

Minutes of the Annual General Meeting of Company PEAK VILLAGE
held on Wednesday 22 April 2026 at 6:30pm held at Shed 16, 3 North Crescent, Kaukapakapa 0984

PRESENT:

A & K Smylie	Lot 1
J & P Best	Lot 2
N Taylor	Lot 3
C Allibone & B Elliot	Lot 4
J Cox	Lot 9
A Collins	Lot 13
J Martin	Lot 14
E Ryland & L Sturley	Lot 18
N & J Soper	Lot 22
D Munkowits	Lot 26
R & J McKenzie	Lot 28
N McWalter & C Connolly	Lot 29
H Wells	Lot 32
D Thomas & C McGoverin	Lot 33
T & K Franklin	Lot 34
K & E Levien	Lot 36
K Taylor	Lot 38
N Cameron & D Robertson	Lot 42
G McCondach	Lot 43
S & P Burnett	Lot 51
Laura Jones	(Crookers Body Corporate Management Limited)
(As recorded on the Attendance Register)	

APOLOGIES:

Paula Griffin & Boyd Steel	Lot 7
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PROXIES:

J Ivan & L K Anderson	Lot 47 in favour of N Soper
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POSTAL VOTES:

None received.

QUORUM:

The Company manager confirmed that the meeting was quorate as at least 25% of the principal units entitled to exercise a power of voting were represented.

1. ELECTION OF MEETING CHAIRPERSON:

Resolved by ordinary resolution **That** Laura Jones be elected Chairperson for the meeting
[A & K Smylie / J & P Best *Carried*]

2. APOLOGIES, PROXIES AND POSTAL VOTES:

Resolved by ordinary resolution **That** the apologies, proxies and postal votes be received.
[C Allibone & B Elliot / A Collins *Carried*]

3. CONFIRM MINUTES OF PREVIOUS GENERAL MEETING:

Resolved by ordinary resolution **That** the minutes of the meeting held on Wednesday, the 23rd of April 2025, be accepted as a true and correct record of that meeting.
[J Martin / E Ryland & L Sturley *Carried*]

4. CONFIRM THE FINANCIAL STATEMENTS:

Resolved by ordinary resolution **That** the financial statements for the period 1st of April 2025 to the 31st of March 2026, as attached to the agenda, be accepted.
[N & J Soper / R & J McKenzie *Carried*]

5. COMPANY RETURN:

Resolved by ordinary resolution **That** Crockers Body Corporate Management Ltd is authorised to act as the agent for the preparation and filing of annual returns as required by the Companies Act 1997 for Peak Village Communal Facilities Ltd.

[N McWalter & C Connolly / H Wells

Carried]

6. TAX AGENT:

Resolved by ordinary resolution **That** Crockers Body Corporate Management Limited be appointed as the agent for Peak Village Communal Facilities Limited for the preparation and filing of tax returns.

[D Thomas & C McGoverin / T & K Franklin

Carried]

7. MAINTENANCE:

The meeting discussed the following maintenance matters.

Garden/Grounds & Lawn Maintenance

Leaves by the cemetery

These should be cleared by LMC. The Directors will raise this with them.

Old Mans Beard behind Magnolia Lane

Those at the meeting were informed by another owner present that one of the trees in the dense tree line, is considered a pest plant. The owner also noted that community groups may remove it at no cost. The Directors will look into this option.

Maintenance on Oioi Lane

An owner reported that maintenance is still not being carried out and weeds have not been controlled. The Directors will follow up with LMC. The possibility of changing garden/lawn maintenance contractors was briefly discussed, and the Directors are open to obtaining comparison quotes.

Fruit tree pruning and dead trees

The Directors confirmed that LMC is contracted to prune fruit trees to a set height but not to remove dead trees. Owners are asked to report any dead or dying trees so arrangements can be made. It was also confirmed that the area by the letterboxes is to be grassed.

Auckland Council trimming

An owner noted that they'd observed Auckland Council trimming bushes in the village. All present agreed that this work should continue.

Subsidence near the pony club path

It appears that land beneath the concrete path leading to the pony club may be subsiding. The Directors will investigate.

CCTV/Cameras & signage

New cameras have been installed, and the general consensus was that the two currently in place are sufficient. Signage indicating that the area is monitored by CCTV will be installed.

8. APPOINTMENT OF DIRECTORS:

Resolved by ordinary resolution **That**

- i. The Board of Directors is to comprise of up to 4 Directors, and the number of Directors required to constitute a quorum is no fewer than 3 Directors.
- ii. Nicholas Soper and Robbie McKenzie be declared appointed as Directors of Peak Village Communal Facilities Ltd.

[K & E Levien / K Taylor

Carried]

9. DIRECTOR REMUNERATION:

Resolved by ordinary resolution **That** the current Directors will not be required to pay levies for the 2026-2027 financial year. Levies raised to the Directors will be paid by the Company as agreed by the shareholders at the Annual General Meeting.

[N Cameron & D Robertson / A & K Smylie

Carried]

10. CONFIRM ANNUAL BUDGET AND LEVIES:

Resolved by ordinary resolution **That** the budget be fixed at \$129,030.00, including GST, for the period 1st of April 2026 to the 31st of March 2027. The budget shall be raised by even levies per shareholding, being \$2,530.00 per lot, in six (6) equal instalments due for payment at the end of May 2026, July 2026, September 2026, November 2026, January 2027 and March 2027.

[J & P Best / C Allibone & B Elliot]

Carried]

11. LEVY COLLECTION PROCEDURE:

Resolved by ordinary resolution **That:**

- i. The Manager is authorised to recover any unpaid levies, whether through Court proceedings or otherwise, that may be outstanding for 5 days after due date and to levy interest at the rate contained within the Constitution (4.12.1) on any monies outstanding from due date until date of payment; and
- ii. The Directors are authorised to instruct Crockers Body Corporate Management Ltd to recover any unpaid levies or other unpaid debt owed by a shareholder, together with interest and reasonable costs of collection, using Crockers collection procedures; and
- iii. As per Section 4.12.4 of the Constitution.

[A Collins / J Martin]

Carried]

MANAGERS NOTES

Payment Methods: Owners were also reminded that they can choose how to pay their levies, whether that be by;

Crockers Direct Debit facility (whereby the full payment is taken on the due date).

Online internet banking transfer, on or before the due date, as a full payment or instalments.

Automatic payments in advance and instalments at a frequency (weekly/fortnightly/monthly) suitable to owners.

Payments made in advance will sit as a credit against their Lot.

Credit Card (Crockers can take credit card details over the phone).

In-person, by EFTPOS at our offices situated at 525 Manukau Road, Epsom (unfortunately, we are no longer able to accept cash payments over the counter).

Reminder: ensure you use the LP reference on the Levy Invoices as this is specific to your lot.

Overdue Levies: Before initiating the Debt Collection process, Crockers will advise the Directors of any overdue levies and levies in arrears, and those will be addressed on a case-by-case basis.

Hardship: Should any owner find themselves in times of hardship and unable to pay their levies by the due date, you are encouraged to please reach out to either Crockers or one of the Directors and make them aware of your payment plans.

12. HEALTH AND SAFETY:

Resolved by ordinary resolution **That** the shareholders authorise the Directors to continually review, action as necessary and update the Health and Safety Report and Hazard Register for the Company based on risks identified and notified by any owner, resident, or visitor, to ensure a safe environment for all.

[E Ryland & L Sturley / N & J Soper]

Carried]

13. GENERAL BUSINESS:

The following general business items were discussed at this point.

Septic System

The Directors confirmed that while the system is still functioning well and does not require replacement, they continue to work on obtaining consent with Auckland Council and S3 Ltd. The system will, however, require additional maintenance and dosing to ensure levels remain within the required range, and a new carbon doser may be needed. Owners were reminded that the village operates on a septic system, and it is essential that chemicals such as bleach are not put down the drain.

Monitoring access into the village

An owner raised the possibility of using technology to monitor access, including number plate identification or speed cameras. The Directors advised that such options would likely involve significant cost and may not be practically enforceable.

Signage

New 30 km/hr speed signs have been installed. An owner queried this change, noting that the previous limit was 20 km/hr. The Directors clarified that the official speed limit through the village is 80 km/hr, as set by Auckland Council; however, they were able to source 30 km/hr signs at a favourable price. This serves as an important reminder to owners, tenants, and anyone travelling through the village to drive slowly and remain mindful of children. Children should not, at any time, be playing on the road. The Directors may consider installing an additional “children playing” sign to further reinforce safety for residents, particularly children.

Halloween & Christmas

A suggestion was made for the village to introduce a “best house” competition during Halloween or Christmas.

There being no further business, the meeting closed at 7:15 pm.

For and on behalf of

Crockers Body Corporate Management Limited

Manager for Company PEAK VILLAGE



Laura Jones

Senior Account Manager

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