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

9 June 2025

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 2:00 pm on Monday, 23 June 2025 via MS Teams video conference facility and postal vote only.

*Please use the link below to register before the meeting date.*

*Register for BC 124834 AGM*

If you are unable to attend, to enable the meeting to reach a quorum please would you complete the enclosed proxy form appointing a representative who will attend on your behalf. If you wish you may nominate Strata as your proxy. You may alternatively complete and submit the postal voting form or use the pre-meeting voting link in your owner's portal (you will receive an automated email from Strata regarding this shortly). If you appoint a proxy or submit a postal voting form, please ensure you sign the form before emailing it to Strata. If you want to vote electronically during the meeting, please **send your postal vote via email** to bc@stratatitle.co.nz or you can text your vote to the number which will be advised by your chairperson in the meeting. We thank you for your understanding and cooperation with respect to the convening of your AGM.

For your easy reference, a copy of the agenda, along with all the documents for the Annual General Meeting can also be accessed by logging in to your owners portal here.

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,

Chantel de Vos
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 via MS Teams video conference facility and postal vote only on Monday, 23 June 2025 commencing at 2:00 pm.

A link to register to attend the meeting online via MS Teams has also 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, POSTAL AND PRE-MEETING ELECTRONIC VOTES**

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

**3 FINANCIAL STATEMENTS**

Discussion of the attached financial report.

To consider resolving: That the Body Corporate approves the financial report for the period 1 June 2024 to 31 May 2025.

**4 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 at the meeting)*.

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

**5 CHAIRPERSON OF THE BODY CORPORATE**

A nomination has been received for Mukesh Chand to be appointed as Chairperson of the Body Corporate and Chairperson of the Committee.

To consider resolving: That the Body Corporate appoints Mukesh Chand as the Chairperson of the Body Corporate and Committee.

**6 COMMITTEE**

**(i)** Nominations have been received for Mukesh Chand, Mohammed Ali, Ranjeev Kumar and Myur Jain to be candidates for election as committee members.

To consider resolving: That the Body Corporate elects a committee of four members, which shall have a quorum of three members, comprising: Mukesh Chand, Mohammed Ali, Ranjeev Kumar and Myur Jain.

**(ii) 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.

**7 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.

**8 OFFICE BEARERS LIABILITY (OBL) 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. Quotations for OBL cover have been requested from Howden. It is anticipated that these quotations will be received prior to the AGM, in which case they will be tabled at the meeting.

To consider resolving: That the Body Corporate Committee is to decide which quote to accept for OBL cover, to cover both indemnity and defence costs, for the period **17 July 2025** to **17 July 2026.**

## 9 BODY CORPORATE REINSTATEMENT INSURANCE

Discussion of the Body Corporate's reinstatement insurance and valuation requirements. Quotations for reinstatement insurance have been requested from Howden. It is anticipated that these quotations will be received prior to the AGM, in which case they will be tabled at the meeting.

To consider resolving: That the Body Corporate Committee is to decide which quote to accept for principal insurance cover for the period 17 July 2025 to 17 July 2026, and that Strata is to arrange the 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.

## 10 INSURANCE EXCESS

The excesses which apply when a claim is made under the Body Corporate's principal material damage policy are set out in the quotation document.

**Broker Contact Details:**
Wallace McLean Limited, part of Howden Group Holdings Limited
Rebecca Redford: rebecca.redford@howdengroup.com
Lisa Russell: Lisa.Russell@howdengroup.com

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.

## 11 SERVICE CONTRACT

Discussion of the administrative requirements of the Body Corporate.

To consider resolving: That the Body Corporate signs a new updated Service Contract with Strata to assist the Body Corporate to perform its duties under the Act and Regulations, which Service Contract is to be agreed with and signed by the Committee or Chairperson in general conformity with the copy attached to this AGM agenda.

## 12 COMMON MAINTENANCE MATTERS

To consider resolving: That the Body Corporate's Committee is to agree, approve and arrange 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

**(i)** The Health & Safety at Work Act 2015 (HSWA) came in to force in April 2016. The HSWA introduced 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.

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.

**Note:** *At the time of sending the agenda, the insurance quote was unavailable, the quotes will be sent to the Committee for approval and presented at the AGM for ratification. In the proposed budget there is an indicative amount which is a 2.5% increase on the 2024 insurance premium. The budget will be amended at the AGM.*

To consider resolving:

**(i)** That the Body Corporate adopts an **operating account budget** of **$20,255.93** and a **contingency fund budget** of **$11,087.18** for the period 1 June 2025 to 31 May 2026 and sets the levies to be due in two equal instalments on 1 November 2025 and 1 March 2026.

**(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 the Body Corporate reaffirms its previous comprehensive debt collection regime resolution that seeks to recover from owners who do not pay their levies on time, the full costs associated with all aspects of collecting those levies which term includes all other sums due from the owners to the Body Corporate (please see minutes of previous AGM's detailing the Debt Collection Regime which are on the Body Corporate's 'Owner Portal' at www.stratatitle.co.nz).

**18 TAX AGENT**

To consider resolving: That the Body Corporate authorises Strata to appoint Bendall and Cant Limited, Chartered Accountants, on their normal terms and conditions, to act as tax agent for the Body Corporate for all tax types and to obtain information from Inland Revenue as required about the Body Corporate.

**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 if any interest is earned on Body Corporate funds it is to 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**

Strata Title Administration Ltd

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Christchurch 8013

**Body Corporate: 124834**
**Property at: 7 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**

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**FOR THE FINANCIAL YEAR 01 JUNE 2024 TO 31 MAY 2025**

**INDEX**



**Strata Title Administration Ltd**
**Dated: 4 June 2025**

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

# Statement of Financial Position
## As at 31/05/2025

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** | |
| **Operating Account** | |
| Operating Surplus/Deficit--Operating | 840.06 |
| Owners Equity--Operating | 21,458.29 |
| | 22,298.35 |
| **Contingency Fund** | |
| 1 Operating Surplus/Deficit--Contingency | 10,712.24 |
| 1 Owners Equity--Contingency | 28,642.03 |
| | 39,354.27 |
| **Net owners' funds** | **$61,652.62** |
| **Represented by:** | |
| **Assets** | |
| **Operating Account** | |
| Cash at Bank--Operating Account | 17,926.79 |
| Receivable--Levies--Operating | 4,371.56 |
| Receivable--Owners--Operating | 540.50 |
| | 22,838.85 |
| **Contingency Fund** | |
| 1 Cash at Bank--Contingency | 36,818.73 |
| 1 Receivable--Levies--Contingency | 2,535.54 |
| | 39,354.27 |
| **Unallocated Money** | |
| Cash at Bank--Unallocated | 250.48 |
| | 250.48 |
| *Total assets* | 62,443.60 |
| **Less liabilities** | |
| **Operating Account** | |
| Payables--Others--Operating | 540.50 |
| | 540.50 |
| **Contingency Fund** | |
| | 0.00 |
| **Unallocated Money** | |
| Prepaid Levies | 250.48 |
| | 250.48 |
| *Total liabilities* | 790.98 |
| **Net assets** | **$61,652.62** |

Strata Title Administration Ltd
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www.bodycorporate.co.nz

# Statement of Financial Performance for the financial year to 31/05/2025

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

## Operating Account

| | Current period 01/06/2024-31/05/2025 | Annual budget 01/06/2024-31/05/2025 |
|---|---|---|
| **Revenue** | | |
| Levies Due--Operating | 18,975.10 | 18,975.11 |
| *Total revenue* | 18,975.10 | 18,975.11 |
| **Less expenses** | | |
| Admin--Management Fees--Standard | 3,433.50 | 3,433.50 |
| Insurance--Office Bearers Liability | 713.00 | 713.00 |
| Insurance--Premiums | 9,928.60 | 9,928.61 |
| Insurance--Valuation | 759.00 | 0.00 |
| Maint Bldg--Fire Protection--Extinguishers | 0.00 | 100.00 |
| Maint Bldg--General Maintenance & Disbursements | 143.52 | 1,500.00 |
| Maint Grounds--Lawns & Landscaping | 1,780.00 | 2,000.00 |
| Utility--Electricity (Common Area) | 1,377.42 | 1,300.00 |
| *Total expenses* | 18,135.04 | 18,975.11 |
| **Surplus/Deficit** | 840.06 | 0.00 |
| Opening balance | 21,458.29 | 21,458.29 |
| **Closing balance** | **$22,298.35** | **$21,458.29** |

## Contingency Fund

| | Current period 01/06/2024-31/05/2025 | Annual budget 01/06/2024-31/05/2025 |
|---|---|---|
| **Revenue** | | |
| 1 Levies Due--Contingency Fund | 10,712.24 | 10,712.25 |
| *Total revenue* | 10,712.24 | 10,712.25 |
| **Less expenses** | | |
| 1 Maint Bldg--Building Wash | 0.00 | 1,107.00 |
| 1 Maint Bldg--Electrical | 0.00 | 443.00 |
| 1 Maint Bldg--Plumbing & Drainage | 0.00 | 665.00 |
| 1 Maint Bldg--Roof Maintenance & Repairs | 0.00 | 1,241.00 |
| 1 Maint Grounds--Driveway & Plants | 0.00 | 3,947.00 |
| 1 Maint Grounds--Fencing--Boundary | 0.00 | 1,676.00 |
| *Total expenses* | 0.00 | 9,079.00 |
| **Surplus/Deficit** | 10,712.24 | 1,633.25 |
| Opening balance | 28,642.03 | 28,642.03 |
| **Closing balance** | **$39,354.27** | **$30,275.28** |

**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 2024 TO 31 MAY 2025**

## 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.

### (d) Goods and Services Tax

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

### (e) 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.

### (f) 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 2025.***

### (b) Levies contained in the Statement of Financial Position

The entity has outstanding levies ***as at 31 May 2025.*** *(please see attached Levy Positions – In Arrears Report).*

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

### (c) Outstanding Owners' Invoices contained in the Statement of Financial Position

The entity has outstanding owners' invoices ***as at 31 May 2025.*** *(Please see attached Outstanding Owners' Invoices Report).*

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

**(d) Outstanding Accounts contained in the Statement of Financial Position**

The entity has outstanding accounts ($540.50) in terms of 'Debt Collection Fees' to be collected and paid to Strata ***as at 31 May 2025.***

**(e) Variances in Accounts contained in the Statement of Financial Performance**

- **Insurance – Valuation** was not budgeted. Budget in the 2026 financial year will be adjusted accordingly.

Strata Title Administration Ltd

bc@stratatitle.co.nz
www.bodycorporate.co.nz

# Levy Positions - In Arrears
# for the financial year to 31/05/2025

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

## Operating Account

| | | | Standard levies | | | | Special levies | | | | Interest | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Lot | Unit | Paid to | Due | Paid | Arrears | Advance | Due | Paid | Arrears | Advance | Due | Paid | GST due |
| 1 | A | 31/10/2023 | 2,130.90 | (1,615.24) | 3,746.14 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3 | C | 28/02/2025 | 2,290.77 | 1,665.35 | 625.42 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | 4,421.67 | 50.11 | 4,371.56 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | **Due Excl. GST** | | 4,421.67 | | | | 0.00 | | | | | | |

## Contingency Fund

| | | | Standard levies | | | | Special levies | | | | Interest | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Lot** | **Unit** | **Paid to** | **Due** | **Paid** | **Arrears** | **Advance** | **Due** | **Paid** | **Arrears** | **Advance** | **Due** | **Paid** | **GST due** |
| 1 | A | 31/10/2023 | 1,202.98 | (979.47) | 2,182.45 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3 | C | 28/02/2025 | 1,293.24 | 940.15 | 353.09 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | 2,496.22 | (39.32) | 2,535.54 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | **Due Excl. GST** | | 2,496.22 | | | | 0.00 | | | | | | |

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

# Outstanding Owners Report
## As at 31/05/2025

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

| Due | Lot | Unit | Owner | Description | Account name | Invoice amount | Unpaid |
|---|---|---|---|---|---|---|---|
| **Body Corporate 124834** | | | | **87 Wallace Road, Papatoetoe Auckland 2025** | | | |
| 1/05/25 | 1 | A | Mr RN & Mrs DP Mudekunye | Lot 1: to on-charge Strata Title, INV-73257, Handover to Lawyer for DC, INV $287.50, incl GST | Recovery--Legal Fees & Debt Collection | 287.50 | 287.50 |
| 30/05/25 | 3 | C | Mr W Thomason & Ms C Guichenet | Lot 3: Debt recovery DC 3 | Admin--Debt Collection Fees | 253.00 | 253.00 |
| | | | | | | | 540.50 |

**AGREEMENT** dated the 23rd of June 2025

**PARTIES:** **BODY CORPORATE NO 124834,** property known **as 87 Wallace Road, Papatoetoe** (**The Body Corporate**)

AND

**STRATA TITLE ADMINISTRATION LIMITED** (**Strata**)

**BACKGROUND:**

A. The Body Corporate has appointed Strata, as the Body Corporate Manager, to provide Body Corporate management and secretarial services.

B. The parties have agreed the terms of that appointment and record them in this agreement.

## 1. APPOINTMENT

The Body Corporate appoints Strata to provide the services set out in the First and Second Schedules and has appointed Strata as its agent for those purposes and Strata agrees to such appointment.

## 2. SERVICE FEE

The service fee for this contract is payment by the Body Corporate of $3,536.00 including GST, per annum, aligned to the financial year of the Body Corporate, plus disbursements which sums may be changed by resolution at a general meeting of the Body Corporate. The service fee shall be increased annually on each anniversary of the commencement date of this agreement by the percentage increase in the Consumer Price Index (All Groups) for the nearest 12 month period immediately preceding each anniversary of the commencement date, provided that the service fee payable under this clause shall not be less than the service fee payable under this agreement immediately before the applicable anniversary of the commencement date. The service fee represents remuneration for performance by Strata of the services set out in the First Schedule and does not include the additional services set out In the Second Schedule which will be charged for on a time and attendance basis plus disbursements. The service fee is inclusive of Strata's attendance at two (2) Committee Meetings.

## 3. TERM

Initially **2** years commencing on **1 June 2025** and ending on **31 May 2027** and if written notice of termination is not given within the 30-day period prior to the date on which this agreement ends the agreement will continue in perpetuity for further periods of two (2) years on the same terms and conditions.

## 4. BREACH BY STRATA

If Strata is in breach of any of its obligations hereunder the Body Corporate by its agent the Committee or the Chairperson shall give Strata written notice of the breach and if such breach continues for four weeks after receiving written notice specifying such breach then, but not otherwise, this agreement may be terminated by the Body Corporate by giving two months' written notice to that effect to Strata.

## 5. RETURN OF RECORDS AND FUNDS ON TERMINATION

In the event of a termination, all records, funds, and other things of or relating to the Body Corporate shall be returned by the manager in compliance with the requirements of Strata Communities Association of New Zealand and no later than 30 days following such termination.

## 6. TAX AGENT

The Body Corporate authorises Strata to appoint a tax agent on its behalf. The tax agent will 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.

## 7. CODE OF CONDUCT

Strata will comply with the managers' code of conduct set out in the Unit Titles Regulations 2011. The parties acknowledge that Strata may receive a commission related to work in the placement of insurance by the Body Corporate from time to time.

## 8. REPORTING REQUIREMENTS

Strata shall report annually in detail as required from time to time by the Body Corporate committee on the performance of its functions and duties under this agreement.

## 9. REVIEWS

The parties may require reviews of Strata's performance annually measuring the provision of its services against the requirements for notice and conduct of general meetings of the Body Corporate set out in the Unit Titles Act 2010.

## EXECUTION

Signed by Body Corporate **124834**
by its duly authorised agent

________________________________________

_________________as Chairperson of the Body Corporate

Witness:

________________________________________

__________________ as a Committee Member of the Body Corporate

Signed on behalf of Strata
Title Administration Limited

________________________________________

____________________ as a Director of Strata

## FIRST SCHEDULE: SERVICES

Strata shall provide the following services;

(a) Maintaining a register of unit owners;

(b) Preparing the agenda for each Annual General Meeting;

(c) Assisting the Chairperson in the convening and chairing of each Annual General Meeting and, if agreed at the start of the Annual General Meeting, chairing that meeting;

(d) Recording resolutions voted on and whether they were passed at any Annual General Meeting;

(e) Preparing the Minutes of each Annual General Meeting;

(f) Keeping financial accounts and records and assisting the Body Corporate to comply with either section 132(2) or 132(8) of the Act by submitting the Body Corporate's financial statements to an auditor or to an accountant;

(g) Preparation of the annual operating budget to be reviewed and accepted by the Body Corporate at its Annual General Meeting or as alternatively directed by the Chairperson/Committee/Body Corporate.

(h) Issuance and collection of annual levies from unit owners. To be administered in accordance with debt collection arrangements agreed with the Body Corporate which will usually be via a resolution at a general meeting. This includes annual levies paid in **TWO** instalments.

(i) Receiving reports from the Body Corporate Committee and distributing them to unit owners;

(j) Signing documents as directed to do so by the Body Corporate or its Committee or its Chairperson;

(k) Dealing with any insurer providing insurance for the Body Corporate, including engaging a valuer and assisting with enquiries to or from the relevant insurance broker including without limitation receiving quotes for insurance and assisting with insurance claims;

(l) Appointing on behalf of the Body Corporate an agent pursuant to section 171 of the Act, and notifying the Tenancy Tribunal of the appointment of any such agent;

(m) Appointing and engaging any solicitors on behalf of the Body Corporate, including in accordance with any direction by the Body Corporate or its Committee or its Chairperson, to enforcing collection of any funds due from any debtor by virtue of any money order or any other issue either within or outside of the jurisdiction of the Tenancy Tribunal;

(n) Undertaking all dealings on behalf of the Body Corporate with any Building Manager (if any) and in relation to any management agreement pursuant to the directions of the Body Corporate or its Committee or its Chairperson;

(o) Paying all accounts of the body corporate as they fall due;

(p) Operating bank accounts on behalf of the Body Corporate within Strata's audited Trust Account held with the ASB Bank, (which shall always enable the body corporate's funds to be able to be identified and verified), subject to any terms or directions given by the Body Corporate or its Committee or its Chairperson.

## SECOND SCHEDULE: ADDITIONAL SERVICES

Upon written request from the Body Corporate or its Committee or its Chairperson, Strata will undertake the following additional services and charge on a time and attendance basis plus disbursements:

(a) Providing any certificates or information on behalf of the Body Corporate or on behalf of an owner under Part 2 Subpart 14 of the Act;

(b) Attendance on any solicitors or other agents appointed to act for the Body Corporate either under section 171 of the Act or in any other Court or Tribunal;

(c) Convening and attending any meetings additional to an Annual General Meeting in terms of paragraphs (b), (c), (d), and (e) of the First Schedule herein;

(d) Convening and attending committee meetings for the Body Corporate;

(e) Preparing and issuing notices of resolutions to be passed without a general meeting;

(f) Notifying unit owners of the result of any vote on a resolution to be cast without a general meeting;

(g) Issuance and collection of levy instalments in excess of those provided for as a First Schedule service, collected in accordance with debt collection arrangements agreed with the Body Corporate via a resolution at a general meeting or on instructions from the committee.

(h) Keeping any investment bank account, wage, income tax, GST or records of any employees or contractors of the Body Corporate, and completion and submission of any returns to Inland Revenue in respect thereof;

(i) Attendance on an auditor or accountant of the Body Corporate and provision of accounts and lodgement of prescribed reports and statements where applicable;

(j) On-charging to the owners or occupants of a unit, as the case may be, the cost of utilities such as electricity, water and gas used by the occupants of the unit on the proviso that the usage is metered. Strata shall be entitled to include a reasonable fee in the on-charged invoice to cover the additional administrative work involved in invoicing and collecting the charges;

(k) Subject to the terms of any Building Manager's contract or written directions from the Body Corporate or its Committee or its Chairperson, dealing with any consulting engineer or other professional for purposes relating to a building warrant of fitness, the Health and Safety Plan, the long-term maintenance plan or other maintenance matters relating to the Body Corporate;

(l) All and any other services were directed by the Body Corporate or its Committee or its Chairperson relating to the administration of the Body Corporate or its common property or infrastructure outside of those matters referred to above and in the First Schedule.

(m) Retaining and storing such records as it has to facilitate the provision of the certificates referred to in (a) above.

## THIRD SCHEDULE: SCHEDULE OF FEES

**Annual Administration Fee**

1. The Annual Administration fee as above.

**Pre-Contract/Pre-Settlement Disclosure Fees**

Pre-Contract Disclosure (PCD) and Pre-Settlement Disclosure (PSD) fees are charged on a user pays basis and all fees payable by the unit owner requesting the disclosure(s).

2. PCD when requested by unit owner - $550+GST.
3. PSD when requested by the owner shall be $450 + GST, if the PSD is required urgently the fee shall be $510 + GST.

**Preparation of Income Tax Return & GST Return**

4. Annual Income Tax Return Preparation fee - $350 + GST.
5. GST Return preparation fee, bi-monthly - $300 + GST.
6. GST Return preparation fee, six-monthly - $400 + GST.
7. Additional charges apply for sub-groups within the body corporate.

**Additional Work Fees**

8. Hourly rates payable for additional work as defined in the second schedule of this Agreement shall be:
    - Office and support staff - $90 plus GST.
    - Body Corporate Manager - $175 plus GST.
    - Finance Manager/Executive Officer - $195 plus GST.
    - Director - $295 plus GST.

**Management of Body Corporate Bank Accounts/Term Deposits**

9. A service fee for the management of the Body Corporate's bank accounts and Term Deposits will be charged to the value of 5% of the nett return.

**On-Charge Invoices**

10. Our fee for recovering on charges from owners is $25 + GST per invoice e.g. on-charging false fire alarm callouts.

**Disbursements**

11. Strata charges disbursements (photocopying, postage etc) for notices of meetings, agenda, minutes of meetings, attachments to these documents and for electronic data storage. The cost to each body corporate is commensurate with the number of pages sent to owners. Actual and reasonable disbursement costs are payable by the Body Corporate.

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

# Proposed Budget
# to apply from 01/06/2025

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

## Operating Account

| | | Proposed budget | Actual 01/06/2024-27/05/2025 | Previous budget |
|---|---|---|---|---|
| **Revenue** | | | | |
| 143000 | Levies Due--Operating | 20,255.93 | 18,975.10 | 18,975.11 |
| | *Total revenue* | 20,255.93 | 18,975.10 | 18,975.11 |
| **Less expenses** | | | | |
| 154000 | Admin--Management Fees--Standard | 3,536.00 | 3,433.50 | 3,433.50 |
| 159101 | Insurance--Office Bearers Liability | 724.50 | 713.00 | 713.00 |
| 159100 | Insurance--Premiums | 10,176.81 | 9,928.60 | 9,928.61 |
| 159200 | Insurance--Valuation | 759.00 | 759.00 | 0.00 |
| 165802 | Maint Bldg--Fire Protection--Extinguishers | 100.00 | 0.00 | 100.00 |
| 167200 | Maint Bldg--General Maintenance & Disbursements | 1,500.00 | 143.52 | 1,500.00 |
| 178200 | Maint Grounds--Lawns & Landscaping | 2,000.00 | 1,780.00 | 2,000.00 |
| 190200 | Utility--Electricity (Common Area) | 1,459.62 | 1,377.42 | 1,300.00 |
| | *Total expenses* | 20,255.93 | 18,135.04 | 18,975.11 |
| **Surplus/Deficit** | | 0.00 | 840.06 | 0.00 |
| | Opening balance | 22,298.35 | 21,458.29 | 21,458.29 |
| **Closing balance** | | $22,298.35 | $22,298.35 | $21,458.29 |

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

## Contingency Fund

| | | Proposed budget | Actual 01/06/2024-27/05/2025 | Previous budget |
|---|---|---|---|---|
| **Revenue** | | | | |
| 243000 | 1 Levies Due--Contingency Fund | 11,087.18 | 10,712.24 | 10,712.25 |
| | *Total revenue* | 11,087.18 | 10,712.24 | 10,712.25 |
| **Less expenses** | | | | |
| 261500 | 1 Maint Bldg--Building Wash | 0.00 | 0.00 | 1,107.00 |
| 264800 | 1 Maint Bldg--Electrical | 0.00 | 0.00 | 443.00 |
| 272200 | 1 Maint Bldg--Plumbing & Drainage | 0.00 | 0.00 | 665.00 |
| 272800 | 1 Maint Bldg--Roof Maintenance & Repairs | 0.00 | 0.00 | 1,241.00 |
| 276801 | 1 Maint Grounds--Driveway & Plants | 0.00 | 0.00 | 3,947.00 |
| 276800 | 1 Maint Grounds--Fencing--Boundary | 0.00 | 0.00 | 1,676.00 |
| | *Total expenses* | 0.00 | 0.00 | 9,079.00 |
| **Surplus/Deficit** | | 11,087.18 | 10,712.24 | 1,633.25 |
| | Opening balance | 39,354.27 | 28,642.03 | 28,642.03 |
| **Closing balance** | | $50,441.45 | $39,354.27 | $30,275.28 |

| | Proposed budget | Previous budget |
|---|---|---|
| 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:** Chantel @ Strata Title Administration Limited

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

**BODY CORPORATE:** 124834

**PROPERTY AT:** 7 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 569548 to be held at 2:00 pm on Monday, 23 June 2025

**Important: this completed Postal Voting form needs to be returned via email to bc@stratatitle.co.nz, or via post to PO Box 3187, Auckland 1140, to be received by Strata Title Administration no later than 5:00pm on Friday 20 June 2025.**

| | | 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, Postal & Pre-Meeting Electronic Votes | ☐ | ☐ | ☐ |
| 3 | Financials | ☐ | ☐ | ☐ |
| 4 | Report from the Committee | ☐ | ☐ | ☐ |
| 5 | Chairperson Nominee | ☐ | ☐ | ☐ |
| | Mukesh Chand | ☐ | ☐ | ☐ |
| 6(i) | Committee | ☐ | ☐ | ☐ |
| | Mukesh Chand | ☐ | ☐ | ☐ |
| | Mohammed Ali | ☐ | ☐ | ☐ |
| | Ranjeev Kumar | ☐ | ☐ | ☐ |
| | Myur Jain | ☐ | ☐ | ☐ |
| 6(ii) | Conflict of Interest | ☐ | ☐ | ☐ |
| 7 | Delegating powers & duties to Committee (Section 108)* | ☐ | ☐ | ☐ |
| 8 | Office Bearer's Liability Insurance | ☐ | ☐ | ☐ |
| 9 | Renewal of Insurance policy | ☐ | ☐ | ☐ |
| 10 | Insurance Excess | ☐ | ☐ | ☐ |
| 11 | Service Contract | ☐ | ☐ | ☐ |
| 12 | Common Maintenance | ☐ | ☐ | ☐ |

| | | Vote For | Vote Against | Abstain |
|---|---|---|---|---|
| **Item** | ***See agenda for wording of resolution*** | ***Please tick one of the boxes to vote.*** | | |
| 13(i) | Review Long Term Maintenance Plan | ☐ | ☐ | ☐ |
| 13(ii) | Arrange required Maintenance | ☐ | ☐ | ☐ |
| 14 | Long Term Maintenance Fund* | ☐ | ☐ | ☐ |
| 15 | Health & Safety – Hazard Register | ☐ | ☐ | ☐ |
| 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. If a general meeting is adjourned, an electronic vote relating to the meeting remains valid for the purpose of the reconvened meeting, unless the voter who cast the vote attends the reconvened meeting in person or by proxy.

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.

# PROXY APPOINTMENT FORM

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

**TO MANAGER:** Chantel @ Strata Title Administration Limited

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

**BODY CORPORATE:** 124834

**PROPERTY AT:** 7 Wallace Road, Papatoetoe, Auckland 2025

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## 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: **2:00 pm on Monday, 23 June 2025**.

*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 Friday 20 June 2025.**

**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) The chairperson is not required to ensure that the proxy follows the direction of the eligible voter that is set out in the proxy appointment form.
6) If the unit is owned by more than 1 person, every owner must sign the form.
7) If the unit is owned by more than 1 person, one of the unit owners may be appointed as proxy.
8) The person(s) signing this proxy form signs as duly authorised agent of the owner.

| | AGENDA ITEMS \| Summary of Motions | TYPE OF RESOLUTION | DIRECTION ON RESOLUTION (i.e. how does the eligible voter want to vote on the resolution) |
|---|---|---|---|
| 1 | Appoint a Chairperson of the Meeting | *Ordinary Resolution* | |
| 2 | Accept Apologies, Proxies and Postal Votes | *Ordinary Resolution* | |
| 3 | Financials | *Ordinary Resolution* | |
| 4 | Report from the Committee | *Ordinary Resolution* | |
| 5 | Chairperson Nominee | *Ordinary Resolution* | |
| | Mukesh Chand | | |
| 6(i) | Committee | *Ordinary Resolution* | |
| | Mukesh Chand | | |
| | Mohammed Ali | | |
| | Ranjeev Kumar | | |
| | Myur Jain | | |
| 6(ii) | Conflict of Interest Register | *Ordinary Resolution* | |
| 7 | Delegating powers & duties to Committee (Section 108)* | *Special Resolution* | |
| 8 | Office Bearer’s Liability Insurance | *Ordinary Resolution* | |
| 9 | Renewal of Insurance policy | *Ordinary Resolution* | |
| 10 | Insurance Excess | *Ordinary Resolution* | |
| 11 | Service Contract | *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 – Hazard Register | *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 Collection 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 or vote using the link in the owner’s portal.*