Strata Title Administration Ltd
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Te Aro, Wellington 6011

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Unit 5, 71 Gloucester Street,
Christchurch 8013

26 August 2025

Dear Owner

Re: Body Corporate 598633
Property at 11-13 Brough Road, Manurewa East, Auckland
Annual General Meeting held on Wednesday, 20 August 2025

Please find enclosed the minutes and following attachment relating to your Body Corporate's annual general meeting:

- the Body Corporate's budget for the year 1 June 2025 to 31 May 2026.

If you have received this letter by email your levy notice will follow in an additional email.

Should you require any further information please log into your Owner Portal online account via Strata's website www.stratatitle.co.nz.

Please note: Should you require additional copies of your levy notice these can be downloaded 24/7 from your Owner Portal via Strata's website. Alternatively if you require Strata to email you a copy a manual processing charge will apply.

Yours sincerely,

Anjana Rele
Body Corporate Manager

MINUTES OF ANNUAL GENERAL MEETING
Body Corporate No 598633
Property at 11-13 Brough Road, Manurewa East, Auckland

THE ANNUAL GENERAL MEETING (AGM) of this Body Corporate was held at the office of Strata Title Administration, Floor 1, Dilworth Building, Cnr Queen Street and Customs Street East, Auckland and via MS Teams a video conference facility, on Wednesday, 20 August 2025 commencing at 11:00am.

ATTENDANCE:

Lot #	Unit #	Attendance	Owners' Legal Name Representative at AGM
1	1	Apology	His Majesty the King Postal Voting
2	2	Yes	Mr J & Mrs T Moredo Mr John Moredo via Ms Teams
3	3	Yes	Mr J & Mrs J Thomson Mrs Jo Thomson via Ms Teams
8	8	Apology	His Majesty the King Postal Voting
9	9	Apology	His Majesty the King Postal Voting
10	10	Apology	His Majesty the King Postal Voting
11	11	Apology	His Majesty the King Postal Voting
12	12	Apology	His Majesty the King Postal Voting
16	16	Apology	His Majesty the King Postal Voting
19	19	Apology	His Majesty the King Postal Voting
20	20	Apology	His Majesty the King Postal Voting
21	21	Apology	His Majesty the King Postal Voting
22	22	Apology	His Majesty the King Postal Voting
23	23	Apology	His Majesty the King Postal Voting
24	24	Apology	His Majesty the King Postal Voting
25	25	Apology	His Majesty the King Postal Voting

OTHERS PRESENT: Ms Anjana Rele representing Strata Title Administration Ltd (Strata) as the Body Corporate Manager.

MINUTES OF THE MEETING:

1 APPOINTMENT OF CHAIRPERSON OF THE MEETING

Resolved: That the Body Corporate elects Ms Anjana Rele a representative of Strata to chair the meeting.

2 APOLOGIES, PROXIES, POSTAL AND PRE-MEETING ELECTRONIC VOTES

Resolved: Apologies, proxies and postal votes were accepted and the meeting declared quorate.

3 FINANCIAL STATEMENTS

Resolved: That the Body Corporate approves the financial report for the period 11 June 2024 to 31 May 2025.

4 CHAIRPERSON OF THE BODY CORPORATE

Resolved: That the Body Corporate appoints Mr Jamie Thompson as the Chairperson of the Body Corporate and Committee.

5 COMMITTEE

(i) Resolved: That the Body Corporate elects a committee of two (2) members, which shall have a quorum of two (2) members, comprising: Mr Jamie Thomson and Mr John Moredo

(ii) Conflict of interest register:
Resolved: That the Interests Register is received.

6 DELEGATION OF DUTIES

Resolved by special resolution: That pursuant to Section 108(1) of the Unit Titles Act (the Act) until the end of the next annual general meeting of the Body Corporate all of its powers and duties are delegated to the Committee, save those powers reserved to the Body Corporate under Section 108(2); and that this resolution is evidence of the Committee's authority to perform the powers and duties so delegated to it; and serves as notice of delegation; that the Chairperson's duties set out in Regulation 11 are delegated to the Committee; and that the Committee will report to the Body Corporate on an annual basis regarding its performance of these powers and duties.

7 BODY CORPORATE REINSTATEMENT INSURANCE

Resolved: That the Body Corporate ratifies an earlier decision to insure with **NZI** for principal cover at the quoted premium of **$25,485.22 (including GST)** for the period **11 June 2025 to 11 June 2026** and that Strata is to arrange the annual reinstatement and pay the cost as per the budget.

8 OFFICE BEARERS LIABILITY (OBL) INSURANCE

Resolved: That the Body Corporate ratifies an earlier decision to accept the quote from NZI for **$862.50 (including GST)** for OBL cover of $1 million, to cover both indemnity and defence costs, for the period 11 June 2025 to 11 June 2026.

9 INSURANCE EXCESS

Resolved: That the owner, and not the Body Corporate, is to pay any excess in the event of a claim except where a claim relates to common property in which case the Body Corporate is to pay the excess, notwithstanding that if the damage being claimed for is attributable to the actions, or inaction, of an owner(s) or their resident(s) then the owner(s) of the unit is to pay the excess.

The excesses which apply when a claim is made under the Body Corporate's principal material damage policy are included below for quick reference:

Each and Every claim $1,000

10 COMMON MAINTENANCE MATTERS

Resolved: That the Body Corporate's Chairperson/Committee is to agree, approve and arrange the maintenance required over the forthcoming year.

11 LONG TERM MAINTENANCE PLAN (LTMP)

Resolved:
(i) That the Body Corporate instructs Strata to obtain quotations for the provision of a new LTMP which spans 30 years to comply with the requirements of the Unit Titles Act and that the Committee/Chairperson is to instruct Strata to accept the proposal they deem most appropriate.

(ii) That once the LTMP is completed, the Body Corporate Committee, is to arrange the required maintenance set out in the plan as and when required.

12 LONG TERM MAINTENANCE FUND (LTMF)

Resolved by special resolution: That the Body Corporate does not maintain a LTMF but utilises a Contingency Fund to finance its LTMP.

13 HEALTH & SAFETY AT WORK ACT 2015

(i) Resolved: That Strata is to obtain competitive proposals to prepare a Health and Safety Plan and present these to the Committee for consideration and acceptance of the most appropriate option.

(iii) Induction of Contractors
Resolved: That when engaging a contractor to work in the common areas, prior to the contractor commencing their work, the Committee/or any applicable party is to provide the contractor with a copy of the Body Corporate's HS Plan and confirm that the contractor also has an appropriate HS Plan in place for themselves as a contractor.

(iv) Asbestos Assessment status: To confirm the arrangements regarding the completion of an assessment of the common areas for asbestos related risk, what steps are being taken in response, and if any follow-up reviews are scheduled.

Note: The owners have confirmed that there is no asbestos on the site.

(v) Asbestos Management Procedure
Resolved: That prior to any owner carrying out repairs, remedial works, renovations or similar building works in their unit and/or any common areas they must initially check for any asbestos being present in the materials that they will be working on; and that if asbestos is discovered the owner must report this immediately to the Committee and await their approval to proceed with the works, which approval would be conditional upon ensuring that an appropriate professional contractor is engaged to handle the removal/management of the asbestos in line with all legal requirements.

14 BUDGET AND LEVIES

The owners agreed to increase the contingency fund budget from $1,000.00 to $5,000.00.

Resolved:
(i) That the Body Corporate adopts an **operating account budget** of **$47,111.22** and a **contingency fund budget** of **$5,000.00** for the period 1 June 2025 to 31 May 2026 and sets the levy due date as 15 September 2025**.**

(ii) That Strata is authorised to pay standard/regular accounts on behalf of the Body Corporate as they fall due, which accounts relate to the day to day operation of the Body Corporate in accordance with the approved budget, but that any non-standard accounts are to be approved by the Chairperson/Committee.

15 DEBT RECOVERY REGIME

Resolved: That if a duly authorised levy or any sum payable by an owner to the Body Corporate is not paid by due date that the owner is liable to the Body Corporate for interest on the outstanding balance at 10% per annum; all debt collecting costs; including Tenancy Tribunal/court costs incurred by the Body Corporate in accordance with the following procedure:

- If payment of the levy notice is not made by the due date a reminder letter is sent to the defaulting owner requesting payment of the levy and stating that if the levy is not paid within seven (7) days a Late Payment Charge of $126.50 including GST (if any) will be incurred; [letter #1]
- If payment of the levy notice is not received within seven (7) calendar days of the due date, a letter is sent to the defaulting owner requesting payment of the levy and the $126.50 including GST (if any) Late Payment Charge, and advising that if these amounts are not paid within seven (7) calendar days an additional Late Payment Charge of $253.00 including GST (if any) will be incurred; [letter #2]
- If payment of the levy notice and Late Payment Charges are not received within seven (7) calendar days of Letter #2 being sent, a third letter is sent to the defaulting owner requesting payment of the levy plus all accumulated Late Payment Charges and advising that if these amounts are not paid within seven (7) calendar days an additional Late Payment Charge of $253.00 including GST (if any) will be applied; [letter]
- If payment of the levy notice and accumulated Late Payment Charges are not received within seven (7) calendar days of Letter #3 being sent, a "Notice of Impending Legal Action" letter is sent to the defaulting owner requesting payment of the levy plus all accumulated Late Payment Charges and advising that the debt will be turned over to a solicitor if the total outstanding amount is not paid within seven (7) calendar days; [letter #4] and
- Pursuant to Section 171(3) of the 2010 Act, the Body Corporate hereby appoints Price Baker Berridge (PBB) to act as its agent on its behalf in relation to any dispute.

16 TAX AGENT

Resolved: That the Body Corporate authorises Strata to appoint Bendall and Cant Limited, Chartered Accountants, on their normal terms and conditions, to act as tax agent for the Body Corporate for all tax types and to obtain information from Inland Revenue as required about the Body Corporate.

17 AUDIT OF THE BODY CORPORATE'S FINANCIAL STATEMENTS

Resolved by special resolution: That all transactions of the Body Corporate are to be made through the Strata Trust Account, which is subject to a two monthly transactional audit by Forbes, Chartered Accountants, and that if any interest is earned on Body Corporate funds it is to be retained by Strata to offset the Trust Account operating and audit costs, and that in terms of Section 132(8) of the Unit Titles Act 2010, the Body Corporate does not appoint an auditor for the financial statements for the most recently completed financial year.

18 COMMUNICATION

Mr Moredo has requested Ms Rele to ensure that the contact details of all owners are updated with Strata, both for his unit and for the other units.

Resolved: That if Strata has an email address on file for an owner, all correspondence will be sent by email only and not by post, notwithstanding that if Strata is notified in writing by an owner that correspondence is to be sent to them by post that this request will be actioned and no information will be sent to that owner by email.

19 MINUTES TO BE A RECORD OF THE BUSINESS OF THE ANNUAL GENERAL MEETING

Resolved: That if within thirty days of distribution of the minutes Strata does not receive any written request from a person who attended the meeting to amend any part of the minutes, that the minutes are adopted as a true and accurate record of the Annual General Meeting.

20 GENERAL BUSINESS

No general business items were discussed at the AGM.

21 AGM CLOSURE

Ms Rele thanked all the owners who attended the meeting and declared the meeting closed at 12.30 pm.

NOTES:

(a) Payment of levies: A levy notice will be distributed with the minutes of this AGM. Levies can be paid electronically by:

- **Internet Banking** - Banking details will be shown on the levy notice.
- **Eftpos** - Eftpos facilities are available at Strata's office.
- **Credit Card** - Credit card payments can be made by phone or at the offices of Strata. Please note that any payment by credit card attracts a 4% merchant fee. **Visa/Mastercard only.**

(b) Strata Owner Portal Access:

Owners have 24 hour access to their body corporate information via Strata's website. To access this service visit www.stratatitle.co.nz and click on the Owner Portal button to log in. If owners require their personal login details would they please email bc@stratatitle.co.nz and we will issue/reissue the necessary access login.

Information which can be accessed via the owner portal is:

- Personal address details (which can be changed on owner's instructions);
- Personal levy account history; and
- **Copies of many body corporate documents including: recent AGM notices, agendas, minutes, insurance certificate and your Body Corporate's rules.**

FOR FURTHER INFORMATION ON THE:

UNIT TITLES ACT 2010: please go to the link

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

UNIT TITLES REGULATIONS 2011: please go to the link

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

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Approved Budget
to apply from 01/06/2025

Body Corporate 598633 — 11-13 Brough Road, Manurewa East Auckland

Operating Account

	Approved budget	Actual 01/06/2024-31/05/2025	Previous budget
Revenue			
Levies Due--Operating	47,111.22	44,207.94	0.00
Total revenue	47,111.22	44,207.94	0.00
Less expenses			
Admin--Management Fees--Standard	7,313.00	7,100.00	0.00
Insurance--Office Bearers Liability	863.00	862.50	0.00
Insurance--Premiums	25,485.22	24,294.90	0.00
Insurance--Valuation	900.00	828.00	0.00
Maint Bldg--General Maintenance & Disbursements	800.00	281.52	0.00
Maint Bldg--Health & Safety (Inspection/Report/Expenses)	1,100.00	0.00	0.00
Maint Bldg--Long Term Maintenance Plan	1,900.00	0.00	0.00
Maint Grounds--Lawns & Landscaping	1,500.00	0.00	0.00
Utility--Electricity (Common Area)	1,500.00	1,330.47	0.00
Utility--Rubbish & Waste Removal	5,750.00	3,435.80	0.00
Total expenses	47,111.22	38,133.19	0.00
Surplus/Deficit	0.00	6,074.75	0.00
Opening balance	6,074.75	0.00	0.00
Closing balance	$6,074.75	$6,074.75	$0.00

Total units of entitlement	10000	10000
Levy contribution per unit entitlement	$4.71	$0.00

Contingency Fund

	Approved budget	Actual 01/06/2024-31/05/2025	Previous budget
Revenue			
1 Levies Due--Contingency Fund	5,000.00	500.00	0.00
Total revenue	5,000.00	500.00	0.00
Less expenses			
1 Contingency--Other Expenses	5,000.00	0.00	0.00
Total expenses	5,000.00	0.00	0.00
Surplus/Deficit	0.00	500.00	0.00
Opening balance	500.00	0.00	0.00
Closing balance	$500.00	$500.00	$0.00
Total units of entitlement	10000		10000
Levy contribution per unit entitlement	$0.50		$0.00