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Unit 5, 71 Gloucester Street
Christchurch 8013

27 February 2026

Dear Owner

**Re: Body Corporate 184031
Property at 373 Khyber Pass Road, Epsom, Auckland
Annual General Meeting held on Thursday, 19 February 2026**

Please find enclosed the minutes and following attachment relating to your Body Corporate's annual general meeting:

- the Body Corporate's budget for the year 1 January 2026 to 31 December 2026.

If you have received this letter by email your levy notice will follow in an additional email.

Should you require any further information please log into your Owner Portal online account via Strata's website www.stratatitle.co.nz.

Please note: Should you require additional copies of your levy notice these can be downloaded 24/7 from your Owner Portal via Strata's website. Alternatively if you require Strata to email you a copy a manual processing charge will apply. Levy reminders for the second instalments are sent 2 weeks prior to payment due date.

Yours sincerely,

A handwritten signature in black ink, appearing to be "KO", enclosed within a circular scribble.

Kyle O'Reilly
Auckland Head of Body Corporate Management

MINUTES OF ANNUAL GENERAL MEETING
Body Corporate No 184031
Property at 373 Khyber Pass Road, Epsom, Auckland

THE ANNUAL GENERAL MEETING (AGM) of this Body Corporate was held at the office of Strata Title Administration Ltd, Level 1, Dilworth Building, Corner of Queen Street and Customs Street East, Auckland and via MS Teams video conference facility, on Thursday, 19 February 2026 commencing at 6:00pm.

ATTENDANCE:

Lot #	Unit #	Attendance	Owner Legal Name Representative at the AGM
1	A	Apology	Watt, Jill Proxy: Mr Nicholas Watt
2	B	Apology	Gonzales, Hector Proxy: Mr Mark Cooper
3	C	Apology	Wang, Hsiao-Ling Proxy: Mr Mark Cooper
4	D	Yes	Ms B Linn & Mr R Carter Ms Joan Linn
7	G	Yes	Dixon-Hall Empire Ltd Ms Sianne Dixon via MS Teams
8	H	Apology	Mr M Fitzpatrick & Ms P Claxton Proxy: Mr Mark Cooper
10	J	Apology	K & P Supanita Proxy: Mr Mark Cooper
11	K	Yes	Gilbert, David Mr David Gilbert via MS Teams
14	N	Yes	Mr M Cooper, Ms A Miller & Mr G Simon
15	O	Yes	Gu, Jian Mr Dan Zhu via MS Teams
16	P	Apology	Denman, Dianne Postal Vote
19	S	Yes	Smith, Victoria
21	U	Yes	Mr P & Mrs A Buchanan

OTHERS PRESENT: Mr Kyle O'Reilly representing Strata Title Administration Ltd (Strata) as the Body Corporate Manager.

MINUTES OF THE MEETING:

1 APPOINTMENT OF CHAIRPERSON OF THE MEETING

Resolved: That the Body Corporate elects Mr Kyle O'Reilly, a representative of Strata Title Administration Ltd (Strata) to chair the meeting.

2 APOLOGIES, PROXIES, POSTAL AND PRE-MEETING ELECTRONIC VOTES

Resolved: That the apologies, proxies, and postal votes be accepted and the meeting declared quorate.

3 REPORT FROM THE COMMITTEE

The committee report was appended to the agenda and taken as read. Mr Mark Cooper, Body Corporate and Committee Chairperson, gave a summary of its content including the asbestos incident, bird control efforts, and gardening work completed at no additional cost through collaboration with unit owners.

Ms Joan Linn questioned the committee's knowledge of the Unit Titles Act and Regulations and raised concerns about a perceived lack of committee meeting minutes throughout 2025. Mr Cooper confirmed that he has 20+ years of Body Corporate experience across multiple properties both as Chairperson and Committee member. It was confirmed that all minutes of formal meetings are available to owners on the portal. Mr O'Reilly acknowledged that there had been a delay in providing minutes under a previous Body Corporate Manager, but that these were now available on the portal. Mr O'Reilly also clarified that at each future committee meeting there will be a dedicated agenda item specifically relating to the committee's undertaking to acquire body corporate knowledge, and that links to relevant websites and training is to be provided.

Ms Linn expressed dissatisfaction that items resolved at the 2025 AGM had not been completed. Mr Cooper confirmed that the Committee intends on having all items previously raised addressed in the forthcoming year.

Ms Linn also expressed frustration that the Committee have not been issuing regular updates to owners on maintenance and other matters. Mr O'Reilly confirmed that the Committee are not obliged to issue regular updates, only to report at each general meeting or at such other times as decided by ordinary resolution. The Committee agreed that periodic updates to owners may be beneficial and agreed to provide these as and when deemed suitable.

Further discussion on the items summarised and contained within the report took place, as detailed below:

Bird Control:

- The Committee have installed bird netting on the balcony of Unit 7 and the porch of Unit 1 using command strips and confirmed that there has been no puncturing of cladding.
- Unit 1 has completed a second deep clean of the affected areas and has added bird spikes to wooden frames.
- The Committee confirmed that it intends to use an exterminator as last resort if the bird issues continue.
- Ms Linn raised concerns that the efforts to mitigate the bird issue were being hindered by the owner of Unit 1 continuing to feed the birds. However, it was stated that no complaints had been nor any feeding witnessed since the previously noted measures were implemented.
- Ms Linn noted her concern regarding the spreading of disease by the birds, including bird flu. An owner, being an infectious diseases specialist, confirmed that no bird flu risk currently exists in New Zealand.

Pest control and Gardening Services:

- Mr Roger Carter, co-owner of Unit 4 had previously taken care of the pest control on site whilst carrying out gardening duties. It was confirmed that the Body Corporate has contracted pest control services via Rentokil who are a professional service provider with stronger commercial-grade baits that are not available to the general public.
- Rentokil have expanded the scope of the previous pest control measures to include roof access prevention.
- The Committee have also selected a new gardening contractor after obtaining multiple quotes, coming in under the previously set budget.
- Ms Linn expressed disappointment about Mr Carters departure. The Committee acknowledged his excellent work over the years.

Asbestos Incident and Legal Proceedings:

- An asbestos contamination incident occurred in early 2025 that the committee alleges occurred during window installation work carried out at an individual unit.
- The Body Corporate incurred costs of de-contamination and has issued these costs as on-charges to the unit owner.
- Legal proceedings are ongoing with the Body Corporate having engaged legal counsel to recover costs from the unit owner.
- A temporary transfer was made from the contingency fund to the operating account to cover the decontamination costs. These funds have been mostly transferred back to the contingency fund, with \$4,500 remaining to be transferred in 2026.
- The owner of the above mentioned unit stated that she had hoped that the matter would be resolved in time for the AGM.
- Ms Linn stated that she believes that all asbestos reports obtained should be accepted by the Committee. Mr Cooper confirmed that the Committee accepted the Astech report as primary documentation per Mr Jonathan Wood of Court One's legal advice. Mr O'Reilly confirmed that all reports are available on the owners portal.
- The Committee agreed to provide an update to owners upon conclusion of the legal proceedings.

Resolved: That the Committee's report is adopted.

4 ITEMS RAISED BY JOAN LINN

Ms Joan Linn, owner of Unit 4, had included several items for discussion at the AGM with the agenda.

A summary of these items and any ensuing discussion are detailed below:

1. Concerns about the current and future Chairperson and Committee:

This item was covered under agenda item 3.

2. Roof:

Mrs Linn stated at the meeting that the previous roofing works only consisted of new roofing iron and was not a full roof replacement. She noted that the roof has had ponding issues present since its installation. She stated that the new roofs installed were non-compliant. Mrs Linn also stated that the new guttering is rusted through above Flat 24 already, within 5 years of installation, and believes that the guttering was not able to be installed to function.

It was stated in response that the roof has a warranty which has previously been provided to Mrs Linn. Specifically, at the 2022 AGM this warranty was witnessed by Mrs Linn's legal proxy, Ms Liza Fry-Irvine and accepted.

The installers have confirmed that they are willing to attend to any maintenance or defect issues related to the roof to ensure that the warranty is not affected. It was requested that Ms Linn provide written details of any roof issues that she has witnessed, so that these can be passed on to the installer for action.

3. Reimbursement of Management Fee's:

Mr O'Reilly confirmed that Strata's fee when the initial body corporate management contract was signed in 2011 was \$5,520 + GST per annum. This increased incrementally year on year. In 2019 the fee had risen to \$7,440.00 per annum.

For the 2020 financial year, the fee was reduced to \$6,000 per annum.

At the 2021 AGM, held in early March, the fee remained at \$6,000 per annum as per the approved budget.

In late March 2021, after Ms Linn was appointed as Chair at the AGM, a contract was signed with the management fee being \$5,400.00 + GST per annum.

The management fee charged in 2021 was \$6,000 as resolved at the AGM, prior to the new contract being signed. Accordingly, \$600 was reimbursed to the Body Corporate to note the change in contract cost.

In the 2022 and 2023 financial years the management fee paid to Strata by the body corporate was \$6,000.00 + GST, in accordance with the approved budget at each AGM.

It is noted that the contract states that the sum may be changed subject to resolution at a general meeting, and that the approval of the budget and passing of the resolution met the conditions of this contract clause.

In February 2024 a new contract was signed with a service fee of \$6,000 + GST. The management fee has remained the same at subsequent AGM's as per the approved budget.

Mr O'Reilly underlined that Strata would not be providing any fee reimbursements for the 2022 and 2023 financial years.

4. Water Credit:

It was outlined that there is no evidence that there are any leaks. The singular higher than usual bill is explained by general increased consumption and increased costs. However, the Committee agreed to monitor the usage and expenditure and take the required action should there be further concerns.

5. Asbestos Reports:

This item was covered under agenda item 3.

6. Amendment of Meeting Minutes:

Mr O'Reilly requested that Ms Linn provide specifics of the alleged amendments, so that these can be investigated and rectified if required.

7. Work Approval Guidelines:

No further discussion held.

8. Body Corporate Education:

This item was covered under agenda item 3.

9. Fire Safety:

Mr O'Reilly recommended that an expert be engaged to survey and review the body corporates fire compliance and safety requirements. Noting that it is not advised for the committee or owners to take action that has not been recommended by an expert.

10. Asbestos On-Charging:

This item was covered under agenda item 3.

11. Apology:

Ms Linn wished to apologise to owners in accordance with the summary provided with the agenda outlining that she had not approved the window replacement work to take place and regrets that the asbestos incident had occurred.

12. Bullying:

Ms Linn alleged that threats had been made against her via e-mail by the Chairperson, Mr Cooper. These allegations were denied. Similarly, it was noted that a police report/complaint had been filed against Ms Linn following a comment made within an e-mail perceived to be of a threatening nature.

It was noted that much of the contested communication has been in response to e-mails sent by Ms Linn to owners, often excluding the Committee and Strata.

Mr O'Reilly underlined that Ms Linn does not have permission to contact owners individually, as she obtained their contact details in her previous capacity as body corporate chairperson, and that utilising these details whilst no longer acting in that capacity could be deemed to be a breach of privacy and contrary to the provisions of the Unit Titles Act and Regulations. There is scope within the Act for owners to obtain other owners details, but Ms Linn has not followed the proper process. She was asked to refrain from corresponding en-masse with owners, and to direct any communications via the Committee and Strata.

5 CHAIRPERSON & COMMITTEE

(i) Nominations were received for Mr Mark Cooper & Ms Joan Linn to be appointed as Chairperson of the Body Corporate and Chairperson of the Committee.

Ms Linn withdrew her nomination at the meeting.

Resolved: That the Body Corporate appoints Mr Mark Cooper as the Chairperson of the Body Corporate and Committee.

Ms Joan Linn, representing Unit 4 voted against this resolution.

(ii) Nominations were received for Mr Mark Cooper, Mr Peter Buchanan, Ms Rebecca Brandon, Mr Dan Zhu, Ms Jill Watt, Ms Joan Linn, Ms Susan Diao and Mr David Gilbert to be candidates for election as committee members.

Ms Linn withdrew her nomination at the meeting. It was noted that Ms Susan Diao was not in attendance at the meeting and that Strata would contact her post-meeting to confirm acceptance of her nomination and appointment.

Resolved: That the Body Corporate elects a committee of seven members, which shall have a quorum of four members, comprising:

Mr Mark Cooper, Mr Peter Buchanan, Ms Rebecca Brandon, Mr Dan Zhu, Ms Jill Watt, Ms Susan Diao and Mr David Gilbert

Ms Joan Linn, representing Unit 4 abstained from voting on this resolution.

(iii) **Conflict of interest register:** In accordance with Unit Title Regulation 6(5)(ca) to receive a copy of the body corporate committee interests register.

Resolved: That the Interests Register is received.

6 DELEGATION OF DUTIES

Resolved 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.

7 FINANCIAL STATEMENTS

Mr O'Reilly gave a detailed summary of the financial report as appended to the agenda. Some salient points being:

- The Body Corporate raised operating account levies of \$71,935.57 + GST in the reported financial year, with a total operating account expenditure of \$93,094.11.
- The overspend was primarily a result of the asbestos decontamination works.
- Funds from the Contingency Fund were transferred to the operating account to cover the overspend.
- Unbudgeted legal expenses were related to advice on the ownership of the pergolas and a legal response to a lawyer acting on behalf of Unit 4.
- An amount of \$5,000 was reimbursed to owners following a discount received on the installation of the letterboxes.
- An overspend of \$1,100 was noted due to the increased costs and consumption of water.
- The Body Corporate raised contingency fund levies of \$23,063.07 + GST in the reported financial year, which was the recommended contribution contained within the long term maintenance plan.
- The Body Corporate earned \$777.97 in interest on funds held within a saver account.
- There was total contingency fund expenditure of \$8,475.90.
- Expenditure relates to external lighting upgrade works and handrail painting. Ms Linn noted that the lighting works could have been coded under general maintenance from the operating account.
- \$4,500 remains to be transferred back to the contingency fund from the operating account.
- The closing contingency fund balance at the financial year end was \$70,268.86.

Resolved: That the Body Corporate approves the financial report for the period 1 January 2025 to 31 December 2025.

8 BODY CORPORATE REINSTATEMENT INSURANCE

Resolved: That the Body Corporate insures with AIG for principal cover at the quoted premium of \$22,237.92 inc GST for the period 1 March 2026 to 1 March 2027 and that Strata is to arrange the annual reinstatement valuation and pay the cost as per the budget.

IMPORTANT NOTE: The quotations provided are ALL SUBJECT TO:

No New Claims prior to Renewal.

No Housing New Zealand, Kainga Ora, Emergency or Transitional Housing - unless noted in the Property Description (page 1) or specifically noted on the insurer quotation document.

Unit owners must report the above and also advise the insurance brokers (Lisa.Russell@howdengroup.com) of any long-term Air BnB/Short Term Accommodation usage.

9 OFFICE BEARERS LIABILITY (OBL) INSURANCE

Resolved: That the Body Corporate accepts the quote from Chubb for \$724.50 for OBL cover of \$1 million, to cover both indemnity and defence costs, for the period 1 March 2026 to 1 March 2027.

10 INSURANCE EXCESS

Resolved: 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

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

The following items were put forward to be discussed by Mr Peter Buchanan:

- A full investigation with recommendations is required regarding the recent external lighting issue and balcony water permeation/egress, which was identified some years ago but not formally discussed or communicated.
- That the Committee understand all factors of the electrical problem, including balcony/maintenance/remediation issues, assess likely costs and provide recommendations for actions, including cost apportionment.
- That the Committee are to deliver at least 3-monthly updates to property owners.
- That \$150.00 per unit be budgeted for the works noted above.

It was agreed that the required budget allowance will be provisioned for this financial year to allow for the above works.

- There is currently no vegetation management plan, leading to issues such as overgrowth, pest control, damage from falling avocados, debris accumulation, uncontrolled weed growth, allergen release, reduced amenity value and potential damage to shared fences.
- That a budget of \$750.00 per unit be raised to allow for the Committee to compile a vegetation management plan (with site map) addressing problems, remediation options, post-remediation maintenance costs and priorities.

The meeting agreed that the requested budget allowance was not required for the current financial year, but that quotes will be obtained for required works and the committee will decide on any action to be taken accordingly.

Mr Mark Cooper noted an issue with rain water and rust getting into the mailboxes, causing incoming post to be damaged. It was agreed that Mr Cooper would paint the interior of the mailboxes with rust prevention coating to address this issue. It was suggested that external flashing be installed to the rear of the mailboxes to alleviate any water penetration issues.

The Committee committed to completing all maintenance items approved at the prior AGM and requested to be notified of any other maintenance matters discovered by owners.

12 LONG TERM MAINTENANCE PLAN (LTMP)

Mr O'Reilly confirmed that the long term maintenance plan is due for a formal review in 2026.

Resolved:

(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)

Mr O'Reilly provided an explanation of Section 117 of the Act pertaining to a long term maintenance fund (LTMF). Ms Joan Linn advocated for the establishment of a dedicated LTMF, stating that it would provide proper clarity as to funds held and required.

Mr O'Reilly noted that upon receipt of the outstanding asbestos on-charges the contingency fund will hold \$89,903.00 and that the long term maintenance plan recommends a closing balance of \$91,383.00.

The meeting agreed that the decision to establish an LTMF would be deferred to the next AGM.

Resolved by special resolution: That the Body Corporate does not maintain a LTMF but utilises a Contingency Fund to finance its LTMP.

Ms Joan Linn, representing Unit 4 voted against this resolution.

14 HEALTH & SAFETY AT WORK ACT 2015

Mr O'Reilly, supported by Ms Linn stated that it is recommended that the health and safety report and register be reviewed and updated in 2026.

Resolved: 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

Resolved:

(i) That the Body Corporate adopts an **operating account budget of \$72,000.00 + GST** and a **contingency fund budget of \$27,354.93 + GST** for the period 1 January 2026 to 31 December 2026 and sets the levy due date as **1 May 2026**.

(ii) That Strata is authorised to pay standard/regular accounts on behalf of the Body Corporate as they fall due, which accounts relate to the day to day operation of the Body Corporate in accordance with the approved budget, but that any non-standard accounts are to be approved by the Chairperson/Committee.

16 DEBT RECOVERY REGIME

Resolved: 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

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

18 AUDIT OF THE BODY CORPORATE'S FINANCIAL STATEMENTS

Explanation of section 132(8) of the Act.

Resolved 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

Resolved: 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 GENERAL BUSINESS

No items of general business were tabled at the meeting.

21 MINUTES TO BE A RECORD OF THE BUSINESS OF THE ANNUAL GENERAL MEETING

Resolved: That if within thirty days of distribution of the minutes Strata does not receive any written request from a person who attended the meeting to amend any part of the minutes, that the minutes are adopted as a true and accurate record of the Annual General Meeting.

22 AGM CLOSURE

With no further business being tabled for discussion, Mr O'Reilly thanked owners for their time and attendance and closed the meeting at 8.10pm.

NOTES:

(a) **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.**

(b) Strata Owner Portal Access:

Owners have 24 hour access to their body corporate information via Strata's website. To access this service visit www.stratatitle.co.nz and click on the Owner Portal button to log in. If owners require their personal login details would they please email bc@stratatitle.co.nz and we will issue/reissue the necessary access login.

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.**

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>](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>](http://www.legislation.govt.nz/regulation/public/2011/0122/latest/DLM3695701.html)

Approved Budget to apply from 01/01/2026

Body corporate 184031

373 Khyber Pass Road, Epsom Auckland 1023

Operating Account

	Approved budget	Actual 01/01/2025-31/12/2025	Previous budget
Revenue			
149000 Admin--Transfer from Contingency Fund	0.00	4,500.00	0.00
143000 Levies Due--Operating	72,000.00	71,935.57	71,935.57
145002 Recovery--Legal Fees & Debt Collection	0.00	434.78	0.00
145004 Recovery--Other	0.00	35,466.09	0.00
<i>Total revenue</i>	72,000.00	112,336.44	71,935.57
Less expenses			
156200 Admin--Legal/Professional Fees	0.00	1,591.64	0.00
154000 Admin--Management Fees--Standard	6,000.00	6,000.00	6,000.00
152802 Admin--Prof. Fee--IRD Returns (GST/ICT)	1,150.00	925.00	1,150.00
159101 Insurance--Office Bearers Liability	630.00	630.00	630.00
159100 Insurance--Premiums	19,424.76	19,965.58	19,965.57
159200 Insurance--Valuation	640.00	640.00	640.00
159600 Levy / Other Credits	0.00	5,000.00	0.00
161400 Maint Bldg--Building Wash	5,000.00	0.00	5,000.00
167200 Maint Bldg--General Maintenance & Disbursements	15,355.24	4,669.07	7,200.00
162900 Maint Bldg--Health & Safety (Inspection/Report/Expenses)	0.00	0.00	10,000.00
172000 Maint Bldg--Pest/Vermin Control	750.00	0.00	0.00
176850 Maint Bldg--Special Projects	0.00	35,466.09	0.00
178600 Maint Grounds--Gardens & Plants	6,000.00	1,393.48	6,000.00
190200 Utility--Electricity (Common Area)	1,300.00	1,273.47	1,100.00
190800 Utility--Rubbish & Waste Removal	6,000.00	5,885.12	5,750.00
191200 Utility--Water & Wastewater	9,750.00	9,654.66	8,500.00
<i>Total expenses</i>	72,000.00	93,094.11	71,935.57
Surplus/Deficit	0.00	19,242.33	0.00
Opening balance	36,188.77	16,946.44	16,946.44
Closing balance	\$36,188.77	\$36,188.77	\$16,946.44
Total units of entitlement	10000		10000
Levy contribution per unit entitlement	\$8.28		\$8.27
Budgeted standard levy revenue	72,000.00		71,935.57
Add GST	10,800.00		10,790.34
Amount to raise in levies including GST	\$82,800.00		\$82,725.91

Contingency Fund**Approved
budget**

01/01/2025-31/12/2025

Actual**Previous
budget****Revenue**

243000	1 Levies Due--Contingency Fund	27,354.93	23,063.07	23,063.04
242600	1 Net Intt. on Investments--Cont.	0.00	777.97	0.00
<i>Total revenue</i>		27,354.93	23,841.04	23,063.04

Less expenses

251401	1 Contingency--Bank/Admin. Fee	0.00	38.90	0.00
254400	1 Contingency--Other Expenses	0.00	3,937.00	0.00
257400	1 Contingency--Transfer to Operating Account	0.00	4,500.00	0.00
264800	1 Maint Bldg--Electrical	3,600.00	0.00	0.00
<i>Total expenses</i>		3,600.00	8,475.90	0.00

Surplus/Deficit

		23,754.93	15,365.14	23,063.04
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Opening balance

70,268.86 54,903.72 54,903.72

Closing balance

\$94,023.79 \$70,268.86 \$77,966.76

Total units of entitlement	10000	10000
Levy contribution per unit entitlement	\$3.15	\$2.65

Budgeted standard levy revenue	27,354.93	23,063.04
Add GST	4,103.24	3,459.46
Amount to raise in levies including GST	\$31,458.17	\$26,522.50