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MINUTES OF ANNUAL GENERAL MEETING

RESIDENTS' ASSOCIATION: 295 Armagh

PROPERTY AT: 295 Armagh Street, Christchurch City Central

AN ANNUAL GENERAL MEETING of this Residents' Association was held via Zoom, on Saturday, 15th November 2025, commencing at 11:15 a.m.

PRESENT: Via Zoom:
Miriam Randall (Lot 5), Rebecca Gormley (Lot 6), Andrew Harbott (Lot 7), Joe & Guy Davidson (Lot 8), and Caleb Lane (Lot 9).

Glenn Kwok representing Body Corporate Administration Limited as property administrator.

Minutes	Action Point
CHAIR: Glenn Kwok chaired the meeting.	
SECRETARY: Glenn Kwok was confirmed as Secretary for the meeting.	
APOLOGIES & PROXIES: There were no apologies or proxies. Carried	
COVENANT INSTRUMENT: The Covenant Instrument of the Residents' Association was tabled for reference. Key points: a) One Building (10 Units) b) Building Elements = roof, fascia, gutters & external cladding c) Common Maintenance Areas = common use pathways, common use gardens & common boundary fences d) The Owners of Unit 1 (being the Unit directly off Armagh Street) must maintain (at own cost) those parts of their lawn, garden, and accesses as depicted in the Plan. e) Carpark Facilities – N/A	

	Any vehicles must be parked legally on the road. f) Each Unit is obliged to maintain the exterior lighting in good working order (6.7) g) Table of Contributions h) Landscape Plan An updated owners email list will be distributed to all owners to meet obligations under Section 4.2 of the Covenant.	
	RESOLUTION 1 – PREVIOUS AGM MINUTES: The Minutes of the Annual General Meeting of this Residents' Association held via Zoom, on Saturday, 2nd November 2024, commencing at 10:45 a.m., were taken as read, approved, accepted and adopted as a true and accurate record. Carried	
	MATTERS ARISING: a. <u>Building Wash</u> JetX completed a building wash in September 2025, at \$2,990.00, including GST. The post-work report was tabled at the meeting.	
	VALUATION: The Residents' Association currently is insured for a replacement value of \$4,890,000. The 2025 Insurance Valuation prepared by Opteon Solutions was tabled. The updated replacement value is \$4,905,000. This is an increase of \$15,000.	
	RESOLUTION 2 – INSURANCE: It was resolved that the Residents' Association reinsure with a collective insurance policy for the forthcoming year. Carried An updated valuer's reinstatement insurance certificate and a quote for the Residents' Association, which had been obtained by the property administrator, were tabled at the meeting. It was resolved that the Residents' Association be insured with IAG via Marsh for the period 25.11.2025 to 25.11.2026 at a premium of \$13,360.80, excluding GST (\$15,364.92, including GST),	

and that the policy have the following excess costs and cover limits:

EXCESS	EXCESS COST INC GST
Owner Occupied Units	\$250.00
Stolen Keys	\$250.00
Tenanted Units	\$400.00
Unoccupied Units	\$1,000.00
Theft	\$2,500.00
Malicious Damage (AirBnB)	\$2,500.00
Natural Disaster (Over and above EQC)	1% of site value minimum (sum insured less EQC value), minimum \$1,000.00
Standard/Common Areas	\$500.00
COVER	COVER LIMIT
Landlord Chattels	\$50,000.00 per Unit
Alternative Accommodation	\$5,000.00 per month per Unit \$120,000.00 per 24 month period (Contamination Damage \$25,000.00 per Event per Unit, 12 month maximum)
Hidden Gradual Damage	\$10,000.00 per Unit \$50,000.00 aggregate
Loss of Rentals Cover	\$5,000.00 per month per Unit \$120,000.00 per 24 month period per Unit
Additional Costs	\$200,000.00 aggregate
Claims Preparation Costs	\$50,000.00 aggregate
Indemnity Period	24 Months
Malicious Damage by Tenants	\$5,000.00 per Unit \$50,000.00 aggregate
Illegal Substances	\$30,000.00 per Unit \$250,000.00 aggregate
Public Liability	\$10,000,000.00
Statutory Liability	\$1,000,000.00

Carried

Landlord Obligations

The NZI Residential Building (Multi-Dwelling) wording and an extract of the Standard NZI (IAG) Wording “Landlord Obligations” from Marsh were tabled for reference. It was noted that units must be tested for the presence of methamphetamine between tenancies (10.11(a(ii))), and that loss caused by pets in tenanted units (i.e., damaged carpet) is not covered (4.1(e)). <u>Short Term Accommodation</u> It must be disclosed if units are being used for short term stays (i.e. Airbnb). Renewal terms are subject to confirmation of this information. No short-term usage has been reported from any Units. The Policy Wording Marsh has arranged with NZI has appropriate provisions to cover properties used predominantly as Airbnb accommodation. The key implication relates to the availability of EQC coverage and for this reason Marsh requires such properties to be identified and notified to NZI in advance. Marsh has advised that there may still be gaps in cover for Airbnb units, and owners can request a no obligation quote for contents, loss of rents, and liability cover from Megan-Eve.Ward@marsh.com. If you rent your home or residential property to short-term fee-paying guests, you must notify Council and provide contact information for the person/organization managing the property. For more information, please see: https://ccc.govt.nz/consents-and-licences/resource-consents/resource-consent-activities/residential-and-housing/providing-guest-accommodation <u>AirBnB</u> Any units being used for Airbnb are reminded to provide comprehensive check-in instructions to guests, including instructions around appropriate rubbish disposal and noise.	
RESOLUTION 3 – PREMIUM APPORTIONMENT: It was resolved that the Residents’ Association resolve that units used for short term accommodation (commercial use) are charged a premium rate of 1.2x. Carried	
RESOLUTION 4 – APPROVAL OF FINANCIAL STATEMENTS: The financial accounts for the Residents’ Association for the period 25.11.2024 to 07.11.2025 were submitted to the meeting, discussed, and adopted. Carried	

RESOLUTION 5 – LEVIES:

It was resolved that the levies to be imposed on each unit title owner until the next general meeting will be as per the 2025/2026 budget.

Carried

BUDGETED INCOME:

Items (GST Inclusive)	Budget 2025/2026 12 Months	Comments
Operational Fund	1,960.00	
Insurance	16,123.92	
Common Maintenance Areas Fund	1,500.00	
Long Term Maintenance Fund	15,000.00	
TOTAL	\$34,583.92	Including GST

BUDGET – Based on Covenant Instrument:

Items (GST Inclusive)	Budget 2025/2026 12 Months	Comments
Administration / Secretarial Fee	1,900.00	
Income Tax Return Preparation Fee	60.00	
Insurance Premium	15,364.92	As per actual quote from NZI via Marsh
Valuation Fee	759.00	As per actual invoice from Opteon
Common Maintenance Areas Fund	1,500.00	Common Maintenance Areas Fund Retained
Long Term Maintenance Fund	15,000.00	As per actual LTMP from Solutions in Engineering
TOTAL	\$34,583.92	Including GST

Carried

The levies are due on 20th December, 2025.

	LONG TERM MAINTENANCE PLAN: Solutions in Engineering provided a Long Term Maintenance Plan in October, 2025. There is a balance of \$ 330.00 in the Long Term Maintenance Fund as at 07/11/2025. The 2025 recommended levy is \$583.80, per unit. Once levied, this could be put on a term deposit to accrue interest. Please note that the figures in the Plan may adjust as the Plan is reviewed over the course of the next 15 years and as owners decide on funding and work. The draft Long Term Maintenance Plan broadly covers: • Exterior Cleaning • Repainting • Roofing • Mailboxes • Driveway/Walkway • Fencing One free amendment is permitted for the report. All details to be amended should be provided in a single email to Solutions in Engineering. RESOLUTION 6 – LONG TERM MAINTENANCE PLAN: It was resolved that: a) the proposed Long Term Maintenance Plan be adopted; and b) the levies to be imposed on each owner as per the proposed Long Term Maintenance budget until the next general meeting. Carried	
	COMMON MAINTENANCE MATTERS: a. <u>Gardens/Berms</u> Jamie Lewis has carried out regular 4-6 weekly common area garden and berm lawn maintenance at \$94.50, including GST. There is a Spring Growth Surcharge at \$50.00, which is a one-off fee for the grow-wall. b. <u>Building Wash</u> Regular building washes may be required to maintain warranties, and will extend the longevity of the exterior. Services like gutter cleaning will ensure that these are functioning correctly and are not blocked. Roof treatment acts as a 'bio shield' which protects the roof	

	from forming organic matter for up to 2 years and extends the life of the roof. If path slipperiness is a hazard, regular cleaning to remove any mould and moss build-up will help. It was agreed that the Building Wash be factored into the Long Term maintenance Plan. Going forward, the Building Wash would be completed every two years, with the next building wash due in 2027. c. <u>Stormwater</u> The Stormwater and Land Drainage Bylaw 2022 is now in force. Regular servicing of the storm water devices is now mandatory. Hydrovac has confirmed that there are no stormwater devices onsite.	
	GENERAL BUSINESS: a) <u>Serene Bathroom Heaters</u> WorkSafe has issued a recall notice for the Serene bathroom heater model S2068, and a voluntary recall notice for models S2069, and S207T. https://www.worksafe.govt.nz/about-us/news-and-media/further-action-on-serene-bathroom-heaters/ WireTech confirmed that the recalled Serene S2068 heaters have been replaced at every unit in the complex. b) <u>Proposed Next Annual General Meeting Date</u> Saturday, 14th November 2026, at 11:15 a.m. c) <u>Shower Tray Maintenance</u> A leaflet from Williams Corporation was tabled, and recommend cleaning after each use. d) <u>Residents' Association Portal</u> BCA Ltd. is now offering online portal access to all owners of the Residents' Association. This portal will allow owners to access documents relating to the Residents' Association 24/7. Log-in information was sent to all owners on 3rd November, 2023. Documents available on the portal include: • Covenant Instrument • Insurance Policy & Claim Information • Meeting Minutes	

	If you require assistance accessing the portal, please email raal@bca.co.nz.	
e)	<u>Sale & Purchase Agreement</u> If an owner sells or is looking to sell their unit, they must ensure that they are compliant with the Covenant. Disclosure statements can be ordered from: legal@bca.co.nz	
f)	<u>Body Corporate Administration Contact</u> Alexandra Andrews (Administrator) Email: raal@bca.co.nz Phone: 09 373 2336 Glenn Kwok (BCA Director) Phone: 021 904 097 Paula Beaton (BCA General Manager) Phone: 021 612 336 If neither mobile phone is answered, please send a text.	
g)	<u>Williams Corporation Contact</u> The Williams Corporation contact for maintenance items is: maintenancechristchurch@williamscorporation.com	
h)	<u>Ventilation</u> Williams Corporation would like to give a friendly reminder for all residents to keep upstairs windows on double catch (preferably each bedroom and each bathroom) in order to allow a more effective air circulation and prevent unnecessary moisture.	
i)	<u>Heat Pump Maintenance</u> For warranty purposes, heat pumps need to be serviced every 12 months including filter cleaning, testing gas pressures, voltages, etc. This way if over time anything starts to vibrate, loosen, etc., this will be picked up and rectified before it becomes an issue. Williams Corporation has provided a flyer from the supplier.	
j)	<u>WhatsApp Group</u> Rebecca Gormley will set-up a WhatsApp group for the owners. Glenn Kwok will be added, as well.	

	There being no further general business, the meeting closed at 12:00 p.m.	
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