Strata Title
Administration Ltd
bc@stratatitle.co.nz
www.stratatitle.co.nz

Auckland Phone (09) 307 3721
PO BOX 3187, Auckland 1140

Wellington Phone (04) 974 1011
The iCentre, Lvl 1, 50 Manners Street
Te Aro, Wellington 6011

Christchurch Phone (03) 925 8749
Unit 5, 71 Gloucester Street,
Christchurch 8013

9 May 2025

Dear Owner

Re: Body Corporate 184031
Property at 373 Khyber Pass Road, Epsom, Auckland
Extraordinary General Meeting, Monday, 14 April 2025

Please find enclosed the minutes and attachments relating to the Body Corporate's Extraordinary General Meeting held on Monday, 14 April 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

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, Auckland and Customs Street East and MS Teams Video Conference Facility on Monday, 14 April 2025, commencing at 6:00pm.

PRESENT:

Lot #	Unit #	Attendance	Owner's Legal Name Representative at the EGM
1	A	Yes	Watt, Jill Ms Jill Watt
2	B	Apology	Gonzales, Hector No Representative
3	C	Yes	Wang, Hsiao-Ling Ms Shirley Wang
4	D	Yes	Ms B Linn & Mr R Carter Mrs Joan Linn
7	G	Yes	Dixon-Hall Empire Ltd Ms Sianne Dixon-Hall
8	H	Yes	Mr M Fitzpatrick & Ms P Claxton Mr Mike Fitzpatrick
10	J	Apology	K & P Supanita Postal Vote
11	K	Apology	Gilbert, David Postal Vote
12	L	Apology	Walton, Terry Proxy: Mrs Joan Linn
13	M	Yes	D Lunn & JF Chin Mr Alan Lunn
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
24	X	Apology	Diao, Shubing Proxy: Mr Joan Linn

OTHERS PRESENT:
Mr Jonathan Wood representing Court One.
Mr Brandon Zaragoza and Ms Melanie Wilson representing Strata Title Administration Ltd (Strata).

MINUTES OF THE MEETING:

1 APPOINTMENT OF CHAIRPERSON OF THE MEETING

Mr Zaragoza received approval from all owners to record the meeting.

Resolved: That the Body Corporate elects Mr Zaragoza, a representative of Strata to chair the meeting.

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

Resolved: That the apologies, proxies, postal and pre-meeting electronic votes be accepted in accordance with the attendance register and the meeting declared quorate.

3 SPECIAL BUSINESS

Mr Jonathan Wood provided an overview of a potential asbestos contamination incident following recent window replacement works at one of the property's units.

The Chairperson of the Body Corporate, in a personal capacity engaged Greencheck to conduct an asbestos assessment. The Chairperson did not communicate with the committee members in advance of engagements with Greencheck and Worksafe, and hence the committee was not provided with the opportunity to consider all aspects/options. Their methodology involved taking a swab sample from the garden leaves, which was sent to Prolabs for testing. The test results returned positive for asbestos.

Mr Wood explained that, due to concerns raised by a minority of owners about the validity of the Greencheck report, specifically its testing methodology, a second, independent assessment is required. A quote has been received from Astech to carry out this secondary report.

Mr Wood emphasized that the priority at this stage is not to determine the cause of the contamination, but rather to establish whether a genuine asbestos issue exists, and, if so, determine the appropriate response by the Body Corporate.

An owner questioned why a secondary report could not also be obtained from Greencheck. Mr Wood responded that because the Greencheck methodology is in dispute and is considered by some as outdated or prone to false positives, a second report from the same company would not help build consensus. He noted that while Greencheck's testing methods are not necessarily incorrect, they are no longer considered best practice.

He stressed the importance of obtaining a report that all parties can trust and agree upon, to ensure a unified approach moving forward. Acting on the current Greencheck report without broader agreement could result in the Body Corporate undertaking extensive and potentially unnecessary remediation work.

In response to a query about whether an Asbestos Management Plan was in place during the window installation, Ms Victoria Smith confirmed that the window contractor had submitted a report which included a summary of their plan.

Mr Wood reiterated that the current focus should be on confirming whether there is an actual asbestos issue. Determining responsibility can follow once the facts are established. He advised that the cost of further testing will initially be covered by Body Corporate funds and may be recouped later if the source of the asbestos is identified.

(i) Motion failed: That the report be adopted as circulated prior to the meeting.

(ii) Motion failed: That the Committee take all necessary steps to contain the issues identified in the report.

(iii) Resolved: 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

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

With no further business to discuss, Mr Zaragoza thanked all the owners for their attendance and declared the meeting closed at 7.20pm.