



BODY CORPORATE 349938
30 HEATHER STREET, PARNELL, AUCKLAND
Minutes of the Annual General Meeting of the Body Corporate
held on Thursday 26th October 2023 at 6pm
at Thinkspace Parnell, Level 1, 177 Parnell Road, Parnell and Via Zoom

ATTENDEES

Richard & Julia Cuthbert – Unit U (21)
Sandy & Chris Taylor – Unit Q (17)
Jacobi Kohu-Morris & Hannah Short – Unit O (15)
Jonathan Stephenson – Unit S (19)
Ginny Rees – Unit H (8)
Hilary Smeeton – Unit M (13)
Melissa Tacy – Unit D (4)
Rowena Harris – Unit C (3)
Craig Bong – Building Manager
Nicki Pugh representing First Street Body Corp Ltd

ONLINE ATTENDEES

Bruce Pain – Unit T (20)
Olivia Tibbetts – Unit A (1)
Yusuke Oki – Unit J (10)
Melevesi Utatao – Unit R (18)

PROXY

Julian Fordyce – Unit I (9) to Craig Bong – Building Manager

POSTAL VOTES

Heather Ellis – Unit P (16)

Meeting opened: 6pm

The body corporate manager welcomed all those in attendance and confirmed that the meeting was quorate as not less than 25% of the principal units entitled to exercise a power of voting were represented.

1. Confirmation of Chair of Meeting

Resolved that: Nicki Pugh be elected to chair the meeting.

CARRIED

2. Acceptance of Apologies, Proxies & Postal Votes

The proxy and postal vote were noted and accepted by the meeting.

3. Chairpersons Report

The chairperson's report was taken as read. A query was raised in regard to a previous break in. It was noted that the cost of installing locks to the garage gates did not seem justified at this time by the committee.

4. 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.

CARRIED

5. Election of Body Corporate Chairperson

Resolved that: Richard Cuthbert be elected as Body Corporate Chairperson until the next Annual General Meeting.

CARRIED

Meeting Note: The Chairperson of the Body Corporate will also become a member of, and Chairperson of, the Committee unless decided otherwise by ordinary resolution at a general meeting (Section 112A Unit Titles Act).

6. Committee Quorum

Resolved that: The Committee be set at a maximum of four (4) members with quorum set at three (3) members.

CARRIED

7. Election of Body Corporate Committee

Resolved that: the following members be elected as Committee Members until the next Annual General Meeting:

- Richard Cuthbert – Unit U (21)
- Heather Ellis – Unit P (16)
- Sandy Wilson – Unit Q (17)
- Jacobi Kohu-Morris – Unit O (15)

CARRIED

Note: All committee members are required to comply with the Code of Conduct for committee members as prescribed in the Unit Titles Regulations.

8. Delegation of Duties of Chairperson

Resolved by Special resolution that: The delegated powers and duties of the Chairperson set out in Regulation 11 of the Unit Titles Regulations 2011 be delegated to the Body Corporate Committee.

CARRIED

9. Committee Authority

Resolved by Special resolution that: The Body Corporate delegates the authority for entering into obligations regarding maintenance, amenities and servicing of the Body Corporate within budget, to the Committee, until otherwise revoked at a general meeting (pursuant to Section 108(1) of the Unit Titles Act 2010). 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.

CARRIED

10. Adoption of Annual Accounts

Resolved that: The financial accounts for the period 1st September 2022 to 31st August 2023 be accepted and that any surplus at year end be transferred to the contingency account.

CARRIED

11. Auditor

Resolved by Special resolution that: The Body Corporate agrees that an independent audit or review of the financial statements for the year ending 31 August 2023 is not required.

CARRIED

12. Insurance

To confirm that cover has been placed with Vero via PSC Connect Insurance Broking Services (Broker) for the year. Summary of the current cover is attached, and full policy documents can be obtained from First Street on request.

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. Please note that a unit that is vacant will attract a higher excess in the event of a claim.
- III.** The Body Corporate warrants 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:

Bernice Stewart

Email: bernice@pscbroking.co.nz

Web: <http://www.pscbroking.co.nz/>

13. Health and Safety

Resolved that: The Body Corporate authorises the committee to continually review, 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.

CARRIED

14. Long Term Maintenance Plan

The Body Corporate Committee has arranged for the LTMP to be updated before the next AGM where it will be presented to owners for approval. The update will include a site inspection by Plan Heaven Ltd and extending the planning horizon to 30 years in order to comply with the revised Unit Titles Act.

Meeting Note: Provision has been made in the budget for a new draft 30-year LTMP to be complete by May 2024 as required by the Unit Titles (Strengthening Body Corporate Governance and Other Matters) Amendment Act 2022.

15. Budget

Resolved that:

- i)* The draft budget of \$202,318 including gst made up of \$147,318 (Operating/Trust Account) and \$55,000 (LTMP Fund) be adopted and levied to all owners by utility interest as provided in section 121 of the Unit Titles Act 2010. Levies are to be paid in four (4) instalments with payments due on:
20th November 2023
20th January 2024
20th March 2024
20th May 2024
- 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.

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

16. Debt Collection

Resolved that:

- i)* 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.
- ii)* 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 (as outlined in attached Schedule of Services) where debt has been outstanding for more than 14 days.
- iii)* 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.

CARRIED

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.

17. 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.

CARRIED

18. 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).

CARRIED

19. General Business:

Update from Building Manager

Craig was asked to provide feedback on how the building was running. He advised that everything was running well and with the committee they were making regular changes to improve the value and outlook of the building. Thanks were given to Craig and Chris Taylor commented that the building had vastly improved during their time as owners.

New Website Portal for owners

New website portal for Body Corporate documents can be accessed at:

www.firststreet.co.nz

Click on **LOGIN TO BODY CORPORATE** Icon Top RHS of page.

Login: the email address we have listed on the body corporate proprietor register

Password: BC349938

Passwords and Login can be changed upon request contact:

manager@firststreet.co.nz

New Bank Account details for levy payments

Details of new bank account for Heather Street Body Corporate will be advised with the Levy letter.

Meeting Closed: 6.30pm

Yours faithfully

A handwritten signature in blue ink, appearing to read 'NPugh', with a stylized flourish at the end.

Nicki Pugh
First Street Body Corp
On behalf of **BC 349938**