Crockers
PEOPLE & PROPERTY

**Body Corporate 591714**
**1-5 Dishys Road & 3-7 Newelm Lane Flat Bush, Auckland Auckland**

**Notice is hereby given that the Annual General Meeting of the Body Corporate will be held at Old Flat Bush School Hall and by way of a virtual site using Microsoft Teams on Wednesday 21 May 2025 at 6:00pm.**

**Agenda:**

1. **Election of Meeting Chairperson**
   By ordinary resolution **That** Vanessa Stone be elected Chairperson for the meeting.

2. **Apologies, Proxies and Postal Votes**
   By ordinary resolution **That** the apologies, proxies and postal votes be received.

3. **Confirm Minutes of previous General Meeting**
   By ordinary resolution **That** the minutes of the meeting held on 12 September 2024 be accepted as a true and correct record of that meeting.

4. **Confirm the Financial Statements**
   By ordinary resolution **That** the financial statements for the financial period ending 25 February 2025, as attached to the agenda, be accepted.

5. **Audit**
   By special resolution **That** in accordance with the provisions of Section 132(8) of the Unit Titles Act 2010 the financial statements of the Body Corporate for the forth coming year are not audited or reviewed.

6. **Building Manager Presentation**

7. **Insurance**
   By ordinary resolution **That** cover be placed with Orion Insurance via Gallagher Insurance NZ (managing broker), for the coming 12 months at a premium of $84,439.33 inclusive of GST. The Body Corporate undertakes to advise the Manager or Gallagher Insurance NZ should the occupancy of the unit change (including a unit becoming vacant) during the year.

8. **Insurance**
   By ordinary resolution **That** cover be placed with NZI via Gallagher Insurance NZ (managing broker), for the coming 12 months at a premium of $97,560.88 inclusive of GST. The Body Corporate undertakes to advise Crockers or Gallagher Insurance NZ should the occupancy of the unit change (including a unit becoming vacant) during the year.

**9. Annual Review and Update of Health and Safety Report and Hazard Register**

The Body Corporate has completed the Health & Safety Report and Hazard Register for the complex, which is held and available at any time on MyCommunity. The Body Corporate Committee will review the health and safety report, prioritise actions and update the Hazard Register accordingly. In addition, health and safety will be placed on the agenda for every meeting.

**Committee Note:** We encourage all owners to take the time to ensure they have reviewed the Body Corporate Hazard Register and advise any relevant parties of these hazards (e.g. guests, property managers, visitors or tenants) where necessary. We also remind everyone that as this is a living document, the Committee will continue to update it as required. It is the responsibility of everyone, including owners, tenants, visitors or contractors to be aware and assess the safety of the environment and report any concerns immediately to the Committee.

By ordinary resolution **That** the Body Corporate authorises the Committee to continually review, action as necessary and update the Hazard Register for the complex, based on risks identified and notified by any owner, resident or visitor, to ensure a safe environment for all.

**10. Common Maintenance**

Discussion about any common maintenance requirements for the coming year.

**11. Confirm Budget**

By ordinary resolution **That**:

i. The budget is fixed at $307,153.45 including GST in accordance with the provision of Section 121 of the Unit Titles Act 2010. The budget shall be raised by Utility Interest in one (1) instalment due for payment by the 18 June 2025.
ii. Pursuant to the provisions of Regulation 17 of the Unit Titles Regulations 2011, the Body Corporate gives its approval for the Committee to enter into all necessary obligations on commercial terms that will give effect to any expenditures provided for in the budget.

**12. Levy Collection Procedure**

By ordinary resolution **That**:

i. Pursuant to s128 (2) of the Unit Titles Act 2010 interest of 10% per annum will accrue and will be charged on any debt unpaid after the due date until the date of payment.
ii. Crockers is authorised and instructed to recover unpaid levies or other unpaid debts owed by a unit owner, together with interest and reasonable costs of collection, using the Crockers collection procedures, (as posted at www.crockers.co.nz/body-corporate/levies-collection-payment) where the debt has been outstanding for more than 14 days.
iii. The Body Corporate instructs Crockers, or solicitors of its choice, to make an application to the appropriate decision maker to recover any unpaid debt owed by a unit owner, where need be.

**13. Election of Chairperson of the Body Corporate**

By ordinary resolution **That** Wesley Taefu be appointed Chairperson of the Body Corporate.

**Manager's Note:** In accordance with section 112A(1) Unit Titles Act 2010 (UTA), the appointed Body Corporate Chairperson is automatically a Committee member. Also, they are automatically the Committee Chair, unless the Body Corporate passes an ordinary resolution under section 112A(2) UTA that they are not the Committee Chair and the Committee shall appoint its own Chair (from the rest of the Committee members) under Regulation 26(1).

**14. Committee Number & Quorum**

By ordinary resolution **That** the Committee is to comprise of two [2] elected members and the total number of members required to constitute a quorum is no fewer than two [2] members.

## 15. Election of Committee Members

By ordinary resolution **That** together with the appointed Body Corporate Chairperson (if any), the following members be declared elected to the committee in accordance with the provisions of Section 112 of the Unit Titles Act 2010 and Regulations 22 & 24 in the Unit Titles Regulations 2011 for the forthcoming year:

| | |
|---|---|
| Unit 104-5 Dishys Rd | Wesley Taefu |
| Unit G01-1 Dishys Rd | Yoke Thong Lo (Tom) |

**Manager's Note:** If a Chairperson of the Body Corporate has been appointed, that person is automatically granted one of the Committee positions. If the successfully elected Body Corporate Chairperson is named as a Committee nominee above, their name will be removed at the meeting to reflect that they are automatically granted a place on the Committee. All appointed Committee members must comply with the Committee Code of Conduct and the Committee Conflict of Interest regime in the UTA.

## 16. Delegation of Body Corporate Chairperson Duties

By special resolution **That** in accordance with the provisions of section 108(1) of the Unit Titles Act 2010 and regulation 11(2) of the Unit Titles Regulations 2011 the duties of the Body Corporate Chairperson as set out in regulation 11(1), sub-paragraphs (a) to (m) included in the Unit Titles Regulations are delegated to the Committee, effective until the next Annual General Meeting.

## 17. Delegation of Body Corporate Powers and Duties

By special resolution **That** in accordance with the provisions of section 108(1) of the Unit Titles Act 2010 all the powers and duties of the Body Corporate are delegated to the Body Corporate Committee, except for the powers and duties set out in section 108(2) of the Unit Titles Act 2010 with effect until the next Annual General Meeting. The Body Corporate Committee shall report on the delegation to the Body Corporate at the next Annual General Meeting.

## 18. Inland Revenue Tax Agent Authority

By ordinary resolution **That** the Body Corporate appoints Crockers (tax agent) to act on our behalf for all tax types for the coming year. Authority is given to obtain information from Inland Revenue and other financial institutions to enable our tax returns to be completed. This includes obtaining information via online services available on the Inland Revenue's website.  The Body Corporate recognises that Crockers role is to lodge their tax returns rather than provide individual tax advice relating to the specific handling of one-off amounts that may arise from time to time.  In this instance the Body Corporate will arrange their own independent tax advice as to how the return should be handled by Crockers.

## 19. General Business

**Notes:**

a. *Any person entitled to vote may in writing appoint a proxy to attend and vote in his or her place, or vote by postal vote. The proxy applies to this meeting and any adjournment thereof. If the text of a motion is materially altered at the meeting, then the postal vote will not be counted in the voting.*
b. *At a General Meeting of the Body Corporate, quorum will be met when the number of eligible voters comprise not less than the proportion indicated by the relevant legislation or governing document. To be an eligible voter, all levies due as at the date of the meeting must be paid in full. The owners name must be entered in the register of owners. Voters representing corporate owners or units owned by multiple parties must be properly appointed before the commencement of the meeting.*
c. *Please note that if you have any outstanding amounts on the date of the General Meeting, you will not be eligible to count towards quorum as per S95 of the UTA nor vote in any of the resolutions as per S96 of the UTA 2010*
d. *If a quorum is not reached, the meeting will be adjourned until the same time the following week.*

**Crockers Body Corporate Management Limited**

Per ______________________________ Date: 07/05/2025