

10 April 2025

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 commencing at 6:00pm on Monday, 14 April 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, 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 on Monday, 14 April 2025 commencing at 6:00pm.

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 SPECIAL BUSINESS

The Body Corporate Committee has received a report of asbestos being found on common property (attached). The Body Corporate Chairperson has called an Extraordinary General Meeting to inform owners and receive advice from Mr Jonathan Wood of Court One.

(i) To consider resolving: That the report be adopted as circulated prior to the meeting.

(ii) To consider resolving: That the Committee take all necessary steps to contain the issues identified in the report.

(iii) To consider resolving: That the Body Corporate obtain a further report and that the Committee be directed to take all steps to contain any issues identified in that report.

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.**

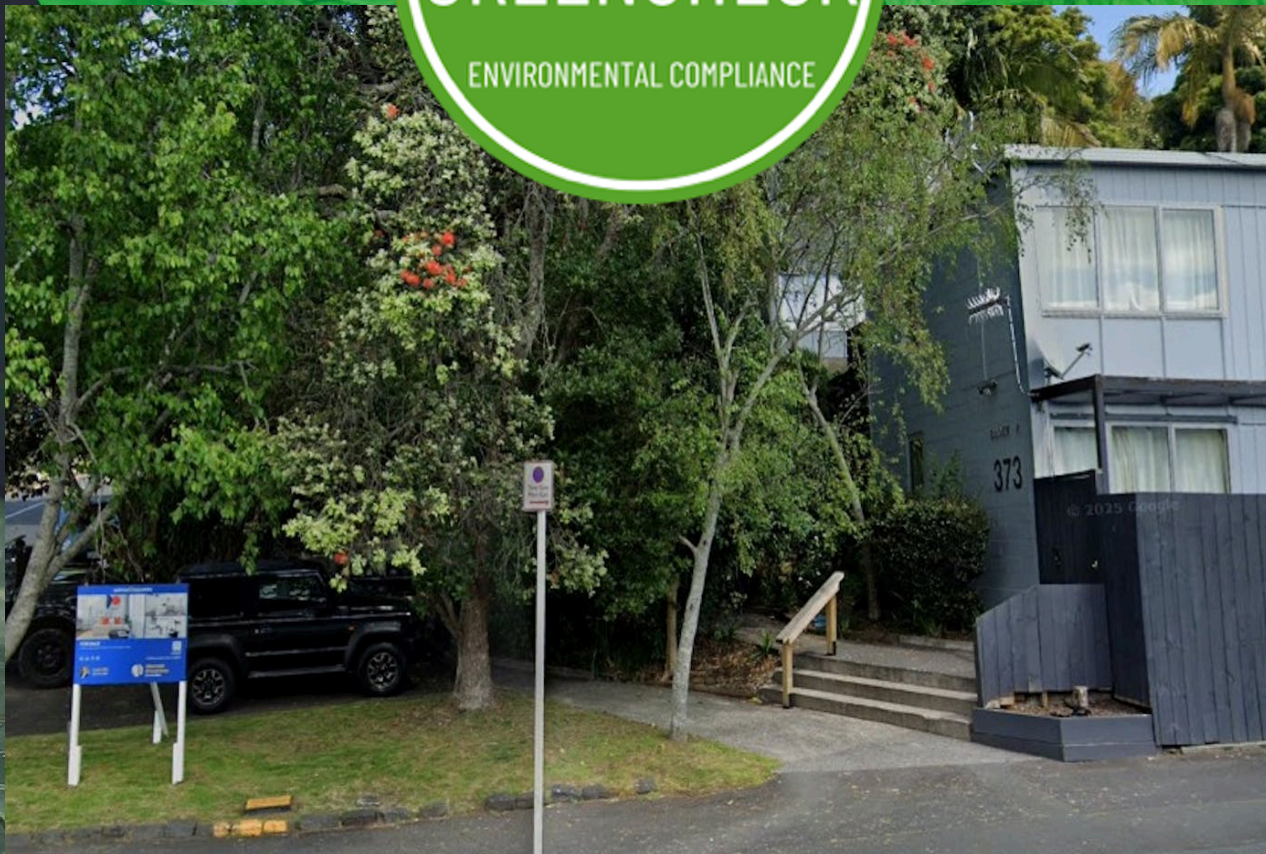
FOR FURTHER INFORMATION ON THE:

UNIT TITLES ACT 2010: please go to the link

[<http://www.legislation.govt.nz/act/public/2010/0022/latest/DLM1160440.html>](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)



Asbestos Refurbishment Survey

LOCATION:

373 Khyber Pass Road, New Market

SURVEYED ON:

27 Mar 2025

OUR REF:

J0970

Greencheck Limited NZ
info@greencheck.co.nz

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Report Details

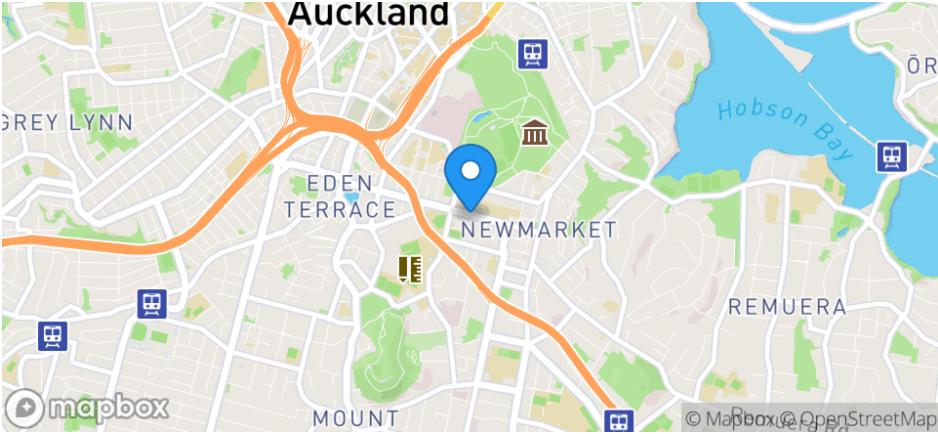
Report By	Greencheck Limited NZ
Client	Joan
Project	J0970
Site Address	373 Khyber Pass Road, New Market
Site Location	
Site Description	Rear flat in blocks of apartments, asbestos cladding, newly installed double glazed window. Block wall on one side.
Scope of Work	To identify potential contamination
Purpose of Survey	To locate, find extent, type, condition of potential contamination.
Other Notes	Asbestos contamination found following the use of a high power tool to cut cladding to fit new windows to apartment. A neighbour that does the gardens for the apartment block has used a leaf blower to extend the original scope hence the approximate diagram. We are also aware that an asbestos management survey was undertaken, Please note that no visual asbestos was seen, leaves were lifted out of the garden with debris and they were were swabbed that returned positive for asbestos. This confirmed Class A dust has significantly spread. This requires Class A monitoring & Class A clearances. Entire garden bed is required to be dug out including plants disposed of. HEPA vacuum to concrete path and transit route. Contamination survey to internal unit should strongly be considered as people may be affected. Occupants have to be notified. WorkSafe investigation should be conducted for company that installed windows with Asbestos Awareness Course should be undertaken.
Surveyors	Ryan Webber
Survey Dates	27 Mar 2025

table continued from previous page...

QC Date	30 Mar 2025
Issue Date	31 Mar 2025

Totals

An overview of the data collected on site, during the survey

Total Records	Suspect ACM	NAD	Low	Medium	High
1	1	0	0	0	1

Introduction

This survey was conducted in accordance with **WorkSafe Guidelines**. Greencheck Limited NZ cannot accept any liability for loss, injury, damage or penalty issues that arise for reasons of survey scope limitations. Greencheck Limited NZ cannot be held responsible for asbestos potentially present in areas of the building not explicitly specified within the client instruction, not indicated on provided site plans or not physically possible to access. Greencheck Limited NZ cannot be held responsible for any damage caused as part of this survey carried out on your behalf. Due to the nature and necessity of sampling for asbestos some damage is unavoidable and will be limited to that necessary for taking of the samples.

Executive Summary

Variations to Scope

Where necessary, the surveyor may deviate from the defined scope - see below for additional information.

Notes	Photo
n/a	

Summary of Asbestos-Containing Materials

These suspected materials were assessed as **asbestos-containing**.

Building / Level / Location	Item	Material	Material Score	Recommendation	Page
Unit in complex / Ground Floor / Front porch, garden, cladding & transit route to unit pictured	1	Dust	9 High	Class A removal required	9

Summary of Non-Asbestos-Containing Materials

These suspected materials were assessed as **non-asbestos-containing**.

Building / Level / Location	Item	Material	Page
n/a			

Summary of Areas or Items of Limited Access or No Access

These areas or items could not be fully accessed during survey. Asbestos should be presumed to be present until a further assessment can be undertaken. Note that the survey scope may exclude other areas - see **Report Details (p. 3)** and **Variations to Scope (p. 5)**.

Building / Level / Location	Item	Access / Notes	Photo 1	Photo 2	Page
n/a					

Register

The register contains priority scoring, please see **Priority Assessment Scores (p. 16)** and **Risk Assessment Scores (p. 0)** for further information.

Building / Level / Location	Item	Material	Strategy / Sample Id	Extent	Fibre Type	Product Type	Extent of Damage	Surface Treatment	Material Score	Recommendation	Page
Unit in complex / Ground Floor / Front porch, garden, cladding & transit route to unit pictured	1	Dust	Sample S01	+/- 100m2	Chrysotile	3	3	3	9 High	Class A removal required	9

Survey Inspection Detail

A summary of all items and materials inspected during the survey, including ACMs, non-ACMs, items and areas that could not be fully accessed.

Building / Level / Location	Item	Material	Access / Notes	Material Score	Recommendation	Page
Unit in complex / Ground Floor / Front porch, garden, cladding & transit route to unit pictured	1	Dust		9 High	Class A removal required	9

Material and Priority Assessments

Building	Unit in complex	Level	Ground Floor
Location	Front porch, garden, cladding & transit route to unit pictured	Item	1
Material	Dust	Extent	+/- 100m2
			
Strategy / Sample Id	Sample / S01	Fibre Type	Chrysotile
Recommendation	Class A removal required		
General Comments	Garden bed has to be dug out including plants, this is where our swab returned negative. Concrete paths to be HEPA vacuumed, walls to be wiped. Air monitoring required during these procedures.		

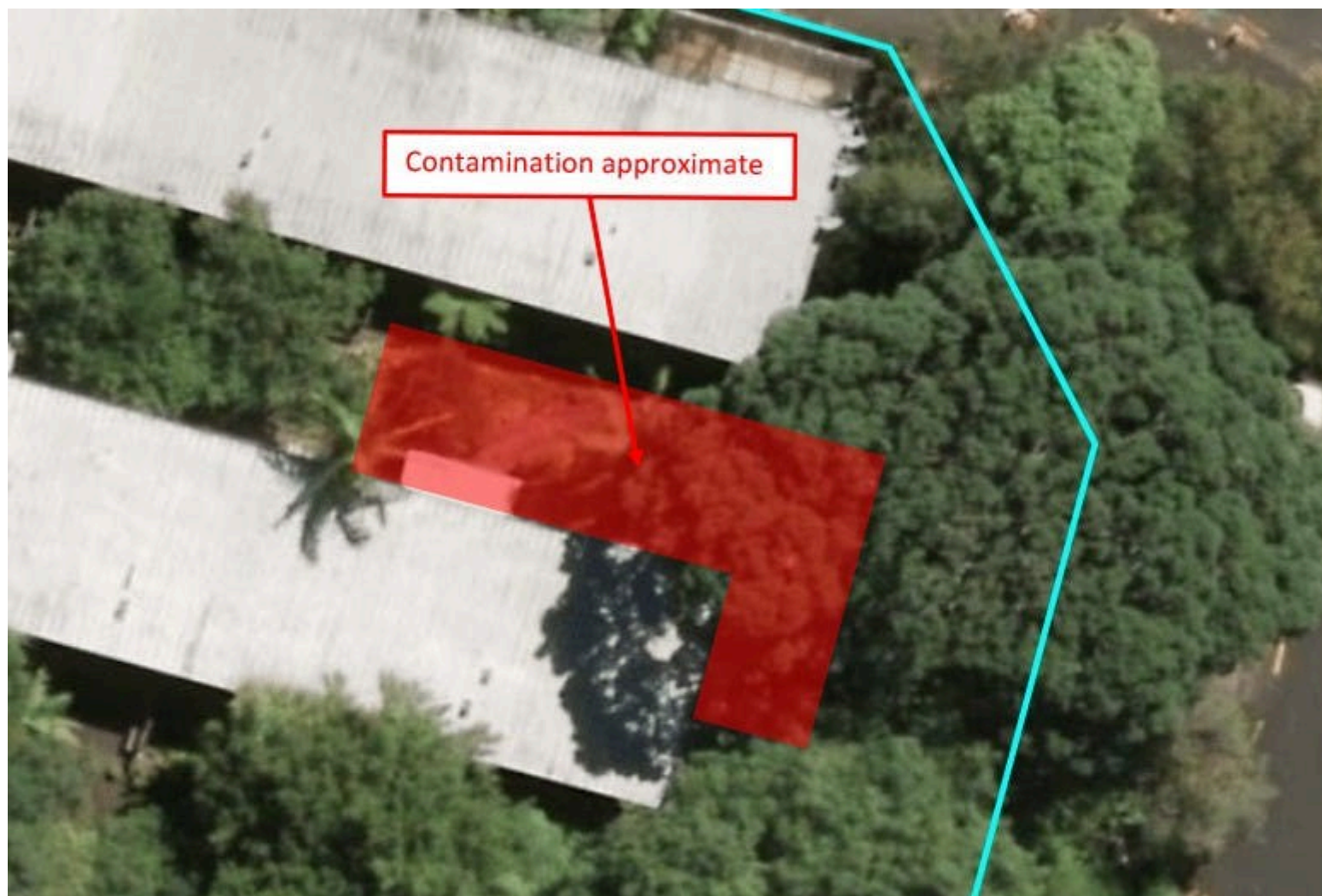
Material Assessment

Product Type (or Debris from Product)	3	Extent of Damage / Deterioration	3
Surface Type / Treatment	3	Material Score / Category	9 / High

Appendices

Floor Plans

See following pages...



Lab Results, Certificates & Evidence

See following pages...



PO Box 11156
Ellerslie, Auckland, 1542
New Zealand

CERTIFICATE OF ANALYSIS

Asbestos Identification

Certificate No: 25-1873

Client:	Greencheck Ltd	Date Sampled:	26/03/2025
Client Contact:	Ryan	Date Received:	27/03/2025
Telephone:		Date Analysed:	27/03/2025
Email:	results@greencheck.co.nz	Date Issued:	27/03/2025
Address:	58B Hattaway Avenue, Bucklands Beach	Order No.:	Not Supplied
Site:	373 Khyber Pass Road	Sampled By:	As Received

Test Method:

Qualitative identification of asbestos types in bulk samples at PROLABS Laboratory by polarised light microscopy, including dispersion staining techniques using PROLABS in-house method ID-1, AS4964 (2004).

Lab ID	Sample ID	Sample Details	Sample Type	Size / Weight cm/g	Fibres Identified	Asbestos Present
001	S01	Dust & Debris	Dust / Debris	N/A	CHR, ORF	Yes

Fibre Identification Legend

CHR	Chrysotile (white asbestos)	ORF	Organic Fibre
AMO	Amosite (Brown/Grey asbestos)	SMF	Synthetic Mineral Fibre
CRO	Crocidolite (Blue asbestos)	NAD	No Asbestos Detected
UMF	Unknown Mineral Fibre	hpd	Handpicked

All samples submitted by clients for laboratory testing are retained by the laboratory for a period of 3 months.

Approved Identifier

Name: Emma Kim

Approved Signatory

Name: Philip Torley

*PROLABS accepts no responsibility for the initial collection, packaging or transportation of samples submitted by external persons.
Analysis of dust samples collected using adhesive tape or swabs/wipes is not covered under AS 4964 and our IANZ Accreditation.
This document may not be reproduced except in full.*

NZBN: 9429045881237

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Types of Asbestos Survey

WorkSafe describes three types of survey:

Management Surveys

A management survey is the standard survey. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect ACMs in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition. Management surveys can involve a combination of sampling to confirm asbestos is present or presuming asbestos to be present.

Refurbishment and Demolition Surveys

A refurbishment or demolition survey is needed before any refurbishment or demolition work is carried out. These types of survey are used to locate and describe, as far as reasonably practicable, all ACMs in the area where the refurbishment work will take place or in the whole building if demolition is planned. The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach. A refurbishment or demolition survey may also be required in other circumstances, eg when more intrusive maintenance and repair work will be carried out or for plant removal or dismantling.

Material Assessment Scores

Where ACMs have been identified or presumed, a material score is calculated in accordance with WorkSafe Guidelines. The value assigned to each of the sample variables is added together to give a total material score between 1 and 9.

Sample Variable	Score	Examples of Score
Product Type (or Debris from Product)	1	Asbestos reinforced composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement etc)
	2	Asbestos insulating board, mill boards, other low density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt
	3	Thermal insulation (eg pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing
Extent of Damage / Deterioration	0	Good condition: no visible damage
	1	Low damage: a few scratches or surface marks; broken edges on board, tiles etc.
	2	Medium damage: significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres
	3	High damage or delamination of materials, sprays and thermal insulation. Visible asbestos debris.
Surface Treatment	0	Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles
	1	Enclosed sprays and lagging, asbestos insulating board (with exposed face painted or encapsulated), asbestos cement sheets etc.
	2	Unsealed asbestos insulating board, or encapsulated lagging and sprays
	3	Unsealed laggings and sprays

The material score determines the potential for a material to release asbestos fibres when disturbed. This score is then categorised to describe the potential:

Material Score	1	2	3	4	5	6	7	8	9
Category	Low			Medium			High		

Priority Assessment Scores

The priority assessment is determined by carrying out an assessment of the likelihood of the ACM being disturbed through: **Normal Occupant Activity**, **Likelihood of Disturbance**, **Human Exposure Potential** and **Maintenance Activity**. Guidance on Priority Assessments is provided in HSG 227 (A Comprehensive Guide to Managing Asbestos in Premises) and WorkSafe Guidelines.

The value assigned to each of the four categories is added together to give a total priority score between 0 and 12.

The surveyor has carried out a priority risk assessment on your behalf. This is based on the activities witnessed by the surveyor on the day of the survey. This information can contribute to the risk assessment, however **it is the duty holder's responsibility to complete the Risk Assessments using the Survey report and his / her own detailed knowledge of the activities carried out within the premises.**

Assessment Parameter	Score	Examples of Score
Normal Occupant Activity		
Main Type of Activity in Area	0	Rare disturbance activity (eg little used store room)
	1	Low disturbance activities (eg office type activity)
	2	Periodic disturbance (eg industrial or vehicular activity which may cause contact with ACMs)
	3	High levels of disturbance, (eg fire door with asbestos insulating board sheet in constant use)
Likelihood of Disturbance		
Location	0	Outdoors
	1	Large Rooms or well-ventilated areas
	2	Rooms up to 100 sq metres in area
	3	Restricted or confined areas
Accessibility	0	Usually inaccessible or unlikely to be disturbed
	1	Occasionally likely to be disturbed
	2	Easily disturbed
	3	Routinely disturbed
Extent / Amount	0	Small amounts or single items (eg strings, gaskets)
	1	Less than 10 sq metres area, or 10 metre pipe run
	2	10 to 50 sq metres area or 10 to 50 metres pipe run
	3	More than 50 sq metres, or 50 metres pipe run
Average Score		Average of scores for Location , Accessibility and Extent / Amount <i>Maximum score of 3</i>
Human Exposure Potential		
Number of Occupants	0	None
	1	1 to 3
	2	4 to 10
	3	More than 10
Frequency of Use of Area	0	Infrequent

table continued from previous page...

Assessment Parameter	Score	Examples of Score
	1	Monthly
	2	Weekly
	3	Daily
Average Time Area is in Use	0	Less than 1 hour
	1	1 to less than 3 hours
	2	3 to less than 6 hours
	3	More than 6 hours
Average Score		Average of scores for Number of Occupants , Frequency of Use of Area , and Average Time Area is in Use <i>Maximum score of 3</i>
Maintenance Activity		
Type of Maintenance Activity	0	Minor disturbance (eg possibility of contact when gaining access)
	1	Low disturbance (eg changing light bulbs in asbestos insulating board ceiling)
	2	Medium disturbance (eg lifting one or two asbestos insulating board ceiling tiles to access a valve)
	3	High levels of disturbance (eg removing a number of asbestos insulating board ceiling tiles to replace a valve or for recabbling)
Frequency of Maintenance Activity	0	Unlikely - almost never
	1	Less than once a year
	2	Less than once a month
	3	More often than once a month
Average Score		Average of scores for Type of Maintenance Activity and Frequency of Maintenance Activity <i>Maximum score of 3</i>
Total Score		

Asbestos Materials

Asbestos is a naturally occurring mineral composed of soft and flexible fibers that are resistant to heat, electricity and corrosion. These qualities make the mineral useful, but they also make asbestos exposure highly toxic.

Asbestos is a group of six naturally occurring fibrous minerals composed of thin, needle-like fibers. Exposure to asbestos causes several cancers and diseases, including mesothelioma and asbestosis.

Asbestos Morphology

Mineral Group	Fibre Type	Common Name
Serpentine	Chrysotile	White
Amphibole	Amosite	Brown
	Crocidolite	Blue
	Anthophyllite	n/a
	Tremolite	n/a
	Actinolite	n/a

Note: Anthophyllite was used in limited quantities for insulation products and construction materials. It also occurs as a contaminant in chrysotile asbestos, vermiculite and talc. Tremolite and actinolite are not used commercially, but they can be found as contaminants in chrysotile asbestos, vermiculite and talc.

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, 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 **6.00pm on Monday, 14 April 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 Friday 11 April 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(i)	Report be Adopted	☐	☐	☐
3(ii)	Contain Identified Issues	☐	☐	☐
3(iii)	Further Report obtained and issues in report contained	☐	☐	☐
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, 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: **6.00pm
on Monday, 14 April 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 Friday 11 April 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	<i>Ordinary Resolution</i>	
2	Accept Apologies, Proxies, Postal & Pre-Meeting Electronic Votes	<i>Ordinary Resolution</i>	
3(i)	Report be Adopted	<i>Ordinary Resolution</i>	
3(ii)	Contain Identified Issues	<i>Ordinary Resolution</i>	
3(iii)	Further Report obtained and issues in report contained	<i>Ordinary Resolution</i>	
4	Minutes to be a record	<i>Ordinary Resolution</i>	

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.