

BIRCHDALE COURTS MEETING AGENDA

Location: Unit 3
Date: Wednesday
22/03/26
Time: 4 pm

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1. Call to order and roll call of attendees

2. minutes from last meeting

Motion: "that the minutes of the meeting held on March 16th 2025 be approved."

3. Annual Financial Statement - attached

Motion: "that the financial statement for the year ended 31 December 2025 be approved."

4. Maintenance Plan

- a. Fence painting

5. General Business

- a. Broken lamp in forecourt update

6. Adjournment

Minutes

Birchdale Courts

DATE

March 16th, 2025.

TIME

4:00 PM

MEETING CALLED TO ORDER BY

I N A T T E N D A N C E

RE P O R T S

Chair XXXXXXXXX presented his report.

XXXXX firstly moved that the minutes from the last meeting of September 28th 2024 be approved, with the proviso that XXXX's name be included in the roll call of attendees. XXXXX apologized for the error.

Moved: XXXXX

Seconded: XXXXX

Aye: 7 - APPROVED

New business.

☒ XXXX very kindly moved that XXXXX receive \$20 before each meeting to buy the refreshments.

o Moved: XXXXX

o Aye: 7 CARRIED

☒ XXXXX thanked XXXXX for her hard work over many years to maintaining Birchdale Courts, and also her huge contribution to the administration and support of residents over many years. XXXXX has done a wonderful job and everyone present agreed and showed our appreciation to XXXXX . Thank you very much, XXXXX .

FOLLOWUP

XXXXX is going to ring the Embassy to get the tree report, and raise the issue with them about the sycamore seeds and pine needles.

XXXXX is going to follow up on the yellow dashed lines we would like drawn on the left hand side of the driveway (as you drive out). She will ring NZTA for an update on this.

NEXT MEETING

June 22nd, 4 pm, Unit 3

Birchdale Courts
Body Corporate 40908, 69A Yaldhurst Rd, Christchurch

Annual Report for the year ended 31 December 2025

1. Finances

Income

Bodycorp Levy	\$ 22,210.00
Insurance Claims	\$ -
Interest	\$ 13.78
Total Income	<u>\$ 22,223.78</u>

Expenditure

Gardening (Note 1)	\$ 3,726.02
Maintenance (Note 2)	\$ -
Insurance (Note 3)	\$ 15,037.40
Total Expenditure	<u>\$ 18,763.42</u>

Surplus for year	<u>\$ 3,460.36</u>
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Opening Bank Balance 1 January 2025	<u><u>\$ 6,350.94</u></u>
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Closing Bank Balance 31 December 2025	<u><u>\$ 9,811.30</u></u>
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This statement has been prepared on a cash basis.

2. Notes

Note 1 Gardening

Payments to Sonne Holdings Ltd for gardening.

Note 2 Maintenance

None carried out during year.

Note 3 Insurance

With State Insurance as per previous year.

3. Budget and Bodycorp levy

Expenditure

Gardening	\$ 3,500.00
Insurance	\$ 16,000.00
Maintenance	\$ 1,500.00
Total Expenditure	<u>\$ 21,000.00</u>

less Interest received	\$ -
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Expenditure for year	<u><u>\$ 21,000.00</u></u>
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Levy per unit required over 12 months	\$ 1,909.09
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Levy per month	\$ 159.00
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I would recommend that the levy be maintained at \$160 to continue rebuilding a small surplus in the Bodycorp bank account.

Keith Spragg
Bodycorp Chair

Minutes

Birchdale Courts

DATE

July 9th, 2024.

TIME

6:00 PM

MEETING CALLED TO ORDER BY

XXXXX

I N A T T E N D A N C E

XXXXX

C O M M I T T E E

XXXXX was nominated as the new secretary.

All present voted in favour, and XXXXX was confirmed as the new secretary.

XXXXX will continue as Chair.

R E P O R T S

Chair XXXXX presented his report.

The meeting asked XXXXX to check the insurance with State by way of comparison to the proposed NZI cover, and also to discuss with the gardeners possible changes to the services they provide. XXXXX, XXXXX and XXXXX very kindly offered to help with gardening if needed. It was agreed that a decision on increasing the body corp levy is to be confirmed once the outcome of these decisions is known.

New business.

- An increase in the insurance premium based on a new appraisal of property replacement
- The issue of neighbours parking in the Body Corp's parking space along driveway
- Two broken lamps in forecourt
- Mature trees a hazard to units at the rear of Birchdale Courts
- Drainage update – the drain cover has been replaced in the forecourt
- A request was made for a more detailed financial report, especially itemizing the maintenance component

F O L L O W U P

A hardcopy of the Body Corp regulations to be made available.

An amended financial report with itemized maintenance costs to be emailed to all residents.

A note to be put in Unit 5's letterbox to make contact and get contact details.

Keith to research getting 3 signs up in the driveway to advise that it is private parking for residents only

Keith to check with Orion about replacing the broken lamp shades

Steve said he would check about regulations regarding keeping tree height low and foliage trimmed

A welcome letter for new residents to be developed welcoming them to the Courts and detailing the Body Corp fee

N E X T M E E T I N G

September 3rd, Unit 3