

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

NOTICE OF ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN that the Annual General Meeting of the Unit Owners of the Body Corporate will be held on Tuesday, 14 November 2023, in the Boardroom, 76 Moorhouse Avenue, Christchurch commencing at 4:00 PM.
Zoom meeting included in email.

IMPORTANT NOTES

1. A vote cannot be counted at an AGM or an EGM if there are any monies owing on the Unit being voted for.
2. Provided there is a legal quorum of 25% of the Units at a Body Corporate Meeting, all Resolutions passed thereat become legally binding upon every Unit Owner.
3. If a Body Corporate Meeting fails to achieve its quorum, it is necessary to adjourn the Meeting until the same day one week later. Please take one of the four steps listed below to avoid the inconvenience of re-convening one week later, as well as the associated unwanted costs.

THEREFORE PLEASE DO ONE OF THESE THINGS

- a. Ensure that you attend in person if you are the sole Unit Owner of your Unit, OR
- b. Ensure that your Company (if it is the Unit Owner) completes and lodges the enclosed Company Representative Form with PBCS and that the Representative attends in person, OR
- c. Ensure, where a Unit has more than one person named on the title - i.e. where there are Joint Unit Owners, that your Unit is represented by a properly appointed Proxy who may be one of the Joint Unit Owners (a Proxy Form is enclosed), OR
- d. If your Unit cannot be represented as a result of (a) to (c) above, there is the option to EITHER appoint another person as your Proxy OR lodge a Postal Voting Form. A Proxy Form and a Postal Voting Form is enclosed. A correctly completed Proxy Form counts for Quorum purposes (as long as the Proxy does attend) and a correctly completed Postal Voting Form also counts for Quorum purposes.

AGENDA

1 ATTENDEES

Identification of Attending Unit Owners, Proxies, Unit Owners voting by Postal Votes, Recording of Apologies, Determination of Quorum.

2 MEETING CHAIR

Election of a Chairperson and Minute Secretary for this meeting and any adjournment thereof. It is suggested that a representative of Pitcaithly Body Corporate Services Limited (PBCS) (the Manager of the Body Corporate) be elected to perform these two functions.

3 MINUTES

Confirmation of Previous Minutes. To consider, and if thought fit, to pass (with or without amendment) the following as an Ordinary Resolution:

"*THAT*, the Minutes of the AGM held on 15/11/2022, having been previously circulated to Unit Owners, be and are hereby confirmed."

4 BODY CORPORATE CHAIRPERSON

Every Body Corporate is to elect a Body Corporate Chairperson. A Nomination Form for the purpose of this election has been sent to Unit Owners. No nominations were received by the closing date. It might, therefore, need to be recorded that this BC was unable to elect a BC Chairperson despite the fact that nominations were called for as required.

5 NOT TO FORM A BODY CORPORATE COMMITTEE

The BC has two options concerning a formal BC Committee these are set out below Resolution not to form a BC Committee and the next agenda item (Establishment of a BC Committee).

Resolution not to form a BC Committee. A Special Resolution can be passed pursuant to Section 112(2) to not form a BC Committee. If such a Resolution is passed, it will remain effective until changed at a future General Meeting. A Resolution to make a decision not to form a BC Committee is set out hereunder. This Meeting, therefore, may wish:

To consider, and if thought fit, to pass (with or without amendment) the following as a Special Resolution:

"*THAT*, pursuant to Section 112 of the Unit Titles Act 2010 and by virtue of this Resolution, this BC has decided not to form a Body Corporate Committee"

6 ESTABLISHMENT OF BODY CORPORATE COMMITTEE

Thanks are expressed to Deborah Ocheduszko, Anjelica Oliver-Maxwell, Trevor Simpson, Phillippa Elliott and John Hoglund for their time in the role of Body Corporate Committee Members. The Body Corporate Committee may wish to address the meeting to present a Committee Report.

Resolution to establish a BC Committee. Provided a Special Resolution was not passed under the previous agenda item 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. 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. To consider, and if thought fit, to pass (with or without amendment) the following 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 X members *AND THAT* quorum for Body Corporate Committee meetings shall be set at Y".

B. Election of BC Committee Members. Please note 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.

A Nomination Form for the purpose of this election has been sent to Unit Owners. Nomination was received for Trevor Simpson and an election will be held at the meeting to fill the number of positions as agreed in A. above.

7 DELEGATION OF DUTIES AND POWERS TO THE BODY CORPORATE COMMITTEE

If a Body Corporate Committee is formed: To consider, and if thought fit, to pass (with or without amendment) the following 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."

8 REAPPOINTMENT OF BODY CORPORATE MANAGER

To consider, and if thought fit, to pass (with or without amendment) the following as an Ordinary Resolution:

"*THAT*, PBCS having agreed hereto, a service contract pursuant to Section 5 (1) of the Unit Titles Act 2010 and Regulation 17 (1) of the Unit Titles Regulations 2011 be entered into by the BC with PBCS as follows:

- a. PBCS is hereby appointed as the Manager of the BC until the end of the next AGM.
- b. The annual fee to be paid to PBCS is to be unchanged from the present annual fee which is \$12,070.00 (plus GST) [set in 2021].
- c. The annual charge for standard disbursements (i.e. bank charges, postages, stationery, photocopying) is to be unchanged from the present annual charge which is \$765.00 (plus GST) [set in 2021].
- d. PBCS is to carry out the functions as set out in the Schedule of Duties attached to this Notice of Meeting.
- e. PBCS is to carry out any and all other financial, managerial and statutory functions as may be appropriate (in its opinion) if by so acting the inconvenience and cost of holding an EGM somewhat unnecessarily can be avoided.
- f. PBCS is to use all reasonable endeavours to act in good faith in carrying out its functions. Where PBCS acts reasonably to the required standard and in good faith in carrying out its functions it shall in no way be liable to the BC for any loss or damage (whether actual or prospective) suffered by the BC in respect of its business or affairs provided that loss or damage does not arise from negligence, wilful default or wilful omission of PBCS, its employees or agents.
- g. PBCS is authorised at all times to act solely as the agent for the BC in carrying out its functions. Accordingly, the BC indemnifies PBCS in respect of all costs, damages, losses and expenses suffered by PBCS as a result of carrying out its functions unless such costs, damages, losses or expenses arise from gross misconduct or negligence by PBCS.
- h. PBCS is authorised to operate an account designated specifically for this BC within the banking account of the "Pitcaithly Body Corporate Services Ltd Trust Account" held with Westpac New Zealand Limited for the purpose of the receiving and disbursing of all of the monies belonging to the BC.
- i. PBCS is authorised to deduct amounts from time to time from the funds of the BC and pay the same to PBCS in respect of previously authorised managerial fees and disbursements charges
- j. PBCS will be entitled, should its appointment be terminated prior to the next AGM in respect of any financial year, to deduct from the funds of the BC and pay the same to PBCS in respect of the previously authorised managerial fee and disbursements charge relating to that financial year, the lesser of half of the totals thereof or the remaining amounts of them not already deducted and paid as at the date of PBCS being notified of the termination.

AND *THAT* this resolution including any amendments (when passed) is to be regarded for all purposes as the only written form of the contract which is the subject of this resolution"

9 LONG TERM MAINTENANCE PLAN & HEALTH AND SAFETY PLAN

Recent amendments to the Unit Titles Act (UTA) and associated Regulations introduced special provisions for large Unit Title Developments. A large development is defined as one with 10 or more Principal Units. Under S157C large developments are required to maintain a 30-year LTMP and unless decided by special resolution, they must be prepared in consultation with a suitably qualified professional. These changes come into effect on 9 May 2024. This Body Corporate may therefore wish to arrange for Plan Heaven to update its LTM Plan. A quote was received from Plan Heaven to extend plan to 30 years at an estimated fee of \$287.50 (GST inclusive).

To consider, and if thought fit, to pass (with or without amendment) the following as an Ordinary Resolution:

"*THAT*, the Body Corporate engages Plan Heaven to extend Long Term Maintenance Plan to a 30-year LTM plan."

HEALTH & SAFETY PLAN

A Body Corporate is considered a Person Conducting a Business or Undertaking (PCBU) under the Health and Safety at Work Act 2015. The officers of the PCBU i.e. BC Chair and Committee Members must exercise diligence to ensure the PCBU complies with its duties and obligations in the act.

A PCBU has a primary duty of care to ensure, so far as is reasonably practicable, the health and safety of workers and that

of other persons are not put at risk from matters under its influence or control.

A Health and Safety Plan documents how the body corporate is satisfying its duties and obligations, including identifying and managing hazards on the property.

PBCS strongly recommends that a Health & Safety Plan be put in place. We can obtain a quote for a plan to be put in place. Body Corporate to advise how they wish to proceed. Plan Heaven offers to set up Health and Safety plan at an estimated fee of \$1,322.50 (Inclusive GST).

To consider, and if thought fit, to pass (with or without amendment) the following as an Ordinary Resolution:

"*THAT*, the Body Corporate engages Plan Heaven to set up Health and Safety Plan."

10 CONFLICT OF INTEREST

Any conflict that has been declared.

11 FINANCIAL STATEMENTS

The financial statements, proposed budget and associated levies will be up for discussion and if necessary amendment at the meeting.

To consider, and if thought fit, to pass (with or without amendment) the following as an Ordinary Resolution:

Please note:

- The proposed Operating Account budget item 190800 Common Property Electricity remains unchanged.
- The proposed Operating Account budget item 179000 Grounds Maintenance lawns & Gardening Contractors is reducing to reflect the expenditure.
- The proposed Operating Account budget item 179001 Ground Maintenance Sumps provides for vacuuming stormwater.
- The proposed Operating Account budget item 179400 R&M Building/s Wash is increasing to provide for Building to be cleaned.
- The proposed Long Term Maintenance (LTM) Fund budget item 251600 Consultants Fees allows for Long Term Maintenance Plan to be extended and setting up a Health and Safety Plan.
- The proposed Long Term Maintenance (LTM) Fund budget item 273800 R&M Building/s Sign & Notice Boards is provision for parking sign.

"*THAT*, the Financial Statements of the Body Corporate for the year ended 30/09/2023 and the Budgets for the year ending 30/09/2024 as circulated with this Notice of Meeting, be and are hereby adopted."

12 LEVIES

To consider and, if thought fit, to pass (with or without amendment) the following as an Ordinary Resolution:

"*THAT*, an Operating Account Levy at a 6 Month rate of \$0.5100 per Utility Interest (i.e. \$51,000.00) plus a Long Term Maintenance Fund Levy at a 6 month rate of \$0.2050 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 2024 such Levies:

- (a) to provide sufficient funds to enable the budgeted expenditure to be met
- (b) to be payable in equal instalments as follows:
2nd Instalment 2023/2024 (period 01.04.24 to 30.09.24) last day for payment (30.04.24)
- (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 Month rate of \$0.4500 per Utility Interest (i.e. \$45,000.00) plus a Long Term Maintenance Fund Levy at a 6 month rate of \$0.2050 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 2025 such Levies:

- (a) to provide sufficient funds to enable the budgeted expenditure to be met
- (b) to be payable in equal instalments as follows:
1st Instalment 2024/2025 (period 01.10.24 to 31.03.25) last day for payment (31.10.24)
- (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."

13 AUDIT

The Unit Title laws make it compulsory for a BC to have its Financial Statements audited or reviewed by an auditor or an accountant or for them to be subjected to specific verification procedures unless a special resolution is passed (if there is a 75% vote of the Units voting at the Meeting in favour) that the requirement be not applicable for a particular year. In the case of Bodies Corporate, the cost of an audit can be significant and of no real value unless there is a compelling reason for Unit Owners to request one. No budgetary provision has been made for these costs in the budgets considered earlier in the meeting. This Meeting, therefore, may wish:

To consider, and if thought fit, to pass (with or without amendment) the following 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 an auditor or an accountant or to be subjected to specific verification procedures in respect of the year ending 30/09/2024."

14 GENERAL BUSINESS

To deal with any other permissible business.

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

This Notice of Meeting has been prepared by Pitcaithly Body Corporate Services Limited, CHRISTCHURCH
07 October 2023

NOTES

Please contact Pitcaithly Body Corporate Services Ltd by phone: (03) 982 2818 or email: info@pbcs.co.nz if you have any questions about the agenda, attendance or voting at this meeting.

Quorum

Provided there is a legal quorum of 25% of the Units at a Body Corporate Meeting, all Resolutions passed thereat become legally binding upon every Unit Owner.

If a Body Corporate Meeting fails to achieve its quorum, it is necessary to adjourn the Meeting until the same day one week later.

Resolutions

ORDINARY RESOLUTION: for an ordinary resolution to pass, the majority of eligible voters who vote on the resolution must vote in favour of the resolution.

SPECIAL RESOLUTION: for a special resolution to pass, 75% of eligible voters who vote on the resolution must vote in favour of the resolution.

Insurance

Should an event occur that may cause damage to your property (e.g. but not limited to: an earthquake, storm or other insurable event) we recommend that you check your units interior and exterior as well as surrounding common property for damage. Should damage be identified please advise Pitcaithly Body Corporate Services Ltd immediately.

It is important for owners to notify Pitcaithly Body Corporate Services Ltd if your property is being used for short-term (90 days or less) paid accommodation (e.g. but not limited to: Airbnb). This will ensure that the correct coverage is applied to the property.

It is important for owners to notify Pitcaithly Body Corporate Services Ltd if your unit is, or will be, vacant for 90 days. If you fail to do so this may affect the Body Corporate Insurance.

The Body Corporate provides Building Insurance. Personal contents are not covered by the Body Corporate Insurance and need to be covered privately. If your unit is tenanted it is recommended that your tenants take out their own tenant liability insurance. This not only covers their personal property but also may cover any damage they may accidentally cause to the unit.

If your unit is used commercially, and you do not currently have Business Interruption Insurance, please contact us to ensure that there is cover in place.

Should you wish to review the Body Corporate Insurance Policy please contact Pitcaithly Body Corporate Services.

Tenanted Units

Please refer to Insurance above. We also ask that you ensure tenants are provided with and comply with the Body Corporate Rules. Contact PBCS by phone: (03) 982 2818 or email: info@pbcs.co.nz if you require a copy.

Levy Payments

If you are in financial difficulty it is important that you don't ignore the problem. Contact us as soon as possible if you are having problems meeting your levy payments or think that you may experience difficulty doing so in the near future.

Links

Unit Titles Act 2010

<http://www.legislation.govt.nz/act/public/2010/0022/latest/DLM1160440.html>

Unit Titles Regulations 2011

<http://www.legislation.govt.nz/regulation/public/2011/0122/latest/DLM3695701.html>

**DETAILS OF DUTIES OF THE BODY CORPORATE MANAGER
FOR BODY CORPORATE NUMBER 559725
Maltworks Terraces, Stead and Wheatsheaf Lanes, Heathcote Valley, Christchurch 8022**

(As At Tuesday, 14 November 2023)

Within Two Months Before an Insurance Due Date or Within Two Months After the Financial Year End or an Annual General Meeting (AGM) whichever applies

These Duties will comprise:

- Issuing annual instructions to a Registered Valuer to prepare a Buildings Valuation Report for Insurance renewal purposes.
- Arranging quotations for Replacement Insurance for the Buildings and other appurtenances on the best possible terms through reputable Insurance Brokers together with cover for Public Liability and, if required by the Unit Owners, for Statutory Liabilities, Employers Liability and Fines and Penalties and any other requested by the Unit Owners and ensuring that all Insurance Policies are renewed, paid up and kept current.
- Preparing the Annual Financial Accounts and Notes thereto and attesting to their truth and fairness.
- Preparing the detailed Budgets for the ensuing financial year for submission to the AGM for approval.
- Preparing and dispatching the AGM package to all Unit Owners (comprising a Notice of Meeting including a detailed Agenda with full text of Proposed Resolutions, detailed Annual Financial Accounts for the year plus Budgets for the ensuing year covering the Operating Account and the Long Term Maintenance Fund and/or any other applicable Funds).
- Attending the AGM.
- Preparing the Minutes of AGMs and dispatching them to every Unit Owner.

Throughout the Financial Year

These Duties will comprise:

- Periodically inspecting the Body Corporate's property to ensure that everything is tidy and running smoothly and that all contractors are performing.
- Liaising with the Unit Owners and Unit Occupiers on all necessary matters.
- Preparing and dispatching the periodic Body Corporate levy accounts to the Unit Owners for payment.
- Receiving and banking the periodic levies to the credit of the Body Corporate's account in the Manager's Trust Bank Account and ensuring these are received by the respective due dates. The Manager is authorised to use its discretion to remove interest penalties on late payments in appropriate circumstances.
- Paying all of the Body Corporate's accounts for payment through the Body Corporate's account in the Manager's Trust Bank Account.
- Where they are recoverable in terms of the Unit Titles Act, recovering amounts paid out from time to time on behalf of Unit Owners and, if required, initiating legal recovery action in respect of such amounts and also in respect of any overdue Body Corporate levies.
- Maintaining the Books of Account of the Body Corporate and supplying to authorised persons any information contained therein to which they are entitled.
- Maintaining the Body Corporates Register of Unit Owners and Mortgagees and advising details of changes therein to Insurers as required by the Unit Titles Act and supplying copies to authorised persons upon request.
- Initiating appropriate changes to the Body Corporate's Rules as required and maintaining an updated copy of same.
- Advising the Registrar of Land of any changes to the Body Corporate's Rules or to its Address for Service and lodging any other document as required by the Unit Titles Act and supplying copies of the Rules to Unit Owners and prospective Unit Purchasers upon request.
- Ensuring that renewal of the Building Warrant of Fitness has been issued if required.
- Preparing and filing Income Tax at an additional charge.
- Preparing Goods and Services Tax Returns if required.
- Attending to sundry correspondence and to all other miscellaneous matters that arise.

NOTES AND DISCLOSURES

1. In addition to the foregoing duties, the Manager (if requested to do so by a seller of a Unit or a Solicitor acting for a seller of a Unit) is to issue all or any of the Disclosure Statements required under Sections 146 to 148 of the Unit Titles Act 2010. In respect of each of these Statements, the Manager may charge separate fees not exceeding \$500 (plus GST) in addition to the Annual Managerial Fee. These fees will be charged to the seller or the seller's Solicitor whichever of them made the request/s therefor or to the Purchaser in the case of an Additional Disclosure Statement.
2. Time involved in preparing for, calling, attending and dispatching minutes of Extraordinary General Meetings or in attending Body Corporate Committee Meetings (if any) or in attending to any other matters involving a significant allocation of time (including hosting and/or assisting with an audit or an external review of the Body Corporate's Financial Accounts pursuant to s.132 of the Unit Titles Act 2010 and preparing Form 13 Notices of Resolutions to be decided without a general meeting and debt recovery) may be charged for by the Manager, in addition to the Annual Managerial Fee, at a rate not exceeding \$200 per hour (plus GST).
3. In some instances the Manager may receive commissions from Insurance Brokers on insurance business placed and/or interest credited on nominal monies carried in its Westpac Trust Bank Account. These receipts are used to defray the costs of our computer operations and upgrades and its other operating costs. Surplus funds (i.e. over \$20,000) carried in its Westpac Trust Bank Account belonging to a Body Corporate will be invested on Term Deposit with a Bank (in multiples of \$20,000) in the name of the Body Corporate. The resultant interest earnings may cause the need for an Income Tax Return to be prepared and lodged (at no additional charge) on behalf of the Body Corporate. No commissions from the tradesmen that are engaged to perform services are received or accepted by the Manager.
4. Unit Owners must make their own arrangements for the insurance cover on contents owned by them and located in their Units.

BODY CORPORATE NUMBER 559725 (AGM 14/11/2023 - 04:00 PM)

Unit Titles Regulations 2011 (Schedule 2 - Forms)

Form 12 (Postal Voting Form) - Section 103, Unit Titles Act 2010

To: Pitcaithly Body Corporate Services Limited
Unit Plan: DP559725
Body Corporate Number: 559725

Instructions

You are entitled to vote at the body corporate meeting to be held in the Boardroom on Tuesday, 14 November 2023 commencing at 04:00 PM by casting a postal vote. The motions to be decided at the meeting are summarised in the table below and more particularly set out in the notice of meeting. If you intend to cast a postal vote, you must indicate your vote in the final column of the table and return the form to Pitcaithly Body Corporate Services Limited so that it is received no later than 24 hours prior to the commencement of the meeting.

Postal Vote

We/I*, _____ [full name/s, address/s]
being the owner/owners* of Unit/s _____ [enter Unit Number/s] and therefore an eligible voter within the meaning of section 96(1) of the Unit Titles Act 2010, intend to cast the following postal vote(s) at the meeting of the body corporate to be held on Tuesday, 14 November 2023
[*Select one].

If the general meeting is adjourned and reconvened, this postal vote is valid for the purposes of the reconvened meeting.

Motion	Type of resolution	Is it a Designated Resolution (None of the following are Designated Resolutions)	Your Vote tick for YES, cross for NO or write "A" to abstain
3. Adopt minutes of previous general meeting	Ordinary		
5. Resolve not to form a BC Committee	Special		
6.A. Form BC Committee of X Members and Y Quorum	Ordinary		
6.B. Elect Trevor Simpson as BC Committee Members			
7. Delegate Duties to BC Committee	Special		
8. Contract for PBCS to be the BC Manager	Ordinary		
9. Extend LTMP to 30 years	Ordinary		
And/Or. Set up Health and Safety Plan	Ordinary		
11. Adopt the Financial Statements and Budgets	Ordinary		
12. Approve the Proposed Levies	Ordinary		
13. Dispense with Audit/Reviews etc.	Special		

Signature/s of eligible voter/s (if the Unit is jointly owned all Joint Owners must sign):

Date: _____ [day, month, year]

Date: _____ [day, month, year]

Date: _____ [day, month, year]

Date: _____ [day, month, year]

Notes

1 The full text of the motions is contained in the notice of meeting.

2 Your postal vote will not be counted if any body corporate levies, or other amounts that are payable in respect of your unit, are outstanding.

3 If a poll is requested, your ownership interest will be counted as part of the poll. If no poll is requested, your postal vote will be counted as 1 vote. You cannot request a poll if you are voting by Postal Vote.

4 If at the general meeting of the body corporate the wording of a motion is materially altered, your postal vote in relation to that motion will not be counted. It is the responsibility of the chairperson to decide what constitutes a material alteration. If you are concerned that your postal vote may not be counted as a result of an amendment to a motion, you should consider appointing a proxy to attend and vote at the meeting on your behalf.

5 If a quorum is not present at the general meeting of the body corporate, and regulation 13(1) of the Unit Titles Regulations 2011 does not apply, the meeting will be adjourned until the same day 1 week later and your postal vote will be counted at that meeting unless the voter (or more than one of them) attends the reconvened meeting or unless the voter/s attend that meeting by proxy.

6 If the unit owner is a company, body corporate or an incorporated body, the form must be signed by the representative (recorded in the register of unit owners) of the unit owner.

7 If the unit is owned by more than 1 person, every owner or his or her authorised representative must sign this form.

Lodgement Instructions.

In order to avoid lengthy registration delays at the commencement of the meeting, please mail or email your completed Postal Voting Form marked Body Corporate No. 559725:

to **P O Box 41-076, Christchurch 8247** or
email to **info@pbcs.co.nz**

so as to arrive by Noon on the day prior to the commencement of the meeting to allow time for orderly pre-registration.

BODY CORPORATE NUMBER 559725 (AGM 14/11/2023 - 04:00 PM)

Unit Titles Regulations 2011 (Schedule 2 - Forms)

Form 11 (Proxy Appointment Form) - Section 102(3), Unit Titles Act 2010

To: Pitcaithly Body Corporate Services Limited
Unit Plan: DP559725
Body Corporate Number: 559725

Proxy Appointment

We/I*, _____ [full name/s, address/s]
being the owner/owners* of Unit/s _____ [enter Unit Number/s] and therefore an eligible voter within the
meaning of section 96(1) of the Unit Titles Act 2010, appoint

_____ or failing him/her _____ [full name/s]
as my/our* proxy for the purposes of the general meeting of the body corporate to be held on Tuesday, 14 November 2023.
[*Select one.]

If the general meeting is adjourned and reconvened, this proxy appointment is valid for the purposes of the reconvened meeting.

Motion	Type of resolution	Is it a Designated Resolution (None of the following are Designated Resolutions)
3. Adopt minutes of previous general meeting	Ordinary	
4. Elect a Body Corporate Chairperson	Ordinary	
5. Resolve not to form a BC Committee	Special	
6.A. Form BC Committee of X Members and Y Quorum	Ordinary	
6.B. Elect Trevor Simpson as BC Committee Members		
7. Delegate Duties to BC Committee	Special	
8. Contract for PBCS to be the BC Manager	Ordinary	
9. Extend LTMP to 30 years	Ordinary	
And/Or. Set up Health and Safety Plan	Ordinary	
11. Adopt the Financial Statements and Budgets	Ordinary	
12. Approve the Proposed Levies	Ordinary	
13. Dispense with Audit/Reviews etc.	Special	

Signature/s of eligible voter/s (if the Unit is jointly owned all Joint Owners must sign):

_____ Date: _____ [day, month, year]
_____ Date: _____ [day, month, year]
_____ Date: _____ [day, month, year]
_____ Date: _____ [day, month, year]

Notes

- 1 This proxy appointment expires at the end of the general meeting referred to in the form or, if that meeting is adjourned, the end of the reconvened meeting.
- 2 The full text of motions is contained in the notice of general meeting, a copy of which should be provided to the proxy.
- 3 Your proxy may not vote unless all body corporate levies, and other amounts that are owing in respect of your unit, have been

paid.

4 If the unit owner is a company, body corporate or an incorporated body, the representative (recorded in the register of unit owners) of the unit owner must sign the form.

5 If the unit is owned by more than 1 person, every owner must sign the form.

6 If the unit is owned by more than 1 person, one of the unit owners may be appointed as proxy.

Lodgement Instructions.

In order to avoid lengthy registration delays at the commencement of the meeting, please mail or email your completed Proxy Form marked Body Corporate No. 559725:

to **P O Box 41-076, Christchurch 8247** or
email to **info@pbcs.co.nz**

so as to arrive by Noon on the day prior to the commencement of the meeting to allow time for orderly pre-registration.

BODY CORPORATE NUMBER 559725

Unit Titles Regulations 2011

Notice of Company Representative Form made pursuant to
Regulation 4 (1) (h) - to be used where the Unit is owned by a Company

To: Pitcaithly Body Corporate Services Limited
Unit Plan: DP 559725
Body Corporate Number: 559725

Notice of Company Representative

We, _____

[enter full name & preferred contact address of the Company],

being the owner of Unit/s _____ [enter Unit Number/s] give notice that

[full name & preferred contact address of the Company Representative] is the Company Representative for the above Unit/s.

Signature on behalf of the Company that owns the above Unit/s:

_____ by its Authorised Signatory
[enter full name of the Company],

Signature of Authorised Person:

_____ Date: _____ [day, month, year]

Lodgement Instructions.

When completed and signed please mail or email your Notice of Company Representative marked Body Corporate No. 559725:

to **P O Box 41-076, Christchurch 8247** or
email to **info@pbcs.co.nz**

so as to arrive by Noon on the day prior to the commencement of the meeting to allow time for orderly pre-registration.

Body Corporate No 559725

Maltworks Terrace, Stead and Wheatsheaf Lane, Christchurch

NOTES TO THE FINANCIAL ACCOUNTS FOR THE YEAR ENDED 30 September 2023 & ATTESTATION

The attached Revenue & Expenses Accounts and Abridged Financial Position (Financial Accounts) have been prepared in conformity with the latest Unit Titles Legislation in New Zealand. They properly set out, respectively, true and fair summaries of the Body Corporate's Revenues, Expenses and Net Surpluses/Deficits for its financial year ended 30 September 2023 and of its Owners' Funds and its Net Assets at the end of that financial year.

The Financial Accounts have been prepared using the normal historical cost methodology on a GST Inclusive basis. Unchanged accounting policies have been consistently applied since our appointment. Income from Levies comprises amounts receivable as relating to the current financial period and Interest and Other Income is accounted for when received. Expenses are accounted for using accruals based methodology other than Insurance Premium Payments which are fully expensed when paid or contracted for. Assets and Liabilities are stated at their full realisable and payable amounts.

The Body Corporate is permitted to present its Financial Accounts in the formats included on the following pages because it is not publicly accountable and is not defined as a large financial entity.

pp Pitcaithly Body Corporate Services Limited (Secretary)



J H Pitcaithly (Director)

CHRISTCHURCH

7 October 2023

Proposed Budget to apply from 01/10/2023

Body Corporate Number 559725

Maltworks Terraces, Stead and Wheatsheaf Lanes,
Heathcote Valley, Christchurch 8022

		Operating Account		
		Proposed budget	Actual 01/10/2022-30/09/2023	Previous budget
Revenue				
142000	Insurance Claims Received	0.00	1,845.00	0.00
142500	Interest on Arrears of Levies	0.00	38.58	0.00
143000	Levies Invoiced Normal	89,000.00	80,000.00	80,000.00
Total revenue		89,000.00	81,883.58	80,000.00
Less expenses				
190800	Common Property Electricity	1,000.00	682.24	1,000.00
150400	General Expenses & Secretarial Disbursements	1,000.00	879.72	1,000.00
179000	Grounds Maintenance Lawns & Gardening Contractor/s	7,000.00	7,126.00	8,000.00
179001	Grounds Maintenance Sumps	1,000.00	7,634.59	500.00
162600	Insurance Claims	0.00	1,845.00	0.00
159100	Insurance Premium	56,000.00	47,775.31	48,687.75
159200	Insurance Valuation Fees	2,100.00	2,000.00	2,530.00
167200	R&M Building/s General Repairs	2,000.00	2,033.32	1,000.00
165801	R&M Building/s Building Warrant of Fitness Costs	1,000.00	470.00	2,500.00
176400	R&M Building/s Wash	6,400.00	6,037.50	6,150.00
176800	R&M Contingencies	750.00	0.00	750.00
154000	Secretarial Fee - Normal Work	13,880.50	13,880.40	13,880.50
190400	Water Charges	0.00	0.00	250.00
Total expenses		92,130.50	90,364.08	86,248.25
Surplus/Deficit		(3,130.50)	(8,480.50)	(6,248.25)
Opening balance		5,520.47	14,000.97	14,000.97
Closing balance		\$2,389.97	\$5,520.47	\$7,752.72
Total units of entitlement		100000		100000
Levy contribution per unit entitlement		\$0.89		\$0.80

Long Term Maintenance Fund

	Proposed budget	Actual 01/10/2022-30/09/2023	Previous budget
Revenue			
242500 Interest on Arrears of Normal Levies	0.00	17.07	0.00
243000 Levies Invoiced Normal LTMF	41,000.00	41,000.06	41,000.00
<i>Total revenue</i>	41,000.00	41,017.13	41,000.00
Less expenses			
251600 Consultants Fees LTMF	1,650.00	0.00	220.00
273800 R&M Building/s Signs & Notice Boards	250.00	0.00	0.00
<i>Total expenses</i>	1,900.00	0.00	220.00
Surplus/Deficit	39,100.00	41,017.13	40,780.00
Opening balance	40,905.43	(111.70)	(111.70)
Closing balance	\$80,005.43	\$40,905.43	\$40,668.30
Total units of entitlement	100000		100000
Levy contribution per unit entitlement	\$0.41		\$0.41

Abridged Financial Position

As at 30/09/2023

Body Corporate Number 559725

Maltworks Terraces, Stead and Wheatsheaf Lanes,
Heathcote Valley, Christchurch 8022

	Current period	Previous year
Owners' funds		
Operating Account Balance/(Deficit) Start of Year	14,000.97	3,491.38
Operating Account Surplus/(Deficit) for the Year	(8,480.50)	10,509.59
	<u>5,520.47</u>	<u>14,000.97</u>
LTM Fund Balance/(Deficit) at Start of Year	(111.70)	542.22
LTM Fund Surplus/(Deficit) for the Year	41,017.13	(653.92)
	<u>40,905.43</u>	<u>(111.70)</u>
Net owners' funds	<u>\$46,425.90</u>	<u>\$13,889.27</u>
Represented by:		
Assets		
Cash at Bank	27,122.64	17,922.09
Investments	20,000.00	0.00
Receivable--Levies	0.03	0.00
Total assets	<u>47,122.67</u>	<u>17,922.09</u>
Less liabilities		
Creditors--Other	672.93	4,032.81
Prepaid Levies	23.84	0.01
Total liabilities	<u>696.77</u>	<u>4,032.82</u>
Net assets	<u>\$46,425.90</u>	<u>\$13,889.27</u>

Body Corporate Number 559725

Maltworks Terraces, Stead and Wheatsheaf Lanes,
Heathcote Valley, Christchurch 8022

Levy Schedule for the 12 months ending 31 March 2025

Approximate levy instalments that would apply to each unit if the proposed levies are accepted at the Annual General Meeting:

2nd Instalment 2023/2024 (period 01.04.24 to 30.09.24) last day for payment 30.04.2024

Lot	Unit	Utility Interests	Operating Account	LTM Fund	Total
PU1	3 Stead Lane	2,725.00	\$1,389.75	\$558.63	\$1,948.38
PU2	1 Stead Lane	2,740.00	\$1,397.40	\$561.70	\$1,959.10
PU3	7 Stead Lane	2,725.00	\$1,389.75	\$558.63	\$1,948.38
PU4	9 Stead Lane	2,740.00	\$1,397.40	\$561.70	\$1,959.10
PU5	13 Stead Lane	2,725.00	\$1,389.75	\$558.63	\$1,948.38
PU6	11 Stead Lane	2,740.00	\$1,397.40	\$561.70	\$1,959.10
PU7	23 Stead Lane	2,725.00	\$1,389.75	\$558.63	\$1,948.38
PU8	25 Stead Lane	2,740.00	\$1,397.40	\$561.70	\$1,959.10
PU9	5 Stead Lane	3,245.00	\$1,654.95	\$665.23	\$2,320.18
PU10	17 Stead Lane	3,200.00	\$1,632.00	\$656.00	\$2,288.00
PU11	15 Stead Lane	3,190.00	\$1,626.90	\$653.95	\$2,280.85
PU12	19 Stead Lane	3,200.00	\$1,632.00	\$656.00	\$2,288.00
PU13	21 Stead Lane	3,190.00	\$1,626.90	\$653.95	\$2,280.85
PU14	19 Wheatsheaf Lane	3,190.00	\$1,626.90	\$653.95	\$2,280.85
PU15	17 Wheatsheaf Lane	3,200.00	\$1,632.00	\$656.00	\$2,288.00
PU16	15 Wheatsheaf Lane	3,200.00	\$1,632.00	\$656.00	\$2,288.00
PU17	13 Wheatsheaf Lane	3,200.00	\$1,632.00	\$656.00	\$2,288.00
PU18	11 Wheatsheaf Lane	2,880.00	\$1,468.80	\$590.40	\$2,059.20
PU19	9 Wheatsheaf Lane	2,880.00	\$1,468.80	\$590.40	\$2,059.20
PU20	22 Wheatsheaf Lane	3,245.00	\$1,654.95	\$665.23	\$2,320.18
PU21	20 Wheatsheaf Lane	2,880.00	\$1,468.80	\$590.40	\$2,059.20
PU22	18 Wheatsheaf Lane	2,880.00	\$1,468.80	\$590.40	\$2,059.20
PU23	16 Wheatsheaf Lane	2,880.00	\$1,468.80	\$590.40	\$2,059.20
PU24	14 Wheatsheaf Lane	2,880.00	\$1,468.80	\$590.40	\$2,059.20
PU25	12 Wheatsheaf Lane	2,880.00	\$1,468.80	\$590.40	\$2,059.20
PU26	10 Wheatsheaf Lane	2,880.00	\$1,468.80	\$590.40	\$2,059.20
PU27	8 Wheatsheaf Lane	2,880.00	\$1,468.80	\$590.40	\$2,059.20
PU28	6 Wheatsheaf Lane	2,880.00	\$1,468.80	\$590.40	\$2,059.20
PU29	4 Wheatsheaf Lane	2,880.00	\$1,468.80	\$590.40	\$2,059.20
PU30	2 Wheatsheaf Lane	2,880.00	\$1,468.80	\$590.40	\$2,059.20
PU31	7 Wheatsheaf Lane	2,880.00	\$1,468.80	\$590.40	\$2,059.20
PU32	5 Wheatsheaf Lane	2,880.00	\$1,468.80	\$590.40	\$2,059.20
PU33	3 Wheatsheaf Lane	2,880.00	\$1,468.80	\$590.40	\$2,059.20
PU34	1 Wheatsheaf Lane	2,880.00	\$1,468.80	\$590.40	\$2,059.20
		100,000.00	\$51,000.00	\$20,500.00	\$71,500.00

1st Instalment 2024/2025 (period 01.10.24 to 31.03.25) last day for payment 31.10.2024

Lot	Unit	Utility Interests	Operating Account	LTM Fund	Total
PU1	3 Stead Lane	2,725.00	\$1,226.25	\$558.63	\$1,784.88
PU2	1 Stead Lane	2,740.00	\$1,233.00	\$561.70	\$1,794.70
PU3	7 Stead Lane	2,725.00	\$1,226.25	\$558.63	\$1,784.88
PU4	9 Stead Lane	2,740.00	\$1,233.00	\$561.70	\$1,794.70
PU5	13 Stead Lane	2,725.00	\$1,226.25	\$558.63	\$1,784.88
PU6	11 Stead Lane	2,740.00	\$1,233.00	\$561.70	\$1,794.70
PU7	23 Stead Lane	2,725.00	\$1,226.25	\$558.63	\$1,784.88
PU8	25 Stead Lane	2,740.00	\$1,233.00	\$561.70	\$1,794.70
PU9	5 Stead Lane	3,245.00	\$1,460.25	\$665.23	\$2,125.48
PU10	17 Stead Lane	3,200.00	\$1,440.00	\$656.00	\$2,096.00
PU11	15 Stead Lane	3,190.00	\$1,435.50	\$653.95	\$2,089.45
PU12	19 Stead Lane	3,200.00	\$1,440.00	\$656.00	\$2,096.00
PU13	21 Stead Lane	3,190.00	\$1,435.50	\$653.95	\$2,089.45
PU14	19 Wheatsheaf Lane	3,190.00	\$1,435.50	\$653.95	\$2,089.45
PU15	17 Wheatsheaf Lane	3,200.00	\$1,440.00	\$656.00	\$2,096.00
PU16	15 Wheatsheaf Lane	3,200.00	\$1,440.00	\$656.00	\$2,096.00
PU17	13 Wheatsheaf Lane	3,200.00	\$1,440.00	\$656.00	\$2,096.00
PU18	11 Wheatsheaf Lane	2,880.00	\$1,296.00	\$590.40	\$1,886.40
PU19	9 Wheatsheaf Lane	2,880.00	\$1,296.00	\$590.40	\$1,886.40
PU20	22 Wheatsheaf Lane	3,245.00	\$1,460.25	\$665.23	\$2,125.48
PU21	20 Wheatsheaf Lane	2,880.00	\$1,296.00	\$590.40	\$1,886.40
PU22	18 Wheatsheaf Lane	2,880.00	\$1,296.00	\$590.40	\$1,886.40
PU23	16 Wheatsheaf Lane	2,880.00	\$1,296.00	\$590.40	\$1,886.40
PU24	14 Wheatsheaf Lane	2,880.00	\$1,296.00	\$590.40	\$1,886.40
PU25	12 Wheatsheaf Lane	2,880.00	\$1,296.00	\$590.40	\$1,886.40
PU26	10 Wheatsheaf Lane	2,880.00	\$1,296.00	\$590.40	\$1,886.40
PU27	8 Wheatsheaf Lane	2,880.00	\$1,296.00	\$590.40	\$1,886.40
PU28	6 Wheatsheaf Lane	2,880.00	\$1,296.00	\$590.40	\$1,886.40
PU29	4 Wheatsheaf Lane	2,880.00	\$1,296.00	\$590.40	\$1,886.40
PU30	2 Wheatsheaf Lane	2,880.00	\$1,296.00	\$590.40	\$1,886.40
PU31	7 Wheatsheaf Lane	2,880.00	\$1,296.00	\$590.40	\$1,886.40
PU32	5 Wheatsheaf Lane	2,880.00	\$1,296.00	\$590.40	\$1,886.40
PU33	3 Wheatsheaf Lane	2,880.00	\$1,296.00	\$590.40	\$1,886.40
PU34	1 Wheatsheaf Lane	2,880.00	\$1,296.00	\$590.40	\$1,886.40
		100,000.00	\$45,000.00	\$20,500.00	\$65,500.00

Quote number 2394

Body Corporate 559725, Maltworks Terraces

Quote Information

Body Corporate address : Stead and Wheatsheaf Lanes, Heathcote
Christchurch

Quote date : 06 October 2023

Quote prepared by : Martyn Cole

Quote based on : 34 units

Quote status : Open

Quote requested by: Anne Keh, Administrator, Pitcaithly

Pricing Information

Set up Health and Safety plan: \$1150.00 plus GST

Terms

1. This quotation is valid for 90 days and subject to the terms and conditions on page 4.
3. Quotes for the costs of Plan Heaven providing LTMPs are available on request.

Accepted (sign)

Name

.....

.....

Role

Date

.....

.....

Health and Safety Plans

Every body corporate is a PCBU as defined in S17 and S18 of the Health and Safety at Work Act 2015. Accordingly, each body corporate must prepare and manage a Health and Safety Plan to ensure the development is maintained as a safe and healthy environment for residents and visitors.

These are some of the benefits for bodies corporate when they choose Plan Heaven to prepare their Health and Safety Plans.

- Our Health and Safety Plan gives the property owners an overview introduction, officer responsibilities, policy statement and risk management processes with a live accident and incident register in addition to the hazard register so they have a living health and safety system. It's more than just a hazard identification report!
- Health and Safety plans are prepared in the Plan Heaven app in a similar manner to the way in which long-term maintenance plans are prepared.
- They are also able to be updated in a similar manner to long-term maintenance plans and this is significant in that while LTMPs are required to be updated at least once every three years, a Health and Safety Plan should be updated every year. Having their Health and Safety Plan in an easily accessed cloud-based app means that bodies corporate don't need to pay anyone else to update their Health and Safety Plans because it is a simple process and any one of the owners could do it.
- At Plan Heaven, our Health and Safety Plans are designed to be functional and compliant but as simple and short as possible. Fortunately, this isn't difficult because a unit title development is typically a benign environment with few hazards. Also, the body corporate only has the responsibility of ensuring the common property is safe. It has little, if any, authority to apply any health and safety policies inside units.
- Using the Plan Heaven app to create, update and store the data relating to the body corporate's Health and Safety Plan allows for important records such as the list of hazards, the body corporate's Health and Safety Plan statements and the accident register to all be in one place that can be located quickly and the administration can easily be passed on to the next person who has been appointed by the body corporate to manage the Health and Safety Plan.
- The body corporate can also routinely update their Health and Safety plan at each AGM and immediately record that the meeting had taken place, that matters relating to health and safety had been discussed demonstrating that the body corporate is being proactive in managing health and safety as it relates to the development.
- We are able to offer a discounted fee for preparing Health and Safety plans when prepared at the same time as one of our planners sets up or updates a LTMP. This is because we are able to complete the inspections for both plans at the same time.
- Also, the body corporate only pays one annual subscription to maintain the data for both their LTMP and their Health and Safety plan. So if the body corporate is able to have an owner volunteer to maintain their Health and Safety plan, the setup cost will be the only fee they pay for Health and Safety plans.

Why Plan Heaven?

Plan Heaven is company that provides setups and ongoing updating of LTMP's for Bodies Corporate. The Company prepares your LTMP in an online, cloud based template or tool designed to make your long-term maintenance planning cheaper, easier, faster and more responsive.

By using Plan Heaven as your LTMP manager, you will have a compliant document built in accordance with best practice that your owners will find easy to understand and embrace.

You will also find that your plan will be simple to update each year and have approved at your AGM. To achieve this, you can either commission Plan Heaven to fully manage the process for you, or at any time, or in any single year you can save costs by taking it over yourself.

Features and Benefits

- Your plan becomes a living and responsive document, easy and cost effective to update each year.
- All data belongs to the body corporate at all times. If you ever want a copy of your data, we will download it and send it to you.
- Your plan can be updated by Plan Heaven's trained planners, or the body corporate can take over and manage the editing online. Or choose a different option in any year.
- There are several update options allowing you to save in costs depending on the complexity of your buildings and plan.
- View your plan online, including on your mobile devices or print a hardcopy.
- When you do choose to work with your plan online, the body corporate can have unlimited users, including unlimited administrators and unlimited readonly users.
- You will also be entitled to unlimited edits, unlimited data storage, unlimited photo storage and unlimited document's storage.
- Your plan will be fully compliant with the Unit Titles Act 2010 and the Unit Titles Regulations 2011.
- Your plan will be built and maintained in accordance with best practice.
- Plan Heaven has been designed with your owners in mind. Your plan will be easy for your owners to understand and embrace.
- There are full DIY options available for those bodies corporate who feel sufficiently confident to use the online tools, using volunteer-owners or their manager or contractor.
- Tutorials are available online.
- A full demo website provided.
- Plan Heaven is your permanent, future proof long-term maintenance planning solution.

PLAN Heaven

Cheaper, faster, easier, more responsive and fully compliant long-term maintenance plans.

Quotes terms and conditions

This quotation is subject to the following terms and conditions

Interpretation

"LTMP" means a long-term maintenance plan as defined in Section 116 of the Unit Titles Act 2010.

"Quote" means this document.

"Client" means the body corporate listed in the first page of this quote and its owners, officers and agents.

"Plan Heaven" means Plan Heaven Limited.

"Planner" means the person who has been trained and supplied by Plan Heaven to undertake site inspections and prepare the LTMP.

"Weathertightness" means the ability or otherwise of the exterior elements of the Client's buildings to keep out water.

1. Assessments and recommendations will not be included for any element where our planner is unable to gain safe access (such as a roof) during the site inspection. On these occasions we will recommend that these elements be inspected at a later date when safe access is available by an expert if this is appropriate.
2. Weathertightness assessments and recommendations are not included. However, if our planner observes any building element that might be subject to risk from water ingress we will recommend further examination by a suitably qualified person.
3. Seismic strength assessments and recommendations are not included.
4. Your quote may include travel expenses, if Plan Heaven does not have a trained planner available within a reasonable distance from your development. However, the travel expenses payable, if any, will be listed on this quote.
5. If the body corporate or one of its authorised officers or agents accepts this quote, the fee will be payable by the due date listed on the invoice.
6. The document prepared by Plan Heaven is intended for use by the body corporate and its owners as a planning tool. It is not intended for use by third parties for any reason. It is especially not to be relied upon as a pre-purchase inspection or defect report.
7. Plan Heaven and its planners will use their best endeavours to accurately determine the maintenance needs of the building elements, infrastructure and common property in the development but all recommendations and their costs and the age, life and cost of replacement of elements, will be estimates only and are not intended to be absolute.
8. Plan Heaven and its planners are not qualified to give legal advice. In regard to any comments or recommendations that might have legal implications, the Client is always recommended to seek legal advice from a suitably qualified person.
9. Plan Heaven's liability is limited to the amount of Professional Indemnity and Public Liability Insurance in place at the time.

End of report for BC 559725, Maltworks Terraces

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Quote number 2393

Body Corporate 559725, Maltworks Terraces

Quote Information

Body Corporate address : Stead and Wheatsheaf Lanes, Heathcote
Christchurch

Quote date : 06 October 2023

Quote prepared by :

Quote based on : 34 units

Quote status : Open

Quote requested by: Anne Keh, Administrator, Pitcaithly

Pricing Information

☒ Check the option you wish to accept

☐ Extend 10yr Comprehensive LTMP to 30 yrs: \$250.00 plus GST

Terms

1. This quotation is valid for 90 days and subject to the terms and conditions on page 4.
2. All setup and update prices include a Standard Subscription for one year.
3. Quotes or estimated costs of updates and subscriptions are available on request.

Accepted (sign)

Name

.....

.....

Role

Date

.....

.....

Extension to 30 years explained

Included services:

One of Plan Heaven's planners will,

- Take a digital copy of plan and upload it to the document's storage section of the body corporate's account.
- Unlock the plan (if locked) and extend the plan's duration to 30 years. The start date of the plan will remain unchanged.
- Extend job costs for any existing jobs that are cyclically repeating works into years 11 to 30 of the plan, i.e. painting every ten years. No jobs will be added, amended or adjusted for inflation.
- Extend levies in the funding table into years 11 to 30 to balance the remaining costs in the plan.
- Print and supply a pdf copy of the extended plan for BC owner approval at the next AGM.
- Once approved by the AGM, change the status of the plan to "approved", lock the plan in Plan Heaven and print and supply copies of the now-approved final 30-year plan as required.



This option is only available in the first or second year of the plan after the LTMP has been setup in Plan Heaven. The extension doesn't constitute a review or updating of the plan and will be undertaken as a desktop exercise with no site visit or physical assessment of the property.

This option is separate from and additional to the one-year subscription (standard or rolling) that provides 24/7 unrestricted access to the body corporate's account in Plan Heaven.

Comprehensive vs Compact Plans Explained

Our Comprehensive plans - the ones you are familiar with from Plan Heaven.

Our Comprehensive LTMPs are the same ones we have been creating since we introduced cloud-based LTMPs in 2016. They are ideal for those BCs that need a full and rich explanation to help owners fully understand the issues and actively participate in the decision-making process.

These plans present a rich picture of the development, its elements, conditions, long-term maintenance needs, associated job budgets, and funding requirements. The content provides a full story of the maintenance of the development along with some history.

Our Compact plans are just that, compacted. They are condensed and to the point.

On the other hand, our Compact plans are ideal for those BCs that want to get straight to the punch line and are comfortable with less commentary because the owners generally know what's going on and why.

But while they have a condensed overview and summarised version of the element descriptions and conditions, they bring the same level of detail to the job costings, scheduling, and funding information as in the comprehensive plans.

Because the whole point of an LTMP is to have a good understanding where the money is going to need to be spent.

Our Compact plans are cheaper and allow the BC to have a compliant LTMP without paying a consultant to tell them what they already know. Our fee for a Compact plan is 60% of that for a Comprehensive plan.

What happens when it comes to updating these plans?

Once the plans are set up, they both need to be updated at least once every three years. You can contact us for a quote anytime.

But there is also the option of Rolling Subscriptions. See more below.

Standard and Rolling Subscriptions Explained

The Standard Subscription

The Standard Subscription is the same as we have offered since we introduced our online cloud database in 2016. To find out why we use a subscription business model, look at this help page titled ["why should I pay the subscription?"](#).

The Rolling Update subscription

We introduced the Rolling Update subscription on 1 February 2023 to provide more cost-effective ongoing updates.

If a BC (or another property owner) pays the Rolling Update subscription, we will complete a desktop update of their LTMP every year. Typically this will be after the end of the BC's financial year and in time for the updated LTMP to be presented to the owners at the AGM for approval.

How does the Rolling subscription work?

1. We already have a record in our database of when the BC's financial year starts and ends. We are also aware that soon after the end of the financial year, the Body Corporate and Building Managers begin to think about the budgets for the new year. Typically AGMs are held somewhere from six weeks after the end of the financial year, with the first notices going out to owners three weeks prior.
2. So in the first week or so after the end of the BC's financial year, if the BC has ordered the Rolling Subscription, we will send a notice to the nominated contact person and ask them for the information we need to update their LTMP at our desk.
3. As part of the notice, we will include a summary of the maintenance jobs planned for the financial year that just ended and for the upcoming new financial year. The information we will be looking for is,
 - Was the work planned last year carried out? If not, will it be rolled over?
 - Is it intended that the work planned for the new upcoming financial year will be carried out?
 - Is there any new work that needs to be included in the LTMP?
 - Should any other jobs scheduled be moved out or bought forward?
 - Is there any new information about the costs of work scheduled so we can update job costs? e.g. have any quotes been obtained?
 - What is the new opening balance of the Long-Term Maintenance Fund?
 - And anything else that is relevant, whereby the LTMP should be updated.
4. We will then update the LTMP with the information provided, roll over the dates and send a draft updated LTMP for consideration at the AGM. As usual, the BC can call for as many updates as needed until satisfied.
5. Then after the AGM, once the new updated LTMP has been approved, we will finalise it and lock it in the Plan Heaven app so it can't be accidentally altered until a new update is required and send a hard copy of the final approved plan to the BC.
6. There will be no additional fees for this desktop update. This work is covered in the cost of the Rolling Subscription.

Do all BCs qualify for this service?

We can only offer the Rolling Update subscription to those BCs that have appointed a Building Manager or Facilities Manager or have a committed Body Corporate Manager, Chairperson, Committee member or owner who is familiar with all of the maintenance that has been carried out and is planned to be carried out in the future.

The process requires that we accept the instructions from the representative of the BC to carry out the update and while we are able to offer advice and support as part of this service, it is not intended that we carry out our own investigations.

What does it cost?

From February 2023, we changed our fee pricing model to give better transparency and consistency to our fee structure. Within this new fee structure, the Standard Subscription is priced at 5% of the cost of a full setup of a Comprehensive LTMP (or a minimum of \$140) for a development with the same number of units. The Rolling Update Subscription is priced at 10%. (or a minimum of \$280)

The Standard Subscription for a development with 34 units is predicted to be approximately \$185 plus GST.

The Rolling Subscription for a development with 34 units is predicted to be approximately \$370.00 plus GST.

Health and Safety Plans

Every body corporate is a PCBU as defined in S17 and S18 of the Health and Safety at Work Act 2015. Accordingly, each body corporate must prepare and manage a Health and Safety Plan to ensure the development is maintained as a safe and healthy environment for residents and visitors.

These are some of the benefits for bodies corporate when they choose Plan Heaven to prepare their Health and Safety Plans.

- Our Health and Safety Plan gives the property owners an overview introduction, officer responsibilities, policy statement and risk management processes with a live accident and incident register in addition to the hazard register so they have a living health and safety system. It's more than just a hazard identification report!
- Health and Safety plans are prepared in the Plan Heaven app in a similar manner to the way in which long-term maintenance plans are prepared.
- They are also able to be updated in a similar manner to long-term maintenance plans and this is significant in that while LTMPs are required to be updated at least once every three years, a Health and Safety Plan should be updated every year. Having their Health and Safety Plan in an easily accessed cloud-based app means that bodies corporate don't need to pay anyone else to update their Health and Safety Plans because it is a simple process and any one of the owners could do it.
- At Plan Heaven, our Health and Safety Plans are designed to be functional and compliant but as simple and short as possible. Fortunately, this isn't difficult because a unit title development is typically a benign environment with few hazards. Also, the body corporate only has the responsibility of ensuring the common property is safe. It has little, if any, authority to apply any health and safety policies inside units.
- Using the Plan Heaven app to create, update and store the data relating to the body corporate's Health and Safety Plan allows for important records such as the list of hazards, the body corporate's Health and Safety Plan statements and the accident register to all be in one place that can be located quickly and the administration can easily be passed on to the next person who has been appointed by the body corporate to manage the Health and Safety Plan.
- The body corporate can also routinely update their Health and Safety plan at each AGM and immediately record that the meeting had taken place, that matters relating to health and safety had been discussed demonstrating that the body corporate is being proactive in managing health and safety as it relates to the development.
- We are able to offer a discounted fee for preparing Health and Safety plans when prepared at the same time as one of our planners sets up or updates a LTMP. This is because we are able to complete the inspections for both plans at the same time.
- Also, the body corporate only pays one annual subscription to maintain the data for both their LTMP and their Health and Safety plan. So if the body corporate is able to have an owner volunteer to maintain their Health and Safety plan, the setup cost will be the only fee they pay for Health and Safety plans.

Why Plan Heaven?

Plan Heaven is company that provides setups and ongoing updating of LTMP's for Bodies Corporate. The Company prepares your LTMP in an online, cloud based template or tool designed to make your long-term maintenance planning cheaper, easier, faster and more responsive.

By using Plan Heaven as your LTMP manager, you will have a compliant document built in accordance with best practice that your owners will find easy to understand and embrace.

You will also find that your plan will be simple to update each year and have approved at your AGM. To achieve this, you can either commission Plan Heaven to fully manage the process for you, or at any time, or in any single year you can save costs by taking it over yourself.

Features and Benefits

- Your plan becomes a living and responsive document, easy and cost effective to update each year.
- All data belongs to the body corporate at all times. If you ever want a copy of your data, we will download it and send it to you.
- Your plan can be updated by Plan Heaven's trained planners, or the body corporate can take over and manage the editing online. Or choose a different option in any year.
- There are several update options allowing you to save in costs depending on the complexity of your buildings and plan.
- View your plan online, including on your mobile devices or print a hardcopy.
- When you do choose to work with your plan online, the body corporate can have unlimited users, including unlimited administrators and unlimited readonly users.
- You will also be entitled to unlimited edits, unlimited data storage, unlimited photo storage and unlimited document's storage.
- Your plan will be fully compliant with the Unit Titles Act 2010 and the Unit Titles Regulations 2011.
- Your plan will be built and maintained in accordance with best practice.
- Plan Heaven has been designed with your owners in mind. Your plan will be easy for your owners to understand and embrace.
- There are full DIY options available for those bodies corporate who feel sufficiently confident to use the online tools, using volunteer-owners or their manager or contractor.
- Tutorials are available online.
- A full demo website provided.
- Plan Heaven is your permanent, future proof long-term maintenance planning solution.

PLAN Heaven

Cheaper, faster, easier, more responsive and fully compliant long-term maintenance plans.

Quotes terms and conditions

This quotation is subject to the following terms and conditions

Interpretation

"LTMP" means a long-term maintenance plan as defined in Section 116 of the Unit Titles Act 2010.

"Quote" means this document.

"Client" means the body corporate listed in the first page of this quote and its owners, officers and agents.

"Plan Heaven" means Plan Heaven Limited.

"Planner" means the person who has been trained and supplied by Plan Heaven to undertake site inspections and prepare the LTMP.

"Weathertightness" means the ability or otherwise of the exterior elements of the Client's buildings to keep out water.

1. Assessments and recommendations will not be included for any element where our planner is unable to gain safe access (such as a roof) during the site inspection. On these occasions we will recommend that these elements be inspected at a later date when safe access is available by an expert if this is appropriate.
2. Weathertightness assessments and recommendations are not included. However, if our planner observes any building element that might be subject to risk from water ingress we will recommend further examination by a suitably qualified person.
3. Seismic strength assessments and recommendations are not included.
4. Your quote may include travel expenses, if Plan Heaven does not have a trained planner available within a reasonable distance from your development. However, the travel expenses payable, if any, will be listed on this quote.
5. If the body corporate or one of its authorised officers or agents accepts this quote, the fee will be payable by the due date listed on the invoice.
6. The document prepared by Plan Heaven is intended for use by the body corporate and its owners as a planning tool. It is not intended for use by third parties for any reason. It is especially not to be relied upon as a pre-purchase inspection or defect report.
7. Plan Heaven and its planners will use their best endeavours to accurately determine the maintenance needs of the building elements, infrastructure and common property in the development but all recommendations and their costs and the age, life and cost of replacement of elements, will be estimates only and are not intended to be absolute.
8. Plan Heaven and its planners are not qualified to give legal advice. In regard to any comments or recommendations that might have legal implications, the Client is always recommended to seek legal advice from a suitably qualified person.
9. Plan Heaven's liability is limited to the amount of Professional Indemnity and Public Liability Insurance in place at the time.

End of report for BC 559725, Maltworks Terraces

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