



17 October 2024

Dear Owner

NOTICE OF INTENTION TO HOLD AN ANNUAL GENERAL MEETING

BODY CORPORATE 209179 15 O'Sullivan Place, Waiuku, Auckland

In accordance with Regulation 5 of the Unit Titles Regulations 2011 we hereby give notice of the intention to hold an Annual General Meeting at:

Venue: APM, Spartik House, Lvl 2, 6-8 Edward Wayte Place, Grafton, Auckland
Date: Thursday, 07 November 2024
Time: 12:00 PM

Zoom: If you wish to attend the meeting by zoom please register at the following link:
<https://aucklandproperty.zoom.us/join/91234567890>
After registering, you will receive a confirmation email containing information about joining the meeting.

Health & Safety Note: As the office is positioned on Level 2, in the event of an evacuation the lift will be unavailable. If you require assistance in the event of an evacuation please advise the Manager below before commencement of the meeting.

Please note:

1. In order that your voting rights at this meeting are not jeopardised, please ensure that all your Body Corporate contributions are fully paid prior to the start of the meeting.
2. Owner attendance at a General Meeting may be either in person or by audio/audiovisual link.
3. The Body Corporate must have a Chairperson. If you wish to nominate a Chairperson then please ensure that your nominee is willing to be nominated and please notify this office by the due date noted below, on the attached form. A candidate for election as Chairperson must be nominated by another unit owner within the unit title development.
4. Nominations for candidates for the Body Corporate Committee are also required if the Body Corporate forms a Committee. Please ensure that nominees are willing to be nominated and please notify this office by the due date noted below, on the attached form. A candidate for Committee can be self nominated or by another unit owner in the unit title development. Those nominees successfully appointed to the Committee must comply with the Committee Code of Conduct in Schedule 1A of the Unit Titles Regulations 2011.
5. Nominees for both the Chairperson and Committee role/s must have all outstanding levies and other amounts owing paid in full at the time nominations close - see the closing date/time for nominations below.
6. If a nominee is appointed as Chairperson at the AGM they will automatically be given a Committee position and be the Committee Chairperson, unless the Body Corporate resolves otherwise.
7. Please notify us in writing before the due date noted below of any item of business and/or motion you wish to have discussed.
8. This Notice precedes the issue of the Notice of Meeting, Meeting Agenda, and Proxy and Postal Voting forms, which will be generated and sent to you once nominations and details of the business to be considered at the AGM are received.

Nominations and proposals must be received by your Body Corporate by 4pm 25th October 2024

*Please note that depending on the unit ownership:

- all candidates for nomination as Body Corporate Chairperson must be either an owner of a principal unit, a Director of the Company, or a Trustee of the Trust; and
- all candidates for nomination as a Committee member must be either an owner of a principal unit, a Director of the Company, an employee or class of employee authorised by the directors of the Company, or a Trustee of the Trust.

On behalf of the Body Corporate Chairperson

Yours faithfully

AUCKLAND PROPERTY MANAGEMENT LIMITED Licensed (REAA 2008) MREINZ

Shantel Kippen
Body Corporate Manager
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Email: shantel@apm.kiwi

BODY CORPORATE 209179
15 O'Sullivan Place, Waiuku Auckland 2123

NOMINATIONS AND RESOLUTIONS FORM

1. I nominate _____ of Unit #: _____
for the position of Chairperson of the Body Corporate. (Please ensure nominee has agreed to be nominated.)

The current chairperson is Brendan Wright.

2. I nominate the following persons to be elected to the Body Corporate Committee: (Please ensure nominees have agreed to be nominated. You may nominate yourself to the Committee.)

- a. _____ of Unit # _____
b. _____ of Unit # _____
c. _____ of Unit # _____
d. _____ of Unit # _____
e. _____ of Unit # _____
f. _____ of Unit # _____
g. _____ of Unit # _____

The current committee members are: John & Andrea, Grant, Jonathan Matthew & Bronwyn Bel, Sandy and Brendan Wright.

3. I acknowledge that if any of the nominees I have inserted above have outstanding levies or other amounts owing at the time nominations are due, they will not be accepted for nomination.

4. Discussion Items - I wish to have the following matters discussed & resolved:
(Please describe in detail & in motion format if required)

- a. _____

b. _____

c. _____

As unit owner or duly authorised agent of the unit owner, I:

(name) _____ for Unit # _____

Date: / /

Signature/s: _____

All nominations and proposals should be sent via email or post by the due date noted on page one of this notice to your Body Corporate Manager at:

Email to: shantel@apm.kiwi

Post: to: APM, Spartik House, Level 2, 6-8 Edward Wayte Place, Grafton, Auckland 1023