

3 September 2024

## **EXTRAORDINARY GENERAL MEETING NOTICE**

### **BODY CORPORATE 90202**

Village Gardens, 16 Rototuna Road, Flagstaff, Hamilton 3210

### **MEETING PLACE, DATE & TIME**

The Clubrooms, Village Gardens, 16 Rototuna Road Hamilton on **Thursday, 19 September 2024 at 10:00 AM**

### **Included are supporting documents:**

- Half Year Financial Statements, including proposed budget
- Proxy Appointment form, if unable to attend
- Postal Voting form if unable to attend

A unit owner may not vote unless all body corporate levies and other amounts that are from time to time payable to the body corporate in respect of the unit have been paid.

### **If you are unable to attend the Extraordinary General meeting;**

Body corporate managers cannot conduct the business of the body corporate without instruction. It is therefore imperative that owners attend meetings and vote or provide postal votes on the requisite resolutions even where those are merely to conduct business as usual. Without your involvement the body corporate is unable to function. Please complete the postal voting form or proxy form attached and return to our office via email to [jane.kelly@quaybodycorporate.co.nz](mailto:jane.kelly@quaybodycorporate.co.nz) or our postal address at PO Box 19093, Hamilton. It is crucial that we have a quorum to be able to pass the resolutions required.

Please be advised Quay Body Corporate is able to act as your proxy on these matters. Please note that if 2 or more persons own one unit jointly, then they must jointly appoint the proxy (who may be one of those persons).

### **If there is no quorum at the meeting:**

- (a) The meeting will be reconvened on the same day, one week later at the same time and place.
- (b) Where a quorum is not reached at the reconvened meeting, business can be transacted and resolutions passed if there is a minimum of one person present or one proxy is held.

Please contact us if you have any queries.

Kind Regards,  
Quay Body Corporate

Jane Kelly  
Body Corporate Manager  
[jane.kelly@quaybodycorporate.co.nz](mailto:jane.kelly@quaybodycorporate.co.nz)

## EXTRAORDINARY GENERAL MEETING AGENDA

### BODY CORPORATE 90202

Village Gardens, 16 Rototuna Road, Flagstaff, Hamilton 3210

### MEETING PLACE, DATE & TIME

The Clubrooms, Village Gardens, 16 Rototuna Road Hamilton on **Thursday, 19 September 2024 at 10:00 AM**

### BODY CORPORATE CHAIRPERSON

Ian Turnbull

### MEETING CHAIRPERSON

Jane Kelly

### AGENDA ITEMS

#### 1 QUORUM

The chair of the meeting will record apologies, proxies and postal votes within the attendance register and confirm the meeting has a quorum.

#### 2 REMEMBRANCE & INTRODUCTION

We take this time to remember those who have passed on and introduce those new to the Village.

#### 3 FINANCIAL STATEMENTS

##### Ordinary Motion

That the half year financial accounts for the period ended 31/07/2024 be adopted.

#### 4 ANNUAL BUDGET

##### Ordinary Motion

That the proposed Annual Budget be approved and that the levies will be raised as per Section 121 of the Unit Titles Act 2010. This will be an increase of \$10 approximately per unit (excluding unit 62) per month.

##### Ordinary Motion

That the levies are due on the 1st day of each month commencing 1st February 2025.

##### Ordinary Motion

That the Body Corporate is authorised to recover any unpaid levies owed to the Body Corporate, whether through Court, Tenancy Tribunal or otherwise.

##### Ordinary Motion

That levy interest at the rate of 10% per annum as provided under Section 128 of the Unit Titles Act 2010 on any monies owed to the Body Corporate.

#### 5 GENERAL BUSINESS

Unless all eligible voters are present or represented by their proxies, any items raised at the meeting which are not included on the agenda cannot be voted on at the meeting.

# **INTERIM REPORTS**

## **for the financial year to 31/07/2024**

**Body Corporate 90202**

**Village Gardens, 16 Rototuna Road, Flagstaff HAMILTON  
3210**

**Manager: Jane Kelly**

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## Statement of Financial Position

### As at 31/07/2024

Body Corporate 90202

Village Gardens, 16 Rototuna Road, Flagstaff  
HAMILTON 3210

	Current period	Previous 6-mths
<b>Owners' funds</b>		
<b>Administrative Fund</b>		
Operating Surplus/Deficit--Admin	(13,233.13)	(20,118.76)
Owners Equity--Admin	67,095.56	87,214.32
	<u>53,862.43</u>	<u>67,095.56</u>
<b>Sinking Fund</b>		
Operating Surplus/Deficit--Sinking	82,888.51	47,765.54
Owners Equity--Sinking	214,250.91	166,485.37
	<u>297,139.42</u>	<u>214,250.91</u>
<b>Net owners' funds</b>	<b><u>\$351,001.85</u></b>	<b><u>\$281,346.47</u></b>
<b>Represented by:</b>		
<b>Assets</b>		
<b>Administrative Fund</b>		
Cash at Bank--Admin	58,171.28	83,521.77
Receivable--Levies--Admin	701.61	788.54
Receivable--Owners--Admin	569.25	569.25
Bank Investment--Imprest Account	500.00	498.47
	<u>59,942.14</u>	<u>85,378.03</u>
<b>Sinking Fund</b>		
Cash at Bank--Sinking	54,034.33	42,655.43
Receivable--Levies--Sinking	243.38	286.46
Investments-Bank Term Deposit	101,142.54	101,142.54
Investments--Optional Cont Fund Additional	73,117.81	71,947.58
Investments- Bank Term Deposit 2	70,000.00	0.00
	<u>298,538.06</u>	<u>216,032.01</u>
<b>Unallocated Money</b>		
Cash at Bank--Unallocated	1,765.00	0.00
	<u>1,765.00</u>	<u>0.00</u>
<b>Total assets</b>	<u>360,245.20</u>	<u>301,410.04</u>
<b>Less liabilities</b>		
<b>Administrative Fund</b>		
Creditors--Other--Admin	2,047.68	13,147.93
Prepaid Levies--Admin	4,032.03	5,134.54
	<u>6,079.71</u>	<u>18,282.47</u>
<b>Sinking Fund</b>		
Prepaid Levies--Sinking	1,398.64	1,781.10
	<u>1,398.64</u>	<u>1,781.10</u>
<b>Unallocated Money</b>		
Prepaid Levies--Unallocated	1,765.00	0.00
	<u>1,765.00</u>	<u>0.00</u>
<b>Total liabilities</b>	<u>9,243.35</u>	<u>20,063.57</u>

	Current period	Previous 6-mths
Net assets	\$351,001.85	\$281,346.47

## Statement of Financial Performance for the financial year-to-date 01/02/2024 to 31/07/2024

Body Corporate 90202

Village Gardens, 16 Rototuna Road, Flagstaff  
HAMILTON 3210

<b>Administrative Fund</b>			
	<b>Current period</b>	<b>Annual budget</b>	<b>Variance</b>
	01/02/2024-31/07/2024	01/02/2024-31/01/2025	(\$)
<b>Revenue</b>			
Insurance Claims	3,085.00	0.00	3,085.00
Levies Due--Admin	91,437.72	182,873.20	(91,435.48)
Miscellaneous Income--Admin	589.80	0.00	589.80
<b>Total revenue</b>	<b>95,112.52</b>	<b>182,873.20</b>	<b>(87,760.68)</b>
<b>Less expenses</b>			
Admin--Agent Disbursements	259.98	520.00	(260.02)
Admin--Consultants	2,485.75	0.00	2,485.75
Admin--Health & Safety	0.00	1,500.00	(1,500.00)
Admin--Management Fees--Standard	8,610.60	17,221.20	(8,610.60)
Admin--Motor Vehicle	1,254.67	1,500.00	(245.33)
Admin--Other Expenses--Admin	216.90	1,000.00	(783.10)
Admin--Stationery & Printing	127.55	0.00	127.55
Admin--Transfer to Optional Contingency Fund	50,000.00	0.00	50,000.00
Contractors--Contract Caretaker	25,375.98	48,950.00	(23,574.02)
Contractors--Contract Cleaner	188.70	500.00	(311.30)
Contractors--Contract Grounds	24.95	2,200.00	(2,175.05)
Insurance--Claims	2,932.50	0.00	2,932.50
Insurance--Premiums	0.00	67,032.00	(67,032.00)
Insurance--Valuation	0.00	2,000.00	(2,000.00)
Maint Bldg--Compliance	1,007.25	1,500.00	(492.75)
Maint Bldg--General Repairs & Maintenance	11,637.11	30,000.00	(18,362.89)
Maint Grounds--Garden Bins	2,696.00	5,250.00	(2,554.00)
Maint Grounds--Lawns Gardening Rubbish	377.73	1,500.00	(1,122.27)
Utility--Electricity	1,064.63	2,200.00	(1,135.37)
Utility--Rubbish Removal	85.35	0.00	85.35
<b>Total expenses</b>	<b>108,345.65</b>	<b>182,873.20</b>	<b>(74,527.55)</b>
<b>Surplus/Deficit</b>	<b>(13,233.13)</b>	<b>0.00</b>	<b>(13,233.13)</b>
Opening balance	67,095.56	67,095.56	0.00
<b>Closing balance</b>	<b>\$53,862.43</b>	<b>\$67,095.56</b>	<b>-\$13,233.13</b>

**Sinking Fund**

	<b>Current period</b> 01/02/2024-31/07/2024	<b>Annual budget</b> 01/02/2024-31/01/2025	<b>Variance</b> (\$)
<b>Revenue</b>			
Interest on Investments--Sinking	1,625.28	0.00	1,625.28
Levies Due OCF--Sinking	31,718.28	63,438.80	(31,720.52)
Transfer from Admin Fund	50,000.00	0.00	50,000.00
<i>Total revenue</i>	83,343.56	63,438.80	19,904.76
<b>Less expenses</b>			
Admin--Income Tax--RWTSinking	455.05	0.00	455.05
<i>Total expenses</i>	455.05	0.00	455.05
<b>Surplus/Deficit</b>	82,888.51	63,438.80	19,449.71
Opening balance	214,250.91	214,250.91	0.00
<b>Closing balance</b>	<b>\$297,139.42</b>	<b>\$277,689.71</b>	<b>\$19,449.71</b>

## Proposed Budget to apply from 01/02/2025

Body Corporate 90202

Village Gardens, 16 Rototuna Road, Flagstaff  
HAMILTON 3210

### Administrative Fund

#### Proposed budget

#### Revenue

Levies Due--Admin	186,776.00
<i>Total revenue</i>	186,776.00

#### Less expenses

Admin--Agent Disbursements	520.00
Admin--Health & Safety	1,500.00
Admin--Management Fees--Standard	17,221.20
Admin--Motor Vehicle	1,500.00
Admin--Other Expenses--Admin	1,000.00
Contractors--Contract Caretaker	48,950.00
Contractors--Contract Cleaner	500.00
Contractors--Contract Grounds	2,200.00
Insurance--Premiums	70,934.80
Insurance--Valuation	2,000.00
Maint Bldg--Compliance	1,500.00
Maint Bldg--General Repairs & Maintenance	30,000.00
Maint Grounds--Garden Bins	5,250.00
Maint Grounds--Lawns Gardening Rubbish	1,500.00
Utility--Electricity	2,200.00
<i>Total expenses</i>	186,776.00

#### Surplus/Deficit

0.00

Opening balance	130,854.50
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#### Closing balance

\$130,854.50

Total units of entitlement	6220
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Levy contribution per unit entitlement	\$30.03
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Sinking Fund

Proposed  
budget

Revenue

Levies Due OCF--Sinking	67,000.00
<i>Total revenue</i>	<u>67,000.00</u>

Surplus/Deficit

Opening balance	328,781.98
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Closing balance

\$395,781.98

Total units of entitlement	6220
Levy contribution per unit entitlement	\$10.77



# Form 12 | Postal Voting Form

## Body Corporate 90202

**To:** BC Chairperson/BC Manager

**Unit plan:** 90202

### Instructions

You are entitled to vote at the Body Corporate meeting to be held at The Clubroom, Village Gardens, 16 Rototuna Road, Hamilton on **Thursday, 19 September 2024 at 10:00 AM** by casting a postal vote. The motions to be decided at the meeting are summarized in the table below and more particularly set out in the notice of meeting. If you intend to cast a postal vote, you must indicate you vote in the final column of the table and return the form to Quay Body Corporate so that it is received by Wednesday, 18 September 2024.

### Postal vote

I/We the undersigned, being the owners of the principal unit identified below, and therefore an eligible voter within the meaning of section 96(1) of the Unit Titles Act 2010, intend to cast the following postal vote(s) at the meeting of the Body Corporate to be held The Clubroom, Village Gardens, 16 Rototuna Road, Hamilton on **Thursday, 19 September 2024 at 10:00 AM**

### Motions

Motion	Summary	Type of resolution (ordinary, special, designated)	Direction on resolution (Indicate in the case of each motion whether you vote for, or against, the motion, or that you wish to abstain)
1	Quorum/Attendees/Proxies	No motion	
2	Remembrance & introduction new residents	No motion	
3	Financial Statements	Ordinary	For [ ] Against [ ] Abstain [ ]
4	Annual Budget	Ordinary	For [ ] Against [ ] Abstain [ ]
	Levies are due 1 <sup>st</sup> day of each month	Ordinary	For [ ] Against [ ] Abstain [ ]
	Body Corporate is authorised to recover unpaid levies	Ordinary	For [ ] Against [ ] Abstain [ ]
	Levy interest rate of 10% per annum	Ordinary	For [ ] Against [ ] Abstain [ ]
5	General Business	No motion	

Owner name: \_\_\_\_\_

Unit Number: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Notes:

1. The Body Corporate completes the instructions section and the text of the motions. You should complete the postal vote section and the vote section.
2. Your postal vote will not be counted if any Body Corporate levies, or other amounts that are payable in respect of your unit, are outstanding.
3. If a poll is requested, your ownership interest will be counted as part of the poll. If no poll is requested, your postal vote will be counted as 1 vote. You cannot request a poll.
4. If at the general meeting of the Body Corporate the wording of a motion is materially altered, your postal vote in relation to that motion will not be counted. It is the responsibility of the chairperson to decide what constitutes a material alteration. If you are concerned that your postal vote may not be counted as a result of an amendment to a motion, you should consider appointing a proxy to attend and vote at the meeting on your behalf.
5. If a quorum is not present at the general meeting of the Body Corporate, and regulation 13(1) of the Unit Titles Regulations 2011 does not apply, the meeting will be adjourned until the same day 1 week later and your postal vote will be counted at that meeting.
6. If the unit owner is a body corporate or an unincorporated body, the form must be signed by the representative (recorded in the register of unit owners) of the unit owner.
7. If the unit is owned by more than 1 person, every owner or his or her authorised representative must sign the form.

**PROXY APPOINTMENT FORM  
BODY CORPORATE 90202**

I/We the undersigned being registered unit owners within Body Corporate 90202 appoint the Chairperson of the meeting

or

as my/our proxy at the general meeting to be held on 19/09/2024.

If the general meeting is adjourned and reconvened, this proxy appointment is valid for the purposes of the reconvened meeting.

Owner name:

Unit Number:

Signature:

Date:

**Notes**

1. This proxy appointment expires at the end of the general meeting referred to in the form or, if that meeting is adjourned, the end of the reconvened meeting.
2. The full text of motions is contained in the notice of general meeting, a copy of which should be provided to the proxy.
3. Your proxy may not vote unless all body corporate levies, and other amounts that are owing in respect of your unit, have been paid.
4. If the unit owner is a body corporate or an unincorporated body, the representative (recorded in the register of unit owners) of the unit owner must sign the form.
5. If the unit is owned by more than 1 person, every owner must sign the form.
6. If the unit is owned by more than 1 person, one of the unit owners may be appointed as proxy.