



Boutique Body Corporate
& Community Managers

17 March 2026

The Proprietors
Body Corporate 209549
MARINA VIEWS
595 Laurie Southwick Parade, Gulf Harbour, Auckland 0930

Attention: Owner

Dear Sir/Madam

**Re: 209549 – MARINA VIEWS, 595 Laurie Southwick Parade
Annual General Meeting Second Notice**

We are pleased to confirm your Annual General Meeting has been scheduled for **30 March 2026 at 06:00 PM** to be held at **Gulf Harbour Yacht Club, 1299 Laurie Southwick Parade, Gulf Harbour, Auckland 0930 and via Zoom.**

Time: Mar 30, 2026 06:00 PM Auckland, Wellington

Join Zoom Meeting

<https://us02web.zoom.us/j/89293737291?pwd=JnYgl00mwUxpnSapZ9ZOXQRHZydbYX.1>

Meeting ID: 892 9373 7291

Passcode: 334710

Please find attached documents for your Annual General Meeting.

We look forward to seeing as many owners as possible on 30 March 2026 at 06:00 PM, Pizza and drinks will be provided following the AGM. If you are unable to attend, please feel free to appoint a proxy or complete the attached postal voting form and return by **5:00 PM on 27 March 2026.**

Kind regards

Sandy Wu
Body Corporate Manager



**Agenda of Annual General Meeting
under the Unit Titles Act 2010
595 Laurie Southwick Parade**

**30 March 2026 at 06:00 PM at Gulf Harbour Yacht Club, 1299 Laurie Southwick Parade, Gulf
Harbour, Auckland 0930
by Audio Visual on a link to be supplied separately**

SUMMARY AGENDA

1. Appointment of Meeting Chair
2. Apologies and Proxies
3. Committee Conflict of Interest Register
4. Health and Safety
5. Minutes of the previous Annual General Meeting
6. Financial Statements
7. Audit Review
8. Decision not to establish a Long-Term Maintenance Fund
9. Long Term Maintenance Plan
10. Insurance Renewal
11. Body Corporate Chairperson
12. Delegation of Body Corporate Chairperson's duties
13. Committee Size
14. Committee Nominations
15. Committee Powers
16. Committee Chairperson
17. Committee Report
18. Budget and Levies
19. Body Corporate Operational Rules - Addition to Rule No.17
20. Body Corporate Operational Rules - Addition to Rules No. 27
21. Body Corporate Operational Rules - Addition to Rules No. 27
22. Items raised by owner to be discussed at the meeting
23. General Business
24. First Committee Meeting

DETAILED AGENDA

1. **Appointment of Meeting Chair**

Under Regulation 11(1)(c) the Chairperson of the Body Corporate shall chair each General Meeting unless agreed otherwise. It is suggested the manager chair the meeting.

Ordinary Resolution

That the manager chair the meeting.

2. **Apologies and Proxies**

Apologies will be recorded from those who submit a proxy or an online or postal vote. Apologies can also be advised by email or phone call to the Body Corporate Manager, or passed on by another owner attending the meeting.

Ordinary Resolution

That the apologies, proxies, online and postal votes be accepted.

3. **Committee Conflict of Interest Register**

Regulation 6(5)(c) requires the notice of an annual general meeting must be accompanied by a copy of the body corporate committee interests register.

There has been no interests disclosed by committee members

4. **Health and Safety**

An opportunity will be given for any owners to comment on Health and Safety issues.

Ordinary Resolution

That no new hazards identified, or notifiable incidents occurred since the previous AGM.

5. **Minutes of the previous Annual General Meeting**

A copy of the minutes of the previous Annual Meeting were distributed with the agenda.

Ordinary Resolution

That the minutes of the previous Annual General Meeting of 24/3/25 be taken as read and adopted as a true and correct record of the meeting.

6. Financial Statements

A copy of the financial statements and notes for the year will be distributed with the agenda.

Ordinary Resolution

That the accounts as presented to the meeting which show an Operating cash balance of \$6,827.01, Contingency Fund cash balance of \$135,779.22, Long Term Maintenance Fund cash balance of \$17,508.55, Court Settlement Driveway Drainage of \$31,190.19 and total Net Assets of \$223,753.44 be adopted.

7. Audit Review

Section 132(2) requires the Body Corporate within two months of the end of the financial year to either have the accounts audited, reviewed or verified, provided the Body Corporate may, by special resolution, determine 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 independently reviewed in each three-year cycle. There is no additional charge for this. Body Corporate 209549 MARINA VIEWS accounts were last reviewed by Grant Thornton for year ending 31/01/2023. A copy of Grant Thornton's review letter is enclosed with the mailout.

Special Resolution

That because complete financial accounts, including transactional records, are available to owners, the Body Corporate resolves to dispense with the need for audit, review or verification of the financial accounts to the latest balance date, provided the Body Corporate in a General Meeting, or the Committee, may at any time require the accounts to be audited, reviewed or verified.

8. Decision not to establish a Long-Term Maintenance Fund

In accordance with Section 117(1) of the Unit Titles Act 2010 (UTA), the body corporate has previously passed a special resolution where it was agreed that the body corporate would not establish a Long-Term Maintenance Fund. Section 117(1B)(a) of the Unit Titles Amendments Act requires the body corporate must review the decision annually if the body corporate has decided not to establish a Long-Term Maintenance Fund. A contingency fund provides more flexibility but still ensures the body corporate has funding available for long-term maintenance requirements.

Ordinary Resolution

That the Body Corporate reviewed its decision not to establish and maintain a Long-Term Maintenance Fund at the meeting and approved continuing on this basis until the next AGM.

9. Long Term Maintenance Plan

Regulation 30 of the Unit Titles Regulations 2011 requires a body corporate must carry out a review of its LTMP at least once every 3 years. The Unit Titles Amendment Act and Regulation 30A (2) requires a large Body Corporate of 10 units or more to have a 30 year LTMP. A copy of the current LTMP is enclosed with the meeting agenda.

Ordinary Resolution

That the Long-Term Maintenance Plan was reviewed and adopted and the 2026/2027 Contingency Fund contribution be fixed at \$40,000.00 inclusive of GST.

10. Insurance Renewal

The current insurance policy runs until 31/3/26. Quotes for the renewal of the insurance policy have been distributed with the agenda or will be tabled at the meeting.

Ordinary Resolution

That the meeting renew the insurance policy when it falls due based on the terms and conditions as it deems appropriate.

NB BBCL receives brokerage commission from some brokers in consideration of facilitating insurance. It has been BBCL's standard practice to share any payment with the Body Corporate. The ex-gratia share credited to the Body Corporate will show up as revenue in the following year. Commission paid to your Body Corporate for the previous year was \$650.73.

11. Body Corporate Chairperson

A Body Corporate is required to elect a Chairperson at every Annual General Meeting to carry out the duties contained in Regulations 11 of the Unit Titles Act Regulations 2011. As seen from the list of duties, the vast majority of the duties are in practice carried out by the Secretary/Manger. Pursuant to Section 108 of the Act, a Body Corporate may delegate all of the duties vested in the Chairperson to the Committee.

The following person has been nominated for chairperson: Karen Law

Ordinary Resolution

Unless the meeting resolves otherwise Karen Law shall be elected as Chairperson until the next Annual General Meeting.

12. Delegation of Body Corporate Chairperson's duties

Special Resolution

That the Body Corporate delegates to the Body Corporate Committee under section 108(1) of the Act the duties of the Chairperson set out in paragraph 11.1(a) – (m) of the Regulations.

13. Committee Size

In accordance with Section 112(3) of the Unit Titles Amendments Act and Unit Titles Regulations 24(1)(a), a body corporate that decides to form a body corporate committee must decide by ordinary resolution at an annual general meeting: how many elected members the body corporate committee must have and the total number of members required to constitute a quorum.

Ordinary Resolution

That the Body Corporate agreed that the committee size be fixed at five and that the total number of committee members required to constitute a quorum is three.

14. Committee Nominations

The following six nomination[s] have been received for the Committee election:

Karen Law

Cate McGrath

Thea Mulholland

Kacee Anderson

Janet Wooding

Mike Davies

The Body Corporate Chairperson (Karen Law), if elected is automatically a committee member.

If motion 13 is passed, ballot paper will be provided at the meeting to elect four of the nominees to form a committee of five members.

Ordinary Resolution

The committee shall comprise of four nominees that receive the highest votes plus the BC Chair (if elected) who wish to serve on the committee and are entitled to do so with the quorum fixed at three.

15. Committee Powers

Special Resolution

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.

16. Committee Chairperson

Under section 112A of the Unit Titles Act 2010, the chairperson of a body corporate is a member of the body corporate committee, and the chairperson of the body corporate committee, unless the body corporate passes an ordinary resolution at the AGM that allows another person elected to the committee to be the chairperson of the committee.

In most body corporates the Chairperson of the body corporate is also the Chairperson of the committee. However, in some body corporates the responsibilities are shared by two different individuals. By passing this resolution the body corporate retains the flexibility to have different Chairpersons for the body corporate and the committee.

Ordinary Resolution

Pursuant to S.112A(2) of the Unit Titles Act 2010, the Body Corporate has decided that the Chairperson of the committee will be appointed by the new committee at their first meeting as prescribed by Regulation 26(1) of the Unit Titles Regulations 2011.

17. 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. A report will be provided prior to or at the meeting.

Ordinary Resolution

That the Committee report be received and entered into the records of the Body Corporate.

18. Budget and Levies

An expense budget and levy payment schedule for the operating account of the Body Corporate has been prepared by the Secretary and distributed with the Notice of Meeting.

Ordinary Resolution

That levies be raised based on the expense budget of \$111,084.43 plus Contingency Fund of \$40,000.00, total budget of \$151,084.43 inclusive of GST with payment due in four instalment[s] on 28 April 2026, 28 July 2026, 28 October 2026, 28 January 2027.

19. Body Corporate Operational Rules - Addition to Rule No.17

The Body Corporate Operational Rules are reviewed by the Committee to ensure that they remain up to date. The following addition 17 f) are proposed to be added to the Body Corporate Operational Rules No. 17:

17. f) An Owner of a unit shall not make or permit any noise or carry out or permit any conduct or behaviour, in any unit or on the common property which is likely to interfere with the use and enjoyment of the unit title development by other Owners: smoking is not permitted in common areas, balconies or porches.

Ordinary Resolution

That the meeting adopts the proposed rule change of adding rule 17. f) to the Body Corporate Operational rules.

20. Body Corporate Operational Rules - Addition to Rules No. 27

The Body Corporate Operational Rules are reviewed by the Committee to ensure that they remain up to date. The following addition 27 d) are proposed to be added to the Body Corporate Operational Rules No. 27:

27. Exterior of units:

d) Artificial ivy or bamboo screening panels may be installed for privacy, up to the height of the fence railing, and must be maintained or replaced as required.

Ordinary Resolution

That the meeting adopts the proposed rule change of adding rule 27.d) to the Body Corporate Operational Rules.

21. Body Corporate Operational Rules - Addition to Rules No. 27

The Body Corporate Operational Rules are reviewed by the Committee to ensure that they remain up to date. The following addition 27 e) are proposed to be added to the Body Corporate Operational Rules No. 27:

27. Exterior of units:

e) A small storage unit is allowed in the courtyards for storing gardeniong equipment, potting mix etc. and that the approved dimensions and approved colour are listed below:

Colour: Anthracite

Capacity: 270L

External Dimensions: W 116.7cm x D 44.7cm x H 57cm

Internal Dimensions: W 114.4cm x D 40.0cm x H 51.2cm

and that the original Rules No. 27 d) Unit heat pump installation application rules and guidelines, conditions... becomes 27 f)

Ordinary Resolution

That the meeting adopts the proposed rule change of adding rule 27.e) to the Body Corporate Operational Rules and that the original rule 27. d) becomes rule 27. f).

22. Items raised by owner to be discussed at the meeting

Gardens by front gate - Gardens by front gate where garden waste kept, we got a storage box to keep area tidy but now people have been dropping other items there plus foliage from plants not being cleared over pavers and a resident has fallen there. Before being given a breach notice maybe talk to resident first then a notice be given, [Unit 39]

Air Racks - to be allowed in courtyards.[Unit 19]

Aluminium shutters - Muriwai Specs enclosed with agenda [Unit 4]

23. General Business

Whilst the meeting is able to discuss General Business, Section 101(3) of the Unit Titles Act 2010 states any matter that is not on the agenda for a general meeting may be discussed at the meeting but, unless all the eligible voters are present at the meeting, no resolution may be voted on and made in respect of that matter except to include that matter on the agenda for a subsequent general meeting. Therefore, no substantive resolutions can be made under General Business, and if owners present at a general meeting wish to progress a matter that can only be dealt with at the next Annual General Meeting, at an Extraordinary General Meeting, by passing a resolution without a general meeting by an online and/or postal vote, or by the committee exercising their delegated authority to make decisions relating to the matter.

24. First Committee Meeting

To satisfy the requirements of Regulation 27(1) of the Unit Titles Regulations 2011 the body corporate committee is required to meet within one month from the date of service of notice of delegation under section 108(1) of the Act. The notice of delegation will be issued to committee members at the meeting or with the minutes. To comply with Regulation 27(1), the committee present at the AGM will meet immediately after the meeting to receive the notice of delegation and to agree when any further meeting, if any, shall be scheduled. It is anticipated there will be no other business at this first committee meeting.

Under section 112A (1) (2) of the Act and Regulation 26 (1AA):

The chairperson of a body corporate is a member of the body corporate committee and also the chairperson of the body corporate committee unless the body corporate pass an ordinary resolution at the AGM to elect the chairperson of the committee to be a person other than the body corporate chairperson.



Minutes of Annual General Meeting

Body Corporate 209549 Marina Views

595 Laurie Southwick Parade, Gulf Harbour

Held on 24 Mar 2025 at 06:00 PM 1299 Laurie Southwick Parade, Gulf Harbour, Whangaparaoa,
Auckland 0930 and via Zoom

PRESENT: C Halloran (1), L Rafferty (2), K & S Law (4), J Wooding (15), S du Preez (17), T Mulholland (19), M Davies (20), K Anderson (21), C McGrath (27), M Reihana (31), J & R Opperman (34), J Smidt (38), R & D Hunt (39), S & D Cantelo (40) and S Wu (Boutique Body Corporates Ltd)

VIA ZOOM: C Harvey (26) & W Yao (Boutique Body Corporates Ltd)

1 APPOINTMENT OF MEETING CHAIR

Under Regulation 11(1)(c) the Chairperson of the Body Corporate shall chair each General Meeting unless agreed otherwise. It is suggested the manager chair the meeting.

Ordinary Resolution

Resolved that the manager chair the meeting.

Motion CARRIED. (1 Against)

2 APOLOGIES AND PROXIES

Apologies

Unit 30

Online Votes (for those who voted online and attending in person, you must notify the Meeting Chair should your vote/s differ from the pre-voting)

Units 1, 2, 5, 19, 21, 23, 26, 30, 34 & 35

Ordinary Resolution

That the apologies and online votes be accepted.

Motion CARRIED. (1 Abstain)

3 COMMITTEE CONFLICT OF INTEREST REGISTER

Regulation 6(5)(c) requires the notice of an annual general meeting must be accompanied by a copy of the body corporate committee interests register.

There has been no interests disclosed by committee members

4 **HEALTH AND SAFETY**

An opportunity will be given for any owners to comment on Health and Safety issues.

Ordinary Resolution

Resolved that no new hazards identified, or notifiable incidents occurred since the previous AGM.

Motion CARRIED. (1 Abstain)

5 **MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING**

A copy of the minutes of the previous Annual Meeting is distributed with the agenda.

Ordinary Resolution

Resolved that the minutes of the previous Annual General Meeting of 8/4/24 be taken as read and adopted as a true and correct record of the meeting.

Moved: K Law

Seconded: T Mulholland

Motion CARRIED. (2 Abstain)

6 **FINANCIAL STATEMENTS**

A copy of the financial statements and notes for the year were distributed with the agenda.

The Manager reviewed the financials with the meeting. It was noted the main variances are the building wash which was unbudgeted; the timing of the water oncharge recovery causing a discrepancy. A question was raised regarding the settlement fund of \$30,761.02, the Manager explained the background of the funds and this fund can be utilised on drainage or carpark maintenance or any unplanned expenses as per the previous resolution.

Ordinary Resolution

That the accounts as presented to the meeting which show an Operating cash balance of \$20,662.93, Contingency Fund cash balance of \$99,029.96, settlement fund of \$30,761.02 and total Net Assets of \$189,379.94 be adopted.

Moved: J Wooding

Seconded: K Law

Motion CARRIED.

AUDIT REVIEW

Section 132(2) requires the Body Corporate within two months of the end of the financial year to either have the accounts audited, reviewed or verified, provided the Body Corporate may, by special resolution, determine 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 independently reviewed in each three-year cycle. There is no additional charge for this. Body Corporate 209549 MARINA VIEWS accounts were last reviewed by Grant Thornton for year ending 31/1/23. A copy of Grant Thornton's review letter was distributed with the agenda.

Special Resolution

Resolved that because complete financial accounts, including transactional records, are available to owners, the Body Corporate resolves to dispense with the need for audit, review or verification of the financial accounts to the latest balance date, provided the Body Corporate in a General Meeting, or the Committee, may at any time require the accounts to be audited, reviewed or verified.

Moved: T Mulholland

Seconded: K Law

Motion CARRIED. (1 Against; 2 Abstain)

DECISION NOT TO ESTABLISH A LONG-TERM MAINTENANCE FUND

In accordance with Section 117(1) of the Unit Titles Act 2010 (UTA), the body corporate has previously passed a special resolution where it was agreed that the body corporate would not establish a Long-Term Maintenance Fund. Section 117(1B)(a) of the Unit Titles Amendments Act requires the body corporate must review the decision annually if the body corporate has decided not to establish a Long-Term Maintenance Fund. A contingency fund provides more flexibility but still ensures the body corporate has funding available for long-term maintenance requirements.

Ordinary Resolution

Resolved that the Body Corporate reviewed its decision not to establish and maintain a Long-Term Maintenance Fund at the meeting and approved continuing on this basis until the next AGM.

Moved: J Wooding

Seconded: C McGrath

Motion CARRIED. (4 Against)

9

LONG TERM MAINTENANCE PLAN

Regulation 30 of the Unit Titles Regulations 2011 requires a body corporate must carry out a review of its LTMP at least once every 3 years. The Unit Titles Amendment Act and Regulation 30A (2) requires a large Body Corporate of 10 units or more to have a 30 year LTMP. A copy of the current LTMP was distributed with the agenda. The next review is due 2026.

Ordinary Resolution

Resolved that the Long-Term Maintenance Plan prepared by Solutions in Engineering in June 2023 was reviewed and adopted at the meeting and the 2025/2026 Contingency Fund contribution be fixed at \$38,000.00 inclusive of GST.

Moved: T Mulholland

Seconded: J Wooding

Motion CARRIED.

10

INSURANCE RENEWAL

The current insurance policy runs until 31/3/25. Quotes for the renewal of the insurance policy is distributed with the agenda.

The insurable value for the property is \$31,350,000.00. The Body Corporate is currently insured with QBE at an annual premium of \$66,883.79.

The broker has also approached 4 alternative underwriters for terms prior to renewal 2025 however only NZI provided terms on the risk. The renewal quote for the year is \$74,095.75 (inclusive of GST).

Ordinary Resolution

Resolved that the meeting renew the insurance policy with NZI when it falls due based on the terms and conditions as it deems appropriate.

Moved: K Law

Seconded: D Cantelo

Motion CARRIED. (1 Abstain)

A question was raised regarding the underwriters decline to quote on the risk. It was requested that the insurance claim history be provided to owners with the minutes.

11

COMMITTEE REPORT

A report was distributed with the agenda. The Manager explained the role of the Committee is a volunteering one and the tasks that were completed over the year. The Committee was thanked for their work done in the last 12 months.

Ordinary Resolution

Resolved that the Committee report be received and entered into the records of the Body Corporate.

Moved: J Opperman

Seconded: M Reihana

Motion CARRIED. (1 Against; 1 Abstain)

From K. Law & C. McGrath

- **Magnolia tree removal & paving repairs**
The trees by the stone wall and Block 1 will potentially damage the paving, water meter and drainage. The committee is looking at removal the trees to prevent further damage from the roots. The paving repairs to be carried out once the trees are removed.
- **White plastic downpipes & vents to be painted exterior colour**
Following discussion, it was agreed for the plastic downpipes and vents to match the exterior wall colour. The Committee to identify the units requiring painting and the handyman (Brian) to provide a quote to those units.
- **Repair manhole at Northern pedestrian gate**
A quote to be obtained to repair the manhole as it's confirmed not a Watercare issue nor a Council issue, it was likely damaged by the tree roots.
- **Keypads fitted to pedestrian gates**
It was suggested that keypads be fitted to the pedestrian gates of Marina Views. Steve, being the Facility Manager of GHMVRA advised owners the requirement to keep the complex secure as it provides access to the walkway of the waterfront, owned by the members of the GHMVRA.

Currently access tags and smartphone scanning are set up. Steve to provide further info regarding access to the waterfront to owners after the meeting.

From M. Reihana

- **How the Body Corp with rectify the financials regarding rubbish bins coming under the rates bills from the 30th June rather than paying from the Body Corporate fees.**
Steve advised the meeting that the Manager of GHMVRA (Alan from Crockers) is working with the Council on refuse exemption. He will follow up on the outcome with Alan. Any credit will show on the Council rates instead of the Body Corporate Accounts.

CARPARK SAFETY MEASURES (VOTE BY SECRET BALLOT)

Steve spoke to the meeting regarding the danger of visitors/courier drivers/residents speed in and out of the complex. The topic of speeding in the complex had been discussed over the years.

A copy of the map indicating the proposed location of the 4 speed bumps was distributed with the agenda. The original quote and the types of speed pump (50mm or 75mm) are also included. The contractor provided written confirmation that installation would not cause any potential damage to the driveway. Should the Body Corporate approve the project at the AGM, the cost will be expended from the existing Contingency Fund.

Following discussion, a secret ballot took place and the result was counted and announced at the meeting. The result of the vote is **(9 For; 8 Against; 2 Abstain)** and motion carried. An owner's newsletter will be circulated once the work is scheduled in.

Ordinary Resolution

Resolved that the meeting agreed to go ahead with the speed cushion installation at the 4 locations specified on the map provided by Civil Pacific Limited; the capped cost of \$7,500+GST is approved for the project.

Moved: K Law

Seconded: R Hunt

Motion CARRIED.

Post meeting note: It was found after the AGM when scanning the ballot voting forms to be kept in the BC files that one of the owners who had submitted online vote prior to the meeting had changed the online vote and submitted the changed ballot vote at the AGM when this owner attended the meeting in person. The online vote was in favour of the speed cushion installation however, this was changed to "Abstain" at the AGM. As the change of pre meeting vote was not indicated when the owner submitted the ballot, this was not picked up at the meeting. **The voting result is in fact 8 For, 8 Against and 3 Abstain, motion did not pass, and that the situation remain status quo.** The committee is going to advise what the next move will be after the next committee meeting.

14

BIKE RACK INSTALLATION (VOTE BY SECRET BALLOT)

A robust discussion was held regarding bike rack installation on common property. The map of the suggested locations for bike racks and an example of a low-maintenance, four-bike rack was circulated with the agenda.

A secret ballot took place, and the result was counted and announced at the meeting. The result of the vote is **(6 For; 13 Against)** and motion failed.

Ordinary Resolution

To allow bike racks to be placed in the common area. The Committee will decide which areas are appropriate. The Marina Views Body Corporate will not supply these bike racks; they must be provided by groups of residents who wish to use them. The Marina Views Body Corporate will not maintain the bike racks nor assume responsibility for any damage to or theft of bicycles.

Motion FAILED.

15

BODY CORPORATE CHAIRPERSON

The following person has been nominated for chairperson:

Karen Law Unit 4

Ordinary Resolution

Unless the meeting resolves otherwise Karen Law shall be elected as Chairperson until the next Annual General Meeting.

Motion CARRIED. (1 Against; 1 Abstain)

The meeting thanked Cate McGrath for her tremendous contribution over the years as Body Corporate Chairperson.

16

DELEGATION OF BODY CORPORATE CHAIRPERSON'S DUTIES

Special Resolution

Resolved that the Body Corporate delegates to the Body Corporate Committee under section 108(1) of the Act the duties of the Chairperson set out in paragraph 11.1(a) – (m) of the Regulations.

Motion CARRIED.

COMMITTEE NOMINATIONS

The following nominations have been received for the Committee:

Catherine McGrath Unit 27

Janet Wooding Unit 15

Thea Mulholland Unit 19

Steve Law Unit 4

Mike Davies Unit 20

Mary Reihana Unit 31

Lisa Rafferty Unit 2

The Body Corporate Chairperson (Karen Law), if elected is automatically a committee member. A total of 8 committee members elected this year.

Ordinary Resolution

The committee shall comprise all of those nominated who wish to serve on the committee and are entitled to do so with the quorum fixed at 4.

Moved: D Hunt

Seconded: K Anderson

Motion CARRIED. (1 Against; 1 Abstain)

A question was raised regarding 2 owners from the same unit being elected on the Committee. The Manager explained that on committee level, each elected member has a vote. Steve spoke to the meeting and confirmed his intention is to provide Kaz with support during her first year as the Body Corporate Chairperson. He's prepared not to exercise his vote during committee meetings.

COMMITTEE POWERS**Special Resolution**

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.

Moved: J Opperman

Seconded: S du Preez

Motion CARRIED.

COMMITTEE CHAIRPERSON

In most body corporates the Chairperson of the body corporate is also the Chairperson of the committee. However, in some body corporates the responsibilities are shared by two different individuals. While agreeing to have the Body Corporate Chairperson Karen Law to be the Chairperson of the committee, by passing this resolution the body corporate retains the flexibility to have different Chairpersons for the body corporate.

Ordinary Resolution

Pursuant to S.112A(2) of the Unit Titles Act 2010, the Body Corporate has decided that the Chairperson of the committee will be appointed by the new committee at their first meeting as prescribed by Regulation 26(1) of the Unit Titles Regulations 2011 should they wish to.

Moved: T Mulholland

Seconded: D Hunt

Motion CARRIED.

BUDGET AND LEVIES

An expense budget and levy payment schedule for the operating account of the Body Corporate has been prepared by the Secretary and distributed with the agenda.

The draft budget, if adopted, will represent an increase of 13.81% in Body Corporate levies for the coming year. This is mainly due to the increase from the insurance premium. It was noted a provision was made for the 2 yearly building wash of \$6.5k. The tree removal cost discussed earlier in the meeting to be expended from the contingency fund if the total cost exceeds the operating fund budget under garden and grounds.

Ordinary Resolution

Resolved that levies be raised based on the expense budget of \$111,749.00 plus Contingency Fund of \$38,000.00 (inclusive of GST) with payment due in four instalments on 28th day of April, July, October 2025 and January 2026.

Moved: L Rafferty

Seconded: S Law

Motion CARRIED. (2 Against)

INLAND REVENUE TAX AGENT AUTHORITY

Due to a recent process change at the Inland Revenue, they now require a person, not a company to hold authority to act.

Ordinary Resolution

Resolved that the Body Corporate gives authority to Boutique Body Corporates Limited to appoint a BBCL staff member (our tax agent) to act on our behalf for all tax types until further notice. 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.

Moved: K Law

Seconded: J Wooding

Motion CARRIED.

Bird Control

Pigeons have been noticed sitting on the roof tile. It was agreed to defer this to the committee for solution.

Upcoming GHMVRA Annual General Meeting

Some background was provided to owners regarding how the association levies were calculated before and after the change in management during 2020. Owners are encouraged to attend the upcoming GHMVRA AGM and exercise their vote on the important matters.

There being no further business, the meeting closed at 8:15pm.

The Committee were asked to stay for the first Committee meeting. The notice of delegation was handed out to the members.

Sandy Wu

for Boutique Body Corporates Limited



Boutique Body Corporate
& Community Managers

T: 09 524 9785
F: 09 524 9780
PO Box 11131, Ellerslie
Auckland, 1542
E: info@bbcl.co.nz
www.bbcl.co.nz

ANNUAL REPORTS

for the financial year to 31/01/2026

Body Corporate 209549

Marina Views, 595 Laurie Southwick Parade, Gulf Harbour
Auckland 0930

Manager: Sandy Wu

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Boutique Body Corporate
& Community Managers

Statement of Financial Position

As at 31/01/2026

T: 09 524 9785
F: 09 524 9780
PO Box 11131, Ellerslie
Auckland, 1542
E: info@bbcl.co.nz
www.bbcl.co.nz

Marina Views BC 209549 **

Marina Views, 595 Laurie Southwick Parade, Gulf
Harbour Auckland 0930

	Current period	Previous year
Owners' funds		
Administrative Fund		
Operating Surplus/Deficit	(4,296.45)	(23,550.13)
Owners Equity	38,190.55	61,740.68
	<u>33,894.10</u>	<u>38,190.55</u>
Contingency Fund		
Operating Surplus/Deficit--Contingency Fund	38,669.95	2,777.64
Owners Equity--Contingency Fund	151,189.39	148,411.75
	<u>189,859.34</u>	<u>151,189.39</u>
Net owners' funds	<u>\$223,753.44</u>	<u>\$189,379.94</u>
Represented by:		
Assets		
Administrative Fund		
Operational Account	6,827.01	20,662.93
Receivable--Proprietor Debtors Levies	15,260.34	10,219.67
Receivable--Owners--Admin	13,464.01	8,375.28
	<u>35,551.36</u>	<u>39,257.88</u>
Contingency Fund		
Cash at Bank-- Contingency	135,779.22	99,029.96
Receivable--Levies--Contingency	5,381.38	4,130.77
Long Term Maintenance Fund	17,508.55	17,267.64
Court Settlement Driveway Drainage	31,190.19	30,761.02
	<u>189,859.34</u>	<u>151,189.39</u>
Unallocated Money		
Cash at Bank--Unallocated	0.00	766.45
	<u>0.00</u>	<u>766.45</u>
Total assets	<u>225,410.70</u>	<u>191,213.72</u>
Less liabilities		
Administrative Fund		
Creditors--Other--Admin	1,657.26	1,067.33
	<u>1,657.26</u>	<u>1,067.33</u>
Contingency Fund		
	<u>0.00</u>	<u>0.00</u>
Unallocated Money		
Prepaid Levies--Unallocated	0.00	766.45
	<u>0.00</u>	<u>766.45</u>
Total liabilities	<u>1,657.26</u>	<u>1,833.78</u>
Net assets	<u>\$223,753.44</u>	<u>\$189,379.94</u>



Boutique Body Corporate
& Community Managers

Income and Expenditure Statement for the financial year to 31/01/2026

T: 09 524 9785
F: 09 524 9780
PO Box 11131, Ellerslie
Auckland, 1542
E: info@bbcl.co.nz
www.bbcl.co.nz

Marina Views BC 209549 **

Marina Views, 595 Laurie Southwick Parade, Gulf
Harbour Auckland 0930

Administrative Fund

	Current period 01/02/2025-31/01/2026	Annual budget 01/02/2025-31/01/2026	Variance (\$)
Revenue			
Carpark Lease	610.00	0.00	610.00
Insurance Commission	650.73	0.00	650.73
Interest Received - Penalties	365.88	0.00	365.88
Interest--Bank	2,343.91	0.00	2,343.91
Levies Due--Admin	111,749.16	111,749.00	0.16
<i>Total revenue</i>	<u>115,719.68</u>	<u>111,749.00</u>	<u>3,970.68</u>
Less expenses			
Admin--General Expenses	247.27	200.00	47.27
Admin--INC Tax paid	135.48	0.00	135.48
Admin--Income Tax Return	402.99	403.00	(0.01)
Admin--Management Fees--Standard	14,000.00	14,000.00	0.00
Admin--Sundry Income	(158.25)	0.00	(158.25)
Admin--Sundry Recoverables	(530.49)	0.00	(530.49)
Admin--Tax	656.28	0.00	656.28
Admin--Write off Small Balance	0.37	0.00	0.37
Insurance--Premiums	74,095.81	74,096.00	(0.19)
Insurance--Valuation	1,081.00	550.00	531.00
Maint Bldg--Building Wash	0.00	6,500.00	(6,500.00)
Maint Bldg--Gate Maintenance	0.00	1,500.00	(1,500.00)
Maint Bldg--General Repairs & Maintenance	14,492.28	4,000.00	10,492.28
Maint Grounds--Gardens/Grounds	8,245.99	9,000.00	(754.01)
Utility--Electricity	1,357.54	1,500.00	(142.46)
Utility--Water & Waste	5,989.86	0.00	5,989.86
<i>Total expenses</i>	<u>120,016.13</u>	<u>111,749.00</u>	<u>8,267.13</u>
Surplus/Deficit	<u>(4,296.45)</u>	<u>0.00</u>	<u>(4,296.45)</u>
Opening balance	38,190.55	38,190.55	0.00
Closing balance	<u><u>\$33,894.10</u></u>	<u><u>\$38,190.55</u></u>	<u><u>-\$4,296.45</u></u>

Contingency Fund

	Current period	Annual budget	Variance
	01/02/2025-31/01/2026	01/02/2025-31/01/2026	(\$)
Revenue			
Interest--Bank	930.62	0.00	930.62
Levies Due--Contingency	38,000.00	38,000.00	0.00
<i>Total revenue</i>	38,930.62	38,000.00	930.62
Less expenses			
Admin--Tax--Long Term Maintenance	260.54	0.00	260.54
Admin--Write off Small Balance - Sinking Fund	0.13	0.00	0.13
Reserve Fund	0.00	38,000.00	(38,000.00)
<i>Total expenses</i>	260.67	38,000.00	(37,739.33)
Surplus/Deficit	38,669.95	0.00	38,669.95
Opening balance	151,189.39	151,189.39	0.00
Closing balance	\$189,859.34	\$151,189.39	\$38,669.95



Boutique Body Corporate
& Community Managers

Aged Arrears List

Marina Views BC 209549 **

T: 09 524 9785
F: 09 524 9780
PO Box 11131, Ellerslie
Auckland, 1542
E: info@bbcl.co.nz
www.bbcl.co.nz

Lot	Unit	Name	Balance	Prepaid	Interest	Current	30+ days	60+ days	90+ days	120+ days	Last debt recovery
6	6	Arzoo Atiq & Muhammad Atiq Ur Rehman	552.00	0.00	0.00	552.00	0.00	0.00	0.00	0.00	
8	8	Craig Douglas Rawcliffe & Petrice Kitt Rawcliffe	290.77	0.00	0.00	0.00	290.77	0.00	0.00	0.00	
9	9	Bowave Holdings Limited	115.00	0.00	0.00	0.00	0.00	115.00	0.00	0.00	
22	22	Robert Kenton Hasey	1,051.56	0.00	0.00	0.00	950.91	0.00	0.00	100.65	
25	25	Lynne Pamela Parker and Steven Joseph Parker **proc 270625	11,445.57	0.00	0.00	57.76	1,310.82	0.00	0.00	10,076.99	
29	29	Carolina Flower	500.88	0.00	0.00	0.00	500.88	0.00	0.00	0.00	
38	38	Judith Fern Smidt	230.00	0.00	0.00	0.00	230.00	0.00	0.00	0.00	
			14,185.78	0.00	0.00	609.76	3,283.38	115.00	0.00	10,177.64	



Boutique Body Corporate
& Community Managers

Detailed Expenses for the financial year from 01/02/2025 to 31/01/2026

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Marina Views BC 209549 **

Marina Views, 595 Laurie Southwick Parade, Gulf
Harbour Auckland 0930

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

Administrative Fund

Admin--General Expenses 152450

14/03/2025	Venue Hire 24/03/25	Gulf Harbour Yacht Club Inc.	150.00	Paid	DE	INV-001137	138381
24/03/2025	AGM Printing	Body Corporate Legal	81.97	Paid	DE	38514	138878
22/05/2025	Printing	Catherine McGrath	15.30	Paid	DE	209549	140998
			\$247.27				

Admin--INC Tax paid 156501

29/01/2026	Admin--INC Tax paid 2025	Inland Revenue	135.48	Paid	Chq		867318
			\$135.48				

Admin--Income Tax Return 152800

23/12/2025	Income tax return 25	Boutique Body Corporates Ltd	402.99	Paid	DE	437669	150807
			\$402.99				

Admin--Management Fees--Standard 154000

04/02/2025	Quarterly Management Fee February 2025	Boutique Body Corporate Ltd	3,399.21	Paid	Chq	80319	864711
02/05/2025	Quarterly Management Fee May 2025	Boutique Body Corporate Ltd	3,399.21	Paid	Chq	80736	865382
05/08/2025	Quarterly Management Fee August 2025	Boutique Body Corporate Ltd	3,600.79	Paid	Chq	81162	866189
04/11/2025	Quarterly Management Fee November 2025	Boutique Body Corporate Ltd	3,600.79	Paid	Chq	81590	866760
			\$14,000.00				

Admin--Sundry Income 156450

06/05/2025	Inv 38717 Notice of intention to issue proceedings		(120.00)		Ow.Inv		
06/05/2025	Debt collection - notice of intention to issue pro	Body Corporate Legal	120.00	Paid	DE	38717	140678
27/06/2025	Inv 38969 Preparation of Tenancy Tribunal proceedi		(776.25)		Ow.Inv		
27/06/2025	Preparatoin of Tenancy Tribunal proceedings - 25	Body Corporate Legal	776.25	Paid	DE	38969	142969
30/06/2025	Lot 25: INV 38987 Title Search DUE BY 18/08/25		(26.00)		Ow.Inv		
29/07/2025	Tenancy Tribunal applications - Unit 25	Body Corporate Legal	500.00	Paid	DE	39087	144334
06/08/2025	Lot 25: INV 39087 Tenancy Tribunal Application \$50		(500.00)		Ow.Inv		
31/10/2025	Attendance at tenancy tribunal hearing as awarded	Body Corporate Legal	560.63	Paid	DE	39504	148885
31/10/2025	Inv 39504 Attendance at Tenancy Tribunal hearing a		(560.63)		Ow.Inv		
04/11/2025	Debt collection second letter - 6	Body Corporate Legal	120.00	Paid	DE	39533	149531
04/11/2025	Inv 39533 Debt collection second letter		(120.00)		Ow.Inv		
30/01/2026	Inv 39790 Attendance passing Tenancy Tribunal Orde		(132.25)		Ow.Inv		
			-\$158.25				

Admin--Sundry Recoverables 156420

07/02/2025	Lot 26: INV 432103 Urgent Pre-Settlement Disclosur		(253.00)		Ow.Inv		
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Marina Views BC 209549 ****Marina Views, 595 Laurie Southwick Parade, Gulf Harbour Auckland 0930**

Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
General							
07/02/2025	Pre Settlement Disclosre Statement - Unit 26	Boutique Body Corporate Ltd	253.00	Paid	Chq	432103	864854
11/03/2025	Lot 17: INV 432663 Pre Settlement Disclosure State		(506.00)		Ow.Inv		
11/03/2025	Pre Settlement Disclosure Statement - Unit 17	Boutique Body Corporates Ltd	506.00	Paid	DE	432663	138347
21/05/2025	Lot 36: INV 433994 Pre Contract Disclosure Stateme		(552.00)		Ow.Inv		
21/05/2025	Pre Contract Disclosure Statement - Unit 36	Boutique Body Corporates Ltd	552.00	Paid	DE	433994	141148
06/06/2025	Lot 9: INV434297 Breach of Operational Rules		(115.00)		Ow.Inv		
09/06/2025	Breach - Unit 9	Boutique Body Corporates Ltd	115.00	Paid	DE	434297	142076
22/08/2025	Lot 40: INV 435610 Pre Contract Disclosure Stateme		(552.00)		Ow.Inv		
22/08/2025	Pre contract disclosure statement - Unit 40	Boutique Body Corporates Ltd	552.00	Paid	DE	435610	145485
03/09/2025	Lot 18: INV 435869 PCD		(552.00)		Ow.Inv		
03/09/2025	Pre Contract Disclosure - unit 18	Boutique Body Corporate Ltd	552.00	Paid	Chq	435869	866492
04/09/2025	Pre Contract Disclosure - Unit 12E	Boutique Body Corporate Ltd	276.00	Paid	Chq	435885	866492
09/09/2025	Breach of operational rules - unit 13	Boutique Body Corporate Ltd	109.25	Paid	Chq	435917	866492
09/09/2025	Lot 13: INV 435917 Breach of Operational Rules		(109.25)	Cancel	Ow.Inv		
09/09/2025	Owner invoice cancellation for lot: 13/209549		109.25	Cancel	Ow.Inv		
17/09/2025	Lot 36: INV 436020 Pre Settlement Disclosure Statm		(448.50)		Ow.Inv		
17/09/2025	Pre Settlement Disclosure Statement Unit 36	Boutique Body Corporates Ltd	448.50	Paid	DE	436020	146644
22/09/2025	Lot 7: INV436059 Breach of Operational Rules		(115.00)		Ow.Inv		
22/09/2025	Lot 8: INV436060 Breach of Operational Rules		(115.00)	Cancel	Ow.Inv		
22/09/2025	Lot 25: INV436061 Breach of Operational Rules		(115.00)		Ow.Inv		
22/09/2025	Owner invoice cancellation for lot: 8/209549		115.00	Cancel	Ow.Inv		
22/09/2025	Breach Unit 25	Boutique Body Corporates Ltd	115.00	Paid	DE	436061	147327
22/09/2025	Breach unit 8	Boutique Body Corporates Ltd	115.00	Paid	DE	436060	147327
22/09/2025	Breach Unit 7	Boutique Body Corporates Ltd	115.00	Paid	DE	436059	147109
29/09/2025	Pre settlement disclosure statement - Unit 40	Boutique Body Corporates Ltd	448.50	Paid	DE	436175	148294
29/09/2025	Pre settlement disclosure statement - Unit 18	Boutique Body Corporates Ltd	448.50	Paid	DE	436173	148294
29/09/2025	Lot 18: INV 436173 Pre Settlement Disclosure State		(448.50)		Ow.Inv		
30/09/2025	Lot 40: INV 436175 Pre Settlement Disclosure State		(448.50)		Ow.Inv		
08/10/2025	Oncharge processing fee	Boutique Body Corporates Ltd	10.01	Paid	DE	436428	148351
31/10/2025	Lot 25: Credit adjustment Courier Fees 24/05/24		5.75		Jnl	161044	
31/10/2025	Lot 25: Credit adjustment Courier Fees 16/09/24		5.75		Jnl	161045	
05/11/2025	Refund Breach		(109.25)		Rct	509666	
19/11/2025	Pre-contract disclosure statement - Unit 3	Boutique Body Corporates Ltd	552.00	Paid	DE	437060	149663
19/11/2025	Lot 3: INV437060 Pre Contract Disclosure Statement		(552.00)		Ow.Inv		
01/12/2025	INV435885 Refund PCD		(276.00)		Rct	514308	
16/12/2025	Lot 3: Inv.437557 Pre-settlement disclosure statem		(506.00)		Ow.Inv		
16/12/2025	Pre settlement disclosure statement - urgent	Boutique Body Corporates Ltd	506.00	Paid	DE	437557	150309
23/12/2025	Lot 9: INV 437681 Breach of Operational Rules		(115.00)		Ow.Inv		
22/01/2026	Lot 9: INV 438054 Pre Contract Disclosure Statemen		(552.00)		Ow.Inv		

General

			-\$530.49				
Admin--Tax 156500							
31/03/2025	RWT to 31/03/25		244.59	Jnl	150754		
30/06/2025	RWT to 30/06/25		130.13	Jnl	155381		
30/09/2025	RWT to 30/09/25		149.22	Jnl	158964		
31/12/2025	RWT to 31/12/25		132.34	Jnl	163375		
			\$656.28				
Admin--Write off Small Balance 157650							
04/11/2025	Lot 39: Small balance adjustment		0.37	Jnl	161171		
			\$0.37				
Insurance--Premiums 159100							
28/03/2025	31/03/25-31/03/26	Rothbury Insurance Brokers	74,095.81	Paid	DE	IN16180619	139151
			\$74,095.81				
Insurance--Valuation 159200							
04/02/2025	Insurance valuation	Opteon New Zealand Ltd	1,081.00	Paid	DE	19677074-1	136757
			\$1,081.00				
Maint Bldg--General Repairs & Maintenance 167200							
22/02/2025	Remove existing concrete & re-pour new slab	Double Bay Holdings Ltd t/a	526.70	Paid	DE	189	137497
28/02/2025	Paint privacy screen	Double Bay Holdings Ltd t/a	224.25	Paid	DE	193	137814
07/04/2025	Repair front gate	Double Bay Holdings Ltd t/a	162.38	Paid	DE	210	139482
17/04/2025	Car park lines	Civil Pacific Ltd	1,880.54	Paid	DE	IV01086B	139874
06/05/2025	Uplift paving blocks	Double Bay Holdings Ltd t/a	474.95	Paid	DE	220	140704
06/05/2025	Uplift entrance pavers	Double Bay Holdings Ltd t/a	977.50	Paid	DE	221	140704
22/05/2025	LED Lightbulb	Catherine McGrath	13.98	Paid	DE	209549	140998
11/06/2025	Repair and repaint gates	Double Bay Holdings Ltd t/a	802.70	Paid	DE	242	142239
04/09/2025	Reattach downpipe	Double Bay Holdings Ltd t/a	141.45	Paid	DE	279	146020
17/10/2025	Install 4x new bollard lights	CS Electrical Ltd	3,861.95	Paid	DE	7600161	148102
21/10/2025	50% deposit required for quote QU-2140	Drain Ninjas Ltd	1,727.50	Paid	DE	INV-27608	147816
06/11/2025	Clean out cesspits, flush lines	Drain Ninjas Ltd	2,151.45	Paid	DE	INV-27771	149337
19/11/2025	Purchase from RS components	Boutique Body Corporates Ltd	616.35	Paid	DE	437061	149663
19/12/2025	Install new divider panels	Double Bay Holdings Ltd t/a	930.58	Paid	DE	315	150890
			\$14,492.28				
Maint Grounds--Gardens/Grounds 177300							
28/02/2025	Garden maintenance & Lawn mowing Feb 25	TopMark Property Services	178.25	Paid	DE	INV-0927	138118
12/03/2025	Invoice for 2 extra bags	Greenfingers Garden Bags	64.00	Paid	DE	283495	138378
13/03/2025	Annual spare bag fee 2x extra casual bags	Greenfingers Garden Bags	26.00	Paid	DE	283495	139495
31/03/2025	Mar 25	TopMark Property Services	336.38	Paid	DE	INV-0944	139543
30/04/2025	Garden maintenance	TopMark Property Services	356.50	Paid	DE	INV-0954	140942
01/05/2025	Remove 3 Magnolias	Arborist360 Limited	2,110.25	Paid	DE	TF3993	140517
29/05/2025	1x Extra bag	Greenfingers Garden Bags	32.00	Paid	DE	283495	141824
31/05/2025	Ground Maintenance and lawn mowing	TopMark Property Services	637.19	Paid	DE	INV-0966	141893
22/06/2025	6 collections from 23/06/25	Greenfingers Garden Bags	192.00	Paid	DE	283495	142670
29/06/2025	1 Extra bag	Greenfingers Garden Bags	32.00	Paid	DE	283495	143707
30/06/2025	Jun 25	TopMark Property Services	178.25	Paid	DE	INV-0984	143612

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

31/07/2025	Rock garden as quoted	TopMark Property Services	460.00	Paid	DE	INV-1004	144782
31/07/2025	Jul 25	TopMark Property Services	630.88	Paid	DE	INV-1003	144782
30/08/2025	Invoice for 1 extra bag	Greenfingers Garden Bags	32.00	Paid	DE	283495	146051
31/08/2025	Aug 25	TopMark Property Services	546.25	Paid	DE	INV-1014	145944
30/09/2025	Sep 25 Grounds & lawn maintenance	TopMark Property Services	178.25	Paid	DE	INV-1031	147257
31/10/2025	Ground maintenance Oct 25	TopMark Property Services	461.15	Paid	DE	INV-1045	149456
26/11/2025	6 collections from 8/12/25	Greenfingers Garden Bags	192.00	Paid	DE	283495	149700
30/11/2025	Grounds Maintenance - Nov 25	TopMark Property Services	356.50	Paid	DE	INV-1067	150583
31/12/2025	Grounds maintenance Dec 25		889.64	Paid	Inv	INV-1076	
31/01/2026	Jan 25		356.50	Paid	Inv	INV-1091	
			\$8,245.99				

Utility--Electricity 190200

17/02/2025	17/01/25-16/02/25	Meridian Energy Limited	111.05	Paid	DE	2193905	137108
17/03/2025	17/02/25-16/03/25	Meridian Energy Limited	100.43	Paid	DE	2193905	138414
17/04/2025	17/03/25-16/04/25	Meridian Energy Limited	120.29	Paid	DE	2193905	139809
17/05/2025	17/04/25-16/05/25	Meridian Energy Limited	124.73	Paid	DE	2193905	141052
17/06/2025	17/05/25-16/06/25	Meridian Energy Limited	129.61	Paid	DE	2193905	142536
17/07/2025	17/06/25-16/07/25	Meridian Energy Limited	126.25	Paid	DE	2193905	143857
17/08/2025	17/07/25-16/08/25	Meridian Energy Limited	130.12	Paid	DE	2193905	145043
17/09/2025	17/08/25 - 16/09/25	Meridian Energy Limited	129.61	Paid	DE	2193905	146591
17/10/2025	17/09/25-16/10/25	Meridian Energy Limited	124.74	Paid	DE	2193905	147852
17/11/2025	17/10/25-16/11/25	Meridian Energy Limited	132.92	Paid	DE	2193905	149111
17/12/2025	17/11/25-16/12/25	Meridian Energy Limited	127.79	Paid	DE	2193905	150699
			\$1,357.54				

Utility--Water & Waste 191200

24/02/2025	23/01/25-21/02/25	Water Care Service Limited	95.57	Paid	DE	502118901	137601
24/02/2025	23/01/25-21/02/25	Water Care Service Limited	136.10	Paid	DE	502118701	137601
25/02/2025	23/01/25-21/02/25	Water Care Service Limited	842.80	Paid	DE	502119001	137741
25/02/2025	23/01/25-21/02/25	Water Care Service Limited	939.38	Paid	DE	502118801	137741
27/02/2025	Water & Waste 01/11/24-24/02/25	Boutique Body Corporates Ltd	410.00	Paid	DE	432436	137465
13/03/2025	Lot 42: Water Rates 01/11/24-24/02/25		(8,063.18)		Ow.Inv		
21/03/2025	Water & Waste 05/02/25-21/03/25 Unit 17 Final	Boutique Body Corporates Ltd	10.01	Paid	DE	432869	138608
24/03/2025	21/02/25-24/03/25	Water Care Service Limited	305.03	Paid	DE	502118701	139009
24/03/2025	21/02/25-24/03/25	Water Care Service Limited	117.54	Paid	DE	502118901	139009
25/03/2025	21/02/25-24/03/25	Water Care Service Limited	867.23	Paid	DE	502118801	139009
25/03/2025	21/02/25-24/03/25	Water Care Service Limited	986.54	Paid	DE	502119001	139009
23/04/2025	24/03/25-22/04/25	Water Care Service Limited	374.23	Paid	DE	502118701	140139
23/04/2025	24/03/25-22/04/25	Water Care Service Limited	90.49	Paid	DE	502118901	140139
24/04/2025	24/03/25-22/04/25	Water Care Service Limited	825.75	Paid	DE	502118801	140139
24/04/2025	24/03/25-22/04/25	Water Care Service Limited	922.34	Paid	DE	502119001	140139
23/05/2025	22/04/25-23/05/25	Water Care Service Limited	107.40	Paid	DE	502118901	141382
23/05/2025	22/04/25-23/05/25	Water Care Service Limited	350.61	Paid	DE	502118701	141382
26/05/2025	22/04/25-23/05/25	Water Care Service Limited	872.91	Paid	DE	502118801	141747
26/05/2025	22/04/25-23/05/25	Water Care Service Limited	986.54	Paid	DE	502119001	141747

Marina Views BC 209549 **
Marina Views, 595 Laurie Southwick Parade, Gulf Harbour Auckland 0930

Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
General							
25/06/2025	Water & waste 25/02/25-01/06/25	Boutique Body Corporates Ltd	410.00	Paid	DE	434572	142811
25/06/2025	23/05/25-23/06/25	Water Care Service Limited	142.89	Paid	DE	502118901	143138
25/06/2025	23/05/25-23/06/25	Water Care Service Limited	457.00	Paid	DE	502118701	143138
26/06/2025	23/05/25-23/06/25	Water Care Service Limited	867.23	Paid	DE	502118801	143138
26/06/2025	23/05/25-23/06/25	Water Care Service Limited	1,179.72	Paid	DE	502119001	143138
10/07/2025	Lot 42: Water Rates 25/02/25-01/06/25		(7,261.79)		Ow.Inv		
24/07/2025	23/06/25-24/07/25	Water Care Service Limited	401.28	Paid	DE	502118701	144187
24/07/2025	23/06/25-24/07/25	Water Care Service Limited	122.62	Paid	DE	502118901	144187
25/07/2025	23/06/25-24/07/25	Water Care Service Limited	867.23	Paid	DE	502118801	144292
25/07/2025	23/06/25-24/07/25	Water Care Service Limited	1,083.12	Paid	DE	502119001	144292
25/08/2025	24/07/25-21/08/25	Water Care Service Limited	421.94	Paid	DE	502118701	145406
25/08/2025	24/07/25-21/08/25	Water Care Service Limited	128.68	Paid	DE	502118901	145406
26/08/2025	24/07/25-21/08/25	Water Care Service Limited	1,024.28	Paid	DE	502119001	145601
26/08/2025	24/07/25-21/08/25	Water Care Service Limited	835.48	Paid	DE	502118801	145601
08/09/2025	Water & Waste 01/06/25-01/09/25	Boutique Body Corporate Ltd	410.00	Paid	Chq	435906	866492
22/09/2025	21/08/25 - 22/09/25	Water Care Service Limited	463.61	Paid	DE	502118701	146923
22/09/2025	21/08/25 - 22/09/25	Water Care Service Limited	143.15	Paid	DE	502118901	147484
22/09/2025	Lot 42: Water & Waste 02/06/25-01/09/25		(7,543.44)		Ow.Inv		
23/09/2025	22/08/25-22/09/25	Water Care Service Limited	1,186.27	Paid	DE	502119001	146923
23/09/2025	22/08/25 - 22/09/25	Water Care Service Limited	954.83	Paid	DE	502118801	146923
08/10/2025	Lot 36: INV 436428 Final water reading 01/09/25 to		(10.64)		Ow.Inv		
24/10/2025	23/09/25-22/10/25	Water Care Service Limited	483.51	Paid	DE	502118701	148124
24/10/2025	23/09/25-22/10/25	Water Care Service Limited	152.23	Paid	DE	502118901	148124
28/10/2025	22/09/2025-22/10/2025	Water Care Service Limited	922.56	Paid	DE	502118801	148617
28/10/2025	22/09/2025-22/10/2025	Water Care Service Limited	1,367.16	Paid	DE	502119001	148617
28/10/2025	Oncharge processing fee - Unit 18	Boutique Body Corporates Ltd	10.01	Paid	DE	436631	148695
10/11/2025	Final water reading - Unit 40	Boutique Body Corporates Ltd	10.00	Paid	DE	436945	149035
11/11/2025	Lot 40: INV 436945 Final water reading 01/09/25-10		(196.22)		Ow.Inv		
21/11/2025	23/10/25-21/11/25	Water Care Service Limited	456.38	Paid	Chq	502118701	866929
21/11/2025	23/10/25-21/11/25	Water Care Service Limited	141.33	Paid	Chq	502118901	866929
24/11/2025	23/10/25-21/11/25	Water Care Service Limited	1,233.17	Paid	Chq	502119001	866929
24/11/2025	23/10/25-21/11/25	Water Care Service Limited	910.38	Paid	Chq	502118801	866929
30/11/2025	Water admin fee 1/09/25-30/11/25	Boutique Body Corporates Ltd	410.00	Paid	DE	437230	150001
23/12/2025	21/11/25-19/12/25	Water Care Service Limited	90.64	Paid	DE	502118901	150840
23/12/2025	21/11/25-19/12/25	Water Care Service Limited	242.72	Paid	DE	502118701	150840
24/12/2025	21/11/25-19/12/25	Water Care Service Limited	1,006.01	Paid	DE	502118801	150840
24/12/2025	21/11/25-19/12/25	Water Care Service Limited	878.11	Paid	DE	502119001	150840
22/01/2026	20/12/25-22/1/26		411.12	Paid	Inv	502118701	
			\$5,989.86				
Total expenses			\$120,016.13				

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

General

Contingency Fund

Admin--Tax--Long Term Maintenance 256500

31/03/2025	RWT to 31/03/25		36.69		Jnl	150586	
31/03/2025	RWT to 31/03/25		65.36		Jnl	150593	
30/06/2025	RWT to 30/06/25		53.97		Jnl	155318	
30/06/2025	RWT to 30/06/25		30.30		Jnl	155319	
30/09/2025	RWT to 30/09/25		47.54		Jnl	158775	
30/09/2025	RWT to 30/09/25		26.68		Jnl	158780	
			\$260.54				

Admin--Write off Small Balance - Sinking Fund 257650

04/11/2025	Lot 39: Small balance adjustment		0.13		Jnl	161172	
			\$0.13				

Total expenses \$260.67

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



Boutique Body Corporate
& Community Managers

Outstanding Creditors

As at 31/01/2026

T: 09 524 9785
F: 09 524 9780
PO Box 11131, Ellerslie
Auckland, 1542
E: info@bbcl.co.nz
www.bbcl.co.nz

Marina Views BC 209549 **

Marina Views, 595 Laurie Southwick Parade, Gulf
Harbour Auckland 0930

Due date	Invoice	Description	Amount	GST
TopMark Property Services Ltd				
05/02/2026	INV-1076	Grounds maintenance Dec 25	889.64	0.00
13/02/2026	INV-1091	Jan 25	356.50	0.00
			1,246.14	0.00
Water Care Service Limited				
19/02/2026	502118701	20/12/25-22/1/26	411.12	0.00
			411.12	0.00
Total outstanding invoices			\$1,657.26	\$0.00

Appendix 1

Body Corporates : Marina Views BC 209549 **

BC No : 209549

Financial year-end : 31/01/2023

	Procedures Performed	Factual Findings
1.	Review of special purpose financial statements of the body corporates by: - Performing additions checks on the balance sheet and income statement; - Agree the cash balances as at reporting date to the bank statements; - Confirm whether the Owner's equity surplus agrees to the income statement; - Agree the receivable balances to the total of the detailed receivables list; - Agree the total revenue to the revenue listing; and Agree the total expenses to the detailed expense breakdown.	Reviewed the special purpose financial statements as of 31/01/2023 by: - Performed add checks on the balance sheet and income statement and no exceptions noted - Agreed to the cash balances to the bank statements as at reporting date with no exceptions. - Agreed the Owner's equity surplus to the income statement and no exceptions noted. - Agreed the receivable balances to the detailed receivable listing with no exceptions. - Agreed the total revenue and total expenses to the revenue listing and detailed expenses breakdown respectively. No exceptions were noted.
2.	Review of the AGM Minutes of the body corporates by: - Identifying the date of the AGM; - Identifying the levy revenue to be invoiced per approval of the AGM minutes; - Identify the levy budgeted and whether this agrees to the levies raised per the income statement; and - Review the long-term maintenance plan and report any exceptions in the financial statements.	We reviewed the AGM Minutes of the body corporates with: - The date of the AGM was 10/03/2022. - Identified the levy revenue of \$108,854 to be invoiced as per approval of the AGM minutes. - Identified the budgeted levy of \$108,854 which agreed to the income statement. - Reviewed the long-term maintenance plan and no exceptions noted in the financial statements.
3.	Testing Income Statement transactions - Randomly select 5 expense samples, trace to the supporting documents including invoice and bank statements. The samples above include the insurance premiums paid by the Body Corporate as Insurance expenses are often a large part of the expenses. - Randomly select 2 samples of revenue transactions and trace them to the Trust Bank Account.	- We selected 5 expense samples and traced to the supporting documents including the relevant invoice and the bank statements. The documents that were selected were: 76797, INV-0171, 102082840, 502119001, 209549. No exceptions noted from the samples selected. - Randomly selected 2 samples of revenue from Lot 29 and traced to the Trust Bank Account and no exceptions noted.



Long-Term Maintenance Plan

Marina Views

595 Laurie Southwick Parade

Whangaparaoa 932

Unit Plan 209549



Report details

Inspection date:	20/06/2023
Inspector:	Phillip Freestun



26/06/2023

The Body Corporate Committee Members
Marina Views
595 Laurie Southwick Parade
Whangaparaoa 932

Dear Committee Members,

Thank you for appointing our company to conduct your Long-Term Maintenance Plan.

Based on our survey of your property, we have determined that the Body Corporate will need to increase its contributions in order to cover its forecast maintenance expenses. We strongly recommend that the levies be set at the level shown in this report.

This forecast should be updated regularly to account for actual changes in construction and maintenance costs, unanticipated changes in the property's condition over time, changes in legal requirements and any discrepancies between the forecast and actual long-term maintenance fund balances. Regular updates also create peace of mind and assist the Body Corporate to manage the risk of litigation from individual owners (current and future) for breaches of its duty to maintain the common property by providing reasonable, up-to-date estimates of the cost of necessary maintenance work and repairs.

Key Report Data Levies Summary – First Financial Year

Levy Per Utility Interest (Total long term maintenance fund levy divided by utility interests)	\$6.00
Total Utility Interests	10000
Total Long Term Maintenance Fund Levy	\$60,000.00

The data used to arrive at the above figures is in the attached report. It is designed for ease of reading. For your convenience here is your Report Index:

Report Index	Page No.
Owners Report Summary	Section 1
Building Details and Report Inputs Page	2
30 Year Cash Flow Tracking & Graph with New Levies	4
30 Year Cash Flow Tracking & Graph with Old Levies	6
Report Detail	Section 2
30 Year Anticipated Expenditure Table	8
Building Data List from Property Inspection	14
Inspector's Building Report & Building Specific Report Notes	18
Report Notes	19

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If you have any questions regarding your report or need our specialised services in Professional Safety Reports, Insurance Valuations, Maintenance Reports, Asbestos Audits or Balustrade Testing call us on 0800 136 036 or email enquiry@solutionsinengineering.com.

Yours sincerely,

The Team at Solutions in Engineering

AUCKLAND >

Level 27, PWC Tower, 188 Quay Street, Auckland 1010
PO Box 106508, Auckland City, PostShop, Auckland 1143

Building Details & Report Inputs

Supplied information

Building Name	Marina Views
Building Address	595 Laurie Southwick Parade Whangaparaoa 932
Unit Plan No.	209549
Plan Type	Unit Plan
Registered Plan Date/Year of Construction	Reg. June 2001
Number of Utility Interests	10000
Number of Units	41
Estimated Long Term Maintenance Fund Balance	\$150,000
Starting date of Financial Year for Report	31/01/2024
GST Status	Not Registered for GST
Current Long-Term Maintenance Levy per Utility interests	\$3.50

Report assumptions & information

Assumed Interest Rate on invested funds (For funds over \$10,000) Years 1 - 3	1.70%
Assumed Interest Rate on invested funds (For funds over \$10,000) Years 4 - 30	3.00%
Company Taxation Rate	28.00%
Interest on Invested Funds – Based on Assumed Interest Rate minus Company Taxation Rate. Calculated only on Long Term Maintenance Fund balances over \$10,000 - Years 1 - 3	1.22%
Interest on Invested Funds – Based on Assumed Interest Rate minus Company Taxation Rate. Calculated only on Long Term Maintenance Fund balances over \$10,000 - Years 4 - 30	2.16%
Contingency Allowance - For minor and/or unforeseen expenses	8%
Assumed Rate of Inflation for Building Maintenance Costs - Based on average annual building cost increase over the past five years.	3.00%
Forecast Period - Number of years the plan forecasts	30 years

30 Year Levy Table

Year	Year To	Total Contribution	Contribution per Utility Interest	Quarterly Contribution
1	30/01/2025	60,000.00	6.00	1.50
2	30/01/2026	61,800.00	6.18	1.55
3	30/01/2027	63,654.00	6.37	1.59
4	30/01/2028	65,563.62	6.56	1.64
5	30/01/2029	67,530.53	6.75	1.69
6	30/01/2030	69,556.45	6.96	1.74
7	30/01/2031	71,643.14	7.16	1.79
8	30/01/2032	73,792.43	7.38	1.85
9	30/01/2033	76,006.20	7.60	1.90
10	30/01/2034	78,286.39	7.83	1.96
11	30/01/2035	80,634.98	8.06	2.02
12	30/01/2036	83,054.03	8.31	2.08
13	30/01/2037	85,545.65	8.55	2.14
14	30/01/2038	88,112.02	8.81	2.20
15	30/01/2039	90,755.38	9.08	2.27
16	30/01/2040	93,478.04	9.35	2.34
17	30/01/2041	96,282.38	9.63	2.41
18	30/01/2042	99,170.85	9.92	2.48
19	30/01/2043	102,145.98	10.21	2.55
20	30/01/2044	105,210.36	10.52	2.63
21	30/01/2045	108,366.67	10.84	2.71
22	30/01/2046	111,617.67	11.16	2.79
23	30/01/2047	114,966.20	11.50	2.88
24	30/01/2048	118,415.19	11.84	2.96
25	30/01/2049	121,967.65	12.20	3.05
26	30/01/2050	125,626.68	12.56	3.14
27	30/01/2051	129,395.48	12.94	3.24
28	30/01/2052	133,277.34	13.33	3.33
29	30/01/2053	137,275.66	13.73	3.43
30	30/01/2054	141,393.93	14.14	3.54

30 Year Cash Flow Tracking Sheet

The table below shows the cash flow starting with the anticipated 'Opening Balance' at the start of the first financial year which you provided to us. We then add the 'Total Levy Contributions' for the year and any 'Interest' on balances greater than \$10,000. Any 'Anticipated Expenses' (including contingency allowance) are then allowed for leaving a 'Closing Balance' for the year which in turn becomes the 'Opening Balance' for the following year. In summary:

Opening Balance + Total Levy Contributions + Interest – Anticipated Expenses = Closing Balance

Year	Year To	Opening Balance	Total Levy Contributions (Exc. GST)	Interest (After Tax)	Anticipated Expenses (Inc. GST)	Closing Balance
1	30/01/2025	150,000.00	60,000.00	2,008.63	30,717.00	181,291.63
2	30/01/2026	181,291.63	61,800.00	2,404.55	30,195.00	215,301.18
3	30/01/2027	215,301.18	63,654.00	3,009.94	823.00	281,142.12
4	30/01/2028	281,142.12	65,563.62	6,427.28	32,729.00	320,404.02
5	30/01/2029	320,404.02	67,530.53	4,873.73	257,067.00	135,741.28
6	30/01/2030	135,741.28	69,556.45	3,182.44	46,369.00	162,111.17
7	30/01/2031	162,111.17	71,643.14	4,258.52	1,558.00	236,454.83
8	30/01/2032	236,454.83	73,792.43	5,294.41	56,479.00	259,062.67
9	30/01/2033	259,062.67	76,006.20	5,989.58	39,541.00	301,517.45
10	30/01/2034	301,517.45	78,286.39	5,281.08	192,332.00	192,752.92
11	30/01/2035	192,752.92	80,634.98	5,030.28	374.00	278,044.18
12	30/01/2036	278,044.18	83,054.03	6,321.60	53,809.00	313,610.81
13	30/01/2037	313,610.81	85,545.65	4,235.07	320,631.00	82,760.53
14	30/01/2038	82,760.53	88,112.02	1,883.50	79,235.00	93,521.05
15	30/01/2039	93,521.05	90,755.38	2,930.09	6,493.00	180,713.52
16	30/01/2040	180,713.52	93,478.04	4,345.86	52,511.00	226,026.42
17	30/01/2041	226,026.42	96,282.38	5,394.49	48,845.00	278,858.29
18	30/01/2042	278,858.29	99,170.85	6,261.60	77,110.00	307,180.74
19	30/01/2043	307,180.74	102,145.98	7,486.72	23,293.00	393,520.44
20	30/01/2044	393,520.44	105,210.36	8,155.91	137,074.00	369,812.71
21	30/01/2045	369,812.71	108,366.67	4,617.24	420,470.00	62,326.62
22	30/01/2046	62,326.62	111,617.67	1,962.72	54,538.00	121,369.01
23	30/01/2047	121,369.01	114,966.20	3,863.21	0.00	240,198.42
24	30/01/2048	240,198.42	118,415.19	5,145.36	122,390.00	241,368.97
25	30/01/2049	241,368.97	121,967.65	5,785.35	69,025.00	300,096.97
26	30/01/2050	300,096.97	125,626.68	7,276.26	52,093.00	380,906.91
27	30/01/2051	380,906.91	129,395.48	9,607.00	1,672.00	518,237.39
28	30/01/2052	518,237.39	133,277.34	11,712.06	85,302.00	577,924.79
29	30/01/2053	577,924.79	137,275.66	8,070.89	545,821.00	177,450.34
30	30/01/2054	177,450.34	141,393.93	3,127.24	206,735.00	115,236.51

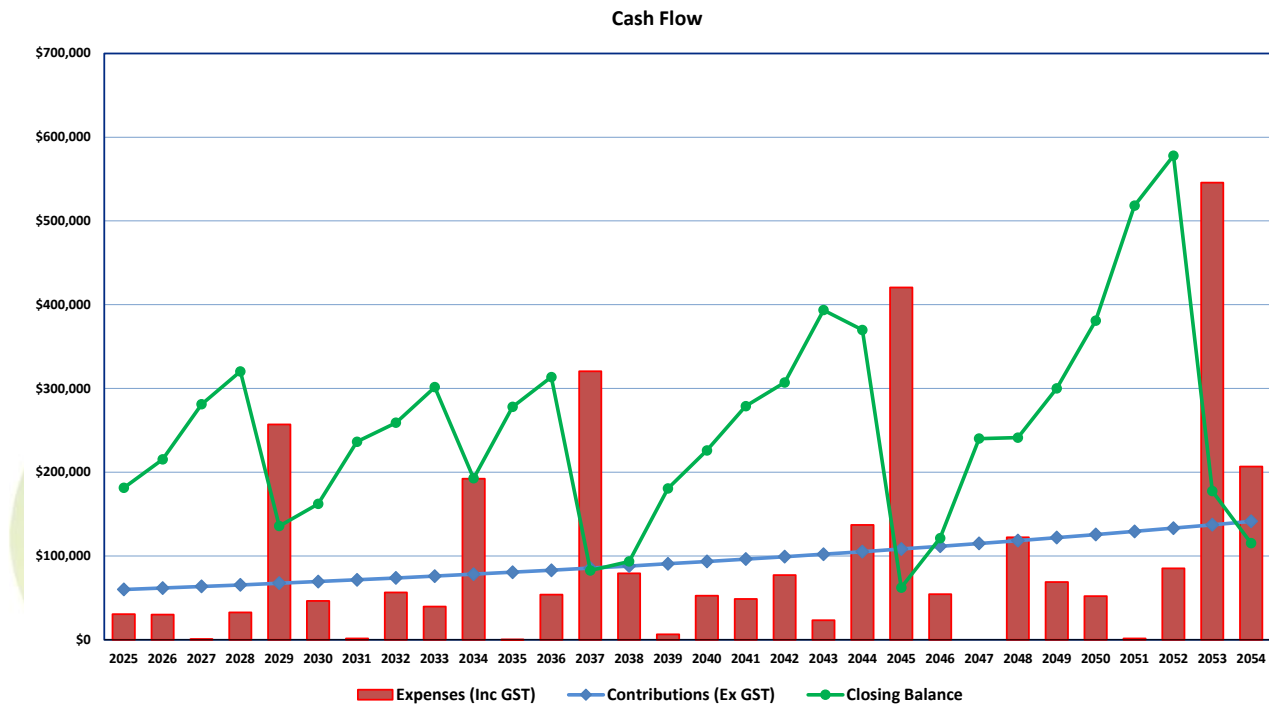
30 Year Cash Flow Graph

The graph below tracks the 'Contributions' (the amount collected in levies), the projected 'Closing balance' of the long-term maintenance fund and the likely 'Expenses' for each year of this plan. The three lines in the graph are:

Contributions line - Total maintenance fund contributions per year.

Expenses line – Total anticipated expenses in each year.

Closing balance line – Shows the amount left in the fund bank account at the end of the year after all anticipated expenses have been allowed for.



What will happen if you stay with your current levy amount?

The table and graph below use the same information as on the previous page except they show the cash flow for the scheme if you do not vary your current levy amount.

30 Year Cash Flow Tracking Sheet

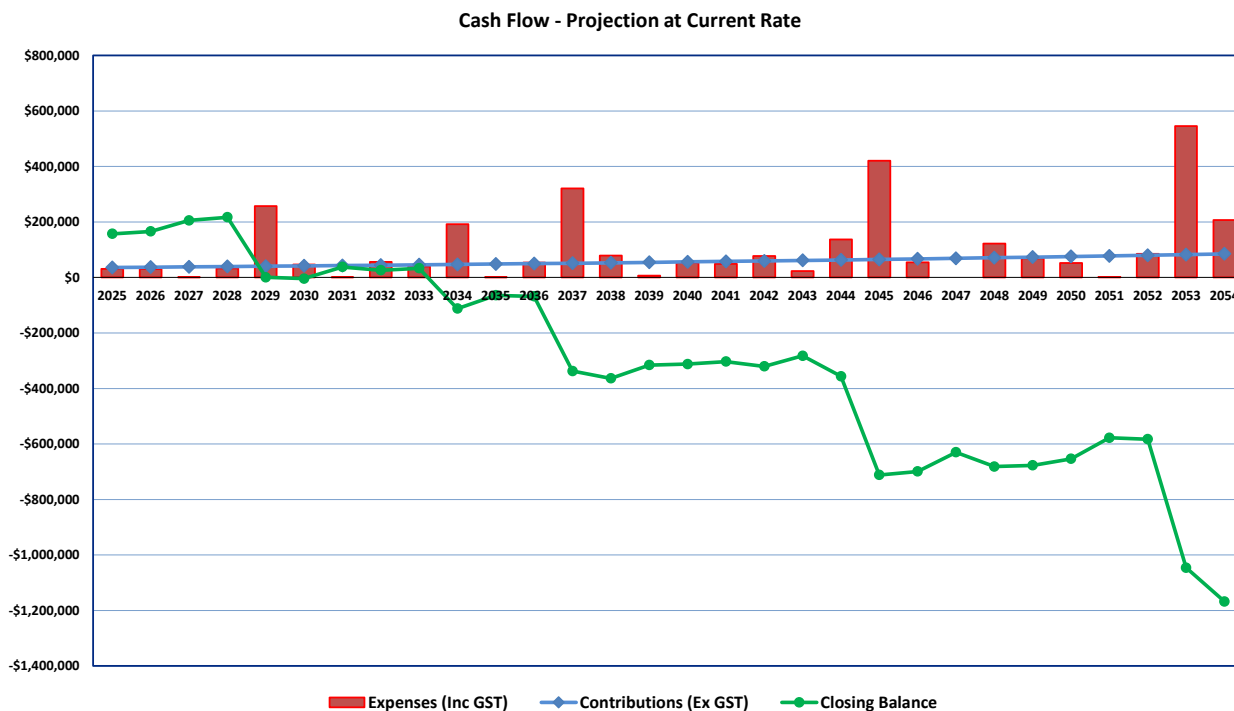
The table below shows the cash flow for the entirety of the forecast. In summary:

Opening Balance + Total Levy Contributions + Interest – Anticipated Expenses = Closing Balance

Year	Year To	Opening Balance	Total Levy Contributions (Exc. GST)	Interest (After Tax)	Anticipated Expenses (Inc. GST)	Closing Balance
1	30/01/2025	150,000.00	36,050.00	1,862.53	30,717.00	157,195.53
2	30/01/2026	157,195.53	37,131.50	1,960.10	30,195.00	166,092.13
3	30/01/2027	166,092.13	38,245.45	2,254.60	823.00	205,769.18
4	30/01/2028	205,769.18	39,392.81	4,516.58	32,729.00	216,949.57
5	30/01/2029	216,949.57	40,574.59	0.00	257,067.00	457.16
6	30/01/2030	457.16	41,791.83	0.00	46,369.00	-4,120.01
7	30/01/2031	-4,120.01	43,045.58	359.07	1,558.00	37,726.64
8	30/01/2032	37,726.64	44,336.95	683.76	56,479.00	26,268.35
9	30/01/2033	26,268.35	45,667.06	633.56	39,541.00	33,027.97
10	30/01/2034	33,027.97	47,037.07	0.00	192,332.00	-112,266.96
11	30/01/2035	-112,266.96	48,448.18	0.00	374.00	-64,192.78
12	30/01/2036	-64,192.78	49,901.63	0.00	53,809.00	-68,100.15
13	30/01/2037	-68,100.15	51,398.68	0.00	320,631.00	-337,332.47
14	30/01/2038	-337,332.47	52,940.64	0.00	79,235.00	-363,626.83
15	30/01/2039	-363,626.83	54,528.86	0.00	6,493.00	-315,590.97
16	30/01/2040	-315,590.97	56,164.73	0.00	52,511.00	-311,937.24
17	30/01/2041	-311,937.24	57,849.67	0.00	48,845.00	-302,932.57
18	30/01/2042	-302,932.57	59,585.16	0.00	77,110.00	-320,457.41
19	30/01/2043	-320,457.41	61,372.71	0.00	23,293.00	-282,377.70
20	30/01/2044	-282,377.70	63,213.89	0.00	137,074.00	-356,237.81
21	30/01/2045	-356,237.81	65,110.31	0.00	420,470.00	-711,597.50
22	30/01/2046	-711,597.50	67,063.62	0.00	54,538.00	-699,071.88
23	30/01/2047	-699,071.88	69,075.53	0.00	0.00	-629,996.35
24	30/01/2048	-629,996.35	71,147.80	0.00	122,390.00	-681,238.55
25	30/01/2049	-681,238.55	73,282.23	0.00	69,025.00	-676,981.32
26	30/01/2050	-676,981.32	75,480.70	0.00	52,093.00	-653,593.62
27	30/01/2051	-653,593.62	77,745.12	0.00	1,672.00	-577,520.50
28	30/01/2052	-577,520.50	80,077.47	0.00	85,302.00	-582,745.03
29	30/01/2053	-582,745.03	82,479.79	0.00	545,821.00	-1,046,086.24
30	30/01/2054	-1,046,086.24	84,954.18	0.00	206,735.00	-1,167,867.06

30 Year Cash Flow Graph

The graph below tracks the 'Contributions' (the amount collected in levies), the projected 'Closing balance' of the long-term maintenance fund and the likely 'Expenses' for each year of this plan. The three lines in the graph are:
 Contributions line - Total maintenance fund contributions per year.
 Expenses line – Total anticipated expenses in each year.
 Closing balance line – Shows the amount left in the fund bank account at the end of the year after all anticipated expenses have been allowed for.



Anticipated Expenditures Table Year 1 - 15

This table shows when expenses will occur in the next 30 years. From left to right the columns are:-

‘Expenditure Items’ - lists the different areas and items of expenditure.

‘Current Cost’ - shows the current maintenance expenditure costs in today's dollars.

Year 1 to 15 - shows the costs in the year in which they occur including the 'Assumed Rate of Inflation' compounded annually until the cost is due.

At the bottom on each column there are three lines. Firstly, a **‘Grand Total (Inc. GST)’** followed by a line calculating the **‘Contingency Allowance (Inc. GST)’** for unforeseen and minor expenses and finally **‘Total Expenses (Inc. GST)’** for that year. Please note: This page rounds figures to the nearest whole dollar.

Expenditure Item	Current Cost	Year 1 (2025)	Year 2 (2026)	Year 3 (2027)	Year 4 (2028)	Year 5 (2029)	Year 6 (2030)	Year 7 (2031)	Year 8 (2032)	Year 9 (2033)	Year 10 (2034)	Year 11 (2035)	Year 12 (2036)	Year 13 (2037)	Year 14 (2038)	Year 15 (2039)
1. BUILDING EXTERIOR																
Additional elevation preparation estimate (over and above standard paint prep)	11,223	-	-	-	-	13,011	-	-	-	-	-	-	-	16,481	-	-
Repaint exterior elevations, soffits and ceilings	114,016	-	-	-	-	132,176	-	-	-	-	-	-	-	167,436	-	-
Re-stain and seal cedar panels to building elevations	10,782	-	-	-	-	12,499	-	-	-	-	-	-	-	15,834	-	-
Wash down building and roof tiles	12,007	-	12,738	-	13,514	-	14,337	-	15,210	-	16,136	-	17,119	-	18,162	-
Repaint garage doors - single	9,340	-	-	-	-	10,828	-	-	-	-	-	-	-	13,716	-	-
Repaint standard doors - one sides including architraves	4,446	-	-	-	-	5,154	-	-	-	-	-	-	-	6,529	-	-
Maintain windows and doors	12,300	-	-	-	-	-	-	-	-	-	-	-	-	-	18,605	-
Sub Total (Incl. GST)		0	12,738	0	13,514	173,668	14,337	0	15,210	0	16,136	0	17,119	219,996	36,767	0
2. ROOF																
Maintain / repair copper guttering (Total: 442 Lm) - 10%	5,727	-	-	-	-	-	-	-	7,255	-	-	-	-	-	-	-
Maintain / repair copper downpipes (Total: 192 Lm) - 10%	2,206	-	-	-	-	-	-	-	2,795	-	-	-	-	-	-	-
Maintain / repair roof tiles (Total: 1654 m2) - 10%	17,264	17,782	-	-	-	-	-	-	-	22,526	-	-	-	-	-	-
Re-bed and re-point ridge caps (Total: 217 Lm) - 10%	1,899	1,956	-	-	-	-	-	-	-	2,478	-	-	-	-	-	-
Repair or replace damaged tile roof flashing (vents, sky lights, and the like)	8,200	8,446	-	-	-	-	-	-	-	10,699	-	-	-	-	-	-
Sub Total (Incl. GST)		28,184	0	0	0	0	0	0	10,049	35,703	0	0	0	0	0	0
3. ACCESS FOR WORK AT HEIGHTS																
Hire scaffolding for work above 2 storeys	6,244	-	-	-	-	7,239	-	-	-	-	-	-	-	9,170	-	-
Hire mobile scaffolding for work at heights	5,760	-	-	-	-	6,677	-	-	-	-	-	-	-	8,459	-	-
Hire scissor lift for work at heights - up to 7.6 metres	19,616	-	-	-	-	22,740	-	-	-	-	-	-	-	28,807	-	-
Sub Total (Incl. GST)		0	0	0	0	36,656	0	0	0	0	0	0	0	46,436	0	0

Expenditure Item	Current Cost	Year 1 (2025)	Year 2 (2026)	Year 3 (2027)	Year 4 (2028)	Year 5 (2029)	Year 6 (2030)	Year 7 (2031)	Year 8 (2032)	Year 9 (2033)	Year 10 (2034)	Year 11 (2035)	Year 12 (2036)	Year 13 (2037)	Year 14 (2038)	Year 15 (2039)
4. VEHICLE ACCESSWAYS																
Surface cleaning program (mechanical sweep)	3,245	-	-	-	-	-	3,875	-	-	-	-	-	4,627	-	-	-
Repair concrete kerbing (Total: 197 Lm) - 10%	1,173	-	-	-	-	-	-	1,443	-	-	-	-	-	-	1,774	-
Repaint line marking	2,693	-	2,857	-	-	-	-	-	-	-	-	-	3,840	-	-	-
Repaint surface signage (words)	251	-	266	-	-	-	-	-	-	-	-	-	358	-	-	-
Repaint surface signage (numbers)	995	-	1,056	-	-	-	-	-	-	-	-	-	1,419	-	-	-
Repaint highlighted areas (arrows)	299	-	317	-	-	-	-	-	-	-	-	-	426	-	-	-
Topcoat bitumen surface (outside LTMP period, future information only)	62,240	-	-	-	-	-	-	-	-	-	83,645	-	-	-	-	-
Repair bitumen surface - major (Total: 2404 m2) - 10%	11,233	-	-	-	-	-	-	-	14,230	-	-	-	-	-	-	-
Repair bitumen surface - crack treatment	250	258	-	-	-	-	299	-	-	-	-	346	-	-	-	-
Replace wheel stops (total:11)	639	-	-	-	-	-	763	-	-	-	-	-	911	-	-	-
Replace stormwater grates in driveway (Total: 6 Ea) - 10%	225	-	-	-	-	261	-	-	-	-	-	-	-	-	-	351
Replace stormwater grates at unit downpipes (Total: 27 Ea) - 10%	386	-	-	-	-	447	-	-	-	-	-	-	-	-	-	601
Maintain stormwater drains - allowance	2,551	-	-	-	-	2,957	-	-	-	-	3,428	-	-	-	-	3,974
Replace security gate	6,214	-	-	-	-	-	-	-	-	-	8,351	-	-	-	-	-
Replace electric gate motor	4,809	-	-	-	5,413	-	-	-	-	-	-	-	-	-	7,274	-
Replace pedestrian gate	2,580	-	-	-	-	-	-	-	-	-	3,467	-	-	-	-	-
Sub Total (Incl. GST)		258	4,496	0	5,413	3,665	4,937	1,443	14,230	0	98,891	346	11,581	0	9,048	4,926
5. EXTERNAL WALKWAYS																
Surface cleaning program	913	-	-	-	-	-	1,090	-	-	-	-	-	1,302	-	-	-
Repair or replace paving (Total: 271 m2) - 10%	3,096	-	-	-	-	-	3,697	-	-	-	-	-	4,414	-	-	-
Sub Total (Incl. GST)		0	0	0	0	0	4,787	0	0	0	0	0	5,716	0	0	0
6. FIXTURES AND FITTINGS																
Replace letterboxes	8,106	-	-	-	-	-	-	-	-	-	-	-	-	-	12,261	-
Maintain common light fittings - garden / drive / car park	1,348	-	1,430	-	1,517	-	1,610	-	1,708	-	1,812	-	1,922	-	2,039	-
Repair or replace security card or key system for vehicle gates	5,000	-	-	-	-	-	5,970	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		0	1,430	0	1,517	0	7,580	0	1,708	0	1,812	0	1,922	0	14,300	0
7. FENCE MAINTENANCE																
Repaint powder coated metal fence and gates over walls	34,870	-	-	-	-	-	-	-	-	-	46,862	-	-	-	-	-
Replace hydraulic gate closers	697	-	-	762	-	-	832	-	-	909	-	-	994	-	-	1,086
Sub Total (Incl. GST)		0	0	762	0	0	832	0	0	909	46,862	0	994	0	0	1,086

Expenditure Item	Current Cost	Year 1 (2025)	Year 2 (2026)	Year 3 (2027)	Year 4 (2028)	Year 5 (2029)	Year 6 (2030)	Year 7 (2031)	Year 8 (2032)	Year 9 (2033)	Year 10 (2034)	Year 11 (2035)	Year 12 (2036)	Year 13 (2037)	Year 14 (2038)	Year 15 (2039)
8. WALLS																
Repair or replace stone walls to front boundary (Total: 97 m2) - 5%	1,942	-	-	-	-	-	-	-	-	-	2,610	-	-	-	-	-
Repaint unit courtyard and boundary block cement rendered walls	20,734	-	-	-	-	24,036	-	-	-	-	-	-	-	30,449	-	-
Sub Total (Incl. GST)		0	0	0	0	24,036	0	0	0	0	2,610	0	0	30,449	0	0
9. LANDSCAPING																
Maintain mature vegetation - allowance	2,022	-	2,145	-	2,276	-	2,414	-	2,561	-	2,717	-	2,883	-	3,058	-
Tree pruning	6,739	-	7,149	-	7,585	-	8,047	-	8,537	-	9,057	-	9,608	-	10,193	-
Sub Total (Incl. GST)		0	9,294	0	9,861	0	10,461	0	11,098	0	11,774	0	12,491	0	13,251	0
Grand Total (Incl. GST)		28,442	27,958	762	30,305	238,025	42,934	1,443	52,295	36,612	178,085	346	49,823	296,881	73,366	6,012
Contingency Allowance (Incl. GST)		2,275	2,237	61	2,424	19,042	3,435	115	4,184	2,929	14,247	28	3,986	23,750	5,869	481
Grand Total Expenses (Incl. Contingency Allowance and GST)		30,717	30,195	823	32,729	257,067	46,369	1,558	56,479	39,541	192,332	374	53,809	320,631	79,235	6,493

Anticipated Expenditures Table Year 16 - 30

This table shows when expenses will occur in years 16 - 30. From left to right the columns are:-

'Expenditure Items' - lists the different areas and items of expenditure.

'Current Cost' - shows the current maintenance expenditure costs in today's dollars.

Year 16 to 30 - shows the costs in the year in which they occur including the 'Assumed Rate of Inflation' compounded annually until the cost is due.

At the bottom on each column there are three lines. Firstly, a **'Grand Total (Inc. GST)'** followed by a line calculating the **'Contingency Allowance (Inc. GST)'** for unforeseen and minor expenses and finally **'Total Expenses (Inc. GST)'** for that year. Please note: This page rounds figures to the nearest whole dollar.

Expenditure Item	Current Cost	Year 16 (2040)	Year 17 (2041)	Year 18 (2042)	Year 19 (2043)	Year 20 (2044)	Year 21 (2045)	Year 22 (2046)	Year 23 (2047)	Year 24 (2048)	Year 25 (2049)	Year 26 (2050)	Year 27 (2051)	Year 28 (2052)	Year 29 (2053)	Year 30 (2054)
1. BUILDING EXTERIOR																
Additional elevation preparation estimate (over and above standard paint prep)	11,223	-	-	-	-	-	20,878	-	-	-	-	-	-	-	26,448	-
Repaint exterior elevations, soffits and ceilings	114,016	-	-	-	-	-	212,103	-	-	-	-	-	-	-	268,686	-
Re-stain and seal cedar panels to building elevations	10,782	-	-	-	-	-	20,058	-	-	-	-	-	-	-	25,408	-
Wash down building and roof tiles	12,007	19,268	-	20,441	-	21,686	-	23,007	-	24,408	-	25,894	-	27,471	-	29,144
Repaint garage doors - single	9,340	-	-	-	-	-	17,375	-	-	-	-	-	-	-	22,010	-
Repaint standard doors - one sides including architraves	4,446	-	-	-	-	-	8,271	-	-	-	-	-	-	-	10,477	-
Maintain windows and doors	12,300	-	-	-	21,568	-	-	-	-	25,003	-	-	-	-	28,986	-
Sub Total (Incl. GST)		19,268	0	20,441	21,568	21,686	278,685	23,007	0	49,411	0	25,894	0	27,471	382,015	29,144
2. ROOF																
Maintain / repair copper guttering (Total: 442 Lm) - 10%	5,727	9,190	-	-	-	-	-	-	-	11,642	-	-	-	-	-	-
Maintain / repair copper downpipes (Total: 192 Lm) - 10%	2,206	3,540	-	-	-	-	-	-	-	4,484	-	-	-	-	-	-
Maintain / repair roof tiles (Total: 1654 m2) - 10%	17,264	-	28,535	-	-	-	-	-	-	-	36,147	-	-	-	-	-
Re-bed and re-point ridge caps (Total: 217 Lm) - 10%	1,899	-	3,139	-	-	-	-	-	-	-	3,976	-	-	-	-	-
Repair or replace damaged tile roof flashing (vents, sky lights, and the like)	8,200	-	13,553	-	-	-	-	-	-	-	17,169	-	-	-	-	-
Sub Total (Incl. GST)		12,730	45,227	0	0	0	0	0	0	16,126	57,292	0	0	0	0	0
3. ACCESS FOR WORK AT HEIGHTS																
Hire scaffolding for work above 2 storeys	6,244	-	-	-	-	-	11,616	-	-	-	-	-	-	-	14,714	-
Hire mobile scaffolding for work at heights	5,760	-	-	-	-	-	10,715	-	-	-	-	-	-	-	13,574	-
Hire scissor lift for work at heights - up to 7.6 metres	19,616	-	-	-	-	-	36,492	-	-	-	-	-	-	-	46,226	-
Sub Total (Incl. GST)		0	0	0	0	0	58,823	0	0	0	0	0	0	0	74,514	0

Expenditure Item	Current Cost	Year 16 (2040)	Year 17 (2041)	Year 18 (2042)	Year 19 (2043)	Year 20 (2044)	Year 21 (2045)	Year 22 (2046)	Year 23 (2047)	Year 24 (2048)	Year 25 (2049)	Year 26 (2050)	Year 27 (2051)	Year 28 (2052)	Year 29 (2053)	Year 30 (2054)
4. VEHICLE ACCESSWAYS																
Surface cleaning program (mechanical sweep)	3,245	-	-	5,524	-	-	-	-	-	6,596	-	-	-	-	-	7,876
Repair concrete kerbing (Total: 197 Lm) - 10%	1,173	-	-	-	-	-	2,182	-	-	-	-	-	-	2,684	-	-
Repaint line marking	2,693	-	-	-	-	-	-	5,160	-	-	-	-	-	-	-	-
Repaint surface signage (words)	251	-	-	-	-	-	-	481	-	-	-	-	-	-	-	-
Repaint surface signage (numbers)	995	-	-	-	-	-	-	1,907	-	-	-	-	-	-	-	-
Repaint highlighted areas (arrows)	299	-	-	-	-	-	-	573	-	-	-	-	-	-	-	-
Topcoat bitumen surface (outside LTMP period, future information only)	62,240	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Repair bitumen surface - major (Total: 2404 m2) - 10%	11,233	-	-	19,123	-	-	-	-	-	-	-	-	-	25,700	-	-
Repair bitumen surface - crack treatment	250	401	-	-	-	-	465	-	-	-	-	539	-	-	-	-
Replace wheel stops (total:11)	639	-	-	1,088	-	-	-	-	-	1,299	-	-	-	-	-	1,551
Replace stormwater grates in driveway (Total: 6 Ea) - 10%	225	-	-	-	-	-	-	-	-	-	471	-	-	-	-	-
Replace stormwater grates at unit downpipes (Total: 27 Ea) - 10%	386	-	-	-	-	-	-	-	-	-	808	-	-	-	-	-
Maintain stormwater drains - allowance	2,551	-	-	-	-	4,607	-	-	-	-	5,341	-	-	-	-	6,192
Replace security gate	6,214	-	-	-	-	11,223	-	-	-	-	-	-	-	-	-	15,083
Replace electric gate motor	4,809	-	-	-	-	-	-	-	-	9,776	-	-	-	-	-	-
Replace pedestrian gate	2,580	-	-	-	-	4,660	-	-	-	-	-	-	-	-	-	6,262
Sub Total (Incl. GST)		401	0	25,735	0	20,490	2,647	8,121	0	17,671	6,620	539	0	28,384	0	36,964
5. EXTERNAL WALKWAYS																
Surface cleaning program	913	-	-	1,554	-	-	-	-	-	1,856	-	-	-	-	-	2,216
Repair or replace paving (Total: 271 m2) - 10%	3,096	-	-	5,271	-	-	-	-	-	6,294	-	-	-	-	-	7,515
Sub Total (Incl. GST)		0	0	6,825	0	0	0	0	0	8,150	0	0	0	0	0	9,731
6. FIXTURES AND FITTINGS																
Replace letterboxes	8,106	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Maintain common light fittings - garden / drive / car park	1,348	2,163	-	2,295	-	2,435	-	2,583	-	2,740	-	2,907	-	3,084	-	3,272
Repair or replace security card or key system for vehicle gates	5,000	-	-	-	-	-	9,301	-	-	-	-	-	-	-	-	-
Sub Total (Incl. GST)		2,163	0	2,295	0	2,435	9,301	2,583	0	2,740	0	2,907	0	3,084	0	3,272
7. FENCE MAINTENANCE																
Repaint powder coated metal fence and gates over walls	34,870	-	-	-	-	62,979	-	-	-	-	-	-	-	-	-	84,639
Replace hydraulic gate closers	697	-	-	1,187	-	-	1,297	-	-	1,417	-	-	1,548	-	-	1,692
Sub Total (Incl. GST)		0	0	1,187	0	62,979	1,297	0	0	1,417	0	0	1,548	0	0	86,331

Expenditure Item	Current Cost	Year 16 (2040)	Year 17 (2041)	Year 18 (2042)	Year 19 (2043)	Year 20 (2044)	Year 21 (2045)	Year 22 (2046)	Year 23 (2047)	Year 24 (2048)	Year 25 (2049)	Year 26 (2050)	Year 27 (2051)	Year 28 (2052)	Year 29 (2053)	Year 30 (2054)
8. WALLS																
Repair or replace stone walls to front boundary (Total: 97 m2) - 5%	1,942	-	-	-	-	3,507	-	-	-	-	-	-	-	-	-	4,714
Repaint unit courtyard and boundary block cement rendered walls	20,734	-	-	-	-	-	38,571	-	-	-	-	-	-	-	48,861	-
Sub Total (Incl. GST)		0	0	0	0	3,507	38,571	0	0	0	0	0	0	0	48,861	4,714
9. LANDSCAPING																
Maintain mature vegetation - allowance	2,022	3,245	-	3,442	-	3,652	-	3,874	-	4,110	-	4,361	-	4,626	-	4,908
Tree pruning	6,739	10,814	-	11,473	-	12,171	-	12,913	-	13,699	-	14,533	-	15,418	-	16,357
Sub Total (Incl. GST)		14,059	0	14,915	0	15,823	0	16,787	0	17,809	0	18,894	0	20,044	0	21,265
Grand Total (Incl. GST)		48,621	45,227	71,398	21,568	126,920	389,324	50,498	0	113,324	63,912	48,234	1,548	78,983	505,390	191,421
Contingency Allowance (Incl. GST)		3,890	3,618	5,712	1,725	10,154	31,146	4,040	0	9,066	5,113	3,859	124	6,319	40,431	15,314
Grand Total Expenses (Incl. Contingency Allowance and GST)		52,511	48,845	77,110	23,293	137,074	420,470	54,538	0	122,390	69,025	52,093	1,672	85,302	545,821	206,735

Building Data List from the Property Inspection for Marina Views

This table has all the data collected by the building inspector while inspecting the complex. The columns from left to right are:-

'Items' – identifies and describes the maintenance item

'Qty' – lets you know the quantity of that item in scope

'Unit' – is the unit rate used to measure the quantity

'Rate' – is the cost of each unit in dollars

'Value' – is the quantity (Qty) multiplied by the Rate (\$)

'Next Due' - is the remaining life in years until an item needs money spent on it.

'Total Life' - is the total life the item after it is replaced, repaired or reed.

'Comments' – details any useful explanatory notes for the item.

Items	Qty	Unit	Rate (\$)	Value (\$)	Next Due	Total Life	Comments
1. BUILDING EXTERIOR							
Additional elevation preparation estimate (over and above standard paint prep)	3563	m2	3.15	11,223.00	5	8	Estimate only for paint prep, not a building remedial item
Repaint exterior elevations, soffits and ceilings	3563	m2	32.00	114,016.00	5	8	Advised by Body Corporate that painting is required in 24 months (year3)
Re-stain and seal cedar panels to building elevations	1	item	10,782.17	10,782.00	5	8	Provided cost estimate by Body Corporate
Wash down building and roof tiles	3563	m2	3.37	12,007.00	2	2	Provided cost estimate by Body Corporate
Repaint garage doors - single	41	Ea	227.80	9,340.00	5	8	Ongoing painting program
Repaint standard doors - one sides including architraves	41	Ea	108.44	4,446.00	5	8	Ongoing painting program
Maintain windows and doors	41	Per Unit	300.00	12,300.00	14	5	Provision towards window repairs
2. ROOF							
Maintain / repair copper guttering (Total: 442 Lm) - 10%	45	Lm	127.26	5,727.00	8	8	Maintain / repair as required
Maintain / repair copper downpipes (Total: 192 Lm) - 10%	20	Lm	110.30	2,206.00	8	8	Maintain / repair as required
Maintain / repair roof tiles (Total: 1654 m2) - 10%	166	m2	104.00	17,264.00	1	8	Maintain / repair as required - specialist tiler
Re-bed and re-point ridge caps (Total: 217 Lm) - 10%	22	Lm	86.31	1,899.00	1	8	Maintain / repair as required - specialist tiler
Repair or replace damaged tile roof flashing (vents, sky lights, and the like)	41	Per unit	200.00	8,200.00	1	8	Repair or replace as required
3. ACCESS FOR WORK AT HEIGHTS							
Hire scaffolding for work above 2 storeys	200	m2	31.22	6,244.00	5	8	Quotation required
Hire mobile scaffolding for work at heights	20	Item	288.00	5,760.00	5	8	Quotation required
Hire scissor lift for work at heights - up to 7.6 metres	10	Item	1,961.55	19,616.00	5	8	Quotation required
4. VEHICLE ACCESSWAYS							
Surface cleaning program (mechanical sweep)	2404	m2	1.35	3,245.00	6	6	Ongoing cleaning program
Repair concrete kerbing (Total: 197 Lm) - 10%	20	Lm	58.64	1,173.00	7	7	Repair as required
Repaint line marking	235	Lm	11.46	2,693.00	2	10	Ongoing painting program

Items	Qty	Unit	Rate (\$)	Value (\$)	Next Due	Total Life	Comments
Repaint surface signage (words)	12	Ea	20.89	251.00	2	10	Ongoing painting program
Repaint surface signage (numbers)	42	Ea	23.68	995.00	2	10	Ongoing painting program
Repaint highlighted areas (arrows)	4	Lm	74.80	299.00	2	10	Ongoing painting program
Topcoat bitumen surface (outside LTMP period, future information only)	2404	m2	25.89	62,240.00	10	25	Reseal as required
Repair bitumen surface - major (Total: 2404 m2) - 10%	241	m2	46.61	11,233.00	8	10	Repair as required
Repair bitumen surface - crack treatment	50	lm	5.00	250.00	1	5	Repair as required
Replace wheel stops (total:11)	2	Ea	319.64	639.00	6	6	Replace as required
Replace stormwater grates in driveway (Total: 6 Ea) - 10%	1	Ea	224.53	225.00	5	10	Replace as required
Replace stormwater grates at unit downpipes (Total: 27 Ea) - 10%	3	Ea	128.71	386.00	5	10	Replace as required
Maintain stormwater drains - allowance	2	Item	1,275.57	2,551.00	5	5	Ongoing maintenance program
Replace security gate	1	Ea	6,214.12	6,214.00	10	10	Replace as required
Replace electric gate motor	2	Ea	2,404.33	4,809.00	4	10	Replace as required
Replace pedestrian gate	4	Ea	645.07	2,580.00	10	10	Replace as required
5. EXTERNAL WALKWAYS							
Surface cleaning program	271	m2	3.37	913.00	6	6	Ongoing cleaning program
Repair or replace paving (Total: 271 m2) - 10%	28	m2	110.58	3,096.00	6	6	Replace as required
6. FIXTURES AND FITTINGS							
Replace letterboxes	41	Ea	197.70	8,106.00	14	30	Replace as required
Maintain common light fittings - garden / drive / car park	1	Item	1,347.77	1,348.00	2	2	Ongoing maintenance allowance
Repair or replace security card or key system for vehicle gates	2	Ea	2,500.00	5,000.00	6	15	Replace as required - wireless
7. FENCE MAINTENANCE							
Repaint powder coated metal fence and gates over walls	230	Lm	151.61	34,870.00	10	10	Repair or replace as required - current recoat
Replace hydraulic gate closers	2	ea.	348.61	697.00	3	3	Replace as required
8. WALLS							
Repair or replace stone walls to front boundary (Total: 97 m2) - 5%	5	m2	388.35	1,942.00	10	10	Repair or replace as required
Repaint unit courtyard and boundary block cement rendered walls	662	m2	31.32	20,734.00	5	8	Ongoing painting program
9. LANDSCAPING							
Maintain mature vegetation - allowance	1	Item	2,021.66	2,022.00	2	2	Ongoing maintenance program
Tree pruning	1	Item	6,738.86	6,739.00	2	2	Quotation required by garden contractor

Building Photo Section

Item Group

BUILDING EXTERIOR



Paint is in good condition. Cedar panels have been regularly coated.

VEHICLE ACCESSWAYS



Bitumen is in good condition however there are some cracks which have opened up with the recent very wet weather. Body Corporate is advised to monitor these items but in any case monies have been budgeted for hot tar gap filling in the first year.

Item Group

FIXTURES AND FITTINGS



Intercom is working. Monies have been budgeted for replacement over time however these items are difficult to price further out as cheaper wireless cloud based solutions are greatly reducing costs in this area.

FENCE MAINTENANCE



Balustrade about the complex is being recoated at the present time. Fixings appear to be fine and should remain sound well into the future.

WALLS



The volcanic stone wall at the front of the complex is in good condition. It is however ageing and it was advised to not start water blasting in an attempt to clean as this would likely disturb the mortar which will otherwise remain in place for many years to come.

Inspector's Report for Marina Views

1. **INFLATION** - It is necessary to offset the effects of inflation of construction materials and labour costs and to ensure that adequate funds are available to provide for major works which frequently become necessary as the property ages, but cannot be reliably forecast this far in advance. Based on historical data and current trends, we anticipate that construction and maintenance costs will increase by 50% every 15 years. The fund balance will be reviewed in light of current price levels and the state of the property at the time of each update.
2. **UPDATES** - We recommend that this report be updated every 3 years to ensure that it captures market variations and any changes to the property itself.
3. **ADMINISTRATION EXPENSES** - We assume that small repairs & improvements, regular maintenance items are financed via the administration fund and therefore are not included in this report.
4. **SALT AIR ENVIRONMENT** - Exposure to salt air can shorten the service life of many items and will lead to accelerated wear and tear on a wide range of surfaces and materials. Any signs of corrosion or deterioration should be assessed and rectified as soon as possible.
5. **TREES** - Trees should be kept below the height of guttering and clear of buildings wherever possible to prevent premature corrosion of the roof, flashings, gutters, and downpipes. Root systems should also be kept away from buildings, driveways and walkways to prevent structural damage. Removal of trees may be required in some cases.
6. **PAINT WITHIN LOT BOUNDARIES** - The measurements and estimated costs for painting include all surfaces identified by the inspector, including those within lot boundaries. While the maintenance costs of some of these surfaces are technically the responsibility of the individual lot owners, it is usual to include the painting of these areas to preserve the appearance of the property and to reduce overall costs for individual lot owners.
7. **PAINT QUOTATIONS** - It is recommended that quotations are obtained for painting well in advance of when the work is to be carried out to allow for any shortfall or excess in funds. The costs estimated for painting are as accurate as possible but will vary from actual painting quotations.
8. **PAINT SERVICE-LIFE** - Paint serves to protect a surface as well as improving its appearance. Paint seals the surface from water, salt, or air pollutants. Although paint may hold its appearance for at least ten years before cracking and/or peeling occurs, it may become porous and lose its protective abilities before this point.
9. **ELEVATING WORKING PLATFORMS** - Funds allocated for elevating working platforms (EWP's) can be used for many types of access equipment including, but not limited to; scaffolding, boom lifts, cherry pickers, etc.
10. **BITUMEN SURFACES** - Bitumen surfaces are more susceptible to environmental factors than other areas of the property. It is important that any deterioration is addressed promptly, as the deterioration of bitumen tends to accelerate when not maintained, significantly increasing overall maintenance costs.
11. **BOUNDARY FENCES OR WALLS** - Maintenance of fences or walls between properties is regulated under the Fencing Act 1978, which states that neighbours have equal responsibility for dividing fences or walls (excluding retaining walls). As such, a 50% rate has been used for all maintenance work on boundary fences or walls.
12. **BOUNDARY RETAINING WALLS** - The law regarding retaining walls dividing properties is not settled and therefore the responsibility for maintaining them varies depending on a range of factors including who built the retaining wall, whose property it is on, and who benefits from its construction. For the purpose of this report we have presumed that the maintenance costs will be shared equally with neighbouring properties. As such, a 50% rate has been used for all maintenance work on boundary retaining walls.
13. **TILED ROOFS** - Tiled roofs may have a service life of 60 years or more with proper care and maintenance.
14. **PROPERTY AGEING** - The current levies are too low to maintain and improve the property over the next 30 years. The maintenance cost on this type of property during the early years is typically low but as the property ages, it is essential to budget for major works and upgrades.

Report Notes

Long-Term Maintenance Plan

This forecast satisfies the current requirements of Section 116 of the Unit Titles Act 2010 and Section 30 of the Unit Titles Regulations 2011. The Regulations state:-

116 Long-term maintenance plans

- (1) A body corporate must establish and regularly maintain a long-term maintenance plan.
- (2) A long-term maintenance plan must cover a period of at least 10 years from the date of the plan or the last review of the plan.
- (3) The purpose of a long-term maintenance plan is to –
 - (a) Identify future maintenance requirements and estimate the costs involved; and
 - (b) Support the establishment and management of the funds; and
 - (c) Provide a basis for the levying of owners of principal units; and
 - (d) Provide ongoing guidance to the body corporate to assist it in making its annual maintenance decisions.

30 Long-term maintenance plans

- (1) A long-term maintenance plan must—
 - (a) cover—
 - (i) the common property, building elements, and infrastructure of the unit title development; and
 - (ii) any additional items that the body corporate has decided by ordinary resolution to include in the plan; and
 - (b) identify those items that the body corporate may decide by ordinary resolution not to maintain for any period during the lifetime of the plan; and
 - (c) state the period covered by the plan; and
 - (d) state the estimated age and life expectancy of each item covered by the plan; and
 - (e) state the estimated cost of maintenance and replacement of each item covered by the plan; and
 - (f) state whether there is a long-term maintenance fund; and
 - (g) if there is a long-term maintenance fund, state the amount determined by the body corporate to be applied to maintain the fund each year; and
 - (h) state who has prepared the plan.
- (2) A body corporate must carry out a review of its plan once every 3 years.
- (3) Subject to subclause (2), a body corporate may carry out a review of its plan as frequently as it considers necessary.

Figures used and updates - The figures used in the forecast are typical for this type of building and normal usage. The Body Corporate has some discretion in the timing of most maintenance items. The purpose of this plan is to ensure monies are available when required to cover foreseeable expenses.

Contingency - A contingency has been allowed for any unforeseen expenses. Please refer to the second page of the report.

Interest, Taxation and Inflation - The standard interest rate used by Solutions in Engineering is based on Reserve Bank of New Zealand's historical interest rates for the previous fifteen years. The company tax rate is applied to interest income unless Solutions in Engineering is advised that the Body Corporate is exempt from tax on external income. The standard inflation rate used by Solutions in Engineering is based upon RBNZ historical data for Construction Producer Price inflation, commencing December 1997. While historical figures are not an accurate predictor of specific future outcomes, over the life of this report (fifteen years), interest rates and inflation should approach long-term averages. Changes in economic conditions may affect the accuracy of these figures. This report should be updated at regular intervals to ensure that any such changes are taken into account.

Leaky Buildings - The requirement for a Long Term Maintenance Plan applies to all buildings whether they are a leaky building or not. A Long Term Maintenance Plan assesses the typical maintenance costs and useful lives of building components based on the building being properly and professionally constructed. It is important to note that this report is not a Leaky Building Report. A full leaky building report requires destructive testing, engineering assessment, specification writing and the calling of competitive tenders to ascertain full costs. A Long Term Maintenance Plan obviously does not involve this process. However the report will calculate the remaining life of each building component based on its condition at the time of inspection so deterioration caused by a leaky building issue will affect this part of the building data collected.

Safety - The inspection does not cover safety issues.

Lifts - Due to the many types of lift contracts covering varying parts and aspects of lift maintenance, no allowance is made unless instructed by the Body Corporate Committee/Representative.

Fire Maintenance – We have assumed that the Fire Maintenance Contractor has covered the Fire Maintenance Items; no allowance is made unless instructed by the Body Corporate Committee/Representative.

Items with Indefinite Lives - There is no allowance for replacement of items that, if properly maintained, should last indefinitely, (unless otherwise requested by the body corporate); for example: sanitary fittings and lift carriage interiors. This plan deals only with estimating the timing of physical obsolescence.

Improvements - The Body Corporate may resolve to undertake improvements not related to normal maintenance. No allowance has been made for these items unless instructed.

Defects - No allowance has been made for correction of defects resulting from faulty construction except where nominated in the report. The inspectors report summarises only issues observed during our inspection and is not a structural report.

Ongoing Maintenance Programs - The lives of some items overall may have been extended indefinitely due to the use of an ongoing maintenance program. When there is any doubt in our minds about how and when an item may need replacement or maintenance, we give control to the Body Corporate. With allowances for ongoing maintenance programs, allow funds to be available for maintenance, gradual replacement or in some cases accumulation of funds for total replacement in the long term. The lives of some items can vary considerably, especially with issues such as:

- Usage.
- Accidental damage to floor tiles, which may or may not be still available or in stock.
- Fences can be maintained and replaced gradually or all at once.
- Metal and Aluminium Balustrades can last anywhere between 10 and 50 years, depending on the original quality, coatings (painting) and maintenance.
- Concrete driveways that have been cracked but are still perfectly sound and serviceable.
- Pumps and Fans can last indefinitely or wear out relatively quickly. This often depends on the quality of internal construction and finish.

Updates - The forecast is made with the best available data at this time. The forecast must be reviewed at least once every three years (Unit Titles *Regulations 2011, Section 30(2)*). We recommend a minimum of bi-annual updates.

Your FREE amendment (conditions) - In order to ensure that this service is provided to all clients in an efficient and productive manner we ask that you fully review your report and list anything you would like changed in a single email allowing for the requested amendments to be dealt with in one effort. Due to the extra work involved and inefficiency created by an incomplete initial amendment request further amendments requests will be charged for based on the hours and effort required.

Supply terms and conditions - All services provided by Solutions in Engineering are supplied on the basis of **Supply Terms and Conditions** which are available from our Office and from our website www.solutionsinengineering.com

Please read the information and the notes on the Inspector's report to gain the most from this report.

Month 2025

Strata Plus Renewal

Insurance for Bodies Corporate 209549



Prepared for: Boutique Body Corporate Ltd

Prepared by: Fiona Jamieson

Occupation: 41 Terraced Homes



rothbury.co.nz

Steadfast
THE STRENGTH YOU NEED

This proposal is given in confidence and should not be forwarded or copied without written consent from Rothbury.

About Rothbury

Our Experience and Capability

Rothbury Insurance Brokers has been helping protect Kiwis for more than 70 years.

Our vision is to be a truly great New Zealand company driven by passionate people and committed to the future financial security and success of our clients.

Our values are Client Focus, Integrity, Professionalism, Passion, Excellence, Innovation and Fun.

We have a local, shared ownership model which means our clients receive personal service from our insurance brokers who live and work in their local community. With 25 broking locations across the country, we're able to work with our clients on their turf, in a collaborative and open way.

It's important to us that we understand our clients' wants and needs. We've been measuring client satisfaction for the last nine years through the Net Promoter Score (NPS). Our team is focused on providing the highest level of personal service and quality advice to ensure our clients get the very best insurance solutions on the market.

Rothbury Company Profile

- 25 broking branches across New Zealand
- 495 team members
- Over 53,000 clients serviced over the last year
- Access to over 40 insurance providers
- \$464 million in turnover at 31 December 2023
- Experts in business insurance solutions
- Majority NZ-owned
- Owner / operator branch ownership model
- Nationwide team of claims management specialists.

Professional Indemnity

Rothbury carries a professional indemnity programme to provide additional protection for our clients.

Industry Recognition and Involvement

Rothbury is a member of the Insurance Brokers Association of NZ and contributes annually to the Steadfast Foundation who also donate money to worthy recipients.

We were named Large Broking Company of the year from 2014 to 2018 by the Australian and New Zealand Institute of Insurance and Finance. Since 2019 we have been certified as a Great Place to Work.



Rothbury in the Community

We are a key partner of the Graeme Dingle Foundation, a charity chosen by our people to help young Kiwis aged 5 to 18.



We are also proud to support over 100 community, sporting and charitable organisations across the country.



Your Service Team

Rothbury

We are pleased to introduce you to your Service Team. Our aim is to be available as and when you need us, providing friendly and helpful service and quality advice.



Fiona Jamieson
Commercial Broker

Fiona is primarily responsible for the key relationship, providing general advice, technical insurance solutions, and sharing market knowledge along with escalating any problems.

Fiona joined the insurance industry in 1993 and started with Rothbury in 2012. As well as managing her own clients in her role as Broker, Fiona is also our National Commercial Broker Support Manager which gives her a well-rounded understanding of the industry. Fiona is very client focused, providing her clients with friendly and timely service which often exceeds their expectations.

P +64 9 355 7341 **M** +64 21 278 6982
E fiona.jamieson@rothbury.co.nz



Ricky Rodrigues
Commercial Broker Support

Ricky is primarily responsible for the key relationship, providing general advice, technical insurance solutions, and sharing market knowledge along with escalating any problems.

Ricky joined the insurance industry in early 2023 working with our Underwriting Agencies, before moving to a broker role in late 2023. He prides himself on his customer service, time management and problem solving skills. Ricky holds a Bachelor of Arts (Honours) in Business and Management and a Diploma in Business Management.

P +64 9 973 2635
E ricky.rodrigues@rothbury.co.nz



Shamal Arumapperuma
Claims Adviser

Shamal is a specialist claims adviser who will be responsible for your complete claims management.

Shamal started in the insurance industry in 2004 and joined Rothbury in 2023. He always provides a great customer service experience, is a team player and has strong negotiation skills to ensure each client gets their best possible insurance solution. Shamal holds a Sri Lankan Certificate of Insurance and an ANZIIF Certificate.

P +64 9 526 8327
E shamal.arumapperuma@rothbury.co.nz

Your Body Corporate Profile

Insured – BC 209549 – Marina Views	
Cover Renewal Date	31 March 2026
Business Activities	41 Residential Terraced Homes
Situation of Risk	595 Laurie Southwick Parade, Cnr Rue d'Amares, Gulf Harbour
Construction of Premises	Concrete foundations, plaster and weatherboard exterior cladding, aluminium joinery, concrete tile roofing, particle board flooring, plasterboard internal linings, tiled decks, landscaped courtyards with plaster and metal fencing. Single internal garage. Common property development comprises a stone wall with two security gates, asphalt site sealing, concrete kerbs and gardens. Underground services.
Construction Date	Circa 2001
Valuation Date	4 February 2025



Recommendation

Rothbury Insurance Brokers provides bespoke and tailored insurance solutions for a number of industries and client segments. Currently your Body Corporate is insured via our Strata Plus Package.

This year Rothbury has approached 4 additional underwriters for terms, based on the valuation dated 4th February 2025, with the market results shown below.

Insurance Market Comparison					
Cover	Strata Plus	Ando	Vero	AIG	QBE
Material Damage					
Business Interruption	Full Package	Full Package	Declined to	Declined to	Declined to
Public Liability	including	including Body	Quote	Quote	Quote
Statutory Liability	Liability	Corporate			
Body Corporate Liability		Liability			
Total Costs Excluding GST	\$ 66,112.55	\$ 72,667.00			
Total Costs Including GST	\$ 76,029.43	\$ 83,567.05			

Our recommendation is to renew this policy via the Stata Plus Facility for the forthcoming policy period.

This renewal reflects a increase of 2.61% over last year .

Policy Types	Last Year			This Year			Year on Year (variance)	
	Indemnity Value	Sum Insured or Limit	Total Exc GST	Indemnity Value	Sum Insured / Limit	Total Exc GST	Total Sum Insured %	Package cost %
Totals	4,100,000	\$ 46,100,000.00	\$ 64,431.13	\$ 4,100,000.00	\$ 46,100,000.00	\$ 66,112.55	0.00%	2.61%

Exclusive Strata Plus Benefits

Strata Plus has been designed to provide comprehensive cover for Bodies Corporate. Today's complex Body Corporate property requirements mean you need more protection than ever before. Property insurance offerings have traditionally focused on covering the asset but as the market has evolved and become more sophisticated, with more parties involved in the ownership, management and protection of property, conventional products are no longer enough.

1. Generous limit for damage caused by landslip/subsidence
2. Cover for hidden and gradual water damage
3. Cover for methamphetamine clean-up costs
4. Generous sub-limits for Capital Additions and property under construction
5. Machinery breakdown cover available
6. Landlord's Fixtures and Fittings Cover included (refer to limits)
7. Landlord's Loss of Rents cover and Owner Occupiers Alternative Accommodation cover included (refer to limits)
8. Additional increased costs of working cover to assist with large and technical Business Interruption claims included (refer to limits)
9. Comprehensive Liability Programme with generous limits for property owners.

Package Charge Summary

Below is the summary of the package charge for the insurances we have quoted you. This quotation summary includes all insurer premiums, all government levy charges and broker revenue, however GST is excluded.

Charge	Total
Package Charge	\$41,533.05
Natural Hazards Commission Levy	\$19,680.00
Fire & Emergency Levy (FEL)	\$4,899.50
Total of all Policies	\$66,112.55 + GST

The Total Package Charge (including GST) is based on you instructing us to put in place all the policies as listed above. If you choose to not go ahead with all the policies the charge for each policy could increase slightly.

Risk Information

Below is the summary of the sums insured for insurances we have quoted you. Details of the policies can be found in the pages immediately following this summary.

595 Laurie Southwick Parade Cnr Rue d'Amares, Gulf Harbour		
Material Damage		
SUM INSURED	Buildings	\$31,350,000
Business Interruption		
SUM INSURED	Loss of Rentals	Included
INDEMNITY PERIOD	24 months	
Liability		
Broadform Liability		\$10,000,000
Statutory Liability		\$1,000,000
Body Corporate Liability		\$1,000,000

UNDERWRITER	NZI, a business division of IAG New Zealand Limited. 
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Excess Structure

Material Damage Non – Natural Disaster (GST inclusive)		
Standard		\$500
Burglary or Malicious Damage		\$1,000
Unoccupied Residential units		\$1,000
Owner Occupied Residential Units		\$250
Tenanted Residential Units		\$400
Common Areas		\$500
Illegal Substances		\$2,500
Theft		\$2,500
Water Damage		\$5,000
Natural Disaster (GST inclusive)		
Region	Excess excluding pre-1935 buildings	Excess pre-1935 buildings
The region of Auckland	1% of the site sum insured, minimum \$2,500 where the building was constructed 2004 onwards; otherwise, 2.5% of the site sum insured, minimum \$2,500	10% of the site sum insured, minimum \$10,000
The regions of Northland, Otago, Southland, Waikato, Tauranga City and Taranaki	2.5% of the site sum insured, minimum \$2,500	
The Wellington Region (including Kapiti Coast, the Hutt Valley and South Wairarapa)	5% of the site sum insured, minimum \$5,000	
The rest of New Zealand	5% of the site sum insured, minimum \$5,000	
Business Interruption		
Dependent business that attracts customers		72 hours / Natural Disaster 14 days
Prevention of Access		24 hours / Natural Disaster 14 days
Liability		
Broadform Liability		\$500
Statutory Liability		\$500
Body Corporate Liability		\$1,000

Policy Cover Limits

Material Damage including Business Interruption	
Additional Increased Costs of Working	\$200,000 per event
Alternative Residential Accommodation	\$2,500,000 per event, \$50,000 per residential unit
Burglary Cover	Included
Capital Additions	Lesser of 10% of the sum insured for the building and 10% of the sum insured for the contents as stated in any new schedule issued; or \$1,000,000 in total for both during any annual period
Claim Preparation Costs	\$50,000 per event
Closure of Transport Routes, Ports or Airports	10% of sum insured shown in the schedule or \$1,000,000 whichever is the lesser
Dependent business that attracts customers	Lesser of 10% of the building sum insured shown in the schedule or \$1,000,000 any event
Docks, Piers, Wharves & Road Bridges	\$100,000
Electronic Motors Cover	\$10,000 per event
Expediting Costs Cover	Reasonable Costs Included
Failure of Utilities	Lesser of 10% of the building sum insured shown in the schedule or \$1,000,000 any event
Fire Fighting Equipment	\$10,000 per period of insurance
Hidden Gradual Damage	\$25,000 per event, \$100,000 per period of insurance
Illegal Substances	\$50,000 per event, \$250,000 in the period of insurance
Landlord's fixtures and fittings	\$35,000 for landlord's contents in each residential unit, \$2,000,000 in total for all events per period of insurance
Landscaping	Lesser of 5% of the maximum amount payable for building(s) at that site; or \$50,000 any one event
Landslip & Subsidence	\$1,000,000 per period of insurance, \$10,000 excess applies
Loss of Rent	Up to \$500,000 per owner/ per event, \$2,500,000 in the aggregate per event
Malicious Damage by Tenants	\$50,000 per residential unit, \$250,000 per period of insurance
Money Cover	Money A \$20,000 / Money B \$2,000
Prevention of Access – Closure by any authority	Lesser of 10% of the sum insured shown in the schedule or \$1,000,000 any event
Prevention of Access – Injury, Murder or Suicide	Lesser of 10% of the sum insured shown in the schedule or \$1,000,000 any event
Prevention of Access – Property Damage	The lesser of 10% of the building sum Insured; or \$1,000,000 whichever is the lesser
Property Under Construction	\$1,000,000
Protection Costs Cover	\$100,000
Records	\$10,000 per event, \$30,000 per period of insurance
Redundant Foundations	Included
Redundant Plant & Stock	Included
Refrigerated Goods	\$10,000 per event

Policy Cover Limits

Material Damage including Business Interruption, continued	
Removal of asbestos	The lesser of 5% of the site sum insured; or \$25,000
Removal of Water from Basement	\$2,000 per event
Residential Landlords Fixtures & Fittings	\$35,000 per event, \$2,000,000 per period of insurance
Rewards Cover	\$10,000 per event, \$20,000 per period of insurance
Social Club Cover	Included
Stolen Keys Cover	\$50,000 any one unit in the period of insurance, \$250,000 in total in the period of insurance
Stress Payment	\$2,000 per residential unit owner, \$50,000 per event and in the period of insurance
Sustainable Rebuilding Costs	\$500,000
Theft Cover	Included
Transit Cover	\$25,000 per event
Unharmed Property Cover	Included
Optional Extension – Included	
Machinery Breakdown	\$1,000,000 per period of insurance
NATURAL DISASTER	Included
WORDING	NZI Steadfast Material Damage Policy Wording – CSR STE 12.2020 NZI Steadfast Material Damage Endorsement – Tōtara Mixed Usage 0324 NZI Steadfast Business Interruption Policy Wording – CSP STE 12.2020
Endorsements	
- NZI Cyber Exclusion – Material Damage and Business Interruption NZ7194/2 01/21 - NZI Communicable Disease Exclusion - Material Damage and Business Interruption NZ7195/2 01/21 - NZI Defective Repair and Replacement Work Exclusion Policy Endorsement NZ8053/2 02/24 - NZI Sanctions Exclusion NZ7428/1 07/23	

Policy Cover Limits

Broadform Liability	
JURISDICTION	New Zealand
Advertising Liability	\$1,000,000 any one period. Excess \$1,000
Business Advice or Service	Included
Care, Custody or Control	\$500,000 any one period. Excess \$1,000
Drones	\$1,000,000 any one period. Excess \$1,000
Goods lifted or carried by crane	\$250,000 any one period. Excess \$2,500
Innkeepers Liability	Included
Landlords Liability	Included
Lost or Stolen Keys	Included
Product Withdrawal Costs	\$100,000 any one period, Excess \$2,500
Punitive & Exemplary Damages	\$1,000,000 any one period
Service/Repair – Machinery	\$250,000 any one period. Excess \$2,500
Service/Repair – Vehicle and Watercraft	\$500,000 any one period. Excess \$1,000
Tenants Liability	Included
Underground Services	Included. Excess \$2,500
Vibration & Removal of Support	\$500,000 any one period. Excess \$5,000
Visits to North American Countries	Included
POLICY WORDING	NZI Broadform Liability BRD0318
Endorsements	
- NZI Broadform Liability – Communicable Disease Exclusion NZ7337/1 12/22 - NZI Broadform Liability – Cyber Exclusion NZ7339/1 12/22 - NZI Sanctions Exclusion NZ7428/1 07/23	
Statutory Liability	
JURISDICTION	New Zealand Only
POLICY WORDING	NZI Statutory Liability STL 0318
Endorsements	
- NZI Statutory Liability – Communicable Disease Exclusion NZ7340/1 12/22 - NZI Statutory Liability – Statutory Damages Exclusion NZ7341/1 12/22 - NZI Sanctions Exclusion NZ7428/1 07/23	
Body Corporate Liability	
LIMIT OF INDEMNITY	\$1,000,000 any one occurrence & in the aggregate
JURISDICTION	New Zealand
POLICY WORDING	NZI Body Corporate BC1018
Endorsement	
- NZI Sanctions Exclusion NZ7428/1 07/23	

Endorsement – applies to entire package

Sanctions Exclusion

Policy Endorsement NZ7428/1 07/23

This endorsement applies to Material Damage, Business Interruption, Broadform Liability, Statutory Liability, Employers Liability and Body Corporate Liability

This 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.

Material Damage and Business Interruption Endorsements

Communicable Disease Exclusion – Material Damage and Business Interruption Policy Endorsement NZ7195/2 01/21

Your Material Damage/Business Assets and Business Interruption Policy is amended as follows:

Notwithstanding any provision 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, cyclone, typhoon, 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.

Material Damage and Business Interruption Endorsements, continued

Cyber Exclusion – Material Damage and Business Interruption

Policy Endorsement NZ7194/2 01/21

Your Material Damage/Business Assets and Business Interruption Policy is amended as follows:

Notwithstanding any provision 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;	e) flood, freeze or weight of snow;
b) storm, windstorm, hail, tornado, cyclone, hurricane;	f) aircraft impact or vehicle impact or falling objects;
c) fire, lightning or explosion;	g) water damage;
d) earthquake, volcano activity or tsunami;	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.

Material Damage and Business Interruption Endorsements, continued

Defective Repair and Replacement Work Exclusion Policy Endorsement NZ8053/2 02/24

Your policy is amended by the addition of the following exclusion:

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

Defective Repair and Replacement Work

This policy does not insure the costs of putting right defective workmanship or design in any repair or replacement work covered by the policy.

This exclusion applies to the property or part immediately affected as well as any property or parts that need to be demolished, replaced or reinstalled or otherwise made good in order to rectify the defective work or design.

This exclusion does not apply to any resultant sudden and accidental physical loss or damage to separate insured property arising from the above.

Broadform Liability Endorsements

Communicable Disease Exclusion: Broadform Liability Policy endorsement

Your 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.

Cyber Exclusion: Broadform Liability Policy Endorsement

Your 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.

Statutory Liability Endorsements

Communicable Disease Exclusion: Statutory Liability Policy endorsement

Your 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.

Statutory Damages Exclusion: Statutory Liability Policy Endorsement

Your 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**.

Important Information

ADVISER DUTIES

Rothbury brokers are bound by the Financial Markets Conduct Act 2013. This requires them to:

- i. meet standards of competence, knowledge, and skill which are described in the *Code of Professional Conduct for Financial Advice Services*;
- ii. give priority to clients' interests whenever a conflict of interest arises;
- iii. exercise care, diligence, and skill in giving financial advice; and
- iv. meet standards of ethical behaviour, conduct, and client care set out in the *Code of Professional Conduct for Financial Advice Services*.

POLICY TERMS AND CONDITIONS

These documents are only a summary of the cover provided. Please refer to your policy wording for full details of your scope of cover, conditions and exclusions. If you do not have a copy of your policy wording please contact our office and we will send a copy to you. Please notify us immediately of any changes to the risks insured – failure to do so may invalidate your cover.

YOUR DUTY OF DISCLOSURE

The Duty of Disclosure is a legal requirement that applies to all insurance contracts. Under the Duty of Disclosure you must disclose all information you know, or could reasonably be expected to know, is relevant to the insurer's decision whether to accept the risk of the insurance and, if so, on what terms. This duty includes, but is not limited to, any circumstance which could increase the risk of a claim, any criminal offence, any cancellation, refusal to renew, or special conditions imposed by another insurer and any previous insurance claim or uninsured loss. You are required to disclose this information before commencement of cover and before you renew, extend, vary or reinstate your insurance cover. If you do not provide all of this information your insurer may avoid your cover from the commencement of your policy.

COMPLAINTS & DISPUTES RESOLUTION PROCESSES

If you wish to make a complaint, you may do this using our internal complaints process via our website www.rothbury.co.nz/complaintsprocess

MONTHLY PAYMENTS – FINANCE CHARGES

Monthly payment costs include finance charges and are subject to the Rothbury Instalment Services Ltd Finance Agreement. Please refer to your Finance Agreement for specific charges, interest and application fee.

CREDIT CARD PAYMENTS

For payments made by credit card a 1.5% convenience fee is charged. We do not receive any income from the convenience fee.

TERMS OF BUSINESS

By instructing us to place cover for you, you agree that our Terms of Business apply to all services provided to you by the Rothbury Group, unless we have agreed otherwise with you in writing. This means you can refer to our Terms of Business for an explanation of terms used in your invoice and cover schedule.

Our Terms of Business also include:

Our obligations to you as part of the services we provide;

- A summary of the duties our brokers have to you under legislation and regulations;
- Your responsibilities relating to the cover we obtain for you;
- How your insurance costs are to be paid;
- How we are remunerated and a description of our incentives;
- Potential conflicts of interest that could arise and the steps we take to manage these;
- The limits of our liability to you concerning the services we provide;
- How to make a complaint if you are unhappy and our internal process for managing complaints.

This is just a summary of key topics. Our complete Terms of Business can be downloaded from www.rothbury.co.nz

Important Information, *continued*

INSURER FINANCIAL STRENGTH RATINGS: TABLE OF CURRENT RATINGS					
INSURER	RATING AGENCY	RATING	INSURER	RATING AGENCY	RATING
Allianz†	S & P	AA-	New India	AM Best	B++
AIG Insurance	S & P	A	NZI*	S & P	AA
Vero (AMP)	S & P	AA-	Lumley*	S & P	AA
Berkshire Hathaway	S & P	AA+	QBE†	S & P	A+
Chubb	S & P	AA-	Vero	S & P	AA-
Hollard Insurance†	S & P	A	Vero Liability	S & P	AA-
HDI Global Specialty SE	S & P	A+	Zurich†	S & P	AA-
Lloyd's of London	S & P	AA-			

† An overseas policyholder preference applies to this Australian based Insurer. Under Australian law, if the Insurer is wound up, its assets in Australia must be applied to its Australian liabilities before it can be applied to overseas liabilities. To this extent, New Zealand policyholders may not be able to rely on the Insurers assets to satisfy New Zealand liabilities.

*Lumley/NZI are business divisions of IAG New Zealand Limited (IAG). IAG receives the financial strength rating.

INSURER FINANCIAL STRENGTH RATINGS: EXPLANATION OF RATINGS					
S&P: STANDARD & POORS INSURER FINANCIAL STRENGTH RATINGS			A.M. BEST COMPANY INSURER FINANCIAL STRENGTH RATINGS		
Ratings from AA to CCC may have a plus (+) or minus (-) sign to show relative standing within the category.			Each Best's Financial Strength rating category from "A+" to "C" includes a Rating Notch to reflect a gradation of financial strength within the category.		
The rating scale below is in summary form. A full description of this rating scale can be obtained from www.standardandpoors.com			A Rating Notch is expressed with either a second plus "+" or minus "-". A full description of this rating scale can be obtained from www.ambest.com		
AAA = Extremely Strong	B = Weak		A++ = Superior	B+ = Very Good	C = Weak
AA = Very Strong	CCC = Very Weak		A+ = Superior	B = Fair	C- = Weak
A = Strong	CC = Extremely Weak		A = Excellent	B- = Fair	D = Poor
BBB = Good	R = Regulatory Supervision		A- = Excellent	C++ = Marginal	E = Under Supervision
BB = Marginal	SD = Selective Default		B++ = Very Good	C+ = Marginal	F = In Liquidation
D = Default	NR = Not Rated				S = Suspended





Boutique Body Corporate
& Community Managers

Proposed Budget to apply from 01/02/2026

T: 09 524 9785
F: 09 524 9780
PO Box 11131, Ellerslie
Auckland, 1542
E: info@bbcl.co.nz
www.bbcl.co.nz

Marina Views BC 209549 **

Marina Views, 595 Laurie Southwick Parade, Gulf
Harbour Auckland 0930

Administrative Fund

	Proposed budget	Actual 01/02/2025-31/01/2026		Previous budget
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Revenue

Carpark Lease	0.00	610.00		0.00
Insurance Commission	0.00	650.73		0.00
Interest Received - Penalties	0.00	365.88		0.00
Interest--Bank	0.00	2,343.91		0.00
Levies Due--Admin	111,084.43	111,749.16		111,749.00
Total revenue	111,084.43	115,719.68		111,749.00

Less expenses

Admin--General Expenses	200.00	247.27		200.00
Admin--INC Tax paid	0.00	135.48		0.00
Admin--Income Tax Return	405.00	402.99		403.00
Admin--Management Fees--Standard	14,300.00	14,000.00		14,000.00
Admin--Sundry Income	0.00	(158.25)		0.00
Admin--Sundry Recoverables	0.00	(530.49)		0.00
Admin--Tax	0.00	656.28		0.00
Admin--Write off Small Balance	0.00	0.37		0.00
Insurance--Premiums	76,029.43	74,095.81		74,096.00
Insurance--Valuation	550.00	1,081.00		550.00
Maint Bldg--Building Wash	5,000.00	0.00		6,500.00
Maint Bldg--Gate Maintenance	0.00	0.00		1,500.00
Maint Bldg--General Repairs & Maintenance	6,000.00	14,492.28		4,000.00
Maint Grounds--Gardens/Grounds	7,000.00	8,245.99		9,000.00
Utility--Electricity	1,600.00	1,357.54		1,500.00
Utility--Water & Waste	0.00	5,989.86		0.00
Total expenses	111,084.43	120,016.13		111,749.00

Surplus/Deficit

	0.00	(4,296.45)		0.00
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Opening balance	33,894.10	38,190.55		38,190.55
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Closing balance

	\$33,894.10	\$33,894.10		\$38,190.55
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Total units of entitlement	100			100
Levy contribution per unit entitlement	\$1,110.84			\$1,117.49

Contingency Fund**Proposed
budget**

01/02/2025-31/01/2026

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

Interest--Bank	0.00	930.62	0.00
Levies Due--Contingency	40,000.00	38,000.00	38,000.00
<i>Total revenue</i>	40,000.00	38,930.62	38,000.00

Less expenses

Admin--Tax--Long Term Maintenance	0.00	260.54	0.00
Admin--Write off Small Balance - Sinking Fund	0.00	0.13	0.00
Reserve Fund	40,000.00	0.00	38,000.00
<i>Total expenses</i>	40,000.00	260.67	38,000.00

Surplus/Deficit

0.00 38,669.95 0.00

Opening balance 189,859.34 151,189.39 151,189.39

Closing balance

\$189,859.34 \$189,859.34 \$151,189.39

Total units of entitlement 100 100

Levy contribution per unit entitlement \$400.00 \$380.00



Boutique Body Corporate
& Community Managers

Proposed Levy Schedule to apply from 01/02/2026

T: 09 524 9785
F: 09 524 9780
PO Box 11131, Ellerslie
Auckland, 1542
E: info@bbcl.co.nz
www.bbcl.co.nz

Marina Views BC 209549 **

Marina Views, 595 Laurie Southwick Parade, Gulf
Harbour Auckland 0930

Quarterly levy instalments that would apply to each lot if proposed budgets are accepted by the general meeting:

Lot	Unit	Unit Entitlement	Admin Fund	Contingency Fund	Quarterly Total	Annual Total
1	1	2.25	624.85	225.00	849.85	3,399.40
2	2	2.29	635.96	229.00	864.96	3,459.84
3	3	2.29	635.96	229.00	864.96	3,459.84
4	4	2.33	647.07	233.00	880.07	3,520.28
5	5	2.33	647.07	233.00	880.07	3,520.28
6	6	2.33	647.07	233.00	880.07	3,520.28
7	7	2.33	647.07	233.00	880.07	3,520.28
8	8	2.33	647.07	233.00	880.07	3,520.28
9	9	2.33	647.07	233.00	880.07	3,520.28
10	10	2.33	647.07	233.00	880.07	3,520.28
11	11	2.33	647.07	233.00	880.07	3,520.28
12	12	2.33	647.07	233.00	880.07	3,520.28
13	13	2.33	647.07	233.00	880.07	3,520.28
14	14	2.33	647.07	233.00	880.07	3,520.28
15	15	2.33	647.07	233.00	880.07	3,520.28
16	16	2.33	647.07	233.00	880.07	3,520.28
17	17	2.33	647.07	233.00	880.07	3,520.28
18	18	2.33	647.07	233.00	880.07	3,520.28
19	19	2.33	647.07	233.00	880.07	3,520.28
20	20	2.43	674.84	243.00	917.84	3,671.36
21	21	2.54	705.39	254.00	959.39	3,837.56
22	22	2.54	705.39	254.00	959.39	3,837.56
23	23	2.54	705.39	254.00	959.39	3,837.56
24	24	2.64	733.16	264.00	997.16	3,988.64
25	25	2.64	733.16	264.00	997.16	3,988.64
26	26	2.64	733.16	264.00	997.16	3,988.64
27	27	2.64	733.16	264.00	997.16	3,988.64
28	28	2.74	760.93	274.00	1,034.93	4,139.72
29	29	2.85	791.48	285.00	1,076.48	4,305.92
30	30	2.74	760.93	274.00	1,034.93	4,139.72
31	31	2.64	733.16	264.00	997.16	3,988.64
32	32	2.64	733.16	264.00	997.16	3,988.64
33	33	2.54	705.39	254.00	959.39	3,837.56
34	34	2.54	705.39	254.00	959.39	3,837.56
35	35	2.54	705.39	254.00	959.39	3,837.56
36	36	2.54	705.39	254.00	959.39	3,837.56
37	37	2.54	705.39	254.00	959.39	3,837.56

Quarterly levy instalments that would apply to each lot if proposed budgets are accepted by the general meeting:

Lot	Unit	Unit Entitlement	Admin Fund	Contingency Fund	Quarterly Total	Annual Total
38	38	2.23	619.30	223.00	842.30	3,369.20
39	39	2.23	619.30	223.00	842.30	3,369.20
40	40	2.23	619.30	223.00	842.30	3,369.20
41	41	2.28	633.18	228.00	861.18	3,444.72
		100.00	\$27,771.23	\$10,000.00	\$37,771.23	\$151,084.92

Residential Model Operational Rules

BC209549 – 595 Laurie Southwick Parade, Gulf Harbour

1. Interpretation of terms, and rules binding on owners, occupiers, employees, agents, invitees, licensees and tenants

- a) Terms defined in the Unit Titles Act 2010 (“Act”) have the same meaning in these rules as they have in the Act, unless the context otherwise requires.
- b) These rules are binding on all owners and occupiers of units in the unit title development as well as the employees, agents, invitees, licensees and tenants of all owners and occupiers of units in the unit title development.
- c) “Owner” has the same meaning in these rules as it has in the Act, and for the purposes of these rules it also includes occupiers of a unit in the unit title development and the employees, agents, invitees, licensees and tenants of all owners and occupiers of units in the unit title development, unless the context otherwise requires.

2. Interference and obstruction of common property

An Owner of a unit must not interfere with the reasonable use or enjoyment of the common property or other Owners, or obstruct any lawful use of the common property by other Owners.

3. Damage to common property

An Owner of a unit must not damage or deface the common property.

4. Use of facilities, assets and improvements within the common property

- a) An Owner of a unit must not use any facilities contained within the common property, or any assets and improvements that form part of the common property, for any use other than the use for which those facilities, assets or improvements were designed and constructed, and must comply with any conditions of use for such facilities, assets or improvements set by the Body Corporate from time to time.
- b) Any part of the common property that is used as an entrance or access way to the unit title development and any easement area giving access to the unit title development shall not be used by any Owner for any other purpose than for entering or leaving the unit title development.

5. Vehicle Parking

- a) An Owner of a unit must not park a vehicle or permit a vehicle to be parked on any part of the common property (including in front of garages, except for loading and unloading or car washing) unless the Body Corporate has designated it for vehicle parking or the Body Corporate has given prior written consent. After car washing an owner must ensure all dirt is hosed away. No tyre black is to be applied to tyres whilst on common property.
- b) Residents must not park in the visitor car parking at any time and any bona fide visitors of residents shall be permitted to park for not more than four days duration on a once only basis.

- c) No owner or visitor may park in a designated Handicapped car park unless displaying the appropriate permit.
- d) An Owner of a unit that has designated use of a vehicle park must:
 - i) Only use the vehicle park for the purpose of parking personal vehicles – no boats, trailers or trucks, camper vans, motor homes or recreational vehicles (RV'S) are permitted;
 - ii) Ensure the vehicle park is kept tidy and free of litter and engine oil;
 - iii) Not use the vehicle park or permit it to be used for storage;
 - iv) Ensure that any vehicle parked in the vehicle park is parked within the boundaries of the vehicle park; and
 - v) Ensure at no time shall an unregistered or un-roadworthy vehicle be left in this area.
- e) The Body Corporate may remove a vehicle from the unit title development that the Body Corporate considers is parked in such a manner that is in breach of this rule 5, at the expense of the owner of the vehicle concerned, and the Body Corporate shall not be liable for any resulting damage, loss or costs.
- f) An owner must ensure that the garage door of the Unit is kept closed at all times except for the purposes of exit and entry or the loading and unloading of goods.

6. Aerials, satellite dishes and antennas

An Owner of a unit must not erect, fix or place any aerial, satellite dish, antenna or similar device on or to the exterior of a unit or on or to common property without the prior written consent of the Body Corporate, which shall not be unreasonably or arbitrarily withheld. The consent of the Body Corporate may be withheld, varied or revoked if the rights of another Owner are adversely affected by the exterior aerial, satellite dish, antenna or similar device.

7. Signs and notices

An Owner of a unit must not, without the prior written consent of the Body Corporate, erect, fix, place or paint any signs or notices of any kind on or to the common property or on or to any external part of a unit.

8. Contractors

An Owner of a unit who carries out any repair, maintenance, additions, alterations or other such work on a unit must ensure that any contractors or other such persons employed by the Owner cause minimum inconvenience to all other Owners and ensure that such work is carried out in a proper workmanlike manner.

9. Rubbish and pest control

An Owner of a unit:

- a) Must keep rubbish and recycling bins in the garage, except on the day of collection when they will be placed in front of the unit for collection. Such material is to be left in a way that does not interfere with the enjoyment of the common property by other Owners. Doing so may incur a cost for the removal of same by the Body Corporate.
- b) Must not leave rubbish or recycling bins or materials in the courtyard of the Unit.
- c) Must dispose of rubbish and recycling materials promptly, hygienically and tidily using properly secured rubbish and recycling bins and ensure such disposal does not adversely affect the health, hygiene or comfort of other Owners;
- d) Must not burn any rubbish anywhere on the common property or in any unit; and
- e) Shall keep the unit free of any vermin, pests, rodents and insects.

10. Cleaning and garden maintenance

- a) An Owner of a unit must ensure the unit is kept clean at all times and any gardens, grounds, yards or paved areas within the unit are kept neat and tidy and are regularly maintained.
- b) Courtyards are not to be used for storage. This includes the storage of rubbish bins and boats of any kind.
- c) Outdoor furniture and umbrellas are permitted if kept in good condition.
- 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 administration charge.

11. Cleaning and replacing glass

An Owner of a unit must keep clean all glass contained in windows or doors of a unit, and replace any cracked or broken glass as soon as possible with glass of the same or better weight and quality.

12. Lawns and gardens on common property

An Owner of a unit must not damage any lawn, garden, tree, shrub, plant or flower being part of or situated on the common property or use any part of the common property as a garden for their own purposes.

13. Use of water services

- a) All things required for the provision of water supply, drainage, wastewater and sewage services to units or common property and all things attached to and used in relation to such services, including but not limited to pipes, drains, taps, faucets, toilets, baths, showers, sinks, sink incinerators and dishwashers, must only be used for the purpose for which they were designed and constructed. If any Owner causes or permits any damages, loss or costs to be incurred due to misuse or negligence that Owner shall pay for such damage, loss or costs.
- b) An Owner of a unit shall not waste water unnecessarily and shall ensure that all taps in the unit are turned off after use.

14. Washing

An Owner of a unit shall not hang any clothes, washing, bedding, towels or other items outside or from a unit, **or** on or from any deck, balcony, courtyard **or** where it may be seen by the public or other Owners.

15. Security and ventilation equipment

An Owner of a unit shall comply at all times with the operating and maintenance instructions of any fire alarm or ventilation equipment in the unit.

16. Floor coverings

Except in kitchen, laundry, toilet, bathroom or garage areas of a unit, an Owner of a unit must ensure that all floor space in a unit is covered or otherwise treated to an extent sufficient to prevent noise transmission from the unit that is likely to disturb the quiet enjoyment that could reasonably be expected by the Owner of another unit.

17. Noise, behaviour and conduct

An Owner of a unit shall not make or permit any noise or carry out or permit any conduct or behaviour, in any unit or on the common property which is likely to interfere with the use and enjoyment of the unit title development by other Owners before 7.00am and after 11.00pm. This specifically includes the following:

- a) The playing of any loud music, musical instrument, stereo, radio, television;
- b) Loud voices on balconies;
- c) Excessive use of machinery (excluding household appliances);
- e) Playing in the Carpark – Children are not permitted to play in the carpark area at any time due to safety concerns. This includes chasing, ball games, riding scooters, skateboards and bicycling other than in and out of the complex.
- f) An Owner of a unit shall not make or permit any noise or carry out or permit any conduct or behaviour, in any unit or on the common property which is likely to interfere with the use and enjoyment of the unit title development by other Owners: smoking is not permitted in common areas, balconies or porches.

18. Pets

- a) Pets that are on the approved list as at 29th February 2020 may remain but not be replaced.
- b) Cats will not be allowed in Marina Views
- c) Dogs must be on a hand held leash at all times whilst on common property.
- d) An Owner of a unit must not, without the prior written consent of the Body Corporate, bring or keep any animal or pet in any unit or the common property. Consent of the Body Corporate shall not be unreasonably or arbitrarily withheld and may be revoked upon written notice if the rights or interests of any other Owner are adversely affected by any animal or pet.
- e) Notwithstanding rule 18(a) any Owner of a unit who relies on a guide, hearing or assistance dog may bring or keep such a dog in a unit, and may bring such a dog onto the common property.
- f) The Owner of any animal or pet permitted under rule 18(a) or any dog permitted under rule 18(c) must ensure that any part of a unit or the common property that is soiled or damaged by the animal, pet or dog must be promptly cleaned or repaired at the cost of the Owner.

19. Security

- a) All units must be kept secure when the unit is not occupied with all reasonable precautions being taken to prevent fire, flooding and theft.
- b) Electronic security devices should be safeguarded to prevent access by unauthorised persons.
- c) Notwithstanding paragraph 19b, Postal Services, Rubbish, Recycling and Courier vehicles may be granted unrestricted access. All other vehicles are to be controlled by the owner requiring them, taking care to maintain the security of the access code.
- d) Heavy vehicles which may cause damage to the car park are not to be given access and the repair of any damage caused by such vehicles will be the responsibility of the owner.

20. Moving and installing heavy objects

An Owner of a unit must not, without the prior written consent of the Body Corporate, bring onto or through the common property or any unit, or erect, fix, place or install in any unit, any object of such weight, size, nature or description that could cause any damage, weakness,

movement or structural defect to any unit or common property, and any such damage caused or contributed to shall be paid for by the Owner responsible.

21. Hazards, insurance and fire safety

An Owner of a unit must not bring onto, use, store, or do, in a unit or any part of the common property anything that:

- a) Increases the premium on or is in breach of any Body Corporate insurance policy for the unit title development; **or**
- b) Is in breach of any enactment or rule of law relating to fire, insurance, hazardous substances or dangerous goods, or any requirements of any Territorial Authority; **or**
- c) Creates a hazard of any kind; **or**
- d) Affects the operation of fire safety devices and equipment or reduces the level of fire safety in the unit title development.

22. Emergency evacuation drills and procedures

An Owner of a unit must cooperate with the Body Corporate during any emergency evacuation drills and must observe and comply with all emergency evacuation procedures.

23. Notice of damage, defects, accidents or injury

Upon becoming aware of any damage or defect in any part of the unit title development, including its services, or any accident or injury to any person in the unit title development, an Owner of a unit must immediately notify the Body Corporate. Any cost to repair any such damage or defect shall be paid by the Owner that caused or permitted the damage or defect.

24. Leasing a unit

An Owner of a unit must:

- a) Provide a full copy of these rules and a full copy of all future amendments to these rules to any tenant or occupier of the unit;
- b) Provide the Body Corporate with written notice of the full name, landline phone number and cell phone number for the Owner and for all tenants or occupants of the unit;
- c) Inform any tenant or occupier of the unit that the mode of service under the Act is by email, and the Owner must provide the Body Corporate with written notice of the email address for service for the tenants or occupiers of the unit and the email address for service for the Owner; and
- d) Promptly notify the Body Corporate in writing of any changes to the details in rules 24(b) and (c).

25. Commercial Operations:

No owner will operate a commercial business from the Unit where it involves the visiting of customers or clients to that Unit, or fails to meet the conditions of the Insurance of the property and only then with the permission of the Body Corporate.

26. Garage Sales:

No owner will advertise or hold a garage sale in the Unit or on the common property without the written consent of the Body Corporate. Application must be made no less than one month prior.

27. Exterior of Units:

- a) An owner will ensure that any window coverings visible from the outside of the Unit are white or of a similarly neutral colour.

- b) An owner will not paint or alter the exterior of the Unit in any manner without the written permission of the Body Corporate.
- c) Any damage to the exterior of the Unit must be reported to the Body Corporate **immediately**.
- d) Artificial ivy or bamboo screening panels may be installed for privacy, up to the height of the fence railing, and must be maintained or replaced as required
- e) A small storage unit is allowed in the courtyards for storing gardeniong equipment, potting mix etc. and that the approved dimensions and approved colour are listed below:
 - i) Colour: Anthracite
 - ii) Capacity: 270L
 - iii) External Dimensions: W 116.7cm x D 44.7cm x H 57cm
 - iv) Internal Dimensions: W 114.4cm x D 40.0cm x H 51.2cm
- f) Unit heat pump installation application must be submitted in writing to the Body Corporate Secretary complete with the documentation and assurances requested as detailed in the **conditions** below:
 - i) that plans and disclosure of materials being used shall be provided to the Body Corporate for prior approval;
 - ii) that the owners use qualified installers accredited to work with the chosen manufacturer's equipment;
 - iii) that all works shall comply with the relevant parts of EECA publication 'Good practice guide Heat pump installation' May 2013 or subsequent editions current at the time of installation;
 - iv) that no structural element of the building shall be drilled or interfered with in any way without the express written permission of the Body Corporate and that penetrations of the cladding shall be minimised and designed and carried out to avoid any moisture penetration;
 - v) that on completion of the work the owners shall forward to the Body Corporate a copy of all code compliance certificates or consents;
 - vi) that on completion of the work the owner shall forward to the Body Corporate a written statement by the supplier/installer that the equipment has been installed in accordance with the application;
 - vii) that the installation shall not diminish the aesthetic of the complex and removal may be required if the Body Corporate deem it to do so;
 - viii) that the installation shall not result in noise generation which is deemed excessive and removal may be required if the Body Corporate deem it;
 - ix) that the installed equipment shall be serviced in accordance with the manufacturer's recommendation. Documentary proof shall be supplied to the Body Corporate if requested;
 - x) that the costs in all things, in any way resulting from this installation, are borne by the owners of the Unit; and
 - xi) that the Unit owner, regardless of changes in ownership of the unit, is responsible for all on-going maintenance costs.
 - xii) Additional notes: An installation plan submitted from a qualified installer will expedite approval; standards and regulations applicable to a heat pump installation that must be complied with include the following: Building Code Clauses B1 Structure, E2 External moisture and G9 Electricity; AS/NZS 3000:2007 Electrical installations (known as the Australian/New Zealand Wiring Rules); and all outdoor elements are to be maintained free of rust with no visible damage.

28. Compliance with Rules

Owners and Occupants are responsible for ensuring visitors abide by these rules. Reasonable behaviour and rule compliance needs 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

Residential Model Operational Rules

BC209549 – 595 Laurie Southwick Parade, Gulf Harbour

1. Interpretation of terms, and rules binding on owners, occupiers, employees, agents, invitees, licensees and tenants

- a) Terms defined in the Unit Titles Act 2010 (“Act”) have the same meaning in these rules as they have in the Act, unless the context otherwise requires.
- b) These rules are binding on all owners and occupiers of units in the unit title development as well as the employees, agents, invitees, licensees and tenants of all owners and occupiers of units in the unit title development.
- c) “Owner” has the same meaning in these rules as it has in the Act, and for the purposes of these rules it also includes occupiers of a unit in the unit title development and the employees, agents, invitees, licensees and tenants of all owners and occupiers of units in the unit title development, unless the context otherwise requires.

2. Interference and obstruction of common property

An Owner of a unit must not interfere with the reasonable use or enjoyment of the common property or other Owners, or obstruct any lawful use of the common property by other Owners.

3. Damage to common property

An Owner of a unit must not damage or deface the common property.

4. Use of facilities, assets and improvements within the common property

- a) An Owner of a unit must not use any facilities contained within the common property, or any assets and improvements that form part of the common property, for any use other than the use for which those facilities, assets or improvements were designed and constructed, and must comply with any conditions of use for such facilities, assets or improvements set by the Body Corporate from time to time.
- b) Any part of the common property that is used as an entrance or access way to the unit title development and any easement area giving access to the unit title development shall not be used by any Owner for any other purpose than for entering or leaving the unit title development.

5. Vehicle Parking

- a) An Owner of a unit must not park a vehicle or permit a vehicle to be parked on any part of the common property (including in front of garages, except for loading and unloading or car washing) unless the Body Corporate has designated it for vehicle parking or the Body Corporate has given prior written consent. After car washing an owner must ensure all dirt is hosed away. No tyre black is to be applied to tyres whilst on common property.
- b) Residents must not park in the visitor car parking at any time and any bona fide visitors of residents shall be permitted to park for not more than four days duration on a once only basis.

- c) No owner or visitor may park in a designated Handicapped car park unless displaying the appropriate permit.
- d) An Owner of a unit that has designated use of a vehicle park must:
 - i) Only use the vehicle park for the purpose of parking personal vehicles – no boats, trailers or trucks, camper vans, motor homes or recreational vehicles (RV'S) are permitted;
 - ii) Ensure the vehicle park is kept tidy and free of litter and engine oil;
 - iii) Not use the vehicle park or permit it to be used for storage;
 - iv) Ensure that any vehicle parked in the vehicle park is parked within the boundaries of the vehicle park; and
 - v) Ensure at no time shall an unregistered or un-roadworthy vehicle be left in this area.
- e) The Body Corporate may remove a vehicle from the unit title development that the Body Corporate considers is parked in such a manner that is in breach of this rule 5, at the expense of the owner of the vehicle concerned, and the Body Corporate shall not be liable for any resulting damage, loss or costs.
- f) An owner must ensure that the garage door of the Unit is kept closed at all times except for the purposes of exit and entry or the loading and unloading of goods.

6. Aerials, satellite dishes and antennas

An Owner of a unit must not erect, fix or place any aerial, satellite dish, antenna or similar device on or to the exterior of a unit or on or to common property without the prior written consent of the Body Corporate, which shall not be unreasonably or arbitrarily withheld. The consent of the Body Corporate may be withheld, varied or revoked if the rights of another Owner are adversely affected by the exterior aerial, satellite dish, antenna or similar device.

7. Signs and notices

An Owner of a unit must not, without the prior written consent of the Body Corporate, erect, fix, place or paint any signs or notices of any kind on or to the common property or on or to any external part of a unit.

8. Contractors

An Owner of a unit who carries out any repair, maintenance, additions, alterations or other such work on a unit must ensure that any contractors or other such persons employed by the Owner cause minimum inconvenience to all other Owners and ensure that such work is carried out in a proper workmanlike manner.

9. Rubbish and pest control

An Owner of a unit:

- a) Must keep rubbish and recycling bins in the garage, except on the day of collection when they will be placed in front of the unit for collection. Such material is to be left in a way that does not interfere with the enjoyment of the common property by other Owners. Doing so may incur a cost for the removal of same by the Body Corporate.
- b) Must not leave rubbish or recycling bins or materials in the courtyard of the Unit.
- c) Must dispose of rubbish and recycling materials promptly, hygienically and tidily using properly secured rubbish and recycling bins and ensure such disposal does not adversely affect the health, hygiene or comfort of other Owners;
- d) Must not burn any rubbish anywhere on the common property or in any unit; and
- e) Shall keep the unit free of any vermin, pests, rodents and insects.

10. Cleaning and garden maintenance

- a) An Owner of a unit must ensure the unit is kept clean at all times and any gardens, grounds, yards or paved areas within the unit are kept neat and tidy and are regularly maintained.
- b) Courtyards are not to be used for storage. This includes the storage of rubbish bins and boats of any kind.
- c) Outdoor furniture and umbrellas are permitted if kept in good condition.
- 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 administration charge.

11. Cleaning and replacing glass

An Owner of a unit must keep clean all glass contained in windows or doors of a unit, and replace any cracked or broken glass as soon as possible with glass of the same or better weight and quality.

12. Lawns and gardens on common property

An Owner of a unit must not damage any lawn, garden, tree, shrub, plant or flower being part of or situated on the common property or use any part of the common property as a garden for their own purposes.

13. Use of water services

- a) All things required for the provision of water supply, drainage, wastewater and sewage services to units or common property and all things attached to and used in relation to such services, including but not limited to pipes, drains, taps, faucets, toilets, baths, showers, sinks, sink incinerators and dishwashers, must only be used for the purpose for which they were designed and constructed. If any Owner causes or permits any damages, loss or costs to be incurred due to misuse or negligence that Owner shall pay for such damage, loss or costs.
- b) An Owner of a unit shall not waste water unnecessarily and shall ensure that all taps in the unit are turned off after use.

14. Washing

An Owner of a unit shall not hang any clothes, washing, bedding, towels or other items outside or from a unit, **or** on or from any deck, balcony, courtyard **or** where it may be seen by the public or other Owners.

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An Owner of a unit shall comply at all times with the operating and maintenance instructions of any fire alarm or ventilation equipment in the unit.

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- a) The playing of any loud music, musical instrument, stereo, radio, television;
- b) Loud voices on balconies;
- c) Excessive use of machinery (excluding household appliances);
- e) Playing in the Carpark – Children are not permitted to play in the carpark area at any time due to safety concerns. This includes chasing, ball games, riding scooters, skateboards and bicycling other than in and out of the complex.
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- e) Notwithstanding rule 18(a) any Owner of a unit who relies on a guide, hearing or assistance dog may bring or keep such a dog in a unit, and may bring such a dog onto the common property.
- f) The Owner of any animal or pet permitted under rule 18(a) or any dog permitted under rule 18(c) must ensure that any part of a unit or the common property that is soiled or damaged by the animal, pet or dog must be promptly cleaned or repaired at the cost of the Owner.

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movement or structural defect to any unit or common property, and any such damage caused or contributed to shall be paid for by the Owner responsible.

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An Owner of a unit must not bring onto, use, store, or do, in a unit or any part of the common property anything that:

- a) Increases the premium on or is in breach of any Body Corporate insurance policy for the unit title development; **or**
- b) Is in breach of any enactment or rule of law relating to fire, insurance, hazardous substances or dangerous goods, or any requirements of any Territorial Authority; **or**
- c) Creates a hazard of any kind; **or**
- d) Affects the operation of fire safety devices and equipment or reduces the level of fire safety in the unit title development.

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An Owner of a unit must cooperate with the Body Corporate during any emergency evacuation drills and must observe and comply with all emergency evacuation procedures.

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An Owner of a unit must:

- a) Provide a full copy of these rules and a full copy of all future amendments to these rules to any tenant or occupier of the unit;
- b) Provide the Body Corporate with written notice of the full name, landline phone number and cell phone number for the Owner and for all tenants or occupants of the unit;
- c) Inform any tenant or occupier of the unit that the mode of service under the Act is by email, and the Owner must provide the Body Corporate with written notice of the email address for service for the tenants or occupiers of the unit and the email address for service for the Owner; and
- d) Promptly notify the Body Corporate in writing of any changes to the details in rules 24(b) and (c).

25. Commercial Operations:

No owner will operate a commercial business from the Unit where it involves the visiting of customers or clients to that Unit, or fails to meet the conditions of the Insurance of the property and only then with the permission of the Body Corporate.

26. Garage Sales:

No owner will advertise or hold a garage sale in the Unit or on the common property without the written consent of the Body Corporate. Application must be made no less than one month prior.

27. Exterior of Units:

- a) An owner will ensure that any window coverings visible from the outside of the Unit are white or of a similarly neutral colour.

- b) An owner will not paint or alter the exterior of the Unit in any manner without the written permission of the Body Corporate.
- c) Any damage to the exterior of the Unit must be reported to the Body Corporate **immediately**.
- d) Artificial ivy or bamboo screening panels may be installed for privacy, up to the height of the fence railing, and must be maintained or replaced as required
- e) A small storage unit is allowed in the courtyards for storing gardeniong equipment, potting mix etc. and that the approved dimensions and approved colour are listed below:
 - i) Colour: Anthracite
 - ii) Capacity: 270L
 - iii) External Dimensions: W 116.7cm x D 44.7cm x H 57cm
 - iv) Internal Dimensions: W 114.4cm x D 40.0cm x H 51.2cm
- f) Unit heat pump installation application must be submitted in writing to the Body Corporate Secretary complete with the documentation and assurances requested as detailed in the **conditions** below:
 - i) that plans and disclosure of materials being used shall be provided to the Body Corporate for prior approval;
 - ii) that the owners use qualified installers accredited to work with the chosen manufacturer's equipment;
 - iii) that all works shall comply with the relevant parts of EECA publication 'Good practice guide Heat pump installation' May 2013 or subsequent editions current at the time of installation;
 - iv) that no structural element of the building shall be drilled or interfered with in any way without the express written permission of the Body Corporate and that penetrations of the cladding shall be minimised and designed and carried out to avoid any moisture penetration;
 - v) that on completion of the work the owners shall forward to the Body Corporate a copy of all code compliance certificates or consents;
 - vi) that on completion of the work the owner shall forward to the Body Corporate a written statement by the supplier/installer that the equipment has been installed in accordance with the application;
 - vii) that the installation shall not diminish the aesthetic of the complex and removal may be required if the Body Corporate deem it to do so;
 - viii) that the installation shall not result in noise generation which is deemed excessive and removal may be required if the Body Corporate deem it;
 - ix) that the installed equipment shall be serviced in accordance with the manufacturer's recommendation. Documentary proof shall be supplied to the Body Corporate if requested;
 - x) that the costs in all things, in any way resulting from this installation, are borne by the owners of the Unit; and
 - xi) that the Unit owner, regardless of changes in ownership of the unit, is responsible for all on-going maintenance costs.
 - xii) Additional notes: An installation plan submitted from a qualified installer will expedite approval; standards and regulations applicable to a heat pump installation that must be complied with include the following: Building Code Clauses B1 Structure, E2 External moisture and G9 Electricity; AS/NZS 3000:2007 Electrical installations (known as the Australian/New Zealand Wiring Rules); and all outdoor elements are to be maintained free of rust with no visible damage.

28. Compliance with Rules

Owners and Occupants are responsible for ensuring visitors abide by these rules. Reasonable behaviour and rule compliance needs 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



Body Corporate 209549
595 Laurie Southwick Parade, Gulf Harbour, Auckland 0930
Proxy and Or Postal Voting Form
Section 103 Unit Titles Act 2010

TO: The Manager, Body Corporate 209549

Instructions:

You are entitled to appoint a proxy to vote for you at the Body Corporate Annual General Meeting to be held on **30 March 2026** or you can vote by casting a postal vote. The motions to be decided at the meeting are recorded in the attached voting schedule, and as set out in the agenda. If you intend to cast a directed proxy or postal vote, you must indicate your vote in the final column of the voting form and return to, Boutique Body Corporates Limited, PO Box 11131, Ellerslie, Auckland 1542 so it is received by **5:00 PM on 27 March 2026**. **Proxies and votes can be sent by email to: info@bbcl.co.nz.**

Proxy:

We/I

being the owner(s) of principal unit _____, and therefore an eligible voter within the meaning of Section 96(1) of the Unit Titles Act 2010 appoint:

[full name of person receiving Proxy]

as my/our proxy for the purposes of the Annual General Meeting of the Body Corporate to be held on **30 March 2026**. If the Annual General Meeting is adjourned and reconvened, this proxy appointment is valid for the purposes of the reconvened meeting.

Date: _____

Signature of Eligible Voter(s):

Notes Re Proxy:

1. The proxy appointment expires at the end of the General Meeting referred to in the form, or if that meeting is adjourned, the end of the reconvened meeting.
2. The full text of motions is contained in the Notice of General Meeting, a copy of which should be provided to the proxy.
3. **Your proxy may not vote unless all Body Corporate levies and other amounts that are owing in respect of your unit have been paid for.**
4. **If the unit owner is a Body Corporate or an unincorporated body, the representative (recorded in the register of unit owners) of the unit owner must sign the form.**
5. **If the unit is owned by more than one person, every owner must sign the form.**
6. If the unit is owned by more than one person, one of the unit owners may be appointed as proxy.

NB: Please return this page only if not wishing to direct proxy voting.

Postal Vote or a Directed Proxy (if a direction is wanted):

We/I

being the owner(s) of principal unit _____, and therefore an eligible voter within the meaning of Section 96(1) of the Unit Titles Act 2010 intend to cast the following postal votes at the meeting of the Body Corporate to be held on **30 March 2026**. The attached voting schedule can be used either as a directed proxy or a postal vote under Section 103.

If you wish to abstain, please leave the voting box blank.

If the Annual General Meeting is adjourned and reconvened, this postal vote is valid for the purposes of the reconvened meeting.

Date: _____

Signature of Eligible Voter(s): _____

Notes Re Postal:

1. The Body Corporate completes the instruction section and the text of the motions. You should complete the postal vote section and the vote section.
2. Your postal vote will not be counted if any Body Corporate levies, or other amounts that are payable in respect of your unit, are outstanding.
3. If a poll is requested, your ownership interest will be counted as part of the poll. If no poll is requested your postal vote will be counted as one vote. You cannot request a poll.
4. If at the General Meeting of the Body Corporate the wording of the motion is materially altered, your postal vote in relation to that motion will not be counted. It is the responsibility of the Chairperson to decide what constitutes a material alteration. If you are concerned that your postal vote may not be counted as the result of an amendment to a motion, you should consider appointing a proxy to attend and vote at the meeting on your behalf.
5. If a quorum is not present at the General Meeting of the Body Corporate and Regulation 13(1) of the Unit Titles Act Regulations 2011 does not apply, the meeting will be adjourned until the same day one week later and your postal vote will be counted at that meeting.
6. If the unit owner is a Body Corporate or an unincorporated body, the form must be signed by the representative (recorded in the register of unit owners) of the unit owner.
7. If the unit is owned by more than one person, every owner or his or her authorised representative must sign the form.

NB: Postal votes can be conveyed electronically.

Boutique Body Corporate & Community Managers

0800 4 BODYCORP T: 09 524 9785 E: info@bbcl.co.nz

Building B, Level 2, 8 Nugent Street, Grafton, Auckland 1023 | PO Box 11131, Ellerslie, Auckland, 1542
www.bbcl.co.nz



Motion	Type of Resolution	Vote
Only those that need voting on will show the resolution type and Yes/No/Abstain options		
1.	Appointment of Meeting Chair <i>That the manager chair the meeting.</i>	Ordinary Resolution ☐ YES ☐ NO ☐ Abstain
2.	Apologies and Proxies <i>That the apologies, proxies, online and postal votes be accepted.</i>	Ordinary Resolution ☐ YES ☐ NO ☐ Abstain
3.	Committee Conflict of Interest Register	
4.	Health and Safety <i>That no new hazards identified, or notifiable incidents occurred since the previous AGM.</i>	Ordinary Resolution ☐ YES ☐ NO ☐ Abstain
5.	Minutes of the previous Annual General Meeting <i>That the minutes of the previous Annual General Meeting of 24/3/25 be taken as read and adopted as a true and correct record of the meeting.</i>	Ordinary Resolution ☐ YES ☐ NO ☐ Abstain
6.	Financial Statements <i>That the accounts as presented to the meeting which show an Operating cash balance of \$6,827.01, Contingency Fund cash balance of \$135,779.22, Long Term Maintenance Fund cash balance of \$17,508.55, Court Settlement Driveway Drainage of \$31,190.19 and total Net Assets of \$223,753.44 be adopted.</i>	Ordinary Resolution ☐ YES ☐ NO ☐ Abstain
7.	Audit Review <i>That because complete financial accounts, including transactional records, are available to owners, the Body Corporate resolves to dispense with the need for audit, review or verification of the financial accounts to the latest balance date, provided the Body Corporate in a General Meeting, or the Committee, may at any time require the accounts to be audited, reviewed or verified.</i>	Special Resolution ☐ YES ☐ NO ☐ Abstain

8.	Decision not to establish a Long-Term Maintenance Fund <i>That the Body Corporate reviewed its decision not to establish and maintain a Long-Term Maintenance Fund at the meeting and approved continuing on this basis until the next AGM.</i>	Ordinary Resolution	☐ YES ☐ NO ☐ Abstain
9.	Long Term Maintenance Plan <i>That the Long-Term Maintenance Plan was reviewed and adopted and the 2026/2027 Contingency Fund contribution be fixed at \$40,000.00 inclusive of GST.</i>	Ordinary Resolution	☐ YES ☐ NO ☐ Abstain
10.	Insurance Renewal <i>That the meeting renew the insurance policy when it falls due based on the terms and conditions as it deems appropriate.</i> NB BBCL receives brokerage commission from some brokers in consideration of facilitating insurance. It has been BBCL's standard practice to share any payment with the Body Corporate. The ex-gratia share credited to the Body Corporate will show up as revenue in the following year. Commission paid to your Body Corporate for the previous year was \$650.73.	Ordinary Resolution	☐ YES ☐ NO ☐ Abstain
11.	Body Corporate Chairperson <i>Unless the meeting resolves otherwise Karen Law shall be elected as Chairperson until the next Annual General Meeting.</i>	Ordinary Resolution	☐ YES ☐ NO ☐ Abstain
12.	Delegation of Body Corporate Chairperson's duties <i>That the Body Corporate delegates to the Body Corporate Committee under section 108(1) of the Act the duties of the Chairperson set out in paragraph 11.1(a) – (m) of the Regulations.</i>	Special Resolution	☐ YES ☐ NO ☐ Abstain
13.	Committee Size That the Body Corporate agreed that the committee size be fixed at five and that the total number of committee members required to constitute a quorum is three.	Ordinary Resolution	☐ YES ☐ NO ☐ Abstain
14.	Committee Nominations <i>The committee shall comprise of four nominees that receive the highest votes plus the BC Chair (if elected) who wish to serve on the committee and are entitled to do so with the quorum fixed at three.</i>	Ordinary Resolution	☐ YES ☐ NO ☐ Abstain

15.	Committee Powers <i>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.</i>	Special Resolution	☐ YES ☐ NO ☐ Abstain
16.	Committee Chairperson <i>Pursuant to S.112A(2) of the Unit Titles Act 2010, the Body Corporate has decided that the Chairperson of the committee will be appointed by the new committee at their first meeting as prescribed by Regulation 26(1) of the Unit Titles Regulations 2011.</i>	Ordinary Resolution	☐ YES ☐ NO ☐ Abstain
17.	Committee Report <i>That the Committee report be received and entered into the records of the Body Corporate.</i>	Ordinary Resolution	☐ YES ☐ NO ☐ Abstain
18.	Budget and Levies <i>That levies be raised based on the expense budget of \$111,084.43 plus Contingency Fund of \$40,000.00, total budget of \$151,084.43 inclusive of GST with payment due in four instalment[s] on 28 April 2026, 28 July 2026, 28 October 2026, 28 January 2027.</i>	Ordinary Resolution	☐ YES ☐ NO ☐ Abstain
19.	Body Corporate Operational Rules - Addition to Rule No.17 That the meeting adopts the proposed rule change of adding rule 17. f) to the Body Corporate Operational rules.	Ordinary Resolution	☐ YES ☐ NO ☐ Abstain
20.	Body Corporate Operational Rules - Addition to Rules No. 27 That the meeting adopts the proposed rule change of adding rule 27.d) to the Body Corporate Operational Rules.	Ordinary Resolution	☐ YES ☐ NO ☐ Abstain
21.	Body Corporate Operational Rules - Addition to Rules No. 27 That the meeting adopts the proposed rule change of adding rule 27.e) to the Body Corporate Operational Rules and that the original rule 27. d) becomes rule 27. f).	Ordinary Resolution	☐ YES ☐ NO ☐ Abstain
22.	Items raised by owner to be discussed at the meeting		

23.	General Business		
24.	First Committee Meeting To satisfy the requirements of Regulation 27(1) of the Unit Titles Regulations 2011 the body corporate committee is required to meet within one month from the date of service of notice of delegation under section 108(1) of the Act. The notice of delegation will be issued to committee members at the meeting or with the minutes. To comply with Regulation 27(1), the committee present at the AGM will meet immediately after the meeting to receive the notice of delegation and to agree when any further meeting, if any, shall be scheduled. It is anticipated there will be no other business at this first committee meeting. Under section 112A (1) (2) of the Act and Regulation 26 (1AA): The chairperson of a body corporate is a member of the body corporate committee and also the chairperson of the body corporate committee unless the body corporate pass an ordinary resolution at the AGM to elect the chairperson of the committee to be a person other than the body corporate chairperson.		