

**UNIT TITLES ACT 2010**

**BODY CORPORATE 467074**

**UNITS 9-19/19 NGA MAHI ROAD, CHRISTCHURCH**

**MINUTES OF ANNUAL GENERAL MEETING – 2024**

**Date:** Thursday, 22<sup>nd</sup> August 2024 at 11.00 a.m.

**Venue** Held via Zoom, phone or at the offices of  
Skyway Body Corporate Services  
Unit 12, 21 Bealey Avenue  
Christchurch

|                          |                                    |                        |
|--------------------------|------------------------------------|------------------------|
| <b><u>Attendance</u></b> | David Leadbetter – in person       | Unit 10                |
|                          | Gary Reid – Via Zoom               | Unit 12                |
|                          | Claude McKavanagh – Via Zoom       | Unit 13                |
|                          | Ray McIntyre – In person           | Units 14 and 16        |
|                          | Wayne Moriarty – in person         | Units 15 and 17        |
|                          | Skyway Body Corporate Services Ltd |                        |
|                          | Ann Woods                          | Managing Director      |
|                          | Anna Gardner                       | Body Corporate Manager |

**Apologies** There were no Apologies

**Postal Votes** There were no Postal Votes

**Proxies** There were no Proxies

Ann thanked members for their attendance and noted that it seems to be the same owners who make the effort to attend the AGM each time.

**The following Notified Resolutions were voted on:**

**“That the meeting confirms the Minutes of the 2023 Annual General Meeting held on the 22<sup>nd</sup> August 2023 are a true and accurate record of that Meeting.”**

Moved: David Leadbetter

Seconded: Wayne Moriarty

Carried

**“That the meeting confirms and accepts the Financial Statement for the period from 9<sup>th</sup> August 2023 to 8<sup>th</sup> August 2024.”**

Ann reviewed the Financial Statement for members.

Moved: Ray McIntyre

Seconded: David Leadbetter

Carried

**“That the meeting confirms and accepts the Draft Budget prepared for the period from 1<sup>st</sup> September 2024 to 31st August 2025.”**

#### Insurance

The Insurance Broker confirmed the increased insurance premium is due to:

- 9.63% increase in the sum insured following a new Valuation
- 2.26% rate increase from AIG
- The remaining increase is due to the FENZ Levy which increase 1 July 2024.

The Insurance Broker’s recommendation is to renew the insurance with AIG.

#### Gardens

At the recent AGM for 19 Nga Mahi Rd Units 1-8 it was suggested the front gardens across both Body Corporates 1-8 and 9-19 Nga Mahi Road need to be upgraded. Ann obtained a quote from the gardener which has been discussed by 19 Nga Mahi Rd, Unit 1-8 and raised the following points.

- To ensure uniformity from the road frontage both BC’s need to agree on the appearance of the gardens.
- It was suggested the weed mat be replaced with a more environmentally friendly product.
- Remove the bark and replace it with small to medium sized Teddington stone chip.
- Cut down on the number of plants.

It was suggested the area of garden be grassed over, however, this could be an issue with the CCC Consent as it wasn’t the approved landscaping plan.

It was agreed there should be minimal planting with plants propagated in the South Island to ensure a good survival rate.

**Action (1):** Skyway is to obtain a revised quote to replace the weed mat with an environmentally friendly weed mat and replace the bark with a small-medium Teddington chip.

**Action (2):** It was agreed to leave the gardening contribution at \$2,200.00 and any additional costs to be funded from long term funds if required.

#### Internal repairs to units

There have been funds included in the settlement with CBC Construction for internal repairs to previously identified affected units. Owners will be reimbursed when work has been completed and the relevant documentation provided, the funds for internal repairs will need to be apportioned.

It is likely that an Extraordinary General Meeting will be held in due course to discuss the exterior cladding/painting and apportionment of funds for internal repairs.

Moved: Wayne Moriarty

Seconded: Ray McIntyre

Carried

**“That Body Corporate No. 467074 agrees to accept the Frame Contracting Ltd quote totalling \$24,174.00 + GST = \$27,800.10 as supplied and have the exterior painting work as detailed carried out using funds from the Long-Term Maintenance Fund of the Body Corporate.**

#### Exterior painting

There was concern the wrong type of paint could be used if not specified in the quote.

It was clarified that exterior painting is to be undertaken after all crack repairs are complete.

**Action:** Skyway is to confirm what type of exterior paint will be used and what the warranties are.

Moved: David Leadbetter

Seconded: Wayne Moriarty

Carried

**“That the 30 Year Long Term Maintenance Plan as prepared by Plan Heaven for Body Corporate No. 467074 be adopted”.**

The Plan has been circulated and needs to be reviewed every 3 years. It is on the Plan Heaven dashboard however and can be reviewed and updated at any time.

Moved: Ray McIntyre

Seconded: David Leadbetter

Carried

**“Members acknowledge that it is necessary to have a Body Corporate Committee for Body Corporate 467074 and it is agreed that all Owners form the Body Corporate Committee, the nomination and appointment of a Chairperson will be attended to by members at the Meeting.”**

**AND**

**“The quorum required for a Committee Meeting will be three.”**

Ann thanked Ray McIntyre for confirming his agreement to remain on in the position of Chairperson.

**“That Ray McIntyre be elected as Body Corporate Chairperson and that all owners form the Committee”**

**AND**

**“The quorum required for a Committee Meeting will be three.”**

Moved: Wayne Moriarty                      Seconded: David Leadbetter                      Carried

**“That Skyway Body Corporate will provide management services to the Body Corporate for the coming year.”**

Moved: Gary Reid                      Seconded: David Leadbetter                      Carried

**“That Skyway’s updated Management Agreement is approved by members and the Chairperson is authorised to sign on behalf of the Body Corporate.”**

Moved: David Leadbetter                      Seconded: Wayne Moriarty                      Carried

**Special Resolution which requires notification:**

**“That the Body Corporate resolves by Special Resolution not to have its financial statements audited”**

Moved: Ray McIntyre                      Seconded: Gary Reid                      Carried

**General Business:**

**Bank Account Changes**

Skyway is presently changing its management systems and is installing new software. This change will assist with maintenance and financial record keeping and processing – reporting functions will also be updated.

One of the main things owners will see initially is that the presentation of the invoices for Body Corporate levies will be different however the information will stay the same. The one big difference regarding levies is that payments will now go directly in to the account for the Body Corporate, this means **everyone will need to change the number of the bank account they have previously used for levy payments to the new dedicated account number which will be shown on the invoice. Please also use the reference number on the invoice when paying.** It is very important that this change is made when paying levies this time to ensure your funds go to your correct Body Corporate account. Owners should remove the previous Skyway account number from their on line banking system.

Skyway's new software system is called Stratafy and information has been circulated about this.

In time owners will be given access to information which relates specifically to you – your personal information e.g. payment of levies, there will also be access to specific Body Corporate information and you'll have the option of reporting maintenance concerns via a portal system. Building reports, quotes etc. will also be able to be circulated via the Portal System.

Skyway will advise owners when the information is available for them to view but in the meantime, please be patient while these new systems are put in place.

#### Parking units 14 and 10 in particular

Parking continues to be a big problem at Nga Mahi Road.

Skyway receives regular complaints about people parking in other people's carparks and also blocking egress for some operators.

When the units were purchased they came with a certain number of allocated carparks. Tenants must be advised to only use their allocated car parks, it's unacceptable to use other unit's carparks. This behavior is impacting some businesses due to their clients having nowhere to park and some operators are very unhappy with the situation on site.

It was suggested a Tow Away sign be erected, however, occupiers on site at Units 9 – 19 would need to arrange for the vehicles to be towed when required, it is not something Skyway would administer.

After a discussion those at the meeting agreed that in their general opinion towing was not the way forward, it was decided not to proceed with this option at this time.

**Action (1):** *David Leadbetter owner of unit 10 and Ray McIntyre owner of unit 14 are to speak with their tenants to ensure they only use their allocated carparks*

**Action (2)** *Skyway is to send a parking memo to all owners to pass onto their tenants.*

There being no further business, Ann thanked the Owners for attending and the meeting closed at 11.45 a.m.