



**HUME HOUSE
Body Corporate 83149**

**Notice of the
2025 ANNUAL GENERAL MEETING**

To be held at
YPM Offices, Level 9, 186 Willis Street, Wellington
and via Zoom Conference

Date:
Friday 28 November 2025 at 12:00pm

Website: www.ypm.co.nz, select "Member Login" Username: bc83149 Password: 8o745tfdb

2025 ANNUAL GENERAL MEETING OF HUME HOUSE BODY CORPORATE 83149

Please find enclosed:

- Notice & Agenda
- Proxy Form
- Postal Voting Form
- 2024 AGM Minutes
- 2025 EGM Minutes (4 August 2025)
- Chairperson's Report
- Facilities Management Report
- Financial Statements & Commentary
- Owner Contact Details

Attached to this Notice of Meeting is a Proxy Form that should be completed if:

- You are the legal representative of an owner, or
- You are unable to attend the meeting and wish to appoint a proxy.

As owners, you are strongly urged to attend or submit your proxy in order to ensure a quorum is attained and the meeting can proceed.

Please see the signing instructions contained in the Proxy and Postal Voting Forms.

In the meantime, should you have any questions regarding the body corporate please do not hesitate to contact me.

We look forward to seeing you.

Yours sincerely



Geoff Holgate

**Your Property Matters Limited
Managing Director**

14 November 2025

2025 ANNUAL GENERAL MEETING OF HUME HOUSE BODY CORPORATE 83149

AGENDA:

1.0 Meeting Formalities

- 1.1 Present
- 1.2 Proxies
- 1.3 Postal votes
- 1.4 Apologies
- 1.5 Quorum

2.0 Previous Minutes

- 2.1 2024 Annual General Meeting

Ordinary Resolution: That the Minutes of the AGM held on 29 November 2024 as circulated, are taken as true and accurate.

- 2.2 2025 Extraordinary General Meeting

Ordinary Resolution: the Minutes of the EGM held on 4 August 2025 as circulated are taken as true and accurate.

- 2.3 Matters Arising from Minutes

3.0 Body Corporate Management Committee

3.1 Chairperson's Report

3.2 Election of Hume House Chairperson and Committee

Please note that it is now mandatory for the Chairperson to be elected at the Annual General meeting. It is also required that the Annual General meeting set the number of committee members, and the quorum required for the committee meetings.

Ordinary Resolution: *Election of nominated committee members.*

Nominations received: *Jo McMillen*

Ordinary Resolution: *That the number of committee members be decided.*

Ordinary Resolution: *That the number required for the quorum of the committee be set.*

Ordinary Resolution: *Election of a Chairperson.*

Special Resolution: *That the body corporate committee share the powers and duties of the Body Corporate and Chairperson that are allowed to be delegated.*

4.0 Facilities Management

- 4.1 Facility Manager's Report
- 4.2 Health & Safety

5.0 Administration & Finance

- 5.1 2025 End of Year Accounts

Ordinary Resolution: *That the financial accounts to 30 September 2025 be accepted.*

- 5.2 Appointment of an Auditor

As per Section 132(2) of the Unit Titles Act 2010, the meeting needs to make a formal resolution whether to appoint an auditor for the 30 September 2026 accounts to undertake a special purpose verification or an agreed upon procedures review or an audit.

Special Resolution: *That the Body Corporate will or will not undertake an audit/review or special verification procedure for the accounts to 30 September 2026.*

- 5.3 2026 Proposed Budget

Ordinary Resolution: *That the proposed 2026 budget of \$480,800 and levy schedule be approved with quarterly payments on the first day of each quarter by automatic payment, commencing 1 January 2026 and continuing until further notice.*

Ordinary Resolution: *That pursuant to the provisions of Regulation 17 of the Unit Titles Regulations 2011, the body corporate gives its approval for the Committee to enter into all necessary obligations on commercial terms that will give effect to any expenditures provided for in the budget and long-term maintenance plan.*

- 5.4 Long Term Maintenance Plan

Ordinary Resolution: *That the attached Long Term Maintenance Plan be accepted.*

6.0 General Business

- 6.1 Rubbish
- 6.2 Lifts
- 6.3 Annex Roof

Notes:

1. Please note that Unit Owners may not vote unless all body corporate levies and other amounts that are from time to time payable to the body corporate in respect of the Unit have been paid.
2. Voting procedures:

Section 97: Counting of votes for ordinary resolution subject to request for poll

- (1) This section applies if a motion is to be decided by ordinary resolution, subject to a request for a poll, at a general meeting of a body corporate.
(2) One vote only may be exercised for each principal unit.
(3) A subsidiary body corporate representative has 1 vote for the principal unit that was subdivided to create the subsidiary unit title development.
(4) For a body corporate meeting to pass an ordinary resolution, a majority in number of the eligible voters who vote on the resolution must vote in favour of the resolution.
(5) An eligible voter whose interest in his or her unit is subject to a registered mortgage must, if required by that mortgage, obtain the consent of the mortgagee before exercising a vote.
(6) An ordinary resolution passed under this section is subject to a request for a poll under [section 99](#) and the motion being confirmed by that poll.

Section 98: Counting of votes for special resolution subject to request for poll

- (1) This section applies if a motion is to be decided by special resolution, subject to a request for a poll, at a general meeting of a body corporate.
(2) One vote only may be exercised for each principal unit.
(3) A subsidiary body corporate representative has 1 vote for the principal unit that was subdivided to create the subsidiary unit title development.
(4) For a special resolution to pass, 75% of the eligible voters who vote on the resolution must vote in favour of the resolution.
(5) An eligible voter whose interest in his or her unit is subject to a registered mortgage must, if required by that mortgage, obtain the consent of the mortgagee before exercising a vote.
(6) A special resolution passed under this section is subject to a request for a poll under [section 99](#) and the motion being confirmed by that poll.

Section 99: Request for poll

- (1) A poll may be requested by any eligible voter or their proxy who votes on a motion passed by ordinary resolution under [section 97](#) or by special resolution under [section 98](#).
(2) The eligible voter or their proxy must request the poll in person at the meeting or by audio link, audiovisual link, or other remote access facility.

Section 100: Counting of votes if poll requested

- (1) This section applies if—
 - (a) a motion is passed by ordinary resolution or special resolution; and
 - (b) a poll is properly requested.
(2) One vote only may be exercised for each principal unit and only those who voted on the motion under [section 97](#) or [98](#) are entitled to vote.
(3) For the motion to pass by ordinary resolution where a poll is requested, a majority of the ownership interest represented by those voting must vote in favour of the motion.
(4) For the motion to pass by special resolution where a poll is requested, 75% of the ownership interest represented by those voting must vote in favour of the motion.
(5) The result of any poll is the resolution of the general meeting.

3. Procedure if no quorum present:

Regulation 13: Quorum

- (1) A general meeting of a body corporate may proceed without a quorum if the persons who have cast postal votes together with those present are entitled to exercise the voting power in respect of not less than 25% of the principal units in the unit title development.
(2) If a quorum is not reached at a general meeting of a body corporate, and subclause (1) does not apply, the following procedure applies:
 - (a) the meeting must be adjourned until the same day 1 week later; and

- (b) the reconvened meeting must be held at the same time and place, unless the chairperson has notified all unit owners of a change to the time or place (or both) at least 3 days before the reconvened meeting is due to take place; and
- (c) the reconvened meeting must proceed, whether a quorum exists or not.

4. Ownership and Utility Interests

Section 38: Ownership interest

- (3) The ownership interest is used to determine a range of matters, including, but not limited to,—
- (a) the beneficial interest of the owner of the principal unit in the common property;
 - (b) the share of the owner of the principal unit in the value of any buildings, fixtures, and other improvements in relation to leasehold land;
 - (c) the voting rights of the owner of the principal unit when a poll is requested under [section 99](#);
 - (d) the share of the owner of the principal unit in the underlying fee simple in the land on the cancellation of the unit plan;
 - (e) the extent of the obligation of the owner of the principal unit in respect of contributions levied by the body corporate under [section 121](#) in respect of any capital improvement fund;
 - (f) the rights of the owner of the principal unit in relation to a distribution of any surplus money of a capital improvement fund under [section 131](#);
 - (g) the extent of the obligation of the owner of the principal unit for payment of ground rental under [section 87](#);
 - (h) the extent of the liability of the owner of the principal unit for damages and costs under [section 142](#).

Section 39: Utility interest (other than for future development units)

- (3) The utility interest is used to determine a range of matters including, but not limited to,—
- (a) the extent of the obligation of the owner of the principal unit in respect of contributions levied by the body corporate under [section 121](#) in respect of the long-term maintenance fund, the optional contingency fund, and the operating account;
 - (b) the rights of the owner of the principal unit in relation to a distribution of any surplus money in the long-term maintenance fund, the optional contingency fund, or the operating account, or personal property of the body corporate under [section 131](#).

Proxy Appointment Form

As per Section 102(3), Unit Titles Act 2010

To: Marlene Tvrdeic (marlene@ypm.co.nz)

Unit plan: DP 83149

Body Corporate Number: 83149 (Hume House)

Proxy appointment

We/I*, _____ [full name, address], being the owner/owners* of _____ [principal unit] and therefore an eligible voter within the meaning of section 96(1) of the Unit Titles Act 2010, appoint _____ [full name] as my/our* proxy for the purposes of the general meeting of the body corporate to be held on 28 November 2025.

*Select one.

If the general meeting is adjourned and reconvened, this proxy appointment is valid for the purposes of the reconvened meeting.

Motions

Motion	Type of resolution	Direction on Resolution
That the Minutes of the AGM held on 29 November 2024 as circulated, are taken as true and accurate.	Ordinary	
That the Minutes of the EGM held on 4 August 2025 as circulated, are taken as true and accurate.	Ordinary	
Election of nominated committee members. Nominations received: Jo McMillen	Ordinary	
That the number of committee members be decided.	Ordinary	
That the number required for the quorum of the committee be set.	Ordinary	
Election of a Chairperson.	Ordinary	
That the body corporate committee share the powers and duties of the Body Corporate and Chairperson that are allowed to be delegated.	Special (non-designated)	

That the financial accounts to 30 September 2025 be accepted.	Ordinary	
That the Body Corporate will or will not undertake an audit/review or special verification procedure for the accounts to 30 September 2026.	Special (non-designated)	
That the proposed 2026 budget of \$480,800 and levy schedule be approved with quarterly payments on the first day of each quarter by automatic payment, commencing 1 January 2026 and continuing until further notice.	Ordinary	
That pursuant to the provisions of Regulation 17 of the Unit Titles Regulations 2011, the body corporate gives its approval for the Committee to enter into all necessary obligations on commercial terms that will give effect to any expenditures provided for in the budget and long-term maintenance plan.	Ordinary	
That the attached Long Term Maintenance Plan be accepted.	Ordinary	

Date: ____ / ____ / ____

Signature of eligible voter: _____

Notes

1. This 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.
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 1 person, every owner must sign the form.
6. If the unit is owned by more than 1 person, one of the unit owners may be appointed as proxy.
7. The chairperson of the meeting is not required to ensure that your proxy follows any direction on resolution set out in the form.
8. When entering a direction on resolution, you can use the statements such as (for example):
 - I am for (which means you support)
 - I am against (which means you do not support)
 - I abstain (which means you decline to vote either for or against the motion)
9. It is recommended that you provide the instructions in this form to your proxy before delivering it to the body corporate in the manner required.

Postal Voting Form

As per [Section 103](#), Unit Titles Act 2010

To: Marlene Tvrdeic (marlene@ypm.co.nz)

Unit plan: DP 83149

Body Corporate Number: 83149 (Hume House)

Instructions

You are entitled to vote at the body corporate meeting to be held on Friday 28 November 2025 by casting a postal vote. The motions to be decided at the meeting are summarised in the table below and more particularly set out in the notice of meeting. If you intend to cast a postal vote, you must indicate your vote in the final column of the table and return the form to Your Property Matters Limited so that it is received by Thursday 27 November 2025.

Postal vote

We/I*, _____

_____ [full name, address], being the

owner/owners* of _____ [unit number] and therefore an eligible voter within the

meaning of [section 96\(1\)](#) of the Unit Titles Act 2010, intend to cast the following postal vote(s)

at the meeting of the body corporate to be held on Friday 28 November 2025 at the YPM

Offices, Level 9, 186 Willis Street, Wellington and via Zoom Conference.

**Select one.*

Motion	Type of resolution	Instructions on voting procedure	Vote
That the Minutes of the AGM held on 29 November 2024 as circulated, are taken as true and accurate.	Ordinary		
That the Minutes of the EGM held on 4 August 2025 as circulated, are taken as true and accurate.	Ordinary		
Election of nominated committee members. Nominations received: Jo McMillen	Ordinary		
That the number of committee members be decided.	Ordinary		
That the number required for the quorum of the committee be set.	Ordinary		

Election of a Chairperson.	Ordinary		
That the body corporate committee share the powers and duties of the Body Corporate and Chairperson that are allowed to be delegated.	Special (non-designated)		
That the financial accounts to 30 September 2025 be accepted.	Ordinary		
That the Body Corporate will or will not undertake an audit/review or special verification procedure for the accounts to 30 September 2026.	Special (non-designated)	Audit - Y / N Review - Y / N SVP - Y / N None of the above - Y / N	
That the proposed 2026 budget of \$480,800 and levy schedule be approved with quarterly payments on the first day of each quarter by automatic payment, commencing 1 January 2026 and continuing until further notice.	Ordinary		
That pursuant to the provisions of Regulation 17 of the Unit Titles Regulations 2011, the body corporate gives its approval for the Committee to enter into all necessary obligations on commercial terms that will give effect to any expenditures provided for in the budget and long-term maintenance plan.	Ordinary		
That the attached Long Term Maintenance Plan be accepted.	Ordinary		

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

Date: _____ / _____ / _____

Signature of eligible voter: _____

1. The body corporate completes the instructions 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 anybody 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 1 vote. You cannot request a poll.
4. If at the general meeting of the body corporate the wording of a 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 a 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 Regulations 2011 does not apply, the meeting will be adjourned until the same day 1 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 1 person, every owner or his or her authorised representative must sign the form.



**MINUTES OF
THE ANNUAL GENERAL MEETING OF
HUME HOUSE BODY CORPORATE NO. 83149
Conducted via Zoom on
Friday 29 November 2024 at 12'noon**

Web site: www.ypm.co.nz/bc83149 Username: bc83149 Password: 8o745tfd

1.0 Meeting Formalities

1.1 Present

Saya Hashimoto (4) Chairperson	Martin Cayford (11)
Abdul Malk (82E)	Nagin Manga (38/GR1)
Alan Pearson (23)	Ray Macleod (81F)
Ankush Juneja (17)	Nikki Earnshaw (30)
Bas Parsad (15)	Josh Colenso (2)
Ben Pearson (31)	Sandi Reily (80G)
Brendan Ralph (5)	Stirling Smidt (86A)
Maya Kutchitt (34)	Suzanne Goodhue (28)
Linley Caudwell (6)	Thomas Perry (24)
Malcom Hodge & Moana Meyer (7)	Warren Price (9)
Mark Hashimoto (22)	

Geoff Holgate – YPM
Dricky Croucamp - YPM

1.2 Proxies

Zheng Jin (20) – Dricky Croucamp

1.3 Postal Votes

Stephen & Bridget Hall (26)
Olivia Krakosky (1)

1.4 Apologies (other than proxies and postal votes)

Shane Waldron

1.5 Quorum

A quorum of 11 was present and the meeting proceeded .

2.0 Previous Minutes

Moved: By Ordinary Resolution that the Minutes of the AGM held on 23 November 2023 be accepted as a true and accurate record of proceedings.

Chair/Linley/Carried

Moved: By Ordinary Resolution that the Minutes of the EGM held on 31 July 2024 be accepted as a true and accurate record of proceedings.

Chair/Ben/Carried

Moved: By Ordinary Resolution that the Minutes of the EGM held on 26 September 2024 be accepted as a true and accurate record of proceedings.

Linley/Chair/Carried

Matters arising not covered elsewhere:
None.

3.0 Body Corporate Management Committee

3.1 Chairpersons Report

The Chair mentioned that it will be her last AGM and thanked the committee and YPM. She mentioned that she would not be standing for the committee again.

The Chair thanked both the subcommittees for the work they have done. There is one subcommittee looking at potentially selling the building and the other subcommittee is looking at rescoping the project and trying to reduce the costs for doing the weather tightness work that is required.

3.2 Subcommittee Introduction – Rescoping the project

Ray Macleod and Alan Pearson agreed to present. Ray thanked everyone who turned up to listen. The group did an extensive review of all available information and reports from the consultants who were engaged. He said that they recognise that their first and foremost duty lies with the welfare of the Body Corporate and its unit owners.

Brosnan's is a large construction company in Wellington who specialises in this sort of remedial work. They were engaged along with Highrise Group. The resulting feedback was that something could be put in place at a cost between \$1.6 and \$2 million including GST.

He then highlighted the different options available as distributed in the information pack. There is also an option to explore financing over a period of time if unit owners would be interested.

The subcommittee would like to continue working as an officially sanctioned subcommittee of the Body Corporate, reporting back to the Chairperson and the members of the Body Corporate. Timing is an important aspect and the aim is to commit sometime next year as the building cannot be allowed to deteriorate any further. This is also a requirement of the Unit Titles Act.

Alan Pearson said that he had met with the contractors on site. Any unnecessary inputs would be stripped away and only people who are well qualified and hands on would be contracted. Extensive deferred maintenance is not recoverable and it is important to get the building up to the state it should be in. A long-term maintenance plan will be put in place to prevent the building deteriorating. He referred to the information regarding steel windows that was included in the information pack.

A question was raised about the lower cost and if any improvements have been left out of scope. It was stated that no required work has been omitted and that the lower cost is in part due to not making use of Project Managers and Architects. The subcommittee would approve contractors directly. If the option of replacing the windows with aluminium windows was selected, then Brosnan can do it in a much less invasive way and occupants would not have to vacate their apartments. The asbestos removal can be dealt with in a routine manner. The subcommittee is looking for a mandate to do further investigation now and would only look at a decision at a later date.

Alan advised that they will be doing the further investigation pro bono as there are relevant professional skills in the group. Ray is a civil engineer and economist; Alan has management experience with infrastructure projects and properties; Sterling has experience and so has Nikki.

A question was asked about the repainting of the building. Ray pointed out there is no requirement to use a plaster system for the cracks in the concrete as the painting system which is planned will be sufficient. The surface coating will be a flexible membrane.

The building has a steel frame and concrete panels on the outside. The contractors who looked at maintaining the steel windows said that dealing with the rust is included in the scope.

3.3 Subcommittee Introduction – Potentially selling the building

Maya introduced herself and declined the nomination to be Chairperson.

The reason why selling the building is investigated is in response to the financial burden of the proposed special levy and the reluctance of some owners to approve the required expense. She expressed her understanding that a decision like this can feel overwhelming, especially to those who have lived in the building for a long time.

Instead of exchanging cash with a developer, an alternative option was discussed where the developer could add value to the existing building. Examples include adding additional floors or units, which the developer could sell on the open market. This option would allow existing owners to retain their current units while the developer takes responsibility for repairing the building.

Owners who prefer to sell for cash could still do so. Owners who want to retain their units could potentially explore this alternative arrangement. It is unclear whether developers would agree to such terms, but this can only be determined by engaging with the market. To explore this option, a proposed \$75,000 special levy was discussed. When divided among 40 owners, the contribution would range between \$1,000 and \$2,000 per unit. A pros and cons analysis of selling vs. exploring alternative options has been conducted and is available in the report. Owners are encouraged to consider which decision aligns best with their long-term interests and peace of mind. The group agreed that engaging with developers is essential to evaluate this option further. Members emphasized the importance of exploring all avenues before making a final decision.

There may be upcoming changes in the NZ seismic regulations. Geoff (YPM) noted that a new seismic evaluation has the possibility of the building being rated as earthquake prone.

As a seismic rating at this stage was estimated at around \$50,000 and deemed unnecessary at this stage, it was decided to amend the resolution to spend only \$25,000 on investigating selling the building. There was discussion around the need to have a unanimous agreement to sell to be successful.

Ordinary Resolution: *That the Committee has the authority to spend \$25,000 investigating the option of selling the building.*

Jo/Maya/Failed

3.1 Election of Committee & Chairperson

Dricky confirmed nominations received:

Committee nominations:

Alan Pearson
Brendan Ralph
Jo McMillan
Ben Pearson
Maya Kutchitt
Ray Macleod
Shane Waldron

Moved: By Ordinary Resolution that the nominations for the Committee be accepted.

Linley/Stirling/Carried

3.1.1 Number of Committee members

Moved: By Ordinary Resolution that the Committee shall consist of 7 members.

Alan/Linley/Carried

3.2.2 Quorum for the Committee

Moved: By Ordinary Resolution that the number required for the quorum of the Committee be set at 4 members.

Stirling/Ben/Carried

3.2.3 Chairperson nominations:

Of the nominated persons, only Ray Macleod accepted the nomination.

Moved: By Ordinary Resolution that Ray Macleod be elected as Chairperson.

Ben/Linley/Carried

3.2.4 Delegation of Duties

Moved: By Special Resolution that the Body Corporate Committee shares the powers and duties of the Body Corporate and Chairperson that are allowed to be delegated.

Linley/Ben/Carried

4.0 Facilities Managers Report

The Facilities Management Report was taken as read.

It was mentioned that the cleaning of the common areas is not satisfactory and needs to be reviewed.

Action: Committee and YPM (Louise)

No Health & Safety incidents, accidents or near misses occurred during the reporting period.

5.0 Administration & Finance

Geoff spoke to the Financial Statements as circulated.

5.1 2024 End of year accounts.

Moved: That provision is made in the budget to claw back \$12,000 for the contingency fund.

Action: YPM (Callan)

The Committee will have to try and reduce unnecessary spending, like the removal of dumped rubbish and extra cleaning.

Moved: By Ordinary Resolution that the Financial Statements for the year ended 30 September 2024 be accepted.

Brendan/Ben/Carried

5.2 Appointment of an Auditor

Moved: By Special Resolution that the accounts to 30 September 2025 not be audited/reviewed or undergo a special verification procedure.

Warren/Jo/Carried

5.3 2025 Proposed Budget

Moved: By Ordinary Resolution that the proposed 2025 budget of \$468,800 and levy schedule be approved with quarterly payments on the first day of each quarter by automatic payment, commencing 1 January 2025 and continue until further notice. The budget to be amended by adding \$12,000 as a contingency clawback, resulting in a total budget of \$480,800.

Jo/Stirling/Carried

Moved: By Ordinary Resolution that pursuant to the provisions of Regulation 17 of the Unit Titles Regulations 2011, the body corporate gives its approval for the Committee to enter into all necessary obligations on commercial terms that will give effect to any expenditure provided for in the budget and long-term maintenance plan.

Brendan/Ben/Carried

5.4 Long Term Maintenance Plan

The Long-Term Maintenance Plan will need to be reviewed shortly. Once it has been decided what the Body Corporate will be doing with the building, that will have to be incorporated into the LTMP. If a new LTMP is obtained halfway through the year it will be uploaded to the



website. Any prospective buyers will then be able to view it, but it will be noted that it still needs to be approved at the AGM.

Action: Committee

Moved: By Ordinary Resolution that the attached Long Term Maintenance Plan be accepted.

Alan/Linley/Carried

6.0 General Business

Items stored in the common areas or other shared spaces is an ongoing frustration. The cost of removing these items is an unnecessary expense for the Body Corporate. If the unit can be identified, the cost of removing these items will be on charged. It is possible that this is a result of tenants moving out and just leaving it out. It is the responsibility of unit owners to communicate clearly to their tenants that this is prohibited.

There being no further business the meeting was closed at 1:53pm.



**MINUTES OF
THE EXTRAORDINARY GENERAL MEETING OF
HUME HOUSE BODY CORPORATE NO. 83149
Held at YPM Offices, Level 9, 186 Willis Street and
via Zoom
at 12:00 on Monday 4 August 2025**

Web site: www.ypm.co.nz/bc83149 Username: bc83149 Password: 8o745tfdb

1. Meeting Formalities

1.1 Present (via Zoom)

Ray Macleod (81) – Chair
Thanya Puchanee (3)
George Pearson (13)
Geoffrey McKee (29)
Shane Waldron (21)
Bas Parsad (15)
Abdul Malik (82E)
Alan Pearson (23)
Martin Cayford (11)
Melanie Petrowski (16)
Ben Pearson (31, 32, 33)

Sandy Riley (G)
Warren Price (9)
Nagin and Geeta (38)
Linley Caudwell (6)
Josh Colenso (2)
Jo McMillen (85B)
Maya Kuchit (34)
Ankush Juneja (17)
Thomas Perry (24)
Stephen Hall (Unit 26)

Present at YMP

Leong Yap (25 and 27)

Caroline Ritson (YPM)
Stu Crossland (YPM - Facilities Coordinator)
Allan Johnston (YPM)

1.2 Apologies

Stirling Schmidt (1A)
Nicola Earnshaw (30)

Olivia Krakosky (1)

1.3 Proxies

Jessica Jin (20) for YPM Srivasto Parsad & Margaret Parsad (7) for the Chair
Stirling Smidt (1A) for the Chair

1.4 Postal Votes

Thanyachanok Puchanee and Saipan Puchanee (3)
Mark Mushashi Hashimoto (22)
Olivia Krakosky (1)
Nicola Earnshaw (30)

1.5 Quorum

A quorum of 11 was present and the meeting proceeded.

2. General Business

2.1 Hume House Facade and Windows Refurbishment

The meeting focused on addressing long-overdue maintenance issues with the building facade and windows. Alan Pearson, as part of the Repairs and Maintenance Subcommittee, explained that the building exterior showed visible signs of deterioration, including cracks, spalling on the surface, and rusty window frames. The subcommittee investigated options, including complete window replacement, but determined this was unnecessary and would be significantly more expensive.

High Rise Maintenance Limited was selected as the preferred contractor, partly due to their convenient location across the road from Hume House and their experience maintaining concrete facade buildings throughout Wellington. A key advantage of their approach is their use of abseil lines rather than scaffolding, which is cost-effective for Hume House's straightforward structure. The contractor conducted an extensive four-day inspection of the building exterior, documenting all defects with photographs and creating a digital map of required repairs.

The proposed work includes repairing concrete defects, addressing window issues (particularly those with visible rust damage), and applying two coats of waterproofing product that will also improve the building's appearance. While no structural concerns were identified, the work is necessary to prevent water ingress and further deterioration of the building.

Resolution 1

Ordinary Resolution: To accept the offer from HighRise Maintenance Limited to complete the works to the Hume House facade and windows for the sum of \$348,101 .19 including GST.

Ray / Stephen Hall / Carried

The Chair proposed the resolution and sought a seconder before opening the floor for discussion. Stephen from Unit 26 seconded the resolution, allowing the discussion to proceed.

Alan Pearson provided additional context about the Repairs and Maintenance Subcommittee's work in evaluating contractors and determining the best approach. He explained that High Rise Maintenance Limited was selected after comparing estimates from multiple contractors. The company has experience working with prominent clients like Robert Jones Holdings and specialises in concrete building maintenance.

Nagin and Geeta Manga entered the meeting at 12:09

During the discussion, Linley from Unit 6 raised concerns about interior damage in apartments resulting from water ingress, noting that her apartment had experienced water coming through the wall even after previous repairs. She questioned whether additional funds should be allocated for interior maintenance. Alan and Ray clarified that the current scope only covers exterior work, with the primary goal being to make the building watertight. They indicated that interior damage would be addressed separately once the exterior is secured.

Josh from Unit 2 expressed concerns about the lack of detailed information provided to owners, particularly regarding the specifications and standards for the window refurbishment. He requested more information about the waterproofing paint to be used and questioned whether there would be a "test window" to establish quality benchmarks. Alan explained that a rigorous quality assurance process would be implemented, with all defects catalogued in a digital platform accessible to owners. He noted that technical specifications were available and could be shared separately by YPM.

Thomas from unit 24 inquired about compliance certification upon completion of the work, asking whether the repairs would satisfy banks and potential buyers regarding the building's condition. Alan confirmed that the contractor would issue a certificate of practical completion, and Warren added that industry-standard PS2 and PS4 documentation would be provided.

Questions were also raised about potential colour changes to the building exterior and whether resource consent would be required. Ray explained that no resource consent was needed as this was a simple repaint and refurbishment with no structural changes. The colour scheme would likely remain similar to the current one, with Nicky working with colour consultants from Dulux to select appropriate options.

Several owners expressed concerns about disruption during the works. Saya, unit 4, asked about the potential disruption that the upcoming works would cause for her tenants, specifically how long the abseiling works would be operating from the front of the building and how much notice residents could expect before works begin. The Chair explained that work would be done floor by floor and face by face, with some noise and vibration expected, particularly during the spalling treatment. He assured owners that High Rise Maintenance would provide weekly work programs and appropriate communication to affected residents. Linley, Josh and Thomas thanked the Committee for their efforts.

After addressing all questions, the resolution was put to a vote. The Chair noted that several proxy votes had been received in favour of the resolution. Josh from Unit 2 initially expressed hesitation but did not formally vote against the resolution. All other owners present voted in favour, along with all proxy and postal votes. The resolution was declared carried.

Resolution 2

Ordinary Resolution: To approve the allowance of a "General Provisional Cost Sum" for \$13,800, including GST to be expended only on the approval of the body Corporate Committee. Such approval is to be sought by email from the Committee members as required.

Chair / Shane Waldron / Carried

The Chair introduced the resolution, and Warren seconded it. Alan provided context, explaining that the provisional sum had been reduced from an initial \$50,000 to \$10,000 plus GST due to the detailed survey work that had enabled more accurate costings. This sum would cover unforeseen issues that might arise during the refurbishment process, such as cracks or spalling that proved more extensive than anticipated, or additional window work that might require more effort than initially estimated.

Alan clarified that this provisional sum was specifically for concrete work and window frame repairs, distinct from the glass replacement covered in the third resolution. No questions were raised regarding this resolution.

The Chair put the resolution to a vote, with all owners present voting in favour. The resolution was declared carried, approving the general provisional cost sum of \$13,800, including GST, to be expended only with the body corporate committee's approval.

Resolution 3

Ordinary Resolution: To approve the provisional sum of \$19,550.00, including GST, from maintenance funds, for the replacement of broken and cracked glass during the refurbishment process. This work is to be undertaken by the approved Hume House glaziers, C & D Glass of Wellington, or other such approved party as may be required. All expenditure to be approved by the Body Corporate Committee.

Chair / Warren Price / Carried

The Chair noted a calculation error in the original figure presented in the meeting documents (\$19,550), correcting it to \$20,240 including GST. Josh confirmed that this matched the detailed costings provided in the documentation.

The Chair explained that C&D Glass had been providing glazing services for general maintenance at Hume House and had proven to be cost-effective, in one instance reducing a repair cost from \$1,800 to approximately \$1,050. He also noted that C&D Glass works closely with High Rise Maintenance, which facilitated coordination between the contractors.

Alan added that there is a strong relationship between the two firms, with the owners of High Rise having supported the establishment of C&D Glass. This close association ensures efficient collaboration on building projects. The Chair shared a positive experience where C&D Glass had replaced an additional cracked pane they discovered during a job at no extra cost.

Shane seconded the resolution. No questions were raised by the owners present. The Chair put the resolution to a vote, with all owners voting in favour. The resolution was declared carried, approving the provisional sum of \$20,240, including GST, for glass replacement during the refurbishment process.

Resolution 4

Ordinary Resolution: To note the projected cash flow expenditure required to complete the works and approve the setting aside of the funds as recommended by the Refurbishment Sub-Committee to the Body Corporate Committee.

Chair / Warren Price / Carried

The Chair introduced this resolution, explaining that the cash flow had been carefully planned over the next four months in consultation with High Rise Maintenance. He emphasised that the body corporate had sufficient funds to cover the project costs without requiring a special levy, partly due to significant savings achieved in the insurance budget (approximately \$75,000), which will be allocated to priority maintenance.

Lindley, Unit 6, raised a concern about potential levy increases affecting property saleability, to which the Chair assured that no major levies would be necessary, and the committee would manage cash flows in digestible amounts. Alan confirmed that while the committee will review the long-term maintenance plan, current levies are sufficient, and savings have been made without compromising quality.

The conversation ended with the Chair expressing gratitude to the committee and project team for their hard work, acknowledging that the outcome was more mature than what would have been achieved in May.

Nagin and Geeta, representing Unit 39, expressed appreciation for the committee's work in managing costs. Alan emphasised the community-focused approach of the committee and their commitment to enhancing the building for all residents.

Malcom and Moana, unit 7, thanked the Committee and project team for all their hard work. It is noted that the Chair did not take the honorarium, but he advised that Nikki may be required to use it for supervision work in the project, pending the Committee's approval.

The Chair thanked all those in attendance for their time and interest.

There being no further business to discuss, the Chair closed the meeting at 12:55 pm.

Hume House Chairpersons Report 7 November 2025

Dear Body Corporate Members

It has been an interesting year with progress made on the exterior refurbishment of the building and significant savings made on operational costs, with the largest coming from insurance. Provisionally we have been advised by our broker that insurance costs will remain at a similar, if not the same level, this coming year, despite there being a small number of minor claims.

We have finished this reporting period considerably under the projected budget, at \$82,5000 underspent, and without deferring essential maintenance and repairs. The Committee has reviewed a number of service contracts and sought competitive pricing on maintenance costs, as the opportunities have presented themselves, and we foresee savings to be had on things like the lift maintenance, as an example. A consequence of these initiatives has been the making of incremental savings on maintenance costs and being able to provide the funds to complete additional external maintenance work on the Annex. The Annex tiles being cleaned and sealed this year and anti-pigeon fittings installed to reduce fouling, is one such consequence.

Highrise, the contractor carrying out the refurbishment work on the main block, has indicated there may be savings on the projected costs which could become available to tidy up the exterior of the Annex, while we have them on site. If this is the case it will help achieve a visible lift in the overall exterior presentation of Hume House at an earlier date than anticipated.

It is the Committee's intention, and my recommendation as Chair, that we hold levies at existing levels for the next reporting/budget period and strongly suggest the following year is also held at the same level, barring any significant external influences. The Committee is of the view that the budget savings be transferred to the maintenance fund and applied to deferred maintenance and emerging work on the lifts, some interior painting, roofing and the ongoing tidy up of the Annex, to enhance the attractiveness of the complex. There is no planned "special levy" anticipated for the ongoing and deferred maintenance tasks.

There are some routine tasks and services we do need to review and these are:

1. putting in place a better rubbish collection system in the basement, and
2. reviewing the cleaning contract as the current service is restrictive and not providing the level of tidiness and cleanliness we desire.

Both, if actioned, will result in a combined increased cost of between \$13,000 and \$18,000 annually. There will be savings in other areas that may partially offset this and in particular placing the lift maintenance contract elsewhere is looking like achieving a saving of circa \$6,500pa without compromising the current level of service.

Hume House Chairpersons Report
7 November 2025

The Committee has also asked Shane Waldron, of Paterson Valuers, to review the lease that Vector Energy held for the sub-station sited in the basement of Hume House. The lease ended in June this year and as yet a new lease has not been formalised. Shane is a unit owner and committee member.

We have tasked YPM to get the WCC to make an effort to keep the reserve tidy and clean because it is a haven for rodents, rubbish and in summer a fire hazard.

I would like to say thank you to the Committee and the Refurbishment Project coordinator Nikki Earnshaw for their hard work and input and to all Body Corporate members for their patience and understanding while the exterior renovations are being carried out.

We, as a committee, must also acknowledge the assistance from YPM. The team has always been responsive, helpful and constructive to work with as we review services and attend to the ongoing demands and challenges of running Hume House efficiently and responsibly.

Kind regards to all,



Ray Macleod

Chairperson - for the Body Corporate Committee



**FACILITIES MANAGEMENT REPORT
FOR THE ANNUAL GENERAL MEETING OF
HUME HOUSE
BODY CORPORATE NO. 83149
TO BE HELD ON 28 NOVEMBER 2025**

www.ypm.co.nz

Select: 'Member Login'

Username: bc93149

Password: 8o745tfdb

For the period 31 October 2024 to 12 November 2025, Your Property Matters Limited has attended to the following facilities management and maintenance requirements in respect of Hume House, 152 The Terrace, Wellington.

Items to Note

Access Security System

Nothing to report during this reporting period.

Building Warrant of Fitness (BWOFF)

BWOFF renewed, expires on 9 July 2026.

Building/Window/Roof/Gutter Clean

Window Cleaning Contractors are currently on hold due to the external façade project going on. Annex roof was cleaned by Te Mahi contractors October 2025

Cleaning

Freedom Cleaning completed scheduled cleaning services during this reporting period.

Compliance Survey

Cove Compliance (formerly CoveKinloch Wellington Limited) completed the Annual Compliance Survey on 13 June 2025.

Door - Garage

Elite Services completed scheduled preventative maintenance and required repairs during this reporting period.

Door - Pedestrian

Elite Services completed scheduled preventative maintenance and required repairs during this reporting period.

Earthquake Insurance Claims - Excess

The excess for earthquake insurance claims is \$500.00 (inclusive of GST) multiplied by the number of dwellings in the residential building eg \$500.00 x 42 = \$21,000.00 incl GST.

Electrical

Mainline Electrical completed all light repairs and carried out the scheduled preventative maintenance during this reporting period.

False Fire Alarm Activations/Call-Outs

Owners are reminded that where a false fire alarm call-out by the Fire Brigade and/or the fire systems provider can be attributed to a particular Resident/Apartment, the liability for any costs incurred will be oncharged to the respective Apartment Owner.

Fibre Connection

This a timely reminder to all Owners to ensure they obtain Body Corporate approval before Chorus installs fibre into an Apartment. The Owner must provide YPM with Chorus' installation plan.

If the Body Corporate approves Chorus to install fibre into an Apartment, all wall/ceiling/floor penetrations must be fire stopped at the Owner's expense. All penetrations must be fire stopped by Chorus at the time of installation to compliance standards.

Fire Alarm System/Fire Extinguisher Survey - Annual

Equans Services completed the Annual Fire Alarm/Fire Extinguisher Survey on 26 June 2025.

Fire Separation Works

Fire Compliance Services have completed all passive fire works during this reporting period.

Graffiti

SB Maintenance Limited completed some graffiti removal works during this reporting period.

Wellington City Council have advised that if street frontage graffiti is reported by YPM, then it will no longer be deemed as part of the Council's Street frontage graffiti removal scheme. To save unnecessary costs to the Body Corporate, YPM encourages Owners to contact the Council directly and report any street frontage graffiti. If graffiti is found elsewhere around or in building, still contact YPM.

Health & Safety

There have been no accidents, incidents or near misses to report during this period. It is every Owner's responsibility to report any hazards as soon as possible so that appropriate remedial action can be taken.

Insurance

The Body Corporate's insurance was renewed with Gallagher (formerly Crombie Lockwood) and expires on 1 April 2026.

Lifts

Otis Lifts carried out scheduled preventative maintenance during this reporting period. Any lift issues reported outside the maintenance scheme were fixed by Otis.

Maintenance - General

Arthur Dolan Maintenance attended to general maintenance work during this reporting period.

Oversized Items/Unauthorised Storage

There have been various instances where oversized items have been left in common areas and/or areas are being used as unauthorised storage eg in the garage. The removal of items at the expense of the Body Corporate means that all Owners share the cost of clearing items from the building. It is the Owners (and Tenants) responsibility to remove and safely dispose of oversized items and store all items inside their Apartments.

Passive Fire Works

Fire Compliance Services have completed the passive fireworks during this reporting period.

Plumbing

Nothing to report during this reporting period.

Renovations

This is a timely reminder to all Owners that if you are renovating your Apartment, approval is required by the Body Corporate before works can begin. If your renovations will cause dust or anything that may trigger the fire alarm, it is preferred that the fire system in your Apartment is isolated to avoid false fire activations. All costs associated with false fire activations will be oncharged to the respective Owner. The insurance company will need to be advised of any isolations to avoid jeopardising the insurance cover of the building.

Rubbish Collection

Waste Management completed the rubbish removal services during this reporting period.

Rubbish Left in Common Areas

There have been several reports of general waste being left in common areas. This poses a health and safety risk and is not permitted. Please ensure that all rubbish is kept inside your Apartment until you are able to dispose of it in the designated bins located in the garage.

Roof Tiles - Annex

It has been discovered that the annex roof tiles contain asbestos and to avoid disturbance of the fibre, the tiles will not be part of any future building cleans. An insurance claim was recently lodged for an incident on a small section of the annex tiles which required sealing and painting over the affected area. The Body Corporate was offered to use the scaffolding to seal/paint the rest of the tiles however, due to expenditure restraints the Body Corporate was unable to take advantage of that offer.

Safety Anchor Certification - Annual

Goleman are scheduled to carry out the annual safety anchor inspection in November 2024, awaiting to confirm a 2025 date.

Sprinkler Survey – Biennial

Equans Services completed the Biennial Sprinkler Survey on 28 May 2025. The next Sprinkler Survey is due in May 2026.

Sprinkler Head Contamination

This is a timely reminder to all Owners that storing items within 500mm of the sprinklers is prohibited and when you engage Contractors to complete work inside your Apartment, the Contractors must take extra

care around the sprinkler system. Sprinkler heads are not to be painted over or items attached to them at any time. If a sprinkler head is replaced due to contamination, all costs associated with the replacement will be oncharged to the respective Apartment Owner.

Tenant Behaviour

On occasion there have been instances of damage to the common area due to Tenant behaviour. Owners are reminded that ultimately, they are responsible for the actions of any person living within their Apartments and may be liable for costs incurred by the Body Corporate as a result of Tenant behaviour. This includes but is not limited to, excess waste removal and cleaning charges, damage to common areas and call out fees.

As you are aware the above behaviour is at variance to what is contained in the Hume House Body Corporate Rules. Owners should ensure Tenants receive a copy of the Body Corporate Operational Rules and are aware they must comply with them. Tenancy agreements should include a requirement to adhere to the Body Corporate Rules.

Trial Evacuations

Safety First carried out the trial evacuations during this reporting period. Overall, the evacuations have been good however, reminders to All Owners were sent advising that it is imperative Fire and Emergency NZ has clear access to the building, Residents are at a safe distance from the building in the event of any evacuation and a 111 call is made. If your Apartment is tenanted please remind your Tenant(s).

Weathertight Project – Windows/Façade

The building has various weathertight issues relating to the steel framed windows, façade and skylights. This quotes have been approved by the committee and the work has begun, this is a committee run project that the chair oversees.

Stu Crossland

Body Corporate Facilities Coordinator

Your Property Matters Limited

Service Providers:

Service Type	Provider	Renewal/Frequency
Building Warrant of Fitness (BWOFF)	Cove Compliance (formerly CoveKinloch)	9 July 2026
Building/Window/Gutter Clean	Window Cleaning Contractors	6-Monthly/Annual (HOLD)
Cleaning	Freedom Cleaning	Weekly
Electrician	Mainline Electrical	As required
Doors – Garage	Elite Services Limited/Upland Building Maintenance	As required
Doors – Pedestrian	Elite Services Limited	As required
Fire – Alarm Monitoring	Johnson Controls (formerly ADT Monitoring)	As required
Fire – Alarm System Provider	Equans Services	As required
Insurance Broker	Gallagher (formerly Crombie Lockwood)	1 April 2026
Lifts	Schindler Lifts	As required
Locksmith	Beveridge Locksmiths	As required
Plumbing	Insink Plumbing	As required
Power Company – Common Areas	Genesis Energy	Monthly
Rubbish	Waste Management	Monday/Thursday/Saturday
Security Access System	CSINZ	As required
TV Reception	Aerial Masters	As required



HUME HOUSE
Body Corporate No. 83149

Special Purpose Financial Report
For the year ended 30 September 2025

Prepared by

Your Property Matters Ltd



HUME HOUSE BODY CORPORATE No. 83149

FINANCIAL STATEMENTS AND COMMENTARY

FOR THE YEAR 1 OCTOBER 2024 TO 30 SEPTEMBER 2025

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Notes to the Financial Statements

HUME HOUSE BODY CORPORATE No. 83149
FINANCIAL REPORT: 1 OCTOBER 2024 to 30 SEPTEMBER 2025

1. Financial Accounts

1.1 2024 - 2025 Accounts

The Body Corporate’s Statement of Financial Performance and Statement of Movement in Equity for the year 1 October 2024 to 30 September 2025, and Statement of Financial Position as at 30 September 2025 are attached. Also attached, is the Variance Analysis against budget for the year.

These show a surplus from routine operations for the year of \$47,310 compared to a break even budget. Net Other Income is made up of Prior Year Deficit Clawback as allowed for in the budget and the Substation Lease. Net Income was made up as follows:

	Net Ordinary Income	Net Other Income	Net Income
Surplus	\$47,310	\$10,599	\$57,909

As at 30 September 2025 total Long Term Maintenance Fund was \$330,116 and Windows & Facade Upgrade Fund was negative \$10,036. Total Equity as a Contingency Fund was \$45,571.

The Long Term Maintenance Fund was made up as follows:

	30 September 2025	30 September 2024
Opening balance	\$261,924	\$189,456
<i>Add/(Less)</i>		
LTM Expenditure for the Year	-	-
LTM Levy	\$63,000	\$63,000
Interest Net of Tax	\$4,335	\$9,162
Other	\$857	\$306
Closing balance	\$330,116	\$261,924

The Windows & Façade Upgrade Fund was made up as follows:

	30 September 2025	30 September 2024
Opening Balance	\$59,584	\$229,863
<i>Add/(Less)</i>		
Windows & Façade Expenditure for the Year	(\$69,620)	(\$170,278)
Rounding	-	(\$1)
Closing balance (Deficit)/Surplus	(\$10,036)	\$59,584

The Contingency Fund (Equity) was made up as follows:

	30 September 2025	30 September 2024
Opening balance (Deficit)/Surplus	(\$12,338)	\$26,568
Net Income Surplus/(Deficit)	\$57,909	(\$38,906)
Closing balance Surplus/(Deficit)	\$45,571	(\$12,338)

1.2 Accounts Receivable & Payable

Listings of receivable and payable balances as at 30 September 2025 are attached.

Regarding receivables: As at 30 September the net receivable balance was \$15,330 in credit. This was made up of total credit balances of \$34,483 being levies paid in advance and total debit balances of \$19,153 being levies and on charges in arrears.

Regarding payables: As at 30 September the payable balance was \$154,441. This includes current creditors totalling \$83,497 and the instalment plan for insurance premiums of \$70,944. These were manageable within normal commercial payment terms.

1.3 Cash position

As at 30 September 2025 the Body Corporate had \$461,834 cash on hand of which \$419,197 was held in interest earning accounts.

1.4 Variance analysis

A variance analysis against budget for the year 1 October 2024 to 30 September 2025 is attached. The budget approved at the 2024 AGM was effective from 1 January 2025. This means that the budget column in the Variance Analysis includes 3 months of the 2024 budget and 9 months of the 2025 budget. Routine expenditure was 12% or \$47,310 under budget. Variances of note were:

- BC – Management (+\$2,739). Ex-contract greater than expected.
- Total Fire Systems (-\$10,384).
- Insurance (-\$31,648). Premiums less than expected upon renewal.
- Insurance Valuation (+\$3,705).
- Long Term Maintenance Plan (-\$3,375).
- Water Rates (-\$5,357). Includes a period of no consumption.

2. Appointment of an Auditor

As per Section 132(2) of the Unit Titles Act 2010, the meeting needs to make a formal resolution whether to appoint an auditor for the 30 September 2026 accounts to undertake a special purpose verification or a review or an audit.

3. Proposed 2026 Budget

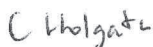
Attached are the proposed Budget and Levy schedule for the 2026 year for consideration at the AGM. The proposed budget of \$480,800 represents no overall change from the previous year's budget, however many elements within the budget have changed.

4. Long Term Maintenance Plan

The Long Term Maintenance Plan is attached. The current and proposed annual contributions to the LTM Fund meet the requirement of the LTM Plan.

5. Conclusion

The Body Corporate's net result was a surplus for the year. The cash position was healthy and the equity position was positive.

A handwritten signature in black ink, appearing to read 'C Holgate'.

Callan Holgate
Body Corporate Accountant
Your Property Matters Ltd

6 November 2025

12:04 PM

06/11/25

Accrual Basis

Hume House Body Corporate No. 83149
Statement of Financial Performance
October 2024 through September 2025

	Oct 24 - Sep 25	Oct 23 - Sep 24
Ordinary Income/Expense		
Income		
Body Corporate Levies	392,691	345,948
Total Income	392,691	345,948
Expense		
BC - Facilities Management	22,773	22,152
BC - Management	29,777	26,899
Building Compliance/WOF	4,816	6,589
Building Wash/Window Clean	7,320	9,453
Common Area Cleaning	10,999	11,344
Common Area Electricity	6,690	8,399
Fire Systems		
Contracts	3,549	6,922
Repairs & Maintenance	1,817	16,167
Total Fire Systems	5,366	23,089
Gardening	99	0
Health & Safety	1,052	845
Honorarium	2,000	2,000
Insurance	175,997	176,766
Insurance Valuation	4,830	1,438
Lift Maintenance Contract	14,084	17,964
Lift Telephone	424	840
Professional Services	0	2,851
Repairs & Maintenance		
R&M Graffiti	35	573
R&M Lighting	4,786	7,920
R&M Other	15,951	20,867
R&M Roof Repairs	5,797	1,056
Total Repairs & Maintenance	26,568	30,417
Rubbish Collection	15,080	15,182
Security	1,865	6,381
Water Rates	15,643	23,843
Total Expense	345,382	386,453
Net Ordinary Income	47,310	-40,505
Other Income/Expense		
Other Income		
Long Term Maintenance		
LTM Levy	63,000	63,000
Bank Interest	5,848	12,365
Late Payment Penalties	857	306
Total Long Term Maintenance	69,705	75,671
Transfer from/(to) LTM Fund	-68,192	-72,468
Trnsf from/(to) Window & Facade	69,620	170,278
Prior Period Deficit Clawback	9,000	0
Substation Lease	1,599	1,599
Total Other Income	81,732	175,081
Other Expense		
Window & Facade Upgrade Expense		
Cladding - Consultants	0	94,479
Cladding - Contractors	69,620	75,799
Total Window & Facade Upgrade Expense	69,620	170,278
Income Tax Expense	1,513	3,203
Total Other Expense	71,133	173,481
Net Other Income	10,599	1,599
Net Income	57,909	-38,906

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06/11/25
Accrual Basis

Hume House Body Corporate No. 83149
Statement of Movement in Equity
As of September 30, 2025

	Sep 30, 25	Sep 30, 24	\$ Change
ASSETS			
Current Assets			
Chequing/Savings			
Westpac Current Account (00)	42,637	42,466	171
Westpac Savings Account (17)	211,741	71,006	140,735
Westpac Online Bonus Saver (26)	207,456	133,497	73,959
Total Chequing/Savings	461,834	246,969	214,865
Accounts Receivable			
Accounts Receivable	-15,330	-20,980	5,650
Total Accounts Receivable	-15,330	-20,980	5,650
Other Current Assets			
Accounts Rec Other Disclosure Statement	0	690	-690
Total Accounts Rec Other	0	690	-690
Prepaid Expenses	6,559	6,359	200
Prepaid Insurance	73,717	102,279	-28,562
Taxation Refund Receivable	112	650	-538
Total Other Current Assets	80,388	109,979	-29,590
Total Current Assets	526,892	335,968	190,924
TOTAL ASSETS	526,892	335,968	190,924
LIABILITIES			
Current Liabilities			
Accounts Payable			
Accounts Payable	154,441	18,728	135,714
Total Accounts Payable	154,441	18,728	135,714
Other Current Liabilities			
Accounts Payable Other			
General	4,300	3,570	730
Honorarium	2,500	4,500	-2,000
Total Accounts Payable Other	6,800	8,070	-1,270
Total Other Current Liabilities	6,800	8,070	-1,270
Total Current Liabilities	161,241	26,798	134,444
Long Term Liabilities			
Windows & Facade Upgrade Fund	-10,036	59,584	-69,620
Long Term Maintenance Fund	330,116	261,924	68,192
Total Long Term Liabilities	320,080	321,508	-1,428
TOTAL LIABILITIES	481,321	348,306	133,015
NET ASSETS	45,571	-12,338	57,909
EQUITY			
Opening Balance	-12,338	26,568	-38,906
Net Income	57,909	-38,906	96,815
TOTAL EQUITY	45,571	-12,338	57,909

12:06 PM

06/11/25

Accrual Basis

Hume House Body Corporate No. 83149
Statement of Financial Position
As of September 30, 2025

	<u>Sep 30, 25</u>	<u>Sep 30, 24</u>
ASSETS		
Current Assets		
Chequing/Savings		
Westpac Current Account (00)	42,637	42,466
Westpac Savings Account (17)	211,741	71,006
Westpac Online Bonus Saver (26)	207,456	133,497
Total Chequing/Savings	<u>461,834</u>	<u>246,969</u>
Accounts Receivable		
Accounts Receivable	-15,330	-20,980
Total Accounts Receivable	<u>-15,330</u>	<u>-20,980</u>
Other Current Assets		
Accounts Rec Other		
Disclosure Statement	0	690
Total Accounts Rec Other	<u>0</u>	<u>690</u>
Prepaid Expenses	6,559	6,359
Prepaid Insurance	73,717	102,279
Taxation Refund Receivable	112	650
Total Other Current Assets	<u>80,388</u>	<u>109,979</u>
Total Current Assets	<u>526,892</u>	<u>335,968</u>
TOTAL ASSETS	<u>526,892</u>	<u>335,968</u>
LIABILITIES		
Current Liabilities		
Accounts Payable		
Accounts Payable	154,441	18,728
Total Accounts Payable	<u>154,441</u>	<u>18,728</u>
Other Current Liabilities		
Accounts Payable Other		
General	4,300	3,570
Honorarium	2,500	4,500
Total Accounts Payable Other	<u>6,800</u>	<u>8,070</u>
Total Other Current Liabilities	<u>6,800</u>	<u>8,070</u>
Total Current Liabilities	<u>161,241</u>	<u>26,798</u>
Long Term Liabilities		
Windows & Facade Upgrade Fund	-10,036	59,584
Long Term Maintenance Fund	330,116	261,924
Total Long Term Liabilities	<u>320,080</u>	<u>321,508</u>
TOTAL LIABILITIES	<u>481,321</u>	<u>348,306</u>
NET ASSETS	<u>45,571</u>	<u>-12,338</u>
EQUITY		
Opening Balance	-12,338	26,568
Net Income	57,909	-38,906
TOTAL EQUITY	<u>45,571</u>	<u>-12,338</u>

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06/11/25

Hume House Body Corporate No. 83149
Accounts Receivable Balance Summary
Please note a (-) sign denotes levies paid in advance

	<u>Sep 30, 25</u>
84 (C) Goran Savic	14,121.70
11 Indago Systems Ltd	1,776.03
Wgtn Electricity Lines Ltd(mail invoice)	1,621.12
08 Deong Bo Ding	1,214.24
18 C Cresswell	419.78
19 ROMA.JAD Limited	-296.51
02 J Colenso & R Kim	-1,872.72
80 (G) KG Trust	-2,012.06
07 Malcom Hodge & Moana Meyer	-2,067.44
16 Melanie Lorraine Petrowski	-2,857.15
09 152 The Terrace Limited	-2,877.81
17 Ankush & Anamika Juneja	-2,902.00
06 L Caudwell	-3,012.21
12 Hestia Family Trust	-3,125.20
14 Will & Hyper Ltd	-3,900.79
85 (B) R & J McMillen (Email only)	-4,005.06
22 Mark Hashimoto (Email only)	-5,554.25
TOTAL	<u><u>-15,330.33</u></u>

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06/11/25

Hume House Body Corporate No. 83149
Accounts Payable Balance Summary
As of September 30, 2025

	<u>Sep 30, 25</u>
Elite Services 2008 Ltd	184.00
Genesis Energy	1,277.80
HighRise Maintenance Ltd	69,620.24
IANZ - Trust Account	70,943.51
In Sink Plumbing Ltd	1,066.76
Otis Elevator Company Ltd	4,855.21
Spark NZ Trading	-16.57
Te Mahi Contractors Ltd	4,324.00
Waste Management NZ Ltd	1,269.74
Wellington Clean & Clear Solutions Ltd	916.55
Your Property Matters Ltd	-0.02
TOTAL	<u><u>154,441.22</u></u>

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06/11/25

Accrual Basis

Hume House Body Corporate No. 83149

Variance Analysis

October 2024 through September 2025

	Oct 24 - Sep 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Body Corporate Levies	392,691	392,691	0	100%
Total Income	<u>392,691</u>	<u>392,691</u>	<u>0</u>	<u>100%</u>
Expense				
Bank Fees	0	13	-13	0%
BC - Facilities Management	22,773	22,738	35	100%
BC - Management	29,777	27,038	2,739	110%
Building Compliance/WOF	4,816	4,445	371	108%
Building Wash/Window Clean	7,320	9,000	-1,680	81%
Common Area Cleaning	10,999	12,000	-1,001	92%
Common Area Electricity	6,690	8,150	-1,460	82%
Fire Systems				
Contracts	3,549	6,125	-2,576	58%
Repairs & Maintenance	1,817	9,625	-7,808	19%
Total Fire Systems	<u>5,366</u>	<u>15,750</u>	<u>-10,384</u>	<u>34%</u>
Gardening	99	0	99	100%
Health & Safety	1,052	900	152	117%
Honorarium	2,000	2,000	0	100%
Insurance	175,997	207,645	-31,648	85%
Insurance Valuation	4,830	1,125	3,705	429%
Lift Maintenance Contract	14,084	13,236	848	106%
Lift Telephone	424	866	-443	49%
Long Term Maintenance Plan	0	3,375	-3,375	0%
Professional Services	0	1,688	-1,688	0%
Repairs & Maintenance				
R&M Graffiti	35	600	-566	6%
R&M Lighting	4,786	3,688	1,098	130%
R&M Other	15,951	20,000	-4,049	80%
R&M Roof Repairs	5,797	2,500	3,297	232%
Total Repairs & Maintenance	<u>26,568</u>	<u>26,788</u>	<u>-219</u>	<u>99%</u>
Rubbish Collection	15,080	14,436	644	104%
Security	1,865	500	1,365	373%
Water Rates	15,643	21,000	-5,357	74%
Total Expense	<u>345,382</u>	<u>392,691</u>	<u>-47,310</u>	<u>88%</u>
Net Ordinary Income	47,310	0	47,310	100%
Other Income/Expense				
Other Income				
Long Term Maintenance				
LTM Levy	63,000	63,000	0	100%
Bank Interest	5,848	5,848	0	100%
Late Payment Penalties	857	857	0	100%
Total Long Term Maintenance	<u>69,705</u>	<u>69,705</u>	<u>0</u>	<u>100%</u>
Transfer from/(to) LTM Fund	-68,192	-68,192	0	100%
Trnsf from/(to) Window & Facade	69,620	69,620	0	100%
Prior Period Deficit Clawback	9,000	9,000	0	100%
Substation Lease	1,599	1,599	0	100%
Total Other Income	<u>81,732</u>	<u>81,732</u>	<u>0</u>	<u>100%</u>
Other Expense				
Window & Facade Upgrade Expense				
Cladding - Contractors	69,620	69,620	0	100%
Total Window & Facade Upgrade Expense	<u>69,620</u>	<u>69,620</u>	<u>0</u>	<u>100%</u>

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06/11/25
Accrual Basis

Hume House Body Corporate No. 83149
Variance Analysis
October 2024 through September 2025

	<u>Oct 24 - Sep 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income Tax Expense	1,513	1,513	0	100%
Total Other Expense	71,133	71,133	0	100%
Net Other Income	10,599	10,599	0	100%
Net Income	<u>57,909</u>	<u>10,599</u>	<u>47,310</u>	<u>546%</u>

HUME HOUSE BODY CORPORATE No. 83149

Proposed Body Corporate Levies
Effective from 1 January 2026 until further notice

Unit No.	Ownership/ Utility Interest	Accessory Unit	Ownership/ Utility Interest	Accessory Unit	Ownership/ Utility Interest	Accessory Unit	Ownership/ Utility Interest	Total Ownership/Utility Interest	Annual Levy	Quarterly Levies from 01/01/26
									\$	\$
1	1682			AU72	6	1/6 AU41	6	1694	8,144.75	2,036.19
2	1546			AU71	6	1/6 AU41	6	1558	7,490.86	1,872.72
3	1427			AU70	6	1/6 AU41	6	1439	6,918.71	1,729.68
4	2025			AU69	6	1/6 AU41	6	2037	9,793.90	2,448.47
5	1951			AU68	6	1/6 AU41	6	1963	9,438.10	2,359.53
6	2212	AU56	282	AU67	6	1/6 AU41	6	2506	12,048.85	3,012.21
7	1708			AU78	6	1/6 AU42	6	1720	8,269.76	2,067.44
8	1568			AU77	6	1/6 AU42	6	1580	7,596.64	1,899.16
9	1448			AU76	6	1/6 AU42	6	1460	7,019.68	1,754.92
10	2057	AU40	339	AU75	6	1/6 AU42	6	2408	11,577.66	2,894.42
11	1982	AU50	339	AU74	6	1/6 AU42	6	2333	11,217.06	2,804.27
12	2249	AU48	339	AU73	6	1/6 AU42	6	2600	12,500.80	3,125.20
13	1733					1/6 AU43	6	1739	8,361.11	2,090.28
14	1591					1/6 AU43	6	1597	7,678.38	1,919.59
15	1468					1/6 AU43	6	1474	7,086.99	1,771.75
16	2089	AU57	282			1/6 AU43	6	2377	11,428.62	2,857.15
17	2012	AU58	396			1/6 AU43	6	2414	11,606.51	2,901.63
18	2283					1/6 AU43	6	2289	11,005.51	2,751.38
19	1759					1/6 AU44	6	1765	8,486.12	2,121.53
20	1613					1/6 AU44	6	1619	7,784.15	1,946.04
21	1489					1/6 AU44	6	1495	7,187.96	1,796.99
22	2119					1/6 AU44	6	2125	10,217.00	2,554.25
23	2042					1/6 AU44	6	2048	9,846.78	2,461.70
24	2318					1/6 AU44	6	2324	11,173.79	2,793.45
25	1784					1/6 AU45	6	1790	8,606.32	2,151.58
26	1635					1/6 AU45	6	1641	7,889.93	1,972.48
27	1509					1/6 AU45	6	1515	7,284.12	1,821.03
28	2150					1/6 AU45	6	2156	10,366.05	2,591.51
29	2072					1/6 AU45	6	2078	9,991.02	2,497.76
30	2353					1/6 AU45	6	2359	11,342.07	2,835.52
31	2505	AU59	396			1/4 AU46	6	2907	13,976.86	3,494.21
32	2022					1/4 AU46	6	2028	9,750.62	2,437.66
33	1983					1/4 AU46	6	1989	9,563.11	2,390.78
34	3034	AU60	396			1/4 AU46	6	3436	16,520.29	4,130.07
38	9067	AU39	6	AU53	396			9469	45,526.95	11,381.74
80(G)	2744			AU62	396	1/7AU87	6	3146	15,125.97	3,781.49
81(F)	2152	AU54	282	AU55	283	1/7AU87	6	2723	13,092.18	3,273.05
82(E)	2650	AU49	339	AU51	339	1/7AU87	6	3334	16,029.87	4,007.47
83(D)	2183	AU52	282	AU64	396	1/7AU87	6	2867	13,784.54	3,446.13
84(C)	2493	AU63	396			1/7AU87	6	2895	13,919.16	3,479.79
85(B)	2930	AU61	396			1/7AU87	6	3332	16,020.26	4,005.06
86(A)	3086	AU65	396	AU66	283	1/7AU87	6	3771	18,130.97	4,532.74
Totals:	92723		4866		2165		246	100000	480,800.00	120,200.00

Years ending September	Life yrs	Age yrs	Rem yrs	Estimated Current Cost	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
					2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Building Exterior 1982	1964	1998												
1 Aluminium Joinery - HH	40	17	23	63,000										
2 Aluminium Joinery - Annex	40	33	7	98,000										
3 Garage Door - Mechanism	25	20	5	1,500										
4 Internal Gutters - Downpipes Annex	35	33	2	2,890			23,600							
5 Membrane - Annex to Windows	35	33	2	2,300										
6 Roof - Membrane (HH)	25	0	25	21,000	60,000									
7 Roof - Metal (Annex)	35	33	2	22,400						172,500				
8 Roof - FC Shingles (Annex)	35	33	2	14,080										
9 Roof - Glazed Canopies	35	33	2	30,000										
10 Safety Anchors	1	1	1	750										
11 Skylights	30	17	13	18,000						1,200				
12 Steel Windows - Maintenance	90	51	39	396,900										
13 Walls Painting - HH	10	3	7	106,245										
14 Walls Painting - Annex	10	3	7	9,600										
15 Terraces - Tiles on Membrane	30	17	13	5,600										
16 Garage Door - Mechanism	25	20	5	1,500										
Building Interior														
17 Ceilings, Walls - General	10	10	0	35,000			4,600	4,600			57,500			
18 Ceilings, Walls - Carpark	30	17	13	5,061										
19 Floor Coverings - Carpet	12	-	0	52,352										
20 Stairs - incl Nosings	12	-	0	12,185										
21 Floor - Tiles(entry int/ext)	30	1	29	6,000			300							
22 Floor Coverings - Timber	30	17	13	3,750										
23 Floor Coverings - Vinyl	50	51	-1	9,555										
24 Doors/Windows	50	17	33	99,000			2,300	300			3,500			
25 Stair Balustrades Metal	20	20	0	840										
26 Letter Boxes	20	1	19	4,500			1,200							
External works														
27 Carpark Markings	30	25	5	987										
28 Fencing	30	10	20	2,800										
Services														
29 Lighting - Common Areas	20	17	3	15,095			300							
30 Passenger Lifts (1964)	-	51	10	120,000										
31 HVAC / Mechanical							3,500							
32 Plumbing / Drainage	20	17	3	30,000			2,300							
33 Fire Alarm Panel	15	17	0	2,500										
34 Access Control/Intercom	20	0	20	21,164										
35 Security Cameras	10	0	10	8,500										
36 Entry Auto-doors Mechanisms	20	16	4	8,000										
37 Ventilation/Extract	30	17	13	30,000										
38 Seismic Upgrade - Stairs Strengthening														
All values exclude GST					0	60,000	36,900	6,100	0	173,700	61,000	0	0	0
Plus GST			15%		0	9,000	5,535	915	0	26,055	9,150	0	0	0
All values include GST					0	69,000	42,435	7,015	0	199,755	70,150	0	0	0
LTMP - Opening Balance									330,116	475,566	338,811	331,661	394,661	457,661
LTMP Annual Contribution									145,450	63,000	63,000	63,000	63,000	63,000
SS Special Levy									-	-	-	-	-	-
Transfer to SSP									-	-	-	-	-	-
LTMP Expenditure									0	199,755	70,150	0	0	0
LTMP - Closing Balance									475,566	338,811	331,661	394,661	457,661	520,661

Note that when expenditure will occur outside the 10 year programme the current cost is allocated across the remaining life of each element.



Exclusion of Liability Statement

We have compiled the special purpose Financial Statements comprising Statement of Financial Performance, Statement of Movement in Equity, Statement of Financial Position and Notes to the Financial Statements of Hume House Body Corporate for the year ended 30 September 2025.

A compilation is limited primarily to the collection, classification and summarisation of financial information supplied. A compilation does not involve the verification of that information.

A special purpose verification or a review or an audit of the Financial Statements has not been carried out. The Financial Statements have been prepared at the request of and for the purpose of the client only and neither we nor any of our employees accept any responsibility on any ground whatsoever, including liability for negligence, to any other person.

Prepared by

Your Property Matters Ltd

Notes to the Financial Statements

1. Reporting Entity

These are the financial statements for Hume House Body Corporate. The body corporate is registered under the Unit Titles Act 2010 as 'Body Corporate No. 83149'.

2. Nature of the Business

The nature of the business is a Body Corporate.

3. Authorisation

The special purpose financial report was authorised for issue in accordance with the Chairperson's instructions.

4. Basis of Preparation

These financial statements have been prepared in accordance with Special Purpose Financial Reporting Framework for use by For-Profit Entities (SPFR for FPE's) issued by the Chartered Accountants Australia and New Zealand. They have been prepared for reporting the financial results to the proprietors as required by the Unit Titles Act 2010 and to assist the Body Corporate Committee assess its obligations to the Commissioner of Inland Revenue.

5. 2024/2025 Audit Opinion

These financial statements have not been subject to a special purpose verification or a review or an audit.

6. Directory

Body Corporate Manager:	Your Property Matters Ltd
Facilities Manager:	Your Property Matters Ltd
Banker:	Westpac Banking Corporation (Account No.: 03-0518-0210360-00)
Chairperson:	Ray Macleod

7. Statement of Accounting Policies

The following policies are used in the preparation of these Financial Statements

7.1 General Accounting Policies

- Unless otherwise stated the measurement base adopted is that of historic cost. This principle recognises that the entity will continue as a going concern.
- Accrual accounting is used to match revenues earned and expenses incurred.

7.2 Particular Accounting Policies

Income

Levy income is recognised in the year in which it is levied.

Interest received is recognised as interest accrues, gross of refundable tax credits received.

Income from Special Levies and Long Term Maintenance Levies is recognised in the year in which the funds are spent on its designated purpose, or if unspent transferred to a Provision account.

Income Tax

Income tax is accounted for using the taxes payable method. The income tax expense in the Statement of Financial Performance represents the estimated current obligation payable to Inland Revenue.

Accounts Receivable

Accounts receivables are stated at expected realisable value.

Goods and Services Tax (GST)

As the Body Corporate is not registered for GST the Financial Statements have been prepared on a GST inclusive basis.

Provisions

Provisions for Special Levies and Long Term Maintenance are recognised when levies are collected in advance of incurring expenditure.

Changes in Accounting Policies

There have been no changes in accounting policies. All accounting policies have been applied consistently throughout the year.

8.1 Income Tax Expense

	2025	2024
	\$	\$
Interest Received	5,848	12,365
Substation Rental	1,599	1,599
<i>Add/(Less)</i>		
Administration Expenses and other income	(2,043)	(2,525)
Net Taxable Income	<u>5,404</u>	<u>11,439</u>
Income Tax Expense at 28%	1,513	3,203



8.2 Income Tax Payable/(Receivable)

	2025	2024
	\$	\$
Balance at the Beginning of the year	(650)	(144)
<i>Add/(Less)</i>		
Tax Provision	1,513	3,203
RWT Paid	(1,755)	(3,709)
Taxation Refund Received	780	-
Taxation Payable/(Receivable)	<u>(\$112)</u>	<u>(\$650)</u>

9 Long Term Maintenance Provision

Provision is made in the Financial Statements to meet the requirement of the Long Term Maintenance Plan of the Body Corporate as required under the Unit Titles Act 2010.

10 Related Party Transactions

The Body Corporate charges annual and special levies to its unit owners in line with the approved budgets set at the Annual or Extraordinary General Meetings. There are no Related Party loans.

11 Explanatory Notes

See financial commentary.

OWNER CONTACT DETAILS: HUME HOUSE BODY CORPORATE NO. 83149

To assist us in keeping you informed, please complete and return this page to:

Your Property Matters Ltd
P.O. Box 12-123
Thorndon
WELLINGTON

or

FAX: (04) 473-7331
Email: marlene@ypm.co.nz

Date: _____

Unit: _____

Car Park: _____

FULL LEGAL NAME OF OWNER/S OR COMPANY/TRUST/PARTNERSHIP*

Postal address if other than Apartment: _____

Contact details:

Contact Name: _____

Home Phone: _____ Work Phone: _____

Mobile Phone: _____ Email: _____

***COMPANIES / TRUSTS / PARTNERSHIPS**

If the Unit is owned by a Company, Trust or Partnership, it is now mandatory for the Body Corporate to have on record the contact details of **all the Directors, Trustees or Partners**. Please attach these on an additional page.

TENANTED PROPERTIES

Presently tenanted by: _____

Contact details:

Home Phone: _____ Work Phone: _____

Mobile Phone: _____ E-mail: _____

Managed by: _____

Contact details:

Home Phone: _____ Work Phone: _____

Mobile Phone: _____ E-mail: _____

MORTGAGEES

It is now mandatory for the Body Corporate to have on record all the interested parties for the Unit.

Please note all interested parties: _____