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

12 February 2025

Dear Owner,

Re: Body Corporate 534969
Property at Avenue Apartments, 69 Hall Avenue, Mangere, Auckland
Annual General Meeting

We advise that the Annual General Meeting of your Body Corporate is to be held at 10:30am on Wednesday, 26 February 2025 at the office of Strata Title Administration, Level 1, Dilworth Building, Cnr Queen and Customs St East, Auckland, and via MS Teams online video conference facility.

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,

James Collins
Body Corporate Manager

BODY CORPORATE NO 534969 (BODY CORPORATE)

Property at Avenue Apartments, 69 Hall Avenue, Mangere, Auckland

NOTICE IS HEREBY GIVEN that the **ANNUAL GENERAL MEETING** (AGM) of the Body Corporate will be held at the office of Strata Title Administration, Level 1, Dilworth Building, Cnr Queen and Customs St East, Auckland, and via MS Teams online video conference facility on Wednesday, 26 February 2025 commencing at 10:30am

A link to register to attend the meeting online via MS Teams has also 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, POSTAL AND PRE-MEETING ELECTRONIC VOTES

To consider resolving: That the apologies, proxies, postal votes and pre-meeting electronic 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 December 2023 to 30 November 2024.

4 REPORT FROM THE COMMITTEE

In accordance with Unit Titles Regulations 28(1) and 28(3) to receive a report from the Committee *(to be tabled at the meeting)*.

To consider resolving: That the Committee's report is adopted.

5 CHAIRPERSON OF THE BODY CORPORATE

A nominations have been received for Ms Rachael Shadbolt to be appointed as Chairperson of the Body Corporate and Chairperson of the Committee.

To consider resolving: That the Body Corporate appoints Ms Rachael Shadbolt as the Chairperson of the Body Corporate and Committee.

6 COMMITTEE

(i) Nominations have been received for Ms Rachael Shadbolt and Ms Alex Aramakutu 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:[insert names]

(ii) Conflict of interest register: In accordance with Unit Title Regulation 6(5)(ca) to receive a copy of the body corporate committee interests register (attached).

To consider resolving: That the Interests Register is received.

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 (OBL) 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. Please see the attached OBL renewal quotations.

To consider resolving: That the Body Corporate ratifies an earlier decision to accept the quote from Chubb for **$1,431.75** for **OBL** cover of **1 million** to cover both indemnity and defence costs, for the period **28 January 2025 to 28 January 2026.**

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 ratifies an earlier decision to insure with **NZI** for principal cover at the quoted premium of **$134,089.41** for the period **28 January 2025 to 28 January 2026** 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 SERVICE CONTRACT

Discussion of the administrative requirements of the Body Corporate.

To consider resolving: 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 in general conformity with the copy attached to this AGM agenda.

12 BUILDING MANAGER'S REPORT

To receive a report from the Building Manager (*to be tabled at the meeting).*

To consider resolving: That subject to any direction of the meeting and/or the Committee, the Building Manager's report and recommendations are adopted.

13 COMMON MAINTENANCE MATTERS

To consider resolving: That the Body Corporate's Chairperson/Committee/Building Manager are to agree, approve and arrange the maintenance required over the forthcoming year.

14 BUILDING ACT COMPLIANCE

To consider resolving: That the Committee and Building Manager are to oversee the Body Corporate's Building Act compliance requirements and the issuance of the annual Building Warrant of Fitness**.**

15 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 Asset Management Solutions which is reviewed by the Committee and Building Manager 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 and Building Manager are is to continue to review the Body Corporate's LTMP drafted by Asset Management Solutions 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 and Building Manager are to continue to arrange the required maintenance set out in the plan as and when required.

In addition to the above LTMP arrangements, the Unit Titles (Strengthening Body Corporate Governance and Other Matters) Amendment Act 2022 ("Amendment Act") is creating a new requirement on large bodies corporate (10 units or more) to have a LTMP which will *"provide a high-level indication of the expected cost of maintenance and replacement of the items covered by the plan in respect of years 11 to 30"*.

16 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.

17 HEALTH & SAFETY AT WORK ACT 2015

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 previous 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.

18 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 an **operating account budget** of **$442,567.14 plus GST** and a **contingency fund budget** of **$96,000.00 plus GST** for the period 1 December 2024 to 30 November 2025 and sets the levies to be due in two equal instalments on **1 April 2025 and 1 September 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/Building Manager.

19 DEBT RECOVERY REGIME

To consider resolving: That if a duly authorised levy or any sum payable by an owner to the Body Corporate is not paid by due date that the owner is liable to the Body Corporate for interest on the outstanding balance at 10% per annum; all debt collecting costs; including Tenancy Tribunal/court costs incurred by the Body Corporate in accordance with the following procedure:

- If payment of the levy notice is not made by the due date a reminder letter is sent to the defaulting owner requesting payment of the levy and stating that if the levy is not paid within seven (7) days a Late Payment Charge of $126.50 including GST (if any) will be incurred; [letter #1]
- If payment of the levy notice is not received within seven (7) calendar days of the due date, a letter is sent to the defaulting owner requesting payment of the levy and the $126.50 including GST (if any) Late Payment Charge, and advising that if these amounts are not paid within seven (7) calendar days an additional Late Payment Charge of $253.00 including GST (if any) will be incurred; [letter #2]
- If payment of the levy notice and Late Payment Charges are not received within seven (7) calendar days of Letter #2 being sent, a third letter is sent to the defaulting owner requesting payment of the levy plus all accumulated Late Payment Charges and advising that if these amounts are not paid within seven (7) calendar days an additional Late Payment Charge of $253.00 including GST (if any) will be applied; [letter #3]
- If payment of the levy notice and accumulated Late Payment Charges are not received within seven (7) calendar days of Letter #3 being sent, a "Notice of Impending Legal Action" letter is sent to the defaulting owner requesting payment of the levy plus all accumulated Late Payment Charges and advising that the debt will be turned over to a solicitor if the total outstanding amount is not paid within seven (7) calendar days; [letter #4] and
- Pursuant to Section 171(3) of the 2010 Act, the Body Corporate hereby appoints Price Baker Berridge (PBB) to act as its agent on its behalf in relation to any dispute.

20 TAX AGENT

To consider resolving: 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.

21 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.

22 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.

23 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.

24 GENERAL BUSINESS

Please note that no "new" items of business may be tabled for voting on at the AGM that are not already set out on the AGM agenda. Comments may however be tabled for notation in the minutes of the AGM.

25 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.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.**

(f) Code of Conduct for body corporate committee members: The members of a body corporate committee must comply with the code of conduct for committee members as prescribed in the regulations below:

- A member must have a commitment to acquiring an understanding of anything in the Unit Titles Act, including the code of conduct, that is relevant to the member's role on the committee.
- A member must act honestly and fairly in performing the member's duties as a committee member.
- A member must not unfairly or unreasonably disclose information held by the body corporate, including information about an owner of a unit, unless authorized to do so by law.
- A member must act in the best interests of the body corporate in performing the members duties as a committee member, unless it is unlawful to do so.
- A member must comply with the Act, these regulations, including this code, and any other applicable legislation relating to matters for which the committee has responsibility in performing the members duties as a committee member.
- A committee member who is eligible to vote must disclose to the committee any conflict of interest the member may have in a matter before the committee.

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 534969

PROPERTY AT 69 HALL AVENUE, MANGERE, AUCKLAND

SPECIAL PURPOSE FINANCIAL REPORTS

FOR THE FINANCIAL YEAR 01 DECEMBER 2023 TO 30 NOVEMBER 2024

INDEX

Strata Title Administration Ltd
Dated: 10 February 2025

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

Statement of Financial Position - Group
As at 30/11/2024

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

Body Corporate 534969

Avenue Apartments, 69 Hall Avenue, Mangere
Auckland 2022

	Current period
Owners' funds	
Operating Account	
Operating Surplus/Deficit--Operating	(3,238.88)
Owners Equity--Operating	71,483.37
	68,244.49
Contingency Fund	
1 Operating Surplus/Deficit--Contingency	356,840.67
1 Owners Equity--Contingency	37,250.00
	394,090.67
Net owners' funds	**$462,335.16**
Represented by:	
Assets	
Operating Account	
Cash at Bank--Operating Account	66,453.93
Receivable--Levies--Operating	11,619.50
Receivable--Other--Operating	19,595.23
Receivable--Owners--Operating	2,671.53
	100,340.19
Contingency Fund	
1 Cash at Bank--Contingency	396,296.18
1 Receivable--Levies--Contingency	2,541.14
	398,837.32
Unallocated Money	
Cash at Bank--Unallocated	2,491.13
	2,491.13
Total assets	501,668.64
Less liabilities	
Operating Account	
Accrued Expenses--Operating	15,007.88
Creditor--GST--Operating	16,254.07
Payables--Others--Operating	833.75
	32,095.70
Contingency Fund	
1 Creditor--GST--Contingency	4,746.65
	4,746.65
Unallocated Money	
Prepaid Levies	2,491.13
	2,491.13
Total liabilities	39,333.48

Net assets	**$462,335.16**

Long Term Maintenance Fund
inactive

		Current period
Owners' funds		
Operating Account		
	Operating Surplus/Deficit--Operating	0.00
		0.00
Contingency Fund		
	1 Operating Surplus/Deficit--Contingency	(285,272.15)
	1 Owners Equity--Contingency	285,272.15
		0.00
Net owners' funds		**$0.00**
Represented by:		
Assets		
	Operating Account	
		0.00
	Contingency Fund	
		0.00
	Total assets	0.00
Less liabilities		
	Operating Account	
		0.00
	Contingency Fund	
		0.00
	Total liabilities	0.00
Net assets		**$0.00**

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

Statement of Financial Performance - Group for the financial year to 30/11/2024

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

Body Corporate 534969

Avenue Apartments, 69 Hall Avenue, Mangere
Auckland 2022

Operating Account

	Current period 01/12/2023-30/11/2024	Annual budget 01/12/2023-30/11/2024
Revenue		
Levies Due--Operating	439,349.48	439,349.57
Total revenue	439,349.48	439,349.57
Less expenses		
Admin--Legal/Professional Fees	1,308.70	0.00
Admin--Management Fees--Standard	39,210.15	39,210.15
Admin--Prof. Fee--IRD Returns (GST/ICT)	1,275.00	1,150.00
Admin--Prof. Fee--Prep of LTMP	2,890.00	3,300.00
Building Manager--Contract	65,851.52	63,856.53
Building Manager--Rent & Opex	71,628.02	69,457.98
Insurance--Excesses	0.00	1,000.00
Insurance--Office Bearers Liability	1,245.00	1,685.00
Insurance--Premiums	116,950.03	116,833.91
Insurance--Valuation	1,400.00	1,500.00
Maint Bldg--Building Wash	9,476.25	12,608.70
Maint Bldg--Building WOF (Compliance)	6,649.88	7,391.30
Maint Bldg--Cleaning-Contract	25,367.32	25,128.00
Maint Bldg--Fire Protection	9,359.04	12,000.00
Maint Bldg--Fire Protection--Biennial Survey	5,051.65	3,500.00
Maint Bldg--Fire Protection--Testing/Monitoring	2,163.39	1,200.00
Maint Bldg--General Maintenance & Disbursements	9,584.33	10,000.00
Maint Bldg--HVAC & Extraction Maint.	1,440.00	2,000.00
Maint Bldg--Intercom & Door Access Maint.	7,675.50	8,280.00
Maint Grounds--Lawns & Landscaping	336.36	10,000.00
Utility--Electricity (Common Area)	9,061.66	9,000.00
Utility--Rubbish & Waste Removal	36,251.53	34,848.00
Utility--Water & Wastewater	18,413.03	5,400.00
Total expenses	442,588.36	439,349.57
Surplus/Deficit	(3,238.88)	0.00
Opening balance	71,483.37	71,483.37
Closing balance	**$68,244.49**	**$71,483.37**

Contingency Fund

	Current period 01/12/2023-30/11/2024	Annual budget 01/12/2023-30/11/2024
Revenue		
1 Levies Due--Contingency Fund	96,084.38	96,083.92
1 Transfer from Contingency Fund Group a/c	285,272.15	0.00
Total revenue	381,356.53	96,083.92
Less expenses		
1 Contingency--Other Expenses	24,515.86	96,083.92
Total expenses	24,515.86	96,083.92
Surplus/Deficit	356,840.67	0.00
Opening balance	37,250.00	37,250.00
Closing balance	**$394,090.67**	**$37,250.00**

Long Term Maintenance Fund

inactive

Contingency Fund

	Current period 01/12/2023-30/11/2024	Annual budget 01/12/2023-30/11/2024
Revenue		
Total revenue	0.00	0.00
Less expenses		
1 Transfer to Contingency Funds A/c	285,272.15	0.00
Total expenses	285,272.15	0.00
Surplus/Deficit	(285,272.15)	0.00
Opening balance	285,272.15	285,272.15
Closing balance	**$0.00**	**$285,272.15**

BODY CORPORATE 534969
PROPERTY AT 69 HALL AVENUE, MANGERE, AUCKLAND

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE FINANCIAL YEAR 01 DECEMBER 2023 TO 30 NOVEMBER 2024

1. STATEMENT OF ACCOUNTING POLICIES

(a) Reporting Entity

These Special Purpose Financial Statements of ***BODY CORPORATE 534969,*** property at ***69 HALL AVENUE, MANGERE, AUCKLAND*** under s132 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 a historical cost basis have been used, except for certain items for which specific accounting policies have been identified.

The financials statements of the 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.

(d) Goods and Services Tax

The Body Corporate is ***GST registered,*** and the amounts shown in the Financial Statements are ***exclusive*** of GST where applicable.

(e) 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.

(f) 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.

2. NOTES TO THE ACCOUNTS

(a) Capital Commitments

The entity has no capital commitments ***as at 30 November 2024.***

(b) Levies contained in the Statement of Financial Position

The entity has outstanding levies ***as at 30 November 2024.***

All outstanding levies, late charges, their fees, and any other charges from the owners are being collected.

(c) Outstanding Owners' Invoices contained in the Statement of Financial Position

- The entity has outstanding owners' invoices ***as at 30 November 2024.***

  All outstanding invoices, late charges, their fees, and any other charges from the owners are being collected.

- **Receivable-Other-Operating** relates to the incorrect payment of OCS Ltd cleaning invoices ***as at 30 November 2024***. At the time of preparing the financial report, the refund has been accepted but are pending to be received into the trust account.

(d) Outstanding Accounts contained in the Statement of Financial Position

The entity has outstanding accounts in terms of 'Debt Collection & On-charge Fees' to be collected and paid to Strata ***as at 30 November 2024.***

(e) Accrued Expenses contained in the Statement of Financial Position

The entity has accrued the a) Disbursement Fees, b) Building Manager Fee and c) Building Manager Rent & Opex Fee for current financial year ***as at 30 November 2024***, which has been paid at the time of preparing the financial report.

(f) Variances in Accounts contained in the Statement of Financial Performance

- **Admin-Legal/Professional** expense was not budgeted and related to legal advice around the building manager and the covenant on title.

- **Admin-Prof.Fee-IRD Returns (GST/ICT)** expense was slightly over the annual budget and related to GST and Income tax return preparation and filing fees.

- **Building Manager-Contract** expense was over the annual budget due to price increase from June 2023 onwards. Budget for 2024-25 financial year will be increased to meet actual cost accordingly.

- **Building Manager-Rent & Opex** expense was over the annual budget due to price increase from June 2023 onwards. Budget for 2024-25 financial year will be increased to meet actual cost accordingly.

- **Insurance-Premiums** slightly exceeded the annual budget as the quote from Gallagher Formerly Crombie Lockwood (NZ) Ltd was confirmed after the budget was confirmed.

- **Maint Bldg-Fire Protection-Biennial Survey** expense was over the annual budget due to a) supply and installation of updated block plan and b) rectify defect items noted from the automatic fire sprinkler system biennial survey.

- **Maint Bldg-Fire Protection-Testing/Monitoring** expenses was over the annual budget due to the replacement of fire panel battery & reinstallation of system.

- **Utility-Rubbish & Waste Removal** expense was over the annual budget due to price increase from December 2023 onwards. Budget for 2024-25 financial year will be increased to meet actual cost accordingly.

- **Utility- Water & Wastewater** expense was over the annual budget due to water leak from January-July 2024 period and the leak was found and fixed in July. And building wash in September 2024 also increased the overall consumption. Budget for 2024-25 financial year will be increased to meet actual cost accordingly.

- **Long Term Maintenance Fund Group A/c** closed and balance of $285,272.15 transferred to **Contingency Funds**.

- **1 Contingency-Other Expenses** relates to a) backflow repairs to main watercare meters, b) investigation of water leak, c) installation of timber steps and d) cleaning of gutter.

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 2024.

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 2024

- 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 MRI 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
20 December 2024
Auckland

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

Body Corporate 534969
"Avenue Apartments"
Property at: 69 Hall Avenue, Mangere

As per Section 114(C) of the 2010 Unit Titles Acts, the Body Corporate Committee is to keep a register of all disclosed conflicts of interest made by the committee members.

Name	Unit #	Conflict of Interest	Date Lodged
Charlotte Clarke	501	1. I am part of the company who developed the property. 2. My company is the preferred Property Management company for the building. 3. My company is the contracted Building and Facilities Manager.	12/09/23
Ben Good	616	I work for the Du Val Group. I do not receive any financial benefit from any decisions made by the Body Corporate so not sure if that would be regarded as a potential conflict but thought I'd double check anyway.	13/09/2023

Definition of a matter of interest:

- May derive a financial benefit from the matter: or
- Is the spouse, civil union partner, de facto partner, child or parent of a person who may derive a financial benefit from the matter; or
- May have a financial interest in a person to whom the matter relates; or
- Is a partner, director, officer, board member, or trustee of a person who may have a financial interest in a person to whom the matter relates; or
- May be interested in the matter because the body corporate's operational rule say so.

HOWDEN

Chubb Insurance New Zealand Limited

Level 17, Vero Centre
48 Shortland Street, Auckland 1010
howdeninsurance.co.nz

Insurer Financial Strength Rating – Standard & Poor's, AA- Very Strong

Insured	**Body Corporate 534969 and it's Committee Members**
Principal Address	69 Hall Ave, Mangere, Auckland
Activities	Body Corporate Management Committee
Insurer	Chubb Insurance New Zealand Limited
Policy Wording	Chubb Office Bearers Liability Policy Wording 12/17
Policy Number	
Policy Period	28 January 2025 to 28 January 2026
Retroactive Date	Unlimited, excluding known claims and circumstances not advised prior to the policy period starting
Jurisdiction/Territorial Limits	New Zealand
Sum Insured	$1,000,000 any one Claim including Defence Costs Except an additional 10% of the Limit of Indemnity is allowed when a Section 9 claim by the Plaintiff prevents payment of Defence Costs under the Limit of Indemnity
Excess	$1,000 each Claim or Loss

What are you Insured for:

This insurance covers Legal Liability for Damages, Judgements, Financial Settlements and Defence Costs from any claim arising from Wrongful Acts first known and advised to Chubb Insurance after the policy inception date.

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.

Who is Insured:
Directors, Officers or Office Bearers, Committee Members or Employees of the Insured, or any person acting on behalf of the Insured, and the Insured Entity.

Extensions	• Unlimited Retroactive Date • Bodies Corporate/Entity Liability to the Limit of Indemnity • One Automatic Reinstatement of the Limit of Indemnity • Liability of an Insured Persons Spouse • Liability of an Insured Person's Estate, Heir or Legal Representative • Advancement of Defence Costs • Investigations, Inquiries, Prosecutions (Criminal or Otherwise) • Continuous Cover • Discovery Period • 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%
Exclusions	• Fraud or Dishonesty & Personal Profits • Prior Matters • Pollution • Bodily Injury • Contractual Undertaking • Employment Contract Liability • Controlling Interest • Medical • Terrorism • Outside Directorship • Retroactive Date • Insured versus Insured • Asbestos • Property Damage • Consequential Losses • Professional Services • Territorial Scope • Legal • Insolvency • Reciprocal Enforcement of Judgments
Amendments	• Communicable Disease Exclusion – Failure to Follow Protocols • Automatic Reinstatement • Contractual Undertaking Exclusion – only applies to the Insured Entity • Cladding Exclusion – Non-Compliant Building Materials and Processes • Failure to Maintain Exclusion does not apply if the property has been insured for its full insurable value for the last twelve months

Insurer Financial Strength Rating

In accordance with the Insurance (Prudential Supervision) Act 2010, we are required to provide you with the following information about your Insurer.

Insurer(s) Name	Portion %	Rating Agent	Rating
Chubb Insurance New Zealand Limited	100	SP	AA-

The rating scale for Standard & Poor's Rating Agency is:

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

Note: 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 ratings categories. The rating scale above is in summary form. A full description of this rating scale can be obtained from www.standardandpoors.com

Certificate of Insurance

Attention: Gallagher   Date: 24/01/2025

INSURED

Insured name: Body Corporate 534969

Interested parties:

Policy number: 29-8225693-BCP

Policy type: Material Damage

PERIOD OF INSURANCE

From: 28/01/2025 to 28/01/2026 4.00 pm

SUM INSURED

Location: 69 Hall Avenue, Mangere, Auckland

Description	Sum Insured
Building(s)	$ 59,705,000

EXCESS

Standard:	$500
Theft:	$5,000
Burglary:	$5,000
Other:	Owner Occupied $250; Tenanted $1,500; Common Area $1,000; Unoccupied $1,000

SPECIAL CONDITIONS (IN ADDITION TO STANDARD POLICY WORDING):

As per policy schedule

This certificate provides limited details. The insurance in this certificate is subject to the terms, exceptions, conditions and warranties of the NZI Residential Buildings (Multi Dwelling) NZ5072/5 08/18 and NZI Crombie Lockwood Residential Multi-Dwelling Extension NZ8088/1 10/23 Policy Wording as modified by the endorsements and clauses noted in the Special Conditions above (if any) and the Policy Schedule. A copy of the Policy Wording is available on request. In the event of inconsistency between this certificate and the Policy Wording and Policy Schedule, the latter two documents will apply.

Signed for NZI – A business division of IAG New Zealand Limited

Signature *Nicola Morrison*   Date 24/01/2025

SERVICE CONTRACT WITH BODY CORPORATE MANAGER

AGREEMENT dated the 26 of February 2025

PARTIES: **BODY CORPORATE NO 534969** (**The Body Corporate**)

AND

STRATA TITLE ADMINISTRATION LIMITED (**Strata**)

BACKGROUND:

A. The Body Corporate has appointed Strata, as the Body Corporate Manager, to provide Body Corporate management and secretarial services.

B. The parties have agreed the terms of that appointment and record them in this agreement.

1. APPOINTMENT

The Body Corporate appoints Strata to provide the services set out in the First and Second Schedules and has appointed Strata as its agent for those purposes and Strata agrees to such appointment.

2. SERVICE FEE

The service fee for this contract is payment by the Body Corporate of **$39,210.15** plus GST, per annum, aligned to the financial year of the Body Corporate, plus disbursements which sums may be changed by resolution at a general meeting of the Body Corporate. The service fee represents remuneration for performance by Strata of the services set out in the First Schedule and does not include the additional services set out In the Second Schedule which will be charged for on a time and attendance basis plus disbursements.

3. TERM

Initially two (2) years commencing on 26 February 2025 and ending on 26 February 2027 and if written notice of termination is not given within the 30 day period prior to the date on which this agreement ends the agreement will continue in perpetuity for further periods of two (2) years on the same terms and conditions.

4. BREACH BY STRATA

If Strata is in breach of any of its obligations hereunder the Body Corporate by its agent the Committee or the Chairperson shall give Strata written notice of the breach and if such breach continues for four weeks after receiving written notice specifying such breach then, but not otherwise, this agreement may be terminated by the Body Corporate by giving two months' written notice to that effect to Strata.

5. RETURN OF RECORDS AND FUNDS ON TERMINATION

In the event of a termination, all records, funds and other things of or relating to the Body Corporate shall be returned by the manager in compliance with the requirements of Strata Communities Association of New Zealand and no later than 30 days following such termination.

6. TAX AGENT

The Body Corporate authorises Strata to appoint a tax agent on its behalf. The tax agent will 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.

7. CODE OF CONDUCT

Strata will comply with the managers' code of conduct set out in the Unit Titles Regulations 2011. The parties acknowledge that Strata may receive a commission from the placement of insurance by the Body Corporate from time to time.

8. REPORTING REQUIREMENTS

Strata shall report annually in detail as required from time to time by the Body Corporate committee on the performance of its functions and duties under this agreement.

9. REVIEWS

The parties may require reviews of Strata's performance annually measuring the provision of its services against the requirements for notice and conduct of general meetings of the Body Corporate set out in the Unit Titles Act 2010 (**the Act**) and the Unit Titles Regulations 2011 (**the Regulations**).

EXECUTION

Signed by Body Corporate 534969
by its duly authorised agent

____

_____ ______ as Chairperson of the Body Corporate

Witness:

____

__________________ as a Committee Member of the Body Corporate

Signed on behalf of Strata
Title Administration Limited

____

____________________ as a Director of Strata

FIRST SCHEDULE: SERVICES

Strata shall provide the following services;

(a) Maintaining a register of unit owners;

(b) Preparing the agenda for each Annual General Meeting;

(c) Assisting the Chairperson in the convening and chairing of each Annual General Meeting and, if agreed at the start of the Annual General Meeting, chairing that meeting;

(d) Recording resolutions voted on and whether they were passed at any Annual General Meeting;

(e) Preparing the Minutes of each Annual General Meeting;

(f) Keeping financial accounts and records and assisting the Body Corporate to comply with either section 132(2) or 132(8) of the Act by submitting the Body Corporate's financial statements to an auditor or to an accountant unless otherwise resolved by the Body Corporate;

(g) Preparation of the annual operating budget to be reviewed and accepted by the Body Corporate at its Annual General Meeting or as alternatively directed by the Chairperson/Committee/Body Corporate.

(h) Issuance and collection of annual levies from unit owners. To be administered in accordance with debt collection arrangements agreed with the Body Corporate which will usually be via a resolution at a general meeting. This includes annual levies paid in **two** instalments.

(i) Receiving reports from the Body Corporate Committee and distributing them to unit owners;

(j) Signing documents as directed to do so by the Body Corporate or its Committee or its Chairperson;

(k) Dealing with any insurer providing insurance for the Body Corporate, including engaging a valuer and assisting with enquiries to or from the relevant insurance broker including without limitation receiving quotes for insurance and assisting with insurance claims;

(l) Appointing on behalf of the Body Corporate an agent pursuant to section 171 of the Act, and notifying the Tenancy Tribunal of the appointment of any such agent;

(m) Appointing and engaging any solicitors on behalf of the Body Corporate, including in accordance with any direction by the Body Corporate or its Committee or its Chairperson, to enforcing collection of any funds due from any debtor by virtue of any money order or any other issue either within or outside of the jurisdiction of the Tenancy Tribunal;

(n) Undertaking all dealings on behalf of the Body Corporate with any Building Manager (if any) and in relation to any management agreement pursuant to the directions of the Body Corporate or its Committee or its Chairperson;

(o) Paying all accounts of the body corporate as they fall due;

(p) Operating bank accounts on behalf of the Body Corporate within Strata's audited Trust Account held with the ASB Bank, (which shall always enable the body corporate's funds to be able to be identified and verified), subject to any terms or directions given by the Body Corporate or its Committee or its Chairperson.

SECOND SCHEDULE: ADDITIONAL SERVICES

Upon written request from the Body Corporate or its Committee or its Chairperson, Strata will undertake the following additional services and charge on a time and attendance basis plus disbursements:

(a) Providing any certificates or information on behalf of the Body Corporate or on behalf of an owner under Part 2 Subpart 14 of the Act;

(b) Attendance on any solicitors or other agents appointed to act for the Body Corporate either under section 171 of the Act or in any other Court or Tribunal;

(c) Convening and attending any meetings additional to an Annual General Meeting in terms of paragraphs (b), (c), (d), and (e) of the First Schedule herein;

(d) Convening and attending any committee meetings for the Body Corporate;

(e) Preparing and issuing notices of resolutions to be passed without a general meeting;

(f) Notifying unit owners of the result of any vote on a resolution to be cast without a general meeting;

(g) Issuance and collection of levy instalments in excess of those provided for as a First Schedule service, collected in accordance with debt collection arrangements agreed with the Body Corporate via a resolution at a general meeting or on instructions from the committee.

(h) Keeping any investment bank account, wage, income tax, GST or records of any employees or contractors of the Body Corporate, and completion and submission of any returns to Inland Revenue in respect thereof;

(i) Attendance on an auditor or accountant of the Body Corporate and provision of accounts and lodgement of prescribed reports and statements where applicable;

(j) On-charging to the owners or occupants of a unit, as the case may be, the cost of utilities such as electricity, water and gas used by the occupants of the unit on the proviso that the usage is metered. Strata shall be entitled to include a reasonable fee in the on-charged invoice to cover the additional administrative work involved in invoicing and collecting the charges;

(k) Subject to the terms of any Building Manager's contract or written directions from the Body Corporate or its Committee or its Chairperson, dealing with any consulting engineer or other professional for purposes relating to a building warrant of fitness, the Health and Safety Plan, the long term maintenance plan or other maintenance matters relating to the Body Corporate;

(l) All and any other services where directed by the Body Corporate or its Committee or its Chairperson relating to the administration of the Body Corporate or its common property or infrastructure outside of those matters referred to above and in the First Schedule.

(m) Retaining and storing such records as it has to facilitate the provision of the certificates referred to in (a) above and to otherwise comply with the requirements of the Act and the Regulations.

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

Proposed Budget
to apply from 01/12/2024

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

Body Corporate 534969

Avenue Apartments, 69 Hall Avenue, Mangere
Auckland 2022

Operating Account

	Proposed budget	Actual 01/12/2023-30/11/2024	Previous budget
Revenue			
Levies Due--Operating	442,567.14	439,349.48	439,349.57
Total revenue	442,567.14	439,349.48	439,349.57
Less expenses			
Admin--Legal/Professional Fees	0.00	1,308.70	0.00
Admin--Management Fees--Standard	39,210.15	39,210.15	39,210.15
Admin--Prof. Fee--IRD Returns (GST/ICT)	1,150.00	1,275.00	1,150.00
Admin--Prof. Fee--Prep of LTMP	0.00	2,890.00	3,300.00
Building Manager--Contract	63,856.53	65,851.52	63,856.53
Building Manager--Rent & Opex	69,457.98	71,628.02	69,457.98
Insurance--Excesses	0.00	0.00	1,000.00
Insurance--Office Bearers Liability	1,685.00	1,245.00	1,685.00
Insurance--Premiums	119,208.18	116,950.03	116,833.91
Insurance--Valuation	1,500.00	1,400.00	1,500.00
Maint Bldg--Building Wash	11,000.00	9,476.25	12,608.70
Maint Bldg--Building WOF (Compliance)	7,391.30	6,649.88	7,391.30
Maint Bldg--Cleaning-Contract	25,128.00	25,367.32	25,128.00
Maint Bldg--Fire Protection	11,000.00	9,359.04	12,000.00
Maint Bldg--Fire Protection--Biennial Survey	3,500.00	5,051.65	3,500.00
Maint Bldg--Fire Protection--Testing/Monitoring	1,200.00	2,163.39	1,200.00
Maint Bldg--General Maintenance & Disbursements	10,000.00	9,584.33	10,000.00
Maint Bldg--HVAC & Extraction Maint.	2,000.00	1,440.00	2,000.00
Maint Bldg--Intercom & Door Access Maint.	8,280.00	7,675.50	8,280.00
Maint Grounds--Lawns & Landscaping	4,000.00	336.36	10,000.00
Utility--Electricity (Common Area)	9,000.00	9,061.66	9,000.00
Utility--Rubbish & Waste Removal	35,000.00	36,251.53	34,848.00
Utility--Water & Wastewater	19,000.00	18,413.03	5,400.00
Total expenses	442,567.14	442,588.36	439,349.57
Surplus/Deficit	0.00	(3,238.88)	0.00
Opening balance	68,244.49	71,483.37	71,483.37
Closing balance	$68,244.49	$68,244.49	$71,483.37

Operating Account

	Proposed budget	Actual 01/12/2023-30/11/2024	Previous budget
Total units of entitlement	100000		100000
Levy contribution per unit entitlement	$5.09		$5.05
Budgeted standard levy revenue	442,567.14		439,349.57
Add GST	66,385.07		65,902.44
Amount to raise in levies including GST	$508,952.21		$505,252.01

Contingency Fund

	Proposed budget	Actual 01/12/2023-30/11/2024	Previous budget
Revenue			
1 Levies Due--Contingency Fund	96,000.00	96,084.38	96,083.92
1 Transfer from Contingency Fund Group a/c	0.00	285,272.15	0.00
Total revenue	96,000.00	381,356.53	96,083.92
Less expenses			
1 Contingency--Other Expenses	96,000.00	24,515.86	96,083.92
1 Transfer to Contingency Funds A/c	0.00	285,272.15	0.00
Total expenses	96,000.00	309,788.01	96,083.92
Surplus/Deficit	0.00	71,568.52	0.00
Opening balance	394,090.67	322,522.15	322,522.15
Closing balance	$394,090.67	$394,090.67	$322,522.15

	Proposed budget	Previous budget
Total units of entitlement	100000	100000
Levy contribution per unit entitlement	$1.10	$1.10
Budgeted standard levy revenue	96,000.00	96,083.92
Add GST	14,400.00	14,412.59
Amount to raise in levies including GST	$110,400.00	$110,496.51

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: James Collins @ Strata Title Administration Limited

EMAIL ADDRESS: james@stratatitle.co.nz

BODY CORPORATE: 534969

PROPERTY AT: "Avenue Apartments" 69 Hall Avenue, Mangere

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: **10:30am on Wednesday, 26 February 2025**

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, 25 February 2025.

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) The chairperson is not required to ensure that the proxy follows the direction of the eligible voter that is set out in the proxy appointment form.
6) If the unit is owned by more than 1 person, every owner must sign the form.
7) If the unit is owned by more than 1 person, one of the unit owners may be appointed as proxy.
8) The person(s) signing this proxy form signs as duly authorised agent of the owner.

	AGENDA ITEMS | Summary of Motions	**TYPE OF RESOLUTION**	**DIRECTION ON RESOLUTION** (i.e. how does the eligible voter want to vote on the 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*	
	Ms Rachael Shadbolt		
6(i)	Committee	*Ordinary Resolution*	
	Ms Rachael Shadbolt		
	Ms Alex Aramakutu		
6(ii)	Conflict of Interest Register	*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	Service Contract	*Ordinary Resolution*	
12	Building Manager's Report	*Ordinary Resolution*	
13	Common Maintenance	*Ordinary Resolution*	
14	Building Act Compliance	*Ordinary Resolution*	
15(i)	Review Long Term Maintenance Plan	*Ordinary Resolution*	
15(ii)	Arrange required Maintenance	*Ordinary Resolution*	
16	Long Term Maintenance Fund*	*Special Resolution*	
17	Health & Safety – Hazard Register	*Ordinary Resolution*	
18(i)	Budget adopted and levy due date set	*Ordinary Resolution*	
18(ii)	Strata to pay standard/regular accounts	*Ordinary Resolution*	
19	Debt Collection regime	*Ordinary Resolution*	
20	Tax Agent	*Ordinary Resolution*	
21	Audit*	*Special Resolution*	
22	Communication	*Ordinary Resolution*	
23	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 or vote using the link in the owner's portal.*

POSTAL VOTING FORM
Form 12

(pursuant to Section 103, Unit Titles Act 2010)

TO MANAGER: James Collins @ Strata Title Administration Limited

EMAIL ADDRESS: james@stratatitle.co.nz

BODY CORPORATE: 534969

PROPERTY AT: "Avenue Apartments" 69 Hall Avenue, Mangere

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 534969 to be held at **10:30am on Wednesday, 26 February 2025.**

Important: this completed Postal Voting form needs to be returned via email to bc@stratatitle.co.nz, or via post to PO Box 3187, Auckland 1140, to be received by Strata Title Administration no later than 5:00pm on Tuesday, 25 February 2025.

		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, Postal & Pre-Meeting Electronic Votes	☐	☐	☐
3	Financials	☐	☐	☐
4	Report from the Committee	☐	☐	☐
5	Chairperson Nominee	☐	☐	☐
	Ms Rachael Shadbolt	☐	☐	☐
6(i)	Committee			
	Ms Rachael Shadbolt	☐	☐	☐
	Ms Alex Aramakutu	☐	☐	☐
6(ii)	Conflict of Interest	☐	☐	☐
7	Delegating powers & duties to Committee (Section 108)*	☐	☐	☐
8	Office Bearer's Liability Insurance	☐	☐	☐
9	Renewal of Insurance policy	☐	☐	☐
10	Insurance Excess	☐	☐	☐
11	Service Contract	☐	☐	☐
12	Building Manager's Report	☐	☐	☐
13	Common Maintenance	☐	☐	☐
14	Building Act Compliance	☐	☐	☐

		Vote For	Vote Against	Abstain
Item	***See agenda for wording of resolution***	***Please tick one of the boxes to vote.***		
15(i)	Review Long Term Maintenance Plan	☐	☐	☐
15(ii)	Arrange required Maintenance	☐	☐	☐
16	Long Term Maintenance Fund*	☐	☐	☐
17(i)	Health & Safety – Hazard Register	☐	☐	☐
18(i)	Budget adopted and levy due date set	☐	☐	☐
18(ii)	Strata to pay standard/regular accounts	☐	☐	☐
19	Debt Collection regime	☐	☐	☐
20	Tax Agent	☐	☐	☐
21	Audit*	☐	☐	☐
22	Communication	☐	☐	☐
23	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. If a general meeting is adjourned, an electronic vote relating to the meeting remains valid for the purpose of the reconvened meeting, unless the voter who cast the vote attends the reconvened meeting in person or by proxy.

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.