

Opening Minutes of Body Corporate 591714
393 Ormiston Road, Flat Bush, Auckland

1. HEALTH AND SAFETY INSPECTION AND HAZARD REGISTER:

Resolved by ordinary resolution **That** the body corporate engages a suitable person or company to prepare a health and safety inspection and hazard register for the body corporate.

2. LONG-TERM MAINTENANCE PLAN:

Resolved by ordinary resolution **That** in accordance with the provisions in Section 116 of the Unit Titles Act 2010, the Body Corporate is directed to engage a suitable person or company for the purpose of obtaining a long-term maintenance plan to be considered for adoption at the next general meeting.

3. LONG-TERM MAINTENANCE FUND:

Resolved by special resolution **That** in accordance with the provisions in Section 117(1) in the Unit Titles Act 2010, the body corporate has decided not to fund the yearly amounts required under the Long Term Maintenance Plan for this financial year.

4. CONFIRM BUDGET:

Resolved by ordinary resolution **That:**

- i. The budget is fixed at \$195,881.70 including GST, in accordance with Section 121 of the Unit Titles Act 2010. The budget shall be raised by utility interest in one (1) instalment due for payment upon first settlement or before the end of the financial year.
- 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.

5. AUDIT:

Resolved by special resolution **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 first financial are not audited or reviewed.

6. ELECTION OF CHAIRPERSON OF THE BODY CORPORATE:

Resolved by ordinary resolution **That** Ormiston Garden LP be appointed chairperson of the body corporate. Ormiston Garden LP has nominated Frederick Chua to act as Chairperson on its behalf in accordance with clause 10(3) of the Unit Titles Regulations 2011.

7. ELECTION OF COMMITTEE OF THE BODY CORPORATE:

Resolved by special resolution **That** in accordance with section 112(2) of the Act, the Body Corporate will not form a body corporate committee

8. INLAND REVENUE TAX AGENT AUTHORITY:

Resolved by ordinary resolution **That** we give authority to Crockers Body Corporate Management Limited (our 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 authorises Liz Robertson to act as the Executive Office Holder with the Inland Revenue Department.

9. ADMINISTRATION:

Resolved by ordinary resolution **That** the body corporate contracts with Crockers Body Corporate Management Limited to perform the functionary tasks associated with the duties prescribed in Regulation 11(1) of the Unit Titles Regulations 2011 provided that the committee may from time to time revoke the performance of any task that it has contracted with Crockers to perform.

10. INSURANCE:

Resolved by ordinary resolution **That** cover be placed with Orion Insurance via Crombie Lockwood (managing broker), upon the first settlement and for the coming 12 months. 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.

11. ADDRESS FOR SERVICE

Resolved by ordinary resolution **That** the address for service of the Body Corporate be changed to Crockers Body Corporate Management Limited, 525 Manukau Road, Epsom, Auckland, Facsimile: 09 630 8176 and that notification of the change of address of the Body Corporate is notified to Land Information New Zealand pursuant to Regulation 18 of the Unit Title Regulations 2011 and is noted on the supplementary record sheet.

12. OTHER SERVICES:

Resolved by ordinary resolution **That** the Body Corporate resolves to enter into the following contracts for service:

- Automatic Fire Alarm Monitoring for the Fire Alarm Monitoring.
- Guardian Alarms for the Building Warrant of Fitness, emergency lighting maintenance, and fire protection systems.
- Rubbish Direct for waste management services.
- Smart Billing Solutions for the private water meters reading and billing services.
- Solutions in Engineering for preparing the Long-Term Maintenance Plan and Safety Report.
- Stanley Property Services is responsible for cleaning common areas and maintaining gardens and lawns.

The Body Corporate instructs Crockers to commence contracts from the commencement of the financial year for the Body Corporate or the date of the first settlement, whichever is earlier unless otherwise instructed.

Signed for and on behalf of Body Corporate 591714

By its sole registered owner
Ormiston Garden LP



Frederick Chua

Date: 2 Feb 2024