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

28 August 2024

Dear Owner,

Re: Body Corporate 184031
Property at 373 Khyber Pass Road, Epsom Auckland 1023
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, cnr Queen Street and Customs Street East, Auckland, and online via MS Teams, commencing at 10:00am on Tuesday, 10 September 2024.

Should you need to attend remotely, please use the MS Teams link in the cover email 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 EGM.

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 an **EXTRAORDINARY GENERAL MEETING** (EGM) of the Body Corporate will be held at the office of Strata Title Administration Limited, 1st Floor, Dilworth Building, cnr Queen Street and Customs Street East, Auckland, and online via MS Teams, on Tuesday, 10 September 2024 commencing at 10:00am.

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 LETTERBOX REPLACEMENT PROJECT

(i) To discuss the quotation received from Amediate Engineering Ltd (attached).

(ii) To consider resolving: That the Body Corporate raises a special contingency fund levy of $34,431.26 (excluding GST) to fund the replacement and relocation of the letterboxes and sets the levy due date as 15 October 2024.

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>

Dear Owners,

This year, we have made significant progress at the property.

One of the key projects the committee is eager to undertake is the replacement of the current old and broken letterboxes. The existing letterboxes are exposed to the street, and their contents are frequently tampered with. We propose a custom-built design that will be installed behind the property’s boundary fence, offering much better security.

The boundary fence and gates constructed in 2022 have proven to be a great success. With members of the public no longer accessing the property, those units facing the street have seen a marked improvement in security. We believe relocating the letterboxes within the boundary fence will provide similar benefits.

This new letterbox project is a substantial investment. In addition to the letterboxes themselves, a concrete walking pad base and approach are required. For this project to move forward, we need your support, including a special levy to fund the work. Strata has attached a list of the costs for each unit for your consideration.

Due to challenges in obtaining a range of quotes, we are presenting only one for your review. The company is well-known to the committee and has a solid track record.

We appreciate your attention to this important matter and look forward to your support.

Kind regards,

Joan Linn

On behalf of the BC 184031 Committee

AMEDIATE ENGINEERING LTD

Quote

P O Box 38130
Howick
Auckland 2145
New Zealand

Phone: (0064) 9 2652200
Fax: (0064) 9 2652230
Email: ken@amediate.co.nz

Quote No: Q016174
Quote Date: 8/08/2024
Quoted By: Ken Brown-Bayliss

CASUAL SALES
AUCKLAND

This price is valid for 1 month from the above date and will be subject to material price increases after this.

Quote Description: LETTERBOX'S AND HANDRAILS

Job Name: LETTERBOX'S AND HANDRAILS — **Job No:** J019936

Site Address: JOAN LINN: — **Your Ref:**

Terms of Payment: Payment due 20th month following invoice with progress payment if the above mentioned project rolls between different months.

Product Code	Description	Quantity	Unit Price	Total
	CUSTOM BUILY LETTERBOX UNIT - 24 box's MADE FROM CORTEN STEEL, LOCKABLE FROM THE REAR	1.000	$34,431.26	$34,431.26
	TO INCLUDE TIMBERWORK AND CONCRETE PAD BEHIND THE FENCE	1.000	$0.00	$0.00
	NEW S/S HANDRAIL IND INSTALATION	1.000	$1,869.42	$1,869.42
	SITE REPAIRS TO EXISTING HANDRAIL	1.000	$849.37	$849.37

Total (exc GST):	$37,150.05
GST Amount:	$5,572.51
Total (inc GST):	$42,722.56

Please contact Ken Brown-Bayliss on 021725609 with any queries.
Note: No Provision has been made for bonds & retentions.
Unencumbered offsite materials claims.
Our normal trading terms apply.

We trust this finds your interest & we look forward to working with you on this & other projects in the future.

Please sign and return as acceptance to:

Amediate Engineering Ltd
P O Box 38130
Howick
Auckland 2145
New Zealand

Client:	CASUAL SALES
Client Code:	000071
Job No:	J019936
Quote No:	Q016174
Quote Date:	8/08/2024
Total (inc GST):	$42,722.56

Signed By

______________________ **(Name)**

______________________ **(Title)**

_______ / _______ / _______ **(Date)**

Quote Expiry Date: 8/09/2024

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Proposed Levy Posting for

Body corporate 184031

GST no. 100255472

First instalment due date: 15/10/2024
Instalment frequency: Once-off
Number of instalments: 1
Description: Levy 2024 Special Levy for Letter Box Replacement

Discount: Nil
Group: General
Entitlement set: Levy Entitlement
Levy determination date: 22/08/2024

Lot No.	Unit No.	Unit Entitlement	Administrative Fund	Contingency Fund	Total
1	A	458.00	0.00	1,813.49	1,813.49
2	B	390.00	0.00	1,544.24	1,544.24
3	C	390.00	0.00	1,544.24	1,544.24
4	D	390.00	0.00	1,544.24	1,544.24
5	E	390.00	0.00	1,544.24	1,544.24
6	F	399.00	0.00	1,579.88	1,579.88
7	G	475.00	0.00	1,880.81	1,880.81
8	H	387.00	0.00	1,532.36	1,532.36
9	I	390.00	0.00	1,544.24	1,544.24
10	J	390.00	0.00	1,544.24	1,544.24
11	K	390.00	0.00	1,544.24	1,544.24
12	L	399.00	0.00	1,579.88	1,579.88
13	M	492.00	0.00	1,948.12	1,948.12
14	N	407.00	0.00	1,611.56	1,611.56
15	O	407.00	0.00	1,611.56	1,611.56
16	P	407.00	0.00	1,611.56	1,611.56
17	Q	407.00	0.00	1,611.56	1,611.56
18	R	415.00	0.00	1,643.23	1,643.23
19	S	492.00	0.00	1,948.12	1,948.12
20	T	421.00	0.00	1,666.99	1,666.99
21	U	424.00	0.00	1,678.87	1,678.87
22	V	424.00	0.00	1,678.87	1,678.87
23	W	424.00	0.00	1,678.87	1,678.87
24	X	432.00	0.00	1,710.54	1,710.54
Totals		10,000.00	$0.00	$39,595.95	$39,595.95
GST included in amounts to be raised			$0.00	$5,164.62	$5,164.62
Amount to be raised per unit of entitlement			$0.00	$3.96	$3.96

POSTAL VOTING FORM
Form 12

(pursuant to Section 103, Unit Titles Act 2010)

TO MANAGER: Devon Sansbury /@ Strata Title Administration Limited

EMAIL ADDRESS: devonsansbury@stratatitle.co.nz

BODY CORPORATE: 184031

PROPERTY AT: 373 Khyber Pass Road, Epsom, Auckland 1023

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 **10:00am on Tuesday, 10 September 2024.**

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 Monday, 9 September 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, Postal & Pre-Meeting Electronic Votes	☐	☐	☐
3	Letterbox Replacement Project	☐	☐	☐
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 ent 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.

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PO Box 28171, Christchurch 8242

PROXY APPOINTMENT FORM

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

TO MANAGER: Devon Sansbury / @Strata Title Administration Limited

EMAIL ADDRESS: devonsansbury@stratatitle.co.nz

BODY CORPORATE: 184031

PROPERTY AT: 373 Khyber Pass Road, Epsom, Auckland 1023

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: **10:00am on Tuesday, 10 September 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 5.00pm on Monday, 9 September 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) 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	Letterbox Replacement Project	*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.*