

**MINUTES OF ANNUAL GENERAL MEETING
BODY CORPORATE 349938 – 30 HEATHER STREET, PARNELL, AUCKLAND
HELD ON 28TH OCTOBER 2020 AT 5PM
AT THE SEBEL VIADUCT, 85 CUSTOM STREET WEST, AUCKLAND**

ATTENDANCE:

8 Ginny Rees
18 Lydia Utatao
20 Jordyn McLean & Kent Steel
10 Yusuke Oki
16 Heather Ellis
2 Heather Ellis
17 Sandy Taylor
21 Craig Sims
Caz Vance & Tony Woodworth representing First Street Body Corp
Craig Bong – Building Manager

1. Confirmation of Chair of Meeting
Those present agreed that Tony Woodworth would chair the meeting.

2. Apologies/Proxies/Postal Votes

21 CJS Family Trust	In Favour Of	Craig Sims
11 Tamzin & Jude Letele	In Favour Of	Caz Vance
18 Mel Utatao	In Favour Of	Lydia Utatao

Apologies: None
Confirmed that quorum was achieved.

3. Minutes – AGM

Resolved that: If First Street does not receive within 14 days of the minutes being sent out any written request from a person who attended the meeting to amend any part of the minutes, then the minutes are adopted as a true and accurate record of the meeting.

Moved: Heather Ellis

Seconded: Ginny Rees

CARRIED

4. Communication
Resolved that: If First Street has an email address on file for an owner, all correspondence will be sent by email only and not by post. Notwithstanding, if First Street is notified in writing by an owner that correspondence is to be sent to them by post then this request will be actioned and no information will be sent to that owner by email (except in an emergency situation).
Moved: Ginny Rees Seconded: Sandy Taylor CARRIED
5. Election of Body Corporate Chairperson
Resolved that: Tamzin Letele be elected as Chairperson until the next Annual General Meeting.
Moved: Heather Ellis Seconded: Kent Steel CARRIED
6. Duties of Chairperson
Resolved that: The delegated powers and duties of the Chairperson under the Unit Titles Act 2010 be delegated to the Body Corporate Committee.
Moved: Ginny Rees Seconded: Kent Steel CARRIED
7. Committee Quorum
Resolved that: The Committee be set at a maximum of 4 members with quorum at 3.
Moved: Sandy Taylor Seconded: Kent Steel CARRIED
8. Election of Body Corporate Committee
Resolved that: Tamzin Letele, Heather Ellis, Sandy Taylor, Jacqui Sims are elected as Committee Members until the next Annual General Meeting.
Moved: Kent Steel Seconded: Ginny Rees CARRIED
9. Committee Authority
Resolved that: The Body Corporate delegates the authority for entering into obligations regarding maintenance, amenities and servicing of the body corporate to the committee, until otherwise revoked at a general meeting. This motion serves as evidence of the Body Corporate Committee's authority to perform these delegated powers. The Committee shall report on this delegation no less frequently than each AGM of the Body Corporate.
Moved: Ginny Rees Seconded: Kent Steel CARRIED
10. Election of Body Corporate Executive Secretary
Resolved that: First Street Body Corp be appointed as Executive Secretary to assist the Chairperson, Committee and Body Corporate fulfil their duties and obligations under the Unit Titles Act 2010 and its Regulations.
Moved: Sandy Taylor Seconded: Heather Ellis CARRIED
11. Adoption of Annual Accounts
Resolved that: The financial accounts for 1st September 2019 to 31st August 2020 be accepted.
Moved: Sandy Taylor Seconded: Heather Ellis CARRIED
12. Auditor
Resolved that: The Body Corporate agrees that no independent review of the financial statements for the year ending 31st August 2020 is required.
Moved: Heather Ellis Seconded: Sandy Taylor CARRIED

13. Debt Collection

Resolved that: Pursuant to Section 128 (2) of the Unit Titles Act 2010 interest of 10% per annum will accrue and will be charged on any debt unpaid after the due date until the date of payment.

- i)* The Body Corporate is authorised to instruct First Street Body Corp Management Limited to recover any unpaid levies or other unpaid debts owed by a unit owner, together with interest and reasonable costs of collection, using First Street collection procedures (Schedule Attached) where debt has been outstanding for more than 14 days.
- ii)* The Committee is authorised to instruct First Street Body Corp Management Limited, or Lawyers of its choice to make an application to the appropriate decision maker to recover any unpaid debt owed by a unit owner where need be.

Overdue fees, Body Corporate Manager's Costs, interest and Lawyer's expenses:

Any overdue fees, body corporate manager's costs, interest or Lawyer's expenses incurred in the recovery of an overdue levy for a unit are the Proprietor's responsibility to pay. These charges are not reversible unless by consented by majority vote of the Body Corporate at a General Meeting at which point the trust account of the Body Corporate becomes liable for payment of those fees.

Moved: Sandy Taylor

Seconded: Kent Steel

CARRIED

14. Inland Revenue Tax Agent Authority

Resolved that: First Street Body Corp Management Limited (our tax agent) are authorised to act on our behalf for all tax types for the coming year. Authority is given to obtain information from Inland Revenue and other financial institutions to enable our tax returns to be completed. This includes obtaining information via online services available on the Inland Revenue's website.

Moved: Ginny Rees

Seconded: Kent Steel

CARRIED

15. Insurance

Insurance has been placed with Broker Webb Risk Services underwritten by Vero Insurance.

Please note that:

- I.* Owners are advised that any claims in relation to the Insurance Policy should be made directly with First Street Body Corporate.
- II.* The insurer needs to be notified if a unit is vacant for a period longer than 90 days, failing to do so could result in the cover lapsing. Please note that a unit that is vacant will attract a higher excess in the event of a claim.
- III.* The Body Corporate warrant that the list of building occupants and their activities as set out in the valuation is accurate, as is the occupation status of the units and undertakes to advise the Manager should the occupancy or use of the unit change.
- IV.* The Body Corporate is advised that all claims should be notified as soon as practicable. The insurer advises that claims not notified within 30 days of the incident may be technically void.

For Mortgagee interests and insurance certificates please contact:

Michelle Kean

Email: Michelle.Kean@bwrs.co.nz Web: <https://www.bwrs.co.nz/>

16. Building Manger Update

The Building Manager report was circulated with the AGM documents.
It was noted that the building paint was penciled in for late Jan/early Feb.

17. Annual Review & Update of Health and Safety Report

Resolved that: The Body Corporate authorises the Committee to obtain a Health & Safety Report, action and update the Hazard Register for the complex based on risks identified and notified by any owner, resident or visitor to ensure a safe environment.

Moved: Craig Sims

Seconded: Sandy Taylor

CARRIED

18. LTMP

Resolved that: The Body Corporate authorises the Committee to engage a contractor to develop a Long Term Maintenance Plan for the complex.

Moved: Ginny Rees

Seconded: Kent Steel

CARRIED

19. Budget

i) Resolved that: The draft operating budget of \$145,641.00 inc gst be adopted and levied to all owners as provided in section 121 of the Unit Titles Act 2010. Levies are to be paid in **4** instalments, with levy payments due on:

20th November 2020

20th January 2021

20th March 2021

20th May 2021

ii) Pursuant to the provisions of Regulation 17 of the Unit Titles Regulations 2011 the Body Corporate gives its approval for the Committee to enter into all necessary obligations on commercial terms that will give effect to any expenditures provided for in the budget.

Moved: Craig Sims

Seconded: Sandy Taylor

CARRIED

Levy Letter:

Any owner that would like their annual levy amount and installments or a detailed breakdown of their individual levies compared to the approved budget should email

bc@firststreet.co.nz

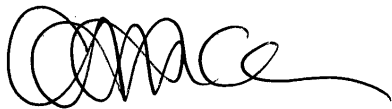
20. General Business:

It was noted that Kiwirail have 6 available carparks at the side of the driveway entrance, if anyone is interested in renting these out on a long term basis please email

tony@firststreet.co.nz

Meeting Closed at 6.15pm

Yours faithfully



Caz Vance

First Street Body Corp

On behalf of **BC349938**