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

7 February 2024

Dear Owner,

Re: Body Corporate 184031
Property at 373 Khyber Pass Road, Epsom, Auckland 1023
Annual General Meeting

We advise that the Annual General Meeting of your Body Corporate is to be held at 12:00pm on Wednesday, 21 February 2024 at the office of Strata Title Administration Limited, Level 1, Dilworth Building, cnr Queen Street & Customs Street East, Auckland and via MS Teams video conference facility.

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
Senior Body Corporate Manager

BODY CORPORATE NO 184031 (BODY CORPORATE)

Property at 373 Khyber Pass Road, Epsom, Auckland 1023

NOTICE IS HEREBY GIVEN that the **ANNUAL GENERAL MEETING** (AGM) of the Body Corporate will be held at the office of Strata Title Administration Limited, Level 1, Dilworth Building, cnr Queen Street & Customs Street East, Auckland and via MS Teams video conference facility on Wednesday, 21 February 2024 commencing at 12:00pm.

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 Mr Devon Sansbury, 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 FINANCIAL STATEMENTS

Discussion of the attached financial report.
To consider resolving: That the Body Corporate approves the financial report for the period 1 January 2023 to 31 December 2023.

4 REPORT FROM THE COMMITTEE

In accordance with Unit Titles Regulations 28(1) and 28(3) to receive a report from the Committee *(attached)*.
To consider resolving: That the Committee's report is adopted.

5 CHAIRPERSON OF THE BODY CORPORATE

A nomination has been received for Joan Linn 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.

6 COMMITTEE

(i) Committee Election

Nominations have been received for Joan Linn, Dan Zhu, Mike Fitzpatrick, Victoria Smith, Rebecca Brandon and Dianne Denman to be candidates for election 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:[insert names]

(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. Please see the attached OBL renewal quotations.

To consider resolving: That the Body Corporate accepts the quote from Chubb for $713.00 including GST for OBL cover of $1 million, to cover both indemnity and defence costs, for the period 1 March 2024 to 1 March 2025.

9 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 NZI for principal cover at the quoted premium of $20,045.31 including GST for the period 1 March 2024 to 1 March 2025 and that Strata is to arrange the annual reinstatement valuation and pay the cost as per the budget.

10 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.

11 COMMON MAINTENANCE MATTERS

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

12 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.

13 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.

14 HEALTH & SAFETY AT WORK ACT 2015

(i) 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.

15 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 **$55,700.70 excluding GST** and a **contingency fund budget** of **$25,000 excluding GST** for the period 1 January 2024 to 31 December 2024 and sets the levy due date as **1 May 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.

16 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.

17 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.

18 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, on the proviso that any monies other than those in the working/operational account, may at the direction of the Committee be held in a separate deposit (saver/fixed term deposit) account with interest accruing for the benefit of the Body Corporate, less handling and administration fees; 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.

19 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.

20 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.

21 GENERAL BUSINESS

Please note that no "new" items of business may be tabled for voting on at the AGM that are not already set out on the AGM agenda. Comments may however be tabled for notation in the minutes of the AGM.

Rebecca Brandon (Unit 17 & 14) would like to discuss:

- Uniform double glazing. Current glazing is not efficient or secure, 2 years ago flat 14 was broken into by removing louvres during broad daylight.

David Gilbert (Unit 11) would like to discuss:

- My outside balcony paint job is unfinished (the old beige is still there). I would appreciate it being the same colour as the rest of the building.

Jill Watt (Unit 1) would like to discuss:

- The airconditioning above my flat keeps dripping hot weater onto my tiles outside my front door. There is a

white pipe that is actually mounted across their balcony to overhang my courtyard to enable this and hot steam coming out too.
- To have properly repaired, the leaky corner of guttering next to my front door that makes the outside tiles wet and slippery and dangerous to me. A contractor has been several times but the issue is still present. The cost should be met by the roofing and guttering contractor of 2020, under the Workmanship Warranty due to expire in 2025 without the body corporate paying separately.

Joan Linn (Unit 4) would like to discuss:
- That the buildings be washed in 2024 as the building are filthy with grime in not having been washed for several years. As this expense is budgeted for in the annual working account levies can we get this done every year.
- That the project to replace the letter boxes which was suggested again at the AGM in 2023 be considered again to be carried out in 2024 or 2025. The discussion of the last several years has been to have new letterboxes erected in behind the perimeter fence for their better security. Funds, currently estimated at $15,000.00 would need to be raised.
- That the issues identified in the Health and Safety Report of 2023 all be attended to during the 2024 year. Some of the small issues could be attended to at neglible cost. The most expensive issues are new hand railings required, some of which might need to be galvanised pipe which is expensive. Funds estimated at $20,000.00 to be raised and this likely on top of the long term maintenance levy recommended in the LTMP to collect for the 2024 year as this expense has not been identified in the LTMP to address so soon.

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>

BODY CORPORATE 184031

PROPERTY AT 373 KHYBER PASS ROAD, EPSOM, AUCKLAND

SPECIAL PURPOSE FINANCIAL REPORTS

FOR THE FINANCIAL YEAR 1 JANUARY 2023 TO 31 DECEMBER 2023

INDEX

Strata Title Administration Ltd
Dated: 11 January 2024

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

Statement of Financial Position
As at 31/12/2023

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 184031 — 373 Khyber Pass Road, Epsom, Auckland 1023

	Current period
Owners' funds	
Working Account	
Operating Surplus/Deficit--Working	5,448.21
Owners Equity--Working	19,889.69
	25,337.90
Contingency Fund	
1 Operating Surplus/Deficit--Contingency	16,236.54
1 Owners Equity--Contingency	43,026.23
	59,262.77
Net owners' funds	**$84,600.67**
Represented by:	
Assets	
Working Account	
Cash at Bank--Working Account	20,995.25
Receivable--Levies--Working	87.27
Receivable--Owners--Working	2,951.85
	24,034.37
Contingency Fund	
1 Cash at Bank--Contingency	42,640.79
1 Receivable--Levies--Contingency	39.56
1 Investments--TD--Contingency	17,622.68
	60,303.03
Unallocated Money	
Cash at Bank--Unallocated	0.57
	0.57
Total assets	84,337.97
Less liabilities	
Working Account	
Creditor--GST--Working	(1,418.53)
Payables--Others--Working	115.00
	(1,303.53)
Contingency Fund	
1 Creditor--GST--Contingency	1,040.26
	1,040.26
Unallocated Money	
Prepaid Levies	0.57
	0.57
Total liabilities	(262.70)
Net assets	**$84,600.67**

Strata Title Administration Ltd
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Statement of Financial Performance for the financial year to 31/12/2023

Auckland Phone (09) 307 3721
PO BOX 3187, Auckland 1140
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PO Box 384, Wellington 6140
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Unit 5, 71 Gloucester Street,
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Body corporate 184031 — 373 Khyber Pass Road, Epsom, Auckland 1023

Working Account

	Current period 01/01/2023-31/12/2023	Annual budget 01/01/2023-31/12/2023
Revenue		
Levies Due--Admin	55,141.05	55,141.03
Total revenue	55,141.05	55,141.03
Less expenses		
Admin--Management Fees--Standard	6,000.00	6,000.00
Admin--Prof. Fee - IRD Returns (GST & Income Tax)	800.00	1,150.00
Admin--Prof. Fees--Prep of LTMP	1,383.48	950.00
Insurance--Office Bearers Liability	620.00	620.00
Insurance--Premiums	15,841.03	16,021.03
Insurance--Valuation	620.00	600.00
Maint Bldg--Building Wash	2,587.00	3,000.00
Maint Bldg--General Maintenance & Disbursements	4,447.61	7,200.00
Maint Bldg--Health & Safety (Inspection/Report/Expenses)	757.39	600.00
Maint Grounds--Gardens & Plants	3,748.77	6,000.00
Utility--Electricity (Common Area)	844.20	950.00
Utility--Rubbish & Waste Removal	5,204.88	4,850.00
Utility--Water & Waste Water	6,838.48	7,200.00
Total expenses	49,692.84	55,141.03
Surplus/Deficit	5,448.21	0.00
Opening balance	19,889.69	19,889.69
Closing balance	**$25,337.90**	**$19,889.69**

Contingency Fund

	Current period 01/01/2023-31/12/2023	Annual budget 01/01/2023-31/12/2023
Revenue		
1 Levies Due--Contingency Fund	25,000.00	25,000.00
1 Net Intt. on Investments--Cont.	330.26	0.00
1 Recovery--Owner--Contingency	4,313.66	0.00
Total revenue	29,643.92	25,000.00
Less expenses		
1 Contingency--Bank/Admin. Fee	16.51	0.00
1 Contingency--Other Expenses	13,390.87	0.00
Total expenses	13,407.38	0.00
Surplus/Deficit	16,236.54	25,000.00
Opening balance	43,026.23	43,026.23
Closing balance	**$59,262.77**	**$68,026.23**

BODY CORPORATE 184031
PROPERTY AT 373 KHYBER PASS ROAD, EPSOM, AUCKLAND

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE FINANCIAL YEAR 01 JANUARY 2023 TO 31 DECEMBER 2023

1. STATEMENT OF ACCOUNTING POLICIES

a) **Reporting Entity**
These Special Purpose Financial Statements of ***BODY CORPORATE 184031,*** property at ***373 Khyber Pass Road, Epsom, 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 registered*** 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 December 2023*** not accounted for in the financial statements.

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

The entity has outstanding levies and owner’s invoices ***as at 31 December 2023.*** *(Please see ‘Levy Position – In Arrears Report’ & ‘Outstanding Owner invoices’)*

All outstanding levies, late charges, their fees, and any other charges have been collected.

c) Outstanding Accounts contained in the Statement of Financial Position

The body corporate has outstanding accounts in terms of ‘Payable – Others – Working’ related to on charge admin fees ***as at 31 December 2023.***

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

- **Admin – Prof. Fee – Prep of LTMP** was over the annual budget due to actual invoices received from Solutions in Engineering Pty Ltd.

- **Maint Bldg – Health & Safety (Inspection/Report/Expenses)** was slightly over the annual budget due to actual invoices received from Solutions in Engineering Pty Ltd.

- **Utility – Rubbish & Water Removal** was over the annual budget due to actual invoices received from Rubbish Direct Limited.

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 two months ended 30 November 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 two months ended 30 Nov 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 MRI 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
19 December 2023
Auckland

BODY CORPORATE 184031 INFORMAL OWNERS COMMITTEE REPORT

373 KYBER PASS ROAD, NEWMARKET, AUCKLAND

Feb 2023 - Feb 2024

Report prepared by Victoria Finch for the committee comprising myself, Dan Zhu, Diane Denman, Shirley Wang

The committee has met via zoom on three occasions and communicated via email on a regular basis in order to attend to the affairs of 373 Khyber Pass Road, Newmarket, Auckland

Solutions In Engineering were engaged to undertake the 30 year LTMP in order to comply with the Amendments to the Unit Titles Act (2010) as the previous report undertaken in 2019 covered 15 years – levies are in line with work that we expect going forward

Solutions In Engineering was also engaged to provide a Health & Safety report. Several minor issues were identified. Quotes to attend to all of these items are being sought from contractors.

Fire Prevention issues were raised at the AGM. No mention was made of fire prevention hazards by the H&S plan. Concerns were raised by the owner of Unit 4 relating to fire prevention and so a memo was sent to all owners reminding them to provide fire extinguishers within their units suitable for oil fires.

Full roof wash and gutter clear & flush was undertaken by Maximum Wash – the committee recommend that this is done yearly due to the volume of nearby foliage.

Due to the cost ($6,000), the committee did not undertake a building wash in 2023 as the painting is so recent. The committee recommends that the full building wash be completed every 2-3 years. The committee request input from all owners at the AGM to determine the frequency.

Painting project completed, overseen by Mike Fitzpatrick and Dan Zhu including site visits by Dan Zhu

Fencing project completed, overseen by the committee, including site visits by Dan Zhu.

Bird excreta continues to be problem around on end of the streetside building. Cleaning has been arranged and the owner invoiced. Concerns remain over ongoing bird food being an attractant to rodents.

Gutter overflow onto the footpath external the building has caused concern – this is being followed up by Strata with the roofing contractor.

The grounds have been looking excellent this year thanks to Roger Carter's work. Rodents kept under control with an effective rat-baiting programme.

Quote in progress regarding a full replacement of all of the letterboxes. Consider a 'no circulars' sign applicable to all letterboxes to prevent overflow – discuss at AGM to get owner input.

Back trees trimmed by rear neighbouring Body Corporate resulting in detritus on the property, negotiations had, contractor Tree Tamers contacted to trim as appropriate, situation resolved to the satisfaction of all parties.

Tree-trimming against the building attended, overseen by Joan Linn & Roger Carter

The committee expresses thanks to onsite owner-occupiers for their vigilance in identification of various property matters this year and notifying as appropriate to Strata for action.

Need owners to volunteer for the committee for the next 12 months.

Body Corporate 184031
Property at: 373 Khyber Pass Road, Epsom, Auckland 1023

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.

24 January 2024

Insurance Quotation for Body Corporate 184031

373 Khyber Pass Road
Auckland

Office Bearers Liability – 1 March 2024

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
	$5,000,000 Any one Claim and in the aggregate	$2,328.75
Standard and Poor's AA- Rating (Very Strong) Please see full details below	**Excess** $1,000 All Claims	
	Subject to receipt of a fully completed Office Bearers Liability Declaration prior to renewal date.	
Extensions	- Unlimited Retroactive Date - Bodies Corporate/Entity Liability to the Limit of Indemnity - One Automatic Reinstatement of Limit of Indemnity - Liability of an Insured Persons Spouse - Liability of an Insured Person's Estate, Heir or Legal Representative - Advancement of Defence Costs - Continuous Cover - Investigations, Inquiries, Prosecutions (Criminal or Otherwise) - Discovery Period – 12 Months - Loss of Documents - Libel & Slander - Intellectual Property – unintentional breaches - Work Health and Safety Defence Costs – Limit to $250,000 - Costs In Addition with respect to a Section 9 Charge – Limited to 10% - Severability and Non Imputation	

Significant Exclusions	- Fraud or Dishonesty & Personal Profits - Prior Known Matters - Pollution - Asbestos - Property Damage - Contractual Undertaking – Bodies Corporate/Entity Only - Communicable Disease Exclusion – Failure to Follow Protocols - Consequential Loss - Controlling Interests - Terrorism - Insolvency of the Bodies Corporate/Entity - Non Complaint Cladding - Failure to Maintain Adequate Insurance – this exclusion does not apply if the Property was fully insured for the previous 12 months

Insurer Financial Strength Rating

In accordance with the Insurance (Prudential Supervision) Act 2010, we are required to provide you with the following information about your Insurer.

Insurer(s) Name	Portion %	Rating Agent	Rating
Chubb Insurance New Zealand Limited	100	SP	AA-

The rating scale for Standard & Poor's Rating Agency is:

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

Note: 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 ratings categories. The rating scale above is in summary form. A full description of this rating scale can be obtained from www.standardandpoors.com

WALLACE MCLEAN LIMITED
FINANCIAL ADVISER DISCLOSURE STATEMENT

Who are we?

Name of Financial Adviser	Rebecca Redford FSP Number 85181	Lisa Russell FSP Number 635929
Financial Service Provider	Wallace McLean Limited 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.

T. G. LARKIN & ASSOCIATES INSURANCE BROKERS AND CONSULTANTS

24th January 2024

The Manager
Body Corporate 184031
C/- Strata Title Administration Ltd
P O Box 3187
AUCKLAND 1140

ATT: Simone Swan – Head of Administration

RE: INSURANCE SUMMARY, RENEWAL & COSTS 1.3.2024 to 1.3.2025
BODY CORPORATE 184031 - 373 KHYBER PASS ROAD, AUCKLAND.

We are pleased to provide a summary report and commentary of insurance followed by two meaningful quotations and recommendations received for the renewal of insurance requirements in regard to the above ((a third was sought – from Dual Insurance - but the Company Premium did not fit with their economies of scale not dissimilar to Vero Insurance's attitude last year). We comment in more depth, viz: -

This year the sum insured, on the buildings, has increased from RV$5,950,000 to RV$6,350,000 following receipt of the recently revised insurance reinstatement valuation obtained by the Strata Administration from Opteon Valuers dated 29.11.2023. This sum insured includes the Reinstatement Valuation as at todays date, inflationary estimates for the next 12 months policy period and allowance for a reinstatement period per the valuation. In addition it includes costs associated with demolition.

The Earthquake Commission cap is, now days, set at $300,000 per dwelling/unit, thus averaged over 24 units the cap is not exceeded and is in fact approx. RV$264,583 each unit which the non-negotiable statute levies have been based on.

Likewise, in addition, the statutory non-negotiable FENZ levies are based up to a cap of $100,000 Indemnity or Depreciated Value which the valuers have set @ IV$2,070,000, thus levies based on $86,250 Indemnity/Depreciated Value per unit.

In addition Limits of Indemnity for Loss of Rents, Public Liability $2,000,000 and Statutory Liability coverage at $500,000 apply. Note the Loss of Rents being up to $25,000 per unit per annum which would appear adequate given estimates or range based on current weekly rents. Refer following summary: -

INSURED:

Body Corporate 184031, every unit, owner, and every person entitled as mortgagee, by virtue of a registrable mortgage of any principal unit, having an insurable interest in the property covered by the principal insurance policy.

POLICY TYPE: Residential Buildings (Multi-Dwelling) Policy

Material Damage, Business Interruption, Combined General & Statutory Liability Residential (Multi Dwelling) Policy of Insurance

(Meets Requirement of Sections 134 to 137 of the Unit Titles Act 2010)

INTERESTS INSURED:

1) MATERIAL DAMAGE

a) Buildings & Improvements incl. Landlords Fixtures etc Reinstatement Value was $5,950,000 (now - per insurance valuation) increased to $6,350,000; plus

b) Landlords Fixtures, Fittings - based on Indemnity Value up to the limit per tenanted unit noted, that is $25,000 $ 600,000
c) Hidden Gradual Deterioration Clause - Per Unit – not less than $3,000
d) Alternative Accommodation & Loss of Rents - Per Unit @ $35,000 unless by Methamphetamine Contamination $30,000
e) Others, per policy wording
f) Earthquake/Natural Disaster (top up) in excess of that provided by the E/Q Commission = N/A - as mentioned these under the EQC CAP of $300,000 per unit.
g) Natural Disaster Cover for items not covered by the EQC Act = $100,000 Total (Examples if applicable) such as gates or fences, driveways, patio, path, paving, tennis court or other artificial surface, swimming or spa pool).

2. LOSS of RENTS (per unit $35,000-as above)
Includes: Natural Disaster Perils

3. PUBLIC LIABILITY
Limit Of Indemnity- $2,000,000 (Property Owners)

4. STATUTORY LIABILITY:
Fines & Legal Defence Costs arising out of Breach of Building Act, Resource Management Act & Health and Safety In Employement Act (Excluding Fines) $500,000.

DEDUCTIBLE/EXCESS: Std $250 Owner Occupied Units, $400 Tenanted Units, $500 Common Areas, $1,000 unoccupied units, & Liability $500 excess applies.

PREMIUM & COST QUOTATIONS/COMMENTS:
GOVERNMENT EQC & FENZ LEVY & COST ALLOCATIONS:
The replacement reinstatement sum insured/value each unit falls below the EQC CAP of $300,000 as mentioned. Thus the mandatory EQC levy has increased from last years $9,520 + GST to $10,160 + GST ($11,684 inclusive), based on the total revalued sum insured of Reinstatement $6,350,000 for this year).
The mandatory FENZ Levy on IV$2,070,000 (from last years IV$1,915,000) thus levy increases from $2,029.90 + GST to $2,194.20 + GST ($2,523.33 inclusive).

The total costs below, therefore, include the non-negotiable Statutory Government Earthquake Commission $11,684.00, Fire Service Levies $2,523.33 and balance of GST $2,614.61 (NZI Terms). In Total $16,821.94! These costs are non-negotiable as set by Statute, and are a significant portion of the overall cost, as noted.

Again, despite increase in sum insured our negotiated Company Premium **cost with NZI Insurance resulted in a minimal increase of only $835.37 + GST**

TOTAL RECOMMENDED NZI OPTION & COST ALLOCATION:
That is in total $3,996.50 Company Premium, $50.00 Natural Disaster Premium, $2,194.20 Fire Emergency Service Levy, $1,030.00 Broker Marketing, Renewal Prep & Administration Fee/Charges, and $10,160.00 Earthquake Commission Levy, plus GST.

P O Box 65 320 Mairangi Bay North Shore Auckland 0754
Telephone: +64 9 4788674 Cel: +64 9 274733524
Email: tgl_insurance@xtra.co.nz www.tglinsurance.co.nz

Total Increase inclusive of Sum Insured increase, Levy Increases, GST, all Charges in total 10% inclusive on last year - based on NZI Option below…..

NZI Insurance	**DUAL Insurance**	**AIG Insurance**
$17,430.70	$00,000.00 n/a	$20,634.80
$ 2,614.61 GST	$00,000.00 GST n/a	$ 3,095.22 GST
$20,045.31	**$00,000.00 (see comment pg1)**	**$23,730.02**

COMMENTS:

1. 1st July 2024 FENZ Levies increase by the previous Government by 12.80%. Thus next years (2025) renewal this increase will apply (based on the Indemnity Value)
2. Aside from year before last (was with AIG) NZI have been this Body Corporate Insurer for a number of years since 2013. They have retained their cost competitive edge from last year during difficult 'hard' market times and NZI's Security Financial Strength rating AA- per Standard & Poors - denotes 'Very Strong';
3. Excellent claims history with only one minor claim (late 2021) over many years has assisted in NZI Insurance attitude for the ensuing year maintaining continuity, let alone the fact they are the lowest in premium again this year.
4. Dual Insurance declined to provide a quotation this year as mentioned, based on economies of scale in that the Insurers Company Premium with NZI is very competitive/low and does not in their opinion offer much room come claims time, coupled with the low excesses. Not dissimilar to Vero's attitude last year.
5. Again, as a reminder - Owners/Landlords Contents, Appliances & Furniture (not being Fixtures & Fittings) should be insured by the individual owners &/or Landlords as may be required by them. Likewise **Tenants Contents Insurance** should be taken out by them to cover their own contents which would also provides liability indemnity by their (tenants) own policy.

Thank you and we now we await your instructions.
Sincerely

Terry G Larkin

Terry G. Larkin ANZIIF Level 5 Compliance (GIB), IBANZ (PQIB),
EXECUTIVE PRINCIPAL PARTNER

ATTACHMENTS:
NZI – Multi Residential Policy (plus Endorsements)
TGL – Disclosure Statement

P O Box 65 320 Mairangi Bay North Shore Auckland 0754
Telephone: +64 9 4788674 Cel: +64 9 274733524
Email: tgl_insurance@xtra.co.nz www.tglinsurance.co.nz

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

Proposed Budget
to apply from 01/01/2024

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 184031 — 373 Khyber Pass Road, Epsom, Auckland 1023

Working Account

	Proposed budget	Actual 01/01/2023-31/12/2023	Previous budget
Revenue			
Levies Due--Admin	55,700.70	55,141.05	55,141.03
Total revenue	55,700.70	55,141.05	55,141.03
Less expenses			
Admin--Management Fees--Standard	6,000.00	6,000.00	6,000.00
Admin--Prof. Fee - IRD Returns (GST & Income Tax)	1,150.00	800.00	1,150.00
Admin--Prof. Fees--Prep of LTMP	0.00	1,383.48	950.00
Insurance--Office Bearers Liability	620.00	620.00	620.00
Insurance--Premiums	17,430.70	15,841.03	16,021.03
Insurance--Valuation	650.00	620.00	600.00
Maint Bldg--Building Wash	3,000.00	2,587.00	3,000.00
Maint Bldg--General Maintenance & Disbursements	7,200.00	4,447.61	7,200.00
Maint Bldg--Health & Safety (Inspection/Report/Expenses)	0.00	757.39	600.00
Maint Grounds--Gardens & Plants	6,000.00	3,748.77	6,000.00
Utility--Electricity (Common Area)	950.00	844.20	950.00
Utility--Rubbish & Waste Removal	5,500.00	5,204.88	4,850.00
Utility--Water & Waste Water	7,200.00	6,838.48	7,200.00
Total expenses	55,700.70	49,692.84	55,141.03
Surplus/Deficit	0.00	5,448.21	0.00
Opening balance	25,337.90	19,889.69	19,889.69
Closing balance	$25,337.90	$25,337.90	$19,889.69

	Proposed budget	Actual	Previous budget
Total units of entitlement	10000		10000
Levy contribution per unit entitlement	$6.41		$6.34
Budgeted standard levy revenue	55,700.70		55,141.03
Add GST	8,355.10		8,271.15
Amount to raise in levies including GST	$64,055.80		$63,412.18

Contingency Fund

	Proposed budget	Actual 01/01/2023-31/12/2023	Previous budget
Revenue			
1 Levies Due--Contingency Fund	25,000.00	25,000.00	25,000.00
1 Net Intt. on Investments--Cont.	0.00	330.26	0.00
1 Recovery--Owner--Contingency	0.00	4,313.66	0.00
Total revenue	25,000.00	29,643.92	25,000.00
Less expenses			
1 Contingency--Bank/Admin. Fee	0.00	16.51	0.00
1 Contingency--Other Expenses	0.00	13,390.87	0.00
Total expenses	0.00	13,407.38	0.00
Surplus/Deficit	25,000.00	16,236.54	25,000.00
Opening balance	59,262.77	43,026.23	43,026.23
Closing balance	$84,262.77	$59,262.77	$68,026.23

	Proposed budget	Previous budget
Total units of entitlement	10000	10000
Levy contribution per unit entitlement	$2.88	$2.88
Budgeted standard levy revenue	25,000.00	25,000.00
Add GST	3,750.00	3,750.00
Amount to raise in levies including GST	$28,750.00	$28,750.00

POSTAL VOTING FORM
Form 12
(pursuant to Section 103, Unit Titles Act 2010)

TO MANAGER: Devon Sansbury

EMAIL ADDRESS: devonsansbury@stratatitle.co.nz

BODY CORPORATE: 184031

PROPERTY AT: 373 Khyber Pass Road, Epsom, Auckland

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 184031 to be held at **12:00pm on Wednesday, 21 February 2024.**

Important: this completed Postal Voting form needs to be submitted to Strata Title Administration Limited by Tuesday, 20 February 2024.

		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	Financials	☐	☐	☐
4	Report from the Committee	☐	☐	☐
5	Chairperson Nominee			
	Joan Linn	☐	☐	☐
6(i)	Committee			
	Joan Linn	☐	☐	☐
	Dan Zhu	☐	☐	☐
	Mike Fitzpatrick	☐	☐	☐
	Victoria Smith	☐	☐	☐
	Rebecca Brandon	☐	☐	☐
	Dianne Denman	☐	☐	☐
6(ii)	Conflict of Interest Register	☐	☐	☐
7	Delegating powers & duties to Committee (Section 108)*	☐	☐	☐
8	Office Bearer's Liability Insurance	☐	☐	☐
9	Renewal of Insurance policy	☐	☐	☐
10	Insurance Excess	☐	☐	☐
11	Common Maintenance	☐	☐	☐

		Vote For	Vote Against	Abstain
Item	***See agenda for wording of resolution***	***Please tick one of the boxes to vote.***		
12(i)	Review Long Term Maintenance Plan	☐	☐	☐
12(ii)	Arrange required Maintenance	☐	☐	☐
13	Long Term Maintenance Fund*	☐	☐	☐
14	Health & Safety – Hazard Register	☐	☐	☐
15(i)	Budget adopted and levy due date set	☐	☐	☐
15(ii)	Strata to pay standard/regular accounts	☐	☐	☐
16	Debt Collection regime	☐	☐	☐
17	Tax Agent	☐	☐	☐
18	Audit*	☐	☐	☐
19	Communication	☐	☐	☐
20	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.

PROXY APPOINTMENT FORM

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

TO MANAGER: Devon Sansbury

EMAIL ADDRESS: devonsansbury@stratatitle.co.nz

BODY CORPORATE: 184031

PROPERTY AT: 373 Khyber Pass Road, Epsom, Auckland

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: **12:00pm on Wednesday, 21 February 2024.**

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 Tuesday, 20 February 2024.

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.

	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*	
	Joan Linn		
6(i)	Committee	*Ordinary Resolution*	
	Joan Linn		
	Dan Zhu		
	Mike Fitzpatrick		
	Victoria Smith		
	Rebecca Brandon		
	Dianne Denman		
6(ii)	Conflict of Interest Register		
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	Common Maintenance	*Ordinary Resolution*	
12(i)	Review Long Term Maintenance Plan	*Ordinary Resolution*	
12(ii)	Arrange required Maintenance	*Ordinary Resolution*	
13	Long Term Maintenance Fund*	*Special Resolution*	
14	Health & Safety – Hazard Register	*Ordinary Resolution*	
(ii)	Health & Safety - Induction of Contractors	*Ordinary Resolution*	
(iii)	Health & Safety - Asbestos Management	*Ordinary Resolution*	
15(i)	Budget adopted and levy due date set	*Ordinary Resolution*	
15(ii)	Strata to pay standard/regular accounts	*Ordinary Resolution*	
16	Debt Collection regime	*Ordinary Resolution*	
17	Tax Agent	*Ordinary Resolution*	
18	Audit*	*Special Resolution*	
19	Communication	*Ordinary Resolution*	
20	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.*