



**BODY CORPORATE 46828
Units A – F / WINDMILL CENTRE
RICCARTON, CHRISTCHURCH**

Notice is hereby given that an Annual General Meeting (as required under Regulation 6 of the Unit Titles Regulations 2011) of the above Body Corporate will be held on **Thursday, 28th November 2024 at 10.30a.m. by:**

- **Attending in person at Riccarton Centre, 199 Clarence Street, Riccarton, Christchurch**
- **Zoom (meeting link is provided in the email)**
- **Phone: Ann Woods 021 382 707 or Anna Gardner 027 233 7326**

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 30th November 2023 are a true and accurate record of that Meeting."**
 - b. "That the meeting confirms and accepts the Financial Statement prepared for the period from 15th November 2023 to 14th November 2024."**
 - c. "That the meeting confirms and accepts the Draft Budget prepared for the period from 17th December 2024 to 16th December 2025."**
 - d. "That the updated Long Term Maintenance Plan as prepared by Plan Heaven for Body Corporate No. 46828 be adopted".**
 - e. "That given the number of Units in Body Corporate 46828 it is agreed that it is not necessary to have a Body Corporate Committee but it is necessary to have a Chairperson.**

The following nomination has been received and accepted by the Nominee:

Chairperson — Susan Wootton nominated by Graham Tindall and Ursula Tindall

“That Susan Wootton be elected as the Chairperson.”

- f. “That Skyway Body Corporate will continue to provide administrative services to the Body Corporate for the coming year.”
- g. “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.