

BODY CORPORATE NUMBER 559725 (CANTERBURY LAND REGISTRY)
Maltworks Terraces, Stead and Wheatsheaf Lanes, Heathcote Valley, Christchurch 8022

**Minutes of the Annual General Meeting of the Unit Owners of the Body Corporate (the BC) held on
Tuesday, 12 November 2024, in the Boardroom, 76 Moorhouse Avenue, Christchurch at 04:00 PM**

1 ATTENDEES

Courtney Dupont of Pitcaithly Body Corporate Services Limited ("PBCS") the Manager of the BC; Peggy Agar (7 Stead Lane), Anjelica Oliver-Maxwell (11 Stead Lane), Phillippa Elliott (5 Stead Lane), Robert Debenham via zoom (19 Stead Lane), Cherie Walker via zoom (19 Wheatsheaf Lane), Stuart and Nicola Columbus (22 Wheatsheaf Lane), John and Gillian Hoglund (18 Wheatsheaf Lane), Trevor Simpson (4 Wheatsheaf Lane) and Thomas Roulston-Greene (1 Wheatsheaf Lane).

QUORUM

The chair announced that the quorum requirements had been satisfied.

2 MEETING CHAIR

Courtney Dupont was invited to chair the meeting.

3 CONFLICT OF INTEREST

No conflict of interest was declared.

4 MINUTES

The Minutes of the Annual General Meeting held on 14/11/2023, having been circulated to all Unit Owners soon after that date were taken as read and were confirmed as a correct record of that Meeting.

IT WAS UNANIMOUSLY RESOLVED BY THOSE ELIGIBLE VOTERS AS AN ORDINARY RESOLUTION:

"THAT, the Minutes of the Annual General Meeting held on 14/11/2023, having been circulated to the Unit Owners soon after that date, be and are hereby confirmed"

5 BODY CORPORATE CHAIRPERSON

Courtney Dupont noted that no nominations had been received for the position of Chairperson and accordingly it would have to be noted that no Chairperson could be elected.

IT WAS THEN UNANIMOUSLY RESOLVED BY THOSE ELIGIBLE VOTERS AS AN ORDINARY RESOLUTION:

"THAT, pursuant to Section 112 of the Unit Titles Act 2010 and by virtue of this Resolution, this Body Corporate has decided not to elect Body Corporate Chairperson."

6 NOT TO FORM A BODY CORPORATE COMMITTEE

Courtney Dupont noted that a Body Corporate of 9 or fewer principal units may choose to form a body corporate committee. However a Body Corporate of 10 or more principal units must form a Body Corporate Committee unless they resolved not to as long as a 75% majority was in favour.

It was then agreed that the BC form a Committee. Courtney Dupont therefore noted that the resolution as set out in the Notice of Meeting Package did not pass and it was agreed that the Body Corporate would form a Committee.

7 ESTABLISHMENT OF BODY CORPORATE COMMITTEE

Courtney Dupont explained that the Body Corporate must first decide by Ordinary Resolution how many members the Body Corporate Committee must have and the number of members required to constitute a quorum. A discussion to this effect followed after which:

A. IT WAS THEN UNANIMOUSLY RESOLVED BY THOSE ELIGIBLE VOTERS AS AN ORDINARY RESOLUTION:

"THAT, pursuant to Section 24(1)(a) of the Unit Titles Act 2010 and by virtue of this Resolution, this BC has decided that a Body Corporate Committee shall be made up of 3 members AND THAT quorum for Body Corporate Committee meetings shall be set at 2".

Courtney Dupont noted that this election is equivalent to a "First Past the Post" election whereby the number of Committee members will be filled by those nominated if fewer nominations than positions are received.

Nominations were then received for Deborah Ochedusko (25 Stead Lane), Philippa Elliott (5 Stead Lane) and Trevor Simpson (4 Wheatsheaf Lane) who were duly elected as the Body Corporate Committee.

8 DELEGATION OF DUTIES AND POWERS TO THE BODY CORPORATE COMMITTEE

Courtney Dupont explained that the Unit Titles Act 2010 required that the resolution to delegate duties to the BC Committee be passed when a Committee was elected, but that, the majority of these duties could then be passed on to PBCS if appointed as Body Corporate Manager by the resolution that followed in the next agenda item.

IT WAS THEN UNANIMOUSLY RESOLVED BY THOSE ELIGIBLE VOTERS AS A SPECIAL RESOLUTION:

"THAT, pursuant to Section 108 (1) of the Unit Titles Act 2010 and by virtue of this special resolution, the Body Corporate does hereby delegate the following duties and powers to the Body Corporate Committee:

- a. to maintain the register of unit owners; and
- b. to prepare the agenda for each general meeting; and
- c. to chair each general meeting (unless it is agreed at the start of a general meeting that another person will chair that meeting); and
- d. to prepare minutes of each general meeting; and
- e. to record resolutions voted on and whether they were passed; and
- f. to keep financial accounts and records; and
- g. to distribute reports from the body corporate committee to unit owners; and
- h. to sign documents on behalf of the body corporate; and
- i. to prepare and issue notices of resolutions to be passed without a general meeting; and
- j. to notify unit owners of the result of any vote on a resolution to be passed without a general meeting; and
- k. to notify all unit owners of any delegation of a duty or power by the body corporate to the body corporate committee under section 108 of the Act; and
- l. any other duties relating to the administration of the body corporate that the body corporate has decided by ordinary resolution to confer on the chairperson

AND for the avoidance of doubt, the duties specified above are in addition to those conferred elsewhere by the Unit Titles Act 2010 or the Unit Titles Regulations 2011."

9 MANAGEMENT CONTRACT

IT WAS THEN UNANIMOUSLY RESOLVED BY THOSE ELIGIBLE VOTERS AS AN ORDINARY RESOLUTION:

"THAT, the Body Corporate hereby enters into the attached Body Corporate Management Agreement between Pitcaithly Body Corporate Services Limited and Body Corporate Number Body Corporate Number 559725"

10 30 YEAR LONG TERM MAINTENANCE PLAN APPROVAL

Courtney Dupont explained the 30 year extension plan was included in the notice of meeting package. The funding remains the same as previous years.

IT WAS THEN UNANIMOUSLY RESOLVED BY THOSE ELIGIBLE VOTERS AS AN ORDINARY RESOLUTION:

"THAT, the 30 year extension Plan attached to this Notice of Meeting be and is hereby adopted".

11 HEALTH AND SAFETY PLAN APPROVAL

Courtney explained the draft Health and Safety plan was included in the notice of meeting package which was up for adoption. All owners present were happy to accept the draft.

IT WAS THEN UNANIMOUSLY RESOLVED BY THOSE ELIGIBLE VOTERS AS AN ORDINARY RESOLUTION:

"THAT, the Health and Safety Plan attached to this Notice of Meeting be and is hereby adopted".

12 FINANCIAL STATEMENTS

Courtney Dupont reviewed the Financial Statements for the year ended 30/09/2024 and the suggested Budgets for the year ending 30/09/2025.

IT WAS THEN UNANIMOUSLY RESOLVED BY THOSE ELIGIBLE VOTERS AS AN ORDINARY RESOLUTION:

"THAT, the Financial Statements of the Body Corporate for the year ended 30/09/2024 and the Budgets for the year ending 30/09/2025 as circulated with this Notice of Meeting, be and are hereby adopted."

13 LEVIES

Courtney Dupont explained that as per the budgets that had just been reviewed there was no change in levies this year.

IT WAS UNANIMOUSLY RESOLVED BY THOSE ELIGIBLE VOTERS AS AN ORDINARY RESOLUTION:

"THAT, an Operating Account Levy at a 6 monthly rate of \$0.44 per Utility Interest (i.e. \$44,000.00) plus a 6 monthly Maintenance Fund Levy at a 6 monthly rate of \$0.205 per Utility Interest (i.e. \$20,500.00), respectively, be made forthwith in the proportions of the Unit Owners' Utility Interests covering the 6 months ending 30 September 2025 such Levies:

- (a) to provide sufficient funds to enable the budgeted expenditure to be met
- (b) to be payable in one instalment as follows:
2nd Instalment 2024/2025 (period 01.04.25 to 30.09.25) last day for payment (30.04.25)
- (c) to be subject to interest of ten per cent (10%) per annum (calculated on a daily basis) if not paid by the stated last date for payment
- (d) to be payable to Pitcaithly Body Corporate Services Ltd Trust Account or by such other means of payment as may be notified."

"AND THAT, an Operating Account Levy at a 6 monthly rate of \$0.45 per Utility Interest (i.e. \$45,000.00) plus a 6 monthly Maintenance Fund Levy at a 6 monthly rate of \$0.205 per Utility Interest (i.e. \$20,500.00), respectively, be made forthwith in the proportions of the Unit Owners' Utility Interests covering the 6 months ending 31 March 2026 such Levies:

- (a) to provide sufficient funds to enable the budgeted expenditure to be met
- (b) to be payable in one instalment as follows:
2nd Instalment 2025/2026 (period 01.10.25 to 31.03.26) last day for payment (31.10.25)
- (c) to be subject to interest of ten per cent (10%) per annum (calculated on a daily basis) if not paid by the stated last date for payment
- (d) to be payable to Pitcaithly Body Corporate Services Ltd Trust Account or by such other means of payment as may be notified."

14 AUDIT

IT WAS UNANIMOUSLY RESOLVED BY THOSE ELIGIBLE VOTERS AS A SPECIAL RESOLUTION:

"THAT, pursuant to Section 132 (8) of the Unit Titles Act 2010 and by virtue of this Resolution, this Body Corporate has decided not to have its Financial Statements audited or reviewed by and auditor or an accountant or to be subjected to specific verification procedures in respect of the year ending 30/09/2025."

15 GENERAL BUSINESS

- **Gardens** - A dead cherry tree by the common lawn area needs to be replaced and a tea tree that is half dead. PBCS to ask the gardener to replace these.
- **Access way parking** - Owners raised that a few residents are parking in the access way near the silos cafe. PBCS to investigate whether this is Body Corporate land. If confirmed to be Body Corporate land, PBCS to speak with the offending units.

16 SET DATE, TIME AND VENUE FOR NEXT YEAR'S AGM

It was agreed that the next Annual General Meeting of the Body Corporate would be held on 11 November 2025 at 4:00 PM in the Boardroom of Pitcaithly Body Corporate Services, 76 Moorhouse Avenue, Addington, Christchurch.

The Meeting concluded at 04:20 PM and the Chair thanked those present for their attendance.

These minutes were confirmed by an Ordinary Resolution of the Unit Owners at the Annual General Meeting held on the
day of 2025.

Meeting Chair

Date