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

9 May 2024

Dear Owner

Re: Body Corporate 534969
Property at 69 Hall Avenue, Mangere, Auckland 2022
Annual General Meeting held on Thursday, 21 March 2024

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

- the Body Corporate's budget for the year 1 December 2023 to 30 November 2024.
- your levy notice, which is your proportion of the Body Corporate's budgeted expenses.

If you have received this letter by email your levy notice will follow in an additional email.

Should you require any further information please log into your Owner Portal online account via Strata's website www.bodycorporate.co.nz.

Please note: Should you require additional copies of your levy notice these can be downloaded 24/7 from your Owner Portal via Strata's website. Alternatively if you require Strata to email you a copy a manual processing charge will apply. Levy reminders are sent 2 weeks prior to payment.

Yours sincerely,

Drew Hilton
Body Corporate Manager

MINUTES OF ANNUAL GENERAL MEETING
Body Corporate No 534969
Property at 69 Hall Avenue, Mangere, Auckland 2022

THE ANNUAL GENERAL MEETING (AGM) of this Body Corporate was held at the office of Strata Title Administration, Cnr Queen St and Customs Street West, Auckland Central, on Thursday, 21 March 2024 commencing at 6:00pm. A number of participants also joined online.

At this time the AGM was adjourned due to lack of quorum. An informal meeting was held until 6.00pm with the owners of the units listed below. The AGM was reconvened on Thursday, 28 March 2024 commencing at 10:00am. The meeting proceeded in accordance with section 13(2)(c) of the Unit Titles Regulations 2011.

PRESENT AT THE RECONVENED MEETING:
Mr Drew Hilton representing Strata Title Administration Ltd (Strata) as the Body Corporate Manager. Ms Ash Weerakoon, Mr Che Desmond and Mr Gilbert Singh as the Building Managers.

APOLOGIES AND PROXIES:
The following is a record of owners who attended the informal meeting held on Thursday, 21 March 2024 and who agreed at the conclusion of the informal meeting to appoint Strata as their proxy for the reconvened AGM with instructions to formally resolve at the reconvened AGM to be held on Thursday, 28 March the matters discussed informally by the owners, and their representatives.

ATTENDANCE:

Lot #	Unit #	Attendance	Owner's Legal Name Representative at AGM
8	108	Yes	Hugo Investments Ltd Ms Alex Aramakutu
13	113	Apology	Eastwood, Julie PVF
34	310	Yes	Mr A West & Ms S Leahy Ms Sophie Leahy
49	207	Apology	Joyce Properties Ltd PVF
51	209	Yes	M Pascua, M Sajor & W Pollock Mr Bill Pollock
53	211	Yes	BN & RJ Optio Investment Ltd Ms Rachael Shadbolt
64	401	Apology	Mr D & Mrs N Gibson Proxy: BC Chairperson
83	420	Yes	Pukeko Family Ltd Mr Greg Okeroa
85	501	Yes	Clarke, Charlotte Mrs Charlotte Clarke
100	516	Yes	Nikau Positive Future Ltd Mr Paul De Haan
109	608	Apology	Harding, Glen Proxy: Strata/ Drew
110	609	Apology	Chetty, Vivaganagie Apology
117	616	Apology	Good, Ben Proxy: Mrs Rachael Shadbolt
118	617	Yes	Balcombe, Daisy Mrs Daisy Balcombe

OTHERS PRESENT: Mr Drew Hilton representing Strata Title Administration Ltd (Strata) as the Body Corporate Manager. Mr Che Desmond, Mr Gilbert Singh and Ms Ash Weerakoon as the Building Managers.

The following minutes are a record of the business transacted at the reconvened AGM and include details of comments and actions which transpired at the informal meeting on Thursday, 21 March 2024.

MINUTES OF THE MEETING:

1 APPOINTMENT OF CHAIRPERSON OF THE MEETING
To consider resolving: That the Body Corporate elects a representative of Strata Title Administration Ltd (Strata) to chair the meeting.

2 APOLOGIES, PROXIES AND POSTAL VOTES

Resolved: That the apologies, proxies and postal votes be accepted and the meeting declared quorate.

3 FINANCIAL STATEMENTS

Resolved: That the Body Corporate approves the financial report for the period 1 December 2022 to 30 November 2023.

4 REPORT FROM THE COMMITTEE

Mrs Charlotte Clarke reported to the body corporate on behalf of the Committee. The salient points being:

- The building is well past the various set up work needed in the first year or two after construction. The Committee and owners are well settled in.
- She offered a vote of thanks to the Building Management and Body Corporate Management for their services.

Resolved: That the Committee's report is adopted.

5 CHAIRPERSON OF THE BODY CORPORATE

Resolved: That the Body Corporate appoints Mrs Rachael Shadbolt (Unit 211) as the Chairperson of the Body Corporate and Committee.

6 COMMITTEE

(i) Nominations have been received for the below owners to be candidates for election as committee members:
Mrs Rachael Shadbolt (Unit 211)
Mr Ben Good (Unit 616)
Mrs Charlotte Clarke (Unit 501)
Mr Damien Gibson (Unit 401)
Mrs Daisy Balcombe (Unit 617)
Mr Alex Aramakutu (Unit 108)

Mrs Balcombe declined the nomination.

Resolved: That the Body Corporate elects a committee of five members, which shall have a quorum of three members, comprising:
Mrs Rachael Shadbolt (Unit 211)
Mr Ben Good (Unit 616)
Mrs Charlotte Clarke (Unit 501)
Mr Damien Gibson (Unit 401)
Ms Alex Aramakutu (Unit 108)

Resolved: That the Interests Register is received.

7 DELEGATION OF DUTIES

Resolved: That pursuant to Section 108(1) of the Unit Titles Act (the Act) until the end of the next annual general meeting of the Body Corporate all of its powers and duties are delegated to the Committee, save those powers reserved to the Body Corporate under Section 108(2); and that this resolution is evidence of the Committee's authority to perform the powers and duties so delegated to it; and serves as notice of delegation; that the Chairperson's duties set out in Regulation 11 are delegated to the Committee; and that the Committee will report to the Body Corporate on an annual basis regarding its performance of these powers and duties.

8 OFFICE BEARERS LIABILITY (OBL) INSURANCE

Resolved: To ratify an earlier decision that the Body Corporate accepts the quote from Chubb for $1,413.75 including GST for OBL cover of $1,000,000, to cover both indemnity and defence costs, for the period 28 January 2024 to 28 January 2025.

9 BODY CORPORATE REINSTATEMENT INSURANCE

Resolved: To ratify an earlier decision that the Body Corporate insures with NZI for principal cover at the quoted premium of **$134.539.31 including GST** for the period **28 January 2024 to 28 January 2025** and that Strata is to arrange the annual reinstatement valuation and pay the cost as per the budget.

10 INSURANCE EXCESS

Resolved: That the owner, and not the Body Corporate, is to pay any excess in the event of a claim except where a claim relates to common property in which case the Body Corporate is to pay the excess, notwithstanding that if the damage being claimed for is attributable to the actions, or inaction, of an owner(s) or their resident(s) then the owner(s) of the unit is to pay the excess.

11 BUILDING MANAGER'S REPORT

The Building Manager report, which was emailed to owners prior to the meeting was a self-explanatory document and was taken as read.

Mr Bill Pollock asked for detail regarding the mentioned dog attack - Mr Che Desmond confirmed that the dog had harassed a contractor and was removed from the premises.

Resolved: That subject to any direction of the Committee the Building Manager's report and recommendations are adopted.

12 COMMON MAINTENANCE MATTERS

Resolved: 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

Resolved: That the Building Manager, in conjunction with the Committee, 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)

Resolved:

(i) That the Committee and Building Manager are to continue to review the Body Corporate's LTMP on an annual basis and arrange for any changes arising as a result of the review process to be incorporated into the LTMP.

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

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

Strata presented two quotations as follows:
Asset Management Solutions: $1,500.00 + GST + $1,300 + GST web portal.
Proactive Asset Maintenance: $2,000.00 + GST.

Resolved:

(iii) That the Body Corporate approves the quote from Asset Management Solutions for $2,800 for the provision of a new LTMP which spans 30 years to comply with the upcoming requirements of the Unit Titles Act.

15 LONG TERM MAINTENANCE FUND (LTMF)

Resolved: 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

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

17 BUDGET AND LEVIES

There was a 7% increase in levies this year and a 3% increase in insurance.

Resolved:

(i) That the Body Corporate adopts a w**orking account budget of $439,349.57 excluding GST**, **a contingency fund budget of $96,083.92 excluding GST** for the period 1 December 2023 to 30 November 2024 and sets the levies to be due in two equal instalments on **1 June 2024 and 1 August 2024**.

(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

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

19 TAX AGENT

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

20 AUDIT OF THE BODY CORPORATE'S FINANCIAL STATEMENTS

Resolved: That all transactions of the Body Corporate are to be made through the Strata Trust Account, which is subject to a two monthly transactional audit by Forbes, Chartered Accountants, and that any interest earned on Body Corporate funds be retained by Strata to offset the Trust Account operating and audit costs, and that in terms of Section 132(8) of the Unit Titles Act 2010, the Body Corporate does not appoint an auditor for the financial statements for the most recently completed financial year.

21 COMMUNICATION

Resolved: That if Strata has an email address on file for an owner, all correspondence will be sent by email only and not by post, notwithstanding that if Strata is notified in writing by an owner that correspondence is to be sent to them by post that this request will be actioned and no information will be sent to that owner by email.

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

Resolved: That if within thirty days of distribution of the minutes Strata does not receive any written request from a person who attended the meeting to amend any part of the minutes, that the minutes are adopted as a true and accurate record of the Annual General Meeting.

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

There being no further discussion, Mr Hilton thanked the owners present for their attendance and participation in the informal forum and declared the meeting closed at. 6:50pm. The reconvened meeting held on 28 March 2024 was closed at 10:30am.

NOTES:

(a) Payment of levies: A levy notice will be distributed with the minutes of this AGM. Levies can be paid electronically by:

- **Internet Banking** - Banking details will be shown on the levy notice.
- **Eftpos** - Eftpos facilities are available at Strata's office.
- **Credit Card** - Credit card payments can be made by phone or at the offices of Strata. Please note that any payment by credit card attracts a 4% merchant fee. **Visa/Mastercard only.**

(b) Strata Owner Portal Access:

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

Information which can be accessed via the owner portal is:

- Personal address details (which can be changed on owner's instructions);
- Personal levy account history; and
- **Copies of many body corporate documents including: recent AGM notices, agendas, minutes, insurance certificate and your Body Corporate's rules.**

FOR FURTHER INFORMATION ON THE:

UNIT TITLES ACT 2010: please go to the link

<http://www.legislation.govt.nz/act/public/2010/0022/latest/DLM1160440.html>

UNIT TITLES REGULATIONS 2011: please go to the link

<http://www.legislation.govt.nz/regulation/public/2011/0122/latest/DLM3695701.html>

Strata Title Administration Ltd
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Approved Budget
to apply from 01/12/2023

Auckland Phone (09) 307 3721
PO BOX 3187, Auckland 1140
Wellington Phone (04) 974 1011
PO Box 384, Wellington 6140
Christchurch Phone (03) 925 8749
Unit 5, 71 Gloucester Street,
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Body Corporate 534969 | 69 Hall Avenue, Mangere Auckland 2022

Operating Account

	Approved budget	Actual 01/12/2022-30/11/2023	Previous budget
Revenue			
Levies Due--Operating	439,349.57	399,795.08	399,795.28
Total revenue	439,349.57	399,795.08	399,795.28
Less expenses			
Admin--Management Fees--Standard	39,210.15	37,450.00	37,450.00
Admin--Prof. Fee - IRD Returns (GST/ICT)	1,150.00	1,150.00	1,150.00
Admin--Prof. Fees--Prep of LTMP	3,300.00	1,254.00	1,500.00
Building Manager--Contract	63,856.53	49,495.00	60,990.00
Building Manager--Rent & Opex	69,457.98	64,279.17	66,340.00
Insurance--Excesses	1,000.00	0.00	1,500.00
Insurance--Office Bearers Liability	1,685.00	1,685.00	1,684.00
Insurance--Premiums	116,833.91	101,814.64	99,601.28
Insurance--Valuation	1,500.00	1,400.00	1,500.00
Maint Bldg--Building Wash	12,608.70	8,380.00	12,608.70
Maint Bldg--Building WOF (Compliance)	7,391.30	7,301.07	7,391.30
Maint Bldg--Cleaning-Contract	25,128.00	22,780.78	24,000.00
Maint Bldg--Fire Protection	12,000.00	8,447.18	12,000.00
Maint Bldg--Fire Protection--Biennial Survey	3,500.00	0.00	0.00
Maint Bldg--Fire Protection--Testing/Monitoring	1,200.00	1,140.84	1,200.00
Maint Bldg--General Maintenance & Disbursements	10,000.00	8,578.57	10,000.00
Maint Bldg--HVAC & Extraction Maint.	2,000.00	1,440.00	2,000.00
Maint Bldg--Intercom & Door Access Maint.	8,280.00	7,969.99	7,280.00
Maint Grounds--Lawns & Landscaping	10,000.00	5,239.14	10,000.00
Utility--Electricity (Common Area)	9,000.00	7,679.21	8,000.00
Utility--Rubbish & Waste Removal	34,848.00	33,172.58	30,000.00
Utility--Water & Wastewater	5,400.00	3,994.48	3,600.00
Total expenses	439,349.57	374,651.65	399,795.28
Surplus/Deficit	0.00	25,143.43	0.00
Opening balance	71,483.37	46,339.94	46,339.94
Closing balance	$71,483.37	$71,483.37	$46,339.94

Total units of entitlement	100000	100000
Levy contribution per unit entitlement	$5.05	$4.60
Budgeted standard levy revenue	439,349.57	399,795.28
Add GST	65,902.44	59,969.29
Amount to raise in levies including GST	$505,252.01	$459,764.57

Contingency Fund

	Approved budget	Actual 01/12/2022-30/11/2023	Previous budget
Revenue			
1 Levies Due--Contingency Fund	96,083.92	14,999.32	15,000.00
Total revenue	96,083.92	14,999.32	15,000.00
Less expenses			
1 Contingency--Other Expenses	96,083.92	7,505.98	15,000.00
Total expenses	96,083.92	7,505.98	15,000.00
Surplus/Deficit	0.00	7,493.34	0.00
Opening balance	37,250.00	29,756.66	29,756.66
Closing balance	$37,250.00	$37,250.00	$29,756.66
Total units of entitlement	100000		100000
Levy contribution per unit entitlement	$1.10		$0.17
Budgeted standard levy revenue	96,083.92		15,000.00
Add GST	14,412.59		2,250.00
Amount to raise in levies including GST	$110,496.51		$17,250.00