

BODY CORPORATE 349938
30 Heather Street, Parnell
Minutes of the Annual General Meeting of the Body Corporate
held on Wednesday 29th October 2025 at 6pm
at Thinkspace Parnell, Level 1, 177 Parnell Road, Parnell and Via Zoom

ATTENDEES

Jonathan Ascough – Unit A (1)
Rowena Harris – Unit C (3)
Melissa Tacy – Unit D (4)
Michael Rehm – Unit E (5)
Ginny Rees – Unit H (8)
Heather & Nick Ellis – Unit P (16)
Sandy Wilson & Chris Taylor – Unit Q (17) – Via Zoom
Meleveti Utatao – Unit R (18) – Via Zoom
Jonathan Stephenson – Unit S (19)
Richard & Julia Cuthbert – Unit U (21)

Craig Bong – Building Manager
Nicki Pugh – First Street Body Corp Management Limited

APOLOGY

Bruce Pain – Unit T (20)

PROXIES

Hilary Smeeton – Unit M (13) – to Richard Cuthbert
Carp Limited – Unit L (12) – to Richard Cuthbert

Meeting opened: 6.00pm

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.

AGENDA

1. Confirmation of Chair of Meeting

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

Moved: Richard Cuthbert

Seconded: Heather Ellis

CARRIED

2. Acceptance of Apologies, Proxies & Postal Votes

The apology and proxies were read and accepted by those at the meeting.

3. Chairperson's & Building Managers Report

Craig addressed the meeting and gave his thanks to Richard and the committee for their support throughout the year. Craig discussed some of the main works carried out throughout the year and noted that this year his focus would be to look into upgrading the fluorescent lights in the car park. The Chairpersons and Building Managers report was taken as read and accepted.

4. Approval of General Meeting Minutes

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: Richard Cuthbert

Seconded: Heather Ellis

CARRIED

5. Election of Body Corporate Chairperson

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

Moved: Sandy Wilson

Seconded: Heather Ellis

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 five (5) members with quorum set at a minimum of three (3) members.

Moved: Richard Cuthbert

Seconded: Heather Ellis

CARRIED

7. Election of Body Corporate Committee

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

- Heather Ellis – Unit P (16)
- Richard Cuthbert – Unit U (21)
- Sandy Wilson – Unit Q (17)
- Jonathan Ascough – Unit A (1)
- Melissa Tacy – Unit D (4)

Moved: Richard Cuthbert

Seconded: Heather Ellis

CARRIED

Meeting Note: All committee members are required to comply with the Code of Conduct for committee members as prescribed in the Unit Titles Regulations. A copy of the Body Corporate Committee's Conflict of Interests Register has been provided to all owners as part of the AGM Pack.

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.

Moved: Heather Ellis

Seconded: Sandy Wilson

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.

Moved: Richard Cuthbert

Seconded: Heather Ellis

CARRIED

10. Adoption of Annual Accounts

Resolved that: The financial accounts for the period 1 September 2024 to 31 August 2025 be accepted and that any surplus at the end of the financial period be transferred to the contingency fund.

Moved: Richard Cuthbert

Seconded: Heather Ellis

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 2025 is not required.

Moved: Richard Cuthbert

Seconded: Heather Ellis

CARRIED

Meeting Note: Audit Costs are in the broad range of \$5,000 to \$9,000 depending on the size of the body corporate and scope of audit for an independent auditor to be appointed. In addition, costs for administration of an audit are charged by First Street and these cost are broadly in the range of \$1,200 to \$1,800 depending on size.

12. Insurance

To confirm that cover has been placed with Vero via PSC (Broker) for the year. Summary of current cover is available on the First Street portal.

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 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:

Jolene Rautenbach

Email: jolene@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.

Moved: Richard Cuthbert

Seconded: Heather Ellis

CARRIED

14. Long Term Maintenance Plan

The upcoming works in the Long Term Maintenance Plan were discussed. IT was noted that the building wash would be carried out before the end of the year. There was discussion on the sealing of the timber floors, in particular in the front stairwell which would be looked into further.

15. Budget

Resolved that:

i) The draft budget of \$205,760.00 including gst made up of \$145,122.00 (Operating/Trust Account), \$60,638.00 (LTMP Fund), \$0.00 (Contingency 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 2025

20th January 2026

20th March 2026

20th May 2026

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: Richard Cuthbert

Seconded: Heather Ellis

CARRIED

Levy Letter:

Any owner that would like their annual levy amount and instalments or a detailed breakdown of their individual levies compared to the budget once approved at the AGM should email bc@firststreet.co.nz

Payment Plans and Direct Debits:

Any owner that wishes to set up a payment plan are asked to please contact First Street in the first instance. Please note that any payment plan will need to be approved by the Body Corporate Committee. Only monthly plans are possible.

Please also contact First Street if you would like a direct debit set up to arrange payment of your levies when they fall due.

For either of the above queries please contact via 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.

Moved: Richard Cuthbert

Seconded: Heather Ellis

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 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.

Direct Debits

If an owner has established a direct debit and this is dishonoured an administration fee of \$25 plus GST will be applied.

Payment Plans

If an agreed payment plan is not honoured Debt Collections procedures as outlined in 2 above will be followed and not further payment plans will be permitted for the owner.

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.

Moved: Richard Cuthbert

Seconded: Heather Ellis

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).

Moved: Richard Cuthbert

Seconded: Heather Ellis

CARRIED

19. **General Business:**

Committee – Thanks was given to the new committee members for accepting nominations and joining the committee for the upcoming year.

Thanks was also given to the committee and building manager for the work put into increasing the quality of the building over the last few years.

Signage – It was noted that the signs on the fire doors seemed to be made from paper and were deteriorating. It was agreed to look at upgrading these to similar signs that had been installed for the lift.

There was also an issue raised regarding the star sign on the lift not being in the correct location. IT was agreed that Craig would speak to the lift company to see if the labels could be moved around.

Ceiling Hatches – It was noted that these were also in need of an upgrade. As they are fire rated, this would need to be taken into consideration when looking at replacing them.

Owners queries – Owners are welcome to raise any ideas or suggestions with the committee throughout the year without waiting until the AGM. These could be forwarded to the Building Manager or Body Corporate Manager to be passed on to the committee.

Meeting Closed: 6.37pm

Yours faithfully

A handwritten signature in blue ink, appearing to be 'N. Hyl', is written above the printed name.

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