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MINUTES OF COMMITTEE MEETING
Body Corporate No 534969

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

THE COMMITTEE MEETING of this Body Corporate was held at the office of Strata Title Administration Limited, Level 1, Dilworth Building, and online via MS Teams video conferencing, on Tuesday, 10 February 2026, commencing at 6:00pm.

PRESENT:

Lot #	Unit #	Attendance	Committee Member
8	108	Yes	Ms Alex Aramakutu
53	211	Yes	Ms Rachael Shadbolt

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

MINUTES OF THE MEETING:

1 WELCOME & AGENDA
Ms Rachael Shadbolt welcomed attendees to the meeting as Chairperson and confirmed for Ms Nicola Elston to present the agenda for the meeting.

2 APOLOGIES
Resolved: That no apologies were received and the meeting was declared quorate. A quorum is two members.

3 CONFLICTS OF INTEREST REGISTER
Section 114 of Unit Titles Act (which came into effect on 9 May 2023).

No conflicts of interest were declared by members of the Committee in relation to:
- any matters being voted on at today's meeting; or
- to be noted as an enduring conflict of interest in nature to the work of the Committee.

4 COMMITMENT TO ACQUIRING UNDERSTANDING OF LEGISLATION
Item 1 of the Committee Code of conduct in Schedule 1A of the Unit Titles Regulations 2011 sets out that a member must have a commitment to acquiring an understanding of anything in the Unit Titles Act 2010 (UTA) and the regulations, including the code of conduct, that is relevant to the member's role on the committee. Members are referred to the following websites as the industry leading sources for the latest commentary and guidance documentation on complying with the requirements of this legislation:

- Strata Community Association (New Zealand): <https://www.strata.community/>
- Body Corporate Chair's Group: <https://www.bccg.org.nz/>
- Strata Title Administration Limited: <https://www.stratatitle.co.nz/>

Members confirmed they will continue to visit these resources regularly in between committee meetings to keep up to date on the latest developments regarding New Zealand Unit Titles legislation.

5 AGM PREPARATIONS
The draft AGM agenda was reviewed, the key discussion points and salient points being:

- **Financial Reports:** Ms Elston presented the financial reports. The Committee instructed her to accrue the recent Building Wash, as the delay was due to difficulties finding a quote in line with the budget. Ms Elston had spoken to the Committee previously about opening an interest bearing account. The Committee confirmed that once levies are received, they will transfer funds into an interest bearing account. The Building Manager confirmed no LTMP items were scheduled to be completed in the forthcoming year.

- **Committee and Chairperson Nominations:** Ms Elston advised that Strata had only received nominations for the incumbent Committee. Ms Shadbolt asked for advise on how to encourage more owners to be involved. Ms Elston advised that reaching out to owners via email would be a good idea. She reminded the Committee that nominations could not be taken from the floor at the AGM and must be listed on the AGM agenda.
- **Committee Report:** Ms Shadbolt advised that she will write a Committee report to be circulated to owners prior to the meeting.
- **Building Managers AGM Report:** The Committee thanked Mr Gilbert Singh for his hard work and dedication to the Body Corporate. Highlighting that he ensures the smooth running of the Body Corporate, making their role as Committee members easier. The Building Manager's report was approved.
- **Budget:** Minor adjustments were made to the proposed budget, these were based on Mr Singh's recommendations on required biannual survey and price increases.
- **Additional Agenda Items:** The Committee confirmed that there were no additional agenda items required on the AGM agenda.

6 NEXT COMMITTEE MEETING

The Committee agreed to hold the post AGM committee meeting on Wednesday 25 February 2026, immediately after the AGM.

7 GENERAL BUSINESS

There were no items of general business discussed.

8 MINUTES TO BE A RECORD OF THE BUSINESS OF THE COMMITTEE MEETING

Resolved: That if within five days of distribution of the minutes Strata does not receive any written request from a Committee member who attended the meeting to amend any part of the minutes, that the minutes are adopted as a true and accurate record of the committee meeting; and that if a request to amend the minutes is received it will be referred to the Committee Chairperson to instruct if the amendment is to be made and the minutes reissued accordingly.

9 MEETING CLOSURE

Ms Shadbolt thanked attendees for their attendance and participation and Ms Elston closed the meeting at 6.45pm.