Minutes of the Annual General Meeting

37 Fields Parade Body Corporate No. 198078	
Venue:	Barfoot & Thompson Body Corporate, 2 Tuarangi Road, Grey Lynn and as a Virtual Meeting via Google Meet
Prepared by:	Barfoot & Thompson Body Corporate
Date:	Monday, 01 December 2025
Time:	4pm

Meeting commenced at 4:30pm

Quorum: As the meeting did not reach quorum, the meeting was adjourned.

Managers Note: The Annual General Meeting was reconvened for Tuesday, 09 December at 5:30pm

Minutes of the Reconvened Annual General Meeting

37 Fields Parade Body Corporate No. 198078	
Venue:	Virtual Meeting Via Google Meet
Prepared by:	Barfoot & Thompson Body Corporate
Date:	Tuesday, 09 December 2025
Time:	5:30 PM

In Attendance:

Unit	Name
Unit Q	Ronald Nieubuurt
Unit C	Miley Zhang
Unit G	Andy Wallace
Unit P	Vadim Zimin
Unit O	Kevin Goodrick
Unit J	Elsa Victoriano
Barfoot & Thompson Body Corporate: Olivia Lattimore (Body Corporate Manager)	

Apologies:

Unit	Name
E	Meredith Horlor

No proxies/postal votes received.

Meeting commenced at 6:05pm.

Welcome by the Body Corporate Manager
The Barfoot & Thompson Body Corporate manager welcomed the members to the meeting and advised the meeting was quorate.

1. **Chairperson of the Meeting** (Ordinary Resolution)
Resolved that Olivia Lattimore be appointed as chairperson of the meeting.

[Carried]

2. **Apologies / Proxies / Postal Votes** (Ordinary Resolution)
Resolved that the apologies, proxies and postal votes are received.

[Carried]

Conflicts Register (No Motion)
No disclosure of interest were notified

3. **Previous General Meeting Minutes** (Ordinary Resolution)
Resolved that the minutes from the Annual General Meeting held 12 December 2024 be approved and adopted as a true and correct record of proceedings.

[Carried]

4. **Body Corporate Chairperson** (Ordinary Resolution)
Resolved that Vadim Zimin - Unit P is elected to the position of Body Corporate Chairperson.

[Carried]

5. **Body Corporate Committee** (Ordinary Resolution)
Committee members are officers of the body corporate and as such, any person accepting a nomination to the role of Committee Member does so with the full understanding that they are legislatively required to comply with the Conflicts of Interest regime and Committee Code of Conduct and are personally responsible and accountable for their conduct and ensure they act in a professional, courteous manner, in the best interests of all owners in the body corporate at all times.

Resolved that the body corporate committee comprises of three (3) members and the number of members required to constitute a quorum is two (2), with the following members elected to the committee:

Name:	**Unit Number:**
Ron Nieubuurt	Unit Q
Vadim Zimin	Unit P (Appointed Chair)
Elsa Victoriano	Unit J

[Carried]

Managers Note:
The committee encouraged more owners to get involved with the body corporate. Kevin (Unit O), Miley (Unit C), and Andy (Unit G) all expressed interest in joining the committee. However, as not all owners were present at the meeting, the body corporate could not formally appoint them without holding an EGM.
The owners agreed to co-opt them onto the committee. This means they will be included in committee correspondence and may contribute to discussions; however, they will not have voting rights in committee decisions.

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Note: All Committee Meeting Minutes are now required to become official, published documents of the body corporate under the Unit Titles Amendment Act, within one month of the committee meeting being held.

6. **Delegation of Powers and Duties to the Committee** (Special Resolution)
Resolved that the body corporate delegates to the committee -
    i) All the duties of the Body Corporate Chairperson under Regulation 11(1), subclauses (a) to (m) of the Unit Titles Regulations 2011, along with all other Body Corporate Chairperson powers and duties conferred elsewhere by the Unit Titles Act 2010; and
    ii) All the general powers and duties of the body corporate that may be delegated in accordance with Section 108(1) of the Unit Titles Act 2010, excluding the powers and duties set out in Section 108(2), provided that in accordance with Section 110, no delegation affects or prevents the performance of any duty or the exercise of any power by the body corporate, or affects the responsibility of the body corporate for the actions of the body corporate committee acting under the delegation; and
    iii) Further instructs that the body corporate committee is to report annually (or more often as the committee considers necessary) to the body corporate in relation to the delegation of powers and duties; and
    iv) The delegation does not enable the committee to rescind or override resolutions and directives passed at a general meeting, nor act in contradiction to any restrictions (financial or otherwise) placed on the committee either contained within the Operational Rules of the Body Corporate or passed at a general meeting of the Body Corporate.

[Carried]

7. **Financial Statements** (Ordinary Resolution)
Resolved that the financial statements for the period ended 30 September 2025 as presented by Barfoot & Thompson Body Corporate are approved.

[Carried]

8. **Audit / Review / Verification** (Special Resolution)
Resolved that in accordance with Section 132(8) of the Unit Titles Act 2010 no audit, review or verification is required on the financial statements for the period ended 30 September 2025.

[Carried]

Note: Audit Costs are generally between $3,500 to $10,000 depending on the size of the body corporate for an independent auditor, in addition Barfoot & Thompson Body Corporate's costs for administration is generally between $800 to $2,500 depending on the size and complexity of the audit.

9. **Adoption of Long-Term Maintenance Plan** (Ordinary Resolution)
Resolved that the Long-Term Plan undertaken by Solutions in Engineering in 2024

[Carried]

10. **Maintenance Items for the year** (Ordinary Resolution)
Motion put that the Body Corporate agrees to engage Simple Kiwi Life Ltd to complete the painting works at the quoted price of $30,015.00 Including GST.

Amendment
That the body corporate also adds an amount of $5,750.00 including GST for the letterboxes.

Amended motion
Resolved that the Body Corporate agrees to engage Simple Kiwi Life Ltd to complete the painting works at the quoted price of $30,015.00 Including GST and raises an additional $5,750.00 including GST for the letterbox repairs.

[Carried]

11. **Health & Safety – Compliance** (Ordinary Resolution)

The Health & Safety at Work Act 2015 is now in effect and the Body Corporate must ensure full compliance. It is the responsibility of property owners to inform all residents, tenants, visitors and private contractors about any potential hazards on the property. The Body Corporate must also ensure that an up-to-date Health & Safety report is visibly displaced on common property for easy access by contractors and visitors. All appointed contractors are required to comply with Health & Safety regulations.

Resolved that the Body Corporate authorises the Body Corporate Committee to engage the services of BIPP (Building Information on Premise Portal) to assist with the Body Corporate's health and safety obligations under the Health & Safety at Work Act 2015. At a cost of $152.00 (including GST).

[Carried]

Managers Note:

The committee noted that there is currently no QR code on the property. The body corporate manager will arrange to send one to the committee.

Note: Cost is included in the Operating Fund Budget Under – Consultant – Health & Safety.

12. **Asbestos (Ordinary Resolution)**

Barfoot & Thompson Body Corporate recommend the body corporate should obtain an asbestos assessment in accordance with Health & Safety at Work (Asbestos) Regulations 2016. The complex was built **pre 2000** and Barfoot & Thompson Body Corporate has obtained a quotation for review.

Resolved that the Body Corporate engages Solutions in Engineering (or name of a suitably qualified contractor) to obtain an Asbestos Report plan for the Body Corporate at a cost of $1,258.00 (including / excluding GST)

[Carried]

Note: Cost is included in the Operating Fund Budget Under – Consultant - Asbestos

13. **Budget for year ending 30 September 2026** (Ordinary Resolution)

The draft budget was discussed with the following items noted:

Discussion Items:

- Operating Fund & Long-Term Maintenance Fund
- Long Term Maintenance Plan – Last Completed on 22 January 2024
- Valuation & Insurance – Valuation currently undertaken every two years.
- Levy Apportionment
- Interim Levies: The first instalment for the next financial period is raised as an interim levy based on the
- current annual budget and apportionment to ensure sufficient operating funds are held by the body
- corporate until the next Annual General Meeting, where the next year's budget will be approved. The
- levies will be apportioned based on the next approved budget accordingly for all subsequent levies.

Prior to the meeting the manager circulated a draft budget of Operating Fund Budget is set at $42,907.00 including GST and the Long-Term Maintenance Fund Budget is set at $35,610.29 including GST.

After discussion the following amendments were made to the draft budget:

Operating

Repairs and Maintenance provision for $2,500.00 was increased to $18,000.00

Asbestos provision for $1,258.00 was added.

Long Term maintenance Fund

Future Capital Works provision for $35,610.29 was removed.

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Resolved that that the Operating Fund Budget is set at $59,665.00 including GST **To be raised by Utility Interest in ONE (1) instalment, due for payment on 15 January 2026,** with the committee authorised under Regulation 17 of the Unit Titles Regulations 2011, to enter into all necessary obligations to give effect to all expenditure provided for within the budget.

[Carried]

Managers Note

As the closing balance for the Long-Term Maintenance Fund for the year ending 20 September 2025 was $22,014.62, the body corporate agreed to use these funds to cover half of the costs for repairs and maintenance items, specifically painting and letterboxes.

Please Note - when making payment of your levies, please ensure you use the **LP reference number** so that your payment to your account can be correctly identified and reconciled. Please also note the individual bank account on your levy invoice to make payment to.

14. **Levy Collection Procedure** (Ordinary Resolution)

Resolved that Barfoot & Thompson Body Corporate be authorised by the body corporate to recover any unpaid levies owed to the body corporate, whether through court proceedings, or otherwise that remain outstanding following the payment due date and to levy interest at the rate of 10% per annum as provided by the Unit Titles Act 2010 on any outstanding monies from the due date until the payment date. That Barfoot & Thompson Body Corporate costs and all costs and expenses incurred in recovery of this debt be on charged to the unit owner. That Barfoot & Thompson Body Corporate be empowered where necessary to attend the Tenancy Tribunal, instruct legal representatives to attend and any other recovery actions that may be necessary to recover such debts. That any application to the court on debt recovery be taken only on the instruction of the body corporate committee.

[Carried]

15. **General Business** (No Motion)

There being no further business, the meeting concluded at 6:36pm.

Barfoot & Thompson Body Corporate