Strata Title Administration Ltd
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Unit 5, 71 Gloucester Street,
Christchurch 8013

29 June 2023

Dear Owner

Re: Body Corporate 63906
Property at 20 Manchester Street, Paraparaumu 5032
Annual General Meeting held on Thursday, 8 June 2023

Please find enclosed the minutes and following attachments relating to your Body Corporate's annual general meeting:

- the Body Corporate's budget for the year 1 April 2023 to 31 March 2024.

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

Should you require any further information please log into your Owner Portal online account via Strata's website www.bodycorporate.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.

Yours sincerely,

Paul Roux

Paul Roux
Body Corporate Manager

MINUTES OF ANNUAL GENERAL MEETING
Body Corporate No 63906
Property at 20 Manchester Street, Paraparaumu 5032

THE ANNUAL GENERAL MEETING (AGM) of this Body Corporate was held at the Paraparaumu Library, 9 Iver Trask Place, Paraparaumu, on Thursday, 8 June 2023 commencing at 12:00 PM.

ATTENDANCE:

Lot #	Unit #	Attendance	Owner Name Representative
1	1	Apology	MCP Properties Ltd
2	2	Yes	Blackwood, Gordon
3	3	Yes	Carpet Storage Systems Ltd B Booth
4	4	Apology	Unit 4 Ltd, Max Malone
5	5	Yes	Mr D & Mrs C Wood D Wood
7	7	Yes	King, Ralph
8	8	Yes	Blackwood, Gordon

OTHERS PRESENT: Paul Roux 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 Paul Roux a representative of Strata Title Administration Ltd (Strata) to chair the meeting.

2 APOLOGIES, PROXIES AND POSTAL VOTES
Resolved: That the apologies be accepted and the meeting declared quorate.

3 CONFLICT OF INTEREST REGISTER
In accordance with Unit Title Regulation 6(5)(ca) to receive a copy of the body corporate committee interests register (attached to agenda).

Resolved: That the Interests register is received.

4 FINANCIAL STATEMENTS
The financial report appended to the agenda was presented.
Resolved: That the Body Corporate approves the financial report for the period 1 April 2022 to 31 March 2023.

5 CHAIRPERSON OF THE BODY CORPORATE
Resolved: That the Body Corporate appoints **Mr David Wood** as the Chairperson of the Body Corporate and Committee.

6 COMMITTEE
Resolved: That the Body Corporate elects a committee of THREE members, which shall have a quorum of TWO members, comprising:

Betsy Booth, unit 3
David Wood, unit 5
Ralph King, unit 7

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 OFFICE BEARERS LIABILITY INSURANCE

To acknowledge the liability on owners elected to the positions of chairperson and members of a committee, and also the Body Corporate as an entity. Committee members stated they do not wish to have this cover at this time.

Not passed: *That a quote(s) is to be obtained for Committee consideration for OBL cover of $1 million [or as agreed], to cover both indemnity and defence costs.*

9 BODY CORPORATE REINSTATEMENT INSURANCE

Discussion of the Body Corporate's reinstatement insurance and valuation requirements ensued.

Resolved: That the Body Corporate Committee accepts the quote when available from AON for principal cover for the period 23 August 2023 to 23 August 2024 and that Strata is to arrange the annual reinstatement valuation and pay the cost as per the budget.

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.

11 COMMON MAINTENANCE MATTERS

Resolved: That the Body Corporate's Chairperson/Committee is to agree and approve the maintenance required over the forthcoming year.

12 LONG TERM MAINTENANCE PLAN (LTMP)

The Body Corporate's obligation to review its LTMP every three years was noted. The draft LTMP produced by Plan Heaven was attached to the agenda and circulated to all owners. Discussion ensued. It was agreed that the Committee is to meet to review the draft and amend as required. Once the plan is amended owners will be advised. The following points were noted:

- the plan needs to take into account the current balance in the contingency fund, and the planned funding adjusted accordingly.
- the timing of the external works needs to be reviewed as set out in the plan and adjusted, likewise the funding.
- Ralph tabled a quote by Oasis Innovations for $182,505 incl GST for a full reclad of all units. This is to be considered in regards to necessity, timing funding and to be included in the LTMP.

(i) Resolved: That the Committee is to review the Body Corporate's LTMP drafted by Plan Heaven in 2023 and arrange for any changes arising as a result of the review to be incorporated into the LTMP.

(ii) Resolved: That the Body Corporate's Committee is to arrange the required maintenance set out in the plan as and when required.

13 LONG TERM MAINTENANCE FUND (LTMF)

Explanation of Section 117 of the Act pertaining to a LTMF.

Resolved by special resolution: That the Body Corporate does not maintain a LTMF but utilises a Contingency Fund to finance its LTMP.

14 HEALTH & SAFETY AT WORK ACT 2015

The Health & Safety at Work Act 2015 (HSWA) came in to force in April 2016. The HSWA introduces the concept of a Person Conducting a Business or Undertaking (PCBU) as the principal duty holder. A legal opinion from Price Baker Berridge is that as the Body Corporate will carry out work from time to time which work is considered to be an "undertaking" it is therefore a PCBU.

Resolved: That the Body Corporate instructs the Committee to monitor, review and 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.

15 BUDGET AND LEVIES

The proposed budget (*attached to the agenda)* for the Body Corporate for the forthcoming financial year was presented and discussed.

It was agreed, in light of the LTMP review, to reduce the proposed contribution to the contingency fund from $46,000 as per the draft budget to $24,000 this year. This is to form part of the LTMP funding review.

(i) Resolved: That the Body Corporate adopts a **working account budget** of **$32,572** and a **contingency fund budget** of **$24,000** for the period 1 April 2023 to 31 March 2024 and sets the levy due date as **equal quarterly installments due: 1 APRIL 2023; 1 JULY 2023; 1 OCTOBER 2023; 1 JANUARY 2024.**

(ii) Resolved: 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.

16 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 and the Debt Collection Regime which are on the Body Corporate's 'Owner Portal' at www.bodycorporate.co.nz).

17 AUDIT OF THE BODY CORPORATE'S FINANCIAL STATEMENTS

Explanation of section 132(8) of the Act.

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 any interest earned on Body Corporate funds be retained by Strata to offset the Trust Account operating and audit costs, on the proviso that any monies other than those in the working/operational account, may at the direction of the Committee be held in a separate deposit (saver/fixed term deposit) account with interest accruing for the benefit of the Body Corporate, less handling and administration fees; 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.

18 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.

19 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.

20 GENERAL BUSINESS

None raised.

21 AGM CLOSURE

The Chairperson thanked all present for attending and declared the meeting closed at 12:50PM.

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.bodycorporate.co.nz and click on the Owner Portal button to login. If owners require their personal login details would they please email bc@stratatitle.co.nz and we will issue/reissue the necessary access login and password.

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 01/04/2023

Body Corporate 63906 — 20 Manchester Street, Paraparaumu 5032

Working Account

		Approved budget	Actual 01/04/2022-31/03/2023	Previous budget
Revenue				
143000	Levies Due--Admin	32,572.00	28,999.96	29,000.00
	Total revenue	32,572.00	28,999.96	29,000.00
Less expenses				
150200	Admin--Accounting Fees	0.00	0.00	735.00
151400	Admin--Bank Charges & Interest	0.00	0.00	80.00
154000	Admin--Management Fees--Standard	2,600.00	2,415.00	2,507.00
154200	Admin--Meeting Room Expenses	0.00	87.00	87.00
156500	Admin--Prof. Fees--Prep of LTMP	150.00	3,070.50	2,047.00
159101	Insurance--Office Bearers Liability	850.00	0.00	850.00
159100	Insurance--Premiums	25,372.00	22,065.57	18,932.09
167200	Maint Bldg--General Maintenance & Disbursements	3,100.00	2,605.31	3,000.00
162900	Maint Bldg--Health & Safety (Inspection/Report/Expenses)	500.00	0.00	1,023.50
	Total expenses	32,572.00	30,243.38	29,261.59
Surplus/Deficit		0.00	(1,243.42)	(261.59)
	Opening balance	122,146.70	123,390.12	123,390.12
Closing balance		$122,146.70	$122,146.70	$123,128.53

Total units of entitlement	10000		10000
Levy contribution per unit entitlement	$3.26		$2.90

Contingency Fund

		Approved budget	Actual 01/04/2022-31/03/2023	Previous budget
Revenue				
243000	1 Levies Due--Contingency Fund	24,000.00	12,000.00	12,000.00
	Total revenue	24,000.00	12,000.00	12,000.00
Less expenses				
254400	1 Contingency--Other Expenses	24,000.00	503.24	12,000.00
	Total expenses	24,000.00	503.24	12,000.00
Surplus/Deficit		0.00	11,496.76	0.00
	Opening balance	23,496.76	12,000.00	12,000.00
Closing balance		$23,496.76	$23,496.76	$12,000.00

Total units of entitlement	10000		10000
Levy contribution per unit entitlement	$2.40		$1.20

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.