Strata Title Administration Ltd
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Auckland Phone (09) 307 3721
PO Box 3187, Auckland 1140

Wellington Phone (04) 974 1011

South Island Phone (03) 925 8749
Unit 5. 71 Gloucester Street
Christchurch 8013

29 May 2026

Dear Owner,

Re: Body Corporate 124834
Property at 87 Wallace Road, Papatoetoe, Auckland
Notice of Intention to Hold Annual General Meeting

The Chairperson of your Body Corporate has instructed Strata Title Administration Ltd (Strata) to convene the Annual General Meeting (AGM) which will have an "official" venue of the office of **Strata Title Administration Limited, Level 1, Dilworth Building, cnr Queen Street and Customs Street East, Auckland, commencing at 2:00pm on Tuesday, 23 June 2026.**

However, the annual general meeting will only have attendance via MS Teams video conference facility along with postal votes submitted. A link to attend the meeting via MS Teams will be included with the AGM agenda documents sent to you ahead of the AGM.

The purpose of this notice is not only to seek from you nominations for the Body Corporate's Chairperson and for the Body Corporate's Committee, but also to ask if you want any particular issue to be an item of general business at the AGM:

(a) **Nomination of a chairperson:** Your Body Corporate must elect a chairperson (who must be the owner of a principal unit, and have no overdue body corporate levies or other amounts payable and owing to the body corporate) by ordinary resolution at every AGM of the Body Corporate. A candidate for election as chairperson must be nominated by another unit owner in the Body Corporate. The Chairperson's duties are detailed in Regulation 11 which is set out on Strata's website: www.stratatitle.co.nz and can be viewed by clicking on FAQS/What are the duties of the Chairperson. Note: The Chairperson of a Body Corporate is also the Chairperson of the body corporate committee unless, at its annual general meeting the body corporate decides by Ordinary resolution that the Chairperson of the committee should instead be a different person that is elected to the committee.

(b) **Nomination of candidates for election as committee members:** The Unit Titles Act stipulates that a body corporate of up to nine principal units may elect a committee. However, all bodies corporate of 10 or more units(known as a large unit title development) must form a committee. A committee member must be the owner of a principal unit, must be nominated by an owner of a principal unit, must have no overdue body corporate levies or other amounts payable and owing to the body corporate and may nominate himself or herself.

(c) **General agenda items for discussion:** Do you want to nominate any item of general business? If so please provide details on the attached form.

(d) **Levies:** Please note that in accordance with the Unit Title Regulations 2011 a unit owner may not vote unless all body corporate levies and other amounts that are from time to time payable to the body corporate in respect of the unit have been paid.

The Unit Titles Regulations stipulate that a body corporate must give a minimum of two weeks' notice of the AGM. Strata intends to send the agenda for the AGM to all owners no later than Tuesday, 9 June 2026. Should you wish to nominate an owner for the Chairperson, or the Committee, or request an additional item of business, please complete the attached nomination form and return it to **chantel@stratatitle.co.nz, or via post to PO Box 3187, Auckland 1140,** to be received by Strata no later than 5:00pm on Monday, 22 June 2026. Because of the time constraints laid down in the Act and Regulations, nominations and any other requests, not received by this date cannot be included in the Agenda.

I look forward to seeing you at the AGM.

Yours sincerely,

Chantel de Vos
Body Corporate Manager

Body Corporate 124834 Nomination Form

To: Chantel de Vos
Strata Title Administration Ltd

Nomination of a chairperson (r10, Unit Titles Regulations 2011)

I hereby nominate ……………………………………………………………… as chairperson of the Body Corporate to be resolved by an ordinary resolution at the annual general meeting to be "officially" held on Tuesday, 23 June 2026 at 2:00pm at the office of Strata Title Administration Limited, Level 1, Dilworth Building, cnr Queen Street & Customs Street East, Auckland. However, the annual general meeting will only have attendance via MS Teams video conference facility along with postal votes submitted.

Nomination of candidates for election as committee members (r24 (3), Unit Titles Regulations 2011)

I hereby nominate the following owners as candidates for election as committee members of Body Corporate 124834:

Nominee: ………………………………………………………………………… Unit Number: ………

Nominee: ………………………………………………………………………… Unit Number: ………

Nominee: ………………………………………………………………………… Unit Number: ………

Nominee: ………………………………………………………………………… Unit Number: ………

Nominee: ………………………………………………………………………… Unit Number: ………

Nominee: ………………………………………………………………………… Unit Number: ………

Nominee: ………………………………………………………………………… Unit Number: ………

If you wish to nominate additional owners as members of the committee, please write their name(s) and unit number(s) on a separate sheet and attach to this form.

IMPORTANT NOTE: Please refer to the attached guide for Committee members regarding compliance with the Committee member code of conduct set out under the Unit Titles Act Regulation 28A.

Additional agenda items:

Please provide details of the item(s) you want discussed.

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………..

………..

………..

Proposed By:

Name: ………………………………………………………………………… Unit Number: ………

Signature: …………………………………………………… Date: …………………

Code of conduct for body corporate committee members

What is the code of conduct?

The code of conduct was introduced on 9 May 2023 by the Unit Titles (Strengthening Body Corporate Governance and Other Matters) Amendment Act 2022.

It inserted a new Section 114A into the Unit Titles Act 2010 stating:

'The members of a body corporate committee must comply with the code of conduct for committee members prescribed in the regulations'.

Correspondingly, a new Schedule 1A was added to Schedule 2 of the Unit Titles Regulations 2011 and that is the code of conduct. The code of conduct sets out 5 requirements that committee members must adhere to in all their dealings as a body corporate committee member.

1. Commitment to acquiring understanding of Act, including this code

Schedule 1A states the following requirement:

'A member must have a commitment to acquiring an understanding of anything in this Act and the regulations, including this code of conduct, that is relevant to the member's role on the committee.'

Whilst most committee members will have been doing this the code creates a focus on documenting the process. Body corporate managers may be looked to by committees for guidance on how to comply with this requirement.

Having members attend training courses offered by industry associations such as SCA (NZ) is an excellent option as they provide clear proof of completion.

Committee meetings are another practical forum to cover this. Committees may liaise with their body corporate manager or a suitable solicitor to have relevant training provided in the meeting and documented in the minutes of the meeting.

2. Honesty, fairness and confidentiality

Schedule 1A states the following requirement:

'(1)A member must act honestly and fairly in performing the member's duties as a committee member.

(2) A member must not unfairly or unreasonably disclose information held by the body corporate, including information about an owner of a unit, unless authorized or required to do so by law.'

There is a personal responsibility component to this requirement. Reiterating and recording this requirement at the commencement of committee meetings will keep it top of mind for attendees. Throughout meetings the chairperson and body corporate manager should note concern around actions or proposed actions that they view as breaching this.

Committee meeting documents and all correspondence issued on behalf of the committee, or by individual committee members, may be subject to scrutiny for compliance with this requirement. A document review process prior to issuance is recommended to include vetting for this.

3. Acting in body corporate's best interests

Schedule 1A states the following requirement:

'A member must act in the best interests of the body corporate in performing the member's duties as a committee member, unless it is unlawful to do so.'

When considering and voting on any item of business that impacts any interest of the body corporate it is paramount for a member to table any concern they may have.

In the first instance this requires a member to be active and engaged. Being repeatedly absent from committee meetings or failing to properly prepare by reading the materials for the meeting ahead of time may be considered to fall short of this requirement.

Salient comments of concern, or the like, made by members at meetings should be documented in the minutes of meetings. These provide an historic record of sincere engagement by members.

The reference to *'unlawful'* is also a reminder that members and the body corporate manager may need to advocate obtaining legal advice from time to time. There is a reasonable expectation for both roles that they would identify if an issue has become sufficiently technical or contentious in nature to warrant this step being taken.

4. Complying with Act and this code

Schedule 1A states the following requirement:

'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 member's duties as a committee member.'

Committees may reasonably look to their body corporate manager for advice on how to comply with the Act and its regulations. This will include correct process around calling, convening, and documenting all general meetings of their body corporate as well as all committee meetings. It is recommended the committee continue to work closely with its body corporate manager so that all business of the meetings, and that which arises outside meetings, is also handled in accordance with the requirements of the Act and regulations.

The body corporate manager will be able to quickly demonstrate to the committee that they have set processes for the fundamental tasks a body corporate must regularly undertake. This will give surety to the committee around the majority of, if not all, compliance matters.

An experienced committee will acquire a level of knowledge to confidently attend to day-to-day matters while new committees will require closer guidance from their body corporate manager. Again, it will also be incumbent on the body corporate manager to advise if a matter requires the expertise of a solicitor at any time.

5. Conflict of interest

Schedule 1A states the following requirement:

'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.'

Section 114C of the Unit Titles Act 2010 sets out the duty of committee members to disclose a conflict of interest. Please refer to SCA (NZ) guide available for downloading at https://www.stratatitle.co.nz/important-links/.

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Proposed Budget
to apply from 01/06/2026

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Unit 5. 71 Gloucester Street
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Body Corporate 124834 — 87 Wallace Road, Papatoetoe Auckland 2025

Operating Account

		Proposed budget	Actual 01/06/2025-29/05/2026	Previous budget
Revenue				
143000	Levies Due--Operating	20,255.93	20,255.93	20,255.93
	Total revenue	20,255.93	20,255.93	20,255.93
Less expenses				
154000	Admin--Management Fees--Standard	3,642.00	3,536.00	3,536.00
157400	Admin--Transfer to Contingency Fund	10,000.00	0.00	0.00
159101	Insurance--Office Bearers Liability	724.50	724.50	724.50
159100	Insurance--Premiums	10,275.98	9,976.69	9,976.68
159200	Insurance--Valuation	759.00	0.00	759.00
165802	Maint Bldg--Fire Protection--Extinguishers	100.00	0.00	100.00
167200	Maint Bldg--General Maintenance & Disbursements	1,200.00	268.87	1,700.13
178200	Maint Grounds--Lawns & Landscaping	1,952.98	1,200.00	2,000.00
190200	Utility--Electricity (Common Area)	1,601.47	1,498.05	1,459.62
	Total expenses	30,255.93	17,204.11	20,255.93
Surplus/Deficit		(10,000.00)	3,051.82	0.00
	Opening balance	25,350.17	22,298.35	22,298.35
Closing balance		$15,350.17	$25,350.17	$22,298.35

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

Contingency Fund

		Proposed budget	Actual 01/06/2025-29/05/2026	Previous budget
Revenue				
243000	1 Levies Due--Contingency Fund	11,475.23	11,087.18	11,087.18
242600	1 Net Intt. on Investments--Cont.	0.00	280.84	0.00
249000	1 Transfer from Operating Account	10,000.00	0.00	0.00
	Total revenue	21,475.23	11,368.02	11,087.18
Less expenses				
251401	1 Contingency--Bank/Admin. Fee	0.00	14.05	0.00
254400	1 Contingency--Other Expenses	0.00	4,545.95	0.00
261500	1 Maint Bldg--Building Wash	1,185.00	0.00	0.00
264800	1 Maint Bldg--Electrical	475.00	0.00	0.00
271800	1 Maint Bldg--Painting	32,726.00	0.00	0.00
272200	1 Maint Bldg--Plumbing & Drainage	713.00	0.00	0.00
272800	1 Maint Bldg--Roof Maintenance & Repairs	5,538.00	0.00	0.00
276803	1 Maint Grounds--Driveway & Paths	831.00	0.00	0.00
	Total expenses	41,468.00	4,560.00	0.00
Surplus/Deficit		(19,992.77)	6,808.02	11,087.18
	Opening balance	46,162.29	39,354.27	39,354.27
Closing balance		$26,169.52	$46,162.29	$50,441.45
Total units of entitlement		1000000		1000000
Levy contribution per unit entitlement		$0.01		$0.01