Strata Title Administration Ltd
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PO BOX 3187, Auckland 1140
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PO Box 384, Wellington 6140
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Unit 5, 71 Gloucester Street,
Christchurch 8013

20 June 2024

Dear Owner

Re: Body Corporate 63906
Property at 20 Manchester Street, Paraparaumu 5032
Annual General Meeting held on Tuesday, 18 June 2024

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 2024 to 31 March 2025.

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,

Maria 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 in the meeting room of Idea Services, Ihakara Street, Paraparaumu, on Tuesday, 18 June 2024 commencing at 12:00pm.

ATTENDANCE:

Lot #	Unit #	Attendance	Owner Name Representative
1	1	Yes	MCP Properties Ltd Ms J Page via Teams
2	2	Yes	Blackwood, Gordon
4	4	Yes	Unit 4 Ltd, Max Malone
5	5	Apology	Mr D & Mrs C Wood
6	6	Yes	Mr D & Mrs J Neilson Mr D Neilson
7	7	Yes	King, Ralph
8	8	Yes	Blackwood, Gordon

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

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

Resolved: That the apology from Lot 5 was accepted and the meeting declared quorate.

3 FINANCIAL STATEMENTS

Resolved: That the Body Corporate approves the financial report for the period 1 April 2023 to 31 March 2024.

4 CHAIRPERSON OF THE BODY CORPORATE

Resolved: That the Body Corporate appoints Mr D Wood nominated by Mr M Malone (unit 4) as the Chairperson of the Body Corporate and Committee.

5 COMMITTEE

(i) Resolved: That the Body Corporate elects a committee of **THREE** members, which shall have a quorum of **TWO** members, comprising:

Max Malone	Unit 4
Dave Wood	Unit 5
Ralph King	Unit 7

(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.
Resolved: That the Interests Register is received.

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 (OBL) 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.
Not Resolved: *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.*

8 **BODY CORPORATE REINSTATEMENT INSURANCE**

Discussion of the Body Corporate's reinstatement insurance and valuation requirements.
Resolved: That the Body Corporate Committee accepts the quote, when available for principal cover for the period 23 August 2024 to 23 August 2025 and that Strata is to arrange the annual reinstatement valuation and pay the cost as per the budget.

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, approve and arrange the maintenance required over the forthcoming year.

11 **LONG TERM MAINTENANCE PLAN (LTMP)**

The Body Corporate's obligation to have a LTMP and review it at least every three years was noted. The draft LTMP produced by Plan Heaven in 2023 which is attached to the minutes which will be reviewed by the Committee and drafted and amended as required. The Committee will then contact Martyn Cole at Plan Heaven and approve the final plan which shall be reviewed each year to plan annual maintenance and set the proposed contingency fund budget.

Ralph mentioned they had discussed the full reclad project. This is to be considered in regards to necessity, timing funding and to be included in the LTMP. The owners have requested the a large sum of money currently sitting in the Contingency Fund to be moved to a saver account until a decision is made for the reclad of all units.

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

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

12 **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.

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 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.

14 **BUDGET AND LEVIES**

To review the proposed budget attached to the agenda for the Body Corporate for the forthcoming financial year.
Resolved:
(i) That the Body Corporate adopts an **operating account budget** of **$39,137.60** and a **contingency fund budget** of **$24,000** for the period 1 April 2024 to 31 March 2025 and sets the levy due date as equal quarterly instalments due: 1 APRIL 2024; 1 JULY 2024; 1 OCTOBER 2024; 1 JANUARY 2025.

(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.

15 DEBT RECOVERY REGIME

Resolved: 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.

16 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.

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 AGM CLOSURE

There being no further business the meeting was closed at 12:30pm

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>

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

Approved Budget
to apply from 01/04/2024

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
Unit 5, 71 Gloucester Street,
Christchurch 8013

Body Corporate 63906 — 20 Manchester Street, Paraparaumu 5032

Operating Account

	Approved budget
Revenue	
Levies Due--Operating	39,137.60
Total revenue	39,137.60
Less expenses	
Admin--Management Fees--Standard	2,904.00
Admin--Prof. Fee--Prep of LTMP	150.00
Insurance--Premiums	32,983.60
Maint Bldg--General Maintenance & Disbursements	3,100.00
Total expenses	39,137.60
Surplus/Deficit	0.00
Opening balance	126,751.56
Closing balance	$126,751.56

Total units of entitlement	10000
Levy contribution per unit entitlement	$3.91

Contingency Fund

	Approved budget
Revenue	
1 Levies Due--Contingency Fund	24,000.00
Total revenue	24,000.00
Less expenses	
1 Contingency--Other Expenses	24,000.00
Total expenses	24,000.00
Surplus/Deficit	0.00
Opening balance	47,496.76
Closing balance	$47,496.76

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

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.