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

1 May 2025

Dear Owner,

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

We advise that an Extraordinary General Meeting (EGM) of your Body Corporate is to be held at the office of **Strata Title Administration Limited, 1st Floor, Dilworth Building, corner Queen Street and Customs Street East, Auckland commencing at 5:30pm on Wednesday, 7 May 2025.**

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 EGM.

I look forward to seeing you at the meeting.

Yours sincerely,

Brandon Zaragoza
Body Corporate Manager

BODY CORPORATE NO 184031 (BODY CORPORATE)

Property at 373 Khyber Pass Road, Epsom, Auckland

NOTICE IS HEREBY GIVEN that an **EXTRAORDINARY GENERAL MEETING** (EGM) of the Body Corporate will be held at Strata Title Administration Limited, 1st Floor, Dilworth Building, corner Queen Street and Customs Street East, Auckland on Wednesday, 7 May 2025 commencing at 5:30pm.

AGENDA:

1 APPOINTMENT OF CHAIRPERSON OF THE MEETING
To consider resolving: That the Body Corporate elects a representative of Strata Title Administration Ltd (Strata) to chair the meeting.

2 APOLOGIES, PROXIES, POSTAL AND PRE-MEETING ELECTRONIC VOTES
To consider resolving: That the apologies, proxies, postal and pre-meeting electronic votes be accepted and the meeting declared quorate.

3 CHAIRPERSON OF THE BODY CORPORATE
Nominations have been received for Mr Mark Cooper to be appointed as Chairperson of the Body Corporate and Chairperson of the Committee.

To consider resolving: That the Body Corporate appoints Mr Mark Cooper as the Chairperson of the Body Corporate and Chairperson of the Committee.

4 MINUTES TO BE A RECORD OF THE BUSINESS OF THE EXTRAORDINARY GENERAL MEETING
To consider resolving: That if within seven 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 a true and accurate record of the extraordinary general meeting.

5 EGM 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) 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.**

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>

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

TO MANAGER: Brandon /@ Strata Title Administration Limited

EMAIL ADDRESS: brandonzaragoza@stratatitle.co.nz

BODY CORPORATE: 184031

PROPERTY AT: 373 Khyber Pass Road, Epsom, Auckland

Instructions
You are entitled to vote at the Body Corporate EGM 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 **5:30pm on Wednesday, 7 May 2025**

Important: this completed Postal Voting form needs to be returned via email to bc@stratatitle.co.nz, or via post to PO Box 3187, Auckland 1140, to be received by Strata Title Administration no later than 5:00pm on Tuesday, 6 May 2025.

		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, Postal & Pre-Meeting Electronic Votes	☐	☐	☐
3	Chairperson Nominee	☐	☐	☐
	Mark Cooper	☐	☐	☐
4	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. If a general meeting is adjourned, an electronic vote relating to the meeting remains valid for the purpose of the reconvened meeting, unless the voter who cast the vote attends the reconvened meeting in person or by proxy.

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: Brandon / @Strata Title Administration Limited

EMAIL ADDRESS: brandonzaragoza@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 extraordinary general meeting of the Body Corporate to be held at: **5:30pm on Wednesday, 7 May 2025**.

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 5:00pm on Tuesday, 6 May 2025

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) The chairperson is not required to ensure that the proxy follows the direction of the eligible voter that is set out in the proxy appointment form.
6) If the unit is owned by more than 1 person, every owner must sign the form.
7) If the unit is owned by more than 1 person, one of the unit owners may be appointed as proxy.
8) 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, Postal & Pre-Meeting Electronic Votes	*Ordinary Resolution*	
3	Chairperson Nominee	*Ordinary Resolution*	
	Mark Cooper	*Ordinary Resolution*	
4	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 or vote using the link in the owner's portal.*