Strata Title Administration Ltd
bc@stratatitle.co.nz
www.bodycorporate.co.nz

Auckland Phone (09) 307 3721
PO Box 3187, Auckland 1140

Wellington Phone (04) 974 1011
PO Box 384, Wellington 6140

Christchurch Phone (03) 925 8749
PO Box 28171, Christchurch 8242

24 August 2022

Dear Owner

Re: Body Corporate 63906
Property at 20 Manchester Street, Paraparaumu 5032
Annual General Meeting held on Thursday, 18 August 2022

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

- the Body Corporate's budget for the year 01/04/2022 to 31/03/2023.

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,

Annelie Van Emmenes
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 in the meeting room of the Paraparaumu Library, 9 Iver Trask Place, Paraparaumu on Thursday, 18 August 2022 commencing at 10:30am.

ATTENDANCE:

Lot #	Unit #	Attendance	Owner Name Representative
1	1	Yes	MCP Properties Ltd Jo Page via MS Teams
3	3	Yes	Carpet Storage Systems Ltd Betsy Booth
4	4	Yes	Unit 4 Ltd Max Malone
5	5	Yes	Mr D & Mrs C Wood David Wood
7	7	Apology	King, Ralph

OTHERS PRESENT: Annelie Van Emmenes 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 Annelie Van Emmenes, a representative of Strata Title Administration Ltd (Strata) to chair the meeting.

2 APOLOGIES, PROXIES AND POSTAL VOTES

Resolved: That the apologies, proxies and postal votes be accepted and the meeting declared quorate.

3 FINANCIAL STATEMENTS

Resolved: That the Body Corporate approves the financial report for the period 01/04/2021 to 31/03/2022.

4 CHAIRPERSON OF THE BODY CORPORATE

Resolved: That the Body Corporate appoints **David Wood** (unit 5) as the Chairperson of the Body Corporate.

5 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
Max Malone, unit 4
David Wood, unit 5

6 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.

7 OFFICE BEARERS LIABILITY INSURANCE

Resolved: That a quote is to be obtained for Committee consideration for OBL cover of $1 million [or as agreed], to cover both indemnity and defence costs.

8 BODY CORPORATE REINSTATEMENT INSURANCE

Resolved: That the Body Corporate accepts the quote from AON for principal cover at the quoted premium of $18,932.09 for the period 23 August 2022 to 23 August 2023 and that Strata is to arrange the annual re-instatement valuation and pay the cost as per the budget (where applicable).

Note: As noted at the previous AGM, the principal policy excludes Business Interruption Insurance, that is cover for loss of rents. This is for each owner to arrange.

9 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.

10 COMMON MAINTENANCE MATTERS

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

11 LONG TERM MAINTENANCE PLAN (LTMP)

Resolved:

(i) That the Committee is to review the Body Corporate's LTMP to be drafted by Plan Heaven during Sept/Oct 2022 and arrange for any changes arising as a result of the review to be incorporated into the LTMP.

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

12 LONG TERM MAINTENANCE FUND (LTMF)

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

13 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 (to be drafted by Plan Heaven) 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.

(ii) Induction of Contractors

PCBUs are also directed to induct contractors to their site when they attend to work in the common areas.

Resolved: 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.

(iii) Asbestos Management Procedure

Resolved: That prior to any owner carrying out repairs, remedial works, renovations or similar building works in their unit and/or any common areas they must initially check for any asbestos being present in the materials that they will be working on; and that if asbestos is discovered the owner must report this immediately to the Committee and await their approval to proceed with the works, which approval would be conditional upon ensuring that an appropriate professional contractor is engaged to handle the removal/ management of the asbestos in line with all legal requirements.

14 BUDGET AND LEVIES

Resolved:

(i) That the Body Corporate adopts a **working account budget** of **$29,000** and a **contingency fund budget** of **$12,000** for the period 01/04/2022 to 31/03/2023 and sets the levy due date as **equal quarterly installments due: 1 APRIL 2022; 1 JULY 2022; 1 OCTOBER 2022; 1 JANUARY 2023**

(ii) 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.

* *It was noted that we are substantially in the new financial year and therefore the initial instalments will appear as a balance brought forward on the first invoices.*

15 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).

16 AUDIT OF THE BODY CORPORATE'S FINANCIAL STATEMENTS

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.

17 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.

18 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.

19 GENERAL BUSINESS

- Max asked that a copy of the unit plan of the development be sent to the committee.
- The Body Corporate agreed that Max be re-imbursed for the painting of the walls at the back of the property. He will submit an invoice to Strata for payment.

20 AGM CLOSURE

Annelie van Emmenes thanked everyone for attending the AGM and closed the meeting at 11:25am.

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 01/04/2022

Auckland Phone (09) 307 3721
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Body Corporate 63906 — 20 Manchester Street, Paraparaumu 5032

Working Account

		Approved budget
Revenue		
143000	Levies Due--Admin	29,000.00
	Total revenue	29,000.00
Less expenses		
150200	Admin--Accounting Fees	735.00
151400	Admin--Bank Charges & Interest	80.00
154000	Admin--Management Fees--Standard	2,507.00
154200	Admin--Meeting Room Expenses	87.00
156500	Admin--Prof. Fees--Prep of LTMP	2,047.00
159101	Insurance--Office Bearers Liability	850.00
159100	Insurance--Premiums	18,932.09
167200	Maint Bldg--General Maintenance & Disbursements	3,000.00
162900	Maint Bldg--Health & Safety (Inspection/Report/Expenses)	1,023.50
	Total expenses	29,261.59
Surplus/Deficit		(261.59)
	Opening balance	123,390.12
Closing balance		$123,128.53
Total units of entitlement		10000
Levy contribution per unit entitlement		$2.90

Contingency Fund

		Approved budget
Revenue		
243000	1 Levies Due--Contingency Fund	12,000.00
	Total revenue	12,000.00
Less expenses		
254400	1 Contingency--Other Expenses	12,000.00
	Total expenses	12,000.00
Surplus/Deficit		0.00
	Opening balance	12,000.00
Closing balance		$12,000.00
Total units of entitlement		10000
Levy contribution per unit entitlement		$1.20