cover where such loss, damage or Time Element Loss is directly or indirectly caused by contributed to by, resulting from or arising out of or in connection with a Cyber Act.

Definitions

Cyber Act means an unauthorised, malicious or criminal act or series of related unauthorised, malicious or criminal acts, or the threat or hoax thereof involving access to, processing of, use of or operation of any Computer System.

Cyber Incident means:

- (a) any error or omission or series of related errors or omissions involving access to, processing of, use of or operation of any Computer System; or
- (b) any partial or total unavailability or failure or series of related partial or total unavailability or failures to access, process, use or operate any Computer System.

Computer System means any computer, hardware, software, communications system, electronic device (including, but not limited to, smart phone, laptop, tablet, wearable device), server, cloud or microcontroller and including any similar system or configuration of the aforementioned and including any associated input, output, data storage device, networking equipment or back up facility.

Data means information, facts, concepts, code or any other information of any kind that is recorded or transmitted in a form to be used, accessed, processed, transmitted or stored by a Computer System.

Time Element Loss means business interruption, contingent business interruption or other consequential losses covered by the policy.

NZI Sanctions Exclusion NZ7428/1 07/23

Your Policy is amended as follows:

This Sanctions exclusion applies despite anything to the contrary in the policy or any endorsement.

This policy is deemed not to provide any cover, and no payment will be made or benefit provided, to the extent that the provision of such cover, payment, or benefit may breach or risk exposure to any:

1. sanction, prohibition or restriction under United Nations resolutions; or
2. trade or economic sanction, law or regulation of New Zealand, Australia, the United Kingdom, the United States of America or the European Union.

Any equivalent clause applying to the policy is superseded by the Sanctions exclusion above. An equivalent clause may exclude, restrict, or deny cover, payments, services and/or benefits due to any sanction, prohibition, penalty, or restriction of any United Nations resolution, or the trade or economic sanctions, laws, or regulations of any country, and/or the European Union.

Public Liability

Insured:

Body Corporate 67724

Limit of Indemnity/Sum Insured:

Public and Products Liability	\$	5,000,000
Exemplary Damages	\$	2,000,000
Care, Custody or Control	\$	500,000
Service / Repair – Vehicle and Watercraft	\$	500,000

Excess:

Excess (Section 2, 2.1) each and every occurrence	\$	500
Care, Custody or Control	\$	1,000
Service / Repair – Vehicle and Watercraft	\$	1,000
Removal of Support	\$	2,500

Policy Wording:

Aon CPF Broadform Liability NZ2147/10 10/19

Policy Endorsement – Communicable Disease CPF B0318 202 10/22

Your Broadform Liability Policy is amended as follows:

You are not insured for any actual or alleged loss, liability, claim, cost or expense:

- (a) caused by or attributable to a communicable disease, or
- (b) directly or indirectly attributable to or in connection with any orders, actions or measures of a public authority (including any act, error, or omission by any person in connection with any such order, action or measure) to control, prevent, respond to, or suppress any diseases, conditions or circumstances described in this exclusion.

Communicable disease means any:

- (a) disease stated to be a quarantinable disease under the Health Act 1956 or in respect of which a state of emergency has been declared under the Civil Defence Emergency Management Act 2002; or
- (b) outbreak of disease declared as a pandemic or epidemic by the World Health Organisation or the New Zealand government or any New Zealand government agency or lawful authority; or
- (c) disease declared by the World Health Organisation to be a Public Health Emergency of International Concern (PHEIC).

References in this exclusion to legislation and legislative and official terms include any amended, replacement, re-enacted, successor, equivalent, substituted, corresponding, or similar legislation (including any secondary legislation made under such legislation) and legislative and official terms.

Policy Endorsement – Cyber Exclusion CPF B0318 198 10/22

Your Broadform Liability Policy is amended as follows:

You are not insured for any actual or alleged loss, liability, claim, cost or expense, directly or indirectly contributed to by, resulting from, arising out of, or in connection with:

- (a) a **cyber act** including any action taken in controlling, preventing, suppressing, remediating, or responding to a **cyber act**; or
- (b) a **cyber incident** including any action taken in controlling, preventing, suppressing,

- remediating, or responding to a **cyber incident**; or
- (c) a **loss of data** resulting from a **cyber act** or a **cyber incident**.

This exclusion does not apply in respect of liability arising out of:

- (I) **damage** (for clarity, **damage** does not include **loss of data**), or
- (II) **injury** except that **injury** does not include shock, fright, mental anguish or mental injury.

Definitions

cyber act means an unauthorised, malicious, or criminal act or series of related unauthorised, malicious or criminal acts, regardless of time and place, or the threat or hoax thereof involving access to, processing of, use of or operation of any **computer system**.

cyber incident means:

- (a) any error or omission or series of related errors or omissions in creating, amending, entering, deleting or using any data; or
- (b) any partial or total unavailability or failure or series of related partial or total unavailability or failures to access or process data.

loss of data means any loss of use, reduction in functionality, repair, replacement, restoration, reproduction, loss, or theft of any **data**, including any amount pertaining to the value of such **data**.

data means information, facts, concepts, code or any other information of any kind that is recorded or transmitted in electronic or digital form to be used, accessed, processed, transmitted or stored by a **computer system**.

computer system means any computer, hardware, software, communications system, electronic device (including, but not limited to, smart phone, laptop, tablet, wearable device), server, cloud or microcontroller and including any similar system or any configuration of the aforementioned and including any associated input, output, data storage device, networking equipment or back up facility, whether owned or operated by **you** or any other party.

damage, **injury** and **you** have the same meanings as those provided in the policy.

NZI Sanctions Exclusion NZ7428/1 07/23

Your Policy is amended as follows:

This Sanctions exclusion applies despite anything to the contrary in the policy or any endorsement.

This policy is deemed not to provide any cover, and no payment will be made or benefit provided, to the extent that the provision of such cover, payment, or benefit may breach or risk exposure to any:

1. sanction, prohibition or restriction under United Nations resolutions; or
2. trade or economic sanction, law or regulation of New Zealand, Australia, the United Kingdom, the United States of America or the European Union.

Any equivalent clause applying to the policy is superseded by the Sanctions exclusion above. An equivalent clause may exclude, restrict, or deny cover, payments, services and/or benefits due to any sanction, prohibition, penalty, or restriction of any United Nations resolution, or the trade or economic sanctions, laws, or regulations of any country, and/or the European Union.

Policy Notes:

NZ6077-3 AON CPF Body Corporate Optional Endorsement 07-20

Statutory Liability

Insured:

Body Corporate 67724

Limit of Liability/Sum Insured:

Statutory Liability	\$	500,000
Defence Costs	\$	500,000

Excess:

Applicable to each event under the policy insuring clause	\$	500
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Policy Endorsement – Communicable Disease Exclusion CPF 50318 044 10/22

Your Statutory Liability policy is amended as follows:

You are not insured for any actual or alleged claim, liability, or cost or expense, or investigation, inquiry, prosecution, proceeding, complaint, fine, statutory damages, or reparation:

- (a) caused by or attributable to a **communicable disease**, or
- (b) directly or indirectly attributable to or in connection with any orders, actions or measures of a public authority (including any act, error, or omission by any person in connection with any such order, action or measure) to control, prevent, respond to, or suppress any diseases, conditions or circumstances described in this exclusion.

Communicable disease means any:

- (a) disease stated to be a quarantinable disease under the Health Act 1956 or in respect of which a state of emergency has been declared under the Civil Defence Emergency Management Act 2002; or
- (b) outbreak of disease declared as a pandemic or epidemic by the World Health Organisation or the New Zealand government or any New Zealand government agency or lawful authority; or
- (c) disease declared by the World Health Organisation to be a Public Health Emergency of International Concern (PHEIC).

References in this exclusion to legislation and legislative and official terms include any amended, replacement, re-enacted, successor, equivalent, substituted, corresponding, or similar legislation (including any secondary legislation made under such legislation) and legislative and official terms.

Policy Endorsement – Statutory Damages Exclusion CPF 50318 043 10/22

Your Statutory Liability policy is amended as follows:

1. The following are deleted from the policy:
 - (a) Section 2.2(2); and
 - (b) The words "**statutory damages**" in Section 4.4, Section 5.1, and Section 5.2.
2. Section 3.6(a) is deleted and replaced by:
 - (a) the investigation arises out of an **event**, or potential **event**, in New Zealand in connection with the **business**, and
3. Section 3.8 is deleted and replaced by the following:

3.8 Reparations

You are insured for **your** legal liability to pay **reparations** that **you** become liable to pay arising out of **your** act or omission in New Zealand in connection with the **business**.
Exclusion 4.16 – 'Punitive or exemplary damages' does not apply to claims under this Automatic extension.

4. A new exclusion applies as follows:

4.22 Statutory Damages

You are not insured for any **statutory damages**.

NZI Sanctions Exclusion NZ7428/1 07/23

Your Policy is amended as follows:

This Sanctions exclusion applies despite anything to the contrary in the policy or any endorsement.

This policy is deemed not to provide any cover, and no payment will be made or benefit provided, to the extent that the provision of such cover, payment, or benefit may breach or risk exposure to any:

1. sanction, prohibition or restriction under United Nations resolutions; or
2. trade or economic sanction, law or regulation of New Zealand, Australia, the United Kingdom, the United States of America or the European Union.

Any equivalent clause applying to the policy is superseded by the Sanctions exclusion above. An equivalent clause may exclude, restrict, or deny cover, payments, services and/or benefits due to any sanction, prohibition, penalty, or restriction of any United Nations resolution, or the trade or economic sanctions, laws, or regulations of any country, and/or the European Union.

Insurer:	NZI a division of IAG NZ Ltd	Proportion:	51.0%
Rating Agent:	Standard & Poors	Rating:	AA
Insurer:	Vero Insurance (NZ) Ltd	Proportion:	49.0%
Rating Agent:	Standard & Poors	Rating:	AA-

NZI is a business division of IAG New Zealand Limited (IAG).

IAG has received the above financial strength rating from Standard and Poor's (Australia) Pty Ltd, an approved rating agency

INSURER FINANCIAL STRENGTH RATINGS (In Summary Form)					
Standard & Poors (www.standardandpoors.com)		A.M. Best (www.ambest.com)		Fitch Ratings (www.fitchratings.com)	
AAA	Extremely strong	A+	Superior	AAA	Extremely strong
AA	Very strong	A	Excellent	AA	Very strong
A	Strong	B+	Good	A	Strong
BBB	Good	B	Fair	BBB	Good
BB	Marginal	C+	Marginal	BB	Marginal
B	Weak	C	Weak	B	Weak
CCC	Very weak	D	Poor	CCC	Very weak
CC	Extremely weak	E	Under regulatory supervision	D	Distressed
SD	Selective default	F	In liquidation		
D	Default				

Plus (+) or minus (-): these ratings may be modified by the addition of a plus or minus sign to show relative standing within major rating categories.
A full description of the rating scale is available at the individual company websites noted above.

As members of the Insurance Council of NZ, your insurers are committed to complying with the Fair Insurance Code.

A copy of the Code can be found as www.icnz.org.nz

In respect of Lawsafe, the proportions are NZI 50% and Vero Insurance (NZ) Ltd 50%

In respect of Cyber, the proportion is NZI 100%

Body Corporate 67724
PO Box 5
CHRISTCHURCH 8140

Contact
Ben Philpott

Telephone
03 345 9800

Email
ben.philpott@aon.com

Address
PO Box 2058
Christchurch 8140

Period of Insurance: 10/03/2025 to 10/03/2026 4pm Local Time

Important Notice:

This Schedule should be read in conjunction with your insurance policy. Together they form the basis of your insurance cover.

Please check and ensure all information on the Schedule is correct. If you require any changes please contact your broker.

CPF Commercial

Business Assets

Insured:

Body Corporate 67724

Situation:

27 Conference Street and 28 Beveridge Street, Christchurch Central, Christchurch

Property Insured:

Buildings	\$	5,412,800	<i>Basis of Cover</i> R
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Basis of Cover

R = Reinstatement

I = Indemnity

D = Declaration Conditions

Sum Insured Limitations:

Alterations, erection, installation of buildings and/or plant		
- contract value	\$	100,000
Curios or works of art - limit per item	\$	25,000
Capital additions and newly acquired property		
- any one situation	\$	100,000
- limit in total	\$	100,000
Property in transit - any one loss	\$	25,000
Money Section A - any one loss	\$	10,000
Money Section B - any one loss	\$	5,000
Refrigerated goods - any one loss	\$	5,000
Stolen keys - any one loss	\$	20,000
Stock - the amount subject to premium adjustment	\$	Included
Subsidence and landslip - any one loss	\$	500,000
Demolition and removal of debris - any one loss	\$	Included
Hazardous substance emergencies - any one event	\$	100,000

Landscaping \$ 10,000

Natural Disaster Cover Included: Yes

Excess:

Any cause not specified below \$ 500
 Portable electronic equipment (excluding burglary / theft losses) \$ 250
 Burglary \$ 1,000
 Theft \$ 1,000
 Subsidence and landslip \$ 10,000

Earthquake - 5% of the site value with a minimum of \$ 2,500

Natural Disaster:

The excess shown below for each region will apply to the aggregate of:

- all natural disaster damage claims under the Business Assets Policy and
- all natural disaster damage claims under the Business Interruption Policy arising from any one event at each common site

Region	Excess excluding pre 1935 building risks	Excess on pre 1935 building risks
The regions of Northland, Auckland, Waikato, Taranaki, Otago Southland and Tauranga City	2.5% of the Business Assets site sum insured	10% of the Business Assets site sum insured minimum \$10,000
The Wellington Region (including Kapiti Coast and Hutt Valley)	5% of the Business Assets site sum insured	10% of the Business Assets site sum insured minimum \$10,000
The rest of New Zealand	5% of the Business Assets site sum insured	10% of the Business Assets site sum insured, minimum \$10,000
The minimum site sum insured excess is \$2,500 or any different amount shown in the schedule		

Policy Notes:

Unit 1 - Owner occupied
 Unit 2 - Tenanted
 Unit 3 - Tenanted
 Unit 4 - Tenanted
 Unit 5 - Owner Occupied
 Unit 6 - Owner Occupied
 Unit 7 - Owner Occupied
 Unit 8 - Tenanted

Policy Endorsement – Mixed Usage Endorsement in Respect of Residential Units (Including 100% Residential) (Including Methamphetamine Contamination) – NZ7152/2 11/22

Your Aon CPF Business Assets Policy is amended as follows:

THE FOLLOWING AUTOMATIC EXTENSIONS ARE ADDED:

1. Hidden Gradual Damage

If the property insured is a **residential unit**, then this policy is extended to cover:

- (a) **hidden gradual damage** to the **residential unit** and/or **landlord's contents** that happens and that the **insured** discovers during the **period of insurance**, and
- (b) any other part of the **buildings** that is not directly affected but must be removed, damaged or destroyed to locate the cause of the **hidden gradual damage**, provided that the **insurer** has first given their permission.

The most the **insurer** will pay during an **annual period** is:

- (i) \$3,000 for each **residential unit**, and
- (ii) \$30,000 for all **residential units**.

2. Landlords Fixtures and Fittings

If the property insured is a **residential unit**, and leased to a **tenant**, then this policy is extended to cover sudden **accidental loss** to **landlord's contents** at the **residential unit**, during the **period of insurance**.

The **insurer**, at its option, will pay the **insured**:

- (a) the **present value** of the **loss**, or
- (b) the **insurer's** estimate of reasonable costs to repair the item as nearly as possible to the same condition it was in immediately before the **loss** occurred.

The most the **insurer** will pay for any **event** is \$10,000 for **landlord's contents** in each **residential unit** unless a higher amount is specified in the **schedule**, up to a maximum of \$500,000 in total for all **events** during the **annual period**.

The **insurer** will pay these costs in addition to the maximum amount stated in the schedule in respect of buildings.

3. Loss of Rent

If the property insured is a **residential unit**, and it is rented to a **tenant**, then this policy is extended to cover the reasonable amount of rent lost if the **residential unit** cannot be lived in due to **loss** or **contamination damage** that occurs during the **period of insurance** and that:

1. is covered by this policy or
2. would have been covered by this policy but is covered by the **EQC Act** instead.

Cover under this extension ends on the earlier of the date on which the **insurer**:

- (a) settles the **insured's** claim for **loss** or **contamination damage**, or
- (b) has paid the **insured** 12 months' loss of rent.

Where the **insurer** has settled the **insured's** claim for **loss** or **contamination damage** by payment of their estimate of the cost that would be incurred to repair or **remediate**, the **insurer** will cover the amount of rent lost for the reasonable estimated period that it would take to repair or **remediate** that part of the **residential unit** that suffered the **loss** or **contamination damage**.

The most the **insurer** will pay under this Extension is \$25,000 for each **residential unit** shown in the **schedule** as covered by this policy per **event** or **contamination claim**.

If the **insured** has loss of rent cover with the **insurer** under any other policy, then the most the **insurer** will pay, for each **residential unit**, under all policies for any **event** or **contamination claim** is the highest applicable limit.

The **insurer** will pay these costs in addition to the maximum amount stated in the schedule in respect of buildings.

4. Alternative Accommodation

If the property insured is a **residential unit** this policy is extended to cover:

- (a) the reasonable additional cost of temporary alternative accommodation (of similar standard to the **residential unit**) for the **individual proprietor** and any family member who permanently

- resides with the **individual proprietor**; and
- (b) boarding out of domestic cat or dog, which is normally kept at the **residential unit**, if the **residential unit** can no longer be lived in due to **loss** or **contamination damage** that:
1. is covered by this policy, or
 2. would have been covered but is covered by the **EQC Act** instead.

Cover under this Extension ends on the earlier of the date on which the **insurer**:

- (a) settles the **insured's** claim for **loss** or **contamination damage**, or
- (b) has paid the **insured** 12 months' alternative accommodation costs.

Where the **insurer** has settled the **insured's** claim for **loss** or **contamination damage** by payment of their estimate of the cost that would be incurred to repair or **remediate**, the **insurer** will cover the cost of temporary alternative accommodation for the reasonable estimated period that it would take to repair or **remediate** the part of the **residential unit** that suffered the **loss** or **contamination damage**. The most the **insurer** will pay under this Extension is \$25,000 for each **residential unit** shown in the **schedule** as covered by this policy per **event** or **contamination claim**.

If the **insured** has alternative accommodation cover with the **insurer** under any other policy, then the most the **insurer** will pay, for each **residential unit**, under all policies for any **event** or **contamination claim** is the highest applicable limit.

The **insurer** will pay these costs in addition to the maximum amount stated in the schedule in respect of buildings.

5. Stress Payment

If the property insured is a **residential unit**, then this policy is extended as follows:

When the **insurer** settles a claim for a **residential unit** as a total loss, the **insurer** will also pay the **residential unit's individual proprietor** as follows for the stress caused by the **loss**:

- (a) \$2,000 per **residential unit**, and up to a maximum of
- (b) \$50,000 in total for all **residential units** for any **event**.

Where the \$50,000 limit occurs, the payment per **residential unit** will be apportioned evenly between affected **individual proprietors**. The **insurer** will pay these costs in addition to the maximum amount stated in the schedule in respect of buildings.

6. Methamphetamine Contamination

This policy is extended to cover **contamination damage** to the:

- (a) **residential unit**, and
- (b) **landlord's contents** in the **residential unit**, and
- (c) common areas, and
- (d) common property,

in the **building** shown in the **schedule**, that first occurs and that the **insured** discovers during the **period of insurance**, subject to the following:

Where Insured occupies the unit:

- (i) Where a **residential unit** is occupied by its **individual proprietor**, there is no cover for any **contamination damage** that is caused by or in connection with the **individual proprietor**, or their family. For the purposes of this exclusion, **insured** includes any trustee or beneficiary of the trust if the **residential unit** is owned by the trust, or any director or shareholder of the company if the **residential unit** is owned by the company.

Where the unit is tenanted for 90 days or more:

- (ii) Where a **residential unit** is rented to a tenant for a period of more than 90 days, there is no cover unless the **insured**, or the person who manages the tenancy on the **insured's** behalf, has fully met the **landlord's obligations**.

Where the unit, or any part of the unit is let, rented or occupied for less than 90 consecutive days:

- (iii) Where a **residential unit** or any part of it is let, rented or occupied for less than 90 consecutive days by the same person/s, there is no cover unless the **contamination damage** was caused by sudden and **accidental loss** caused in connection with the manufacture, distribution or storage (but only where the storage is in connection with supply or distribution) of **methamphetamine**. There is no cover for **contamination damage** that is caused by or in connection with the consumption of **methamphetamine**.

Where there is Pre-existing contamination damage, prior to the current period of insurance:

- (iv) There is no cover for any **contamination damage** where any contamination existed or occurred prior to the current **period of insurance** unless the pre-existing contamination was disclosed to the **insurer** and accepted by them in writing.

For the purposes of this extension:

- (a) Common areas mean internal areas in common parts of the **building**, including lobbies, stair wells and shared vehicle storage areas.
- (b) Common property means chattels, fixtures and fittings contained within the common area(s).

What we will pay

1. Where there is cover under this Extension, the **insurer** will:
 - (a) reimburse the **insured** for the reasonable costs the **insured** incurs during the **period of insurance** for testing provided:
 - (i) the testing is carried out in accordance with New Zealand Standard NZS 8510 or by an operator approved by the **insurer**, and
 - (ii) the testing confirms **contamination damage** to the **residential unit** or common areas, and
 - (b) pay to **remediate** the part that suffered the **contamination damage** subject to the following provisions below.
2. The **insurer** may choose to:
 - (i) pay the reasonable cost to **remediate** the part that suffered the **contamination damage**, or
 - (ii) pay the **insured** their estimate of the reasonable cost that would be incurred to **remediate** the part that suffered the **contamination damage**.
3. The most the **insurer** will pay under this Extension is:
 - (a) \$30,000 for each **residential unit**, including **landlord's contents** in the **residential unit**, for each **contamination claim**, and
 - (b) \$30,000 in total for all common property and common areas, for each **contamination claim**, and
 - (c) \$250,000 in total for all **contamination claims** during the **annual period**, and
 - (d) where there is both this Methamphetamine Contamination Extension and the Aon CPF Unlawful Substances Extension then the **insured** may only claim under one extension or the other, not both.

Excess

For each **contamination claim** under this Extension an **excess** of \$2,500 applies per **residential unit** and for all common property and common areas.

However, if there is a higher policy **excess** shown on the **schedule**, then the higher excess as shown on the **schedule** applies per **residential unit** and for all common property and common areas.

THE FOLLOWING CLAUSES ARE ADDED TO OPTIONAL EXTENSIONS B: NATURAL DISASTER COVER:

Natural Disaster Damage Excess**Excess offset against EQC claims payment – residential and mixed use buildings**

Where the Natural Disaster Damage Excess clause contained in the Material Damage and Business Interruption Policy Endorsement applies to any part of the **buildings** that are 'residential buildings'

covered under the **EQC Act**, the excess applicable under that clause will be offset by the amount actually paid by the Earthquake Commission to the **insured** for the same **natural disaster damage** to that part of the **buildings** from the same **event**. In all cases, the minimum **site sum insured** excess of \$2,500 or any different amount shown in the **schedule** will apply.

Alternative Accommodation and/or Loss of Rent

The **natural disaster damage** excess will not apply to cover provided by the Alternative Accommodation and Loss of Rent Extensions where the entitlement to cover under those Extensions arises from **natural disaster damage**.

THE FOLLOWING EXCLUSION IS ADDED:

Q. Unlawful Substances Exclusion

There is no cover for loss, damage, cost, expense, prosecution or liability in connection with the presence in any **residential unit** or at the **building**, of any 'controlled drug' as defined in the Misuse of Drugs Act 1975.

This exclusion does not apply to:

1. cover under the 'Methamphetamine contamination', 'Alternative accommodation' or – 'Loss of rent' Extensions, or
2. **loss** caused by **accidental** spread of fire or explosion.

THE FOLLOWING CLAUSE IN THE GENERAL CONDITIONS SECTION IS DELETED AND REPLACED:

1. Cancellation

By the Insurer

The **insurer** may cancel this policy by giving notice, in writing or by electronic means, to the **insured**, or the insured's broker, and every mortgagee of which the **insurer** has notice, at their last known address. Cancellation will take effect at 4.00pm, on the 30th day after the date of the **insurer's** notice. The **insurer** will refund any premium that is due based on the unused portion of the **period of insurance**.

THE DEFINITIONS SECTIONS IS AMENDED AS FOLLOWS:

The definition of **building** is amended by adding the following:

For the purposes of any **residential unit**, the definition of **building** is amended to include:

- (f) fitted floor coverings (including glued, smooth edge or tacked carpet and floating floors)

The following new definitions are added:

annual period

the **period of insurance** stated in the Schedule. However, if your premium is paid by instalments other than annual payments, the **annual period** is any one 12-month period calculated from the date this policy first started, and consecutively after that.

contamination damage

loss caused by **methamphetamine** contamination that exceeds the **contamination level**.

contamination level

the relevant guideline value for indoor surface contamination as set out in the most recent version of the New Zealand Standard NZS 8510.

contamination claim

contamination damage arising out of or attributable to an **event** or multiple **events** regardless of the number of acts, persons, tenancies, occupancies or incidents involved.

EQC Act

Earthquake Commission Act 1993 and any Act in substitution of that Act.

hidden gradual damage

hidden rot, hidden mildew or hidden gradual deterioration, caused by water that leaks, overflows or is

discharged from any internal:

- (a) tank that is plumbed into the water reticulation system of the **residential unit** and is permanently used to store water, or
 - (b) water pipe, or
 - (c) waste disposal pipe,
- installed at the **residential unit**.

individual proprietor

the person or persons registered as the proprietors of a **residential unit**.

insurer

NZI, a business division of IAG New Zealand Limited

landlord's contents

any:

- (a) fixture or fitting including drapes and light fittings, and
 - (b) household goods such as washing machines, dryers, refrigerators, freezers, dishwashers and heaters, and
 - (c) loose floor coverings including mats, rugs or runners, and
 - (d) domestic garden appliances (including their parts and accessories),
- that are owned or hired by the **insured** (provided that the **insured** is legally liable under the hire agreement), and are provided to a **tenant** as chattels under a lease agreement.

It does not include any:

- personal effects, or
- livestock, domestic pet or other creature, or
- fitted floor coverings (including glued, smooth edged or tacked carpet and floating floors), or
- watercraft or outboard motor and their parts or accessories that are in them or attached to them, or
- motor vehicle, motor cycle, motor scooter, trailer or caravan and their parts or accessories that are in them or attached to them, or
- aircraft or other aerial device and their parts or accessories that are in them or attached to them.

landlord's obligations

If a **residential unit** is **tenanted**, the **insured**, or the person who manages the tenancy on the **insured's** behalf, must:

1. exercise reasonable care in the selection of **tenant(s)** by at least obtaining satisfactory identification and written or verbal references for each adult **tenant** and when a reasonable landlord would consider it appropriate also check their credit and Tenancy Tribunal history, and
2. inspect vacant **building(s)** or **residential units** on a monthly basis, and
3. keep written records of the pre-tenancy checks conducted for each adult **tenant**, and provide to the **insurer** with a copy of these if requested, and
4. complete an internal and external inspection of the **residential unit** at a minimum of 3-monthly intervals and upon every change of **tenants**, and
5. keep photographs and a written record of the outcome of each inspection, and provide to the **insurer** a copy of these if requested, and
6. make application to the Tenancy Tribunal for vacant possession in accordance with the provisions of the Residential Tenancies Act 1986, if:
 - (a) the **insured** becomes aware of any illegal activity by the occupant(s) at the **residential unit**, or
 - (b) intentional damage to the **residential unit** is caused by one of its occupant(s).

methamphetamine

the Class A controlled drug Methamphetamine or Class B controlled drug Amphetamine as defined by the Misuse of Drugs Act 1975 or any precursor chemicals or by-products for either.

period of insurance

the period of insurance stated in the Schedule.

present value

the estimated reasonable cost to replace the item with an item in New Zealand that is of equivalent age, quality and capability, and is in the same general condition.

remediate

to reduce the level of **methamphetamine** contamination to below the **contamination level**. *This means that the insurer will not pay to remove all traces of methamphetamine contamination and will not restore the building to its condition when it was new.*

residential unit

each self-contained part of the **buildings** designated for separate residential occupancy.

tenant

The person or persons renting the **unit** from the **individual proprietor** or the **insured** under a rental agreement.

For the purposes of this Mixed Usage Endorsement, the definition of you is deleted and replaced as follows:

insured

The persons or entity named in the **schedule** as 'Insured' and includes any individual proprietor.

Communicable Disease Exclusion-Material Damage and Business Interruption NZ7195/2 01/21

YOUR MATERIAL DAMAGE/BUSINESS ASSETS AND BUSINESS INTERRUPTION POLICY IS AMENDED AS FOLLOWS:

Notwithstanding any provisions to the contrary in this policy or any other endorsement thereto:

This policy does not cover any loss, damage, liability claim, cost or expense directly or indirectly caused by, contributed to by, resulting from, arising out of or in connection with any:

1. Communicable Disease;
2. notifiable organism or disease under the Biosecurity Act 1993;
3. fear or threat (actual or perceived) or action taken to control or prevent or suppress any of the diseases, conditions or circumstances described in this exclusion.

Subject to the other terms, conditions and exclusions of this policy, this exclusion will not apply to physical damage to property insured or any Time Element Loss directly resulting therefrom where such physical damage is directly caused by or arising from any of the following perils:

fire, lightening, explosion, aircraft or vehicle impact, falling objects, windstorm, rainstorm, hail, tornado, hurricane, landslip, earthquake, seismic and/or volcanic activity, tsunami, flood, freeze, weight of snow or ice, avalanche, meteor/asteroid impact, riot, riot attending a strike, civil commotion, vandalism, malicious mischief.

Definitions

Communicable Disease means any disease which can be transmitted by means of any substance or agent from any organism to another organism where:

- (a) the substance or agent includes, but is not limited to, a virus, bacterium, parasite or other organism or any variation thereof, whether deemed living or not, and
- (b) the method of transmission, whether direct or indirect, includes, but is not limited to, airborne transmission, bodily fluid transmission, transmission from or to any surface or object, solid, liquid

- or gas or between organisms and
- (c) the disease, substance or agent can cause or threaten damage to human health or human welfare or can cause or threaten damage to, deterioration of, loss of value of, marketability of or loss of use of property.

Time Element Loss means business interruption, contingent business interruption or other consequential losses covered by the policy.

Cyber Exclusion-Material Damage and Business Interruption NZ7194/2 01/21

YOUR MATERIAL DAMAGE/BUSINESS ASSETS AND BUSINESS INTERRUPTION POLICY IS AMENDED AS FOLLOWS:

Notwithstanding any provisions to the contrary in this policy or any other endorsement thereto:

This policy does not cover any loss, damage, liability claim, cost or expense directly or indirectly caused by, contributed to by, resulting from, arising out of or in connection with any:

1. Cyber Act or Cyber Incident, including any action taken in controlling, preventing, suppressing or remediating any Cyber Act or Cyber Incident; or
2. loss of use, reduction in functionality, repair, replacement, restoration or reproduction of any Data, including any amount relating to the value of such Data.

Subject to the other terms, conditions and exclusions of this policy, exclusion (1.) shall not apply to physical loss or physical damage to insured property or any Time Element Loss directly resulting therefrom where such physical loss or damage is directly caused by any of the following:

- (a) theft or forcible entry;
- (b) storm, windstorm, hail, tornado, cyclone, hurricane
- (c) fire, lightning or explosion;
- (d) earthquake, volcano activity or tsunami
- (e) flood, freeze, or weight of snow;
- (f) aircraft impact or vehicle impact of falling objects;
- (g) water damage;
- (h) loss of or damage to refrigerated goods due to a change in temperature.

Provided that there is no cover where such loss, damage or Time Element Loss is directly or indirectly caused by contributed to by, resulting from or arising out of or in connection with a Cyber Act.

Definitions

Cyber Act means an unauthorised, malicious or criminal act or series of related unauthorised, malicious or criminal acts, or the threat or hoax thereof involving access to, processing of, use of or operation of any Computer System.

Cyber Incident means:

- (a) any error or omission or series of related errors or omissions involving access to, processing of, use of or operation of any Computer System; or
- (b) any partial or total unavailability or failure or series of related partial or total unavailability or failures to access, process, use or operate any Computer System.

Computer System means any computer, hardware, software, communications system, electronic device (including, but not limited to, smart phone, laptop, tablet, wearable device), server, cloud or microcontroller and including any similar system or configuration of the aforementioned and including any associated input, output, data storage device, networking equipment or back up facility.

Data means information, facts, concepts, code or any other information of any kind that is recorded or transmitted in a form to be used, accessed, processed, transmitted or stored by a Computer System.

Time Element Loss means business interruption, contingent business interruption or other consequential losses covered by the policy.

NZI Sanctions Exclusion NZ7428/1 07/23

Your Policy is amended as follows:

This Sanctions exclusion applies despite anything to the contrary in the policy or any endorsement.

This policy is deemed not to provide any cover, and no payment will be made or benefit provided, to the extent that the provision of such cover, payment, or benefit may breach or risk exposure to any:

1. sanction, prohibition or restriction under United Nations resolutions; or
2. trade or economic sanction, law or regulation of New Zealand, Australia, the United Kingdom, the United States of America or the European Union.

Any equivalent clause applying to the policy is superseded by the Sanctions exclusion above. An equivalent clause may exclude, restrict, or deny cover, payments, services and/or benefits due to any sanction, prohibition, penalty, or restriction of any United Nations resolution, or the trade or economic sanctions, laws, or regulations of any country, and/or the European Union.

Public Liability

Insured:

Body Corporate 67724

Limit of Indemnity/Sum Insured:

Public and Products Liability	\$	5,000,000
Exemplary Damages	\$	2,000,000
Care, Custody or Control	\$	500,000
Service / Repair – Vehicle and Watercraft	\$	500,000

Excess:

Excess (Section 2, 2.1) each and every occurrence	\$	500
Care, Custody or Control	\$	1,000
Service / Repair – Vehicle and Watercraft	\$	1,000
Removal of Support	\$	2,500

Policy Wording:

Aon CPF Broadform Liability NZ2147/10 10/19

Policy Endorsement – Communicable Disease CPF B0318 202 10/22

Your Broadform Liability Policy is amended as follows:

You are not insured for any actual or alleged loss, liability, claim, cost or expense:

- (a) caused by or attributable to a communicable disease, or
- (b) directly or indirectly attributable to or in connection with any orders, actions or measures of a public authority (including any act, error, or omission by any person in connection with any such order, action or measure) to control, prevent, respond to, or suppress any diseases, conditions or circumstances described in this exclusion.

Communicable disease means any:

- (a) disease stated to be a quarantinable disease under the Health Act 1956 or in respect of which a state of emergency has been declared under the Civil Defence Emergency Management Act 2002; or
- (b) outbreak of disease declared as a pandemic or epidemic by the World Health Organisation or the New Zealand government or any New Zealand government agency or lawful authority;
- (c) disease declared by the World Health Organisation to be a Public Health Emergency of International Concern (PHEIC).

References in this exclusion to legislation and legislative and official terms include any amended, replacement, re-enacted, successor, equivalent, substituted, corresponding, or similar legislation (including any secondary legislation made under such legislation) and legislative and official terms.

Policy Endorsement – Cyber Exclusion CPF B0318 198 10/22

Your Broadform Liability Policy is amended as follows:

You are not insured for any actual or alleged loss, liability, claim, cost or expense, directly or indirectly contributed to by, resulting from, arising out of, or in connection with:

- (a) a **cyber act** including any action taken in controlling, preventing, suppressing, remediating, or

- responding to a **cyber act**; or
- (b) a **cyber incident** including any action taken in controlling, preventing, suppressing, remediating, or responding to a **cyber incident**; or
- (c) a **loss of data** resulting from a **cyber act** or a **cyber incident**.

This exclusion does not apply in respect of liability arising out of:

- (I) **damage** (for clarity, **damage** does not include **loss of data**), or
- (II) **injury** except that **injury** does not include shock, fright, mental anguish or mental injury.

Definitions

cyber act means an unauthorised, malicious, or criminal act or series of related unauthorised, malicious or criminal acts, regardless of time and place, or the threat or hoax thereof involving access to, processing of, use of or operation of any **computer system**.

cyber incident means:

- (a) any error or omission or series of related errors or omissions in creating, amending, entering, deleting or using any data; or
- (b) any partial or total unavailability or failure or series of related partial or total unavailability or failures to access or process data.

loss of data means any loss of use, reduction in functionality, repair, replacement, restoration, reproduction, loss, or theft of any **data**, including any amount pertaining to the value of such **data**.

data means information, facts, concepts, code or any other information of any kind that is recorded or transmitted in electronic or digital form to be used, accessed, processed, transmitted or stored by a **computer system**.

computer system means any computer, hardware, software, communications system, electronic device (including, but not limited to, smart phone, laptop, tablet, wearable device), server, cloud or microcontroller and including any similar system or any configuration of the aforementioned and including any associated input, output, data storage device, networking equipment or back up facility, whether owned or operated by **you** or any other party.

damage, **injury** and **you** have the same meanings as those provided in the policy.

NZI Sanctions Exclusion NZ7428/1 07/23

Your Policy is amended as follows:

This Sanctions exclusion applies despite anything to the contrary in the policy or any endorsement.

This policy is deemed not to provide any cover, and no payment will be made or benefit provided, to the extent that the provision of such cover, payment, or benefit may breach or risk exposure to any:

1. sanction, prohibition or restriction under United Nations resolutions; or
2. trade or economic sanction, law or regulation of New Zealand, Australia, the United Kingdom, the United States of America or the European Union.

Any equivalent clause applying to the policy is superseded by the Sanctions exclusion above. An equivalent clause may exclude, restrict, or deny cover, payments, services and/or benefits due to any sanction, prohibition, penalty, or restriction of any United Nations resolution, or the trade or economic sanctions, laws, or regulations of any country, and/or the European Union.

Policy Notes:

NZ6077-3 AON CPF Body Corporate Optional Endorsement 07-20

Statutory Liability

Insured:

Body Corporate 67724

Limit of Liability/Sum Insured:

Statutory Liability	\$	500,000
Defence Costs	\$	500,000

Excess:

Applicable to each event under the policy insuring clause	\$	500
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Policy Endorsement – Communicable Disease Exclusion CPF 50318 044 10/22

Your Statutory Liability policy is amended as follows:

You are not insured for any actual or alleged claim, liability, or cost or expense, or investigation, inquiry, prosecution, proceeding, complaint, fine, statutory damages, or reparation:

- (a) caused by or attributable to a **communicable disease**, or
- (b) directly or indirectly attributable to or in connection with any orders, actions or measures of a public authority (including any act, error, or omission by any person in connection with any such order, action or measure) to control, prevent, respond to, or suppress any diseases, conditions or circumstances described in this exclusion.

Communicable disease means any:

- (a) disease stated to be a quarantinable disease under the Health Act 1956 or in respect of which a state of emergency has been declared under the Civil Defence Emergency Management Act 2002; or
- (b) outbreak of disease declared as a pandemic or epidemic by the World Health Organisation or the New Zealand government or any New Zealand government agency or lawful authority; or
- (c) disease declared by the World Health Organisation to be a Public Health Emergency of International Concern (PHEIC).

References in this exclusion to legislation and legislative and official terms include any amended, replacement, re-enacted, successor, equivalent, substituted, corresponding, or similar legislation (including any secondary legislation made under such legislation) and legislative and official terms.

Policy Endorsement – Statutory Damages Exclusion CPF 50318 043 10/22

Your Statutory Liability policy is amended as follows:

1. The following are deleted from the policy:
 - (a) Section 2.2(2); and
 - (b) The words "**statutory damages**" in Section 4.4, Section 5.1, and Section 5.2.
2. Section 3.6(a) is deleted and replaced by:
 - (a) the investigation arises out of an **event**, or potential **event**, in New Zealand in connection with the **business**, and
3. Section 3.8 is deleted and replaced by the following:

3.8 Reparations

You are insured for **your** legal liability to pay **reparations** that **you** become liable to pay arising out of **your** act or omission in New Zealand in connection with the **business**.
Exclusion 4.16 – 'Punitive or exemplary damages' does not apply to claims under this Automatic extension.

4. A new exclusion applies as follows:

4.22 Statutory Damages

You are not insured for any **statutory damages**.

NZI Sanctions Exclusion NZ7428/1 07/23

Your Policy is amended as follows:

This Sanctions exclusion applies despite anything to the contrary in the policy or any endorsement.

This policy is deemed not to provide any cover, and no payment will be made or benefit provided, to the extent that the provision of such cover, payment, or benefit may breach or risk exposure to any:

1. sanction, prohibition or restriction under United Nations resolutions; or
2. trade or economic sanction, law or regulation of New Zealand, Australia, the United Kingdom, the United States of America or the European Union.

Any equivalent clause applying to the policy is superseded by the Sanctions exclusion above. An equivalent clause may exclude, restrict, or deny cover, payments, services and/or benefits due to any sanction, prohibition, penalty, or restriction of any United Nations resolution, or the trade or economic sanctions, laws, or regulations of any country, and/or the European Union.

Client: Body Corporate 67724

Our Reference: AON CHC 0F5VD 4173730 018

Class: CPF Commercial

Period of Insurance: 10/03/2025 to 10/03/2026

Invoice Date: 07/03/2025

Insurer:	NZI a division of IAG NZ Ltd	Proportion:	51.0%
Rating Agent:	Standard & Poors	Rating:	AA
Insurer:	Vero Insurance (NZ) Ltd	Proportion:	49.0%
Rating Agent:	Standard & Poors	Rating:	AA-

NZI is a business division of IAG New Zealand Limited (IAG).
IAG has received the above financial strength rating from Standard and Poor's (Australia) Pty Ltd,
an approved rating agency

INSURER FINANCIAL STRENGTH RATINGS (In Summary Form)			
Standard & Poors(www.standardandpoors.com)		A.M. Best (www.ambest.com)	
AAA	Extremely strong	A+	Superior
AA	Very Strong	A	Excellent
A	Strong	B+	Good
BBB	Good	B	Fair
BB	Marginal	C+	Marginal
B	Weak	C	Weak
CCC	Very Weak	D	Poor
CC	Extremely Weak	E	Under regulatory supervision
SD	Selective default	F	In liquidation
D	Default		

Plus (+) or minus (-): these ratings may be modified by the addition of a plus or minus sign to show relative standing within major rating categories.
A full description of the rating scale is available at the individual company websites noted above.

As members of the Insurance Council of NZ, your insurers are committed to complying with the Fair Insurance Code.
A copy of the Code can be found as www.icnz.org.nz

In respect of Lawsafe, the proportions are NZI 50% and Vero Insurance (NZ) Ltd 50%

In respect of Cyber, the proportion is NZI 100%



Note: There is currently no prescribed form for long term maintenance plans. This template has been created by the Ministry of Business, Innovation and Employment as an example of how to provide the information required for a long term maintenance plan in Regulation 30 of the Unit Titles Regulations 2011. It also provides for some recommended additional information beyond the requirements of Regulation 30. The specific wording and lay out used in this template are not requirements of the Unit Titles regulations 2011.

Long Term Maintenance Plan for Body Corporate

Section 116 of the Unit Titles Act 2010 and Section 30 of the Unit Titles Regulations 2011

Prepared by: Stephanie Reid (Body Corporate Manager) 26 February 2024

Physical Address: 27 Conference – 27-28 Beveridge Street
Unit Title Plan Number: 67724

Date accepted by Resolution of the Body Corporate: 14 March 2024

1. This plan is for the period starting 1 February 2024 and is to run for 10 years.
2. This plan covers the common property, building elements and infrastructure of the unit title development. It also covers the following additional items the Body Corporate has, by ordinary resolution, resolved to include in the plan [if any]:
3. The body corporate has decided by ordinary resolution not to maintain the following items during the lifetime of this plan:
4. The estimated age and life expectancy of each item and the cost of maintenance and replacement for each item are shown in the table below.
5. The body corporate has a long-term maintenance fund.
6. The body corporate at the AGM resolved to maintain the long-term maintenance fund each year for the amount[s] stated:
7. The body corporate acknowledges this plan can be reviewed as frequently as it considers necessary. The body corporate must carry out a review at least once every 3 years. The plan must cover a period of at least 10 years from the date of this plan or its last review.
8. The body corporate will review this plan yearly. The next review of this plan is at the AGM in March 2025, being no more than 3 years from the last review.



Table: Projections for maintenance

Item	Year	Total area (m2)	2024 (\$/m2)	Total (\$)	Age as at 2024	Life span (years)	Plan to maintain
Driveway							Not in the next 10 years
External Walls Paint							Not in the next 10 years
Boundary Fencing							Not in the next 10 years

Building wash & gutter clean carried out yearly, no other common maintenance required. \$3,000 allocated in budget.

Notes for figures in table above:

- All figures and times for repairs are estimates only.
- Inflation projection has not been applied.
- Interest rate projection has not been applied.
- Number of units: 4

Prepared by: Stephanie Reid (Body Corporate Manager) 26 February 2024

Last updated: