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

Auckland Phone (09) 307 3721
PO BOX 3187, Auckland 1140
Wellington Phone (04) 974 1011
PO Box 384, Wellington 6140
Christchurch Phone (03) 925 8749
Unit 5, 71 Gloucester Street,
Christchurch 8013

12 March 2025

Dear Owner

Re: Body Corporate 534969
Property at Avenue Apartments, 69 Hall Avenue, Mangere, Auckland
Annual General Meeting held on Wednesday, 26 February 2025

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

- the Body Corporate's budget for the year 1 December 2024 to 30 November 2025.

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

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

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

Yours sincerely,

James Collins
Body Corporate Manager

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

THE ANNUAL GENERAL MEETING (AGM) of this Body Corporate was held at the office of Strata Title Administration, Level 1, Dilworth Building, Cnr Queen and Customs St East, Auckland, and via MS Teams online video conference facility, on Wednesday, 26 February 2025 commencing at 10:30am at which time the AGM was adjourned because of a lack of quorum and there was an informal meeting held until 11.50am with the owners of the units listed below. The AGM was reconvened on Wednesday, 5 March 2025 commencing at 10.30am.

PRESENT AT THE RECONVENED MEETING:
Mr James Collins representing Strata Title Administration Ltd (Strata) as the Body Corporate Manager.

APOLOGIES AND PROXIES:
The following is a record of owners who attended the informal meeting held on Thursday, 1 June 2023 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 5 March 2025 the matters discussed informally by the owners, and their representatives.

ATTENDANCE:

Lot #	Unit #	Attendance	Owner's Legal Name Representative at meeting
13	113	Yes	Eastwood, Julie Ms Julie Eastwood
31	307	Apology	Patel, Apeksha Proxy: Strata
34	310	Apology	Mr A West & Ms S Leahy Proxy: Strata
36	312	Apology	G Komnenovic & M Koya Pre meeting electronic vote
49	207	Apology	Joyce Properties Ltd Postal Vote
51	209	Yes	M Pascua, M Sajor & W Pollock Mr William Pollock
53	211	Apology	BN & RJ Optio Investment Ltd Proxy: Strata
55	213	Apology	Mr N & Mrs L Phillips Proxy: Strata
60	218	Apology	Wijetilleke, Niduk Proxy: Strata
66	403	Apology	Thea Matthew Investments Ltd Proxy: Strata
67	404	Apology	G & S Property Ltd Pre meeting electronic vote
72	409	Apology	Saltshaker Projects Ltd Proxy: Strata
74	411	Apology	Brooker, Flynn Proxy: Strata
83	420	Apology	Pukeko Family Ltd Proxy: Strata
89	505	Apology	Randall Investments Ltd Proxy: Strata
100	516	Apology	Nikau Positive Future Ltd Postal vote
109	608	Apology	Harding, Glen Proxy: Strata
116	615	Apology	PS & JM Investments Ltd Proxy: Strata
117	616	Apology	Good, Ben Proxy: Strata

OTHERS PRESENT: Mr James Collins representing Strata Title Administration Ltd (Strata) as the Body Corporate Manager.

MINUTES OF THE MEETING:

1 APPOINTMENT OF CHAIRPERSON OF THE MEETING

Resolved: That the Body Corporate elects Mr James Collins a representative of Strata Title Administration Ltd (Strata) to chair the meeting.

2 APOLOGIES, PROXIES, POSTAL AND PRE-MEETING ELECTRONIC VOTES

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

3 FINANCIAL STATEMENTS

Mr Collins gave a comprehensive explanation of the financial reports.

Resolved: That the Body Corporate approves the financial report for the period 1 December 2023 to 30 November 2024.

4 REPORT FROM THE COMMITTEE

It was tabled at the meeting that the committee has performed its duties since the last AGM.
It was also noted that the building managers have also performed their duties over the last year to a high standard.

Resolved: That the Committee's report is adopted.

5 CHAIRPERSON OF THE BODY CORPORATE

Resolved: That the Body Corporate appoints Ms Rachael Shadbolt as the Chairperson of the Body Corporate and Committee.

6 COMMITTEE

Resolved: That the Body Corporate elects a committee of 2 members, which shall have a quorum of 2 members, comprising: Ms Rachael Shadbolt and Ms Alex Aramakutu.

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

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

9 BODY CORPORATE REINSTATEMENT INSURANCE

Resolved: That the Body Corporate ratifies an earlier decision to insure with **NZI** for principal cover at the quoted premium of **$134,089.41** for the period **28 January 2025 to 28 January 2026** and that Strata is to arrange the annual reinstatement valuation and pay the cost as per the budget.

10 INSURANCE EXCESS

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 SERVICE CONTRACT

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

12 BUILDING MANAGER'S REPORT

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

13 COMMON MAINTENANCE MATTERS

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

14 BUILDING ACT COMPLIANCE

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

15 LONG TERM MAINTENANCE PLAN (LTMP)

Resolved:

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

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

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

16 LONG TERM MAINTENANCE FUND (LTMF)

Resolved: That the Body Corporate does not maintain a LTMF but utilises a Contingency Fund to finance its LTMP.

17 HEALTH & SAFETY AT WORK ACT 2015

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.

18 BUDGET AND LEVIES

Resolved:

(i) That the Body Corporate adopts an **operating account budget** of **$442,567.14 plus GST** and a **contingency fund budget** of **$96,000.00 plus GST** for the period 1 December 2024 to 30 November 2025 and sets the levies to be due in two equal instalments on **1 April 2025 and 1 September 2025.**

(ii) That Strata is authorised to pay standard/regular accounts on behalf of the Body Corporate as they fall due, which accounts relate to the day to day operation of the Body Corporate in accordance with the approved budget, but that any non-standard accounts are to be approved by the Chairperson/Committee/Building Manager.

19 DEBT RECOVERY REGIME

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

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

20 TAX AGENT

Resolved: That the Body Corporate authorises Strata to appoint Bendall and Cant Limited, Chartered Accountants, on their normal terms and conditions, to act as tax agent for the Body Corporate for all tax types and to obtain information from Inland Revenue as required about the Body Corporate.

21 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.

22 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.

23 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.

24 GENERAL BUSINESS

Mr Collins is to continue working with the building managers to ensure that a refund is received for payments paid to OCS for cleaning that was not rendered.

25 AGM CLOSURE

Resolved with no further business to discuss, Mr Collins thanked those present and closed the meeting at 11am.

NOTES:

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

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

(b) Strata Owner Portal Access:

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

Information which can be accessed via the owner portal is:

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

FOR FURTHER INFORMATION ON THE:
UNIT TITLES ACT 2010: please go to the link

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

UNIT TITLES REGULATIONS 2011: please go to the link

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

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

Approved Budget
to apply from 01/12/2024

Auckland Phone (09) 307 3721
PO BOX 3187, Auckland 1140
Wellington Phone (04) 974 1011
PO Box 384, Wellington 6140
Christchurch Phone (03) 925 8749
Unit 5, 71 Gloucester Street,
Christchurch 8013

Body Corporate 534969

Avenue Apartments, 69 Hall Avenue, Mangere
Auckland 2022

Operating Account

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

Operating Account

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

Contingency Fund

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

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