Strata Title Administration Ltd
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Christchurch 8013

11 September 2024

Dear Owner,

Re: Body Corporate 184031
Property at 373 Khyber Pass Road, Epsom, Auckland 1023
Extraordinary General Meeting on Tuesday, 10 September 2024

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

- your levy notice, which is your proportion of the Body Corporate's budgeted expenses to replace and relocate the letterboxes. 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.bodycorporate.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.

Yours sincerely,

Devon Sansbury
Senior Body Corporate Manager

MINUTES OF EXTRAORDINARY GENERAL MEETING
Body Corporate No 184031

Property at 373 Khyber Pass Road, Epsom, Auckland 1023

THE EXTRAORDINARY GENERAL MEETING (EGM) of this Body Corporate was held at the office of Strata Title Administration Limited, 1st Floor, Dilworth Building, cnr Queen Street and Customs Street East, Auckland, on Tuesday, 10 September 2024, commencing at 10:00am.

PRESENT:

Lot #	Unit #	Attendance	Owner Legal Name Representative at EGM
4	D	Yes	Ms B Linn & Mr R Carter Ms Joan Linn & Mr Roger Carter
6	F	Apology	Yang, Yang Qian Postal Vote
7	G	Apology	Dixon-Hall Empire Ltd Electronic Vote
8	H	Apology	Mr M Fitzpatrick & Ms P Claxton Postal Vote
11	K	Apology	Gilbert, David Postal Vote
14	N	Apology	Mr G & Mrs R Brandon Postal Vote
15	O	Apology	Gu, Jian Electronic Vote
17	Q	Apology	Mr G & Mrs R Brandon Postal Vote
19	S	Apology	Smith, Victoria Electronic Vote
20	T	Apology	Y Yang & C Qian Electronic Vote
21	U	Yes	Mr P & Mrs A Buchanan Mr Peter Buchanan

OTHERS PRESENT: Mr Devon Sansbury and Mr Yunosuke Yamashita, representing Strata Title Administration Ltd (Strata).

MINUTES OF THE MEETING:

1 APPOINTMENT OF CHAIRPERSON OF THE MEETING

Resolved: That the Body Corporate elects Mr Devon Sansbury, representing Strata, to chair the meeting.

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

Resolved: That the apologies, proxies, postal and the electronic votes, as noted in the record of attendance, be accepted and the meeting declared quorate.

3 LETTERBOX REPLACEMENT PROJECT

Owners discussed the quotation received from Amediate Engineering Ltd (Amediate) for the replacement and relocation of the letterboxes which was appended to the agenda. Ms Joan Linn noted that, as the quote was for custom work, it is challenging to obtain comparable quotes but emphasised that Amediate is a trusted company the Committee has worked with before. She also acknowledged Mr Peter Buchanan for his efforts in exploring additional options, and in turn, Mr Buchanan expressed his appreciation for Ms Linn's contributions to the Body Corporate throughout the year.

Resolved: 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.
Note: 7 owners voted in favour, 3 voted against, 1 abstained.

4 MINUTES TO BE A RECORD OF THE BUSINESS OF THE EXTRAORDINARY GENERAL MEETING

Resolved: 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

Mr Sansbury thanked all present for their attendance and participation and declared the meeting closed at 10:30am.