Boutique Body Corporates Limited
2nd floor Ascot Central, 7 Ellerslie Racecourse Drive, Remuera.
PO Box 11131, Ellerslie. T: 09 524 9785 F: 09 524 9780

Minutes for Reconvened Annual General Meeting under the Unit Titles Act 2010

Body Corporate 209549

595 Laurie Southwick Parade, Gulf Harbour

Held on Monday, 30th March 2020 at 6.00 pm by way of a postal vote.

PRESENT: Sandy Wu on behalf of Boutique Body Corporates.

MEETING CHAIR:

ORDINARY RESOLUTION:
"That the Secretary chair the meeting."
CARRIED UNANIMOUSLY

APOLOGIES WITH POSTAL VOTES:

Unit 4 - Stephen and Karen Law, Unit 5 - Annette Gayle Hartland, Unit 6 - David and Leonie Walker, Unit 20 - Mike D E Davies, Unit 23 - David Charles Roberts, Unit 26 – Maurice Harvey, Unit 27 - Catherine McGrath, Unit 29 - Carolina Flower, Unit 35 - Peter Edward and Deborah Louise Acott, Unit 36 - Daniel F and Deirdre A Foulkes, Unit 37 - James Elliott & Ellanese Mytton, Unit 40 - Simon Cantelo and Dayle Hunter

PROXIES: Nil

ORDINARY RESOLUTION:
"The apologies and postal vote be accepted."
CARRIED UNANIMOUSLY

The Secretary, Sandy Wu thanked those owners who returned their postal voting forms and noted a quorum was reached.

3) **HEALTH AND SAFETY**

RESOLVED (ORDINARY):
"No new hazards have been identified or notifiable incidents occurred since the previous AGM."
CARRIED (1 Abstained)

4) **MINUTES OF PREVIOUS ANNUAL GENERAL MEETING**
A copy of the minutes of the previous Annual General Meeting held on 18 March 2019 were distributed with the agenda.

RESOLVED (ORDINARY):

"The minutes of the previous Annual General Meeting of **18 March 2019** be taken as read and adopted as a true and correct record of the meeting."
CARRIED (1 Abstained)

5) FINANCIAL

A copy of the financial accounts for the year was distributed with the agenda.

RESOLVED (ORDINARY):
"The accounts as presented to the meeting which show an Operational balance of $46,213.08, Contingency/Long Term Maintenance Fund balance of $165,802.46 and Net Assets of $220,882.12 be adopted."
CARRIED (1 Abstained)

6) AUDIT REVIEW

The Secretary noted Section 132(2) of the Act requires the Body Corporate within two months of the end of the financial year to either have the accounts audited, reviewed or verified, provided that the Body Corporate may, by special resolution, determine that subparagraph (2) does not apply for a particular year.

As part of Boutique's management practice, accounts are reviewed quarterly and every Body Corporate should be reviewed in each three year cycle. There is no additional charge for this service.

Body Corporate 209549 accounts were last reviewed by Grant Thornton in March 2019; next review due in 2022. A copy of the auditor's letter is enclosed with the agenda.

RESOLVED (SPECIAL):
"That because complete financial accounts, including transactional records, are available to any owner on request, the Body Corporate resolves to dispense with the need for ongoing annual audits, review or verification of the financial accounts for the financial year just completed, provided the Body Corporate in a General Meeting, or the Committee, may at any time require the annual accounts to be audited, reviewed or verified."
CARRIED (11 For, 1 Against)

7) REVIEW OF LONG-TERM MAINTENANCE PLAN

Section 30(2) of the Unit Titles Regulations 2011 requires a Body Corporate must carry out a review of its Long Term Maintenance Plan at least once every 3 years. The plan was last reviewed in February 2017.

It was proposed the Committee be authorised to carry out an in-house review for the LTMP.

RESOLVED (ORDINARY):
"The meeting resolve what steps if any to address regarding the Long Term Maintenance Plan and any associated fund."
CARRIED UNANIMOUSLY

8) INSURANCE

RESOLVED (ORDINARY):
"Insurance be renewed with Chubb via broker Marsh Limited for the following 12 Months."
CARRIED UNANIMOUSLY

9) CHAIRPERSON

The Body Corporate is required to elect a Chairperson at every Annual General Meeting to carry out the duties contained in Regulation 11 of the Unit Titles Act Regulations 2011

The following nomination have been received for Chairperson:

Catherine McGrath	**(Unit 27)**

RESOLVED (ORDINARY):
"That Catherine McGrath be re-elected as Chairperson until the next Annual General Meeting."
CARRIED UNANIMOUSLY

Chairperson's Powers and Duties
RESOLVED (SPECIAL):
(i) "The Body Corporate delegate to the Body Corporate Committee under Section 108(1) of the Act the powers and duties of the Chairperson set out in subparagraph 11(a)-(m) of the Regulations."
CARRIED UNANIMOUSLY

10) COMMITTEE

a) **The following six persons have been nominated for the Committee. The Committee size would be set at six (no objection received)**.

Maurice Harvey	**Unit 26**
David Walker	**Unit 6**
Charles Roberts	**Unit 23**
Catherine McGrath	**Unit 27**
Steven Law	**Unit 4**
Janet Wooding	**Unit 15**

RESOLVED (ORDINARY):

i) "That the Committee shall comprise of the six nominated who wish to serve on the Committee and are entitled to do so."

ii) "The quorum for Committee meetings be fixed at four."

CARRIED UNANIMOUSLY

b) Section 108(1) sets out the powers which can be delegated to the Committee between Annual General Meetings.

RESOLVED (SPECIAL):
"The Committee is delegated the full powers and authority of the Body Corporate, subject to any prior direction given at any General Meeting of the Body Corporate or prohibition as contained in Section 108(2) of the Act."
CARRIED UNANIMOUSLY

11) COMMITTEE REPORT

Regulation 28 requires the Committee to report to the Body Corporate at each Annual General Meeting which must include a description of the duties or powers delegated to it and an update of the fulfilment of those duties or the exercise of the powers. The Committee report was circulated prior to the meeting.

<u>RESOLVED (ORDINARY)</u>:
"The Committee report be received and entered into the records of the Body Corporate."
<u>CARRIED UNANIMOUSLY</u>

12) Budget and Levies
An expense budget for the operating account of the Body Corporate has been prepared by the Secretary and Committee and was distributed with the Agenda of Meeting.

<u>RESOLVED (ORDINARY)</u>:
"That levies be raised based on the expense budget of $94,908.00 with payment due in four instalments, the first instalment due 30 days from the date of the meeting and 3 monthly thereafter."
<u>CARRIED (11 For, 1 Against)</u>

13) Proposed Operational Rule Change
The operational rules are reviewed by the Committee to ensure that they remain up-to-date.

It is proposed the existing rules be amended with the following changes and additions in the motion below. A copy of the proposed rule amendments was enclosed with agenda.n

<u>RESOLVED (ORDINARY):</u>
That Operational Rule be amended as following
10. insert new d) Where courtyards are deemed by the Committee to be neglected the following process will be followed.

i) A letter of breach of rules be sent to the owner drawing attention to the neglect and giving 2 weeks to rectify and reminding the owner of the process of escalation
ii) If the owner fails to comply within 2 weeks, a default notice will be issued to the owner with an administration charge

<u>CARRIED (9 For, 3 Against)</u>

<u>RESOLVED (ORDINARY):</u>
That Operational Rule be amended as following
18. a) change to read
Pets that are on the approved list as at 29th February 2020 may remain but not be replaced;
Insert new b) cats will not be allowed in Marina Views;
Re-number remaining subsections;
<u>CARRIED (8 For, 4 Against)</u>

<u>RESOLVED (ORDINARY):</u>
That Operational Rule be amended as following
adding 28. Compliance with Rules
Owners and Occupants are responsible for ensuring visitors abide by these rules. Reasonable behaviour and rule compliance need to be maintained at all times. The current rules of the Body Corporate are set out within this document. Any expenditure incurred due to non-compliance of the rules will be charged back directly to the Owner or Occupant of the unit responsible. The Body Corporate's standard charge is $100.00 plus GST to cover investigation and administration. The Body Corporate committee may vary or amend the standard charge from time to time. Any other direct costs will also be recovered.
<u>CARRIED (9 For, 3 Against)</u>

14) General Business

- Exterior painting & cracks – the committee is reviewing job scopes, quotes and colour schemes for exterior repainting, scheduled to start in late 2020 or beginning of 2021. Minor cracks will be sealed prior to repainting. The body corporate will schedule an Extraordinary General Meeting later in the year to discuss the exterior painting project further.

- Remediation in plaster – Individual units had taken their own remedial works in the past. Therefore, individual units are responsible for the exterior plaster repairs and maintenance except the building wash which is taken care of by the Body Corporate.

There being no further business, the meeting closed at 6.30pm.

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Secretary, Body Corporate 209549