MINUTES OF THE ANNUAL GENERAL MEETING
BODY CORPORATE NO: 381458
2-4 Northpoint Street, Plimmerton Porirua 5026

Date: 28 September 2023
Time: 05:30 pm
Location: Unit 22/2-4 Northpoint St. Plimmerton

The following units were represented.

Lot #	Unit #	Attendance	Owners Name Representative
02	02	Yes	Ian Moult & Co Limited, represented by Ian Moult
3	3	Yes (arrived late)	Mike Winton (Caine Statham)
04	04	Yes	Allan Blithe
08	08	Proxy	Mark Northcott (Unit 12) held proxy for Craig O'Brien
10 &20	10 &20	Yes and Proxy	Lindy Galloway till 5:55 pm and Mark for the rest of the meeting
12 &13	12 &13	Yes	Ace Electrical Limited, represented by Mark Northcott
16	16	Proxy	Robyn Hall held proxy to Bob and Sharon Palmer
21	21	Yes	Intercomps Limited, represented by Bernard & Pauline Parker
22	22	Yes	Peter & Robyn Hall

Apology from Unit 19 - Gary Roberts

Also in attendance were Cyrus, Rati and Viraaf Mehta representing Royce Body Corporate & Philippa Walsh - ACE Body Corporate

Due to some prior commitments, the financials of the Body Corporate were discussed first, and after that, Lindy Galloway left the meeting, giving her proxy to Mark Northcott.

Quorum - Quorum was achieved, and the meeting proceeded.

1 CHAIR OF MEETING

Resolved that Philippa Walsh chair the meeting.
Passed unanimously

2 PREVIOUS MEETING

Resolved that the minutes of the previous AGM held on 15/09/2022 be accepted and approved as a correct record of that AGM.
Passed unanimously

3 CERTIFICATION OF MINUTES

Resolved that, pending approval by a subsequent general meeting, a copy of the minutes of a general meeting signed by the Chairperson of the Body corporate shall be deemed, apart from manifest error, to be a true and accurate record of the proceedings of that general meeting.
Passed unanimously

4 DISPOSAL OF PAPERS

Resolved that the Chairperson be authorised to destroy or dispense with proxy forms, voting forms, attendance registers and other documentation relating to the meeting (other than notices and minutes) not less than two (2) calendar months after the date of the meeting or any adjourned meeting.

Passed unanimously

5 CHAIRPERSON'S REPORT

Resolved that the Chairperson's report be received.
Passed unanimously

6 FINANCIAL STATEMENTS AND AUDIT

7 APPROVAL OF FINANCIAL STATEMENTS

Resolved that the financial statements for the financial year 1/04/2022 to 31/03/2023 be adopted and approved.
Passed unanimously

8 FORMAT OF FINANCIAL STATEMENTS

Resolved that the financial statements for the financial year 1/04/2023 to 31/03/2024 be prepared as Special Purpose Financial Reports (SPFR).
Passed unanimously

9 AUDIT OF FINANCIAL STATEMENTS

Resolved that in accordance with section 132(8), section 132(2) does not apply to the Body Corporate's financial statements for the year 1/04/2023 to 31/03/2024 and that the accounts are not audited, reviewed or verified. Should this motion not be passed, the audit will be done under Special Purpose Financial Reports (SPFR) only.
Passed unanimously

10. APPOINTMENT OF CHAIRPERSON

Resolved that Mark Northcott be appointed to the position of Chairperson receiving the most votes of all the nominees shall become the Body Corporate Chairperson with effect from the close of the meeting.
Passed unanimously

11. APPOINTMENT OF COMMITTEE CHAIRPERSON

Resolved that Mark Northcott be appointed to the position of Committee Chairperson
Passed unanimously

12. FORMATION OF BODY CORPORATE COMMITTEE

Resolved that not less than [Seven] (7) nor more than [Nine] (9) unit title owners be appointed to hold offices as committee members and together shall constitute the Body Corporate Committee (the "Committee") and that the quorum for meetings of the Committee shall be at least [Five] (5) committee members.
Passed unanimously

13. APPOINTMENT OF COMMITTEE MEMBERS

Resolved that the Committee be made up of the following nominees

Mark Northcott
Allan Blithe
Lee Ashby
Robyn Hall
Richard Bradley
Jason Thurston
Gary Roberts
Lindy Galloway
Bernard Barker
Passed unanimously

15. ANNUAL BUDGET

Resolved that the Body Corporate adopts the budget of $223,100.00 for the year 01/04/2023 to 31/03/2024.

The levy for 01/04/2023 – 31/09/2023 was paid based on the last year's budget (2022-2023) therefore, the levy due in November will be calculated based on the Total Budget for 2023-224 less what was paid in the last instalment.

The proposed budget was discussed;
- LTMP was going to be deferred for a year;
- Insurance hopefully is not as high;
- the insurance valuation will be deferred and done biannually from now on
- Budget was decided to keep at the same level to cover potential increases in the cost of insurance and repairs and maintenance.

Passed unanimously

16. LEVIES

Resolved that the normal annual levies payable for the year 1/04/2023 to 31/03/2024.

a. be as per the budget adopted at this meeting and

b. be payable on 15 November 2023

Passed unanimously

17. LONG TERM MAINTENANCE FUND

Resolved that the Body Corporate does not establish a long-term maintenance fund. Instead will maintain a contingency fund to fund the Long Term Maintenance Plan
Passed unanimously

ROYCE

18. OTHER BUSINESS

Garden in front of the property - This was deferred and to be discussed at the Committee meeting.

There being no further discussion, the meeting was declared closed at 06:44 pm

ROYCE

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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.