

ANNUAL GENERAL MEETING MINUTES

BODY CORPORATE 417076

28 Enderley Avenue, Enderley HAMILTON, 3214

MEETING PLACE, DATE & TIME

Quay Body Corporate, 69 Victoria Street, Hamilton City, Hamilton 3204

and via Zoom: [Zoom](#)

Friday, 7 November 2025 at 01:00 PM

PRESENT

Lot #	Attendance	Owner Name/Representative
2	Yes	Aaron Menzies
3	Yes	Lisa Marchi-O'Connor
5	Yes	Rebekah Jane Crosswell

BODY CORPORATE CHAIRPERSON

Lisa O'Connor

MEETING CHAIRPERSON

Connor Larsen-Cross

Minutes of the meeting:

1 QUORUM

The chair of the meeting recorded any apologies, proxies and postal votes received, as well as received the attendance register and confirmed that the meeting had a quorum. The chair of the meeting also conducted a health and safety briefing and pointed out fire exits in the event of emergency.

2 PREVIOUS MINUTES

Ordinary Resolution

Resolved that the minutes of the last annual general meeting of the Body Corporate held on 14th of November 2024 were confirmed as a true record of the proceedings of that meeting.

Motion CARRIED.

3 MATTERS ARISING

Introducing - Owners Online Portal

Following the meeting, an invitation will be sent to all owners for our new online portal, known as Smata or MRI Strata Connect. Owners will have access to AGM documents, their respective levy notices and other helpful information. Access will also soon be available via our website.

4 QUAY BODY CORPORATE SERVICE AGREEMENT

Ordinary Resolution

Resolved that the Body Corporate appointed Quay Body Corporate, as Body Corporate Manager to assist the Chairperson, Committee and Body Corporate to fulfil their duties under the Unit Titles Act and associated regulations, and to perform the role and services specified, in accordance with the Service Agreement supplied to the Body Corporate and that the Chairperson execute the Service Agreement on behalf of the Body Corporate.

Motion CARRIED.

5 COMMITTEE REPORT

The Body Corporate does not have a Committee therefore a report was not required.

6 ELECTION OF CHAIRPERSON

Ordinary Resolution

Resolved that a chairperson of the body corporate and body corporate committee was elected and will serve as such until the earlier of the next AGM or their resignation.

Motion CARRIED.

Notes - Lisa Marchi-O'Connor was re-appointed as Body Corporate chairperson

7 ELECTION OF COMMITTEE

Ordinary Resolution

Resolved that the Body Corporate decided not to establish a committee.

Motion CARRIED.

8 BODY CORPORATE RULES

No changes to the operational rules were proposed.

9 INSURANCE

Ordinary Resolution

Resolved that for the purposes of insurance, the inflationary provision noted in the most recent valuation be applied to the sum insured at the time of the next renewal.

Motion CARRIED.

Ordinary Resolution

Resolved that the Body Corporate remains with the existing broker and that insurance is renewed as per the brokers recommendation.

Motion CARRIED.

Ordinary Resolution

Resolved that the Body Corporate is authorised to secure Office Bearers Liability Insurance with a cover of \$500,000.00.

Motion CARRIED.

10 GENERAL MAINTENANCE

The following general maintenance items took place:

- Exterior Insect Treatment and Gutter clean

Lawn Mowing Contractor: S&S Mowing on a fortnightly basis

The following maintenance items were discussed and will be actioned where instructed;

Ordinary Resolution

Building Wash including a roof wash and treatment

Motion CARRIED.

Ordinary Resolution

Gutter Clean including rain heads, down pipes and roof drains

Motion CARRIED.

Notes

Rebekah (PU 5) requests that contractors take extra care working over her unit as her unit has previously had leaks caused by gutter issues - if contractors see anything out of the ordinary, please let the Body Corporate Manager know.

11 HEALTH AND SAFETY

Under the Health and Safety at Work Act 2015, the Body Corporate has a duty to:

- Identify hazards
- Eliminate or minimise any hazards and where appropriate put controls in place; and
- Regularly check the control measures are in place
- Where an incident occurs or the workplace changes, there will be a review to your Health and Safety Solution.

The Health and Safety Risk Register was last reviewed in 2024.

No new Health and Safety items have been brought to the attention of the Body Corporate.

Ordinary Resolution

Resolved that the Health and Safety Risk Register be reviewed by the most cost-effective consultant.

Motion CARRIED.

12 LONG-TERM MAINTENANCE PLAN

The Long-Term Maintenance Plan was reviewed in 2024 and is due for review in 2027.

13 LONG-TERM MAINTENANCE FUND

Special Resolution

Resolved that the Body Corporate opt out of the Long-Term Maintenance Fund for the current financial year by way of special resolution.

Motion CARRIED.

14 SINKING INVESTMENT FUND

Ordinary Resolution

Resolved that the Optional Contingency Fund / Long Term Maintenance Fund remain in a non-interest bearing account.

Motion CARRIED.

15 PREVIOUS FINANCIAL STATEMENTS

Ordinary Resolution

Resolved that the financial accounts for the previous financial year were approved and adopted.

Quay Body Corporate Management Limited under the terms of its agreement of services as Body Corporate Manager is responsible for the preparation of basic financial accounts. Provision of these accounts is on the basis that Quay Body Corporate Management Limited does not hold itself as a qualified or Chartered Accountant. Should the Body Corporate require the accounts to be prepared by a Chartered Accountant or the accounts be audited, this will be at the cost of the Body Corporate.

Motion CARRIED.

16 INDEPENDENT REVIEW OF FINANCIAL STATEMENTS

Special Resolution

Resolved that by special resolution the Body Corporate agreed not to appoint an auditor and that section 132(2) of the Unit Titles Act 2010 will not apply for the financial statements of the previous financial year.

Motion CARRIED.

17 ANNUAL BUDGET

Ordinary Resolution

Resolved that the Body Corporate approved and adopted the proposed annual budget for the year stated and that the Body Corporate raise levies in accordance with a unit owner's utility interest.

Motion CARRIED.

Ordinary Resolution

Resolved that the Body Corporate Manager be authorised to pay line items identified in the adopted budget as and when they fall due but refer to the Body Corporate Committee for approval for unexpected expenses outside of the budget.

Motion CARRIED.

18 LEVY COLLECTION

Ordinary Resolution

Resolved that the Body Corporate raise levies in accordance with the approved budget and agreed above, with levy payments due on the 20th day of the month following the month of the AGM and if insurance is levied separately, the insurance levy will be due 14 days from insurance levy being issued.

Motion CARRIED.

Ordinary Resolution

Resolved that the Body Corporate is authorised to recover any unpaid levies owed to the Body Corporate, whether through Court, Tenancy Tribunal or otherwise. The collection costs, although recoverable by the Body Corporate from the defaulting unit owners, will need to be paid by the Body Corporate in the interim.

Motion CARRIED.

Ordinary Resolution

Resolved that the Body Corporate charge interest at the rate of 10% per annum as provided in Section 128 of the Unit Titles Act 2010 on any monies overdue (including charging interest to those on payment plans) together with any administrative and legal costs the Body Corporate may incur in recovering due debts.

Motion CARRIED.

GST

Note: Your Body Corporate is not registered for GST.

19 GENERAL BUSINESS

The following general business was discussed at the meeting:

- Quay to email Unit 3 regarding parking of vehicle in the middle of the driveway.

CLOSURE

There being no further business, the Chairperson declared the meeting closed at 01:31 PM.

Please ensure you keep us informed of any changes to your contact details including your email address as all correspondence will be by email unless otherwise requested.