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

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

Wellington Phone (04) 974 1011

South Island Phone (03) 925 8749
Unit 5. 71 Gloucester Street
Christchurch 8013

11 February 2026

Dear Owner,

Re: Body Corporate 534969
Property at Avenue Apartments, 69 Hall Avenue, Mangere, Auckland 2022
Annual General Meeting

We advise that the Annual General Meeting of your Body Corporate is to be held at 6:00pm on Wednesday, 25 February 2026 at the office of Strata Title Administration Limited, Level 1, Dilworth Building, corner of Queen Street & Customs Street, Auckland and via MS Teams 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,

Nicola Elston
Senior Body Corporate Manager

BODY CORPORATE NO 534969 (BODY CORPORATE)

Property at Avenue Apartments, 69 Hall Avenue, Mangere, Auckland 2022

NOTICE IS HEREBY GIVEN that the **ANNUAL GENERAL MEETING** (AGM) of the Body Corporate will be held at the office of Strata Title Administration Limited, Level 1, Dilworth Building, corner of Queen Street & Customs Street, Auckland and via MS Teams video conference facility on Wednesday, 25 February 2026 commencing at 6:00pm.

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 2024 to 30 November 2025**.

4 REPORT FROM THE COMMITTEE

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

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

5 CHAIRPERSON OF THE BODY CORPORATE

A nomination has 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 two (2) members, which shall have a quorum of two (2)members, comprising: Ms Rachael Shadbolt and Ms Alex Aramakutu

(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 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 of the Committee to insure with NZI for principal cover at the quoted premium of **$120,009.81 excl GST** for the period **28 January 2026 to 28 January 2027** and that Strata is to arrange the annual reinstatement valuation and pay the cost as per the budget.

9 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 a previous decision of the Committee to accept the quote from Chubb for **$1,583.55** for OBL cover of $1 Million, to cover both indemnity and defence costs, for the period **28 January 2026 to 28 January 2027**.

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.

Excess:

Owner Occupied Units	$250
Tenanted Units	$1,500
Common Area	$1,000
Unoccupied Units	$1,000
Burglary	$5,000
Theft	$5,000

Insurance Broker Contact Details:
Kim Pretorius
Gallagher (formerly Crombie Lockwood)
Phone: +64 9 357 4884
Mobile: +64 27 287 0575
Email: kim.pretorius@ajg.co.nz

11 BUILDING MANAGER'S REPORT

To receive a report from the Building Manager (*attached).*

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

12 COMMON MAINTENANCE MATTERS

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

13 BUILDING ACT COMPLIANCE

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

14 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 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.

15 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.

16 HEALTH & SAFETY AT WORK ACT 2015

(i) The Health & Safety at Work Act 2015 (HSWA) came in to force in April 2016. The HSWA introduced 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 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.

17 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 **$452,738.89 plus GST** and a **Contingency Fund Budget** of **$98,120.24 plus GST** for the period 1 December 2025 to 30 November 2026 and sets the levies to be due in two equal instalments on **1 April 2026** and **1 September 2026.**

(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.

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

19 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.

20 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 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.

21 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.

22 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.

23 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.

24 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 2024 TO 30 NOVEMBER 2025

INDEX

Strata Title Administration Ltd
Dated: 11 February 2026

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

Statement of Financial Position
As at 30/11/2025

Auckland Phone (09) 307 3721
PO Box 3187, Auckland 1140
Wellington Phone (04) 974 1011
South Island 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	12,061.64
Owners Equity--Operating	68,244.49
	80,306.13
Contingency Fund	
1 Operating Surplus/Deficit--Contingency	96,000.00
1 Owners Equity--Contingency	394,090.67
	490,090.67
Net owners' funds	**$570,396.80**
Represented by:	
Assets	
Operating Account	
Cash at Bank--Operating Account	74,772.78
Receivable--Levies--Operating	16,226.42
Receivable--Owners--Operating	4,964.43
	95,963.63
Contingency Fund	
1 Cash at Bank--Contingency	487,408.91
1 Receivable--Levies--Contingency	3,519.79
	490,928.70
Unallocated Money	
Cash at Bank--Unallocated	2,223.91
	2,223.91
Total assets	589,116.24
Less liabilities	
Operating Account	
Accrued Expenses--Operating	14,733.69
Creditor--GST--Operating	(1,745.62)
Payables--Others--Operating	2,300.00
Payables--Misc.--Operating	369.43
	15,657.50
Contingency Fund	
1 Creditor--GST--Contingency	838.03
	838.03
Unallocated Money	
Prepaid Levies	2,223.91
	2,223.91
Total liabilities	18,719.44
Net assets	**$570,396.80**

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

Statement of Financial Performance for the financial year to 30/11/2025

Auckland Phone (09) 307 3721
PO Box 3187, Auckland 1140
Wellington Phone (04) 974 1011
South Island 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 01/12/2024-30/11/2025	Annual budget 01/12/2024-30/11/2025
Revenue			
142500	Interest on Arrears--Operating	385.29	0.00
143000	Levies Due--Operating	442,567.10	442,567.14
145002	Recovery--Legal Fees & Debt Collection	434.78	0.00
	Total revenue	443,387.17	442,567.14
Less expenses			
156200	Admin--Legal/Professional Fees	869.56	0.00
154000	Admin--Management Fees--Standard	39,210.15	39,210.15
152802	Admin--Prof. Fee--IRD Returns (GST/ICT)	1,625.00	1,150.00
182600	Building Manager--Contract	63,856.56	63,856.53
182000	Building Manager--Rent & Opex	69,458.04	69,457.98
159164	Insurance Claim--Contractor Payments	2,117.11	0.00
159101	Insurance--Office Bearers Liability	1,377.00	1,685.00
159100	Insurance--Premiums	119,208.18	119,208.18
159200	Insurance--Valuation	1,400.00	1,500.00
161400	Maint Bldg--Building Wash	11,015.00	11,000.00
161600	Maint Bldg--Building WOF (Compliance)	6,650.96	7,391.30
163000	Maint Bldg--Cleaning-Contract	27,222.00	25,128.00
165800	Maint Bldg--Fire Protection	6,197.93	11,000.00
165807	Maint Bldg--Fire Protection--Biennial Survey	1,240.48	3,500.00
165803	Maint Bldg--Fire Protection--Testing/Monitoring	1,140.84	1,200.00
167200	Maint Bldg--General Maintenance & Disbursements	10,257.58	10,000.00
163900	Maint Bldg--HVAC & Extraction Maint.	1,440.00	2,000.00
169600	Maint Bldg--Intercom & Door Access Maint.	10,358.59	8,280.00
178200	Maint Grounds--Lawns & Landscaping	3,071.30	4,000.00
190200	Utility--Electricity (Common Area)	10,210.27	9,000.00
190800	Utility--Rubbish & Waste Removal	38,008.25	35,000.00
191200	Utility--Water & Wastewater	5,390.73	19,000.00
	Total expenses	431,325.53	442,567.14
Surplus/Deficit		12,061.64	0.00
	Opening balance	68,244.49	68,244.49
Closing balance		**$80,306.13**	**$68,244.49**

Contingency Fund

		Current period 01/12/2024-30/11/2025	Annual budget 01/12/2024-30/11/2025
Revenue			
243000	1 Levies Due--Contingency Fund	96,000.00	96,000.00
	Total revenue	96,000.00	96,000.00
Less expenses			
254400	1 Contingency--Other Expenses	0.00	96,000.00
	Total expenses	0.00	96,000.00
Surplus/Deficit		96,000.00	0.00
	Opening balance	394,090.67	394,090.67
Closing balance		**$490,090.67**	**$394,090.67**

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 2024 TO 30 NOVEMBER 2025

1. STATEMENT OF ACCOUNTING POLICIES

(A) Reporting Body Corporate

These special purpose financial statements of ***Body Corporate 534969***, property at ***69 HALL AVENUE, MANGERE, AUCKLAND*** are prepared for the purpose of reporting to the Body Corporate members on the receipts and payments of the Body Corporate for the period mentioned. 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 Financial 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 Body Corporate's 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 Body Corporate has no capital commitments ***as at 30 November 2025.***

(B) Levies contained in the Statement of Financial Position

The Body Corporate has outstanding levies ***as at 30 November 2025.*** *(Please see attached Levy Positions - In Arrears Report).*

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

Strata Title Administration Ltd
Dated: 11 February 2026

(C) <u>Outstanding Owners' Invoices contained in the Statement of Financial Position</u>

The Body Corporate has outstanding owners' invoices ***as at 30 November 2025.*** *(Please see attached Outstanding Owners Report and Additional Debtors Report).*

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

(D) <u>Outstanding Accounts contained in the Statement of Financial Position</u>

The Body Corporate has outstanding accounts ***as at 30 November 2025.***

- **Payables—Others--Operation** related to "Debt Collection Fees" and "On-charge Admin Fees" to be collected and paid to Strata.

- **Payables—Misc.--Operation** related to over-refunded amount from OSC Ltd, which need to be paid back to OSC Ltd.

(E) <u>Accrued Expenses contained in the Statement of Financial Position</u>

- **Accrued Expenses - Operating** related to 1) estimated water invoice and 2) building wash invoice.

(F) <u>Variances in Accounts contained in the Statement of Financial Performance</u>

<u>Operating Account – Revenue</u>

- **Recovery—Legal Fees & Debt Collection** related to reimbursed Tenancy Tribunal filing fee from Price Baker Berridge (Unit 405).

<u>Operating Account – Expenses</u>

- **Admin--Legal/Professional Fees** related to Tenancy Tribunal filing fee for Unit 405 and Unit 104.

- **Admin--Prof. Fee--IRD Returns (GST/ICT)** exceeded the annual budget due the change in GST filing period from 6 monthly to bi-monthly as turnover has gone over $500,000.

- **Insurance Claim--Contractor Payments** related to the insurance excess.

- **Maint Bldg--Cleaning-Contract** exceeded the annual budget due to unpaid invoice from previous financial year paid in the current financial year.

- **Maint Bldg – General Maintenance & Disbursement** exceeded the annual budget due to unbudgeted pest control invoices.

- **Maint Bldg—Intercom & Door Access Maint.** exceeded the annual budget due to the gate wheels replacement.

- **Utility--Electricity (Common Area)** exceeded the annual budget due to increased consumption and price.

- **Utility--Rubbish & Waste Removal** exceeded the annual budget due to increased consumption and price.

Strata Title Administration Ltd
Dated: 11 February 2026

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

Insurance Quotation for Body Corporate 534969

9 December 2025

Office Bearers Liability 69 Hall Ave, Mangere, Auckland Renewal - 28 January 2026

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.

Chubb Insurance New Zealand Limited	**Limit of Indemnity**	**Quoted Premium Including GST**
CHUBB	$1,000,000 Any one Claim and in the aggregate	$1,583.55
	$2,000,000 Any one Claim and in the aggregate	$2,140.15
	$5,000,000 Any one Claim and in the aggregate	$3,772.00
Standard and Poor's AA- Rating (Very Strong) **Please see full details below**	Excess $1,000 All Claims **Subject to receipt of a fully completed Office Bearers Liability Declaration prior to renewal date.**	
Extensions	• 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 • 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%	

Significant exclusions	• Fraud or Dishonesty & Personal Profits • Retroactive Date • Prior Matters • Insured versus Insured • Pollution • Asbestos • Bodily Injury • Property Damage • Contractual Undertaking	• Consequential Losses • Employment Contract Liability • Professional Services • Controlling Interest • Territorial Scope • Medical • Legal • Terrorism • Insolvency • Outside Directorship • 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

Your Howden Service Team

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

Rebecca Redford

Senior Associate

M +64 (21) 733 586
E rebecca.redford@howdengroup.com

Broker disclosure statement

Lisa Russell

Associate - Support

M 09 358 7236
E lisa.russell@howdengroup.com

Broker disclosure statement

HOWDEN

T +64 9 200 3530
E broking.nz@howdengroup.com

www.howdeninsurance.co.nz

Financial Advisor Disclosure Statement

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

Who am I?

Name of Financial Adviser	Rebecca Redford	FSP Number 85181
Financial Service Provider	Wallace McLean Limited	FSP Number 39628
Telephone Number	+64 9 358 1407	
Mobile	+64 21 733 586	
Address	Level 17, 48 Shortland Street, Auckland	
Email address	rebecca.redford @howdengroup.com	
Website	www.howdenbroking.co.nz	

This Disclosure Statement was prepared on the 24th November 2023.

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?

I am a Registered Financial Adviser (RFA) that gives 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/.

I can give you advice about all types of commercial and domestic insurances. I 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 I act with integrity and avoid conflicts of interest?

To ensure that I 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. I 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. I 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 I 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 www.howdengroup.com/nz-en/complaints-howden-new-zealand 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: 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 a Financial Adviser, I give financial advice to clients on Wallace McLean Limited's behalf. When giving advice I 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: 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: 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 declare that, to the best of my 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.

Financial Advisor Disclosure Statement

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

Who am I?

Name of Financial Adviser	Lisa Russell	FSP Number 635929
Financial Service Provider	Wallace McLean Limited	FSP Number 39628
Telephone Number	+64 9 358 1407	
Address	Level 17, 48 Shortland Street, Auckland	
Email address	lisa.russell @howdengroup.com	
Website	www.howdenbroking.co.nz	

This Disclosure Statement was prepared on the 24th November 2023.

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?

I am a Registered Financial Adviser (RFA) that gives 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/.

I can give you advice about all types of commercial and domestic insurances. I 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.

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- Listen to you carefully to discover your needs.
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Declaration

I, Lisa Russell declare that, to the best of my 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.

BUILDING MANAGER'S REPORT

Annual General Meeting - 2026

Avenue Apartments - 69 Hall Avenue, Mangere

Kia ora Avenue Apartment Owners,

We are pleased to present the AGM Building Management Report for 2025/2026. Our team has worked diligently to ensure the smooth operation of Avenue Apartments, addressing both planned and unexpected challenges while prioritising resident satisfaction, safety, and compliance.

GARDENING AND LANDSCAPING

Gardens and landscaping have been consistently maintained to a high standard. Lawns and gardens have been regularly mowed, weeds controlled, and dead plants removed, with clippings disposed of appropriately. Hedge trimming is carried out monthly.

In response to vehicles parking on the footpath near the main entrance and damaging garden areas, cost-effective landscaping measures, including the placement of large rocks, were implemented to deter parking. In August 2025, overgrown vegetation at the rear of the parking area was trimmed to maintain the overall appearance and presentation of the landscaping.

HEALTH AND SAFETY

Building Management is proactive in terms of health and safety and follows all procedures to ensure all health and safety requirements are met.

1. **Accidents since the last meeting:** Not Applicable or reported.
2. **Near number of misses since the last meeting and follow-up:** Please see below.
3. **Number of new hazards reported and follow-up:** See notes below.
4. **Work to implement management of Existing Hazards:** See notes below.

No accidents have been reported during the year, and only one near miss occurred on 16 July when an unauthorised person attempted to steal a resident's bicycle; the resident intervened, and the incident was reported to Police. No new hazards were reported other than those identified in the annual risk assessment.

The broken convex driveway mirror was replaced, and communal areas were treated for fleas in September 2025. A rodent pest control programme is in place and serviced quarterly.

Following severe weather events in April and July, a large tree from the motorway embankment opposite Block 6 fell into the property, causing damage to the boundary fence. Fallen branches were cleared in April, and NZTA subsequently removed the tree, trimmed overgrown vegetation, and replaced the damaged fence.

COMPLIANCE

Building Warrant of Fitness

BWOF was successfully renewed on 5th November 2025, and we are fully compliant with all requirements.

This renewal pertains to compliance across all specified systems listed below:

- Automatic sprinkler systems
- Automatic or manual emergency warning systems for fire
- Access controlled doors
- Emergency lighting systems
- Riser mains
- Mechanical ventilation and/ or air-conditioning systems
- Signs relating to specified systems
- Final exits
- Fire separations.

Other compliance updates.

- Two trial evacuations were conducted throughout the year, and we have passed both.

Tampering with Smoke detectors

One incident occurred in January 2026 where a tenant removed smoke detectors while flea-bombing their apartment. Argus Fire reinstated the detectors and reset the fire system, and the costs were charged to the tenant.

ACCESS DOORS

All gates and doors are fully operational and are performing to the required standards, having successfully passed all inspections. A new door handle was installed in Block1 & 2 access door.

ELECTRICAL ISSUES

On Wednesday, 14th May, a significant electrical fault occurred in Blocks 5 and 6, affecting multiple power points and appliances. An electrician was promptly engaged to investigate and rectify the issue. Preliminary findings confirmed that the fault resulted from an installation error involving two mismatched cable sizes (6mm and 10mm) within the distribution board, which led to the failure.

Therefore, several appliances and outlets were damaged or rendered inoperable, impacting a total of eight apartments. Residents were notified without delay, and an insurance claim was lodged. All affected issues were rectified in a timely manner, and damaged appliances were replaced as part of the insurance claim.

WATER INGRESS ISSUES

A water leak was reported in the laundry area in one of the apartments. Investigation revealed a faulty extraction fan and an improperly graded duct line causing water accumulation. The ceiling was opened, the fan replaced and repositioned, and new duct wrapping was installed. Ceiling patch work was done.

An incident was reported in which a resident left a tap running, resulting in flooding within the apartment and water ingress to the ceiling of the apartment below, with water leaking through the kitchen light fitting. An investigation was undertaken, all necessary precautionary measures were implemented, and insurance claims were lodged. We are currently awaiting the insurer's appointment of a loss adjuster to complete further assessment and recommend remedial works.

BUILDING WASH

The building wash process presented some challenges in securing a suitable contractor, as inflation had significantly increased costs. We approached five contractors and were ultimately able to negotiate a solution that aligned with our budget, which resulted in a slight delay.

The building wash commenced on 5 January 2026 and was initially scheduled for completion by 9 January. To maintain a high standard of workmanship, the contractor extended the project through to 16 January. The team demonstrated a strong commitment to quality, delivering thorough and detailed cleaning.

In addition to the main building areas, the scope was expanded to include concrete pathways, boundary concrete fencing, the front entrance wall, both rubbish bin areas, and associated fencing.

STORMWATER MAINTENANCE

A stormwater maintenance plan was established during the year to ensure the building's stormwater system is serviced on an annual basis. As part of the first service visit, all catch pits were thoroughly cleaned and water filters replaced. Regular maintenance of the stormwater system is essential to ensure proper drainage, prevent flooding, and comply with legal requirements under the Resource Management Act 1991 and the Auckland Council Stormwater Bylaw 2015. The Annual Servicing helps to protect the property, the surrounding environment, and ensures the ongoing safety and functionality of the stormwater infrastructure.

PARKING COMPLIANCE AND ENFORCEMENT

Parking compliance has been maintained through the ongoing services of Supercity for towing and clamping, with Parking Enforcement Services issuing breach notices during operational hours and postal infringements after hours. New parking signage has been installed outlining Body Corporate rules and time limits in visitor parking bays.

WASTE COLLECTION

Waste collection continues efficiently, with general waste collected on Mondays, Wednesdays, and Fridays, and recycling on Tuesdays and Thursdays by Green Gorilla. Residents have demonstrated responsible disposal practices, and there have been no issues with inorganic or illegal dumping. The Government waste levy initially increased service charges by 4.5%, which was reduced to 1.7% following negotiations. All bins are cleaned twice annual

GENERAL REPAIR AND MAINTENANCE WORKS

General maintenance has ensured the building remains safe, functional, and well-presented. Weekly cleaning of communal areas is consistently undertaken, with regular audits by the Building Manager to identify areas requiring attention.

BODY CORP RULES BREACHES

Resident behaviour has generally been satisfactory, with minor complaints related to late-night parties and loud music managed professionally. Residents are regularly reminded of their obligations to act reasonably and respect others' privacy. Overall, residents have been cooperative, and no recurring or serious issues have arisen.

Thank you,
Gilbert and Ash
Avenue Apartment Building Management

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 31 July 2025.

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 31 July 2025

- 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
15 September 2025
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.

Strata Title Administration Ltd
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South Island Phone (03) 925 8749
Unit 5, 71 Gloucester Street

Proposed Budget
to apply from 01/12/2025

Body Corporate 534969

Avenue Apartments, 69 Hall Avenue, Mangere
Auckland 2022

Operating Account

		Proposed budget	Actual 01/12/2024-30/11/2025	Previous budget
Revenue				
142500	Interest on Arrears--Operating	0.00	385.29	0.00
143000	Levies Due--Operating	452,738.89	442,567.10	442,567.14
145002	Recovery--Legal Fees & Debt Collection	0.00	434.78	0.00
	Total revenue	452,738.89	443,387.17	442,567.14
Less expenses				
156200	Admin--Legal/Professional Fees	0.00	869.56	0.00
154000	Admin--Management Fees--Standard	40,386.45	39,210.15	39,210.15
152802	Admin--Prof. Fee--IRD Returns (GST/ICT)	1,500.00	1,625.00	1,150.00
182600	Building Manager--Contract	65,772.23	63,856.56	63,856.53
182000	Building Manager--Rent & Opex	71,865.40	69,458.04	69,457.98
159164	Insurance Claim--Contractor Payments	0.00	2,117.11	0.00
159101	Insurance--Office Bearers Liability	1,377.00	1,377.00	1,685.00
159100	Insurance--Premiums	120,009.81	119,208.18	119,208.18
159200	Insurance--Valuation	1,500.00	1,400.00	1,500.00
161400	Maint Bldg--Building Wash	15,000.00	11,015.00	11,000.00
161600	Maint Bldg--Building WOF (Compliance)	5,200.00	6,650.96	7,391.30
163000	Maint Bldg--Cleaning-Contract	25,128.00	27,222.00	25,128.00
165800	Maint Bldg--Fire Protection	8,300.00	6,197.93	11,000.00
165807	Maint Bldg--Fire Protection--Biennial Survey	4,030.00	1,240.48	3,500.00
165803	Maint Bldg--Fire Protection--Testing/Monitoring	1,200.00	1,140.84	1,200.00
165809	Maint Bldg--Fire System--Trial Evacuations	850.00	0.00	0.00
167200	Maint Bldg--General Maintenance & Disbursements	10,000.00	10,257.58	10,000.00
162901	Maint Bldg--Height Safety System	2,500.00	0.00	0.00
163900	Maint Bldg--HVAC & Extraction Maint.	2,000.00	1,440.00	2,000.00
169600	Maint Bldg--Intercom & Door Access Maint.	10,500.00	10,358.59	8,280.00
170211	Maint Bldg--Long Term Maintenance Plan	2,000.00	0.00	0.00
174900	Maint Bldg--Storm Water System Maintenance	3,850.00	0.00	0.00
178200	Maint Grounds--Lawns & Landscaping	4,000.00	3,071.30	4,000.00
190200	Utility--Electricity (Common Area)	10,500.00	10,210.27	9,000.00
190800	Utility--Rubbish & Waste Removal	39,270.00	38,008.25	35,000.00
191200	Utility--Water & Wastewater	6,000.00	5,390.73	19,000.00

Total expenses	452,738.89	431,325.53	442,567.14
Surplus/Deficit	0.00	12,061.64	0.00
Opening balance	80,306.13	68,244.49	68,244.49
Closing balance	$80,306.13	$80,306.13	$68,244.49
Total units of entitlement	100000		100000
Levy contribution per unit entitlement	$5.21		$5.09
Budgeted standard levy revenue	452,738.89		442,567.14
Add GST	67,910.83		66,385.07
Amount to raise in levies including GST	$520,649.72		$508,952.21

Contingency Fund

		Proposed budget	Actual 01/12/2024-30/11/2025	Previous budget
Revenue				
243000	1 Levies Due--Contingency Fund	98,120.24	96,000.00	96,000.00
	Total revenue	98,120.24	96,000.00	96,000.00
Less expenses				
254400	1 Contingency--Other Expenses	98,120.24	0.00	96,000.00
	Total expenses	98,120.24	0.00	96,000.00
Surplus/Deficit		0.00	96,000.00	0.00
	Opening balance	490,090.67	394,090.67	394,090.67
Closing balance		$490,090.67	$490,090.67	$394,090.67
Total units of entitlement		100000		100000
Levy contribution per unit entitlement		$1.13		$1.10
Budgeted standard levy revenue		98,120.24		96,000.00
Add GST		14,718.04		14,400.00
Amount to raise in levies including GST		$112,838.28		$110,400.00

These Standard Terms of Engagement apply in respect of all work carried out by us (Bendall and Cant Limited) for you, except to the extent that we otherwise agree with you in writing. If you have any questions, please contact the partner responsible for your work.

GENERAL TERMS

Access to Information

Inland Revenue Department
You authorise us to act as your tax agent with the Inland Revenue Department for all tax types and associated entities (except Child Support), and obtain information from Inland Revenue through all channels, including electronic.

You authorise us to have full access to information held by the Inland Revenue Department and the ability to modify customer details relating to specific tax purposes.

You authorise us to talk to the Inland Revenue Department on your behalf and for them to talk to us.

You authorise the Inland Revenue Department to communicate with us directly with questions or issues relating to your income tax. All correspondence from the Inland Revenue Department in relation to the income tax will be sent directly to our offices. We may agree that correspondence for other tax types (GST for example) is also sent directly to our offices.

ACC Online Services (where applicable)
You authorise us, as your agent, to access and request information from ACC in respect of your ACC levies. We will not access information on accidents, or any ACC claims you or your employees have made.

Other Information
You authorise us to access financial information from other providers, including banks, investment advisors and other accountants. We will only do so where we require information to perform the services that you have engaged us for.

Anti-Money Laundering and Countering Financing of Terrorism Act 2009 (AML/CFT)
AML/CFT requires that we meet certain customer due diligence requirements when offering captured services. We may request provision of certain information in order for us to comply with these requirements, such as proof of identification, proof of address, and sources of funds or wealth. If these documents are not supplied, or we are concerned about the legitimacy of the documents, we reserve the right to not perform the services requested.

We may choose from time to time to use a third party to verify documents or use a third party to undertake the entire customer due diligence process. By providing us or third party with any requested documents, you authorise that these documents can be used to meet any AML/CFT customer due diligence requirements and may be retained by us or the third party for as long as is required by the AML/CFT Act.

Disclosure Permissions

In accepting this engagement, you provide us with your express consent to disclose your information to:

a) our service providers or regulatory bodies to the extent required to perform our services in respect to this engagement.
b) our professional advisors or insurers to the extent required to protect our interests in respect to this engagement.
c) our external peer reviewer to the extent required to review this engagement; and

We will take reasonable steps to ensure any such recipient (other than regulatory body) keeps such information confidential on the same basis we maintain in respect to your information, subject to our professional obligations as detailed in these terms.

We may retain your information during and after our engagement to comply with our legal requirements or as part of our regular IT back-up and archiving practices and also for professional reasons (e.g., to perform the work under this engagement or to comply with our professional and ethical obligations). We will continue to hold such information confidentially.

Communication

We may communicate with you by electronic means. We do not accept responsibility for and will not be liable for any damages or loss caused in connection with, the unauthorised interception or corruption of electronic communications.

You must advise of any changes to your contact details. We may send any communications to the last contact details you have provided.

Where we are acting for a family then we will deal with each spouse or partner on the basis that you are a family unit with shared interests. We may deal with either of you and may discuss with either of you of the affairs of the other. If you wish to change these arrangements, please let us know.

Storage of Files and Documents

We store electronic information that we collect and generate on cloud servers provided by third parties including but not limited to Microsoft, Xero and Wolters Kluwer. This means that the information we hold may be transferred to, or accessed from, servers hosted in countries other than New Zealand. We take all reasonable steps to ensure that the information we collect is protected against loss, unauthorised access and disclosure or other misuse, including meeting all legislative requirements for the secure handling, storage and disposal of personal or sensitive information.

We may utilise the services of third parties, including tax pooling intermediaries, from time to time and as appropriate to manage your tax affairs. We may provide these third parties with access to your data to the extent that is required to perform the services.

You authorise us (without reference to you and at our discretion) to destroy all files and documents in respect of your affairs that we hold for you that are older than 7 years, or earlier if we have converted those files and documents to an electronic format.

Changes in Circumstances

You must keep us informed on a timely basis of changes in your circumstances that may affect the services we provide to you.

Reliance On Advice

We will endeavour to record all advice on important matters in writing. Advice given verbally us not intended to be relied upon unless confirmed in writing. If we provide verbal advice (for example during a meeting or telephone conversation) that you wish to rely on, you must ask us to confirm the advice in writing.

You must not act on advice given by us on an earlier occasion without first confirming with us that the advice is still valid.

Conflicts of Interest

We will inform you if we become aware of any conflict of interest in our relationship with you (including between the various persons these terms cover) or in our relationship with you and another client. Where conflicts are identified which cannot be managed in a way that protects your interests or you do not consent to the way in which we propose to manage the conflict then we will be unable to provide further services to some or all the persons to whom this engagement applies. If this arises, we will inform you promptly.

We may act for other clients whose interests are not the same as or are averse to yours, subject to the obligations of conflicts of interest and confidentiality referred to above.

Price and Payment

Generally, fees rendered by our firm are based on the value of each assignment which will be billed as work progresses. That value is based on a number of considerations. These include the time spent on the job, its complexity and its importance to you, the degree of skill, knowledge and responsibility involved, risk to our firm and the result we achieve for you. Therefore, our hourly rate is only a guide to our final fee and is not the only factor we consider in fixing the amount we charge you.

We may agree with you a fixed fee for specific services, whether payable in monthly instalments or otherwise. If we do agree a fixed fee engagement, then we will confirm in writing to you the scope of services included in that fee. If it becomes apparent to us, due to unforeseen circumstances, that a fixed fee is inadequate, we may notify you of a revised figure and seek your agreement to it.

Our fees are exclusive of GST which will be added to your invoice where it is chargeable. Our fees are also exclusive of any costs we incur on your behalf (i.e. disbursements) which will be added to your invoice Payment is required within 14 days of the issue of invoice unless agreed otherwise. We reserve the right to charge interest of 1.5% monthly on late payments.

We also reserve the right to suspend services to you pending receipt of payment for invoices rendered.

If we have provided you with an estimate of our fees for any specific work, this is an estimate only and our actual fees may vary.

If permitted by law and not prohibited by professional standards or guidelines, we may exercise a lien over all materials or records in our possession relating to all engagements for you until all outstanding fees and disbursements are paid in full

BENDALL AND CANT
Chartered Accountants

Limitation of Liability

To the maximum extent permitted by law, our maximum aggregate liability (including of all our principals, partners, directors and members) under or in connection with this engagement letter or its subject matter is limited to the amount available to be payable under any Professional Indemnity Insurance held by us. You agree not to bring any claim again any of our (our principals, partners, directors, members and employees) in their personal capacity.

To the maximum extent permitted by law, we are not liable to you for:

- indirect, special or consequential losses or damages of any kind; or
- liability arising due to the acts or omissions of any other person or circumstances outside our reasonable control, or your breach of these terms.

Guarantee

We undertake to complete your requirements as efficiently as possible. If at any time you are not happy with our approach or the quality of work, we guarantee to review the work undertaken for you. A partner not directly involved in the matter will undertake this review. The result of this review will be discussed openly and frankly with you. The review will be at no cost to you.

Professional Obligations and Confidentiality

We are required to comply with all applicable by-laws, rules, regulations, professional and ethical standards and guidelines of Chartered Accountants Australia and New Zealand and the New Zealand Institute of Chartered Accountants (NZICA). These requirements include the NZICA Code of Ethics, which among other things contains confidentiality requirements. In accordance with these requirements, we will not disclose information we obtain in the course of this engagement to other parties, without your express consent, except as required by:

- laws and regulations (for example, disclosures required under the Anti-Money Laundering and Countering Financing of Terrorism Act 2009 (including to a third-party auditor) and as required by the Common Reporting Standard)
- professional obligations including:
  - the provisions of the NZICA Code of Ethics that apply if we become aware of actual or potential 'non-compliance with laws and regulations' (NOCLAR). Where any such non-compliance poses substantial harm (such as adverse consequences to investors, creditors, employees or the public), we may be required to disclose the matter to an appropriate level of management or those charged with governance and/or an appropriate authority.
  - the provisions of the NZICA Rules and Professional Standards that subject us to practice review, trust account audits, investigations and disciplinary procedures. These rules require us to disclose to NZICA, its practice reviewers and/or its disciplinary bodies our files and workpapers including client information. In accepting this engagement you acknowledge that, if requested, our files related to this engagement, may be made available to NZICA, its practice reviewers and/or its disciplinary bodies. Employees and contractors of NZICA are also bound by confidentiality under contract and by the NZICA Code of Ethics.

Ownership of Materials

We own the copyright and all other intellectual property rights in everything we create in connection with this engagement. Unless we agree otherwise, anything we create in connection with this agreement may be used by you only for the purpose for which you have engaged us.

All working papers prepared by us (in any form whatsoever, including physical and electronic) remain our property. We will retain these papers in accordance with our normal record keeping practices in accordance with our professional and legal obligations.

Other

Jurisdiction
Our relationship with you is governed by New Zealand law and New Zealand courts have exclusive jurisdiction.

Continuing Engagement
These terms are not affected by any change to our business structure or by changes to the directors or shareholders of Bendall and Cant Limited.

Liability
If you as our client are a limited liability company or trust, each director or trustee who instructs us is personally liable (in addition to the company or trust) to pay our fees and charges, and personally indemnifies us for payment of those fees and charges. This provision does not apply to independent trustees who have no beneficial interest in the trust, whose liability will be limited to the assets of the trust for the time being, except in the case of dishonesty or fraud.

Parties to this Engagement
You agree that your engagement is with Bendall and Cant Limited. Any services we provide, and our relationship with you, are solely provided by Bendall and Cant Limited. Accordingly, you agree not to bring a claim of any nature against any current or former Partner, Director, employee, staff member or contractor of Bendall and Cant.

Commencement
If we provide these terms of engagement to you and you subsequently instruct us to provide services to you then you will be deemed to have accepted these terms.

Interpretation
If any of these terms is void, that provision will be severed, and the remainder will continue to apply.

SPECIFIC SERVICES

We provide a number of services to our clients. Not all of the services listed below will be provided to you.

Where we agree to provide you with specific services then we will do so as detailed below:

Compilation of Financial Statements & Reports

Where we compile financial statements and reports for you we will do so on the following basis:

a) We will compile the statements from information provided by you in accordance with Service Engagement Standard No 2 (SES-2) Compilation of Financial Statements issued by the New Zealand Institute of Chartered Accountants (CAANZ).

b) You will provide us with accurate and complete information necessary to compile such statements:
   - This information will be given to us on a timely basis
   - The responsibility for the accuracy and completeness of the assertions in the financial statements remains with you
   - You accept responsibility for all records and information supplied to us including responsibility for any failure to supply us with relevant records and information

c) We will not undertake an audit or review engagement and accordingly no assurances will be expressed by us. Each page of the financial statements will be conspicuously marked as being unaudited.

d) The financial information will be prepared in accordance with appropriate accounting standards for your entity. The basis of preparation will be disclosed as part of the financial information.

e) Due to the limited scope of the work performed in compilation, we cannot be relied upon to prevent or detect fraud, internal control weaknesses, errors, illegal acts, or other irregularities. Of course, if anything of this nature does come to our attention during preparation of the financial information, we will inform you of this.

f) We will prepare the financial information and reports knowing that the intended use of these is for yourselves and IRD taxation purposes. You will need to advise us of any changes to the intended recipients of any financial reports. If you distribute any financial reports to any person without attaching to them our statement disclaiming liability, then you will indemnify us against all claims, actions, damages, liabilities, costs and expenses (including but not limited to reasonable legal costs and expenses) incurred by us and arising out of or in connection with any action, claim or proceeding brought by any third party in connection with the services provided by us to you.

g) Independence is not a requirement for a compilation engagement such as this. However, the CAANZ Code of Ethics requires us to act objectively and to be, or seen to be, independent. If we are aware that our independence may be compromised for whatever reason, we will disclose this in the financial report.

h) A Compilation Report and Disclaimer will be attached to any Financial Statements or reports that we prepare. You will ensure that this remains attached when distributing the financial statements to third parties. That report will include the matters listed in (a) to (g) above.

i) Generally we will prepare Financial Statements for taxation purposes in accordance with principles contained within the Income Tax Act 2007 and in accordance with disclosures required by the Tax Administration (Financial Statements) Order 2014. In some cases, an alternative reporting standard may be appropriate. In these cases, we will assist you to identify the standard that should apply. The choice of framework remains your responsibility. You will need to ensure that the standards applied suit your needs including any legislative requirements.

In some cases, there are legislative deadlines relating to the preparation of financial statements. If these deadlines apply to your entity, it is the responsibility of the governing body to ensure that information is provided to us on a timely basis in order that we may assist directors in achieving compliance with this requirement.

Trust Administration Service

Where we provide our Trust Administration Service, we will be responsible for the preparation of the minutes of the Trustees' annual meeting.

We will also maintain the Trust records including details of trustees, beneficiaries, and deeds completed, and liaise with your solicitor as required.

Trustee Services

We may offer trustee services to act as an independent trustee. This is in addition to our Trust Administration Service. If we agree to be a trustee, the terms of that engagement will be separately recorded, as each case differs depending upon the nature of the trust entity and the scope of the trustee's role.

Company Administration Service

If you choose to engage us for Company Administration, we will undertake services as detailed below. It is your responsibility to ensure that we are aware of any matter that affects your company administration including but not limited to changes of shareholders and directors.

Registered Office
We may agree that our offices be utilised as the registered office of the company. If we do so then we retain the right to cease this arrangement at our discretion, at which time it is your responsibility to elect an alternate registered office.

Maintenance of Statutory Records
We will be responsible for the maintenance of the following statutory records:

a) Register of Members
b) Register of Directors
c) Register of Directors' Shareholding
d) Register of Directors' Interests
e) Register of Charges – PPSR
f) Minute book relating to Shareholders
g) Minute book relating to Directors
h) Other Statutory Records

Please note that the Companies Act 1993 imposes penalties on the Company and Directors if these records are not maintained.

Company Minutes
We will prepare annual company resolutions for shareholders and directors as required by applicable legislation.

Filing of Companies Office Returns
We will be responsible for the preparation and lodgement of the annual return as required, subject to your approval of that return. On advice from you we will also update the Companies Office records for any changes to company details.

Company Authority

If you engage us for Company Administration, you authorise us to file documents and maintain records on the Companies Register website www.companies.govt.nz on the company's behalf. You also authorise us to use your NZ Drivers Licence or NZ Passport details to request access to the Companies Register where required.

Income Tax Returns

Where we prepare income tax returns, we will do so from information that you provide. It is your responsibility to ensure that we have all the information we require to do this.

We will assist you to understand the importance and risk of signing these income tax returns as being true and correct statutory records. If your returns are incorrect or tax is not paid in a timely manner, then penalties as well as interest charges may apply. The accuracy and completeness of your income tax returns remain your responsibility.

We may ask you to complete an annual questionnaire to obtain all relevant information to assist in the preparation of your annual income tax returns. It is your responsibility to inform us if you acquire any new assets or sources of income and to ensure the final tax returns are a complete and accurate representation of your income and financial position for the year.

We will also assist you with tax planning and discuss options with you in order that you are able to make an informed decision so you may decide upon the proper course of action.

All returns are subject to examination by the taxing authorities. In the event of such examination, you may be requested to produce documents, records, or other evidence to substantiate the items of income and deduction shown on the tax return. If an examination occurs, we will be available, upon request, to assist or represent you.

Tax Administration

Our Tax Administration service includes the following:

a) The use of our firm's address for the IRD to serve notices.
b) A tax advice letter informing you of the amounts and dates of tax due.
c) Checking your assessment notices and advising you of any legitimate amendments.
d) Checking penalties and/or use of money interest charges if made. We will check their accuracy and advise you of the amounts and dates due.

It is your responsibility to ensure payments are made on time.

Other Tax Returns

We may prepare additional tax returns for you (including but not limited to GST, FBT, PAYE etc).

It is your responsibility to ensure that we are provided with accurate and timely information to enable us to do this. The accuracy and completeness of these returns remain your responsibility.

Electronic Authority to Lodge Returns

We may accept (at our sole discretion) emailed or any other electronic authority from you to lodge any document with Inland Revenue (including income tax, GST, FBT, PAYE or any other return). If, for whatever reason, we or any of our employees are exposed to penalties for doing this, you will indemnify us for these penalties.

Tax Advisory Services

We offer tax advisory services where we may issue a tax opinion to you, either written or otherwise. Where we do so we are relying on you to provide us with complete and comprehensive information for us to form a correct opinion.

In forming a tax opinion whether under a formal engagement or otherwise we may use a variety of sources including seeking second opinions from other professionals. You authorise us to seek such opinions and disclose facts as required for the other professional to assist. Where we do this, we will not disclose your name or any other information that would allow you to be identified.

Specifically Excluded Services

We do not provide legal services or investment advice. We are not a Financial Advisor or Financial Services Provider as defined by the Financial Advisers Act 2008.

We do not undertake Assurance Engagements as defined by Chartered Accountants Australia New Zealand. Specifically, to the extent we use the term "review" (or similar wording) it is in the context of a general accounting engagement and not an Assurance Engagement.

Termination

Each of us may terminate this agreement by giving not less than 21 days notice in writing to the other party except where a conflict of interest has arisen, you fail to cooperate with us or we have reason to believe that you have provided us or any other person with misleading or factually inaccurate information, in which case we may terminate this agreement immediately. Termination will not affect any accrued rights.

Gallagher
Formerly crombie lockwood

Insurance renewal report

Prepared for:

BC 534969

Renewal : 28 January 2026

Contents

General Information

Prepared by

Gallagher New Zealand Limited

Company Address Details

Level 4, Gallagher Centre, 100 Beaumont Street, Auckland 1010

Prepared for

BC 534969

Broker Contact details

Kim Pretorius	**Broker | Corporate, Corporate Auckland**
	+64 9 357 4884 +64 27 287 0575 kim.pretorius@ajg.co.nz

Terms of business and important disclosure information

Gallagher's terms of business and important disclosure information sets out our respective commitments and obligations as client and broker, including what you are required to disclose. It includes key details such as the terms and conditions under which we act for you, how we are paid for our services, our office charges and how you can lodge a complaint.

You can read the terms of business and important disclosure information on our website or I can provide you with a copy.

Our product providers

When arranging insurance for our clients, we deal with insurers which provide products via insurance brokers. These are listed in our terms of business and important disclosure Information.

Your current insurance program is due to renew at 4pm on 28 January 2025.

This report provides a summary of your terms against last year

Scope of Engagement
We note that the scope of our engagement under this report is limited to advice on the following:

- Asset Risks (Material Damage)
- Liability Risks (Public Liability and Statutory Liability)

Insurance programme summary 28/01/2026 to 28/01/2027

POLICY	DESCRIPTION	INSURER	SUM INSURED 2026 - 2027	SUM INSURED 2025 - 2026	NOTES
Material Damage	Covers accidental physical loss or damage to Buildings Fixtures & Fittings	IAG/NZI	$60,410,000 $500,000	$59,705,000 $500,000	Values have increased as per valuation dated 01 October 2025
Public Liability	Covers your business against claims your caused unintended injury or property damage	IAG/NZI	$5,000,000	$5,000,000	
Statutory Liability	Covers fines, penalties and legal defence costs as a result of a breach of New Zealand legislation	IAG/NZI	$1,000,000	$1,000,000	

Premium Summary

POLICY	Total 2026/2027 Premium	Total 2025/2026 Premium	Change
Material Damage	$47,767.09	$46,485.78	2.75%
Public Liability	$400.00	$400.00	0%
Statutory Liability	$160.00	$160.00	0%
Government levies:			
FENZ Levy	$14,818.00	$14,818.00	0%
EQC	$57,120.00	$57,120.00	0%
Office Charges	$304.72	$224.40	35.79%
TOTAL	$120,009.81	$119,208.18	0.67%

- The premiums are in NZ$ and include all relevant New Zealand Government statutory charges, except GST.
- Overall the change in premium is due to increase in sum insured and the increased Office Charges

Quote Details

BUSINESS ASSETS

Covers loss or damage to a building's physical assets including buildings, contents, plant and equipment, fit-out and stock

Location	69 Hall Avenue Mangere Auckland
Business activity	Property Owner
Sum insured	
Building	$60,410,000
Fixtures and Fittings	$500,000
Excess	
Owner Occupied Units	$250
Tenanted Units	$1,500
Common Area	$1,000
Unoccupied Units	$1,000
Burglary	$5,000
Theft	$5,000

Extensions included

- Alternative Accommodation
  $50,000 per unit for a maximum of 24 months.

  Following contamination Loss this reduces to $25,000 per unit for a maximum of 12 months

- Common Property $100,000

- Landlords Contents
  $50,000 per unit up to a maximum of $500,000 per year

- Hidden Gradual Damage
  $10,000 per unit to a maximum of $50,000.

- Loss of Rent
  $50,000 per unit for a maximum of 24 months
  Following contamination Loss this reduces to $25,000 per unit for a maximum of 12 months

  Kindly note that the policy includes cover for Natural Disaster as follows:

  NHI (EQC) Underlying Cover $35,700,000
  Top Up Earthquake Cover $19,640,000

Policy Wording:

NZI Residential Buildings (Multi-Dwelling) Policy

Insurer Rating:

The proposed insurer is **NZI** which has a Standard & Poor rating of **AA-**.

PUBLIC LIABILITY

Covers your legal liability to pay compensation for damage to someone else's property, or for personal injury to someone (other than your employees) arising from your business activities, including your defence costs.

Location	Anywhere in New Zealand		
Business activity	Property Owner		
Limit of Indemnity		**Excess**	
Public liability	$ 5,000,000	Standard	$ 500
Products liability	$ 5,000,000	Other excesses may apply for specific extensions	

Policy Wording

NZI Policy Wording BRD0318

Insurer Rating:

The proposed insurer is **NZI** which has a Standard & Poor rating of **AA-**.

STATUTORY LIABILITY

Protects you, your business and your employees, including directors, trustees and managers, against certain unintentional breaches of New Zealand law resulting in prosecution.

Location	Anywhere in New Zealand		
Business activity	As shown in Public Liability quote		
Limit of Indemnity		**Excess**	
Any one claim or in any 12 month period	$ 1,000,000	Standard	$ 500

Policy Wording

NZI Policy Wording STL0318

Insurer Rating

The proposed insurer is **NZI** which has a Standard & Poor rating of **AA-**.

Premium Commentary

Commentary

With the new valuation obtained in October 2024 the replacement value of your building has increased from $59,705,000 to $60,410,000

The total increase in premium for 2026/2027 is less than 1% which we believe is a very good outcome

We have requested alternative quotations, which we are still waiting for, and these will be sent to you shortly

Claims

Recent claims noted below for your information:

23/08/2024 Water Damage $7,551

13/09/2024 Apartments 606 & 612 Water Damage $2,189

01/11/2024 .Water Damage to 606 $937

01/12/2024 Burst pipe and water damage to units 303 & 308 $14,151

14/05/2025 Mains explosion and subsequent damages $16,449 paid to date

A full claims history is included

Claims procedures

Your actions following an incident or loss can significantly contribute to your claim outcome. Prompt action, attention to detail and providing the right information and documentation to support your claim will help give you the best possible outcome and get things back to normal as quickly as possible.

When you have a claim

It is important that you contact Gallagher as soon as possible following any event that may or will result in an insurance claim. Please contact your broker or our claims team:

0800 252 461 **claims.team@ajg.co.nz**

When you experience an incident

1. First make sure people and property are safe from injury or further damage. In some cases this may involve contacting emergency services. You have an obligation under your policy to take reasonable steps to prevent further loss or damage.
2. Follow all directions given by the emergency services, local council or other governing body.
3. In the event of injury or damage to another person or their property, speak to Gallagher before you admit liability, enter into negotiations or attempt to settle a claim.
4. If you are required to complete a claim form, you should provide as much information as possible and submit the form to Gallagher, which will pass this on to your insurer where appropriate.
5. Your insurer may appoint an assessor or investigator to manage your claim. You should comply with any reasonable request and seek advice from Gallagher if you have any questions. We have dedicated claims consultants who will assist you through the claims process
6. At all times please comply with your duty of disclosure.

Always remember to:

- Retain any evidence, whether damaged property, contract conditions, correspondence, witness statements or similar, to help insurers establish where responsibility should rest.
- Send all correspondence about the potential claim to Gallagher.
- Contact your broker if you are unsure whether a particular circumstance or event requires notification to insurers.

Common issues that can affect a claim

Material risk is not disclosed to insurers

Before you enter into an insurance contract, you are legally required to disclose everything you know, or could be reasonably expected to know, that may affect the insurer's decision to insure you and on what terms. This requirement is known as the duty of disclosure. An insurer may be entitled to decline all or part of a claim where they determine non-disclosure of a material fact.

If your business circumstances change, for example you expand into new markets or activities, please let your broker know.

Acting too late

Please advise your Gallagher broker of a claim as soon as possible after the event or loss. A delay in reporting a claim or failure to follow policy requirements may:

- Affect the insurer's ability to fully investigate the claim or cause it to incur additional costs
- Hamper the insurer's efforts to recover from negligent third parties
- Prejudice the insurer's attempts to negotiate an equitable claim settlement.

In these circumstances, the insurer may be entitled to decline all or part of your claim.

Rights were waived

You must get the written authority of the insurer before entering into any agreement that may limit or prejudice its rights or entitlements after agreeing to settle your claim. Such agreements may be before an event through a contract or representation, or after the event in the form of making a settlement agreement without the insurer's approval.

If such an agreement is entered into, benefits under the policy could be forfeited, such as claims payments.

No documentation or communication

- Claims can be affected if you fail to:
- Document the event fully and accurately at every stage
- Act appropriately
- Communicate with Gallagher, insurer representatives, lawyers and other experts.

Important information

As your insurance broker, we want to draw your attention to certain important matters that relate to your insurance programme. The use of 'you' in this document refers to a Gallagher client who instructs us or to whom we provide services.

Advice given for your benefit

Any advice, report or information that Gallagher provides is given solely for your benefit and cannot be given to, or relied upon for any third party without Gallagher's prior written consent.

Broker Service Agreement

Gallagher's Broker Service Agreement sets out our respective commitments and obligations as client and broker, including what you are required to disclose. It includes key details such as the terms and conditions under which we act for you; how we are paid for our services; and any fees payable by you.

Your Duty of Disclosure

You have a common law duty to disclose all material facts before entering into or renewing or altering a contract of insurance. If any material facts are not disclosed, or if the facts are misrepresented, the insurance could be rendered void.

A material fact is defined as one that would influence a prudent insurer in deciding whether to accept the risks for insurance and, if so, on what terms. Whilst your common law of duty of disclosure applies only before each contract is entered into, renewed or changed, some policies contain a condition that continues the duty throughout the period of insurance.

Your duty of disclosure does not include facts which are common knowledge. Nor does it include the facts of which your insurer is already aware or, in the ordinary course of business, ought to be aware. If in doubt, it is safer to disclose information than to conceal it.

Non-disclosure

If you fail to comply with your duty of disclosure, the insurer may be entitled to reduce its liability under the contract in respect of a claim or may cancel the contract.

If your non-disclosure is fraudulent, the Insurer may also have the option of avoiding the contract from its beginning.

Please note: Your duty also applies when you seek to amend, alter or endorse a policy.

Examples of matters which would need to be disclosed to the insurers:

- Past insurance claims
- Insurers denying a claim, refusing to renew a policy or declining to accept a proposal
- Criminal convictions
- Insurers imposing special conditions on your policy
- Storage of large quantities of flammable liquids.

Disclosure by subsidiary, related and associated entities

Disclosure by subsidiary, related and associated entities where cover is arranged for subsidiary, related or associated entities, those entities have the same duty of disclosure as the named insured. Please ensure each entity is made aware of its disclosure obligations and makes the necessary disclosures in the proposals for insurance.

Business description

You must ensure the business description declared in your proposal for insurance is full and accurate. You need to check this description is reflected accurately in the relevant policy. Insurers will only indemnify you for claims that arise from your business as described in the policy (subject to the other terms of the policy).

Change of risk or circumstances

Your insurers have assessed and accepted the risks on the basis of the information presented to them. It is important that you advise Gallagher of any material alterations to your business or any departure from your usual business activities (i.e. those which have already been conveyed to your insurers). Examples include acquisitions, changes in occupation, or business activities, location, new products, or expansion into or new overseas activities.

Subrogation

You may prejudice your rights in respect to indemnity under your insurance policies if, without prior agreement from your insurers, you enter into any agreement or formal contract with a third party that will prevent your insurer from recovering a loss from that third party, or another party.

Many of your policies have provisions that allow the insurer to recover from a responsible or negligent third party. Any agreement or contract you enter into that excludes or limits your insurer's rights to recover damages from another party in relation to any loss, damage or destruction is contravening these provisions.

If you are considering entering into such agreements or contracts, you must advise Gallagher beforehand so that we can refer the provisions of the agreement or contract to your insurer for acceptance. Examples of such agreements are the 'hold harmless' clauses which are often found in leases, in maintenance or supply contracts from burglar alarm or fire protection installers and in repair contracts. If you are in doubt, please consult Gallagher immediately.

For details on the procedures to follow for specific types of claims, please refer to your Gallagher Insurance Manual.

'Claims made' policies

It is usual for liability policies (such as professional indemnity and directors' & officers' liability) to be written on a 'Claims Made' basis, which means that the policy will only respond as follows:

- To claims first made against the Insured during the period of insurance and notified to the insurer during the period of insurance and before the expiry of the period of insurance. It is important to report all claims or circumstances that may give rise to a claim against you to the insurer without delay and before the end of the policy period.
- If during the currency of the policy the Insured becomes aware of any circumstance that may give rise to a claim under the policy and, as notified to the insurer, any claim that may be subsequently made will be deemed to be a claim made during the period of insurance.

Confidentiality

This document contains information that is confidential to your company and Arthur J. Gallagher & Co (NZ) Limited. Accordingly, we trust you will understand this information is provided to your company and its representatives in confidence and may not be reproduced in any form or communicated to any other person, firm or company without Gallagher's prior approval.

Your policy

Policy warranties and conditions

Your policy may contain warranties and/or conditions that may impose specific obligations that must be compiled with. Failure to do so may invalidate your policy or enable insurers to disclaim liability.

Understanding your policy terms and conditions

Please carefully review all documents we give you (including polices and endorsements) containing the terms of your cover (including applicable limits, sub-limits and deductibles and your obligations) to ensure the cover suits your needs and so you understand and comply with your obligations under your policies. Failure to do so may result in uninsured losses. Please advise your broker immediately if you notice any mistakes of fact or believe the contents do not address your needs.

All Pulse Claims (From 01 Jan 2000) - Commercial Only

Search by: Policy Id | Client Id

Policy Id	Class of Business			
29R225693BCP	All	**Client Id:** 29119032	**Insured Name:** BODY CORPORATE 534969	**Claims As At:** 24/11/2025

Claims Summary by Period of Insurance

Period of Insurance	Claim Amt Incurred	Claim Count	Claim Paid Amt*	Claim Outstd Amt
28Jan2025	$17,319	2	$16,449	$870
28Jan2024	$24,828	4	$24,828	$0
28Jan2023	$5,540	2	$5,540	$0
28Jan2022	$52,885	5	$52,885	$0
28Jan2021	$2,550	2	$2,550	$0
28Jan2020	$26,586	5	$26,586	$0
28Jan2019	$21,229	1	$21,229	$0

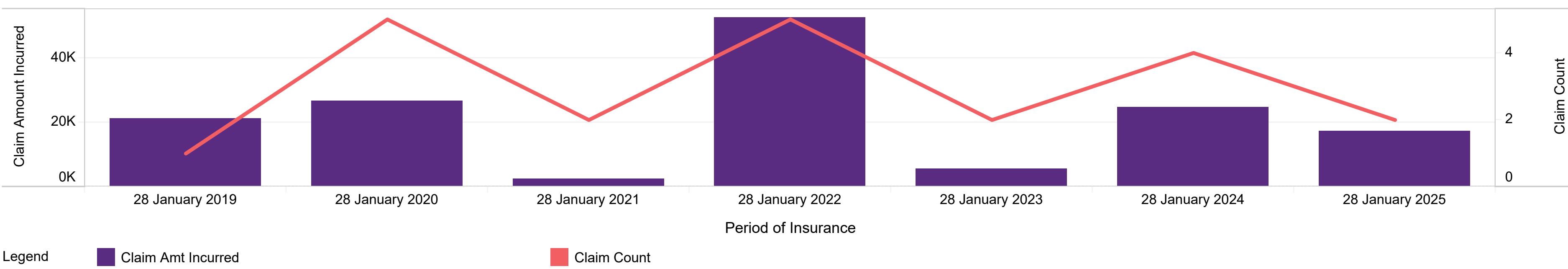
Claims Summary by Loss Type

Loss Type	Claim Amt Incurred	Claim Count	Claim Paid Amt*	Claim Outstd Amt
007 WATER - OTHER THAN BY FLOOD	$66,239	9	$66,239	$0
010 BURGLARY	$21,229	1	$21,229	$0
014 BREAKAGE - ACCIDENTAL DAMAG..	$11,868	4	$11,868	$0
015 FUSION - SELF IGNITION	$19,869	2	$18,999	$870
017 MALICIOUS DAMAGE-RIOT-STRIKE	$6,157	1	$6,157	$0
018 IMPACT	$11,696	3	$11,696	$0
021 CONTAMINATION	$13,877	1	$13,877	$0

Claims Summary by Class of Business

Class of Business	Claim Amt Incurred	Claim Count	Claim Paid Amt*	Claim Outstd Amt
B1 Commercial Property (Std Perils)	$150,935	21	$150,065	$870

Claim Amount Incurred and Number of Claims by Period of Insurance



Summary of all Claims

Claim Id	Class of Business	Period of Insurance	Claim Occurance Date	Claim Description	Standard Description	Status	Loss Type	Claim Amt Incurred	Claim Paid Amt*	Claim Outstd Amt	Excess Amount
P320554821	B1 Commercial Property (Std Perils)	28Jan2025	14May2025	The main neutral on the neutral bar damaged and el	69 HALL AVENUE MANGERE AUCKLAND	A	015 FUSION - SELF IGNITION	$17,319	$16,449	$870	$1,000

P320553017	B1 Commercial Property (Std Perils)	28Jan2025	19Mar2025	69 Hall Avenue Unit 207 | Damaged window and frame	69 HALL AVENUE MANGERE AUCKLAND	C	018 IMPACT	$0	$0	$0	$1,000
P320549827	B1 Commercial Property (Std Perils)	28Jan2024	01Dec2024	Apartment 303 I Water Leak.	69 HALL AVENUE MANGERE AUCKLAND	C	007 WATER - OTHER THAN BY FLOOD	$14,151	$14,151	$0	$500
P320549823	B1 Commercial Property (Std Perils)	28Jan2024	01Nov2024	Water damage to 606	69 HALL AVENUE MANGERE AUCKLAND	C	007 WATER - OTHER THAN BY FLOOD	$937	$937	$0	$500
P320545035	B1 Commercial Property (Std Perils)	28Jan2024	13Sept2024	Apartment 606 & 612 water damage	69 HALL AVENUE MANGERE AUCKLAND	C	007 WATER - OTHER THAN BY FLOOD	$2,189	$2,189	$0	$750
P320543501	B1 Commercial Property (Std Perils)	28Jan2024	23Aug2024	Water damage	69 HALL AVENUE MANGERE AUCKLAND	C	007 WATER - OTHER THAN BY FLOOD	$7,551	$7,551	$0	$750
P290190917	B1 Commercial Property (Std Perils)	28Jan2023	30Nov2023	506/69 Hall Ave - Damage caused by tenant	69 HALL AVENUE MANGERE AUCKLAND	C	014 BREAKAGE - ACCIDENTAL DAMAGE	$0	$0	$0	$750
P290190913	B1 Commercial Property (Std Perils)	28Jan2023	02Dec2023	69 Hall Ave | Vehicle gate - damaged by tenant veh	69 HALL AVENUE MANGERE AUCKLAND	C	018 IMPACT	$5,540	$5,540	$0	$1,000
P290196381	B1 Commercial Property (Std Perils)	28Jan2022	04Mar2022	Flooring damaged by tenants	69 HALL AVENUE MANGERE AUCKLAND	C	014 BREAKAGE - ACCIDENTAL DAMAGE	$2,106	$2,106	$0	$750
P290182525	B1 Commercial Property (Std Perils)	28Jan2022	14Sept2022	Unit 212 - Damage from tenants	69 HALL AVENUE MANGERE AUCKLAND	C	014 BREAKAGE - ACCIDENTAL DAMAGE	$9,235	$9,235	$0	$750
P290181207	B1 Commercial Property (Std Perils)	28Jan2022	16Aug2022	421/69 Hall Ave - Water damage in kitchen	69 HALL AVENUE MANGERE AUCKLAND	C	007 WATER - OTHER THAN BY FLOOD	$15,621	$15,621	$0	$750
P290180886	B1 Commercial Property (Std Perils)	28Jan2022	25Jul2022	Apartment 313, 307 and 306, 69 Hall Ave - Tap over	69 HALL AVENUE MANGERE AUCKLAND	C	007 WATER - OTHER THAN BY FLOOD	$12,046	$12,046	$0	$750
P290178419	B1 Commercial Property (Std Perils)	28Jan2022	28Jan2022	Meth Conatamination	69 HALL AVENUE MANGERE AUCKLAND	C	021 CONTAMINATION	$13,877	$13,877	$0	$2,500
P290180888	B1 Commercial Property (Std Perils)	28Jan2021	24Jul2021	APT 306/307 - Leak from APT 313 above	69 HALL AVENUE MANGERE AUCKLAND	C	007 WATER - OTHER THAN BY FLOOD	$0	$0	$0	$1
P290176371	B1 Commercial Property (Std Perils)	28Jan2021	29Aug2021	69 Hall Avenue Power surge causing damage to CCTV	69 HALL AVENUE MANGERE AUCKLAND	C	015 FUSION - SELF IGNITION	$2,550	$2,550	$0	$1,000
P290180616	B1 Commercial Property (Std Perils)	28Jan2020	07Dec2020	Unit 204 Water damage to flooring	69 HALL AVENUE MANGERE AUCKLAND	C	007 WATER - OTHER THAN BY FLOOD	$559	$559	$0	$400
P290177588	B1 Commercial Property (Std Perils)	28Jan2020	07Dec2020	69 Hall Avenue - Flooded apartment from running ta	69 HALL AVENUE MANGERE AUCKLAND	C	007 WATER - OTHER THAN BY FLOOD	$13,186	$13,186	$0	$400
P290169314	B1 Commercial Property (Std Perils)	28Jan2020	11Aug2020	Impact - Electric gate & motor damaged by TP vehic	69 HALL AVENUE MANGERE AUCKLAND	C	018 IMPACT	$6,157	$6,157	$0	$500
P290167854	B1 Commercial Property (Std Perils)	28Jan2020	26Jun2020	Door glass smashed by bottle	69 HALL AVENUE MANGERE AUCKLAND	C	014 BREAKAGE - ACCIDENTAL DAMAGE	$528	$528	$0	$400
P290166738	B1 Commercial Property (Std Perils)	28Jan2020	18Apr2020	Gate hit intentionally by visitor	69 HALL AVENUE MANGERE AUCKLAND	C	017 MALICIOUS DAMAGE-RIOT-STRIKE	$6,157	$6,157	$0	$500
P290166440	B1 Commercial	28Jan2019	28Dec2019	Burglary - Multiple Units	69 HALL AVENUE MANGERE	C	010 BURGLARY	$21,229	$21,229	$0	$5,000

[illegible]	Property (Std Perils)	[illegible]	[illegible]	[illegible]	[illegible] AUCKLAND	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

* Claim paid amount figures include recoveries.

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Gallagher

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

TO MANAGER: Nicola Elston /@ Strata Title Administration Limited

EMAIL ADDRESS: nicola.elston@stratatitle.co.nz

BODY CORPORATE: 534969

PROPERTY AT: Avenue Apartments, 69 Hall Avenue, Mangere, Auckland 2022

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 **6:00pm on Wednesday, 25 February 2026.**

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 Friday, 20 February 2026.

		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 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	Renewal of Insurance policy	☐	☐	☐
9	Office Bearers Liability	☐	☐	☐

		Vote For	Vote Against	Abstain
Item	***See agenda for wording of resolution***	***Please tick one of the boxes to vote.***		
10	Insurance Excess	☐	☐	☐
11	Building Managers Report	☐	☐	☐
12	Common Maintenance Matters	☐	☐	☐
13	Building Act Compliance	☐	☐	☐
14(i)	Review Long Term Maintenance Plan	☐	☐	☐
14(ii)	Arrange Required Maintenance	☐	☐	☐
15	Long Term Maintenance Fund (LTMF)	☐	☐	☐
16(i)	Health & Safety – Hazard Registry	☐	☐	☐
17(i)	Budget adopted and levy due date set	☐	☐	☐
17(ii)	Strata to pay standard/regular accounts	☐	☐	☐
18	Debt Collection regime	☐	☐	☐
19	Tax Agent	☐	☐	☐
20	Audit*	☐	☐	☐
21	Communication	☐	☐	☐
22	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

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: Nicola Elston / @Strata Title Administration Limited

EMAIL ADDRESS: nicola.elston@stratatitle.co.nz

BODY CORPORATE: 534969

PROPERTY AT: Avenue Apartments, 69 Hall Avenue, Mangere, Auckland 2022

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: **6:00pm on Wednesday, 25 February 2026.**

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 6.00pm on Friday, 20 February 2026.

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.

ing 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, 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	Renewal of Insurance policy	*Ordinary Resolution*	
9	Office Bearers Liability	*Ordinary Resolution*	
10	Insurance Excess	*Ordinary Resolution*	
11	Building Managers Report	*Ordinary Resolution*	
12	Common Maintenance	*Ordinary Resolution*	
13	Building Act Compliance	*Ordinary Resolution*	
14(i)	Review Long Term Maintenance Plan	*Ordinary Resolution*	
14(ii)	Arrange required maintenance	*Ordinary Resolution*	
15	Long Term Maintenance Fund (LTMF)	*Ordinary Resolution*	
16(i)	Health & Safety – Hazard Register	*Ordinary Resolution*	
17(i)	Budget adopted and levy due date set	*Ordinary Resolution*	
17(ii)	Strata to pay standard/regular accounts	*Ordinary Resolution*	
18	Debt Collection regime	*Ordinary Resolution*	
19	Tax Agent	*Ordinary Resolution*	
20	Audit*	*Special Resolution*	
21	Communication	*Ordinary Resolution*	
22	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.*