Strata Title Administration Ltd
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Unit 5, 71 Gloucester Street,
Christchurch 8013

28 March 2025

Dear Owner

Re: Body Corporate 76157
Property at 119 East Tamaki Road, Papatoetoe, Auckland 2025
Annual General Meeting held on Monday, 24 March 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 February 2025 to 31 January 2026**.

Your levy due date has been set as **1 May 2025.**

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,

NElston

Nicola Elston
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, Level 1, Dilworth Building, corner of Queen Street and Customs Street East, Auckland, on Monday, 24 March 2025 commencing at 10:00am.

ATTENDANCE:

Lot #	Unit #	Attendance	Owner's Legal Name Representative at AGM
4	D	Apology	Osborne, Betty Proxy: Bart Ignasiak
7	G	Yes	Mr B Ignasiak & Ms J Bienkowska Bart Ignasiak

OTHERS PRESENT: Ms Nicola Elston 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 Nicola Elston a representative of Strata Title Administration Ltd (Strata) to chair the meeting.

2 APOLOGIES, PROXIES, POSTAL AND PRE-MEETING ELECTRONIC VOTES
Apologies were received from Betty Osborne.
Resolved: That the apology and proxy are accepted and the meeting declared quorate.

3 FINANCIAL STATEMENTS
Ms Elston gave a detailed summary of the financial report appended to the agenda.

Resolved: That the Body Corporate approves the financial report for the period **1 February 2024 to 31 January 2025**.

4 REPORT FROM THE COMMITTEE
Mr Ignasiak spoke on behalf of Ms Joanna Bienkowska noting there were no items to report on.
Resolved: That the Committee's report is adopted.

5 CHAIRPERSON OF THE BODY CORPORATE
Resolved: That the Body Corporate appoints Mr Thomas Mulloy as the Chairperson of the Body Corporate and Committee.

6 COMMITTEE
(i) Resolved: That the Body Corporate elects a committee of two (2) members, which shall have a quorum of two (2) members, comprising of: Mr Thomas Mulloy and Ms Joanna Bienkowska.

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

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 (OBL) INSURANCE
Resolved: That the Body Corporate ratifies a previous decision to place the insurance with **Chubb** for **$724.50** for OBL cover of $1,000,000, to cover both indemnity and defence costs, for the period **24 March 2025 to 24 March 2026**.

9 BODY CORPORATE REINSTATEMENT INSURANCE

Resolved: That the Body Corporate ratifies an earlier decision to place the insurance with **Vero** for principal cover at the quoted premium of **$11,651.70** for the period **24 March 2025 to 24 March 2026** 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.

Excess Structure:
$400 for Owner Occupied Units
$500 for Common Area & Liability Claims
$650 for Tenanted Units
$1,000 for Unoccupied Units & Air BNB/Short Term Accommodation (Malicious Damage cover is excluded whilst let out) & Water Damage
$10,000 for Landslip/Subsidence Earthquake - 2.5% of Material Damage Sum Insured, Minimum $2,500

Broker details:
Rebecca Redford - Senior Associate
M: +64 (21) 733 586
E: rebecca.redford@howdengroup.com

Lisa Russell - Associate - Support
M: 09 358 7236
E: lisa.russell@howdengroup.com

Neha Manhas - Associate - Claims
M: 09 802 4094
E: neha.manhas@howdengroup.com

11 SERVICE CONTRACT

Resolved: That the Body Corporate signs a new updated Service Contract with Strata to assist the Body Corporate to perform its duties under the Act and Regulations, which Service Contract is to be agreed with and signed by the Committee or Chairperson.

12 COMMON MAINTENANCE MATTERS

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

13 LONG TERM MAINTENANCE PLAN (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.

14 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.

15 HEALTH & SAFETY AT WORK ACT 2015

(i) 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.

(ii) Asbestos Assessment status: Ms Elston highlighted the year of construction and made reference to the Health and Safety plan which recommends an assessment be carried out. Owners advised that units have carried out renovations and asbestos had not been identified. It is felt that they do not require one at this stage but should they feel it necessary at a later date they will consider their options.

(iii) 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.

16 BUDGET AND LEVIES
Owners discussed the proposed budget and instructed the contingency fund budget be reduced to match last year's contribution.
Resolved:
(i) That the Body Corporate adopts an **operating account budget** of **$17,545.82** and a **contingency fund budget** of **$5,000.00** for the period **1 February 2025 to 31 January 2026** and sets the levy due date as **1 May 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.

17 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's detailing the Debt Collection Regime which are on the Body Corporate's 'Owner Portal' at www.stratatitle.co.nz).

18 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.

19 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.

20 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.

21 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.

22 GENERAL BUSINESS
No further items were discussed by owners.

23 AGM CLOSURE
Ms Elston thanked owners for their attendance and participation and closed the meeting at 10.30am.

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 01/02/2025

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

General

Operating Account

		Approved budget	Actual 01/02/2024-31/01/2025	Previous budget
Revenue				
143000	Levies Due--Operating	17,545.82	16,872.00	16,871.98
	Total revenue	17,545.82	16,872.00	16,871.98
Less expenses				
154000	Admin--Management Fees--Standard	2,733.62	2,654.00	2,654.00
159101	Insurance--Office Bearers Liability	724.50	713.00	713.00
159100	Insurance--Premiums	11,651.70	11,291.98	11,291.98
159200	Insurance--Valuation	736.00	736.00	713.00
167200	Maint Bldg--General Maintenance & Disbursements	500.00	126.19	500.00
178200	Maint Grounds--Lawns & Landscaping	1,200.00	1,080.00	1,000.00
	Total expenses	17,545.82	16,601.17	16,871.98
Surplus/Deficit		0.00	270.83	0.00
	Opening balance	3,498.52	3,227.69	3,227.69
Closing balance		$3,498.52	$3,498.52	$3,227.69
Total units of entitlement		2010		2010
Levy contribution per unit entitlement		$8.73		$8.39

General

Contingency Fund

		Approved budget	Actual 01/02/2024-31/01/2025	Previous budget
Revenue				
243000	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				
254400	1 Contingency--Other Expenses	5,000.00	0.00	5,000.00
	Total expenses	5,000.00	0.00	5,000.00
Surplus/Deficit		0.00	5,000.01	0.00
	Opening balance	30,032.06	25,032.05	25,032.05
Closing balance		$30,032.06	$30,032.06	$25,032.05
Total units of entitlement		2010		2010
Levy contribution per unit entitlement		$2.49		$2.49