Strata Title Administration Ltd
bc@stratatitle.co.nz
www.bodycorporate.co.nz

Auckland Phone (09) 307 3721
PO BOX 3187, Auckland 1140
Wellington Phone (04) 974 1011
PO Box 384, Wellington 6140
Christchurch Phone (03) 925 8749
Unit 5, 71 Gloucester Street,
Christchurch 8013

16 June 2023

Dear Owner,

**Re: Body Corporate 124834**
**Property at 87 Wallace Road, Papatoetoe, Auckland 2025**
**Annual General Meeting**

We advise that the Annual General Meeting of your Body Corporate is to be held at 4:00pm on Tuesday, 4 July 2023 at the office of Strata Title Administration Ltd, 1st Floor, Dilworth Building, cnr Queen Street and Customs Street East, Auckland.

**Should you need to attend remotely, please use the link in the cover email to register before the meeting date. You will then receive an MS Teams link to access the meeting.**

Please find enclosed:

- the Agenda and supporting documentation for the meeting;
- a postal voting form for you to complete if you are unable to attend the meeting, and wish your vote to be counted without appointing a proxy; and
- a proxy form for you to complete if you wish to appoint someone to represent you.

**Please bring the agenda and the attachments with you to the Annual General Meeting.**

I look forward to seeing you at the meeting.

Yours sincerely,

Devon Sansbury
Body Corporate Manager

# BODY CORPORATE NO 124834 (BODY CORPORATE)

## Property at 87 Wallace Road, Papatoetoe, Auckland 2025

**NOTICE IS HEREBY GIVEN** that the **ANNUAL GENERAL MEETING** (AGM) of the Body Corporate will be held at the office of Strata Title Administration Ltd, 1st Floor, Dilworth Building, cnr Queen Street and Customs Street East, Auckland on Tuesday, 4 July 2023 commencing at 4:00pm. A link to register to attend the meeting has been emailed to all owners.

**AGENDA:**

**1 APPOINTMENT OF CHAIRPERSON OF THE MEETING**

To consider resolving: That the Body Corporate elects a representative of Strata Title Administration Ltd (Strata) to chair the meeting.

**2 APOLOGIES, PROXIES AND POSTAL VOTES**

To consider resolving: That the apologies, proxies and postal votes be accepted and the meeting declared quorate.

**3 CONFLICT OF INTEREST REGISTER**

In accordance with Unit Title Regulation 6(5)(ca) to receive a copy of the body corporate committee interests register (attached).

To consider resolving: That the Interests register is received.

**4 FINANCIAL STATEMENTS**

Discussion of the attached financial report.

To consider resolving: That the Body Corporate approves the financial report for the period 1 June 2022 to 31 May 2023.

**5 REPORT FROM THE COMMITTEE**

In accordance with Unit Titles Regulations 28(1) and 28(3) to receive a report from the Committee *(to be tabled)*.

To consider resolving: That the Committee's report is adopted.

**6 CHAIRPERSON OF THE BODY CORPORATE**

To receive nominations for a candidate to be appointed as Chairperson of the Body Corporate and Chairperson of the Committee.

To consider resolving: That the Body Corporate appoints [insert name] as the Chairperson of the Body Corporate and Committee.

**7 COMMITTEE**

To receive nominations for candidates to be elected as committee members.

To consider resolving: That the Body Corporate elects a committee of [insert number] members, which shall have a quorum of [insert number] members, comprising:

**8 DELEGATION OF DUTIES**

To consider resolving by special resolution: That pursuant to Section 108(1) of the Unit Titles Act (the Act) until the end of the next annual general meeting of the Body Corporate all of its powers and duties are delegated to the Committee, save those powers reserved to the Body Corporate under Section 108(2); and that this resolution is evidence of the Committee's authority to perform the powers and duties so delegated to it; and serves as notice of delegation; that the Chairperson's duties set out in Regulation 11 are delegated to the Committee; and that the Committee will report to the Body Corporate on an annual basis regarding its performance of these powers and duties.

**9 OFFICE BEARERS LIABILITY INSURANCE**

To acknowledge the liability on owners elected to the positions of chairperson and members of a committee, and also the Body Corporate as an entity.

To consider resolving: That the Body Corporate accepts the quote from Chubb for $1,063.75 for OBL cover of $2,000,000, to cover both indemnity and defence costs, for the period 17 July 2023 to 17 July 2024.

**10 BODY CORPORATE REINSTATEMENT INSURANCE**

Discussion of the Body Corporate's reinstatement insurance and valuation requirements and the attached competitive quotations.

To consider resolving: That the Body Corporate insures with AIG Insurance for principal cover at the quoted premium of $9,074.45 for the period 17 July 2023 to 17 July 2024 and that Strata is to arrange the annual reinstatement valuation every second year and pay the cost as per the budget; and that for the alternate years when a valuation is not obtained the sum insured is to be the figure from the previous year's valuation increased by a further 5% to allow for inflation.

**11 INSURANCE EXCESS**

To consider resolving: That the owner, and not the Body Corporate, is to pay any excess in the event of a claim except where a claim relates to common property in which case the Body Corporate is to pay the excess, notwithstanding that if the damage being claimed for is attributable to the actions, or inaction, of an owner(s) or their resident(s) then the owner(s) of the unit is to pay the excess.

**12 COMMON MAINTENANCE MATTERS**

To consider resolving: That the Body Corporate's Chairperson/Committee is to agree and approve the maintenance required over the forthcoming year.

**13 LONG TERM MAINTENANCE PLAN (LTMP)**

To discuss the Body Corporate's obligation to have a LTMP and review it at least every three years.

The Body Corporate has a LTMP drafted by Solutions in Engineering which is reviewed by the Committee each year to plan annual maintenance and set the proposed contingency fund budget (see budget and levy item of the agenda) to fund the LTMP.

To consider resolving:

**(i)** That the Committee is to continue to review the Body Corporate's LTMP drafted by Solutions in Engineering on an annual basis and arrange for any changes arising as a result of the review process to be incorporated into the LTMP.

**(ii)** That the Body Corporate's Committee is to continue to arrange the required maintenance set out in the plan as and when required.

**14 LONG TERM MAINTENANCE FUND (LTMF)**

Explanation of Section 117 of the Act pertaining to a LTMF.

To consider resolving by special resolution: That the Body Corporate does not maintain a LTMF but utilises a Contingency Fund to finance its LTMP.

**15 HEALTH & SAFETY AT WORK ACT 2015**

The Health & Safety at Work Act 2015 (HSWA) came in to force in April 2016. The HSWA introduces the concept of a Person Conducting a Business or Undertaking (PCBU) as the principal duty holder. A legal opinion from Price Baker Berridge is that as the Body Corporate will carry out work from time to time which work is considered to be an "undertaking" it is therefore a PCBU.

The Body Corporate has a health & safety report and hazard register for the complex which the Committee review and update to ensure any hazards noted are removed, minimised or highlighted and any new hazards are noted. Owners are encouraged to ensure they have reviewed the Hazard Register and advise any other relevant parties, including tenants of these hazards where necessary.

The Body Corporate also resolved procedures in relation to the induction of contractors to site and asbestos at its 2020 AGM.

To consider resolving: That the Body Corporate instructs the Committee to continue to update the hazard register for the complex and to attend to any hazards as may be required to either remove, minimise or highlight them to ensure a safe environment for all residents, owners and visitors.

**16 BUDGET AND LEVIES**

To review the proposed budget *(attached)* for the Body Corporate for the forthcoming financial year.

To consider resolving:

**(i)** That the Body Corporate adopts a **working account budget** of **$17,068.20** and a **contingency fund budget** of **$10,350.00** for the period 1 June 2023 to 31 May 2024 and sets the levies to be due in two equal instalments on 1 November 2023 and 1 March 2024.

**(ii)** That Strata is authorised to pay standard/regular accounts on behalf of the Body Corporate as they fall due, which accounts relate to the day to day operation of the Body Corporate in accordance with the approved budget, but that any non-standard accounts are to be approved by the Chairperson/Committee.

**17 DEBT RECOVERY REGIME**

To consider resolving: That if a duly authorised levy or any sum payable by an owner to the Body Corporate is not paid by due date that the owner is liable to the Body Corporate for interest on the outstanding balance at 10% per annum; all debt collecting costs; including Tenancy Tribunal/court costs incurred by the Body Corporate in accordance with the following procedure:

- If payment of the levy notice is not made by the due date a reminder letter is sent to the defaulting owner requesting payment of the levy and stating that if the levy is not paid within seven (7) days a Late Payment

Charge of $126.50 including GST (if any) will be incurred; [letter #1]

- If payment of the levy notice is not received within seven (7) calendar days of the due date, a letter is sent to the defaulting owner requesting payment of the levy and the $126.50 including GST (if any) Late Payment Charge, and advising that if these amounts are not paid within seven (7) calendar days an additional Late Payment Charge of $253.00 including GST (if any) will be incurred; [letter #2]
- If payment of the levy notice and Late Payment Charges are not received within seven (7) calendar days of Letter #2 being sent, a third letter is sent to the defaulting owner requesting payment of the levy plus all accumulated Late Payment Charges and advising that if these amounts are not paid within seven (7) calendar days an additional Late Payment Charge of $253.00 including GST (if any) will be applied; [letter #3]
- If payment of the levy notice and accumulated Late Payment Charges are not received within seven (7) calendar days of Letter #3 being sent, a "Notice of Impending Legal Action" letter is sent to the defaulting owner requesting payment of the levy plus all accumulated Late Payment Charges and advising that the debt will be turned over to a solicitor if the total outstanding amount is not paid within seven (7) calendar days; [letter #4] and
- Pursuant to Section 171(3) of the 2010 Act, the Body Corporate hereby appoints Price Baker Berridge (PBB) to act as its agent on its behalf in relation to any dispute.

**18 TAX AGENT**

To consider resolving: That the Body Corporate authorises Strata to appoint a tax agent on their behalf which shall have access to the Body Corporate's tax types and be able to liaise with the Inland Revenue Department and obtain information from the Inland Revenue Department on the Body Corporate's behalf.

**19 AUDIT OF THE BODY CORPORATE'S FINANCIAL STATEMENTS**

Explanation of section 132(8) of the Act.

To consider resolving by special resolution: That all transactions of the Body Corporate are to be made through the Strata Trust Account, which is subject to a two monthly transactional audit by Forbes, Chartered Accountants, and that any interest earned on Body Corporate funds be retained by Strata to offset the Trust Account operating and audit costs, and that in terms of Section 132(8) of the Unit Titles Act 2010, the Body Corporate does not appoint an auditor for the financial statements for the most recently completed financial year.

**20 COMMUNICATION**

To consider resolving: That if Strata has an email address on file for an owner, all correspondence will be sent by email only and not by post, notwithstanding that if Strata is notified in writing by an owner that correspondence is to be sent to them by post that this request will be actioned and no information will be sent to that owner by email.

**21 MINUTES TO BE A RECORD OF THE BUSINESS OF THE ANNUAL GENERAL MEETING**

To consider resolving: That if within thirty days of distribution of the minutes Strata does not receive any written request from a person who attended the meeting to amend any part of the minutes, that the minutes are adopted as a true and accurate record of the Annual General Meeting.

**22 AGM CLOSURE**

**NOTES:**

**(a) Quorum**: For a valid meeting 25% of unit owners must be present either by postal votes or in person or by proxy. If a quorum is not reached the meeting must be adjourned until the same day 1 week later and the reconvened meeting must be held at the same time and place. The number of unit owners at the adjourned meeting are deemed to be a quorum.

**(b) Voting at the Meeting**: You cannot vote at the meeting unless all levies and any other money due from the owner has been paid to the Body Corporate.

**(c) Resolutions**: For voting purposes an ordinary resolution is passed if a majority of eligible voters who vote on the resolution vote in favour of the resolution. A special resolution is passed if 75% of eligible voters who vote on the resolution vote in favour of the resolution.

**(d) Payment of levies**: A levy notice will be distributed with the minutes of this AGM. Levies can be paid electronically by:

- **Internet Banking** - Banking details will be shown on the levy notice.
- **Eftpos** - Eftpos facilities are available at Strata's office.
- **Credit Card** - Credit card payments can be made by phone or at the offices of Strata. Please note that any payment by credit card attracts a 4% merchant fee. **Visa/Mastercard only.**

**(e) Strata Owner Portal Access:**

Owners have 24 hour access to their body corporate information via Strata's website. To access this service visit www.bodycorporate.co.nz and click on the Owner Portal button to login. If owners require their personal login details would they please email bc@stratatitle.co.nz and we will issue/reissue the necessary access login and password.

**Information which can be accessed via the owner portal is**:

- Personal address details (which can be changed on owner's instructions);
- Personal levy account history; and
- **Copies of many body corporate documents including: recent AGM notices, agendas, minutes, insurance certificate and your Body Corporate's rules.**

**(f) Code of Conduct for body corporate committee members:** The members of a body corporate committee must comply with the code of conduct for committee members as prescribed in the regulations below:

- A member must have a commitment to acquiring an understanding of anything in the Unit Titles Act, including the code of conduct, that is relevant to the member's role on the committee.
- A member must act honestly and fairly in performing the member's duties as a committee member.
- A member must not unfairly or unreasonably disclose information held by the body corporate, including information about an owner of a unit, unless authorized to do so by law.
- A member must act in the best interests of the body corporate in performing the members duties as a committee member, unless it is unlawful to do so.
- A member must comply with the Act, these regulations, including this code, and any other applicable legislation relating to matters for which the committee has responsibility in performing the members duties as a committee member.
- A committee member who is eligible to vote must disclose to the committee any conflict of interest the member may have in a matter before the committee.

**FOR FURTHER INFORMATION ON THE:**
**UNIT TITLES ACT 2010**: please go to the link

<http://www.legislation.govt.nz/act/public/2010/0022/latest/DLM1160440.html>

**UNIT TITLES REGULATIONS 2011**: please go to the link

<http://www.legislation.govt.nz/regulation/public/2011/0122/latest/DLM3695701.html>

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**Body Corporate 124834**
**Property at: 87 Wallace Road, Papatoetoe, Auckland 2025**

As per Section 114(C) of the 2010 Unit Titles Acts, the Body Corporate Committee is to keep a register of all disclosed conflicts of interest made by the committee members.

| Name | Unit # | Conflict of Interest | Date Lodged |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Definition of a matter of interest:

- May derive a financial benefit from the matter: or
- Is the spouse, civil union partner, de facto partner, child or parent of a person who may derive a financial benefit from the matter; or
- May have a financial interest in a person to whom the matter relates; or
- Is a partner, director, officer, board member, or trustee of a person who may have a financial interest in a person to whom the matter relates; or
- May be interested in the matter because the body corporate's operational rule say so.

**BODY CORPORATE 124834**

**PROPERTY AT 87 WALLACE ROAD, PAPATOETOE, AUCKLAND**

**SPECIAL PURPOSE FINANCIAL REPORTS**

**FOR THE FINANCIAL YEAR 01 JUNE 2022 TO 31 MAY 2023**

**INDEX**



**Strata Title Administration Ltd**
**Dated: 13 June 2023**

Strata Title Administration Ltd
bc@stratatitle.co.nz
www.bodycorporate.co.nz

# Statement of Financial Position
## As at 31/05/2023

Auckland Phone (09) 307 3721
PO BOX 3187, Auckland 1140
Wellington Phone (04) 974 1011
PO Box 384, Wellington 6140
Christchurch Phone (03) 925 8749
Unit 5, 71 Gloucester Street,
Christchurch 8013

Body Corporate 124834 — 87 Wallace Road, Papatoetoe, Auckland 2025

| | Current period |
|---|---|
| **Owners' funds** | |
| **Working Account** | |
| Operating Surplus/Deficit--Working | 3,080.76 |
| Owners Equity--Working | 18,550.51 |
| | 21,631.27 |
| **Contingency Fund** | |
| 1 Operating Surplus/Deficit--Contingency | 9,999.96 |
| 1 Owners Equity--Contingency | 8,292.09 |
| | 18,292.05 |
| **Net owners' funds** | **$39,923.32** |
| **Represented by:** | |
| **Assets** | |
| **Working Account** | |
| Cash at Bank--Working Account | 20,693.40 |
| Receivable--Levies--Working | 937.87 |
| | 21,631.27 |
| **Contingency Fund** | |
| 1 Cash at Bank--Contingency | 17,747.27 |
| 1 Receivable--Levies--Contingency | 544.78 |
| | 18,292.05 |
| **Unallocated Money** | |
| | 0.00 |
| *Total assets* | 39,923.32 |
| **Less liabilities** | |
| **Working Account** | |
| | 0.00 |
| **Contingency Fund** | |
| | 0.00 |
| **Unallocated Money** | |
| | 0.00 |
| *Total liabilities* | 0.00 |
| **Net assets** | **$39,923.32** |

Strata Title Administration Ltd
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# Statement of Financial Performance for the financial year to 31/05/2023

Auckland Phone (09) 307 3721
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PO Box 384, Wellington 6140
Christchurch Phone (03) 925 8749
Unit 5, 71 Gloucester Street, Christchurch 8013

Body Corporate 124834 — 87 Wallace Road, Papatoetoe, Auckland 2025

## Working Account

| | Current period 01/06/2022-31/05/2023 | Annual budget 01/06/2022-31/05/2023 |
|---|---|---|
| **Revenue** | | |
| Levies Due--Admin | 17,215.59 | 17,215.59 |
| *Total revenue* | 17,215.59 | 17,215.59 |
| **Less expenses** | | |
| Admin--Management Fees--Standard | 3,250.00 | 3,250.00 |
| Insurance--Office Bearers Liability | 1,063.75 | 1,063.75 |
| Insurance--Premiums | 7,081.84 | 7,081.84 |
| Insurance--Valuation | 736.00 | 720.00 |
| Maint Bldg--Fire Protection--Extinguishers | 0.00 | 100.00 |
| Maint Bldg--General Maintenance & Disbursements | 661.85 | 2,500.00 |
| Maint Grounds--Lawns & Landscaping | 400.00 | 1,500.00 |
| Utility--Electricity (Common Area) | 941.39 | 1,000.00 |
| *Total expenses* | 14,134.83 | 17,215.59 |
| **Surplus/Deficit** | 3,080.76 | 0.00 |
| Opening balance | 18,550.51 | 18,550.51 |
| **Closing balance** | **$21,631.27** | **$18,550.51** |

## Contingency Fund

| | Current period 01/06/2022-31/05/2023 | Annual budget 01/06/2022-31/05/2023 |
|---|---|---|
| **Revenue** | | |
| 1 Levies Due--Contingency Fund | 9,999.96 | 10,000.00 |
| *Total revenue* | 9,999.96 | 10,000.00 |
| **Less expenses** | | |
| *Total expenses* | 0.00 | 0.00 |
| **Surplus/Deficit** | 9,999.96 | 10,000.00 |
| Opening balance | 8,292.09 | 8,292.09 |
| **Closing balance** | **$18,292.05** | **$18,292.09** |

**BODY CORPORATE 124834**
**PROPERTY AT 87 WALLACE ROAD, PAPATOETOE, AUCKLAND**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS**
**FOR THE FINANCIAL YEAR 01 JUNE 2022 TO 1 MAY 2023**

## 1. STATEMENT OF ACCOUNTING POLICIES

a) **Reporting Entity**
These Special Purpose Financial Statements of ***BODY CORPORATE 124834,*** property at ***87 WALLACE ROAD, PAPATOETOE, AUCKLAND*** under s132 of the Unit Titles Act 2010, are prepared for the purpose of reporting to the Body Corporate members on the receipts and payments of the Body Corporate for the period. Under the Unit Titles Act 2010 the Body Corporate must present Financial Statements each year

b) **Measurement Base**
The accounting principles recognised as appropriate for the measurement and reporting of earnings and financial position on a historical cost basis have been used, except for certain items for which specific accounting policies have been identified.

The financials statements of the Body Corporate are prepared on a going concern basis.

c) **Specific Accounting Policies Base:** The Financial Statements are prepared on a cash basis. The amount shown as Levies Due represents the full amount levied in the period, not the levies paid.

**Section 115 Operating Account**: The requirements of Section 115 of the Unit Titles Act 2010 (UTA) have been met by the establishment of the Body Corporate's Working Account. For the avoidance of doubt, the Working Account reported on in these financial accounts refers to the Body Corporate's Operating Account as defined by Section 115 of the UTA.

**Goods and Services Tax:** The Body Corporate is ***GST unregistered*** and the amounts shown in the Financial Statements are ***inclusive*** of GST where applicable.

d) **Taxation**
Income from Interest and Dividends are taxable in the Bodies Corporate hands. The correct tax is deducted at source or available by way of Imputation Credits. All interest/dividends are recorded net of tax.

e) **Changes in Accounting Policies**
There have been no changes in accounting policies. All policies have been applied on basis consistent with those in previous years.

## 2. NOTES TO THE ACCOUNTS

### a) Capital Commitments

The entity has no capital commitments ***as at 31 May 2023***.

### b) Levies & Owners' Invoices contained in the Statement of Financial Position

The entity has outstanding levies ***as at 31 May 2023.***

All outstanding levies, late charges, their fees and any other charges from the owners are being collected.

### c) Outstanding Accounts contained in the Statement of Financial Position

The body corporate has no outstanding accounts ***as at 31 May 2023***.

### d) Variances in Accounts contained in the Statement of Financial Performance

The body corporate has no notable variance in accounts ***as at 31 May 2023***.

## INDEPENDENT ASSURANCE REPORT

### To the Directors of Strata Title Administration Limited

We have undertaken a limited assurance engagement on the compliance of Strata Title Administration Limited's operation of the Trust Account for the year ended 31 March 2023.

### Conclusion

Based on the procedures performed and evidence obtained from the procedures we have performed, nothing has come to our attention that causes us to believe that Strata Title Administration Limited does not comply, in all material respects, with the following criteria for year ended 31 March 2023

- The funds held for each of the entities under Strata Title Administration Limited umbrella can be identified within the Trust account;
- Receipts and payments are correctly accounted for;
- Appropriation of the funds is property authorised.

### Basis for Conclusion

We conducted our limited assurance engagement in accordance with Standard on Assurance Engagements (SAE) 3100 (Revised) Compliance Engagements issued by the New Zealand Auditing and Assurance Standards Board.

We believe that the evidence we have obtained is sufficient and appropriate to provide a basis for our conclusion.

### Strata Title Administration Limited's Responsibilities

The Directors are responsible for compliance of Strata Title Administration Limited with the applicable criteria stated above namely transactions correctly accounted for and charged to the correct entities within the Trust Account.

### Our Independence and Quality Control

We have complied with the relevant ethical requirements of Professional and Ethical Standard 1 (Revised) relating to assurance engagements, which include independence and other requirements founded on fundamental principles of integrity, objectivity, professional competence and due care, confidentiality, and professional behaviour.

In accordance with the Professional and Ethical Standard 3 (Amended) Forbes Audit and Accounting Limited maintains a comprehensive system of quality control including documented policies and procedures regarding compliance with ethical requirements, professional standards, and applicable legal and regulatory requirements.

### Assurance Practitioner's Responsibilities

Our responsibility is to express a limited assurance conclusion on Strata Title Administration Limited's compliance with the requirement that transactions correctly accounted for and charged to the correct entities within the Trust Account, in all material respects. Our review has been conducted in accordance with SAE 3100 (Revised) to provide limited assurance that Strata Title Administration Limited has complied with the correct accounting for transactions to various entities managed within their Trust Account. Our procedures included:

- An assessment of the Reporting Criteria, policies, and principles, with respect to their relevance, completeness, neutrality, and reliability;
- Assess to Rockend software, which provides us with access trust account ledger of each of entities and access to archived invoices;
- An assessment of Strata Title's internal system to ensure the controls are adequate to size, business and criteria named above;
- At the corporate level, we have conducted interviews with responsible staff to assess the system of internal controls;
- At the corporate level, we have collected and reviewed supporting documents for the transactions sampled for testing;

Given the circumstances of the engagement, in performing the procedures listed above we: Through discussion, enquiries, and observation, obtained an understanding of Strata Title Administration Limited's compliance framework and internal control environment to meet the applicable criteria stated above namely transactions correctly accounted for and charged to the correct entities within the Trust Account.

Through discussion, enquiries, observation and walk throughs, obtained an understanding of relevant compliance activities that are undertaken to meet the compliance requirements, as required for the operation of the Trust Account.

The procedures performed in a limited assurance engagement vary in nature and timing from, and are less in extent than for, a reasonable assurance engagement and consequently the level of assurance obtained in a limited assurance engagement is substantially lower than the assurance that would have been obtained had a reasonable assurance engagement been performed. Accordingly, we do not express a reasonable assurance opinion on compliance with the compliance requirements.

Other than in our capacity as the independent assurance practitioners, we have no relationship with, or interests in, Strata Title Administration Limited.

## Use of Report

This report has been prepared for the Directors of Strata Title Administration Limited in accordance with the criteria above. We disclaim any assumption of responsibility for any reliance on this report to any persons or users other than the Directors of Strata Title Administration Limited, or for any purpose other than that for which it was prepared.

Forbes

Forbes Audit and Accounting Limited
30 April 2023
Auckland

**13 June 2023**

# Insurance Quotation for Body Corporate 124834

## 87 Wallace Road, Papatoetoe, Auckland

| | |
|---|---|
| **Renewal Period** | 17 July 2023 to 17 July 2024 |
| **Property Description** | 8 x Residential Units |
| **Replacement Value 2022 -2023** | $2,625,000 + GST - Sum Insured Inflationary Adjusted |
| **Replacement Value 2023 – 2024** | $3,065,000 + GST<br>Valuation Dated – 11 April 2023<br>Replacement Value increase of $440,000 – **Increase of 16.76%** |
| **Claims Costs Paid – Excluding GST** | 2017 – $844.44<br>2021 - $1,429.52 |

| Current Insurer 2022 – 2023 | Expiry Premium |
|---|---|
| **AIG Insurance New Zealand** | $7,081.84<br>Including GST |

**The premiums quoted below include the following Compulsory Government Levy charges which are calculated in accordance with the Guidelines provided:**

- **Fire & Emergency NZ Ltd (previously known as Fire Service Levy)**
- **Earthquake Commission (EQC)**

**Please note effective 1 October 2022, the cap on EQC residential buildings increases to $300,000 + GST from the current limit of $150,000 + GST.**
**This increases the levy charged from $300.00 + GST to $480.00 + GST per Unit**

**Total Government Levies including GST for this year is $5,421.79**

**Please note this is an increase of $1,656.00 over last year levies.**

| Insurer Quotes Provided 2023 – 2024 | Excess Structure | Quoted Premium |
|---|---|---|
| **AIG Insurance New Zealand** | $500 All Claims, except<br>$1,000 for Burglary & Malicious Damage<br>$2,500 for Theft claims (no evidence of forced entry)<br>$20,000 for Landslip/Subsidence<br>Earthquake – 1% of Material Damage Sum Insured, Minimum $1,000<br><br>**Terms Subject to**<br>**No Losses from Weather Events January and February 2023** | $9,074.45<br>Including GST |
| **NZI, a business division of IAG New Zealand Limited** | $250 for Owner Occupied Units<br>$400 for Tenanted Units<br>$500 for Common Area & Liability Claims<br>$1,000 for Unoccupied Units & Burglary<br>$2,500 for Theft claims (no evidence of forced entry) & Air BNB, Water Damage & Malicious Damage<br><br>$10,000 for Landslip/Subsidence<br>Earthquake – 2.5% of Material Damage Sum Insured, Minimum $2,500<br><br>**Terms Subject to**<br>**No Losses from Weather Events January and February 2023** | $11,081.11<br>Including GST |

## Recommendation

Utilising this 'balanced scorecard' approach for a review of the Insurer quotations, provides a weighted assessment of all the relevant factors for each Insurer that has quoted. Our recommendation is **AIG** for the next insurance year.

| | | NZI | | AIG | |
|---|---|---|---|---|---|
| **Factors** | Weighting | Score | w/a | Score | w/a |
| **Cover** | 40% | 3 | 1.2 | 4 | 1.6 |
| **Premium** | 35% | 3 | 1.05 | 4 | 1.4 |
| **Financial Rating** | 10% | 4 | 0.4 | 3 | 0.3 |
| **Excess** | 10% | 3 | 0.3 | 4 | 0.4 |
| **Existing Insurer** | 5% | 0 | 0 | 4 | 0.2 |
| **Total Score** | | | 7.375 | | 9.75 |

## Office Bearers Liability Renewal

This Policy covers the Chairperson, Committee Members and Bodies Corporate/Entity for their legal liability and associated defence costs for Wrongful Acts (as defined within the policy) arising from their Bodies Corporate duties.

Definition of Wrongful Act
any actual or alleged act, error, omission, breach of duty, breach of trust, breach of authority, misstatement or misleading statement by the Insured Person(s) while acting in their capacity as Insured Person(s) performing the Activities.

| **Chubb Insurance New Zealand Limited** | **Limit of Indemnity** | **Quoted Premium** Including GST |
|---|---|---|
| CHUBB | $1,000,000 Any one Claim and in the aggregate | $713.00 |
| | $2,000,000 Any one Claim and in the aggregate | $1,063.75 |
| **Standard and Poor's AA- Rating (Very Strong) Please see full details below** | $5,000,000 Any one Claim and in the aggregate | $2,328.75 |
| | **Excess** $1,000 All Claims | |
| | **Subject to receipt of a fully completed Office Bearers Liability Declaration prior to renewal date.** | |
| **Extensions** | - Unlimited Retroactive Date<br>- Bodies Corporate/Entity Liability to the Limit of Indemnity<br>- One Automatic Reinstatement of Limit of Indemnity<br>- Liability of an Insured Persons Spouse<br>- Liability of an Insured Person's Estate, Heir or Legal Representative<br>- Advancement of Defence Costs<br>- Continuous Cover<br>- Investigations, Inquiries, Prosecutions (Criminal or Otherwise)<br>- Discovery Period – 12 Months<br>- Loss of Documents<br>- Libel & Slander<br>- Intellectual Property – unintentional breaches<br>- Work Health and Safety Defence Costs – Limit to $250,000<br>- Costs In Addition with respect to a Section 9 Charge – Limited to 10%<br>- Severability and Non Imputation | |
| **Significant Exclusions** | - Fraud or Dishonesty & Personal Profits<br>- Prior Known Matters<br>- Pollution<br>- Asbestos<br>- Property Damage<br>- Contractual Undertaking – Bodies Corporate/Entity Only<br>- Communicable Disease Exclusion – Failure to Follow Protocols<br>- Consequential Loss<br>- Controlling Interests<br>- Terrorism<br>- Insolvency of the Bodies Corporate/Entity<br>- Non Complaint Cladding<br>- Failure to Maintain Adequate Insurance – this exclusion does not apply if the Property was fully insured for the previous 12 months | |

## Insurer Financial Strength Ratings

| | | |
|---|---|---|
| AIG New Zealand Limited | A | Standard & Poor's |
| Allianz New Zealand Limited | AA- | Standard & Poor's |
| Ando Insurance Group | A- | AM Best |
| Chubb Insurance New Zealand | AA- | Standard & Poor's |
| NZI, a business division of IAG New Zealand Limited | AA- | Standard & Poor's |
| QBE Insurance (Australia) Limited (NZ Branch) | A+ | Standard & Poor's |
| Vero Insurance New Zealand Limited | A+ | Standard & Poor's |
| Vero Liability Insurance Limited | A+ | Standard & Poor's |
| Zurich New Zealand | A+ | Standard & Poor's |

The following is an explanation of the Rating:

**Standard & Poor's**

| | |
|---|---|
| AAA | Extremely Strong |
| AA | Very Strong |
| A | Strong |
| BBB | Good |
| BB | Marginal |
| **B** | Weak |
| CCC | Very Weak |
| CC | Extremely Weak |
| SD | Selective Default |
| D | Default |
| R | Regulatory Supervision |
| NR | Not Rated |

The ratings from "AA" to "CCC" may be modified by the addition of a plus (+) or minus (-) sign to show relative standing within the major rating categories.

The rating scale above is in summary form.

A full description of this rating scale can be obtained from www.standardandpoors.com.

**AM Best**

| | |
|---|---|
| A++, A+ | Superior |
| A, A- | Excellent |
| B++, B+ | Fair |
| C++, C+ | Marginal |
| C, C- | Weak |
| D | Poor |
| E | Under Regulatory Supervision |
| F | In Liquidation |
| S | Suspended |

Ratings from "A" to "C" also may be enhanced with a "++" (double plus), "+" (plus) or "- "(minus) to indicate whether credit quality is near the top or bottom of the category.

| **Outlook** | **Definition** |
|---|---|
| Positive | Indicates possible rating upgrade due to favourable financial/market trends relative to the current rating level. |
| Negative | Indicates possible rating downgrade due to unfavourable financial/market trends relative to the current rating level. |
| Stable | Indicates low likelihood of a rating change due to stable financial/market trends. |

# BODIES CORPORATE - CLAIM PROCEDURES

Please complete the claim form and return (see contact details below) along with any supporting documentation including photos and quotes to repair/replace, plus any other reports where applicable.

It is in your best interests to return the completed claim form as soon as possible so the claim and be lodged and claim number allocated and then the other documentation can follow if required.

Once received we will forward to the Insurer for their consideration and let you know if an Assessor is required. An Assessor is appointed based on the type and extent of damage and depends on what the excess level will be for the type of claim being lodged.

Please note:

- For us to provide a claim number, we require the fully completed claim form to be returned so we can lodge with your Insurer who will issue the claim number, and
- Your excess applies to every claim and if recovery is an option, it will only be reimbursed after recovery is successful.

***Water Leaks***

If your claim involves leaking plumbing/roof, you need to arrange for a Plumber/Builder straight away to locate and fix the leak to stop additional damage from occurring. Knowing the cause of the leak is essential for the Insurer's to determine if the resultant damages are covered or not.

Please provide the Plumbers invoice so the cause can be confirmed.

If you have wet carpet, ceilings/gib board etc, in the first instance please arrange for someone to come and remove the water and start the drying process. The likes of Chem-Dry or Jaes are recommended. Until the drying process is complete, the full extent of the damages will not be known.

***Glass Breakages***

If your claim involves glass breakage and it causes a security issue, please ensure photos are taken to support your claim and arrange for replacement as soon as possible.

Please return the claim form, along with photos and invoice.

***Malicious Damage, Break Ins/Burglary & Theft***

Please ensure these situations are reported the the Police as soon as possible and that the Police File Number or Acknowledgement Slip is included when the claim form and other supporting documentation is returned.

***Wallace McLean Staff***

- *Please ensure your Bodies Corporate Number is in the subject line of your email*

| | | |
|---|---|---|
| Broker | Rebecca Redford | rebecca@wmmi.co.nz |
| Assistant | Lisa Russell | lisar@wmmi.co.nz |
| Claim Forms | https://www.wallacemclean.co.nz/claims/ | |

# WALLACE MCLEAN LIMITED
# FINANCIAL ADVISER DISCLOSURE STATEMENT

### Who are we?

| | | |
|---|---|---|
| Name of Financial Adviser | Rebecca Redford<br>FSP Number 85181 | Lisa Russell<br>FSP Number 635929 |
| Financial Service Provider | Wallace McLean Limited<br>FSP Number 39628 | |
| Telephone Number | +64 9 358 7230 | +64 9 358 1407 |
| Mobile Number | 021 733 586 | N/A |
| Email address | rebecca@wmmi.co.nz | lisar@wmmi.co.nz |
| Address | Level 3, 2 Emily Place, Auckland | |
| Website | www.wallacemclean.co.nz | |
| This Disclosure Statement was prepared on the 15th March 2021. | | |

### Important Information
This information will help you choose a Financial Adviser that best suits your needs. It will also provide some useful information about the Financial Adviser you choose and the regulations that exist to protect you.

### What sort of Financial Adviser am I?
We are Registered Financial Adviser (RFA) that give advice on behalf of Wallace McLean Limited who is a licensed Financial Adviser Provider by the Financial Market Authority of New Zealand (FMA) https://www.fma.govt.nz/.
We can give you advice about all types of commercial and domestic insurances.
We cannot give you advice on any investment products or any investment linked insurance contracts.

### How do Wallace McLean get paid for the financial advice and products that are provided to you?
If you decide to utilise our services and take insurance, the Insurer will pay Wallace McLean Ltd a commission, called Brokerage, based on the amount of the premium. Commissions range between 5 – 10% for Natural Disaster Insurance, 10 – 15% for Motor Insurance and 10 to 25% for other policy types.

Alternatively, Wallace McLean Limited may charge an agreed Service Fee, in lieu of commission (nett of brokerage).

Wallace McLean Limited do not receive commission on the Government Levies including the Fire & Emergency NZ Levy (FENZ) and the Earthquake Commission Levy (EQC) and any Taxes (GST).

Wallace McLean may charge a small additional Administration Fee which will be included on our premium invoices. This Administration Fee covers our processing costs.

### How do we act with integrity and avoid conflicts of interest?
To ensure that we prioritise your interests above Wallace McLean's, we follow an advice process that ensures recommendations are made based on your best interests. Our recommendations will consider the quantum of the premium, the policy coverage, the insurer's financial strength rating and our experience of the insurer's claims and general service. We will complete ongoing training about how to manage conflict of interests and a register of interests is maintained.

You should be aware there are potential conflicts of interest that you may need to take into consideration when you decide to seek and accept financial advice from Wallace McLean Limited or our Advisers. We will make you aware of any known conflicts when giving advice.

### Complaints Process

If you have a problem, concern or are dissatisfied with either a product or financial advice service that we have provided and you require action to be taken, please tell Wallace McLean Limited so that we can help to fix the issue. To make a complaint please follow this link http://wmmi.co.nz/ which will give details on our Complaints Process and how to make a complaint.

If you feel your complaint is not resolved to your satisfaction using our complaints process or you are dissatisfied with the response or resolution, you can contact the Financial Services Complaints Ltd (FSCL), which is a dispute resolution scheme of which we are a member**.**

This service will cost you nothing and is an independent service that will help investigate or resolve the complaint. You can click on this link to find out how to make a complaint to FSCL. http://www.fscl.org.nz/complaints/how-make-complaint

*You can contact FSCL at:*

| | | | |
|---|---|---|---|
| Postal Address | PO Box 5967, Wellington 6145 | Email | info@fscl.org.nz |
| Telephone | 0800 347 257 | Website | http://www.fscl.org.nz/ |

### Our duties to You

As Financial Advisers, we give financial advice to clients on Wallace McLean Limited's behalf. When giving advice we must:

- Hold a Level 5 New Zealand Certificate in Financial Services
- Maintain competence, knowledge, and skills for giving financial advice by completing continuing professional development.
- Abide by the Code of Professional Conduct for Financial Services and have ethical behaviour, good conduct and provide client care, available at https://www.mbie.govt.nz/assets/a96d1b4800/code-of-professional-conduct-for-financial-advice-services.pdf
- Listen to you carefully to discover your needs.
- Recommend products or services that meet your needs and explain why.
- Give clear and concise communication.
- Protect your information.
- Give priority to the your interests when giving financial advice.

### Who licenses and regulates us?

The Financial Markets Authority. You can report information about us to the Financial Markets Authority at: https://www.fma.govt.nz/contact/ or email questions@fma.govt.nz but if you want to complain you should use our dispute resolution procedures described under ***Complaints Process.***

### Declaration

I, Rebecca Redford/Lisa Russell declare that, to the best of our knowledge and belief, the information contained in this Disclosure Statement is true and complete and complies with the disclosure requirements in the Financial Markets Conduct (Regulated Financial Advice) Disclosures Amendment Regulations 2020.

WALLACE McLEAN
A howden company

# BODIES CORPORATE - MAJOR POLICY COVER/LIMIT/EXTENSION COMPARISON

| COVER TYPE | NZI, a business division of IAG New Zealand Limited | VERO Insurance New Zealand Limited | AIG Insurance New Zealand | Chubb Insurance New Zealand Limited | Ando Insurance Group Ltd on behalf of The Holland Insurance Company Pty Ltd | Zurich Australian Insurance Limited (New Zealand) |
|---|---|---|---|---|---|---|
| **Insurer Financial Rating** | AA- Strong - Standards & Poor's | A+ Strong - Standards & Poor's | A+ Strong - Standards & Poor's | AA- Very Strong - Standards & Poor's | A -Excellent - AM Best | A+ Strong - Standards & Poor's |
| **APPLIES TO ALL UNITS REGARDLESS OF USE** | | | | | | |
| **Margins Clause -** The additional sum insured over and above the replacement value sum insured | 10% Excluding Natural Disaster perils | 25% Including Natural Disaster perils | 25% Excluding Natural Disaster perils | 10% Excluding Natural Disaster perils | 25% Excluding Natural Disaster perils | 10% Excluding Natural Disaster perils |
| **Gradual Water Damage** - Covers Hidden Gradual Damage to the building caused by water leaks from internal water system (meaning pipes) within the apartment | $5,000 any one Event<br>$50,000 maximum for all Units | $5,000 per Unit<br>$20,000 any one Period of Insurance | $5,000 per Unit<br>$25,000 in the Aggregate | $5,000 per Unit<br>$50,000 in the Aggregate | $5,000 per Unit<br>$50,000 in the Aggregate | $5,000 |
| **Stolen or Lost Keys Cover -** The costs of altering locks and replacing keys when access keys are lost or stolen | $25,000 | $50,000 | $50,000 | $10,000 | $10,000 | Included |
| **Unlawful Substances - providing Landlord Obligations below as fully met** | Caused by the manufacture, storage or distribution of Methamphetamine<br><br>$30,000 for each unit/period including $250,000 in total for all claims during the annual period Landlord Contents | Contamination caused by the manufacture, supply, storage, possession, distrubution or use of any controlled drug as defined in the Misue of Drugs<br><br>$50,000 any one occurrence to a maximum to $250,000 any one insurance year | All loss resulting from the manufacture, storage or distribution of any Controlled Drug as defined in the Misue of Drugs Act 1975.<br><br>$50,000 any one loss but limited to $250,000 any one insurance year | Contamination resulting from the manufacture, storage or distribution of any Controlled Drug as defined in the Misue of Drugs Act 1975.<br><br>$50,000 any one loss but limited to $250,000 any one insurance year | Loss or Damage in connection with the manufacture, storage, distribution or use of any Controlled Drug as defined in the Misue of Drugs Act 1975.<br><br>$50,000 per Unit but limited to $250,000 any one period of insurance | $50,000 any one loss but limited to $250,000 any one insurance year |

| | | | | | | |
|---|---|---|---|---|---|---|
| **Landlord Obligations** | The following must be complied with for this extension to provide cover:<br>1.Satisfactory verbal & written references<br>be obtained from all Tenants<br>2.An internal & external examination be undertaken every 3 months or on change of Tenants.<br>A written record be kept of the outcome of each Inspection. | The following must be complied with for this extension to provide cover:<br>1.Satisfactory verbal & written references be<br>obtained from all Tenants<br>2.An internal & external examination be undertaken every 6 months or on change of Tenants.<br>A written record be kept of the outcome of each Inspection. | The following must be complied with for this extension to provide cover:<br>1.Satisfactory verbal & written references<br>be obtained from all Tenants<br>2.An internal & external examination be undertaken every 3 months or on change of Tenants.<br>A written record be kept of the outcome of each Inspection. | The following must be complied with for this extension to provide cover:<br>1. Exercise reasonable care in the selection<br>of tenant(s) by obtaining at least satisfactory verbal or written references;<br>2. An external & internal inspection of the property every 3 months & upon the change of every tenancy<br>A written record be kept of the outcome of | The following must be complied with for this extension to provide cover:<br>1.Satisfactory verbal & written references<br>be obtained from all Tenants<br>2.An internal & external examination be undertaken every 3 months or on change of Tenants.<br>A written record be kept of the outcome of each Inspection. | The following must be complied with for this extension to provide cover:<br>1.Satisfactory verbal & written references<br>be obtained from all Tenants<br>2.An internal & external examination be undertaken every 3 months or on change of Tenants.<br>A written record be kept of the outcome of each Inspection. |
| **Electric Motors/Fusion/Self Ignition -** Covers accidental loss to electric motors, switchboards, or electronic locking systems, caused by abnormal electric current | Limited to 10kw | Motors up to 5kw | Motors up to 5kw or<br>$5,000 if in excess of 5kw | Motors up to 5kw | A written record be kept of the outcome of each Inspection. | A written record be kept of the outcome of each Inspection. |
| **Malicious Damage by Tenants -** Covers intentional damage caused by tenants to your unit | $5,000 per Unit any one loss<br>$50,000 in total for nay one loss and in the<br>period of insurance | Included | Included to the Policy Limit | Included to the Policy Limit | Included to the Policy Limit | Included to the Policy Limit |
| **Machinery Breakdown (applies to Lifts) -** Covers the cost of repairing broken machinery; e.g. Lifts and Air Conditioning Units – but does not cover wear and tear | $20,000 any one event | $10,000 any one event<br>$50,000 any one period of insurance | $10,000 per claim<br>$20,000 per year | $20,000 | $10,000 any one event<br>$10,000 any one period of insurance | $50,000 |
| **Subsidence /Landslip (Sudden not Gradual) -** Damage to the building and contents, not the land. Please refer to the Earthquake Commission for details of what coverage is available for your Land | $500,000 | $250,000 | $100,000 | $500,000 | $500,000 | $250,000 |
| **Public Liability** | $10,000,000 | $10,000,000 | $10,000,000 | $10,000,000 | $10,000,000 | $10,000,000 |
| **Statutory Liability** | $1,000,000 | $1,000,000 | $1,000,000 | $1,000,000 | $1,000,000 | $1,000,000 |
| **APPLIES TO ALL RESIDENTIAL USE UNITS** | | | | | | |
| **Loss of Rents – Long Term Tenanted Residential Units -** Covers the rent you receive from your tenant under the Tenancy Agreement if the unit becomes uninhabitable as a result of an accepted property claim | $100,000 per Unit | $100,000 per Unit | $100,000 Per Unit | $100,000 per Unit | $100,000 per Unit | $100,000 per Unit |
| **Alternative Accommodation – Owner Occupied Units** - Covers your reasonable additional living expenses, including boarding out your domestic cat or dog, if the unit becomes uninhabitable as a result of an accepted property claim | $100,000 per Unit | $100,000 per Unit | $100,000 Per Unit | $100,000 per Unit | $100,000 per Unit | $100,000 per Unit |

| | | | | | | |
|---|---|---|---|---|---|---|
| **Indemnity Period -** The maximum period you can claim for loss of rents or alternative accommodation starting from the date of loss | 24 Months | 24 Months | 24 Months | 24 Months | 24 Months | 24 Months |
| **Landlords Fixtures/Fittings for Tenanted Residential Units -** When your unit is tenanted, this extension covers your units' fixtures, fittings, including appliances and carpets | $25,000 per Tenanted Unit $500,000 max any one period of Insurance | $25,000 per Tenanted Unit | $25,000 per Tenanted Unit | $25,000 per Tenanted Unit | $25,000 per Tenanted Unit | $25,000 per Tenanted Unit |
| **APPLIES TO ALL COMMERCIAL USE UNITS** | | | | | | |
| **Loss of Rents – Limit is for all Units, not per Unit** | Not Applicable | Not Applicable | Not Applicable | Not Applicable | Not Applicable | Not Applicable |
| **Claims Preparation Costs (if Loss of Rents are Insured)** | $20,000 | $20,000 | $20,000 | $20,000 | $20,000 | $20,000 |
| **Indemnity Period -** The maximum period you can claim for loss of rents or alternative accommodation starting from the date of loss | 24 Months | 24 Months | 24 Months | 24 Months | 24 Months | 24 Months |

Strata Title Administration Ltd
bc@stratatitle.co.nz
www.bodycorporate.co.nz

# Proposed Budget
# to apply from 01/06/2023

Auckland Phone (09) 307 3721
PO BOX 3187, Auckland 1140
Wellington Phone (04) 974 1011
PO Box 384, Wellington 6140
Christchurch Phone (03) 925 8749
Unit 5, 71 Gloucester Street,
Christchurch 8013

Body Corporate 124834 — 87 Wallace Road, Papatoetoe, Auckland 2025

## Working Account

| | Proposed budget | Actual 01/06/2022-31/05/2023 | Previous budget |
|---|---|---|---|
| **Revenue** | | | |
| Levies Due--Admin | 17,068.20 | 17,215.59 | 17,215.59 |
| *Total revenue* | 17,068.20 | 17,215.59 | 17,215.59 |
| **Less expenses** | | | |
| Admin--Management Fees--Standard | 3,330.00 | 3,250.00 | 3,250.00 |
| Insurance--Office Bearers Liability | 1,063.75 | 1,063.75 | 1,063.75 |
| Insurance--Premiums | 9,074.45 | 7,081.84 | 7,081.84 |
| Insurance--Valuation | 0.00 | 736.00 | 720.00 |
| Maint Bldg--Fire Protection--Extinguishers | 100.00 | 0.00 | 100.00 |
| Maint Bldg--General Maintenance & Disbursements | 1,500.00 | 661.85 | 2,500.00 |
| Maint Grounds--Lawns & Landscaping | 1,000.00 | 400.00 | 1,500.00 |
| Utility--Electricity (Common Area) | 1,000.00 | 941.39 | 1,000.00 |
| *Total expenses* | 17,068.20 | 14,134.83 | 17,215.59 |
| **Surplus/Deficit** | 0.00 | 3,080.76 | 0.00 |
| Opening balance | 21,631.27 | 18,550.51 | 18,550.51 |
| **Closing balance** | $21,631.27 | $21,631.27 | $18,550.51 |

| | Proposed budget | | Previous budget |
|---|---|---|---|
| Total units of entitlement | 1000000 | | 1000000 |
| Levy contribution per unit entitlement | $0.02 | | $0.02 |

## Contingency Fund

| | Proposed budget | Actual 01/06/2022-31/05/2023 | Previous budget |
|---|---|---|---|
| **Revenue** | | | |
| 1 Levies Due--Contingency Fund | 10,350.00 | 9,999.96 | 10,000.00 |
| *Total revenue* | 10,350.00 | 9,999.96 | 10,000.00 |
| **Surplus/Deficit** | 10,350.00 | 9,999.96 | 10,000.00 |
| Opening balance | 18,292.05 | 8,292.09 | 8,292.09 |
| **Closing balance** | $28,642.05 | $18,292.05 | $18,292.09 |

| | | | |
|---|---|---|---|
| Total units of entitlement | 1000000 | | 1000000 |
| Levy contribution per unit entitlement | $0.01 | | $0.01 |

# POSTAL VOTING FORM
## Form 12

(pursuant to Section 103, Unit Titles Act 2010)

**TO MANAGER:** Devon Sansbury /@ Strata Title Administration Limited

**EMAIL ADDRESS:** devonsansbury@stratatitle.co.nz

**BODY CORPORATE:** 124834

**PROPERTY AT:** 87 Wallace Road, Papatoetoe, Auckland 2025

**Instructions**
You are entitled to vote at the Body Corporate AGM 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 by ticking one of the 3 right hand columns of the table.

I/We, ______________________

being the owner(s) of Unit(s) ______________ intend to cast the following postal vote at the meeting of Body Corporate Number 124834 to be held at 4:00pm on Tuesday, 4 July 2023.

**Important: this completed Postal Voting form needs to be submitted to Strata Title Administration Limited by 5:00pm on Monday, 3 July 2023.**

| | | Vote For | Vote Against | Abstain |
|---|---|---|---|---|
| **Item** | ***See agenda for wording of resolution*** | ***Please tick one of the boxes to vote.*** | | |
| 1 | Appoint a Chairperson of the Meeting | ☐ | ☐ | ☐ |
| 2 | Accept Apologies, Proxies and Postal Votes | ☐ | ☐ | ☐ |
| 3 | Conflict of Interest Register | ☐ | ☐ | ☐ |
| 4 | Financials | ☐ | ☐ | ☐ |
| 5 | Report from the Committee | ☐ | ☐ | ☐ |
| 6 | Chairperson of the Body Corporate | ☐ | ☐ | ☐ |
| 7 | Committee | ☐ | ☐ | ☐ |
| 8 | Delegating powers & duties to Committee (Section 108)* | ☐ | ☐ | ☐ |
| 9 | Office Bearers Liability Insurance | | | |
| 10 | Renewal of Insurance policy | ☐ | ☐ | ☐ |
| 11 | Insurance Excess | ☐ | ☐ | ☐ |
| 12 | Common Maintenance | ☐ | ☐ | ☐ |
| 13(i) | Review Long Term Maintenance Plan | ☐ | ☐ | ☐ |
| 13(ii) | Arrange required Maintenance | ☐ | ☐ | ☐ |

| | | Vote For | Vote Against | Abstain |
|---|---|---|---|---|
| **Item** | ***See agenda for wording of resolution*** | ***Please tick one of the boxes to vote.*** | | |
| 14 | Long Term Maintenance Fund | ☐ | ☐ | ☐ |
| 15 | Health & Safety | ☐ | ☐ | ☐ |
| 16(i) | Budget adopted and levy due date set | ☐ | ☐ | ☐ |
| 16(ii) | Strata to pay standard/regular accounts | ☐ | ☐ | ☐ |
| 17 | Debt Collection regime | ☐ | ☐ | ☐ |
| 18 | Tax Agent | ☐ | ☐ | ☐ |
| 19 | Audit* | ☐ | ☐ | ☐ |
| 20 | Communication | ☐ | ☐ | ☐ |
| 21 | Minutes to be a record | ☐ | ☐ | ☐ |

***** *Special Resolution required whilst all others require Ordinary Resolutions to pass*

**Date:**

**Signature/s of eligible voter/s**

**If the unit is owned by more than 1 person, every owner must sign the form.**

**Notes**

1. Your postal vote will not be counted if any body corporate levies, or other amounts that are payable in respect of your unit, are outstanding.

2. 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.

3. 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.

4. 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.

5. 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.

6. If the unit is owned by more than 1 person, every owner or his or her authorised representative must sign the form.

Strata Title Administration Ltd

bc@stratatitle.co.nz

www.bodycorporate.co.nz

Auckland Phone (09) 307 3721
PO Box 3187, Auckland 1140

Wellington Phone (04) 974 1011
PO Box 384, Wellington 6140

Christchurch Phone (03) 925 8749
PO Box 28171, Christchurch 8242

# PROXY APPOINTMENT FORM

**Form 11:** Section 102(3), Unit Titles Act 2010

**TO MANAGER:** Devon Sansbury /@ Strata Title Administration Limited

**EMAIL ADDRESS:** devonsansbury@stratatitle.co.nz

**BODY CORPORATE:** 124834

**PROPERTY AT:** 87 Wallace Road, Papatoetoe, Auckland 2025

## PROXY APPOINTMENT

I/We, __________

being the owner(s) of Unit(s) _____ and therefore an eligible voter within the meaning of section 96(1) of the Unit Titles Act 2010, appoint: __________

as my/our proxy for the purposes of the general meeting of the Body Corporate to be held at: **4:00pm on Tuesday, 4 July 2023.**

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

**Date**

__________

**Signature/s of eligible voter/s**

__________

**(If the unit is owned by more than 1 person, every owner must sign the form).**

**Important: this completed Proxy form needs to be submitted to Strata Title Administration Limited by 5:00pm on Monday, 3 July 2023.**

**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 texts of motions are 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 person(s) signing this proxy form signs as duly authorised agent of the owner.

| Item | **AGENDA ITEMS \| Summary of Motions** | **TYPE OF RESOLUTION** |
|---|---|---|
| 1 | Appoint a Chairperson of the Meeting | *Ordinary Resolution* |
| 2 | Accept Apologies, Proxies and Postal Votes | *Ordinary Resolution* |
| 3 | Conflict of Interest Register | *Ordinary Resolution* |
| 4 | Financial Statements | *Ordinary Resolution* |
| 5 | Report from the Committee | *Ordinary Resolution* |
| 6 | Chairperson of the Body Corporate | *Ordinary Resolution* |
| 7 | Committee | *Ordinary Resolution* |
| 8 | Delegating powers & duties to Committee (Section 108)* | *Special Resolution* |
| 9 | Office Bearers Liability Insurance | *Ordinary Resolution* |
| 10 | Renewal of Insurance policy | *Ordinary Resolution* |
| 11 | Insurance Excess | *Ordinary Resolution* |
| 12 | Common Maintenance | *Ordinary Resolution* |
| 13(i) | Review Long Term Maintenance Plan | *Ordinary Resolution* |
| 13(ii) | Arrange Required Maintenance | *Ordinary Resolution* |
| 14 | Long Term Maintenance Fund | *Special Resolution* |
| 15 | Health & Safety | *Ordinary Resolution* |
| 16(i) | Budget adopted and levy due date set | *Ordinary Resolution* |
| 16(ii) | Strata to pay standard/regular accounts | *Ordinary Resolution* |
| 17 | Debt Recovery Regime | *Ordinary Resolution* |
| 18 | Tax Agent | *Ordinary Resolution* |
| 19 | Audit* | *Special Resolution* |
| 20 | Communication | *Ordinary Resolution* |
| 21 | Minutes to be a record | *Ordinary Resolution* |

***Note:*** *This is not a voting form and is for reference only. If you wish to vote and cannot attend the meeting please complete the Postal Voting Form.*