



MINUTES OF THE ANNUAL GENERAL MEETING

BODY CORPORATE 468788

1-87 Chiefs Court, Hamilton East Hamilton 3216

The Annual General Meeting of Body Corporate 468788 was held at apm offices, Spartik House, Level 2, 6-8 Edward Wayte Pl, Grafton, Auckland on Thursday, 21 November 2024 commencing at 05:00 PM.

Present:

Lot #	Unit #	Attendance	Owner Name Representative
10	83Chiefs	Yes	Bakmeedeniya, Anura & Shirani (Proxy: BC Chairperson)
11	81Chiefs	Yes	Jin, Ri
17	69Chiefs	Yes	Hayes, Stephen & Noemi (Postal Vote)
21	61Chiefs	Yes	Eduardo Majorel
28	47Chiefs	Yes	Emerald Residences Ltd, Shirley Pineda
32	12Chiefs	Yes	Fructus Opus Limited, Andrea Gregory
33	10Chiefs	Yes	Fructus Opus Limited, Andrea Gregory
35	41Chiefs	Yes	Wolfram, Irene (Postal Vote)
36	39Chiefs	Yes	Cerys Benjamin Limited, Martin Fryer (Proxy: Rean Khoo)
43	25Chiefs	Yes	Susan Cooper & Philip Jellyman
50	8Chiefs	Yes	Mushapayidzi, Sherpard & Sizani
52	4Chiefs	Yes	van Tiel, Tony & Jane (Postal Vote)
55	9Chiefs	Yes	L & P Smart Investments Ltd, Peishi Gao
56	7Chiefs	Yes	Gillingham Holdings Limited, Elizabeth Gillingham
59	1Chiefs	Yes	Datt, Varoon & Amrita

In attendance:

Rean Khoo, Body Corporate Manager, apm Property Management;
Leanne Bullock, Site Manager, Rental4U.

Minutes:

1 Appointment of Chairperson for Meeting

Resolved (by ordinary resolution): That Rean Khoo be elected Chairperson of the meeting.

MOVED: Sue Cooper

SECONDED: Sizani Mushapayidzi

MOTION CARRIED UNANIMOUSLY

2 Proxies and Voting Papers

Resolved (by ordinary resolution): That the proxies and voting forms be received.

Meeting notes:

Proxy voting forms received from:

Unit 39, in favour of Rean Khoo;

Unit 83, in favour of the BC Chairperson.

Postal voting forms received from:

Units 4, 42, and 69.

MOVED: Sue Cooper

SECONDED: Sizani Mushapayidzi

MOTION CARRIED UNANIMOUSLY

- 3 **Conflicts Register**
(Attached) - No motion.

- 4 **Confirm Minutes of Previous Annual General Meeting**
Resolved (by ordinary resolution): That the minutes of the last meeting, held 22/11/2023, be confirmed as a true and accurate record of that meeting.

MOVED: Sue Cooper
SECONDED: Sizani Mushapayidzi
MOTION CARRIED UNANIMOUSLY

- 5 **Committee Annual Report**
In accordance with the Unit Titles Regulations 2011, Regulations 28(1) and 28(3), a verbal annual Committee Report will be made at the meeting.

Resolved (by ordinary resolution): That the verbal annual Committee Report is received as tabled.

Meeting notes:

Nothing to report, everything going well, and Site Manager Leanne manages the maintenance of the site on behalf of the BC.

MOVED: Sue Cooper
SECONDED: Sizani Mushapayidzi
MOTION CARRIED UNANIMOUSLY

- 6 **Election of Chairperson of Body Corporate**
Resolved (by ordinary resolution): That one of the following nominees be elected as Chairperson of the Body Corporate in accordance with Regulation (10)1 of the Unit Titles Regulations 2011.

Meeting notes:

No nominations were received. Nominations were taken from the floor at the meeting. Sue Cooper was nominated and elected as Chairperson of the Body Corporate.

MOVED: Andrea Gregory
SECONDED: Sizani Mushapayidzi
MOTION CARRIED UNANIMOUSLY

Managers Note:

No nominations have been received. Nominations will be taken from the floor during the meeting.

Under section 112A(1) UTA, the appointed Chairperson of the Body Corporate will automatically be given a position on the Committee. In addition, they will automatically be the Committee Chair, unless the Body Corporate resolves by ordinary resolution under section 112A(2) UTA not to take that approach.

- 7 **Committee Number & Quorum**
Resolved (by ordinary resolution): That until otherwise resolved by the Body Corporate in terms of the Unit Titles Act 2010, the Committee shall comprise of up to FIVE (5) members. The Committee shall meet and conduct business in accordance with the requirements of the Unit Titles Act 2010 and the Unit Titles Regulations 2011 not less than one time in each year. The quorum necessary for the transaction of the business of the Committee shall be THREE (3).

MOVED: Sue Cooper
SECONDED: Sizani Mushapayidzi
MOTION CARRIED UNANIMOUSLY

- 8 **Election of Committee**
Resolved (by ordinary resolution): That up to FIVE (5) of the following nominees be elected to the Committee.

Meeting notes:

No nominations were received. Nominations were taken from the floor at the meeting. The following unit owners were nominated and elected during the meeting.

- Sue Cooper (25 Chiefs)
- Andrea Gregory (10 Chiefs)
- Liz Gillingham (7 Chiefs)
- Kim Ri Jin (81 Chiefs)
- Eduardo Majorel (61 Chiefs)

MOVED: Shirley Pineda

SECONDED: Sizani Mushapayidzi

MOTION CARRIED UNANIMOUSLY

Managers Notes:

If a Body Corporate Chairperson has been successfully appointed under motion 5, they are automatically appointed as a member of the Committee.

As per UTA Section 114A, all Committee members must comply with the Committee Code of Conduct in Schedule 1A of the Unit Titles Regulations 2011. As per UTA Section 114C, a Committee member who has a financial interest in a matter, must also disclose details of the nature and extent of the interest to the Committee and this must be recorded in a register held by the Committee. (See Appendix A). What constitutes a "financial interest" that must be disclosed is set out in sections 114C to 114E of the UTA.

9 General Delegation of Powers and Duties

(a) Resolved (by ordinary resolution): That the Body Corporate shall indemnify the Committee and the Chairperson, for any liability incurred by either, in respect of any matter undertaken in good faith by them in exercise of their delegated powers for the Body Corporate, in terms of the Unit Titles Act 2010 ("the Act"). Without limitation to the above, the Body Corporate shall indemnify the Chairperson and the Committee for any liability incurred in respect of any certificate given in good faith under Section 147(3) (b) of the Unit Titles Act.

MOVED: Sue Cooper

SECONDED: Sizani Mushapayidzi

MOTION CARRIED UNANIMOUSLY

(b) Resolved (by special resolution): That the duties of the Body Corporate Chairperson as set out in Regulation (11)1, sub-paragraphs (a) to (m) inclusive of the Unit Titles Regulations 2011 be delegated to the Committee.

MOVED: Sue Cooper

SECONDED: Sizani Mushapayidzi

MOTION CARRIED UNANIMOUSLY

(c) Resolved (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 be delegated to the Body Corporate Committee, save those powers reserved to the Body Corporate by Section 108(2).

MOVED: Sue Cooper

SECONDED: Sizani Mushapayidzi

MOTION CARRIED UNANIMOUSLY

10 Insurance Discussion

(a) Resolved (by ordinary resolution): That the renewed insurance policies for the period 20/02/2024 to 20/02/2025 be confirmed.

MOVED: Sue Cooper

SECONDED: Sizani Mushapayidzi

MOTION CARRIED UNANIMOUSLY

(b) Resolved (by ordinary resolution): That the Body Corporate authorises the Committee (under its already delegated powers), or the Body Corporate Manager to obtain quotations for the coming year and authorises the Committee to renew the insurance policies for the coming year. The Body

Corporate shall consider the need for insurance cover for:

- (i) The building and other site improvements;
- (ii) Loss of rents; Alternative Accommodation
- (iii) General Liability;
- (iv) Statutory Liability; and
- (v) Association Liability/ Office Bearers' cover

MOVED: Sue Cooper

SECONDED: Sizani Mushapayadzi

MOTION CARRIED UNANIMOUSLY

Managers Note:

Owners are asked to ensure they are familiar with the cover in place and the terms of this cover. These details can be found on <https://bodycorp.aucklandproperty.net/> under the insurance folder, including a claim form.

11 Approval of Financial Statements

Resolved (by ordinary resolution): That the Financial Statements prepared by the Body Corporate as a non-reporting entity, which include the Statements of Income and Expenditure and Assets and Liabilities for the year ended 31/10/2024, be approved.

MOVED: Sue Cooper

SECONDED: Sizani Mushapayidzi

MOTION CARRIED UNANIMOUSLY

12 Appointment of Auditor - If Required

Resolved (by special resolution): That in accordance with Section 132(8) of the Unit Titles Act 2010, no audit, review or verification is required on the financial statements for the previous financial year.

MOVED: Sue Cooper

SECONDED: Sizani Mushapayidzi

MOTION CARRIED UNANIMOUSLY

Managers note:

If the above motion fails, then the Committee will arrange an audit of the financial statements for the previous financial year as per Section 132 of the Unit Titles Act and an agreed figure for the audit will be added to the Administrative Fund budget.

Auckland Property Management adopts the Best Practice model in relation to Financial Management:

- *Auckland Property Management Ltd advises that as part of our internal controls and procedures, an external audit is completed 6-monthly on all funds held by apm. Each entity's funds are held in a separate bank account.*
- *Auckland Property Management Ltd is a strong advocate of Industry Best Practice and promotes good governance principles in relation to financial management and reporting.*

13 Discussion of Long Term Maintenance Plan

Resolved (by ordinary resolution): That the Committee shall review the Long Term Maintenance Plan in accordance with the requirements of Section 116 (1) of the Unit Titles Act 2010.

MOVED: Sue Cooper

SECONDED: Sizani Mushapayidzi

MOTION CARRIED UNANIMOUSLY

Managers Notes:

A new LTMP is currently being done by Property Reserve and Planning. The BC is still awaiting the final plan.

14 Site Manager's Report

Resolved (by ordinary resolution): That the verbal annual site Manager's Report is received as tabled.

Meeting notes:

Leanne Bullock spoke about the report shared at the meeting, this report also attached to this minutes.

MOVED: Sue Cooper
SECONDED: Sizani Mushapayidzi
MOTION CARRIED UNANIMOUSLY

15 Health & Safety

Resolved (by ordinary resolution): That the Body Corporate monitors, reviews and updates the Hazard Register on file to ensure any hazards identified are removed or minimized and that any new hazards that may have occurred during the year are noted and attended to.

MOVED: Sue Cooper
SECONDED: Sizani Mushapayidzi
MOTION CARRIED UNANIMOUSLY

Managers Note:

All owners are required under the Act to ensure they have read and understand the Health & Safety report and have supplied a copy to any tenants, visitors or contractors to ensure they are aware of any hazards onsite.

**16 Approval of Administration Fund Budget
(Approved Budget Attached)**

Resolved (by ordinary resolution): That the Administrative Fund budget be determined and approved and any levies raised are held in the Operating Fund.

Meeting notes:

The chairperson referred to the proposed budget that was circulated with the meeting agenda. The administrative fund levies to be raised is approved at \$166,150.00 inclusive of GST.

MOVED: Sue Cooper
SECONDED: Sizani Mushapayidzi
MOTION CARRIED UNANIMOUSLY

**17 Approval of Long Term Maintenance Fund Budget
(Approved Budget Attached)**

Resolved (by ordinary resolution): That the Long Term Maintenance Fund budget be determined and approved and any levies raised are held in the Long Term Maintenance Fund.

Meeting notes:

The chairperson referred to the proposed budget that was circulated with the meeting agenda. The long term maintenance fund levies to be raised is approved at \$28,000.00 inclusive of GST.

MOVED: Sue Cooper
SECONDED: Sizani Mushapayidzi
MOTION CARRIED UNANIMOUSLY

18 Striking of Levies and Number of Levy Instalments

Resolved (by ordinary resolution): That the operating budget (comprising the Administrative Fund budget and the Long Term Maintenance Fund budget) shall be raised according to ownership interest in THREE (3) equal instalments due for payments on the:

- 15/12/2024
- 01/03/2025
- 01/06/2025
-

The Body Corporate Manager shall issue invoices not less than 20 days prior to the due date for each instalment.

MOVED: Sue Cooper
SECONDED: Sizani Mushapayidzi
MOTION CARRIED UNANIMOUSLY

Recovery of Body Corporate Levies, Penalty Interest Rates & Debt Administration Fees

Resolved (by ordinary resolution): That Auckland Property Management Ltd be authorised to recover any unpaid levies or other outstanding expense items owed to the Body Corporate as per the below levy collection process, through the Tenancy Tribunal or otherwise, and to levy interest at the rate of 10% per annum as provided for in Section 128 of the Unit Titles Act 2010 on any monies outstanding. All costs, debt administration fees and expenses involved in the recovery shall be charged against the defaulting proprietor in full. A lawyer appointed by the Committee, shall act as duly appointed agents for the Body Corporate, where required, for debt collection.

MOVED: Sue Cooper

SECONDED: Sizani Mushapayidzi

MOTION CARRIED UNANIMOUSLY

Auckland Property Managements levy collection process is as follows:

Owners will be notified by email to the email address recorded with Auckland Property Management of all levies and/or charges due. The same email address will be used for all notifications regarding the collection of money owed to the Body Corporate unless a request is made otherwise. If an owner does not have an email address, all correspondence will be posted to the postal address recorded with APM. It is the responsibility of the owner to ensure that APM is notified of any change to either email or postal addresses.

Levies are typically raised within 14 days of the Annual General Meeting unless otherwise instructed by the Chairperson of the Body Corporate. Our standard collection process for unpaid levies is detailed below:

- *20 days prior to levies being due, a levy notice is sent to advise owners of the levy instalment due. The due date for the first instalment can be sooner by resolution at the AGM.*
- **Stage 1 debt recovery.** *10 days after the due date of the levy instalment, a reminder is sent that the levy instalment is past due. Interest at the rate of 10% per annum accrues from the due date.*
- **Stage 2 debt recovery.** *40 days after the due date of the levy instalment, if payment is still outstanding, a final notice is sent to the registered owner. A debt administration fee of \$110.00 + GST is charged to the unit.*
- **Stage 3 debt recovery.** *70 days after the due date of the levy instalment, APM will attempt to contact the owner by an alternative contact method. If contacting the owner is unsuccessful and/or payment is not forthcoming, a notice to commence legal action is served, notifying the owner that their file will be referred to our legal department for further action should payment not be received within seven days. A debt administration fee of \$220.00 + GST will be charged to the unit.*
- **Legal debt recovery.** *77 days after the due date of the levy instalment, if the owner has not responded and/or payment is not forthcoming, legal action will commence. A debt administration fee of \$304.35 + GST will be charged to the unit. Any legal costs incurred are payable by the registered owner.*

The above process is to be used as a guide only and is subject to change depending upon individual requirements of the Body Corporate.

Subject to acceptance by the Body Corporate committee, the owner may request to pay the levy by instalments at an agreed payment plan. This will include interest at the rate of 10% per annum for any period where there are monies outstanding. Failure to meet obligations to the agreed payment plan will result in the debt recovery process commencing.

General BusinessBody Corporate Website:

At Auckland Property Management we try and be environmentally friendly so have put all your important documents relating to your body corporate online please visit <https://bodycorp.aucklandproperty.net/> to view these at any time. If you have forgotten your login details please contact your manager Rean Khoo directly on the following email Rean@apm.kiwi and they will assist.

Rean Khoo

Body Corporate Manager

CLOSURE: There being no further business, the chairperson thanked all those who had attended and declared the meeting closed at 05:47 PM.

Privacy Policy: In order for Auckland Property Management to provide services to the Body Corporate and assist the Body Corporate in meeting the requirements of the Unit Titles Act 2010 and Unit Titles Regulations 2011, we are required to collect and hold personal information. We do so in accordance with our Privacy Policy which is published on our website. Please see <https://www.aucklandproperty.net/auckland-property-management-privacy-policy/>



Approved Budget to apply from 01/11/2024

Chiefs Court (Cameron Park) - BC 468788

1-87 Chiefs Court, Hamilton East Hamilton 3216

Administrative Fund

Approved
budget

01/11/2023-31/10/2024

Actual

Previous
budget

Revenue

142300	Admin Rebate	0.00	140.07	0.00
142700	Interest - Operating Account	0.00	1,920.38	0.00
142500	Interest on Arrears--Admin	0.00	498.23	0.00
142600	Interest on Investments--Admin	0.00	0.05	0.00
143000	Levies Due--Admin	166,150.00	160,150.17	160,150.00
<i>Total revenue</i>		166,150.00	162,708.90	160,150.00

Less expenses

154000	Admin--Administration Fee--Standard	17,630.00	17,250.00	17,250.00
151401	Admin--APM Investment Admin Fee	0.00	144.02	0.00
152006	Admin--Long Term Maintenance Fund Plan	3,450.00	0.00	2,500.00
159100	Insurance--Premiums	74,500.00	71,750.84	73,500.00
159200	Insurance--Valuation	1,100.00	1,069.50	1,100.00
164800	Maint Bldg--Electrical	2,000.00	0.00	500.00
167200	Maint Bldg--General Repairs	22,000.00	2,737.00	22,000.00
178400	Maint Grounds--Lawns & Gardening	31,000.00	31,168.75	31,000.00
181001	Site Maintenance	10,800.00	11,050.00	10,200.00
190200	Utility--Electricity	1,100.00	1,174.54	1,100.00
190800	Utility--Rubbish Removal	1,000.00	0.00	1,000.00
<i>Total expenses</i>		164,580.00	136,344.65	160,150.00

Surplus/Deficit

		1,570.00	26,364.25	0.00
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Opening balance

Closing balance

		\$36,072.74	\$34,502.74	\$8,138.49
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Total units of entitlement	100000	100000
Levy contribution per unit entitlement	\$1.66	\$1.60

Long Term Maintenance Fund**Approved
budget**

01/11/2023-31/10/2024

Actual**Previous
budget****Revenue**

242500	Interest on Arrears--LTMF	0.00	87.09	0.00
242600	Interest on Investments--LTMF	0.00	45.14	0.00
243000	Levies Due--LTMF	28,000.00	28,000.05	28,000.00
<i>Total revenue</i>		28,000.00	28,132.28	28,000.00

Less expenses

251401	Admin--APM Investment Admin Fee	0.00	3.37	0.00
262150	Maint Bldg--Chemwash	23,000.00	19,274.00	20,000.00
272350	Maint Bldg--Concrete Repairs	2,000.00	0.00	0.00
272800	Maint Bldg--Roof	0.00	0.00	5,000.00
273800	Maint Bldg--Signs & Notice Boards	2,000.00	0.00	2,000.00
279511	Maint Grounds--Line Marking	5,000.00	0.00	1,000.00
<i>Total expenses</i>		32,000.00	19,277.37	28,000.00

Surplus/Deficit

		(4,000.00)	8,854.91	0.00
Opening balance		7,745.38	(1,109.53)	(1,109.53)
Closing balance		\$3,745.38	\$7,745.38	-\$1,109.53

Total units of entitlement	100000	100000
Levy contribution per unit entitlement	\$0.28	\$0.28



ANNUAL REPORTS

for the financial year to 31/10/2024

Body Corporate 468788
1-87 Chiefs Court, Hamilton East Hamilton 3216
Manager: Rean Khoo

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Balance Sheet

As at 31/10/2024

Spartik House, Level 2,
6-8 Edward Wayte Place, Grafton, 1023,
Auckland, New Zealand
PH: +64-9-638-2500
E: reception@apm.kiwi
www.apm.kiwi

Chiefs Court (Cameron Park) - BC 468788

1-87 Chiefs Court, Hamilton East Hamilton 3216

Current period

Owners' funds

Administrative Fund

Operating Surplus/Deficit--Admin	26,364.25
Owners Equity--Admin	8,138.49
	<u>34,502.74</u>

Long Term Maintenance Fund

Operating Surplus/Deficit--LTMF	8,854.91
Owners Equity--LTMF	(1,109.53)
	<u>7,745.38</u>

Net owners' funds

\$42,248.12

Represented by:

Assets

Administrative Fund

Cash at Bank--Admin	30,732.92
Receivable--Levies--Admin	3,911.95
Receivable--Owners--Admin	350.00
	<u>34,994.87</u>

Long Term Maintenance Fund

Cash at Bank--LTMF	526.23
Investment #1 - Savings--LTMF	6,535.19
Receivable--Levies--LTMF	683.96
	<u>7,745.38</u>

Unallocated Money

Cash at Bank--Unallocated	380.92
	<u>380.92</u>

Total assets

43,121.17

Less liabilities

Administrative Fund

Accrued Expenses--Admin	492.13
	<u>492.13</u>

Long Term Maintenance Fund

0.00

Unallocated Money

Prepaid Levies--Unallocated	380.92
	<u>380.92</u>

Total liabilities

873.05

Net assets

\$42,248.12



Income & Expenditure Statement for the financial year to 31/10/2024

Spartik House, Level 2,
6-8 Edward Wayte Place, Grafton, 1023,
Auckland, New Zealand
PH: +64-9-638-2500
E: reception@apm.kiwi
www.apm.kiwi

Chiefs Court (Cameron Park) - BC 468788

1-87 Chiefs Court, Hamilton East Hamilton 3216

Administrative Fund

	Current period 01/11/2023-31/10/2024	Annual budget 01/11/2023-31/10/2024	Previous year 01/11/2022-31/10/2023
Revenue			
Admin Rebate	140.07	0.00	0.00
Interest - Operating Account	1,920.38	0.00	56.33
Interest on Arrears--Admin	498.23	0.00	158.80
Interest on Investments--Admin	0.05	0.00	0.05
Levies Due--Admin	160,150.17	160,150.00	97,400.08
Transfer from Sinking Fund	0.00	0.00	7,500.00
<i>Total revenue</i>	<u>162,708.90</u>	<u>160,150.00</u>	<u>105,115.26</u>
Less expenses			
Admin - Rebate (Expense)	0.00	0.00	(45.08)
Admin--Administration Fee--Standard	17,250.00	17,250.00	20,575.00
Admin--APM Debt Recovery Costs	0.00	0.00	5.75
Admin--APM Investment Admin Fee	144.02	0.00	4.22
Admin--Long Term Maintenance Fund Plan	0.00	2,500.00	0.00
Admin--Sections 146/147/148 Fees	0.00	0.00	109.25
Insurance--Premiums	71,750.84	73,500.00	63,199.65
Insurance--Valuation	1,069.50	1,100.00	0.00
Maint Bldg--Electrical	0.00	500.00	276.00
Maint Bldg--General Repairs	2,737.00	22,000.00	0.00
Maint Grounds--Lawns & Gardening	31,168.75	31,000.00	9,171.25
Site Maintenance	11,050.00	10,200.00	10,200.00
Utility--Electricity	1,174.54	1,100.00	1,147.57
Utility--Rubbish Removal	0.00	1,000.00	0.00
<i>Total expenses</i>	<u>136,344.65</u>	<u>160,150.00</u>	<u>104,643.61</u>
Surplus/Deficit	<u>26,364.25</u>	<u>0.00</u>	<u>471.65</u>
Opening balance	8,138.49	8,138.49	7,666.84
Closing balance	<u><u>\$34,502.74</u></u>	<u><u>\$8,138.49</u></u>	<u><u>\$8,138.49</u></u>

Long Term Maintenance Fund

	Current period	Annual budget	Previous year
	01/11/2023-31/10/2024	01/11/2023-31/10/2024	01/11/2022-31/10/2023
Revenue			
Interest on Arrears--LTMF	87.09	0.00	30.34
Interest on Investments--LTMF	45.14	0.00	75.42
Levies Due--LTMF	28,000.05	28,000.00	18,000.00
<i>Total revenue</i>	28,132.28	28,000.00	18,105.76
Less expenses			
Admin--APM Investment Admin Fee	3.37	0.00	1.90
Admin--Transfer to Admin Fund	0.00	0.00	7,500.00
Maint Bldg--Building Improvement	0.00	0.00	6,694.15
Maint Bldg--Chemwash	19,274.00	20,000.00	19,274.00
Maint Bldg--Electrical	0.00	0.00	4,597.70
Maint Bldg--Roof	0.00	5,000.00	0.00
Maint Bldg--Signs & Notice Boards	0.00	2,000.00	0.00
Maint Grounds--Line Marking	0.00	1,000.00	0.00
<i>Total expenses</i>	19,277.37	28,000.00	38,067.75
Surplus/Deficit	8,854.91	0.00	(19,961.99)
Opening balance	(1,109.53)	(1,109.53)	18,852.46
Closing balance	\$7,745.38	-\$1,109.53	-\$1,109.53



Detailed Expenses for the financial year from 01/11/2023 to 31/10/2024

Spartik House, Level 2,
6-8 Edward Wayte Place, Grafton, 1023,
Auckland, New Zealand
PH: +64-9-638-2500
E: reception@apm.kiwi
www.apm.kiwi

Chiefs Court (Cameron Park) - BC 468788

1-87 Chiefs Court, Hamilton East Hamilton 3216

Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
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General

Administrative Fund

Admin - Rebate (Expense) 152300

09/01/2024	Admin Rebate FY 2023	Auckland Property	(140.07)	Paid	DE	2023	000031
31/10/2024	Recode: Admin Rebate FY 2023		140.07		Jnl	62594	
			\$0.00				

Admin--Administration Fee--Standard 154000

04/12/2023	Administration Fees December 2023	Auckland Property	4,312.50	Paid	DE		000018
04/03/2024	Administration Fees March 2024	Auckland Property	4,312.50	Paid	DE		000035
05/06/2024	Administration Fees June 2024	Auckland Property	4,312.50	Paid	DE		000058
03/09/2024	Administration Fees September 2024	Auckland Property	4,312.50	Paid	DE		000070
			\$17,250.00				

Admin--APM Debt Recovery Costs 155005

12/03/2024	Lot 21: Debt Administration Fee		(126.50)		Ow.Inv		
12/03/2024	Lot 41: Debt Administration Fee		(126.50)		Ow.Inv		
12/03/2024	Lot 54: Debt Administration Fee		(126.50)		Ow.Inv		
12/03/2024	Lot 59: Debt Administration Fee		(126.50)		Ow.Inv		
17/04/2024	Lot 21: Debt Administration Fee		(253.00)		Ow.Inv		
17/04/2024	Lot 41: Debt Administration Fee		(253.00)		Ow.Inv		
02/08/2024	Debt administration fees August 2024	Auckland Property	126.50	Paid	DE		000065
02/08/2024	Debt administration fees August 2024	Auckland Property	253.00	Paid	DE		000065
13/08/2024	Lot 32: Debt Administration Fee Stage 2		(126.50)		Ow.Inv		
13/08/2024	Lot 33: Debt Administration Fee Stage 2		(126.50)		Ow.Inv		
13/08/2024	Lot 44: Debt Administration Fee Stage 2		(126.50)		Ow.Inv		
03/09/2024	Debt administration fees September 2024	Auckland Property	126.50	Paid	DE		000070
03/09/2024	Debt administration fees September 2024	Auckland Property	126.50	Paid	DE		000070
03/09/2024	Debt administration fees September 2024	Auckland Property	126.50	Paid	DE		000070
21/10/2024	Lot 41: Debt Administration Fee - Legal		(350.00)		Ow.Inv		
31/10/2024	Accrual: APM Debt Recovery Costs		982.50		Jnl	62595	
			\$0.00				

Admin--APM Investment Admin Fee 151401

30/11/2023	Admin fee on operating interest		1.56		Jnl	54529	
31/12/2023	Admin fee on operating interest		5.57		Jnl	54928	
31/01/2024	Admin fee on operating interest		9.52		Jnl	55528	
29/02/2024	Admin fee on operating interest		16.53		Jnl	56053	
31/03/2024	Admin fee on operating interest		17.04		Jnl	56700	
30/04/2024	Admin fee on operating interest		13.76		Jnl	57517	
31/05/2024	Admin fee on operating interest		11.02		Jnl	58285	
27/06/2024	Admin fee on operating interest		9.80		Jnl	59085	

Chiefs Court (Cameron Park) - BC 468788**1-87 Chiefs Court, Hamilton East Hamilton 3216**

Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
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General

31/07/2024	Admin fee on operating interest		18.64		Jnl	60198	
30/08/2024	Admin fee on operating interest		15.95		Jnl	60867	
30/09/2024	Admin fee on operating interest		13.30		Jnl	61618	
31/10/2024	Admin fee on operating interest		11.33		Jnl	62316	

\$144.02**Admin--Sections 146/147/148 Fees 156000**

02/11/2023	Disclosure Statement Fees November 2023	Auckland Property	603.75	Paid	DE		000012
19/01/2024	Lot 1: Unit 30Chiefs, Section 146 Pre-Contract Dis		(603.75)		Ow.Inv		
30/01/2024	Lot 12: Unit 79Chiefs, Section 146 Pre-Contract Di		(603.75)		Ow.Inv		
08/02/2024	Disclosure Statement Fees February 2024	Auckland Property	603.75	Paid	DE		000031
16/02/2024	Lot 1: Unit 30Chiefs, Section 147 Pre-Settlement D		(414.00)		Ow.Inv		
04/03/2024	Disclosure Statement Fees March 2024	Auckland Property	603.75	Paid	DE		000035
04/03/2024	Disclosure Statement Fees March 2024	Auckland Property	414.00	Paid	DE		000035
06/03/2024	Lot 12: Unit 79 Section 147 Pre-Settlement Disclos		(414.00)		Ow.Inv		
11/03/2024	Lot 21: Unit 61Chiefs, Section 146 Pre-Contract Di		(603.75)		Ow.Inv		
03/04/2024	Disclosure Statement Fees April 2024	Auckland Property	414.00	Paid	DE		000042
02/05/2024	Disclosure Statement Fees May 2024	Auckland Property	603.75	Paid	DE		000051
02/05/2024	Lot 43: Unit 25Chiefs, Section 146 Pre-Contract Di		(603.75)		Ow.Inv		
06/05/2024	Lot 21: Unit 61Chiefs, Section 147 Pre-Settlement		(414.00)		Ow.Inv		
05/06/2024	Disclosure Statement Fees June 2024	Auckland Property	414.00	Paid	DE		000058
05/06/2024	Disclosure Statement Fees June 2024	Auckland Property	603.75	Paid	DE		000058
25/07/2024	Lot 54: Unit 11Chiefs, Section 146 Pre-Contract Di		(603.75)		Ow.Inv		
23/08/2024	Lot 54: Unit 54, Section 147 Pre-Settlement Disclo		(414.00)		Ow.Inv		
02/10/2024	Disclosure Statement Fees October 2024	Auckland Property	602.00	Paid	DE		000075
02/10/2024	Disclosure Statement Fees October 2024	Auckland Property	414.00	Paid	DE		000075
23/10/2024	Lot 11: Unit 81Chiefs, Section 146 Pre-Contract Di		(603.75)	Cancel	Ow.Inv		
23/10/2024	Owner invoice cancellation for lot: 11/468788		603.75	Cancel	Ow.Inv		
31/10/2024	Accrual: Sections 146/147/148 Fees		(602.00)		Jnl	62597	

\$0.00**Insurance--Premiums 159100**

03/01/2024	Insurance Premium Instal 11	Hunter Premium Funding	6,708.86	Paid	DE	030124	000024
19/03/2024	Insurance Premium Instalment 1 + fee	Hunter Premium Funding	7,360.22	Paid	DE	19032024	000039
20/03/2024	Insurance Premium Instalment 2	Hunter Premium Funding	7,210.22	Paid	DE	20032024	000040
16/04/2024	Insurance Premium Instalment 3	Hunter Premium Funding	7,210.22	Paid	DE	200424	000049
17/05/2024	Insurance Premium Instalment 4	Hunter Premium Funding	7,210.22	Paid	DE	200524	000054
19/06/2024	Insurance Premium Instalment 5	Hunter Premium Funding	7,210.22	Paid	DE	200624	000059
19/07/2024	Insurance Premium Instalment 6	Hunter Premium Funding	7,210.22	Paid	DE	200724	000063
19/08/2024	Insurance Premium Instalment 7	Hunter Premium Funding	7,210.22	Paid	DE	200824	000068
19/09/2024	Insurance Premium Instalment 8	Hunter Premium Funding	7,210.22	Paid	DE	200924	000073
18/10/2024	Insurance Premium Instalment 9	Hunter Premium Funding	7,210.22	Paid	DE	201024	000078

\$71,750.84

Chiefs Court (Cameron Park) - BC 468788**1-87 Chiefs Court, Hamilton East Hamilton 3216**

Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
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General**Insurance--Valuation 159200**

20/12/2023	Insurance valuation and report	Opteon New Zealand Limited	1,069.50	Paid	DE	17502620-1	000023
			\$1,069.50				

Maint Bldg--General Repairs 167200

30/10/2024	Repairs to holes in walls/speed sign	Rental 4 U	2,737.00	Paid	DE	1510	000080
			\$2,737.00				

Maint Grounds--Lawns & Gardening 178400

14/12/2023	Lawn & Ground Maintenance Jun-23 - Oct-23	Rental 4 U	3,335.00	Paid	DE	1505	000021
14/12/2023	Garden maintenance work up to 31/10/23	Rental 4 U	5,658.00	Paid	DE	1506	000021
04/04/2024	Lawn & ground maintenance	Rental 4 U	2,909.50	Paid	DE	1507	000048
29/10/2024	Lawn & Ground Maintenance - 2/4/24 to 24/10/24	Rental 4 U	3,766.25	Paid	DE	1508	000080
30/10/2024	Pruning/weeding/mulching/rubbish	Rental 4 U	15,500.00	Paid	DE	1509	000080
			\$31,168.75				

Site Maintenance 181001

03/11/2023	AP: Site Management Oct-23	L J Bullock	850.00	Paid	DE	011123	000015
05/12/2023	AP: Site Management Nov-23	L J Bullock	850.00	Paid	DE	011223	000019
01/01/2024	AP: Site Managment Dec-23	L J Bullock	850.00	Paid	DE	01012023	000025
02/02/2024	AP: Site Managment Jan-24	L J Bullock	850.00	Paid	DE	01022024	000030
04/03/2024	AP: Site Management Feb-24	L J Bullock	850.00	Paid	DE	01032024	000036
28/03/2024	AP: Site Management Mar-24	L J Bullock	850.00	Paid	DE	010424	000041
30/04/2024	AP: Site Management Apr-24	L J Bullock	850.00	Paid	DE	010524	000050
30/05/2024	AP: Site Management May-24	L J Bullock	850.00	Paid	DE	010624	000055
25/06/2024	AP: Site Management Jun-24	L J Bullock	850.00	Paid	DE	010724	000060
31/07/2024	AP: Site Management Jul-24	L J Bullock	850.00	Paid	DE	010824	000064
30/08/2024	AP: Site Management Aug-24	L J Bullock	850.00	Paid	DE	010924	000069
30/09/2024	AP: Site Management Sept-24	L J Bullock	850.00	Paid	DE	011024	000074
31/10/2024	AP: Site Management Oct-24	L J Bullock	850.00	Paid	DE	011124	000081
			\$11,050.00				

Utility--Electricity 190200

29/11/2023	Electricity 23/10/23 - 21/11/23	Genesis Energy	93.49	Paid	DE	100 156 6356	000017
08/01/2024	Electricity 22/11/23 - 20/12/23	Genesis Energy	92.24	Paid	DE	100 156 6356	000027
31/01/2024	Electricity 21/12/23 - 24/01/24	Genesis Energy	118.20	Paid	DE	100 156 6356	000029
06/03/2024	Electricity 25/01/24 - 26/02/24	Genesis Energy	113.01	Paid	DE	100 156 6356	000038
04/04/2024	Electricity 27/02/24 - 26/03/24	Genesis Energy	101.53	Paid	DE	100 156 6356	000046
07/05/2024	Electricity 27/03/24 - 29/04/24	Genesis Energy	127.16	Paid	DE	100 156 6356	000053
13/06/2024	CREDIT: WEL Networks discount 2024	Genesis Energy	(122.37)	Paid	DE	1001566356	000062
13/06/2024	Electricity 30/04/24 - 28/05/24	Genesis Energy	101.15	Paid	DE	1001566356	000062
10/07/2024	Electricity 29/05/24 - 01/07/24	Genesis Energy	104.68	Paid	DE	100 156 6356	000062
05/08/2024	Electricity 02/07/24 - 29/07/24	Genesis Energy	103.65	Paid	DE	100 156 6356	000067
04/09/2024	Electricity 30/07/24 - 27/08/24	Genesis Energy	126.87	Paid	DE	100 156 6356	000072
03/10/2024	Electricity 28/08/24 - 25/09/24	Genesis Energy	103.30	Paid	DE	100 156 6356	000077
31/10/2024	Accrual: Electricity 26/09/24 - 27/10/24		111.63		Jnl	62599	
			\$1,174.54				

Chiefs Court (Cameron Park) - BC 468788			1-87 Chiefs Court, Hamilton East Hamilton 3216				
Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
General							
Total expenses			\$136,344.65				

Where an invoice status is Paid and no payment number is displayed the payment has been made outside of the reporting period.

General

Long Term Maintenance Fund

Admin--APM Investment Admin Fee 251401						
30/08/2024	Admin fee on investment		0.79	Jnl		
30/09/2024	Admin fee on investment		1.29	Jnl		
31/10/2024	Admin fee on investment		1.29	Jnl		
			\$3.37			
Maint Bldg--Chemwash 262150						
04/04/2024	House & gutter wash	Green Agenda Ltd	19,274.00	Paid	DE	2504 000047
			\$19,274.00			
Total expenses			\$19,277.37			

Where an invoice status is Paid and no payment number is displayed the payment has been made outside of the reporting period.



Outstanding Owner Invoices

As at 31/10/2024

Spartik House, Level 2,
6-8 Edward Wayte Place, Grafton, 1023,
Auckland, New Zealand
PH: +64-9-638-2500
E: reception@apm.kiwi
www.apm.kiwi

Due	Lot	Unit	Owner	Description	Account name	Invoice amount	Unpaid
Body Corporate 468788				1-87 Chiefs Court, Hamilton East		Hamilton 3216	
21/10/2024	41	29Ch	Eranda Sanjeeewa Bandara	Lot 41: Debt Administration Fee - Legal	Admin--APM Debt Recovery	350.00	350.00
		iefs	Herath Mudiyansele &		Costs		
			Thushari Jayathunga				
			Arachchige				
							350.00



Levy Positions - In Arrears for the financial year to 31/10/2024

Spartik House, Level 2,
6-8 Edward Wayte Place, Grafton, 1023,
Auckland, New Zealand
PH: +64-9-638-2500
E: reception@apm.kiwi
www.apm.kiwi

Chiefs Court (Cameron Park) - BC 468788

1-87 Chiefs Court, Hamilton East Hamilton 3216

Administrative Fund

Lot	Unit	Paid to	Standard levies				Special levies				Interest		GST due
			Due	Paid	Arrears	Advance	Due	Paid	Arrears	Advance	Due	Paid	
14	75Chi	31/01/2024	2,730.57	1,463.88	1,266.69	0.00	0.00	0.00	0.00	0.00	(0.35)	107.83	0.00
	efs												
41	29Chi	14/12/2023	3,058.86	413.60	2,645.26	0.00	0.00	0.00	0.00	0.00	71.02	115.75	0.00
	efs												
			5,789.43	1,877.48	3,911.95	0.00	0.00	0.00	0.00	0.00	70.67	223.58	0.00
Due Excl. GST			5,789.43				0.00						

Long Term Maintenance Fund

Lot	Unit	Paid to	Standard levies				Special levies				Interest		GST due
			Due	Paid	Arrears	Advance	Due	Paid	Arrears	Advance	Due	Paid	
14	75Chi efs	31/01/2024	477.39	255.93	221.46	0.00	0.00	0.00	0.00	0.00	(0.05)	18.87	0.00
41	29Chi efs	14/12/2023	534.81	72.31	462.50	0.00	0.00	0.00	0.00	0.00	12.41	20.24	0.00
			1,012.20	328.24	683.96	0.00	0.00	0.00	0.00	0.00	12.36	39.11	0.00
Due Excl. GST			1,012.20					0.00					



Investments As of 31/10/2024

Spartik House, Level 2,
6-8 Edward Wayte Place, Grafton, 1023,
Auckland, New Zealand
PH: +64-9-638-2500
E: reception@apm.kiwi
www.apm.kiwi

Bank name	Account name	BSB	Acct. no.	Admin fund	Long Term MF Fund
Body Corporate 468788	1-87 Chiefs Court, Hamilton East	Hamilton	3216		
ASB Bank Limited	Chiefs Court 1-87 LTMF	123111	0017626 037	0.00	6,535.19

Client Statement

Client Name: Chiefs Court 1-87 LTMF
Client Known As: Chiefs Court LTMF
Client Account: 12-3111-0017626-37
Client Reference: 468788

Group Name: AUCKLAND PROPERTY MANAGEMENT LIMITED
Group Account: 12-3111-0005676-37

Account type: Sundry
Opening Date: 13 Aug 2024

Date	Transaction	Withdrawal	Deposit	Balance
13 Aug 2024	Opening Deposit		\$6,493.77	\$6,493.77
30 Aug 2024	Interest		\$14.57	\$6,508.34
30 Aug 2024	Tax @ 28.00%	\$4.07		\$6,504.27
30 Aug 2024	Admin Fee	\$0.79		\$6,503.48
30 Sep 2024	Interest		\$23.80	\$6,527.28
30 Sep 2024	Tax @ 28.00%	\$6.66		\$6,520.62
30 Sep 2024	Admin Fee	\$1.29		\$6,519.33
31 Oct 2024	Interest		\$23.81	\$6,543.14
31 Oct 2024	Tax @ 28.00%	\$6.66		\$6,536.48
31 Oct 2024	Admin Fee	\$1.29		\$6,535.19
31 Oct 2024	Closing Balance			\$6,535.19

Line marking & Bollards: As mentioned in the meeting last year, the installation of bollards around the complex has reduced the number of complaints received due to parking issues, although a total of three have been hit by vehicles damaging the bollard and also the concrete it has been affixed to. We have investigated repairs to the damaged concrete and estimated costs have been allowed for in the budget. The line marking is deteriorating, and will be re-painted this financial year.

House Washing: Green Agenda will be engaged to wash all house exteriors. Hoping to have this work scheduled for Dec-Jan.

Paint Repairs: As advised in the previous Body Corporate meeting, paint is flaking on some of the upper level window sills. The lower level window sills are brick so don't require paint. We have consulted with a number of contractors including an industrial abseiling company. The bulk of this work can be carried out from a Cherry picker or other suitable mobile EWP. Scaffold will be required in the courtyards and less accessible areas. Where the work being undertaken is over 5M, the scaffold will have to be erected by and signed off by certified scaffolders. This work is still outstanding.

Rubbish: There is still the odd instance of random piles of rubbish appearing around the site, but this problem appears to be occurring less often. Just a reminder this rubbish when it does appear has to be removed at a cost to the body corporate, which will be on-charged to the owner of the property if the rubbish is identified.

Grounds: Hedges & ornamental planting is well established, and pruning/trimming work needs to be carried out at a minimum twice a year considering the mild winters, and copious rainfall we have encountered over the last couple of winters. The garden beds have been topped up this year with bark to cover any bare areas and to help keep the weeds down. Regular weed spraying has been carried out when the weather has allowed.

Gutters/downpipes: As noted in previous meetings we will continue to monitor the downpipe, gutter failure situation, and follow up repair work as required. If the failure rate increases sharply, we may have to consider replacing all downpipes a block at time.

BODY CORPORATE COMMITTEE CONFLICT OF INTEREST REGISTER

A Committee member with a “financial interest” in a matter being considered by the Committee must disclose that “financial interest” to the Committee as soon as the member becomes aware. Having a financial interest in a matter means there are restrictions on that Committee member’s involvement in the Committee’s decisions on the matter. What constitutes a “financial interest” and the full conflict of interest regime can be found at Sections 114B to 114F Unit Titles Act 2010.

A Committee member that has a “financial Interest” in a Committee matter must disclose it to the Committee and enter details in the register below, as soon practicable after becoming aware of the interest.

1	2	3	4	5	6
Name of Committee member	Body Corporate matter being considered by the Committee that triggers the Committee member’s financial conflict of interest – <i>“matter” as defined in section 114C(5) Unit Titles Act 2010</i>	Nature and extent of the Committee members’ financial conflict of interest – as defined in sections 114C(3) and (4) Unit Titles Act 2010	Date financial conflict of interest disclosed by the Committee member to the Committee	Has there been a breach of <i>section 114C</i> (disclosure of the conflict), or <i>section 114D</i> (voting on the matter) <i>Unit Titles Act 2010</i> ? YES or NO	If YES – Date the Committee notified the breach to the Body Corporate <i>under section 114E Unit Titles Act 2010</i>
[insert Name of Committee Member]	[insert Body Corporate Matter]	[insert Committee member's financial conflict of interest]		[insert YES or NO Result]	