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

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

Wellington Phone (04) 974 1011
The iCentre, Lvl 1, 50 Manners Street
Te Aro, Wellington 6011

Christchurch Phone (03) 925 8749
Unit 5, 71 Gloucester Street,
Christchurch 8013

8 July 2025

Dear Owner,

Re: Body Corporate 607256
Property at "The Workshops Matakana", 64 Matakana Valley Road, Auckland
Annual General Meeting

We advise that the Annual General Meeting of your Body Corporate is to be held at 12:00pm on Tuesday, 22 July 2025 **via MS Teams video conference facility.**

Please use the link in the cover email to register before the meeting date. You will then receive an MS Teams link to access the meeting.

Please find enclosed:

- the Agenda and supporting documentation for the meeting;
- a postal voting form for you to complete if you are unable to attend the meeting, and wish your vote to be counted without appointing a proxy; and
- a proxy form for you to complete if you wish to appoint someone to represent you.

Please bring the agenda and the attachments with you to the Annual General Meeting.

I look forward to seeing you at the meeting.

Yours sincerely,

Phillip Lockyer
Business Development

BODY CORPORATE NO 607256 (BODY CORPORATE)

Property at "The Workshops", 64 Matakana Valley Road, Auckland

NOTICE IS HEREBY GIVEN that the **ANNUAL GENERAL MEETING** (AGM) of the Body Corporate will be held via MS Teams video conference facility, on Tuesday, 22 July 2025 commencing at 12:00pm.

A link to register to attend the meeting online via MS Teams has also been emailed to all owners.

AGENDA:

1 APPOINTMENT OF CHAIRPERSON OF THE MEETING

To consider resolving: That the Body Corporate elects Mr Phillip Lockyer, a representative of Strata Title Administration Ltd (Strata) to chair the meeting.

2 APOLOGIES, PROXIES, POSTAL AND PRE-MEETING ELECTRONIC VOTES

To consider resolving: That the apologies, proxies, postal votes and pre-meeting electronic votes be accepted and the meeting declared quorate.

3 CHAIRPERSON OF THE BODY CORPORATE

A nomination has been received for Benjamin Dearlove of Northwick Park Trustee Limited to be appointed as Chairperson of the Body Corporate and Chairperson of the Committee.

To consider resolving: That the Body Corporate appoints Benjamin Dearlove of Northwick Park Trustee Limited as the Chairperson of the Body Corporate and Committee.

4 COMMITTEE

(i) Nominations have been received for Benjamin Dearlove of Northwick Park Trustee Limited and Jamie Hutchens of Northwick Park Trustee Limited to be candidates for election as committee members.

To consider resolving: That the Body Corporate elects a committee of two members, which shall have a quorum of two members, comprising: Benjamin Dearlove of Northwick Park Trustee Limited and Jamie Hutchens of Northwick Park Trustee Limited.

(ii) 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 at page 7).**

To consider resolving: That the Interests Register is received.

5 DELEGATION OF DUTIES

To consider resolving 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.

6 BODY CORPORATE REINSTATEMENT INSURANCE

The Body Corporate is insured with NZI via Wallace McLean Ltd, insurance broker, at a premium of $64,620.19 for the period 8 April 2025 to 8 April 2026. A copy of the insurance quotation and the certificate of insurance for the period 8 April 2025 to 8 April 2026 will be discussed **(attached at pages 8 - 18).**

Competitive insurance quotations will be obtained and submitted to the Committee prior to the expiry of the policy on 8 April 2026.

To consider resolving: That prior to the expiry of the current policy of insurance on 8 April 2026, Strata is to obtain an updated reinstatement insurance valuation to enable competitive insurance quotations to be obtained and submit them to the committee for consideration and acceptance of the most competitive premium.

7 OFFICE BEARERS LIABILITY (OBL) INSURANCE

To acknowledge the potential liability on owners elected to the positions of chairperson and members of a committee, and also the Body Corporate as an entity. A quotation to take out Office Bearers' Liability insurance at a premium of $1,822.75 is **attached at page 14.**

To consider resolving: That the Body Corporate takes out OBL cover of $1,000,000.00 at a premium of $1,822.75 for the committee to cover both indemnity and defence costs for the period 22 July 2025 to 22 July 2026.

8 INSURANCE EXCESS

The excesses which apply when a claim is made under the Body Corporate's principal material damage policy are:

- All Claims $1,000.00, except
- Theft (no evidence of forced entry) $2,500.00
- Subsidence/Landslip $10,000.00
- Earthquake 2.5% of Material Damage Sum Insured, Minimum $2,500.00

To consider resolving: 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.

9 BODY CORPORATE RULES

To consider resolving: That in accordance with section 106 of the Unit Titles Act 2010 the following operational rule 25.17 shall be amended by Body Corporate 607256 by replacing the words *"WTP New Zealand Limited"* with *"Solutions In Engineering Ltd"* and that the Body Corporate re-registers the current rules (subject to the inclusion of the amended rule 25.17 below) with Land Information New Zealand for registration on the Supplementary Record Sheet.

"New Rule 25.17: *The Body Corporate must establish and maintain a Long-Term Maintenance Plan for the Building in accordance with the plan prepared by Solutions In Engineering Ltd until such time as the Body Corporate resolves to adopt an alternative Long-Term Maintenance Plan to replace the plan prepared by Solutions In Engineering Ltd. The Body Corporate must establish and maintain a long-term maintenance fund in order to maintain the Building and the Common Property pursuant to the Long-Term Maintenance Plan prepared by Solutions In Engineering Ltd or such alternative replacement Long-Term Maintenance Plan."*

10 BUILDING MANAGER'S REPORT

To receive a report from the Building Manager **(attached at pages 19 - 23).**

To consider resolving: That subject to any direction of the meeting and/or the Committee the Building Manager's report and recommendations are adopted.

11 COMMON MAINTENANCE MATTERS

To consider resolving: That the Body Corporate's Chairperson/Committee/Building Manager is to agree, approve and arrange the maintenance required over the forthcoming year.

12 BUILDING ACT COMPLIANCE

To consider resolving: That the Building Manager is to oversee the Body Corporate's Building Act compliance requirements and the issuance of the annual Building Warrant of Fitness.

13 LONG TERM MAINTENANCE PLAN (LTMP)

Explanation of section 116 of the Act which sets out the Body Corporate's obligation to maintain a Long Term Maintenance Plan (LTMP), namely:

"(1) A body corporate must establish and regularly maintain a long-term maintenance plan.
(2) A long-term maintenance plan must cover a period of at least 10 years from the date of the plan or the last review of the plan [or 30 years for a large Unit Title Development].
(3) The purpose of a long-term maintenance plan is to-
(a) identify future maintenance requirements and estimate the costs involved; and
(b) support the establishment and management of the funds; and
(c) provide a basis for the levying of owners of principal units; and
(d) provide ongoing guidance to the body corporate to assist it in making its annual maintenance decisions."

The developer of The Workshops Matakana has arranged and paid for a LTMP to be prepared by Solutions in Engineering Ltd which is available to view on Strata's portal.

To consider resolving: That the Body Corporate committee, in conjunction with the building manager, is to review the LTMP prepared by Solutions in Engineering Ltd.

14 HEALTH & SAFETY AT WORK ACT 2015

The Health & Safety at Work Act 2015 (HSWA) provides for the concept of a Person Conducting a Business or

Undertaking (PCBU) as the principal duty holder. The Body Corporate will carry out work from time to time which work is considered to be an "undertaking" and it is therefore a PCBU. The developer of The Workshops Matakana Body Corporate has arranged and paid for a Health and Safety Plan to be prepared which is available to all owners on the Strata Connect web portal.

To consider resolving: That when engaging a contractor to work in the common areas, prior to the contractor commencing their work, the Committee/Building Manager/or any applicable party is to provide the contractor with a copy of the Body Corporate's Health and Safety Plan and confirm that the contractor also has an appropriate Health and Safety Plan in place for themselves as a contractor.

15 BUDGET AND LEVIES

To review the budget adopted by the Body Corporate for the period 8 April 2025 to 7 April 2026 upon which the levies were calculated **(attached at pages 24 - 26).**

To consider resolving: 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 FINANCIAL PERIOD

The Body Corporate proposes to change its financial year end from 7 April to 31 March in order to align the year end with the nearest month end. The reason for doing this is for financial reporting purposes to enable the annual financial reports to run through until the end of a month in accordance with standard financial reporting practice.

If the Body Corporate resolves to change its financial year end to 31 March, the current financial period will run from 8 April 2025 to 31 March 2026. The next financial period will therefore run from 1 April 2026 to 31 March 2027. All future financial periods thereafter will start on 1 April and end on 31 March the following year.

To consider resolving:

(i) That the Body Corporate changes its first financial period to be from 8 April 2025 to 31 March 2026.

(ii) That the Body Corporate adopts 1 April to 31 March as its financial period commencing from 1 April 2026.

17 DEBT RECOVERY REGIME

To consider resolving: That if a duly authorised levy or any sum payable by an owner to the Body Corporate is not paid by due date that the owner is liable to the Body Corporate for interest on the outstanding balance at 10% per annum; all debt collecting costs; including Tenancy Tribunal/court costs incurred by the Body Corporate in accordance with the following procedure:

- If payment of the levy notice is not made by the due date a reminder letter is sent to the defaulting owner requesting payment of the levy and stating that if the levy is not paid within seven (7) days a Late Payment Charge of $126.50 including GST (if any) will be incurred; [letter #1]
- If payment of the levy notice is not received within seven (7) calendar days of the due date, a letter is sent to the defaulting owner requesting payment of the levy and the $126.50 including GST (if any) Late Payment Charge, and advising that if these amounts are not paid within seven (7) calendar days an additional Late Payment Charge of $253.00 including GST (if any) will be incurred; [letter #2]
- If payment of the levy notice and Late Payment Charges are not received within seven (7) calendar days of Letter #2 being sent, a third letter is sent to the defaulting owner requesting payment of the levy plus all accumulated Late Payment Charges and advising that if these amounts are not paid within seven (7) calendar days an additional Late Payment Charge of $253.00 including GST (if any) will be applied; [letter #3]
- If payment of the levy notice and accumulated Late Payment Charges are not received within seven (7) calendar days of Letter #3 being sent, a "Notice of Impending Legal Action" letter is sent to the defaulting owner requesting payment of the levy plus all accumulated Late Payment Charges and advising that the debt will be turned over to a solicitor if the total outstanding amount is not paid within seven (7) calendar days; [letter #4] and
- Pursuant to Section 171(3) of the 2010 Act, the Body Corporate hereby appoints Price Baker Berridge (PBB) to act as its agent on its behalf in relation to any dispute.

18 TAX AGENT

To consider resolving: That the Body Corporate authorises Strata to appoint Bendall and Cant Limited, Chartered Accountants, on their normal terms and conditions, to act as tax agent for the Body Corporate for all tax types and to obtain information from Inland Revenue as required about the Body Corporate.

19 AUDIT OF THE BODY CORPORATE'S FINANCIAL STATEMENTS

Explanation of section 132(2) and 132(8) of the Act and the Independent Assurance Report from Forbes Audit and Accounting Limited, **attached at pages 27 - 28**.

"Section 132(2)
Within 2 months after the end of each financial year, the body corporate must-
(a) submit its financial statements to an independent auditor for auditing; or
(b) submit its financial statements to an accountant for review; or
(c) engage an accountant to undertake specific verification procedures as determined by the body corporate by special resolution at a general meeting.

Section 132(8)
The body corporate may, at the annual general meeting, decide by special resolution that subsection (2) does not apply for a particular year."

To consider resolving 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 if any interest is earned on Body Corporate funds it is to be retained by Strata to offset the Trust Account operating and audit costs, on the proviso that any monies other than those in the Operating 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.

20 TURN-OVER DISCLOSURE
Section 156 of the Act provides that the original owner (the developer) must provide the Body Corporate a Turn-Over Disclosure Statement in accordance with Form 19 of the Regulations 2011 and a statement setting out any interest that the original owner or an associate of the original owner has in any contract or arrangement made by the Body Corporate at any time up to and including the date of the Turn-Over Disclosure Statement.

The Turnover Disclosure Statement (Form 19 of the Regulations 2011) will be tabled at the meeting.

21 COMMUNICATION
To consider resolving: 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.

22 MINUTES TO BE A RECORD OF THE BUSINESS OF THE ANNUAL GENERAL MEETING
To consider resolving: 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.

23 GENERAL BUSINESS
Please note that no "new" items of business may be tabled for voting on at the AGM that are not already set out on the AGM agenda. Comments may however be tabled for notation in the minutes of the AGM.

24 AGM CLOSURE

NOTES:

(a) Quorum: For a valid meeting 25% of unit owners must be present either by postal votes or in person or by proxy. If a quorum is not reached the meeting must be adjourned until the same day 1 week later and the reconvened meeting must be held at the same time and place. The number of unit owners at the adjourned meeting are deemed to be a quorum.

(b) Voting at the Meeting: You cannot vote at the meeting unless all levies and any other money due from the owner has been paid to the Body Corporate.

(c) Resolutions: For voting purposes an ordinary resolution is passed if a majority of eligible voters who vote on the resolution vote in favour of the resolution. A special resolution is passed if 75% of eligible voters who vote on the resolution vote in favour of the resolution.

(d) Strata Owner Portal Access:
Owners have 24 hour access to their body corporate information via Strata's website. To access this service visit www.stratatitle.co.nz and click on the Owner Portal button to log in. If owners require their personal login details would they please email bc@stratatitle.co.nz and we will issue/reissue the necessary access login.

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.**

(e) Code of Conduct for body corporate committee members: The members of a body corporate committee must comply with the code of conduct for committee members as prescribed in the regulations below:

- A member must have a commitment to acquiring an understanding of anything in the Unit Titles Act, including the code of conduct, that is relevant to the member's role on the committee.
- A member must act honestly and fairly in performing the member's duties as a committee member.
- A member must not unfairly or unreasonably disclose information held by the body corporate, including information about an owner of a unit, unless authorized to do so by law.
- A member must act in the best interests of the body corporate in performing the members duties as a committee member, unless it is unlawful to do so.
- A member must comply with the Act, these regulations, including this code, and any other applicable legislation relating to matters for which the committee has responsibility in performing the members duties as a committee member.
- A committee member who is eligible to vote must disclose to the committee any conflict of interest the member may have in a matter before the committee.

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>

Strata Title Administration Ltd

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Christchurch 8013

Body Corporate 607256
Property at: "The Workshops", 64 Matakana Valley Road, Auckland

As per Section 114(C) of the 2010 Unit Titles Acts, the Body Corporate Committee is to keep a register of all disclosed conflicts of interest made by the committee members.

Name	Unit #	Conflict of Interest	Date Lodged

Definition of a matter of interest:

- May derive a financial benefit from the matter: or
- Is the spouse, civil union partner, de facto partner, child or parent of a person who may derive a financial benefit from the matter; or
- May have a financial interest in a person to whom the matter relates; or
- Is a partner, director, officer, board member, or trustee of a person who may have a financial interest in a person to whom the matter relates; or
- May be interested in the matter because the body corporate's operational rule say so.

Material Damage and Business Interruption

Certificate of Currency

Insured

Insured name: Body Corporate 607256

Policy number: NEW / TBA

Period of insurance

From: 08-Apr-2025 to: 08-Apr-2026 at 4pm

Material Damage Sum Insured

Location	Insured Item/s	Sum Insured
64 Matakana Valley Road, Matakana	Buildings	$ 30,340,000
		$
		$
		$
		$
Interested Parties		

Business Interruption Sum Insured

Insured Item/s	Sum Insured
Indemnity Period	Not taken
Insured Items/s	$
Insured Items/s	$
Insured Items/s	$
Insured Items/s	$
Insured Items/s	$

This certificate is current only on the date of issue and is provided as information only. Cover evidenced by this certificate is subject to the terms and conditions of the relevant Policy, including any applicable warranties or endorsements. In the event of any inconsistency between this certificate and the Policy, the Policy will apply.

NZI does not guarantee that the insurance outlined above will continue to remain in force for the period referred to as the insurance may be cancelled or altered by either NZI or the insured at any time, in accordance with the terms of the Policy. NZI accepts no responsibility or liability to advise any party who may be relying on this certificate of alterations to, or cancellation of, the Policy.

Signed for NZI/Lumley – A business division of IAG New Zealand Limited

Signature: Lisa Russell

Digitally signed by Lisa Russell
DN: C=NZ, OU="Howden ", CN=Lisa Russell, E=lisa.russell@howdengroup.com
Reason: I am the author of this document
Location: your signing location here
Date: 2025.04.01 13:23:13+13'00'
Foxit PhantomPDF Version: 10.1.12

Date: 01-Apr-2025

NZI, a business division of IAG New Zealand Limited

Insurer Financial Strength Rating – Standard & Poors, AA- Very Strong

Insured	**Body Corporate 607256** **And or Proprietors for their respective Rights, Interests and or Liabilities**
Situation of Risk	64 Matakana Valley Road, Matakana
Policy Number	NEW / TBA
Period of Cover	8 April 2025 to 8 April 2026

Material Damage
Building(s) and other improvements on the Land including Demolition Costs and Architects Fees.

Policy Wording
NZI NZbrokers Material Damage/Business Interruption/Public Liability/Statutory Liability Policy Wording
NZI NZbrokers Mixed Usage Endorsement
Principal Insurance Policy as defined in Sections 135 to 137 inclusive of the Unit Titles Act 2010.

Sum Insured

Buildings etc– Replacement per valuation provided to a maximum of	$30,340,000 RV ND

Business Interruption - applies to Commercial Units Only

Loss of Rents – Limit is for all Units, and not per Unit	Not Insured
Indemnity Period	-
Claims Preparation Costs	-

Extensions

Damage caused by Landslip or Subsidence	$500,000
Fusion/Self Ignition – Limited to 10 KW	Limited to 10kw
Hazardous Substance Emergency	$100,000
Professional Fees	$20,000
Protection Costs	Included
Unlawful Substances	$50,000 any one period of Insurance
Machinery Breakdown	$20,000 any one event

Policy Endorsements
Communicable Disease Exclusion – Material Damage and Business Interruption
Cyber Exclusion – Material Damage and Business Interruption
NZI Material Damage END Commercial Cooking (11-24) applies

Liability

Property Owners Liability	$10,000,000
Statutory Liability – fines & legal defence costs arising out of breaches of:	$1,000,000

- The Fair Trading Act 1986 — The Consumer Guarantees Act 1993
- The Resource Management Act 1991 — The Health and Safety in Employment Act 1992 (excluding Fines)
- The Building Act 1991 — The Privacy Act 1993
- Any amendment to or re-enactment of these Acts

Excess – Commercial Units

Liability Claims	$500
All claims, except	$5,000
Landslip/Subsidence	$10,000

Earthquake Excess – applies to ALL UNITS	**Excess excluding Pre 1935 Building Risks**	**Excess on Pre 1935 Building Risk**
The regions of Auckland, Northland and the Districts of Dunedin City and Clutha	2.5% of the site sum insured	10% of the site sum insured
The rest of New Zealand	5% of the site sum insured	10% of the site sum insured

In all cases, the minimum site sum insured excess is $2,500.

UNLAWFUL SUBSTANCES

Definitions: Landlords Obligations

- exercise reasonable care in the selection of tenant(s) by at least obtaining satisfactory verbal or written references; and
- complete an internal and external inspection of the property at a minimum of 3-monthly intervals and upon every change of tenants, and
- keep a written record of the outcome of each inspection, and provide to the Company a copy of the record if requested.

Tenant means the person or persons renting the building(s) from the Insured under a tenancy agreement or commercial lease.

Insurer Financial Strength Rating

In accordance with the Insurance (Prudential Supervision) Act 2010, we are required to provide you with the following information about your Insurer.

Insurer(s) Name	**Portion %**	**Rating Agent**	**Rating**
New Zealand Insurance (IAG)	100	SP	AA-

The rating scale for Standard & Poor's Rating Agency is:

AAA	Extremely Strong	BB	Marginal	SD	Selective Default
AA	Very Strong	B	Weak	D	Default
A	Strong	CCC	Very Weak	R	Regulatory Supervision
BBB	Good	CC	Extremely Weak	NR	Not Rated

Note: The Ratings from "AA" to "CCC" may be modified by the addition of a plus (+) or minus (-) sign to show relative standing within the major ratings categories. The rating scale above is in summary form. A full description of this rating scale can be obtained from www.nzi.co.nz

Level 17, Vero Centre
48 Shortland Street, Auckland 1010
howdeninsurance.co.nz

Insurance Quotation for Body Corporate 607256

25 March 2025

Situation of Risk	64 Matakana Valley Road, Matakana
Renewal Period	Inception for 12 Months
Property Description	52 x Industrial Units
Replacement Value 2025 – 2026	$30,340,000 + GST Valuation Dated – 12 February 2025
Claims costs paid – excluding GST	Nil

The premiums quoted below include the following Compulsory Government Levy charges which are calculated in accordance with the Guidelines provided:

- Fire & Emergency NZ Ltd (previously known as Fire Service Levy)
- Earthquake Commission (EQC)

Total Government Levies including GST for this year is $29,859.70

Quotes provided below are valid for 60 days from 27 February 2025

Please note if there is any Developer Invoices before the Body Corporate comes on, the Developer's premium will be required to be paid with 7 working days.

Insurer Quotes Provided 2025 – 2026	Excess Structure	Quoted Premium
NZI, a business division of IAG New Zealand Limited	**Option 1** $1,000 All Claims $2,500 for Theft (no evidence of forced entry) $10,000 for Landslip/Subsidence Earthquake – 2.5% of Material Damage Sum Insured, Minimum $2,500 **Option 2** $2,500 All Claims, except $10,000 for Landslip/Subsidence Earthquake – 2.5% of Material Damage Sum Insured, Minimum $2,500 **Option 3** $5,000 All Claims, except $10,000 for Landslip/Subsidence Earthquake – 2.5% of Material Damage Sum Insured, Minimum $2,500 NO Business Interruption Cover has been included **Terms Subject to** **No Woodworking or Hot Works Occupations** **NZI Material Damage END Commercial Cooking (11-24) applies**	**Option 1** $69,735.06 Including GST **Option 2** $66,325.14 Including GST **Option 3** $64,620.18 Including GST
Dual New Zealand Limited	$500 All Claims, except $1,000 for Burglary & Malicious Damage $2,500 for Theft (no evidence of forced entry) $5,000 for Landslip/Subsidence Earthquake – 2.5% of Material Damage Sum Insured, Minimum $2,500 NO Business Interruption Cover has been included	$95,487.73 Including GST

The above quotes provided are ALL SUBJECT TO:

- No New Claims prior to Renewal
- No Housing New Zealand, Kainga Ora, Emergency or Transitional Housing – unless noted in the Property Description (page 1) or specifically noted under the Insurer Quotes above
- Please Remember to advise us of any long-term Air BnB/Short Term Accommodation usage
- The presence of any of the above could change the premium/levy calculation and/or excess structure

FENZ Levy Increase effective 1 July 2024

The rate has increased from 0.106% to 0.1195% + GST.

For residential house risks, the levy increased from $109.00 to $119.50 + GST per house/unit/apartment.

Market Notes

Coming off the Auckland Floods and Cyclone Gabrielle, all insurers across all risks are increasing premiums/rates regardless of whether the clients have claimed or not.

Standard increases are starting at 20% through to 40% for those that have had claims costs in the last 12 months.

In additional to increases, all insurers are taking a much more conservative approach to underwriting risks and we are seeing over and over again them declining more risks and being way more cautious in their approach.

Recommendation

Utilising this 'balanced scorecard' approach for a review of the Insurer quotations, provides a weighted assessment of all the relevant factors for each Insurer that has quoted.

Our recommendation is **NZI** for the next insurance year.

		NZI		**DUAL**	
Factors	Weighting	Score	w/a	Score	w/a
Cover	40%	3	1.2	3	1.2
Premium	35%	4	1.4	3	1.05
Financial Rating	10%	4	0.4	3	0.3
Excess	10%	3	0.3	4	0.4
Existing Insurer	5%	0	0	0	0
Total Score			8.25		7.375

Office Bearers Liability

This Policy covers the Chairperson, Committee Members and Bodies Corporate/Entity for their legal liability and associated defence costs for Wrongful Acts (as defined within the policy) arising from their Bodies Corporate duties.

Definition of wrongful act

Any actual or alleged act, error, omission, breach of duty, breach of trust, breach of authority, misstatement or misleading statement by the Insured Person(s) while acting in their capacity as Insured Person(s) performing the Activities.

Chubb Insurance New Zealand Limited	Limit of Indemnity	Quoted Premium Including GST
CHUBB	$1,000,000 Any one Claim and in the aggregate	$1,822.75
	$2,000,000 Any one Claim and in the aggregate	$2,351.75
	$5,000,000 Any one Claim and in the aggregate	$3,950.25
Standard and Poor's AA- Rating (Very Strong) Please see full details below	Excess $1,000 All Claims	
	Subject to receipt of a fully completed Office Bearers Liability Declaration prior to renewal date.	
Extensions	• Unlimited Retroactive Date • Bodies Corporate/Entity Liability to the Limit of Indemnity • One Automatic Reinstatement of Limit of Indemnity • Liability of an Insured Persons Spouse • Liability of an Insured Person's Estate, Heir or Legal Representative • Advancement of Defence Costs • Investigations, Inquiries, Prosecutions (Criminal or Otherwise) • Continuous Cover • Discovery Period • Loss of Documents • Libel & Slander • Intellectual Property – Unintentional breaches • Work Health and Safety Defence Costs – Limit to $250,000 • Costs In Addition with respect to a Section 9 Charge – Limited to 10%	

Significant Exclusions	• Fraud or Dishonesty & Personal Profits • Retroactive Date • Prior Matters • Insured versus Insured • Pollution • Asbestos • Bodily Injury • Property Damage • Contractual Undertaking	• Consequential Losses • Employment Contract Liability • Professional Services • Controlling Interest • Territorial Scope • Medical • Legal • Terrorism • Insolvency • Outside Directorship • Reciprocal Enforcement of Judgments
Amendments	• Communicable Disease Exclusion – Failure to Follow Protocols • Automatic Reinstatement • Contractual Undertaking Exclusion – only applies to the Insured Entity • Cladding Exclusion – Non Compliant Building Materials and Processes • Failure to Maintain Exclusion does not apply if the property has been insured for its full insurable value for the last twelve months	

Insurer Financial Strength Ratings

AIG New Zealand Limited	A	Standard & Poor's
Delta Insurance NZ Limited	AA-	Standard & Poor's
Ando Insurance Group	A-	AM Best
Chubb Insurance New Zealand	AA-	Standard & Poor's
NZI, a business division of IAG New Zealand Limited	AA-	Standard & Poor's
QBE Insurance (Australia) Limited (NZ Branch)	A+	Standard & Poor's
Vero Insurance New Zealand Limited	A+	Standard & Poor's
Dual New Zealand	AA-	Standard & Poor's
Zurich New Zealand	A+	Standard & Poor's
360 Commercial Limited	A	Standard & Poor's
Insurance Underwriter New Zealand	AA-	Standard & Poor's

The following is an explanation of the Rating:

Standard & Poor's

AAA	Extremely Strong
AA	Very Strong
A	Strong
BBB	Good
BB	Marginal
B	Weak
CCC	Very Weak
CC	Extremely Weak
SD	Selective Default
D	Default
R	Regulatory Supervision
NR	Not Rated

The ratings from "AA" to "CCC" may be modified by the addition of a plus (+) or minus (-) sign to show relative standing within the major rating categories.

The rating scale above is in summary form.

A full description of this rating scale can be obtained from www.standardandpoors.com.

AM Best

A++, A+	Superior
A, A-	Excellent
B++, B+	Fair
C++, C+	Marginal
C, C-	Weak
D	Poor
E	Under Regulatory Supervision
F	In Liquidation
S	Suspended

Ratings from "A" to "C" also may be enhanced with a "++" (double plus), "+" (plus) or "- "(minus) to indicate whether credit quality is near the top or bottom of the category.

Outlook	**Definition**
Positive	Indicates possible rating upgrade due to favourable financial/market trends relative to the current rating level.
Negative	Indicates possible rating downgrade due to unfavourable financial/market trends relative to the current rating level.
Stable	Indicates low likelihood of a rating change due to stable financial/market trends.

Bodies Corporate - Claim Procedures

Please complete the claim form and return (see contact details below) along with any supporting documentation including photos and quotes to repair/replace, plus any other reports where applicable.

It is in your best interests to return the completed claim form as soon as possible so the claim and be lodged and claim number allocated and then the other documentation can follow if required.

Once received we will forward to the Insurer for their consideration and let you know if an Assessor is required. An Assessor is appointed based on the type and extent of damage and depends on what the excess level will be for the type of claim being lodged.

Please note:

- For us to provide a claim number, we require the fully completed claim form to be returned so we can lodge with your Insurer who will issue the claim number, and
- Your excess applies to every claim and if recovery is an option, it will only be reimbursed after recovery is successful.

Water leaks

If your claim involves leaking plumbing/roof, you need to arrange for a Plumber/Builder straight away to locate and fix the leak to stop additional damage from occurring. Knowing the cause of the leak is essential for the Insurer's to determine if the resultant damages are covered or not.

Please provide the Plumbers invoice so the cause can be confirmed.

If you have wet carpet, ceilings/gib board etc, in the first instance please arrange for someone to come and remove the water and start the drying process. The likes of Chem-Dry or Jaes are recommended. Until the drying process is complete, the full extent of the damages will not be known.

Glass breakages

If your claim involves glass breakage and it causes a security issue, please ensure photos are taken to support your claim and arrange for replacement as soon as possible.

Please return the claim form, along with photos and invoice.

Malicious damage, break ins/burglary and theft

Please ensure these situations are reported the Police as soon as possible and that the Police File Number or Acknowledgement Slip is included when the claim form and other supporting documentation is returned.

Your Howden Service Team

Please ensure your Bodies Corporate Number is in the subject line of your email

Rebecca Redford

Senior Associate

M +64 (21) 733 586
E rebecca.redford@howdengroup.com

Broker disclosure statement

Lisa Russell

Associate - Support

M 09 358 7236
E lisa.russell@howdengroup.com

Broker disclosure statement

Neha Manhas

Associate - Claims

M 09 802 4094
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Broker disclosure statement

T +64 9 200 3530
E broking.nz@howdengroup.com

www.howdeninsurance.co.nz

Facilities Management Report

The Workshops Matakana

Prepared by: Active Building Management

For: Annual General Meeting
Date: July 22nd 2025

ACTIVE
BUILDING MANAGEMENT

Overview

Since our appointment as Facilities Manager for the Workshops Matakana, Active Building Management has worked proactively to uphold the standards of the common property, support owners and liaise effectively with key stakeholders including the developer Conrad Properties, GN Construction, and nominated contractors. Our goal has been to establish best-practice procedures while navigating the transition from construction completion to operational occupancy.

Key Responsibilities & Activities

Long-Term Maintenance Plan (LTMP) & Health and Safety (H&S)

- Oversaw the commissioning and review of the LTMP and initial Health & Safety reports by Solutions In Engineering (SIE).
- Worked with SIE and the developers to ensure the LTMP is fit-for-purpose and tailored to the development's specific needs.
- Initiated implementation of H&S recommendations including hazard identification, procedural improvements and implementation of contractor sign in protocols.
- Conducted regular site inspections with a focus on maintaining a safe environment for residents and visitors.

Common Area Cleaning and Amenities

- Implemented a regular cleaning programme for all common areas including outdoor areas, shared bathrooms, entryways, and utility areas.
- Established a system for the laundering of hand towels in shared bathroom facilities to maintain hygiene and presentation.
- Maintained high presentation standards of all internal and external common areas.

Grounds Maintenance

- Initiated and continue to manage a routine lawn mowing and groundskeeping programme for shared grassed areas.

- Monitoring seasonal changes and adjusting service frequency to ensure a consistently tidy appearance.

Warranty-Based Maintenance Programme

- Currently developing a proactive Common Property Maintenance Plan based on the warranty requirements and maintenance specifications outlined by the developer and product suppliers.

- This includes scheduling inspections and service intervals to ensure warranty compliance and longevity of all installed systems and finishes.

Security & Access Control

- Administer and monitor the site-wide CCTV system to ensure coverage, functionality, and data retention protocols are met.

- Regular monitoring of the property and users to review and improve security measures as required.

- Maintain a key register and facilitate access for approved trades and contractors undertaking works on behalf of the Body Corporate.

Contractor Access and Coordination

- Facilitated access for numerous specialist contractors to investigate and address common property remedial items during the post-completion phase.

- Coordinated closely with residents and contractors to minimise disruption and ensure scope clarity.

- Maintain an access log for audit and communication transparency.

Daily Site Presence and General Oversight

- Provide regular site checks and visual inspections of the common areas to ensure cleanliness, functionality, and safety.

- Respond to resident and visitor queries promptly and log all matters raised for follow-up and resolution.

- Actively remove litter, debris, and hazards from the common property and report any recurring issues.

Contractor Relationships

- Established and maintain professional relationships with key contractors including:

  - **Aquaworks** (water filtration and systems)
  - **Aquafire** (fire protection and compliance services)
  - **Northland Waste** (Waste management services)

- These relationships help ensure a consistent standard of work and a quick response to maintenance issues.

Developer & GN Construction Liaison

- Worked collaboratively with the developer and GN Construction to manage the crossover between construction completion and operational handover.

- Raised and documented common property remedial items on behalf of the Body Corporate.

- Acted as a point of contact for contractor questions and site coordination during post-build remedial and finalisation work.

Settlement Support and Owner Engagement

- Actively supported the developer during the settlement process by contacting all new owners and assisting with logistical arrangements.

- Coordinated and distributed Owner Welcome Packs, ensuring smooth handover and consistent communication.

- Provided all owners with clear, easy-to-read summaries of the Body Corporate Rules and site-specific Health & Safety requirements.

- Helped new owners understand their responsibilities and the shared use of common areas, contributing to a smooth onboarding process for the community.

Forward Focus

Our next areas of focus for the upcoming period include:

- Finalising and implementing the warranty-based maintenance calendar.
- Reviewing contractor performance and refining service schedules.
- Supporting the Body Corporate in closing out any remaining remedial items with the developer.
- Continuing to provide reliable day-to-day oversight and reporting via our digital platform.

Prepared by:

Brady Williams

Active Building Management

www.buildingmanagers.co.nz

07/07/2025

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

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

Wellington Phone (04) 974 1011
The Centre, Lvl 1, 50 Manners Street
Te Aro, Wellington 6011

Christchurch Phone (03) 925 8749
Unit 5, 71 Gloucester Street,
Christchurch 8013

Approved Budget
to apply from 08/04/2025

Body Corporate 607256 — "The Workshops", 64 Matakana Valley Road, Auckland

Operating Account

	Approved budget
Revenue	
Levies Due--Operating	234,835.00
Total revenue	234,835.00
Less expenses	
Admin--Management Fees--Standard	15,960.00
Admin--Prof. Fee--IRD Returns (GST/ICT)	1,220.00
Building Manager--Contract	46,800.00
Building Manager--Rent & Opex	19,130.00
Insurance--Office Bearers Liability	1,585.00
Insurance--Premiums	56,195.00
Maint Bldg--Building Wash	10,240.00
Maint Bldg--Building WOF (Compliance)	5,675.00
Maint Bldg--Cleaning--Exterior Walls/Roof	15,390.00
Maint Bldg--Fire Protection--Contract	845.00
Maint Bldg--Fire Protection--Testing/Monitoring	1,740.00
Maint Bldg--General Maintenance & Disbursements	5,650.00
Maint Bldg--Pump Maintenance	2,000.00
Maint Bldg--Security	1,740.00
Maint Bldg--Storm Water System Maintenance	9,270.00
Maint Bldg--Water Filtration Management & Maintenance	16,170.00
Maint Grounds--Lawns & Landscaping	9,565.00
Utility--Electricity (Common Area)	8,700.00
Utility--Rubbish & Waste Removal	6,960.00
Total expenses	234,835.00
Surplus/Deficit	0.00
Opening balance	0.00
Closing balance	$0.00

Operating Account

	Approved budget
Total units of entitlement	10000
Levy contribution per unit entitlement	$27.01
Budgeted standard levy revenue	234,835.00
Add GST	35,225.25
Amount to raise in levies including GST	$270,060.25

Contingency Fund

	Approved budget
Revenue	
1 Levies Due--Contingency Fund	5,650.00
Total revenue	5,650.00
Less expenses	
1 Contingency--Other Expenses	5,650.00
Total expenses	5,650.00
Surplus/Deficit	0.00
Opening balance	0.00
Closing balance	$0.00

Total units of entitlement	10000
Levy contribution per unit entitlement	$0.65

Budgeted standard levy revenue	5,650.00
Add GST	847.50
Amount to raise in levies including GST	$6,497.50

INDEPENDENT ASSURANCE REPORT

To the Directors of Strata Title Administration Limited

We have undertaken a limited assurance engagement on the compliance of Strata Title Administration Limited's operation of the Trust Account for the two months ended 31 March 2025.

Conclusion

Based on the procedures performed and evidence obtained from the procedures we have performed, nothing has come to our attention that causes us to believe that Strata Title Administration Limited does not comply, in all material respects, with the following criteria for two months ended 31 March 2025

- The funds held for each of the entities under Strata Title Administration Limited umbrella can be identified within the Trust account;
- Receipts and payments are correctly accounted for;
- Appropriation of the funds is property authorised.

Basis for Conclusion

We conducted our limited assurance engagement in accordance with Standard on Assurance Engagements (SAE) 3100 (Revised) Compliance Engagements issued by the New Zealand Auditing and Assurance Standards Board.

We believe that the evidence we have obtained is sufficient and appropriate to provide a basis for our conclusion.

Strata Title Administration Limited's Responsibilities

The Directors are responsible for compliance of Strata Title Administration Limited with the applicable criteria stated above namely transactions correctly accounted for and charged to the correct entities within the Trust Account.

Our Independence and Quality Control

We have complied with the relevant ethical requirements of Professional and Ethical Standard 1 (Revised) relating to assurance engagements, which include independence and other requirements founded on fundamental principles of integrity, objectivity, professional competence and due care, confidentiality, and professional behaviour.

In accordance with the Professional and Ethical Standard 3 (Amended) Forbes Audit and Accounting Limited maintains a comprehensive system of quality control including documented policies and procedures regarding compliance with ethical requirements, professional standards, and applicable legal and regulatory requirements.

Assurance Practitioner's Responsibilities

Our responsibility is to express a limited assurance conclusion on Strata Title Administration Limited's compliance with the requirement that transactions correctly accounted for and charged to the correct entities within the Trust Account, in all material respects. Our review has been conducted in accordance with SAE 3100 (Revised) to provide limited assurance that

Strata Title Administration Limited has complied with the correct accounting for transactions to various entities managed within their Trust Account. Our procedures included:

- An assessment of the Reporting Criteria, policies, and principles, with respect to their relevance, completeness, neutrality, and reliability;
- Assess to MRI software, which provides us with access trust account ledger of each of entities and access to archived invoices;
- An assessment of Strata Title's internal system to ensure the controls are adequate to size, business and criteria named above;
- At the corporate level, we have conducted interviews with responsible staff to assess the system of internal controls;
- At the corporate level, we have collected and reviewed supporting documents for the transactions sampled for testing;

Given the circumstances of the engagement, in performing the procedures listed above we: Through discussion, enquiries, and observation, obtained an understanding of Strata Title Administration Limited's compliance framework and internal control environment to meet the applicable criteria stated above namely transactions correctly accounted for and charged to the correct entities within the Trust Account.

Through discussion, enquiries, observation and walk throughs, obtained an understanding of relevant compliance activities that are undertaken to meet the compliance requirements, as required for the operation of the Trust Account.

The procedures performed in a limited assurance engagement vary in nature and timing from, and are less in extent than for, a reasonable assurance engagement and consequently the level of assurance obtained in a limited assurance engagement is substantially lower than the assurance that would have been obtained had a reasonable assurance engagement been performed. Accordingly, we do not express a reasonable assurance opinion on compliance with the compliance requirements.

Other than in our capacity as the independent assurance practitioners, we have no relationship with, or interests in, Strata Title Administration Limited.

Use of Report

This report has been prepared for the Directors of Strata Title Administration Limited in accordance with the criteria above. We disclaim any assumption of responsibility for any reliance on this report to any persons or users other than the Directors of Strata Title Administration Limited, or for any purpose other than that for which it was prepared.

Forbes

Forbes Audit and Accounting Limited
16 May 2025
Auckland

POSTAL VOTING FORM
Form 12
(pursuant to Section 103, Unit Titles Act 2010)

TO MANAGER: Phillip Lockyer

EMAIL ADDRESS: simoneswan@stratatitle.co.nz

BODY CORPORATE: 607256

PROPERTY AT: "The Workshops Matakana", 64 Matakana Valley Road, Auckland

Instructions
You are entitled to vote at the Body Corporate AGM by casting a postal vote. The motions to be decided at the meeting are summarised 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 your vote by ticking one of the 3 right hand columns of the table.

I/We, ______________________________

being the owner(s) of Unit(s) ______________ intend to cast the following postal vote at the meeting of Body Corporate Number 607256 to be held at **12:00pm on Tuesday, 22 July 2025..**

Important: this completed Postal Voting form needs to be returned via email to simoneswan@stratatitle.co.nz, or via post to PO Box 3187, Auckland 1140, to be received by Strata Title Administration no later than 5:00pm on Monday, 21 July 2025.

		Vote For	Vote Against	Abstain
Item	***See agenda for wording of resolution***	***Please tick one of the boxes to vote.***		
1	Appoint a Chairperson of the Meeting	☐	☐	☐
2	Accept Apologies, Proxies, Postal & Pre-Meeting Electronic Votes	☐	☐	☐
3	Chairperson Nominee	☐	☐	☐
	Benjamin Dearlove	☐	☐	☐
4(i)	Committee	☐	☐	☐
	Benjamin Dearlove	☐	☐	☐
	Jamie Hutchens	☐	☐	☐
5	Delegating powers & duties to Committee (Section 108)*	☐	☐	☐
6	Renewal of Insurance policy	☐	☐	☐
7	Office Bearer's Liability Insurance	☐	☐	☐
8	Insurance Excess	☐	☐	☐
9	Body Corporate Rules	☐	☐	☐
10	Building Manager's Report	☐	☐	☐
11	Common Maintenance	☐	☐	☐
12	Building Act Compliance	☐	☐	☐
13	Arrange required Maintenance	☐	☐	☐
14	Health & Safety - Induction of Contractors	☐	☐	☐
15	Strata to pay standard/regular accounts	☐	☐	☐

		Vote For	Vote Against	Abstain
Item	*See agenda for wording of resolution*	***Please tick one of the boxes to vote.***		
16(i)	Change Financial Period to be from 8 April 2025 to 31 March 2026.	☐	☐	☐
16(ii)	Adopt 1 April to 31 March as financial period	☐	☐	☐
17	Debt Collection regime	☐	☐	☐
18	Tax Agent	☐	☐	☐
19	Audit*	☐	☐	☐
21	Communication	☐	☐	☐
22	Minutes to be a record	☐	☐	☐

***** *Special Resolution required whilst all others require Ordinary Resolutions to pass*

Date:

Signature/s of eligible voter/s

If the unit is owned by more than 1 person, every owner must sign the form.

Notes

1 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.

2 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.

3 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. If a general meeting is adjourned, an electronic vote relating to the meeting remains valid for the purpose of the reconvened meeting, unless the voter who cast the vote attends the reconvened meeting in person or by proxy.

4 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.

5 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.

6 If the unit is owned by more than 1 person, every owner or his or her authorised representative must sign the form.

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

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

Wellington Phone (04) 974 1011
The iCentre, Lvl 1, 50 Manners Street
Te Aro, Wellington 6011

Christchurch Phone (03) 925 8749
Unit 5, 71 Gloucester Street,
Christchurch 8013

PROXY APPOINTMENT FORM

Form 11: Section 102(3), Unit Titles Act 2010

TO MANAGER: Phillip Lockyer

EMAIL ADDRESS: simoneswan@stratatitle.co.nz

BODY CORPORATE: 607256

PROPERTY AT: "The Workshops Matakana", 64 Matakana Valley Road, Auckland

---

PROXY APPOINTMENT

I/We, __________

being the owner(s) of Unit(s) ______ and therefore an eligible voter within the meaning of section 96(1) of the Unit Titles Act 2010, appoint: __________

as my/our proxy for the purposes of the general meeting of the Body Corporate to be held at: **12:00pm on Tuesday, 22 July 2025.**

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

Date

____

Signature/s of eligible voter/s

____

(If the unit is owned by more than 1 person, every owner must sign the form).

Important: this completed Proxy form needs to be submitted to Strata Title Administration Limited by Monday, 21 July 2025.

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 texts of motions are 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) The chairperson is not required to ensure that the proxy follows the direction of the eligible voter that is set out in the proxy appointment form.
6) If the unit is owned by more than 1 person, every owner must sign the form.
7) If the unit is owned by more than 1 person, one of the unit owners may be appointed as proxy.
8) The person(s) signing this proxy form signs as duly authorised agent of the owner.

	AGENDA ITEMS | Summary of Motions	TYPE OF RESOLUTION	DIRECTION ON RESOLUTION (i.e. how does the eligible voter want to vote on the resolution)
1	Appoint a Chairperson of the Meeting	*Ordinary Resolution*	
2	Accept Apologies, Proxies and Postal Votes	*Ordinary Resolution*	
3	Chairperson Nominee	*Ordinary Resolution*	
	Benjamin Dearlove		
4(i)	Committee	*Ordinary Resolution*	
	Benjamin Dearlove		
	Jamie Hutchens		
4(ii)	Conflict of Interest Register	*Ordinary Resolution*	
5	Delegating powers & duties to Committee (Section 108)*	*Special Resolution*	
6	Renewal of Insurance policy	*Ordinary Resolution*	
7	Office Bearer’s Liability Insurance	*Ordinary Resolution*	
8	Insurance Excess	*Ordinary Resolution*	
9	Body Corporate Rules	*Ordinary Resolution*	
10	Building Manager’s Report	*Ordinary Resolution*	
11	Common Maintenance	*Ordinary Resolution*	
12	Building Act Compliance	*Ordinary Resolution*	
13	Arrange required Maintenance	*Ordinary Resolution*	
14	Health & Safety - Induction of Contractors	*Ordinary Resolution*	
15	Strata to pay standard/regular accounts	*Ordinary Resolution*	
16(i)	Change Financial Period to be from 8 April 2025 to 31 March 2026.	*Ordinary Resolution*	
16(ii)	Adopt 1 April to 31 March as financial period	*Ordinary Resolution*	
17	Debt Collection regime	*Ordinary Resolution*	
18	Tax Agent	*Ordinary Resolution*	
19	Audit*	*Special Resolution*	
21	Communication	*Ordinary Resolution*	
22	Minutes to be a record	*Ordinary Resolution*	

Note: *This is not a voting form and is for reference only. If you wish to vote and cannot attend the meeting, please complete the Postal Voting Form or vote using the link in the owner’s portal.*