Strata Title Administration Ltd
bc@stratatitle.co.nz
www.bodycorporate.co.nz

Auckland Phone (09) 307 3721
PO Box 3187, Auckland 1140

Wellington Phone (04) 974 1011
PO Box 384, Wellington 6140

Christchurch Phone (03) 925 8749
PO Box 28171, Christchurch 8242

27 February 2023

Dear Owner,

Re: Body Corporate 76157
Property at 119 East Tamaki Road, Papatoetoe, Auckland 2025
Annual General Meeting

We advise that the Annual General Meeting of your Body Corporate is to be held at 10:00am on Wednesday, 15 March 2023 at the office of Strata Title Administration Ltd, 1st Floor, Dilworth Building, corner of Queen Street and Customs Street East, Auckland.

Should you need to attend remotely, please use the link in the cover email to register before the meeting date. You will then receive an MS Teams link to access the meeting.

Please find enclosed:

- the Agenda and supporting documentation for the meeting;
- a postal voting form for you to complete if you are unable to attend the meeting, and wish your vote to be counted without appointing a proxy; and
- a proxy form for you to complete if you wish to appoint someone to represent you.

Please bring the agenda and the attachments with you to the Annual General Meeting.

I look forward to seeing you at the meeting.

Yours sincerely,

Ellie Johns
Body Corporate Manager

BODY CORPORATE NO 76157 (BODY CORPORATE)

Property at 119 East Tamaki Road, Papatoetoe, Auckland 2025

NOTICE IS HEREBY GIVEN that the **ANNUAL GENERAL MEETING** (AGM) of the Body Corporate will be held at the office of Strata Title Administration Ltd, 1st Floor, Dilworth Building, corner of Queen Street and Customs Street East, Auckland on Wednesday, 15 March 2023 commencing at 10:00am. A link to register to attend the meeting has been emailed to all owners.

AGENDA:

1 APPOINTMENT OF CHAIRPERSON OF THE MEETING

To consider resolving: That the Body Corporate elects a representative of Strata Title Administration Ltd (Strata) to chair the meeting.

2 APOLOGIES, PROXIES AND POSTAL VOTES

To consider resolving: That the apologies, proxies and postal votes be accepted and the meeting declared quorate.

3 FINANCIAL STATEMENTS

Discussion of the attached financial report.
To consider resolving: That the Body Corporate approves the financial report for the period 1 February 2022 to 31 January 2023.

4 REPORT FROM THE COMMITTEE

In accordance with Unit Titles Regulations 28(1) and 28(3) to receive a report from the Committee.
To consider resolving: That the Committee's report is adopted.

5 CHAIRPERSON OF THE BODY CORPORATE

To receive a nomination for an owner to be appointed as Chairperson of the Body Corporate.
To consider resolving: That the Body Corporate appoints [insert name] as the Chairperson of the Body Corporate.

6 COMMITTEE

To receive nominations for owners to be candidates for election as committee members.
To consider resolving: That the Body Corporate elects a committee of [insert number] members, which shall have a quorum of [insert number] members, comprising:

7 DELEGATION OF DUTIES

To consider resolving 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.

8 OFFICE BEARERS LIABILITY INSURANCE

To acknowledge the liability on owners elected to the positions of chairperson and members of a committee, and also the Body Corporate as an entity.
To consider resolving: That the Body Corporate accepts the quote from Chubb for $713.00 for OBL cover of $1 million, to cover both indemnity and defence costs, for the period 24 March 2023 to 24 March 2024.

9 BODY CORPORATE REINSTATEMENT INSURANCE

Discussion of the Body Corporate's reinstatement insurance and valuation requirements and the attached competitive quotations.
To consider resolving: That the Body Corporate insures with Vero for principal cover at the quoted premium of $9,241.21 for the period 24 March 2023 to 24 March 2024 and that Strata is to arrange the annual reinstatement valuation and pay the cost as per the budget.

10 INSURANCE EXCESS

To consider resolving: 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.

11 COMMON MAINTENANCE MATTERS

To consider resolving: That the Body Corporate's Chairperson/Committee is to agree and approve the maintenance required over the forthcoming year.

12 LONG TERM MAINTENANCE PLAN (LTMP)

To discuss the Body Corporate's obligation to have a LTMP and review it at least every three years.

The Body Corporate has a LTMP drafted by Solutions in Engineering which is reviewed by the Committee each year to plan annual maintenance and set the proposed contingency fund budget (see budget and levy item of the agenda) to fund the LTMP.

To consider resolving:

(i) That the Committee is to continue to review the Body Corporate's LTMP drafted by Solutions in Engineering on an annual basis and arrange for any changes arising as a result of the review process to be incorporated into the LTMP.

(ii) That the Body Corporate's Committee is to continue to arrange the required maintenance set out in the plan as and when required.

13 LONG TERM MAINTENANCE FUND (LTMF)

Explanation of Section 117 of the Act pertaining to a LTMF.

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

14 HEALTH & SAFETY AT WORK ACT 2015

The Health & Safety at Work Act 2015 (HSWA) came in to force in April 2016. The HSWA introduces the concept of a Person Conducting a Business or Undertaking (PCBU) as the principal duty holder. A legal opinion from Price Baker Berridge is that as the Body Corporate will carry out work from time to time which work is considered to be an "undertaking" it is therefore a PCBU.

The Body Corporate has a health & safety report and hazard register for the complex which the Committee review and update to ensure any hazards noted are removed, minimised or highlighted and any new hazards are noted. Owners are encouraged to ensure they have reviewed the Hazard Register and advise any other relevant parties, including tenants of these hazards where necessary.

The Body Corporate also resolved procedures in relation to the induction of contractors to site and asbestos at its 2020 AGM.

To consider resolving: That the Body Corporate instructs the Committee to continue to update the hazard register for the complex and to attend to any hazards as may be required to either remove, minimise or highlight them to ensure a safe environment for all residents, owners and visitors.

15 BUDGET AND LEVIES

To review the proposed budget *(attached)* for the Body Corporate for the forthcoming financial year.

To consider resolving:

(i) That the Body Corporate adopts a **working account budget** of **$14,738.21** and a **contingency fund budget** of **$5,000.00** for the period 1 February 2023 to 31 January 2024 and sets the levy due date as **15 April 2023.**

(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.

16 DEBT RECOVERY REGIME

To consider resolving: That the Body Corporate reaffirms its previous comprehensive debt collection regime resolution that seeks to recover from owners who do not pay their levies on time, the full costs associated with all aspects of collecting those levies which term includes all other sums due from the owners to the Body Corporate (please see minutes of previous AGM and the Debt Collection Regime which are on the Body Corporate's 'Owner Portal' at www.bodycorporate.co.nz).

17 TAX AGENT

To consider resolving: That the Body Corporate authorises Strata to appoint a tax agent on their behalf which shall have access to the Body Corporate's tax types and be able to liaise with the Inland Revenue Department and obtain information from the Inland Revenue Department on the Body Corporate's behalf.

18 AUDIT OF THE BODY CORPORATE'S FINANCIAL STATEMENTS

Explanation of section 132(8) of the Act.

To consider resolving 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 any interest earned on Body Corporate funds 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.

19 COMMUNICATION

To consider resolving: 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.

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

To consider resolving: 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.

21 AGM CLOSURE

NOTES:

(a) Quorum: For a valid meeting 25% of unit owners must be present either by postal votes or in person or by proxy. If a quorum is not reached the meeting must be adjourned until the same day 1 week later and the reconvened meeting must be held at the same time and place. The number of unit owners at the adjourned meeting are deemed to be a quorum.

(b) Voting at the Meeting: You cannot vote at the meeting unless all levies and any other money due from the owner has been paid to the Body Corporate.

(c) Resolutions: For voting purposes an ordinary resolution is passed if a majority of eligible voters who vote on the resolution vote in favour of the resolution. A special resolution is passed if 75% of eligible voters who vote on the resolution vote in favour of the resolution.

(d) 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.**

(e) Strata Owner Portal Access:

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

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>

BODY CORPORATE 76157

PROPERTY AT 119 EAST TAMAKI ROAD, PAPATOEOTE, AUCKLAND

SPECIAL PURPOSE FINANCIAL REPORTS

FOR THE FINANCIAL YEAR 01 FEBRUARY 2022 TO 31 JANUARY 2023

INDEX

Strata Title Administration Ltd
Dated: - 26 February 2023

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Statement of Financial Position
As at 31/01/2023

Body Corporate 76157 — 119 East Tamaki Road, Papatoetoe, Auckland 2025

	Current period
Owners' funds	
Working Account	
Operating Surplus/Deficit--Working	438.45
Owners Equity--Working	2,459.82
	2,898.27
Contingency Fund	
1 Operating Surplus/Deficit--Contingency	5,000.01
1 Owners Equity--Contingency	15,900.03
	20,900.04
Net owners' funds	**$23,798.31**
Represented by:	
Assets	
Working Account	
Cash at Bank--Working Account	3,080.89
Receivable--Levies--Working	254.38
Receivable--Owners--Working	28.75
	3,364.02
Contingency Fund	
1 Cash at Bank--Contingency	20,803.67
1 Receivable--Levies--Contingency	96.37
	20,900.04
Unallocated Money	
	0.00
Total assets	24,264.06
Less liabilities	
Working Account	
Payables--Others--Working	465.75
	465.75
Contingency Fund	
	0.00
Unallocated Money	
	0.00
Total liabilities	465.75
Net assets	**$23,798.31**

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Statement of Financial Performance for the financial year to 31/01/2023

Body Corporate 76157 — 119 East Tamaki Road, Papatoetoe, Auckland 2025

Working Account

		Current period 01/02/2022-31/01/2023	Annual budget 01/02/2022-31/01/2023
Revenue			
143000	Levies Due--Admin	13,196.97	13,196.98
	Total revenue	13,196.97	13,196.98
Less expenses			
154000	Admin--Management Fees--Standard	2,534.00	2,534.00
159101	Insurance--Office Bearers Liability	713.00	713.00
159100	Insurance--Premiums	7,749.98	7,749.98
159200	Insurance--Valuation	690.00	700.00
167200	Maint Bldg--General Maintenance & Disbursements	120.54	500.00
178200	Maint Grounds--Lawns & Landscaping	951.00	1,000.00
	Total expenses	12,758.52	13,196.98
Surplus/Deficit		438.45	0.00
	Opening balance	2,459.82	2,459.82
Closing balance		**$2,898.27**	**$2,459.82**

Contingency Fund

		Current period 01/02/2022-31/01/2023	Annual budget 01/02/2022-31/01/2023
Revenue			
243000	1 Levies Due--Contingency Fund	5,000.01	5,000.00
	Total revenue	5,000.01	5,000.00
Less expenses			
	Total expenses	0.00	0.00
Surplus/Deficit		5,000.01	5,000.00
	Opening balance	15,900.03	15,900.03
Closing balance		**$20,900.04**	**$20,900.03**

BODY CORPORATE 76157
PROPERTY AT 119 EAST TAMAKI ROAD, PAPATOEOTE, AUCKLAND

NOTES TO AND FORMING PART OF THE SPECIAL PURPOSE FINANCIAL STATEMENTS FOR THE FINANCIAL YEAR 01 FEBRUARY 2022 TO 31 JANUARY 2023

1. **STATEMENT OF ACCOUNTING POLICIES**

(a) **Reporting Entity**
These Special Purpose Financial Statements of ***Body Corporate 76157,*** property at ***119 EAST TAMAKI ROAD, PAPATOEOTE, AUCKLAND*** under section 132 of the Unit Titles Act 2010, are prepared for the purpose of reporting to the Body Corporate members on the receipts and payments of the Body Corporate for the period. Under the Unit Titles Act 2010 the Body Corporate must present Financial Statements each year.

(b) **Measurement Base**
The accounting principles recognised as appropriate for the measurement and reporting of earnings and financial position on an historical cost basis have been used, with the exception of certain items for which specific accounting policies have been identified.

The financial statements of body corporate are prepared on a going concern basis.

(c) **Specific Accounting Policies Base:** The Financial Statements are prepared on a cash basis. The amount shown as Levies Due represents the full amount levied in the period, not the levies paid.

Section 115 Operating Account: The requirements of Section 115 of the Unit Titles Act 2010 (UTA) have been met by the establishment of the Body Corporate's Working Account. For the avoidance of doubt, the Working Account reported on in these financial accounts refers to the Body Corporate's Operating Account as defined by Section 115 of the UTA

Goods and Services Tax: The Body Corporate is not ***GST registered*** and the amounts shown in the Financial Statements are ***inclusive*** of GST where applicable.

(d) **Taxation:** Income from Interest and Dividends are taxable in the Bodies Corporate hands. The correct tax is deducted at source or available by way of Imputation Credits. All interest/dividends are recorded net of tax.

(e) **Changes in Accounting Policies**
There have been no changes in accounting policies. All policies have been applied on basis consistent with those in previous years.

NOTES TO THE ACCOUNTS

2. **Capital Commitments**

The entity has no capital commitments ***as at 31 January 2023.***

3. **Levies**

The entity has outstanding levies ***as at 31 January 2023.***

4. **Outstanding Accounts**

The entity has outstanding accounts ***as at 31 January 2023.***

5. **Variances and other notes to accounts:**

- **Maintenance Building – General Maintenance & Disbursements** – NOI AGM for the year 2022 was missed which was paid in the next financial year.

FORBES audit + accounting

INDEPENDENT ASSURANCE REPORT

To the Directors of Strata Title Administration Limited

We have undertaken a limited assurance engagement on the compliance of Strata Title Administration Limited's operation of the Trust Account for the two months ended 30 November 2022.

Conclusion

Based on the procedures performed and evidence obtained from the procedures we have performed, nothing has come to our attention that causes us to believe that Strata Title Administration Limited does not comply, in all material respects, with the following criteria for two months ended 30 November 2022

- The funds held for each of the entities under Strata Title Administration Limited umbrella can be identified within the Trust account;
- Receipts and payments are correctly accounted for;
- Appropriation of the funds is property authorised.

Basis for Conclusion

We conducted our limited assurance engagement in accordance with Standard on Assurance Engagements (SAE) 3100 (Revised) Compliance Engagements issued by the New Zealand Auditing and Assurance Standards Board.

We believe that the evidence we have obtained is sufficient and appropriate to provide a basis for our conclusion.

Strata Title Administration Limited's Responsibilities

The Directors are responsible for compliance of Strata Title Administration Limited with the applicable criteria stated above namely transactions correctly accounted for and charged to the correct entities within the Trust Account.

Our Independence and Quality Control

We have complied with the relevant ethical requirements of Professional and Ethical Standard 1 (Revised) relating to assurance engagements, which include independence and other requirements founded on fundamental principles of integrity, objectivity, professional competence and due care, confidentiality, and professional behaviour.

In accordance with the Professional and Ethical Standard 3 (Amended) Forbes Audit and Accounting Limited maintains a comprehensive system of quality control including documented policies and procedures regarding compliance with ethical requirements, professional standards, and applicable legal and regulatory requirements.

Assurance Practitioner's Responsibilities

Our responsibility is to express a limited assurance conclusion on Strata Title Administration Limited's compliance with the requirement that transactions correctly accounted for and charged to the correct entities within the Trust Account, in all material respects. Our review has been conducted in accordance with SAE 3100 (Revised) to provide limited assurance that Strata Title Administration

Limited has complied with the correct accounting for transactions to various entities managed within their Trust Account. Our procedures included:

- An assessment of the Reporting Criteria, policies, and principles, with respect to their relevance, completeness, neutrality, and reliability;
- Assess to Rockend software, which provides us with access trust account ledger of each of entities and access to archived invoices;
- An assessment of Strata Title's internal system to ensure the controls are adequate to size, business and criteria named above;
- At the corporate level, we have conducted interviews with responsible staff to assess the system of internal controls;
- At the corporate level, we have collected and reviewed supporting documents for the transactions sampled for testing;

Given the circumstances of the engagement, in performing the procedures listed above we:
Through discussion, enquiries, and observation, obtained an understanding of Strata Title Administration Limited's compliance framework and internal control environment to meet the applicable criteria stated above namely transactions correctly accounted for and charged to the correct entities within the Trust Account.

Through discussion, enquiries, observation and walk throughs, obtained an understanding of relevant compliance activities that are undertaken to meet the compliance requirements, as required for the operation of the Trust Account.

The procedures performed in a limited assurance engagement vary in nature and timing from, and are less in extent than for, a reasonable assurance engagement and consequently the level of assurance obtained in a limited assurance engagement is substantially lower than the assurance that would have been obtained had a reasonable assurance engagement been performed. Accordingly, we do not express a reasonable assurance opinion on compliance with the compliance requirements.

Other than in our capacity as the independent assurance practitioners, we have no relationship with, or interests in, Strata Title Administration Limited.

Use of Report
This report has been prepared for the Directors of Strata Title Administration Limited in accordance with the criteria above. We disclaim any assumption of responsibility for any reliance on this report to any persons or users other than the Directors of Strata Title Administration Limited, or for any purpose other than that for which it was prepared.

Forbes

Forbes Audit and Accounting Limited
8 December 2022
Auckland

WALLACE McLEAN
A howden company

17 January 2023

Insurance Quotation for Body Corporate 76157

119 East Tamaki Road, Papatoetoe, Auckland

Renewal Period	24 March 2023 to 24 March 2024
Property Description	7 x Residential Units
Replacement Value 2022 -2023	$3,995,000 + GST
Replacement Value 2023 – 2024	$4,450,000 + GST Valuation Dated – 7 December 2022 Replacement Value increase of $455,000 – **Increase of 11.39%**
Claims Costs Paid – Excluding GST	2013 - $2,391 + GST 2014 - $397 + GST 2018 - $5,289.35 + GST 2019 - $2,545.30 + GST

Current Insurer 2022 – 2023	Expiry Premium
VERO Insurance New Zealand Limited vero	$7,749.98 Including GST

The premiums quoted below include the following Compulsory Government Levy charges which are calculated in accordance with the Guidelines provided:

- **Fire & Emergency NZ Ltd (previously known as Fire Service Levy)**
- **Earthquake Commission (EQC)**

Please note effective 1 October 2022, the cap on EQC residential buildings increases to $300,000 + GST from the current limit of $150,000 + GST.
This increases the levy charged from $300.00 + GST to $480.00 + GST per Unit

Total Government Levies including GST for this year is $4,747.89

Please note this is an increase of $1,449.00 over last year levies.

Insurer Quotes Provided 2023 – 2024	Excess Structure	Quoted Premium
NZI, a business division of IAG New Zealand Limited NZI	$250 for Owner Occupied Units $400 for Tenanted Units $500 for Common Area & Liability Claims $1,000 for Unoccupied Units & Burglary $2,500 for Theft claims (no evidence of forced entry) & Air BNB $10,000 for Landslip/Subsidence Earthquake – 2.5% of Material Damage Sum Insured, Minimum $2,500	$9,498.30 Including GST
VERO Insurance New Zealand Limited vero	$400 for Owner Occupied Units $500 for Common Area & Liability Claims $650 for Tenanted Units $1,000 for Unoccupied Units & Air BNB (Malicious Damage cover is excluded whilst let out) and Water Damage $10,000 for Landslip/Subsidence Earthquake – 2.5% of Material Damage Sum Insured, Minimum $2,500	$9,241.21 Including GST

AIG Insurance New Zealand	Decline to Quote	

Recommendation

Utilising this 'balanced scorecard' approach for a review of the Insurer quotations, provides a weighted assessment of all the relevant factors for each Insurer that has quoted. Our recommendation is **Vero** for the next insurance year.

		NZI		Vero	
Factors	Weighting	Score	w/a	Score	w/a
Cover	40%	3	1.2	4	1.6
Premium	35%	3	1.05	4	1.4
Financial Rating	10%	4	0.4	3	0.3
Excess	10%	4	0.4	3	0.3
Existing Insurer	5%	0	0	0	0
Total Score			7.625		9

Office Bearers Liability Renewal

This Policy covers the Chairperson, Committee Members and Bodies Corporate/Entity for their legal liability and associated defence costs for Wrongful Acts (as defined within the policy) arising from their Bodies Corporate duties.

Definition of Wrongful Act
any actual or alleged act, error, omission, breach of duty, breach of trust, breach of authority, misstatement or misleading statement by the Insured Person(s) while acting in their capacity as Insured Person(s) performing the Activities.

<table>
<tr><td>Chubb Insurance New Zealand Limited</td><td>Limit of Indemnity</td><td>Quoted Premium
Including GST</td></tr>
<tr><td rowspan="5">CHUBB

Standard and Poor's
AA- Rating (Very Strong)
Please see full details below</td><td>$1,000,000 Any one Claim and in the aggregate</td><td>$713.00</td></tr>
<tr><td>$2,000,000 Any one Claim and in the aggregate</td><td>$1,063.75</td></tr>
<tr><td>$5,000,000 Any one Claim and in the aggregate</td><td>$2,328.75</td></tr>
<tr><td colspan="2">Excess $1,000 All Claims</td></tr>
<tr><td colspan="2">Subject to receipt of a fully completed Office Bearers Liability Declaration prior to renewal date.</td></tr>
<tr><td>Extensions</td><td colspan="2">- Unlimited Retroactive Date
- Bodies Corporate/Entity Liability to the Limit of Indemnity
- One Automatic Reinstatement of Limit of Indemnity
- Liability of an Insured Persons Spouse
- Liability of an Insured Person's Estate, Heir or Legal Representative
- Advancement of Defence Costs
- Continuous Cover
- Investigations, Inquiries, Prosecutions (Criminal or Otherwise)
- Discovery Period – 12 Months
- Loss of Documents
- Libel & Slander
- Intellectual Property – unintentional breaches
- Work Health and Safety Defence Costs – Limit to $250,000
- Costs In Addition with respect to a Section 9 Charge – Limited to 10%
- Severability and Non Imputation</td></tr>
<tr><td>Significant Exclusions</td><td colspan="2">- Fraud or Dishonesty & Personal Profits
- Prior Known Matters
- Pollution
- Asbestos
- Property Damage
- Contractual Undertaking – Bodies Corporate/Entity Only
- Communicable Disease Exclusion – Failure to Follow Protocols
- Consequential Loss
- Controlling Interests
- Terrorism
- Insolvency of the Bodies Corporate/Entity
- Non Complaint Cladding
- Failure to Maintain Adequate Insurance – this exclusion does not apply if the Property was fully insured for the previous 12 months</td></tr>
</table>

Insurer Financial Strength Ratings

AIG New Zealand Limited	A	Standard & Poor's
Allianz New Zealand Limited	AA-	Standard & Poor's
Ando Insurance Group	A-	AM Best
Chubb Insurance New Zealand	AA-	Standard & Poor's
NZI, a business division of IAG New Zealand Limited	AA-	Standard & Poor's
QBE Insurance (Australia) Limited (NZ Branch)	A+	Standard & Poor's
Vero Insurance New Zealand Limited	A+	Standard & Poor's
Vero Liability Insurance Limited	A+	Standard & Poor's
Zurich New Zealand	A+	Standard & Poor's

The following is an explanation of the Rating:

Standard & Poor's

AAA	Extremely Strong
AA	Very Strong
A	Strong
BBB	Good
BB	Marginal
B	Weak
CCC	Very Weak
CC	Extremely Weak
SD	Selective Default
D	Default
R	Regulatory Supervision
NR	Not Rated

The ratings from "AA" to "CCC" may be modified by the addition of a plus (+) or minus (-) sign to show relative standing within the major rating categories.

The rating scale above is in summary form.

A full description of this rating scale can be obtained from www.standardandpoors.com.

AM Best

A++, A+	Superior
A, A-	Excellent
B++, B+	Fair
C++, C+	Marginal
C, C-	Weak
D	Poor
E	Under Regulatory Supervision
F	In Liquidation
S	Suspended

Ratings from "A" to "C" also may be enhanced with a "++" (double plus), "+" (plus) or "- "(minus) to indicate whether credit quality is near the top or bottom of the category.

Outlook	**Definition**
Positive	Indicates possible rating upgrade due to favourable financial/market trends relative to the current rating level.
Negative	Indicates possible rating downgrade due to unfavourable financial/market trends relative to the current rating level.
Stable	Indicates low likelihood of a rating change due to stable financial/market trends.

WALLACE McLEAN

BODIES CORPORATE - CLAIM PROCEDURES

Please complete the claim form and return (see contact details below) along with any supporting documentation including photos and quotes to repair/replace, plus any other reports where applicable.

It is in your best interests to return the completed claim form as soon as possible so the claim and be lodged and claim number allocated and then the other documentation can follow if required.

Once received we will forward to the Insurer for their consideration and let you know if an Assessor is required. An Assessor is appointed based on the type and extent of damage and depends on what the excess level will be for the type of claim being lodged.

Please note:

- For us to provide a claim number, we require the fully completed claim form to be returned so we can lodge with your Insurer who will issue the claim number, and
- Your excess applies to every claim and if recovery is an option, it will only be reimbursed after recovery is successful.

Water Leaks

If your claim involves leaking plumbing/roof, you need to arrange for a Plumber/Builder straight away to locate and fix the leak to stop additional damage from occurring. Knowing the cause of the leak is essential for the Insurer's to determine if the resultant damages are covered or not.

Please provide the Plumbers invoice so the cause can be confirmed.

If you have wet carpet, ceilings/gib board etc, in the first instance please arrange for someone to come and remove the water and start the drying process. The likes of Chem-Dry or Jaes are recommended. Until the drying process is complete, the full extent of the damages will not be known.

Glass Breakages

If your claim involves glass breakage and it causes a security issue, please ensure photos are taken to support your claim and arrange for replacement as soon as possible.

Please return the claim form, along with photos and invoice.

Malicious Damage, Break Ins/Burglary & Theft

Please ensure these situations are reported the the Police as soon as possible and that the Police File Number or Acknowledgement Slip is included when the claim form and other supporting documentation is returned.

Wallace McLean Staff

- *Please ensure your Bodies Corporate Number is in the subject line of your email*

Broker	Rebecca Redford	rebecca@wmmi.co.nz
Assistant	Lisa Russell	lisar@wmmi.co.nz
Claim Forms	https://www.wallacemclean.co.nz/claims/	

WALLACE MCLEAN LIMITED
FINANCIAL ADVISER DISCLOSURE STATEMENT

Who are we?

Name of Financial Adviser	Rebecca Redford FSP Number 85181	Lisa Russell FSP Number 635929
Financial Service Provider	Wallace McLean Limited FSP Number 39628	
Telephone Number	+64 9 358 7230	+64 9 358 1407
Mobile Number	021 733 586	N/A
Email address	rebecca@wmmi.co.nz	lisar@wmmi.co.nz
Address	Level 3, 2 Emily Place, Auckland	
Website	www.wallacemclean.co.nz	
This Disclosure Statement was prepared on the 15th March 2021.		

Important Information

This information will help you choose a Financial Adviser that best suits your needs. It will also provide some useful information about the Financial Adviser you choose and the regulations that exist to protect you.

What sort of Financial Adviser am I?

We are Registered Financial Adviser (RFA) that give advice on behalf of Wallace McLean Limited who is a licensed Financial Adviser Provider by the Financial Market Authority of New Zealand (FMA) https://www.fma.govt.nz/.
We can give you advice about all types of commercial and domestic insurances.
We cannot give you advice on any investment products or any investment linked insurance contracts.

How do Wallace McLean get paid for the financial advice and products that are provided to you?

If you decide to utilise our services and take insurance, the Insurer will pay Wallace McLean Ltd a commission, called Brokerage, based on the amount of the premium. Commissions range between 5 – 10% for Natural Disaster Insurance, 10 – 15% for Motor Insurance and 10 to 25% for other policy types.

Alternatively, Wallace McLean Limited may charge an agreed Service Fee, in lieu of commission (nett of brokerage).

Wallace McLean Limited do not receive commission on the Government Levies including the Fire & Emergency NZ Levy (FENZ) and the Earthquake Commission Levy (EQC) and any Taxes (GST).

Wallace McLean may charge a small additional Administration Fee which will be included on our premium invoices. This Administration Fee covers our processing costs.

How do we act with integrity and avoid conflicts of interest?

To ensure that we prioritise your interests above Wallace McLean's, we follow an advice process that ensures recommendations are made based on your best interests. Our recommendations will consider the quantum of the premium, the policy coverage, the insurer's financial strength rating and our experience of the insurer's claims and general service. We will complete ongoing training about how to manage conflict of interests and a register of interests is maintained.

You should be aware there are potential conflicts of interest that you may need to take into consideration when you decide to seek and accept financial advice from Wallace McLean Limited or our Advisers. We will make you aware of any known conflicts when giving advice.

Complaints Process

If you have a problem, concern or are dissatisfied with either a product or financial advice service that we have provided and you require action to be taken, please tell Wallace McLean Limited so that we can help to fix the issue. To make a complaint please follow this link http://wmmi.co.nz/ which will give details on our Complaints Process and how to make a complaint.

If you feel your complaint is not resolved to your satisfaction using our complaints process or you are dissatisfied with the response or resolution, you can contact the Financial Services Complaints Ltd (FSCL), which is a dispute resolution scheme of which we are a member**.**

This service will cost you nothing and is an independent service that will help investigate or resolve the complaint. You can click on this link to find out how to make a complaint to FSCL. http://www.fscl.org.nz/complaints/how-make-complaint

You can contact FSCL at:

Postal Address	PO Box 5967, Wellington 6145	Email	info@fscl.org.nz
Telephone	0800 347 257	Website	http://www.fscl.org.nz/

Our duties to You

As Financial Advisers, we give financial advice to clients on Wallace McLean Limited's behalf. When giving advice we must:

- Hold a Level 5 New Zealand Certificate in Financial Services
- Maintain competence, knowledge, and skills for giving financial advice by completing continuing professional development.
- Abide by the Code of Professional Conduct for Financial Services and have ethical behaviour, good conduct and provide client care, available at https://www.mbie.govt.nz/assets/a96d1b4800/code-of-professional-conduct-for-financial-advice-services.pdf
- Listen to you carefully to discover your needs.
- Recommend products or services that meet your needs and explain why.
- Give clear and concise communication.
- Protect your information.
- Give priority to the your interests when giving financial advice.

Who licenses and regulates us?

The Financial Markets Authority. You can report information about us to the Financial Markets Authority at: https://www.fma.govt.nz/contact/ or email questions@fma.govt.nz but if you want to complain you should use our dispute resolution procedures described under ***Complaints Process.***

Declaration

I, Rebecca Redford/Lisa Russell declare that, to the best of our knowledge and belief, the information contained in this Disclosure Statement is true and complete and complies with the disclosure requirements in the Financial Markets Conduct (Regulated Financial Advice) Disclosures Amendment Regulations 2020.

BODIES CORPORATE - MAJOR POLICY COVER/LIMIT/EXTENSION COMPARISON

COVER TYPE	NZI, a business division of IAG New Zealand Limited	VERO Insurance New Zealand Limited	AIG Insurance New Zealand	Chubb Insurance New Zealand Limited	Ando Insurance Group Ltd on behalf of The Holland Insurance Company Pty Ltd	Zurich Australian Insurance Limited (New Zealand)
Insurer Financial Rating	AA- Strong - Standards & Poor's	A+ Strong - Standards & Poor's	A+ Strong - Standards & Poor's	AA- Very Strong - Standards & Poor's	A -Excellent - AM Best	A+ Strong - Standards & Poor's
APPLIES TO ALL UNITS REGARDLESS OF USE						
Margins Clause - The additional sum insured over and above the replacement value sum insured	10% Excluding Natural Disaster perils	25% Including Natural Disaster perils	25% Excluding Natural Disaster perils	10% Excluding Natural Disaster perils	25% Excluding Natural Disaster perils	10% Excluding Natural Disaster perils
Gradual Water Damage - Covers Hidden Gradual Damage to the building caused by water leaks from internal water system (meaning pipes) within the apartment	$5,000 any one Event $50,000 maximum for all Units	$5,000 per Unit $20,000 any one Period of Insurance	$5,000 per Unit $25,000 in the Aggregate	$5,000 per Unit $50,000 in the Aggregate	$5,000 per Unit $50,000 in the Aggregate	$5,000
Stolen or Lost Keys Cover - The costs of altering locks and replacing keys when access keys are lost or stolen	$25,000	$50,000	$50,000	$10,000	$10,000	Included
Unlawful Substances - providing Landlord Obligations below as fully met	Caused by the manufacture, storage or distribution of Methamphetamine $30,000 for each unit/period including $250,000 in total for all claims during the annual period Landlord Contents	Contamination caused by the manufacture, supply, storage, possession, distrubution or use of any controlled drug as defined in the Misue of Drugs $50,000 any one occurrence to a maximum to $250,000 any one insurance year	All loss resulting from the manufacture, storage or distribution of any Controlled Drug as defined in the Misue of Drugs Act 1975. $50,000 any one loss but limited to $250,000 any one insurance year	Contamination resulting from the manufacture, storage or distribution of any Controlled Drug as defined in the Misue of Drugs Act 1975. $50,000 any one loss but limited to $250,000 any one insurance year	Loss or Damage in connection with the manufacture, storage, distribution or use of any Controlled Drug as defined in the Misue of Drugs Act 1975. $50,000 per Unit but limited to $250,000 any one period of insurance	$50,000 any one loss but limited to $250,000 any one insurance year

Landlord Obligations	The following must be complied with for this extension to provide cover: 1.Satisfactory verbal & written references be obtained from all Tenants 2.An internal & external examination be undertaken every 3 months or on change of Tenants. A written record be kept of the outcome of each Inspection.	The following must be complied with for this extension to provide cover: 1.Satisfactory verbal & written references be obtained from all Tenants 2.An internal & external examination be undertaken every 6 months or on change of Tenants. A written record be kept of the outcome of each Inspection.	The following must be complied with for this extension to provide cover: 1.Satisfactory verbal & written references be obtained from all Tenants 2.An internal & external examination be undertaken every 3 months or on change of Tenants. A written record be kept of the outcome of each Inspection.	The following must be complied with for this extension to provide cover: 1. Exercise reasonable care in the selection of tenant(s) by obtaining at least satisfactory verbal or written references; 2. An external & internal inspection of the property every 3 months & upon the change of every tenancy A written record be kept of the outcome of	The following must be complied with for this extension to provide cover: 1.Satisfactory verbal & written references be obtained from all Tenants 2.An internal & external examination be undertaken every 3 months or on change of Tenants. A written record be kept of the outcome of each Inspection.	The following must be complied with for this extension to provide cover: 1.Satisfactory verbal & written references be obtained from all Tenants 2.An internal & external examination be undertaken every 3 months or on change of Tenants. A written record be kept of the outcome of each Inspection.
Electric Motors/Fusion/Self Ignition - Covers accidental loss to electric motors, switchboards, or electronic locking systems, caused by abnormal electric current	Limited to 10kw	Motors up to 5kw	Motors up to 5kw or $5,000 if in excess of 5kw	Motors up to 5kw	A written record be kept of the outcome of each Inspection.	A written record be kept of the outcome of each Inspection.
Malicious Damage by Tenants - Covers intentional damage caused by tenants to your unit	$5,000 per Unit any one loss $50,000 in total for nay one loss and in the period of insurance	Included	Included to the Policy Limit	Included to the Policy Limit	Included to the Policy Limit	Included to the Policy Limit
Machinery Breakdown (applies to Lifts) - Covers the cost of repairing broken machinery; e.g. Lifts and Air Conditioning Units – but does not cover wear and tear	$20,000 any one event	$10,000 any one event $50,000 any one period of insurance	$10,000 per claim $20,000 per year	$20,000	$10,000 any one event $10,000 any one period of insurance	$50,000
Subsidence /Landslip (Sudden not Gradual) - Damage to the building and contents, not the land. Please refer to the Earthquake Commission for details of what coverage is available for your Land	$500,000	$250,000	$100,000	$500,000	$500,000	$250,000
Public Liability	$10,000,000	$10,000,000	$10,000,000	$10,000,000	$10,000,000	$10,000,000
Statutory Liability	$1,000,000	$1,000,000	$1,000,000	$1,000,000	$1,000,000	$1,000,000
APPLIES TO ALL RESIDENTIAL USE UNITS						
Loss of Rents – Long Term Tenanted Residential Units - Covers the rent you receive from your tenant under the Tenancy Agreement if the unit becomes uninhabitable as a result of an accepted property claim	$100,000 per Unit	$100,000 per Unit	$100,000 Per Unit	$100,000 per Unit	$100,000 per Unit	$100,000 per Unit
Alternative Accommodation – Owner Occupied Units - Covers your reasonable additional living expenses, including boarding out your domestic cat or dog, if the unit becomes uninhabitable as a result of an accepted property claim	$100,000 per Unit	$100,000 per Unit	$100,000 Per Unit	$100,000 per Unit	$100,000 per Unit	$100,000 per Unit

Indemnity Period - The maximum period you can claim for loss of rents or alternative accommodation starting from the date of loss	24 Months	24 Months	24 Months	24 Months	24 Months	24 Months
Landlords Fixtures/Fittings for Tenanted Residential Units - When your unit is tenanted, this extension covers your units' fixtures, fittings, including appliances and carpets	$25,000 per Tenanted Unit $500,000 max any one period of Insurance	$25,000 per Tenanted Unit	$25,000 per Tenanted Unit	$25,000 per Tenanted Unit	$25,000 per Tenanted Unit	$25,000 per Tenanted Unit
APPLIES TO ALL COMMERCIAL USE UNITS						
Loss of Rents – Limit is for all Units, not per Unit	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Claims Preparation Costs (if Loss of Rents are Insured)	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000
Indemnity Period - The maximum period you can claim for loss of rents or alternative accommodation starting from the date of loss	24 Months	24 Months	24 Months	24 Months	24 Months	24 Months

Strata Title Administration Ltd
bc@stratatitle.co.nz
www.bodycorporate.co.nz

Proposed Budget
to apply from 01/02/2023

Auckland Phone (09) 307 3721
PO Box 3187, Auckland 1140
Wellington Phone (04) 974 1011
PO Box 384, Wellington 6140
Christchurch Phone (03) 925 8749
PO Box 28171, Christchurch 8242

Body Corporate 76157 — 119 East Tamaki Road, Papatoetoe, Auckland 2025

Working Account

	Proposed budget	Actual 01/02/2022-31/01/2023	Previous budget
Revenue			
Admin - Transfer from Contingency Fund	0.00	4,000.00	0.00
Levies Due--Admin	14,738.21	13,196.97	13,196.98
Total revenue	14,738.21	17,196.97	13,196.98
Less expenses			
Admin--Debt Collection Fees	0.00	(253.00)	0.00
Admin--Management Fees--Standard	2,584.00	2,534.00	2,534.00
Insurance--Office Bearers Liability	713.00	713.00	713.00
Insurance--Premiums	9,241.21	7,749.98	7,749.98
Insurance--Valuation	700.00	690.00	700.00
Maint Bldg--General Maintenance & Disbursements	500.00	120.54	500.00
Maint Grounds--Lawns & Landscaping	1,000.00	951.00	1,000.00
Total expenses	14,738.21	12,505.52	13,196.98
Surplus/Deficit	0.00	4,691.45	0.00
Opening balance	7,151.27	2,459.82	2,459.82
Closing balance	$7,151.27	$7,151.27	$2,459.82

	Proposed budget		Previous budget
Total units of entitlement	2010		2010
Levy contribution per unit entitlement	$7.33		$6.57

Contingency Fund

	Proposed budget	Actual 01/02/2022-31/01/2023	Previous budget
Revenue			
1 Levies Due--Contingency Fund	5,000.00	5,000.01	5,000.00
Total revenue	5,000.00	5,000.01	5,000.00
Less expenses			
1 Contingency--Transfer to Working Account	0.00	4,000.00	0.00
Total expenses	0.00	4,000.00	0.00
Surplus/Deficit	5,000.00	1,000.01	5,000.00
Opening balance	16,900.04	15,900.03	15,900.03
Closing balance	$21,900.04	$16,900.04	$20,900.03
Total units of entitlement	2010		2010
Levy contribution per unit entitlement	$2.49		$2.49

POSTAL VOTING FORM
Form 12
(pursuant to Section 103, Unit Titles Act 2010)

TO MANAGER: Ellie Johns

EMAIL ADDRESS: elliejohns@stratatitle.co.nz

BODY CORPORATE: 76157

PROPERTY AT: 119 East Tamaki Road, Papatoetoe, Auckland 2025

Instructions
You are entitled to vote at the Body Corporate AGM 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 by ticking one of the 3 right hand columns of the table.

I/We, ______________________________

being the owner(s) of Unit(s) ____________________ intend to cast the following postal vote at the meeting of Body Corporate Number 76157 to be held at 10:00am on Wednesday, 15 March 2023**.**

Important: this completed Postal Voting form needs to be submitted to Strata Title Administration Limited by Tuesday, 14 March 2023.

		Vote For	**Vote Against**	**Abstain**
Item	***See agenda for wording of resolution***	***Please tick one of the boxes to vote.***		
1	Appoint a Chairperson of the Meeting	☐	☐	☐
2	Accept Apologies, Proxies and Postal Votes	☐	☐	☐
3	Financials	☐	☐	☐
4	Report from the Committee	☐	☐	☐
5	Chairperson Nominee	☐	☐	☐
6	Committee	☐	☐	☐
7	Delegating powers & duties to Committee (Section 108)*	☐	☐	☐
8	Office Bearer's Liability Insurance	☐	☐	☐
9	Renewal of Insurance policy	☐	☐	☐
10	Insurance Excess	☐	☐	☐
11	Common Maintenance	☐	☐	☐
12(i)	Review Long Term Maintenance Plan	☐	☐	☐
12(ii)	Arrange required Maintenance	☐	☐	☐
13	Long Term Maintenance Fund*	☐	☐	☐
14	Health & Safety	☐	☐	☐
15(i)	Budget adopted and levy due date set	☐	☐	☐
15(ii)	Strata to pay standard/regular accounts	☐	☐	☐

		Vote For	Vote Against	Abstain
Item	***See agenda for wording of resolution***	***Please tick one of the boxes to vote.***		
16	Debt Collection regime	☐	☐	☐
17	Tax Agent	☐	☐	☐
18	Audit*	☐	☐	☐
19	Communication	☐	☐	☐
20	Minutes to be a record	☐	☐	☐

***** *Special Resolution required whilst all others require Ordinary Resolutions to pass*

Date:

Signature/s of eligible voter/s

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

Notes

1 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.

2 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.

3 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.

4 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.

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

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

Strata Title Administration Ltd

bc@stratatitle.co.nz

www.bodycorporate.co.nz

Auckland Phone (09) 307 3721
PO BOX 3187, Auckland 1140

Wellington Phone (04) 974 1011
PO Box 384, Wellington 6140

Christchurch Phone (03) 925 8749
Unit 5, 71 Gloucester Street,
Christchurch 8013

PROXY APPOINTMENT FORM

Form 11: Section 102(3), Unit Titles Act 2010

TO MANAGER: Ellie Johns

EMAIL ADDRESS: elliejohns@stratatitle.co.nz

BODY CORPORATE: 76157

PROPERTY AT: 119 East Tamaki Road, Papatoetoe, Auckland 2025

PROXY APPOINTMENT

I/We, ____________________

being the owner(s) of Unit(s) ________ and therefore an eligible voter within the meaning of section 96(1) of the Unit Titles Act 2010, appoint: ____________________

as my/our proxy for the purposes of the general meeting of the Body Corporate to be held at: 10:00am on Wednesday, 15 March 2023.

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

Date

____

Signature/s of eligible voter/s

____

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

Important: this completed Proxy form needs to be submitted to Strata Title Administration Limited by Tuesday, 14 March 2023.

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 texts of motions are 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 body corporate or an unincorporated 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.
7) The person(s) signing this proxy form signs as duly authorised agent of the owner.

	AGENDA ITEMS | Summary of Motions	TYPE OF RESOLUTION
1	Appoint a Chairperson of the Meeting	*Ordinary Resolution*
2	Accept Apologies, Proxies and Postal Votes	*Ordinary Resolution*
3	Financials	*Ordinary Resolution*
4	Report from the Committee	*Ordinary Resolution*
5	Chairperson Nominee	*Ordinary Resolution*
6	Committee	*Ordinary Resolution*
7	Delegating powers & duties to Committee (Section 108)*	*Special Resolution*
8	Office Bearer's Liability Insurance	*Ordinary Resolution*
9	Renewal of Insurance policy	*Ordinary Resolution*
10	Insurance Excess	*Ordinary Resolution*
11	Common Maintenance	*Ordinary Resolution*
12(i)	Review Long Term Maintenance Plan	*Ordinary Resolution*
12(ii)	Arrange required Maintenance	*Ordinary Resolution*
13	Long Term Maintenance Fund*	*Special Resolution*
14	Health & Safety	*Ordinary Resolution*
15(i)	Budget adopted and levy due date set	*Ordinary Resolution*
15(ii)	Strata to pay standard/regular accounts	*Ordinary Resolution*
16	Debt Collection regime	*Ordinary Resolution*
17	Tax Agent	*Ordinary Resolution*
18	Audit*	*Special Resolution*
19	Communication	*Ordinary Resolution*
20	Minutes to be a record	*Ordinary Resolution*

Note: *This is not a voting form and is for reference only. If you wish to vote and cannot attend the meeting please complete the Postal Voting Form.*