

**Minutes of the Annual General Meeting of Body Corporate 591714
held on Wednesday 20 May 2026 at 6:00pm held at Old Flat Bush School Hall and by way of a
virtual site using Microsoft Teams**

PRESENT:

Unit G01-1 Dishys Road	Yoke Thong Lo (Tom)
Unit 104-5 Dishys Road	Wesley Taefu
Unit 104-3 Newelm Lane	Nehal Natasha (online)
Various units listed below	Chem How Wan on behalf of Ormiston Garden LP

Unit 101-5 Newelm Lane, 101-7 Newelm Lane, 103-7 Newelm Lane, 106-5 Newelm Lane, 107-5 Newelm Lane, 108-5 Newelm Lane, 201-3 Newelm Lane, 201-5 Newelm Lane, 202-5 Newelm Lane, 202-7 Newelm Lane, 203-3 Newelm Lane, 203-5 Newelm Lane, 204-3 Newelm Lane, 204-5 Newelm Lane, 204-7 Newelm Lane, 207-5 Newelm Lane, G03-5 Newelm Lane, 101-3 Dishys Road, 101-5 Dishys Road, 103-1 Dishys Road, 104-1 Dishys Road, 105-1 Dishys Road, 201-3 Dishys Road, 202-5 Dishys Road, 204-5 Dishys Road, G03-1 Dishys Road, G04-1 Dishys Road.

Vanessa Stone (Crockers Body Corporate Management Limited)

(As recorded on the Attendance Register)

APOLOGIES:

Unit 102-1 Dishys Road	Georgia McKendry & Reuben Beal
Unit 204-3 Dishys Road	Manpreet Singh & Sharm Ila Susan Sen

PROXIES:

Unit G04-5 Newelm Lane	Hassan Mubark in favour of Vanessa Stone
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POSTAL VOTES:

Unit 102-1 Dishys Road	Georgia McKendry & Reuben Beal
Unit 204-3 Dishys Road	Manpreet Singh & Sharm Ila Susan Sen

QUORUM:

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

1. ELECTION OF MEETING CHAIRPERSON:

Resolved by ordinary resolution **That** Vanessa Stone be elected Chairperson for the meeting.

[Yoke Thong Lo/ Wesley Taefu - Carried]

2. APOLOGIES, PROXIES AND POSTAL VOTES:

Resolved by ordinary resolution **That** the apologies, proxies and postal votes be received.

[Yoke Thong Lo/Chem How Wan - Carried]

3. CONFIRM MINUTES OF PREVIOUS GENERAL MEETING:

Resolved by ordinary resolution **That** the minutes of the meeting held on 21 May 2025 be accepted as a true and correct record of that meeting.

[Wesley Taefu/ Chem How Wan - Carried]

4. CONFIRM THE FINANCIAL STATEMENTS:

Motion put by ordinary resolution **That** the financial statements for the financial period ending 25 February 2026, as attached to the agenda, be accepted.

[Wesley Taefu/ Yoke Thong Lo]

Amendment to the motion put **That** “be accepted” be amended to “be accepted subject to the charge of \$28.75 (Body Corporate Manager - Certificate Fees) be credited to the Body Corporate and allocated to Unit 204-1 Dishys Road”.

[Wesley Taefu/ Yoke Thong Lo]

Resolved by ordinary resolution **That** the financial statements for the financial period ending 25 February 2026, as attached to the agenda, be accepted subject to the charge of \$28.75 (Body Corporate Manager - Certificate Fees) be credited to the Body Manager and allocated to Unit 204-1 Dishys Road”.

[Wesley Taefu/ Yoke Thong Lo - Carried]

The Manager advised that the \$28.75 was an admin fee for an on charge specifically for unit 204-1 Dishys Road and has been credited back to the Body Corporate prior to the meeting.

5. AUDIT:

Resolved by special resolution **That** in accordance with the provisions of Section 132(8) of the Unit Titles Act 2010 the financial statements of the Body Corporate for the forth coming year are not audited or reviewed.

[Wesley Taefu/ Chem How Wan - Carried]

6. INSURANCE:

Resolved by ordinary resolution **That** cover be placed with Orion Insurance via Gallagher Insurance NZ (managing broker), for the coming 12 months at a premium of \$83,400.01 inclusive of GST. The Body Corporate undertakes to advise the Manager or Gallagher Insurance NZ should the occupancy of the unit change (including a unit becoming vacant) during the year.

[Nehal Natasha/ Chem How Wan - Carried]

The Manager advised that she has requested a quote for funding the insurance payment in two installments. Once received she will distribute to the committee for approval. Based on last years costs of approximately \$4000.00, which includes an admin fee of \$50.00, the Body Corporate can expect similar charges.

Please Note: A copy of the Orion policy wording is available at www.orioninsurance.co.nz/policy-wordings/

- i) Owners are advised that any claims in relation to the insurance policy should be made directly to the insurance assessors in the first instance: Godfrey and Co on 0800-623-9908 (24 hours) or claims@godfrey.co.nz

- ii) The insurer needs to be notified if a unit is vacant for longer than ninety days, as failing to do this could result in the insurance cover lapsing. Please note that a unit that is vacant will attract a higher excess in the event of a claim.
- iii) The owners as the Body Corporate warrant that the list of building occupants and their activities set out in the valuation is accurate, as is the occupation status of the units, and undertakes to advise Crockers or broker should the occupancy or the use of the unit change.
- iv) Owners give their undertaking to advise the insurer of any material change, refurbishment or upgrade that may alter the value of cover on their unit.
- v) The Body Corporate is advised that all claims should be notified as soon as practicable. The insurer advises that claims not notified within 30 days of the incident may be technically void.

Your policy number is 591714

Website: www.orioninsurance.co.nz

Facsimile: (09) 9 488 2136

Email: jack.alston@ajg.co.nz

7. INSURANCE:

Motion put by ordinary resolution **That** cover be placed with NZI via Gallagher Insurance NZ (managing broker), for the coming 12 months at a premium of \$83,941.95 inclusive of GST. The Body Corporate undertakes to advise Crockers or Gallagher Insurance NZ should the occupancy of the unit change (including a unit becoming vacant) during the year.

[Motion Failed]

8. INSURANCE:

Motion put by ordinary resolution **That** cover be placed with Ando via Gallagher Insurance NZ (managing broker), for the coming 12 months at a premium of \$85,950.43 inclusive of GST. The Body Corporate warrants that the list of building occupants and their activities set out in the valuation is accurate, as is the occupation status of the units, and undertakes to advise Crockers or Gallagher Insurance NZ should the occupancy or the use of the unit change (including a unit becoming vacant) during the year.

[Motion Failed]

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

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

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

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

[Wesley Taefu/ Chem How Wan - Carried]

10. COMMITTEE ANNUAL REPORT:

Wesley Taefu reported constant issues at 1 Dishys Road regarding the sewage system. There are sanitary items being flushed down the toilet, which have caused ongoing problems, despite regular notices going out to owners.

We also have an issue with inorganic items being disposed of on site, meaning the Body Corporate are having to organize and pay for these items to be taken away. These items need to be disposed of appropriately, either through an inorganics collection or taken to a tip and not left behind for the committee to deal with.

Overall, the complex is doing well, especially as it is a new development.

11. COMMON MAINTENANCE:

- **CCTV in the common areas (bin and bike area)**

A resident recently reported a bike being stolen and wanted to install their own security camera's however there were concerns around privacy and who monitors the footage. On this basis the committee denied the request. If cameras are to be installed this should be by a professional company and managed by the Body Corporate.

Based on the one incident, the meeting agreed there is not an urgent need for cameras onsite, however agreed to look at the costs of having this installed.

The Manager is to source quote for CCTV in the common areas outside (requesting the company to recommend where the cameras should be best positioned).

- **Sewage pump (Block A)**

The drain had recently been cleaned out however it was reported the light on the pump had lit up again. The committee have engaged Wiresplus Automation and Electrical Ltd to investigate the issue.

Wan Chem How is to look into the original contractor who installed the pump to see if it is still under warranty, as the committee are under the impression the sensor could be too sensitive but will await a report from Wireplus Automation and Electrical Limited.

- **Smell in common hallways (1 Dishys, Block A)**

Prior to the Annual General Meeting, G05, 1 Dishys Road reported a smell in the hallway (smells like rotten eggs). The committee have investigated this and believe it is to do with the water flow in the cleaning closet. The taps need to be turned on regularly to flush out the drains and ensure there is regular running water through the pipes.

A quote was sourced from the current cleaners and we were quoted \$250+GST per month for them to flush out the pipes using chemicals.

Yoke Thong Lo (Tom) volunteered to purchase drain cleaner from Bunnings and pour it down the cleaning closet sink next to G05, 1 Dishys Road to see if this resolves the smell in the hallway. If it does this will save the Body Corporate \$250+GST per month and the same can be done for the remaining 10 cleaning closets in the complex.

12. CONFIRM BUDGET:

Prior to the meeting the Manager had circulated a draft budget totalling \$276,736.59 including GST.

Resolved by ordinary resolution That

- i) The budget is fixed at \$276,736.59 including GST in accordance with the provision of Section 121 of the Unit Titles Act 2010. The budget shall be raised by Utility Interest in two (2) instalment/s due for payment by the 24 June 2026 and 24 November 2026.
- ii) Pursuant to the provisions of Regulation 17 of the Unit Titles Regulations 2011, the Body Corporate gives its approval for the Committee to enter into all necessary obligations on commercial terms that will give effect to any expenditures provided for in the budget.

[Wesley Taefu/ Nehal Natasha - Carried]

Chem How Wan discussed the Annual General Meeting date and the possibility of moving it earlier as the financial year end is the 25 February each year and the insurance renewal is on the 26 May. He advised that it can be confusing for potential buyers to understand why the gap between the levies raised and end of financial year is so long (approximately 4 months).

The Manager advised that previously the Body Corporate insurance was on the 26 February but was pushed out to the end of May to ensure sufficient time for reviewing the financials, preparing the budget and related preparations for the Annual General Meeting each year.

The Manager is she to review the dates ahead of next year's meeting to see if the Annual General Meeting could be brought slightly forward to accommodate this request.

13. LEVY COLLECTION PROCEDURE:

Resolved by ordinary resolution That:

- i) Pursuant to s128 (2) of the Unit Titles Act 2010 interest of 10% per annum will accrue and will be charged on any debt unpaid after the due date until the date of payment.
- ii) Crockers is authorised and instructed to recover unpaid levies or other unpaid debts owed by a unit owner, together with interest and reasonable costs of collection, using the Crockers collection procedures, (as posted at www.crockers.co.nz/body-corporate/levies-collection-payment) where the debt has been outstanding for more than 14 days.
- iii) The Body Corporate instructs Crockers, or solicitors of its choice, to make an application to the appropriate decision maker to recover any unpaid debt owed by a unit owner, where need be.

[Wesley Taefu/ Yoke Thong Lo - Carried]

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

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

14. ELECTION OF CHAIRPERSON OF THE BODY CORPORATE:

The meeting was advised that Regulation 10 of the Unit Titles Regulations 2011 required that the body corporate elect a Chairperson of the Body Corporate. The Chairperson's role is set out in Regulation 11 of the Unit Titles Regulations and would be closely supported by Crockers.

Resolved by ordinary resolution That Wesley Taefu be appointed Chairperson of the Body Corporate.

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

[Yoke Thong Lo/ Nehal Natasha - Carried]

15. COMMITTEE NUMBER and QUORUM:

Resolved by ordinary resolution **That** the Committee is to comprise of two [2] elected members and the total number of members required to constitute a quorum is no fewer than two [2] members.

[Chem How Wan / Nehal Natasha - Carried]

16. ELECTION OF COMMITTEE MEMBERS:

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

Resolved by ordinary resolution **That** together with the appointed Body Corporate Chairperson (if any), the following members be declared elected to the committee in accordance with the provisions of Section 112 of the Unit Titles Act 2010 and Regulations 22 and 24 in the Unit Titles Regulations 2011 for the forthcoming year:

Unit 104-5 Dishys Road Wesley Taefu

Unit 203-5 Dishy's Road Sophie Wilson

[Chem How Wan / Nehal Natasha - Carried]

Chem How Wan & Yoke Thong Lo were co-opted onto the committee to assist with Body Corporate matters throughout the year.

Manager's Note: If a Chairperson of the Body Corporate has been appointed, that person is automatically granted one of the Committee positions. If the successfully elected Body Corporate Chairperson is named as a Committee nominee above, their name will be removed at the meeting to reflect that they are automatically granted a place on the Committee. All appointed Committee members must comply with the Committee Code of Conduct and the Committee Conflict of Interest regime in the UTA.

17. DELEGATION OF BODY CORPORATE CHAIRPERSON DUTIES:

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

[Chem How Wan / Wesley Taefu - Carried]

18. DELEGATION OF BODY CORPORATE POWERS AND DUTIES:

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

[Wesley Taefu/ Yoke Thong Lo - Carried]

19. INLAND REVENUE TAX AGENT AUTHORITY:

Resolved by ordinary resolution **That** the Body Corporate appoints Crockers (tax agent) to act on our behalf for all tax types for the coming year. Authority is given to obtain information from Inland

Revenue and other financial institutions to enable our tax returns to be completed. This includes obtaining information via online services available on the Inland Revenue's website. The Body Corporate recognises that Crockers role is to lodge their tax returns rather than provide individual tax advice relating to the specific handling of one-off amounts that may arise from time to time. In this instance the Body Corporate will arrange their own independent tax advice as to how the return should be handled by Crockers.

[Wesley Taefu/ Yoke Thong Lo - Carried]

20. GENERAL BUSINESS:

Unit G01-1 Dishys Rd - Yoke Lo (Tom)

To clarify the Body Corporate maintenance responsibility and developers/ Stamford 10-year warranty

Tom mentioned that there were cracks in the hallway wall and last year the committee arranged for the cracks to be filled and painted as these were a result of ground movement.

Chem How Wan advised that the Developer covers work inside 12 months of the development being completed. After this time this, any work required becomes a Body Corporate responsibility. He suggested that Stamford Insurance be contacted to see if they can assist.

Wesley Taefu agreed to investigate this and report back to the committee on what sort of coverage Stamford Insurance provides.

Annual General Meeting Venue

Tom recommended that the venue be changed next year as it is relatively pricey and also cold. Not to mention internet issues this year. He suggested Ormiston Town Centre or a local library. The Manager is to look into alternative options prior to the next Annual General Meeting.

There being no further business, the meeting closed at 7:30 pm.

For and on behalf of
Crockers Body Corporate Management Limited
Manager for Body Corporate 591714



Vanessa Stone
Account Manager

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