Strata Title Administration Ltd
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www.bodycorporate.co.nz

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PO Box 3187, Auckland 1140

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PO Box 384, Wellington 6140

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16 March 2023

Dear Owner

Re: Body Corporate 76157
Property at 119 East Tamaki Road, Papatoetoe, Auckland 2025
Annual General Meeting held on Wednesday, 15 March 2023

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

- the Body Corporate's budget for the year 1 February 2023 to 31 January 2024.
- your levy notice, which is your proportion of the Body Corporate's budgeted expenses.

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.bodycorporate.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,

Ellie Johns
Body Corporate Manager

MINUTES OF ANNUAL GENERAL MEETING
Body Corporate No 76157
Property at 119 East Tamaki Road, Papatoetoe, Auckland 2025

THE ANNUAL GENERAL MEETING (AGM) of this Body Corporate was 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.

ATTENDANCE:

Lot #	Unit #	Attendance	Owners Legal Name Representative at AGM
2	B	Apology	Whanau Paapu Ltd Proxy: Joanna Bienkowska
4	D	Apology	Osborne, Betty Proxy: Joanna Bienkowska
5	E	Yes	Mr T Mulloy & Ms J Jamieson Mr Thomas Mulloy
7	G	Yes	Mr B Ignasiak & Ms J Bienkowska Ms Joanna Bienkowska

OTHERS PRESENT: Ms Ellie Johns 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 Ellie Johns as a representative of Strata to chair the meeting.

2 APOLOGIES, PROXIES AND POSTAL VOTES
Resolved: That the apologies, proxies and postal votes be accepted and the meeting declared quorate.

3 FINANCIAL STATEMENTS
Resolved: That the Body Corporate approves the financial report for the period 1 February 2022 to 31 January 2023.

4 REPORT FROM THE COMMITTEE
Ms Bienkowska spoke to the report that there is nothing to report for this year.

Resolved: That the Committee's report is adopted.

5 CHAIRPERSON OF THE BODY CORPORATE
Resolved: That the Body Corporate appoints Ms Joanna Bienkowska as the Chairperson of the Body Corporate.

6 COMMITTEE
Resolved: That the Body Corporate elects a committee of two (2) members, which shall have a quorum of one (1) member, comprising:
Ms Joanna Bienkowska (unit 7)
Mr Thomas Mulloy (unit 5)

7 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.

8 OFFICE BEARERS LIABILITY INSURANCE
Resolved: 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

Resolved: 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

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.

11 COMMON MAINTENANCE MATTERS

Ms Bienkowska spoke to the meeting regarding the driveway, stating that the contingency fund is building up toward a full replacement of the driveway as per the LTMP, in the meantime repairs will be done as needed, the committee will obtain quotes for this works to be completed.

Resolved: 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)

Ms Johns commented that the LTMP currently covers until 2030. Under the current Unit Titles Act (UTA), the LTMP must cover a minimum 10 year period. With the amendments to the UTA due in May 2024, body corporates will be required to have a plan which covers a 30 year period.
Ms Johns will obtain a quote from Solutions in Engineering to renew the current LTMP.

Resolved:
(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)

Resolved 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

Resolved: 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

Resolved:
(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

Resolved: 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

Resolved: 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

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 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

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.

20 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.

21 AGM CLOSURE

Ms Bienkowska thanked Mr Mulloy for his attendance his the much welcomed addition to the Body Corporate Committee.

Ms Johns thanked both owners for their attendance and participation and declared the meeting closed at 10:34am.

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.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>

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Approved 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

	Approved budget	Actual 01/02/2022-31/01/2023	Previous budget
Revenue			
Levies Due--Admin	14,738.21	13,196.97	13,196.98
Total revenue	14,738.21	13,196.97	13,196.98
Less expenses			
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	12,758.52	13,196.98
Surplus/Deficit	0.00	438.45	0.00
Opening balance	2,898.27	2,459.82	2,459.82
Closing balance	$2,898.27	$2,898.27	$2,459.82

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

Contingency Fund

	Approved 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			
Total expenses	0.00	0.00	0.00
Surplus/Deficit	5,000.00	5,000.01	5,000.00
Opening balance	20,900.04	15,900.03	15,900.03
Closing balance	$25,900.04	$20,900.04	$20,900.03
Total units of entitlement	2010		2010
Levy contribution per unit entitlement	$2.49		$2.49