Crockers
PEOPLE & PROPERTY

Minutes of the Annual General Meeting of Body Corporate 202843
held on Wednesday 12th November 2025, 5:30 pm at 525 Manukau Road, Epsom
and by way of a virtual meeting using Microsoft Teams

PRESENT:

Edward Lund	Unit E	(Joined virtually via MS Teams)
Megan Walker	Unit D	(Joined virtually via MS Teams)
Rebecca Hartnett	Unit A	(Joined virtually via MS Teams)
Nancy Cao	Unit R	(Joined virtually via MS Teams)
Warren & Jocelyn Whyte	Unit K	
Susan Dawson	Unit J	

Italo Martins (Building Manager- One Place Management)
Sumeet Tanwar & Lina Koia (Crockers Body Corporate Management Limited)
(As recorded on the Attendance Register)

APOLOGIES:
Nil

PROXIES:

Dawn Banford	Unit U	In Favour of Sumeet Tanwar

POSTAL VOTES:

Daniel Shanahan & Sadia Motowaze	Unit C	FOR all motions
Timothy & Kym Summers	Unit B	For 1-4, 6-8, 10-11,13-17, Abstain 5
Anya Park	Unit HH	For 1-2, 4-8, 10-11, 13-17, Abstain 3
Vanessa Childs	Unit T	For 1-8, 11, 13-17

QUORUM:

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

1. ELECTION OF MEETING CHAIRPERSON:

Resolved by ordinary resolution **That** Sumeet Tanwar be elected Chairperson for the meeting.
[S Dawson / W Whyte Carried]

2. APOLOGIES, PROXIES AND POSTAL VOTES:

Resolved by ordinary resolution **That** the apologies, proxies and postal votes be received.
[W Whyte / M Walker Carried]

3. CONFIRM MINUTES OF PREVIOUS GENERAL MEETING:

Resolved by ordinary resolution **That** the minutes of the meeting held on 6 November 2024 be accepted as a true and correct record of that meeting.
[M Walker /S Dawson Carried] 1 Abstain Unit HH

4. CONFIRM THE FINANCIAL STATEMENTS:

The Manager noted the financials were provided in the AGM Package sent to all owners prior to the meeting and asked if there were any queries.

Resolved by ordinary resolution **That** the financial statements for the financial period ending 30 September 2025, as attached to the agenda, be accepted.
[S Dawson / W Whyte Carried]

5. AUDIT:

Resolved by special resolution **That** in accordance with the provisions of Section 132(8) of the Unit Titles Act 2010 the financial statements of the Body Corporate for the forth coming year are not audited or reviewed.
[S Dawson / W Whyte Carried] 1 Abstain Unit B

6. INSURANCE:

The Manager noted that the quotes were not available at the time the AGM Package went out to owners however they have since been received from 2 providers NZI and Chubb. The comparison was given and noted that the premiums have reduced slightly from last year which was received well. The Manager noted that the Chubb quote was a further $1600.00 less than NZI however the excess for claims were significantly higher with Chubb up to $2500.

It was clarified that the insurance cover was based on the Valuation obtained by a registered valuer to ensure full cover as required. It was agreed the valuation document will be loaded on the MyCommunity portal with the approved insurance documents.

Owners discussed and agreed that both providers gave sufficient cover, but that NZI would be more preferable due to their claims excess having less financial impact on individual owners who may need to make one.

Resolved by ordinary resolution **That** cover be placed with NZI via Gallagher Insurance NZ (managing broker), for the coming 12 months at a premium of $37,546.90.00 exclusive of GST. The Body Corporate undertakes to advise Crockers or Gallagher Insurance NZ should the occupancy of the unit change (including a unit becoming vacant) during the year.
[W Whyte/S Dawson Carried]

Copies of the policy are available on request from Gallagher Insurance NZ. Owners are advised that any claims in relation to the Insurance policy should be made directly to 0800 276 624.

To note mortgagee interests and for insurance certificates:
Email: Auckland@ajg.co.nz
Telephone: (09) 623 9590

The Body Corporate is advised that all claims should be notified as soon as practicable. The insurer advises that claims not notified within 30 days of the incident may be technically void.

7. ANNUAL REVIEW AND UPDATE OF HEALTH AND SAFETY REPORT AND HAZARD REGISTER:

The Body Corporate has completed the Health & Safety Report and Hazard Register for the complex, which is held and available at any time on MyCommunity. The Body Corporate Committee will review the health and safety report, prioritise actions and update the Hazard Register accordingly. In addition, health and safety will be placed on the agenda for every meeting.

Committee Note: We encourage all owners to take the time to ensure they have reviewed the Body Corporate Hazard Register and advise any relevant parties of these hazards (e.g. guests, property managers, visitors or tenants) where necessary. We also remind everyone that as this is a living document, the Committee will continue to update it as required. It is the responsibility of everyone, including owners, tenants, visitors or contractors to be aware and assess the safety of the environment and report any concerns immediately to the Committee.

Resolved by ordinary resolution **That** the Body Corporate authorises the Committee to continually review, action as necessary and update the Hazard Register for the complex, based on risks identified and notified by any owner, resident or visitor, to ensure a safe environment for all.
[W Whyte/S Dawson Carried]

8. LONG TERM MAINTENANCE PLAN ADOPTION OF LTMP -:

The Manager noted the Long-Term Maintenance Plan was provided to owners with the AGM Package.

There was a brief discussion regarding the forecast, and it was noted that under the Unit Titles Act 2010 it was a requirement to have a Long-Term Maintenance Plan in 2024 the Amendment Act 2022 came into effect requiring the plan to cover 30 years. It lists the BC assets and is a guide to their maintenance and the funds suggested to set aside for it each year.

Resolved by ordinary resolution **That** in accordance with the provisions in Section 157(C) of the Unit Titles Act 2010 the Body Corporate adopts the Long-Term Maintenance Plan prepared by Solutions in Engineering and dated 22 October 2025.
[S Dawson / W Whyte Carried]

9. COMMON MAINTENANCE:

The Building Manager's Report from One Place was circulated to all owners before the meeting. Italo provided a quote for the Relining of the carparks and noted the fencing when onsite. Once the committee confirms the repairs or improvements wanted, he can arrange quotes.

The Building Managers report was accepted

A. Car Park Repaint - There was a discussion regarding the Car park relining. The Building Manager provided a quote, and it was agreed by owners that this did need to be done.

B. Gardens - Regular Weed/ Trees trimmed and plants replaced with low maintenance type.

An owner queried whether there is a schedule regarding the tree pruning/maintenance and weed control, this was also noted by another owner in their postal vote.
It was agreed these should be maintained before they get out of hand moving forward. The BM is to check in with the Gardener/groundsman to get these in hand and better maintained moving forward and to report back to the committee with the schedule.

It was noted that the BM had taken photos and a scheme to address all of the trees needing attention and he will resend these through for the committee's feedback and approval. It was agreed that hard pruning should only be done as necessary to keep the atmosphere and look of the greenery aesthetically pleasing and that they all be brought up to a standard so that they are getting addressed at the same time whether annually or every 2 years.

C. Letter Box Repairs- An owner raised on their postal vote that the letterboxes have damages. It was discussed and noted that there were a couple that were damaged and that at this stage it would be for the unit owner to make repair to their own letterbox as required. This can be reviewed further if there are more letter boxes affected.

10. CONFIRM BUDGET:

Prior to the meeting Crockers had circulated a draft budget totalling $134,090.00 exc GST.

After discussion the following amendments were made to the circulated budget:
The Insurance budget provision for $39,000.00 is amended to $37,546.90.

Resolved by ordinary resolution That
i) The budget is fixed at **$132,636.90** excluding GST (Operating Fund- $96,536.90, Long Term Maintenance/Reserve Fund- $30,100.00 & Contingency Fund- $6,000.00) in accordance with the provision of Section 121 of the Unit Titles Act 2010. The budget shall be raised by Utility Interest in **Two (2)** instalments due for payment *on 31 January 2026(50%) and 31 July 2026(50%).*
ii) *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.
[S Dawson / W Whyte Carried]

11. LEVY COLLECTION PROCEDURE:

It was noted that there are 3 current debtors that are currently in the process of recouping the funds and this is in hand with the Manager.

Resolved by ordinary resolution **That:**

i) Pursuant to s128 (2) of the Unit Titles Act 2010 interest of 10% per annum will accrue and will be charged on any debt unpaid after the due date until the date of payment.

ii) Crockers is authorised and instructed to recover unpaid levies or other unpaid debts owed by a unit owner, together with interest and reasonable costs of collection, using the Crockers collection procedures, (as posted at www.crockers.co.nz/body-corporate/levies-collection-payment where the debt has been outstanding for more than 14 days.

iii) The Body Corporate instructs Crockers, or solicitors of its choice, to make an application to the appropriate decision maker to recover any unpaid debt owed by a unit owner, where need be.

[S Dawson / W Whyte Carried]

Overdue fees, body corporate manager's costs, interest and solicitor's expenses:

Overdue fees, body corporate manager's costs, interest or solicitor expenses incurred in the recovery of an overdue levy for a unit are the proprietor's responsibility to pay. They are not reversible from a proprietor's account unless by consent of the Body Corporate and/or the Committee, at which point the account of the Body Corporate becomes liable for payment of those fees.

12. ELECTION OF CHAIRPERSON OF THE BODY CORPORATE:

Crockers advised that no Body Corporate Chairperson nominations had been received and that, without a Body Corporate Chairperson, the Body Corporate is technically in breach of the Unit Titles Act 2010.

Edward Lund Unit E advised based on this that he would facilitate the Chairperson role.
Owners present unanimously agreed and Warren Whyte confirmed nomination.

The Manager and owners acknowledged Edward for ensuring the Body Corporate now met the Unit Titles Act requirements.

Amended
Resolved by ordinary resolution That Edward Lund be appointed Chairperson of the Body Corporate.
[W Whyte/S Dawson Carried]

Manager's Note: In accordance with section 112A(1) Unit Titles Act 2010 (UTA), the appointed Body Corporate Chairperson is automatically a committee member. Also, they are automatically the Committee Chair, unless the Body Corporate passes an ordinary resolution under section 112A(2) UTA that they are not the Committee Chair, and the Committee shall appoint its own Chair (from the rest of the Committee members) under Regulation 26(1)

13. COMMITTEE NUMBER & QUORUM:

Motion by ordinary resolution **That** the Committee is to comprise of Three (3) elected members and the total number of members required to constitute a quorum is no fewer than Two (2) members.
[W Whyte/S Dawson Carried]

14. ELECTION OF COMMITTEE MEMBERS:

The body corporate manager advised owners that the role of the committee was to carry out (with the assistance of the body corporate manager) the duties of the body corporate between general meetings and thanked the outgoing committee members for their contribution throughout the year.

Motion by ordinary resolution **That** the following members be declared elected to the committee in accordance with the provisions of Section 112 of the Unit Titles Act 2010 and Regulations 22 & 24 in the Unit Titles Regulations 2011 for the forthcoming year:

Unit A, Rebecca Hartnett

Unit D, Megan Walker
Unit E, Edward Lund
[S Dawson/ W Whyte Carried]

Acknowledgement given to the committee for their work over the year and their dedication to keeping the property in order.

The committee gave acknowledgement to the Manager for his support to the committee and property over the last five years.

Manager's Note: All appointed Committee members must comply with the Committee Code of Conduct and the Committee Conflict of Interest regime in the UTA.

15. DELEGATION OF BODY CORPORATE CHAIRPERSON DUTIES:

Resolved by special resolution **That** in accordance with the provisions of section 108(1) of the Unit Titles Act 2010 and regulation 11(2) of the Unit Titles Regulations 2011 the duties of the Body Corporate Chairperson as set out in regulation 11(1), sub-paragraphs (a) to (m) included in the Unit Titles Regulations are delegated to the Committee, effective until the next Annual General Meeting.
[S Dawson /R Hartnett Carried]

16. DELEGATION OF BODY CORPORATE POWERS AND DUTIES:

Resolved by special resolution **That** in accordance with the provisions of section 108(1) of the Unit Titles Act 2010 all the powers and duties of the Body Corporate are delegated to the Body Corporate Committee, except for the powers and duties set out in section 108(2) of the Unit Titles Act 2010 with effect until the next Annual General Meeting. The Body Corporate Committee shall report on the delegation to the Body Corporate at the next Annual General Meeting.
[W Whyte / N Cao Carried]

17. INLAND REVENUE TAX AGENT AUTHORITY:

Resolved by ordinary resolution **That** the Body Corporate appoints Crockers (tax agent) to act on our behalf for all tax types for the coming year. Authority is given to obtain information from Inland Revenue and other financial institutions to enable our tax returns to be completed. This includes obtaining information via online services available on the Inland Revenue's website. The Body Corporate recognises that Crockers role is to lodge their tax returns rather than provide individual tax advice relating to the specific handling of one-off amounts that may arise from time to time. In this instance the Body Corporate will arrange their own independent tax advice as to how the return should be handled by Crockers.
[S Dawson / M Walker Carried]

18. GENERAL BUSINESS:

The Manager noted there were no items raised for general business and took the opportunity to introduce the new Account Manager Lina Koia who will be taking over the Account Management of Body Corporate with the committee. Thanks, given to the owners for their support over the last 5 years and support will be given to Lina during the transition. Lina gave a brief of her involvement in the industry and looks forward to working closely with the committee.
There being no further business, the meeting closed at 6.46pm.

For and on behalf of
Crockers Body Corporate Management Limited
Manager for Body Corporate 202843

Sumeet Tanwar
Team Manager
DDI 09 920 0831
Email sumeet@crockers.co.nz
Web www.crockers.co.nz

Proposed Annual Budget

Operating Fund

Body Corporate for Plan No. 202843
50-122 Stanhope Road Ellerslie, Auckland Auckland 1051

1 October 2025 to 30 September 2026
Cost Centre : Cont_Fund

Expenditure	Budget 10/25 - 09/26
Repairs and Maintenance - contingency	6,000.00
Total Operating Fund Expenditure	**6,000.00**

Operating Fund Summary			Budget 10/25 - 09/26
Opening balance	0.00		
Expenditure during budget period	6,000.00		
	6,000.00		
Less Additional revenue during budget period	0.00		
Plus Planned surplus at end of budget period	0.00		
Plus Allowance for GST on levies	900.00	**Per Ent**	
Budgeted levies to be raised $	**6,900.00**	0.0007	

Aggregate Utility Interest Entitlement 10000000
*May include insurance contributions

Body Corporate for Plan No. 202843
50-122 Stanhope Road Ellerslie, Auckland Auckland 1051

1 October 2025 to 30 September 2026

Expenditure	Budget 10/25 - 09/26
Repairs and Maintenance	30,100.00
Total Long Term Maintenance Fund Expenditure	**30,100.00**

Long Term Maintenance Fund Summary			Budget 10/25 - 09/26
Opening balance	0.00		
Expenditure during budget period	30,100.00		
	30,100.00		
Less Additional revenue during budget period	0.00		
Plus Planned surplus at end of budget period	0.00		
Plus Allowance for GST on levies	4,515.00	**Per Ent**	
Budgeted levies to be raised $	**34,615.00**	0.0035	
Total Ownership Interest	10000000		