

|                             |                                                                   |                   |                              |
|-----------------------------|-------------------------------------------------------------------|-------------------|------------------------------|
| <b>Meeting Date</b>         | 19 June 2025                                                      |                   |                              |
| <b>Meeting Location</b>     | 27 Buller Street, Te Aro, Wellington 6011 and Teams               |                   |                              |
| <b>Lots Represented</b>     | Lot 1                                                             | Andrew Stephenson | Owner present (pre-voted)    |
|                             | Lot 2                                                             | Sally Latham      | Owner present (arrived late) |
|                             | Lot 4                                                             | Joshua Scott      | Owner present                |
|                             | Lot 5                                                             | Julie Nevett      | Owner present                |
|                             | Lot 6                                                             | Rob Wilson        | Owner present                |
|                             | Lot 7                                                             | Kevin Godfrey     | Owner present                |
|                             | Lot 8                                                             | Eugene Kwa        | Owner present (pre-voted)    |
|                             | Lot 9                                                             | Rob Wilson        | Owner present                |
|                             | Lot 10                                                            | Ash Bhasin        | Electronic vote              |
| <b>Chairperson</b>          | Nerissa Mair                                                      |                   |                              |
| <b>Additional Attendees</b> | Malcolm - Lloyd Richardson<br>Justin - Alive Building Solutions   |                   |                              |
| <b>Apologies</b>            |                                                                   |                   |                              |
| <b>Quorum</b>               | There being a quorum represented, the meeting opened at 12:00 PM. |                   |                              |

|                                                                                                                              |        |       |                     |        |
|------------------------------------------------------------------------------------------------------------------------------|--------|-------|---------------------|--------|
| Motion 1                                                                                                                     |        |       |                     |        |
| Report from the Chairperson                                                                                                  |        |       | Ordinary Resolution |        |
| Motion: That by ordinary resolution the chairperson’s report be accepted and entered into the records of the body corporate. |        |       |                     |        |
| Mover: Kevin Godfrey    Seconder: Wayne Scott                                                                                |        |       |                     |        |
| Motion CARRIED.                                                                                                              |        |       |                     |        |
| VOTES                                                                                                                        | Yes: 8 | No: 0 | Abs: 0              | Inv: 0 |

| Motion 2                                                                                                                                           |        |       |                     |        |
|----------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------|---------------------|--------|
| Building Management Report                                                                                                                         |        |       | Ordinary Resolution |        |
| Motion: That by ordinary resolution the building management report be accepted and entered into the records of the body corporate.                 |        |       |                     |        |
| Mover: Rob Wilson    Seconded: Kevin Godfrey                                                                                                       |        |       |                     |        |
| Motion CARRIED.                                                                                                                                    |        |       |                     |        |
| VOTES                                                                                                                                              | Yes: 9 | No: 0 | Abs: 0              | Inv: 0 |
| Notes                                                                                                                                              |        |       |                     |        |
| No accidents or near misses reported over the year.                                                                                                |        |       |                     |        |
| Some roofing leaks remediated and works to be kept an eye on.                                                                                      |        |       |                     |        |
| BWOFF - B-Rad currently in place, this is due to a timing issue on a 12a check, and not having the correct number of checks within the BWOFF Year. |        |       |                     |        |
| Main Water Meter - under reading (a good thing)                                                                                                    |        |       |                     |        |

| Motion 3                                                                                                                                                      |        |       |                     |        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------|---------------------|--------|
| Confirmation of Minutes of Previous Annual General Meeting (AGM)                                                                                              |        |       | Ordinary Resolution |        |
| Motion: That by ordinary resolution the minutes of the AGM held on 4th of December 2024 be approved and adopted as a true and accurate record of the meeting. |        |       |                     |        |
| Mover: Rob Wilson Seconded: Joshua Scott                                                                                                                      |        |       |                     |        |
| Motion CARRIED.                                                                                                                                               |        |       |                     |        |
| VOTES                                                                                                                                                         | Yes: 9 | No: 0 | Abs: 0              | Inv: 0 |

| Motion 4                                                                                                                                                          |        |       |                     |        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------|---------------------|--------|
| BC - Conflict of Interest Register                                                                                                                                |        |       | Ordinary Resolution |        |
| In accordance with regulation 6(5)ca the body corporate committee conflict of interest register has to be provided with the AGM agenda, and is herewith attached. |        |       |                     |        |
| Motion: That by ordinary resolution the body corporate approves the Committee Conflict of Interest Register as presented to the AGM.                              |        |       |                     |        |
| Mover: Kevin Godfrey    Seconders: Rob Wilson                                                                                                                     |        |       |                     |        |
| Motion CARRIED.                                                                                                                                                   |        |       |                     |        |
| VOTES                                                                                                                                                             | Yes: 9 | No: 0 | Abs: 0              | Inv: 0 |

| Motion 5                                                                                                                                                                                            |        |                     |        |        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------------------|--------|--------|
| BC - Decisions Register                                                                                                                                                                             |        | Ordinary Resolution |        |        |
| Motion: That by ordinary resolution the decisions register dated 4 December 2024 is approved and that those decisions shall continue in force until revoked or amended at a future general meeting. |        |                     |        |        |
| Mover: Kevin Godfrey    Seconders: Rob Wilson                                                                                                                                                       |        |                     |        |        |
| Motion CARRIED.                                                                                                                                                                                     |        |                     |        |        |
| VOTES                                                                                                                                                                                               | Yes: 9 | No: 0               | Abs: 0 | Inv: 0 |

| Item 6                                                                                                                                                                                                                                                |                     |                                        |  |                                  |                     |                                |                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------------------------|--|----------------------------------|---------------------|--------------------------------|---------------------|
| Matters Arising from Previous Meeting                                                                                                                                                                                                                 |                     |                                        |  |                                  |                     |                                |                     |
| <table> <tr> <th colspan="2">Glover Court 2024 AGM<br/>Action Items:</th></tr> <tr> <td>Insurance Renewal gone to market</td><td>Kevin - <b>Done</b></td></tr> <tr> <td>Valuation – as part of renewal</td><td>Kevin - <b>Done</b></td></tr> </table> |                     | Glover Court 2024 AGM<br>Action Items: |  | Insurance Renewal gone to market | Kevin - <b>Done</b> | Valuation – as part of renewal | Kevin - <b>Done</b> |
| Glover Court 2024 AGM<br>Action Items:                                                                                                                                                                                                                |                     |                                        |  |                                  |                     |                                |                     |
| Insurance Renewal gone to market                                                                                                                                                                                                                      | Kevin - <b>Done</b> |                                        |  |                                  |                     |                                |                     |
| Valuation – as part of renewal                                                                                                                                                                                                                        | Kevin - <b>Done</b> |                                        |  |                                  |                     |                                |                     |
| <b>Mover:</b> Rob Wilson <b>Seconders:</b> Joshua Scott                                                                                                                                                                                               |                     |                                        |  |                                  |                     |                                |                     |

| Motion 7                                                                                                                                                                                                                                                  |        |       |                     |        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------|---------------------|--------|
| Financial Statements for the year ending 31 March 2025                                                                                                                                                                                                    |        |       | Ordinary Resolution |        |
| Motion: That by ordinary resolution the financial statements for the year ending 31st of March 2025 with net accumulated funds of \$539,689.67 be accepted as a true and accurate record of the financial performance and position of the body corporate. |        |       |                     |        |
| Mover: Rob Wilson    Seconded: Kevin Godfrey                                                                                                                                                                                                              |        |       |                     |        |
| Motion CARRIED.                                                                                                                                                                                                                                           |        |       |                     |        |
| VOTES                                                                                                                                                                                                                                                     | Yes: 9 | No: 0 | Abs: 0              | Inv: 0 |

| Motion 8                                                                                                                                                                                                                                                                                                                                                              |        |                     |        |        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------------------|--------|--------|
| BC - Audit of Financial Statements                                                                                                                                                                                                                                                                                                                                    |        | Ordinary Resolution |        |        |
| Motion: That by special resolution and in accordance with section 132(8), section 132(2) not apply to the financial statements of the Body Corporate for the year ending 31 March 2026 and that the accounts not be audited, reviewed or verified. Should this motion not be passed then the audit is to be done under Special Purpose Financial Reports (SPFR) only. |        |                     |        |        |
| Mover: Eugene Kwa    Seconded: Kevin Godfrey                                                                                                                                                                                                                                                                                                                          |        |                     |        |        |
| Motion CARRIED.                                                                                                                                                                                                                                                                                                                                                       |        |                     |        |        |
| VOTES                                                                                                                                                                                                                                                                                                                                                                 | Yes: 8 | No: 0               | Abs: 1 | Inv: 0 |

| Motion 9                                                                                                                                                                                                                                                                                                                           |                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| BC - Body Corporate Levies - Operating Budget – Ratify                                                                                                                                                                                                                                                                             | Ordinary Resolution |
| The body corporate is reminded of the resolution adopted at the AGM held on <b>4 December 2024</b> giving the committee the authority to approve and implement the budget for the new financial.                                                                                                                                   |                     |
| Motion: That the body corporate ratifies the operating budget approved by the committee for the period 1 April 2025 to 31 March 2026 at a levy income of \$525,930.25 and expenditure at \$397,528.47. That in accordance with section 121 of the Unit Titles Act 2010 the budget is raised by utility interest due for payment by |                     |

|                                                                                                                                                                                    |        |       |        |        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------|--------|--------|
| instalments by the due date being 1 Apr 2025, 1 May 2025, 1 Jun 2025, 1 Jul 2025, 1 Aug 2025, 1 Sept 2025, 1 Oct 2025, 1 Nov 2025, 1 Dec 2025, 1 Jan 2026, 1 Feb 2026, 1 Mar 2026. |        |       |        |        |
| <b>Mover:</b> Kevin Godfrey <b>Seconders:</b> Julie Nevett                                                                                                                         |        |       |        |        |
| <b>Motion CARRIED.</b>                                                                                                                                                             |        |       |        |        |
| <b>VOTES</b>                                                                                                                                                                       | Yes: 8 | No: 1 | Abs: 0 | Inv: 0 |
| <b>Notes</b>                                                                                                                                                                       |        |       |        |        |
| staging the driveway asphaltting.                                                                                                                                                  |        |       |        |        |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |       |                     |        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------|---------------------|--------|
| Motion 10                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |        |       |                     |        |
| Body Corporate Levies - Contingency Fund Budget - Ratify                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |        |       | Ordinary Resolution |        |
| The body corporate is reminded of the resolution adopted at the AGM held on <b>4 December 2024</b> giving the committee the authority to approve and implement the budget for the new financial.                                                                                                                                                                                                                                                                                                                                   |        |       |                     |        |
| <b>Motion: The the body corporate ratifies the Contingency Fund budget approved by the committee for the period 1 April 2025 to 31 March 2026 at a levy income of \$110,000.00 and expenditure at \$190,539.89. That in accordance with section 121 of the Unit Titles Act 2010 the budget is raised by utility interest due for payment by instalments by the due date being 1 Apr 2025, 1 May 2025, 1 Jun 2025, 1 Jul 2025, 1 Aug 2025, 1 Sept 2025, 1 Oct 2025, 1 Nov 2025, 1 Dec 2025, 1 Jan 2026, 1 Feb 2026, 1 Mar 2026.</b> |        |       |                     |        |
| <b>Mover:</b> Rob Wilson <b>Seconders:</b> Eugene Kwa                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |        |       |                     |        |
| <b>Motion CARRIED.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |        |       |                     |        |
| VOTES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Yes: 9 | No: 0 | Abs: 0              | Inv: 0 |

| Motion 11                                                                                                        |        |       |                    |        |
|------------------------------------------------------------------------------------------------------------------|--------|-------|--------------------|--------|
| Funds - Long Term Maintenance Fund                                                                               |        |       | Special Resolution |        |
| The body corporate must have a long-term maintenance fund (LTMF) unless it decides not to by special resolution. |        |       |                    |        |
| Motion: That by special resolution the body corporate shall not establish a LTMF.                                |        |       |                    |        |
| Mover: Rob Wilson    Seconded: Kevin Godfrey                                                                     |        |       |                    |        |
| Motion CARRIED.                                                                                                  |        |       |                    |        |
| VOTES                                                                                                            | Yes: 9 | No: 0 | Abs: 0             | Inv: 0 |

| Motion 12                                                                                                                                                                                                                                                                                                                                                                                 |        |                     |        |        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------------------|--------|--------|
| Long Term Maintenance Plan                                                                                                                                                                                                                                                                                                                                                                |        | Ordinary Resolution |        |        |
| In accordance with the Unit Titles Act 2010, each body corporate must have and maintain a LTMP. The plan must cover 30 years from the date of the plan or its last review. The body corporate must carry out a review of the plan at least once every 3 years, but it could be reviewed more frequently. The current plan is dated 23 August 2023 and was last reviewed on November 2024. |        |                     |        |        |
| Motion: That by ordinary resolution the body corporate continues with their existing LTMP.                                                                                                                                                                                                                                                                                                |        |                     |        |        |
| Mover: Joshua Scott    Seconder: Kevin Godfrey                                                                                                                                                                                                                                                                                                                                            |        |                     |        |        |
| Motion CARRIED.                                                                                                                                                                                                                                                                                                                                                                           |        |                     |        |        |
| VOTES                                                                                                                                                                                                                                                                                                                                                                                     | Yes: 8 | No: 0               | Abs: 1 | Inv: 0 |

| Item 13                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------|
| <b>BC - Health and Safety - Annual Update of Hazard Register and notification of notifiable events</b>                   |
| Health and Safety Hazard Register and notification of any safety incidents / issues or near misses during the last year. |
| <b>Motion: That by ordinary resolution the body corporate approves and adopts the updated Hazard Register for 2025.</b>  |
| <b>Mover:</b> Rob Wilson <b>Seconders:</b> Eugene Kwa                                                                    |

| Motion 14                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |        |                     |        |        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------------------|--------|--------|
| Health and Safety - Induction of Contractors                                                                                                                                                                                                                                                                                                                                                                                                                               |        | Ordinary Resolution |        |        |
| <p><i>The Health &amp; Safety (HWSA), which replaces the Health &amp; Safety in Employment Act 1992, came into force 1 April 2016. The Act introduces the concept of a Person Conducting a Business or Undertaking ("PCBU") which is the principal duty holder under the Bill. In the context of an incorporated society, the society owns the common property and the communal facilities and for the purposes of the Bill is a "person" and is therefore a PCBU.</i></p> |        |                     |        |        |
| <p><b><u>Induction of Contractors PCBUs are also directed to induct contractors to their site when they attend to work in the common areas.</u></b></p>                                                                                                                                                                                                                                                                                                                    |        |                     |        |        |
| <p><b>Motion: That by ordinary resolution the body corporate approves that when engaging a contractor to work in the common areas, prior to the contractor commencing their work, the Committee or any applicable party is to provide the contractor with a copy of the Body Corporate's HS Plan and confirm that the contractor also has an appropriate HS Plan in place for themselves as a contractor.</b></p>                                                          |        |                     |        |        |
| <p><b>Mover:</b> Rob Wilson <b>Seconders:</b> Kevin Godfrey</p>                                                                                                                                                                                                                                                                                                                                                                                                            |        |                     |        |        |
| <p><b>Motion CARRIED.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                              |        |                     |        |        |
| VOTES                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Yes: 9 | No: 0               | Abs: 0 | Inv: 0 |

**Item 15**

**Latest Insurance Valuation Information**

The Unit Titles Act (UTA) stipulates that a Body Corporate shall keep all buildings and other improvements insured to full replacement value. Where this is not available, Indemnity cover is permitted. Not all of Oxygen Strata Limited's clients are governed by the UTA. However, Oxygen Strata Limited recommends that, whether our client is a Body Corporate or not, this standard is right for all ownership types. Oxygen Strata Limited further recommends that an Insurance Valuation be undertaken yearly; ultimately, this is a decision for the chairperson and members.

**Insurance Brokers**

Insurance brokers understand insurance contracts and try to match your Body Corporate with an appropriate wording; additionally, they use their capabilities for driving competition amongst insurance companies and usually have some sway with the Insurer's towards claims due to significant tracts of premium over many customers. Because of their experience in their field of expertise, they can give sound advice around all sorts of issues involved in insuring properly and to the requirements of the Unit Titles Act.

**Valuation**

The amount of insurance cover taken by the body corporate is of significant importance to all members. Collectively the members should agree whether or not to incur the cost of a valuation for insurance purposes. The last valuation was completed on **20 February 2025** The body corporate buildings were valued at:



Address: 4-8 Glover Street, Ngauranga, Wellington, 6035 || Job No. COM055752 || Page 5

#### 1.0 REINSTATEMENT VALUATION (EXCLUDING GST)

|    |                                       |               |
|----|---------------------------------------|---------------|
| a. | Reinstatement RV exc year 1 inflation | \$ 30,149,824 |
| b. | Year 1 inflation provision            | \$ 2,713,484  |
| c. | Year 2 inflation provision            | \$ 1,807,482  |

#### 2.0 INDEMNITY VALUATION

|    |                                                   |               |
|----|---------------------------------------------------|---------------|
| a. | Depreciated reinstatement cost                    | \$ 14,344,834 |
| b. | Inflation provision (during the insurance period) | \$ 788,966    |

#### 3.0 FIRE SERVICES LEVY VALUE

(accounts for property exempt under Schedule 3 of the Fire Services Act 1975)

|    |                                                   |               |
|----|---------------------------------------------------|---------------|
| a. | For the calculation of fire services levies       | \$ 10,655,665 |
| b. | Inflation provision (during the insurance period) | \$ 586,062    |

#### 4.0 FUNCTIONAL REPLACEMENT

|    |                             |        |
|----|-----------------------------|--------|
| a. | Functional replacement cost | \$ N/A |
| b. | Inflationary provision      | \$ N/A |

#### 5.0 DEMOLITION ESTIMATE

\$ 3,538,406

#### 6.0 PERIOD OF REPLACEMENT

(the period of replacement has been based on a total site loss)

|    |                                             |           |
|----|---------------------------------------------|-----------|
| a. | Demolition, design and documentation period | 4 months  |
| b. | Reinstatement                               | 16 months |

**TOTAL** 20 months

Each valuer can have quite differing opinions in determining a replacement sum insured. There are certain bodies corporate who change valuers periodically or engage the services of a quantity surveyor from time to time as a way of testing previous valuation methods applied.

#### Motion 16

##### Debt Collection

##### Ordinary Resolution

**Motion: That by ordinary resolution Oxygen be authorised by the body corporate to recover any unpaid levies or any other unpaid on charges owed to the body corporate, whether through court proceedings or otherwise, that may be outstanding for 30 days after the due date and to charge interest at the rate of 10% per annum as provided under the Unit Titles Act 2010 on any monies due from the due date until the payment date. Oxygen's costs and all costs and expenses involved in the issue of demands or legal proceedings on a full cost recovery basis shall be recoverable against the proprietor in full, pursuant to the Unit Titles Act 2010. Oxygen is directed to pursue any current debtors who are beyond 30 days of the due date using Oxygen's debt collection procedures and this includes the issuing of proceedings if required.**

**Mover:** Kevin Godfrey **Seconder:** Rob Wilson

#### Motion CARRIED.

##### VOTES

Yes: 8

No: 1

Abs: 0

Inv: 0

#### Motion 17

##### Election of Chairperson

##### Ordinary Resolution

Oxygen's role is to provide support to the chairperson and the committee of the body corporate to help achieve the requirements under the Act.

Election of chairperson

(1)

A body corporate must elect a chairperson by ordinary resolution at every annual general meeting of the body corporate.

(2) A candidate for election as chairperson must—

(a) be nominated by another unit owner in the unit title development;

(ab) at the time nominations are required by regulation 5(4) (f) or 7(4) (e) to be received, have no overdue body corporate levies or other amounts payable and owing to the body corporate; and

(b) consent to the nomination.

**2A** Despite subclause (2), a candidate for election as chairperson may nominate themselves—

(a) during the control period; and

(b) at any time that all the principal units in the unit title development are owned by the candidate.

**(3)** If a candidate for election as chairperson is not a natural person, the candidate must nominate a director to act as chairperson on the candidate's behalf.

(4) The chairperson must be—

(a) the owner of a principal unit in the unit title development; or

(b) a director who has been nominated under subclause (3).

(5) As soon as practicable after the annual general meeting at which he or she is elected, the chairperson must notify every unit owner in the unit title development, by each owner's preferred method of contact, of his or her election to that office.

(6) Unless a chairperson sooner resigns or is removed from office by ordinary resolution of the body corporate, he or she holds office from the close of the general meeting at which he or she is elected until the close of the next annual general meeting.

(7) Subject to regulation 12(7), a chairperson is eligible for re-election.

Under section 112A the chairperson elected by the body corporate will also be the chairperson of the body corporate committee, unless by ordinary resolution the body corporate decides that the chairperson elected shall not be the chair of the committee. The committee will therefore then elect the chairperson itself.

Nomination made by Rob Wilson.

**Motion: That by ordinary resolution Kevin Godfrey be duly elected as chairperson until the next held AGM of the body corporate.**

**Mover:** Rob Wilson **Seconded:** Joshua Scott

**Motion CARRIED.**

| VOTES | Yes: 9 | No: 0 | Abs: 0 | Inv: 0 |
|-------|--------|-------|--------|--------|
|-------|--------|-------|--------|--------|

**Notes**

**PLEASE NOTE:** As there were no Chairperson Nominations received prior to the issue of the AGM Agenda, nominations for a Chairperson were taken from the floor, at the AGM.

| Motion 18                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |       |                     |        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------|---------------------|--------|
| Committee - Number of Committee and Quorum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |        |       | Ordinary Resolution |        |
| <p>A Body Corporate of 9 or fewer units may appoint a Committee; where there are 10 or more units a Committee must be appointed unless the Body Corporate decides not to by Special Resolution. A Committee member must be the owner of a principal unit, or a director of a company that owns a unit, or an employee of a company that owns a unit provided they are authorised by the company directors. A Committee nominee can be nominated by an owner of a principal unit and may nominate himself or herself.</p> <p>If the proposer is someone other than the nominee, the nominee must consent to the nomination.</p> <p>All nominees that are appointed to the Committee are required to comply with the Committee code of conduct and Committee conflict of interest regime in the Unit Titles Act 2010.</p> <p><b><u>Candidates for Committee</u></b></p> <p>A candidate for election must have all overdue levies, or other amounts overdue to the Body Corporate, paid up as at the day/time this form must be returned (see day/time below). Otherwise their nomination cannot be accepted.</p> <p>The Body Corporate Chairperson appointed at the meeting with automatically become a member of the Committee.</p> <p>The Body Corporate Chairperson appointed at the meeting will automatically be the Committee Chairperson. The only exception to this is if the Body Corporate passes an ordinary resolution directing the Committee itself to appoint the Committee Chairperson from the rest of the appointed Committee members.</p> <p><b>Motion: That by ordinary resolution the body corporate shall have no less than 3 committee members and that 2 are required for a quorum at meetings of the body corporate committee</b></p> |        |       |                     |        |
| <p><b>Mover:</b> Rob Wilson <b>Seconder:</b> Kevin Godfrey</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |        |       |                     |        |
| Motion CARRIED.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |        |       |                     |        |
| VOTES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Yes: 8 | No: 0 | Abs: 1              | Inv: 0 |

| Motion 19                                                                                                                                                                        |        |       |                     |        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------|---------------------|--------|
| BC - Appointment of Committee Members                                                                                                                                            |        |       | Ordinary Resolution |        |
| <b>Motion: That by ordinary resolution the Committee be made up of the following nominees:</b> <ul style="list-style-type: none"><li>- Rob Wilson</li><li>- Eugene Kwa</li></ul> |        |       |                     |        |
| <b>Mover:</b> Rob Wilson <b>Seconded:</b> Kevin Godfrey                                                                                                                          |        |       |                     |        |
| <b>Motion CARRIED.</b>                                                                                                                                                           |        |       |                     |        |
| <b>VOTES</b>                                                                                                                                                                     | Yes: 8 | No: 0 | Abs: 1              | Inv: 0 |
| <b>Notes</b>                                                                                                                                                                     |        |       |                     |        |
| PLEASE NOTE: As there were no Committee Nominations received prior to the issue of the AGM Agenda, nominations for Committee were taken from the floor, at the AGM.              |        |       |                     |        |

| Item 20                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| <b>BC - Delegation to the Committee information</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <p>It is not practical to call for an ordinary resolution for every task which the Body Corporate needs to perform or decide between general meetings.</p> <p>The Body Corporate's powers and duties and the Body Corporate Chairperson's duties can be delegated generally to a body corporate committee. This in turn gives the committee power to make decisions on the Body Corporate's behalf, and the committee chairperson power to enter into an obligation (that has been approved at either Body Corporate or committee level) if the document is signed by them and witnessed by a committee member. Or if there is no committee member, then by a member of the body corporate.</p> <p>There are powers the Body Corporate cannot delegate to the committee and where decisions are necessary on those matters they must be made at Body Corporate level. Those matters are listed in section 108(2) of the Unit Titles Act, and are:</p> <ul style="list-style-type: none"> <li>• the delegation of the Body Corporate's powers;</li> <li>• the reassessment of ownership and utility interests;</li> <li>• the duty of the body corporate to comply with the body corporate operational rules;</li> <li>• the application of insurance monies in or towards the reinstatement of the development; and</li> </ul> |

- any matter that the Unit Titles Act provides that the body corporate must decide by special resolution.

## Motion 21

### Delegation of Body Corporate Chairperson's Duties to the Committee

### Special Resolution

**Motion:** That by special resolution, in accordance with section 108(1) Unit Titles Act 2010 and regulation 11(2) Unit Titles Regulations 2011, the body corporate delegates the body corporate chairperson's duties in regulation 11(1) to the body corporate committee with effect until the next AGM.

**Mover:** Rob Wilson **Seconder:** Joshua Scott

**Motion CARRIED.**

### VOTES

Yes: 9

No: 0

Abs: 0

Inv: 0

## Motion 22

### BC - Delegation of the Body Corporate's duties and powers to the Body Corporate Committee

### Special Resolution

**Motion:** That by special resolution, in accordance with section 108(1) Unit Titles Act 2010 (Act) the body corporate delegates its duties and powers (except those in section 108(2)) to the body corporate committee with effect until the next AGM, in order that the body corporate may fulfil its obligations under the Act and its Regulations. The body corporate committee shall report on the exercise of the delegation at each AGM of the body corporate.

**Mover:** Kevin Godfrey **Seconder:** Rob Wilson

**Motion CARRIED.**

### VOTES

Yes: 8

No: 0

Abs: 1

Inv: 0

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Item 23</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>General Information - (Time Allocation 10 Minutes)</b>                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Notes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p>Noting - change in Brokers in the last few months from Avon Insurance Brokers to Affiliated Insurance Brokers.</p> <p>Reminder notice for parking to be sent- reminding owners to keep to the correct car parks - there seems to be an increase in cars in the parking areas, causing more congestion than normal.</p> <p>Keen to get the Asphalt going.</p> <p>Malcolm to circulate information regarding sign to be repaired - it is subject to a Claim</p> |

With no further business to discuss, the meeting was closed at 01:13 PM.

Chairperson: \_\_\_\_\_

Date: \_\_\_\_\_

| Glover Court 2025 AGM<br>Action Items:                          |                  |         |
|-----------------------------------------------------------------|------------------|---------|
| Action:                                                         | Delegation:      | Status: |
| Send reminder notice to all owners regarding designated parking | Oxygen           | Done    |
| Entrance way sign to be repaired                                | Lloyd Richardson |         |
| Work on updating LTMP                                           | Committee        |         |
|                                                                 |                  |         |



## **DISCLOSURE STATEMENT**

1. The following information has been supplied to Capital Commercial (2013) Limited ("Bayleys") to be made available for distribution on the vendor's behalf to potential purchasers to assist purchasers with their due diligence and to use at the purchaser's discretion.
2. Bayleys and the Vendor do not warrant the accuracy or completeness of the information and recommends that all recipients undertake their own due diligence, obtain their own reports to their satisfaction and seek independent advice prior to committing to purchaser.