Strata Title Administration Ltd
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PO Box 3187, Auckland 1140

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Unit 5. 71 Gloucester Street
Christchurch 8013

11 March 2026

Dear Owner

Re: Body Corporate 534969
Property at Avenue Apartments, 69 Hall Avenue, Mangere, Auckland 2022
Annual General Meeting held on Wednesday, 25 February 2026

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 2025 to 30 November 2026**.

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

Levy due dates are set as: **1 April 2026** and **1 September 2026**.

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,

Nicola Elston
Senior Body Corporate Manager

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

THE ANNUAL GENERAL MEETING (AGM) of this Body Corporate was held at the office of Strata Title Administration Limited, Level 1, Dilworth Building, corner of Queen Street & Customs Street, Auckland, and online via MS Teams video conferencing facility, on Wednesday, 25 February 2026 commencing at 6:00pm.

ATTENDANCE:

Lot #	Unit #	Attendance	Owner's Legal Name Representative at AGM
8	108	Yes	Hugo Investments Ltd Ms Alex Aramakutu
12	112	Apology	ODE Investments Ltd Postal Vote
13	113	Yes	Eastwood, Julie Ms Julie Eastwood
23	123	Yes	8D18 Tov Life Ltd Ms Naita Puniani
24	124	Yes	Mr D & Mrs C Story Mr Daniel Story
25	301	Apology	Kikuchi, William Postal Vote
31	307	Yes	Patel, Apeksha Ms Apeksha Patel
38	314	Apology	Lads Property Investment Ltd, Aaron Hegan Postal Vote
39	315	Apology	JJ Whanau 2gether Ltd Proxy: BC Chairperson
42	318	Apology	Bluesky Industries Ltd Proxy: Strata Title
46	204	Yes	DSKP Ltd Mr David Klahn
49	207	Apology	Joyce Properties Ltd Postal Vote
51	209	Yes	M Pascua, M Sajor & W Pollock Mr William Pollock
53	211	Yes	BN & RJ Optio Investment Ltd Ms Rachel Schaelbot
54	212	Apology	R & F Serna Investments Ltd Postal Vote
55	213	Yes	Mr N & Mrs L Phillips Mr Nathan Phillips
60	218	Yes	Wijetilleke, Niduk Mr Niduk Wijetilleke
65	402	Yes	Flyaway Investments Ltd Mr Michael Tolich
66	403	Yes	Thea Matthew Investments Ltd Ms Melanie Hargaden
67	404	Apology	G & S Property Ltd Postal Vote
76	413	Yes	Daisy Head Investments Ltd Mr Ian Clements
77	414	Yes	VNJ Properties Ltd Ms Vicky Amiatu
83	420	Yes	Pukeko Family Ltd Mr Greg Okeroa
84	421	Yes	Twenty Six Degrees Ltd Ms Megan Kadio
87	503	Yes	Mr L & Mrs C Parekowhai Mr Luke Parekowhai
89	505	Yes	Randall Investments Ltd Ms Denise Randall
91	507	Apology	Ms KA Bullock

			Postal Vote
94	510	Apology	Bluebella Investments Ltd Proxy: Strata Title
96	512	Apology	Thirty One Investments Ltd Postal Vote
100	516	Yes	Nikau Positive Future Ltd Mr Paul & Mrs Diane De Haan
101	517	Apology	Sanders, Benjamin
109	608	Apology	Harding, Glen Proxy: Strata Title
112	611	Yes	Oliveri, Natalia Ms Natalia Oliveri
114	613	Yes	Thomas Barrie Nuthall Mr Thomas Barrie Nuthall
117	616	Yes	Good, Ben Mr Ben Good

OTHERS PRESENT:
Mr Gilbert Singh and Ms Ash Weerakoon representing Wolfbrook Property Management Ltd as the Body Corporate Building Manager.
Ms Nicola Elston and Ms Emily Cardeno representing Strata Title Administration Ltd (Strata) as the Body Corporate Manager.

MINUTES OF THE MEETING:

1 APPOINTMENT OF CHAIRPERSON OF THE MEETING

Resolved: That the Body Corporate elects Ms Nicola Elston, as a representative of Strata, to chair the meeting.

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

Ms Elston confirmed that a quorum was reached with at least 30 units represented through a combination of attendees, proxies (3 for Strata and 1 for Ms Rachael Shadbolt), and 8 postal votes.

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

3 FINANCIAL STATEMENTS

Ms Elston presented the financial report appended to the agenda for the period 1 December 2024 to 30 November 2025.

Owners discussed the variance for Water and Wastewater, which was due to a leak. Mr Gilbert Singh and Ms Shadbolt confirmed that the leak had since been resolved, however, investigations into the source of the leak took some time due to the location. Ms Shadbolt further advised owners that Watercare had been contacted for a refund, however the Body Corporate was informed by Watercare that they were not covered.

Resolved: That the Body Corporate approves the financial report for the period **1 December 2024 to 30 November 2025**.

4 REPORT FROM THE COMMITTEE

Ms Shadbolt addressed the meeting as the incumbent Chairperson of the Committee. She confirmed that the committee is well supported by Strata and Wolfbrook, acknowledging the efforts of the Building Managers, Mr Singh and Ms Ash Weerkakoon.

The meeting thanked Ms Shadbolt and Ms Alex Aramakutu for their service to the Body Corporate in their capacity as Committee members.

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

Ms Shadbolt discussed the committee composition with the meeting. While only two nominations were received, owners were encouraged to join in the future to provide broader representation for the complex.

(i) Resolved: 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 *(appended to agenda)*.

Resolved: That the Interests Register is received.

7 DELEGATION OF DUTIES

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

8 BODY CORPORATE REINSTATEMENT INSURANCE

Resolved: 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

Resolved: That the Body Corporate ratifies a previous decision of the Committee to accept the quote from Chubb for **$1,583.55 incl GST** 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

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

Excess:

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

Mr Singh presented the Building Manager's report, highlighting successful rubbish management, NZTA fence repairs following a fallen tree (which were paid for by NZTA), and proactive maintenance.

Owners commended the building management for their high standards.

Resolved: 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

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 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)

Ms Elston advised the meeting of the upcoming professional review of the LTMP, noting the plan is now three years old and requires updating to reflect the current condition of the assets.

Resolved:

(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)

Resolved 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) 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

A robust discussion took place regarding the proposed budget. Several owners expressed concern over the high level of levies and the size of the contingency fund, suggesting a reduction or freeze. The Committee explained that significant upcoming costs, such as exterior painting and internal painting would utilise a substantial portion of the available funds, justifying the current funding levels.

Following a vote, the budget was adopted. The Committee committed to a thorough review of the LTMP to identify potential future savings.

Resolved:

(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

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

19 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.

20 AUDIT OF THE BODY CORPORATE'S FINANCIAL STATEMENTS

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

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

The meeting noted the concerns raised by owners regarding the financial pressure of levies. The Committee reiterated their commitment to reviewing the long term maintenance plan to ensure only necessary work is undertaken.

24 AGM CLOSURE

With no further items of business to discuss, Ms Elston thanked attendee for their time and participation and closed the meeting at 7:30pm.

NOTES:

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

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

(b) Strata Owner Portal Access:

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

Information which can be accessed via the owner portal is:

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

FOR FURTHER INFORMATION ON THE:

UNIT TITLES ACT 2010: please go to the link

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

UNIT TITLES REGULATIONS 2011: please go to the link

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

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Approved Budget
to apply from 01/12/2025

Body Corporate 534969

Avenue Apartments, 69 Hall Avenue, Mangere
Auckland 2022

Operating Account

		Approved 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

	Approved 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