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

8 May 2025

Dear Owner

Re: Body Corporate 184031
Property at 373 Khyber Pass Road, Epsom, Auckland 1023
Extraordinary General Meeting Wednesday, 7 May 2025

Please find enclosed the minutes and attachments relating to the Body Corporate's Extraordinary General Meeting held on Wednesday, 7 May 2025.

Yours sincerely,

Brandon Zaragoza
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 Wednesday, 7 May 2025, commencing at 5:30pm.

PRESENT:

Lot #	**Unit #**	**Attendance**	**Owner's Legal Name** **Representative at the EGM**
1	A	Yes	Watt, Jill Ms Jill Watt
4	D	Yes	Ms B Linn & Mr R Carter Mrs Joan Linn
7	G	Yes	Dixon-Hall Empire Ltd Ms Sianne Dixon-Hall
10	J	Apology	K & P Supanita Proxy: Ms Siobhan Brunton
11	K	Apology	Gilbert, David Postal Vote
14	N	Yes	Mr M Cooper, Ms A Miller & Mr G Simon Mr Mark Cooper
17	Q	Yes	Mr G & Mrs R Brandon Mrs Rebecca Brandon
19	S	Yes	Smith, Victoria Ms Victoria Smith
21	U	Yes	Mr P & Mrs A Buchanan Mr Peter Buchanan

OTHERS PRESENT: Mr Brandon Zaragoza, Mr Kyle O'Reilly and Ms Melanie Wilson representing Strata Title Administration Ltd (Strata).

MINUTES OF THE MEETING:

1 APPOINTMENT OF CHAIRPERSON OF THE MEETING
Resolved: That the Body Corporate elects a Mr Brandon Zaragoza of Strata to chair the meeting.

2 APOLOGIES, PROXIES, POSTAL AND PRE-MEETING ELECTRONIC VOTES
Resolved: That the apologies, proxies and postal votes be accepted in accordance with the attendance register and the meeting declared quorate.

3 CHAIRPERSON OF THE BODY CORPORATE
Resolved: 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
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 Kyle O'Reilly confirmed that an e-mail had been sent to owners providing an overview of the current position and progress relating to the asbestos contamination and clean-up process. He gave a verbal summary of the correspondence to the meeting. The salient points were:

- Auckland Council were notified by Greencheck Ltd that there had been an asbestos contamination issue on site.
- Ms Joan Linn, Mr O'Reilly and Mr Jonathan Wood (the Body Corporate's lawyer) met with Mr Darryl Thompson from Auckland Council and informed him that the Body Corporate are in receipt of 4 reports, 2 from Greencheck, 1 from Astech and a lab test result document from Hill Labs.
- The Body Corporate have also obtained 4 quotes for the required clean, with widely ranging costs.

- Mr Wood recommended that these quotes be sent to Astech to confirm that they are in-line with their recommended scope of work. Mr O'Reilly has received a response from Astech confirming that amendments to the quotes should be sought.
- The Committee will be required to accept one of the quotes and instruct the works. The chosen contractor will be required to notify Worksafe. There will be a 5-day period before work can start. The work is estimated to take 5-7 days.
- An inspection will be required once the works are complete so that Council can be satisfied that that the property is free from contamination.
- Generally, Auckland Council are happy with the action being taken and are not considering "stickering" the building.

Mr O'Reilly confirmed that he would keep Auckland Council and the Owners updated and informed.

With no further business to discuss, Mr Zaragoza thanked all the owners for their attendance and declared the meeting closed at 5.40pm.