Quay Body Corporate Management
C/-Commercial Property Solutions Limited
69 Victoria Street | PO Box 19093, Hamilton 3244
New Zealand

MAIN +64 7 839 2536
www.quaybodycorporate.co.nz

QUAY BODY CORPORATE
C/- Commercial Property Solutions Limited

ANNUAL GENERAL MEETING MINUTES

BODY CORPORATE 66015
259 Ulster Street, Whitiora HAMILTON, 3200

MEETING PLACE, DATE & TIME
Quay Body Corporate, 69 Victoria Street, Hamilton City, Hamilton 3204
and via Zoom: Zoom
Tuesday, 2 December 2025 at 02:00 PM

PRESENT

Lot #	Attendance	Owner Name/Representative
A0	Yes	Lanmeister Properties Limited
C0	Yes	Brendon Davis
G0	Yes	Davis Enterprises Limited

BODY CORPORATE CHAIRPERSON
Brendon Davis

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 5th of December 2024 were confirmed as a true record of the proceedings of that meeting.

Motion CARRIED

3 MATTERS ARISING

- At the previous AGM, it was resolved that Brendon Davis would review the Long-Term Maintenance Plan; to date, feedback has not been received and owners at the meeting requested that the long term maintenance plan be sent to Brendon for review.

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 Brendon Davis was re-elected as the chairperson of the body corporate and will serve as such until the earlier of the next AGM or their resignation.

Motion CARRIED

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, an updated valuation will be obtained if required by the insurer if not required the sum insured to stay the same.

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 be authorised to secure Office Bearers Liability Insurance with a cover of $500,000.00.

Motion CARRIED

10 GENERAL MAINTENANCE

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

Ordinary Motion
Gutter Clean - To be done June/July 2026

Motion DEFEATED

Ordinary Resolution
Catchpit Clear to be carried out as soon as possible.

Motion CARRIED

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 2025.

The following new Health and Safety items have been brought to the attention of the Body Corporate:

Ordinary Motion
3.2 - We recommend that the electrical unit is clearly marked with appropriate signage stating, "ELECTRICAL HAZARD".

Motion DEFEATED

Ordinary Motion
8.3 - We recommend that all loose boards at the identified location are repaired as soon as possible.

Motion DEFEATED
Notes - Brendon to give feedback regarding the loose boards mentioned in the Health and Safety Risk Register and Quay Body Corporate to proceed as required.

Ordinary Motion
1.1 - We recommend replacing the corroding elements in the barriers as soon as possible.

Motion DEFEATED
Notes - Brendon to give feedback on the corroding elements in the barriers.

Ordinary Motion
1.2 - We recommend replacing the corroding elements in the barriers as soon as possible.

Motion DEFEATED

Ordinary Motion
6.4 - We recommend highlighting the top edge of the proud lip with a yellow or contrasting, non-slip paint as soon as possible.

Motion DEFEATED

Ordinary Motion
That the Health and Safety Risk Register be reviewed by the most cost effective consultant.

Although Quay Body Corporate strongly advise against it, the body corporate has decided to not review the risk register as an obligation under the Health and Safety at Work Act 2015. These minutes act as a record of that decision.

If a Committee Member or Body Corporate member choose to review the H&S register themselves and look for hazards themselves, they would be taking on this duty under the HSWA 2015 as an officer of the PCBU. Should they fail to identify a risk and someone hurts themselves or is killed, that individual, as an officer, is liable as is the PCBU and fines can range significantly up $1.5 million for each offence under the Act. Individual members choosing to take on the task of H & S can be fined themselves.

Motion DEFEATED

12 Long Term Maintenance Plan

Special Resolution
Resolved that by special resolution and against Quay Body Corporates advice, the body corporate agree not to appoint a professional contractor to review the Long Term Maintenance Plan.

Motion CARRIED

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 will 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 of January 2025 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 were discussed at the meeting:
- Access door under the stairs needs repairing and Brendon will provide a photo, and he will need to be reminded of the photos when sending the Long Term Maintenances Plan for review.

CLOSURE
There being no further business, the Chairperson declared the meeting closed at 02:33 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.