BODY CORPORATE SERVICES

BODY CORPORATE 467074
UNITS 9 – 19 / 19 NGA MAHI ROAD
CHRISTCHURCH

AGENDA FOR ANNUAL GENERAL MEETING 2024

Notice is hereby given that an Annual General Meeting (as required under Section 6 of the Unit Titles Regulations 2011) of the above Body Corporate will be held on Thursday, 22nd August 2024 at 11.00 a.m. by:

- **Attending in person at Skyway's office, 12/21 Bealey Avenue, Merivale, Christchurch**
- **Zoom (meeting link is provided in the email)**
- **Phone: 03 356 0460**

Please notify our office how you will be attending. We look forward to your attendance.

AGENDA:

1. **Welcome by Body Corporate Manager**

2. **Attendance and apologies**
   - **Proxy forms and postal vote forms to be forwarded to Skyway Body Corporate to note and to count the postal votes, prior to the commencement of the meeting.**

3. **Ordinary Resolutions which require notification:**

   a. **"That the meeting confirms the Minutes of the 2023 Annual General Meeting held on the 22nd August 2023 are a true and accurate record of that Meeting."**

   b. **"That the meeting confirms and accepts the Financial Statement for the period from 9th August 2023 to 8th August 2024."**

   c. **"That the meeting confirms and accepts the Draft Budget prepared for the period from 1st September 2024 to 31st August 2025."**

   d. **"That Body Corporate No. 467074 agrees to accept the Frame Contracting Ltd quote totalling $24,174 + GST = $27,800.10 as supplied and have the exterior painting work as detailed carried out using funds from the Long-Term Maintenance Fund of the Body Corporate.**

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

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

   AND
   "The quorum required for a Committee Meeting will be three."

g. **"That Skyway Body Corporate will provide management services to the Body Corporate for the coming year."**

h. **"That Skyway's updated Management Agreement is approved by members and the Chairperson is authorised to sign on behalf of the Body Corporate."**

4. **Special Resolution which requires notification:**

   a. **"That the Body Corporate resolves by Special Resolution not to have its financial statements audited."**

5. **General Discussion:**

   - **Bank Account Changes**

Notes:

i) **Any person entitled to vote may in writing appoint a proxy to attend and vote in his or her place.**

ii) **If there are two or more eligible voters who own one principal unit and they are jointly entitled to one vote, and wish to do so by proxy, that proxy must be jointly appointed by them and may be one of them S102(4).**

iii) **At a meeting of the Body Corporate, the owners entitled to vote on an ordinary resolution and make up the quorum shall be those whose levies are all paid up to date.**

iv) **Where a notice of resolution has been given to eligible voters in accordance with the regulations a resolution in writing signed by not less than 50% of the eligible voters will be required to pass an ordinary resolution. An eligible voter may exercise a vote by post, being present or by proxy as appointed under the Act.**

v) **At a general meeting of the Body Corporate the persons entitled to exercise voting power in respect of not less than 25% of the principal units or their proxies constitute a quorum provided that if the Body Corporate contains two or more members a quorum must be at least two members. S95(1).**

vi) **If after 30 minutes a quorum is not reached then the meeting will be adjourned to the same day and time one week later and this reconvened meeting must proceed whether a quorum exists or not.**