

UNIT TITLES ACT 2010

BODY CORPORATE 46906

UNITS 3, 5, 7, 9, 11 and 15, ELMDALE LANE, CHRISTCHURCH

MINUTES OF ANNUAL GENERAL MEETING, 2024

Date: Monday, 6th May 2024 at 11.00 a.m.

Venue: Via Zoom or at the offices of
Skyway Body Corporate Services
12/21 Bealey Avenue
Christchurch

<u>Attendance:</u>	Ken Elley (Via Zoom)	Unit	3 (A)
	Gary Lee, in-person	Units	5 & 7 (B)&(C)
	Jeff Judd, in-person	Unit	9 (D)
	Wayne Graves	Unit	11(E)
	Dennis & Beverly Thorpe, in-person	Unit	15(F)

Skyway Body Corporate Services Ltd	
Ann Woods	Managing Director

Apologies: There were no apologies

Postal Votes: There were no postal votes

Proxies: There were no proxies

Ann welcomed everyone to the 2024 Annual General Meeting of the Elmdale Lane Body Corporate.

The following notified Resolutions were then discussed and voted on:

“That the meeting confirms the Minutes of the 2023 Annual General Meeting held on 8th May 2023 are a true and accurate record of that Meeting.”

Moved: Dennis Thorpe	Seconded: Gary Lee	Carried
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“That the meeting confirms and accepts the Financial Statement for the period from 18th April 2023 to 17th April 2024.”

The financial statement was reviewed.

Unit 9 has rubbish/general items in car park area – this needs to be addressed by occupiers.

Small gardens need tidying.

Action: Skyway to speak with Campbell's Mowing re small gardens care and some plant replacement and advise Unit 9 to tidy car park area.

Water damage claim Unit 11 - Ann confirmed that the Complete Power Solutions cost is included under the insurance claim, however the DRM Roofing leak inspection cost is not covered.

It was noted that the cause of any damage is not covered by insurance, only the resultant damage.

Moved: Dennis Thorpe

Seconded: Jeff Judd

Carried

c. "That the meeting confirms and accepts the Draft Budget prepared for the period from 15th May 2024 to 14th May 2025."

Stratify Management System

Ann reviewed the change of management systems to Stratify.

General Repairs & Maintenance

Ann advised that a building wash, gutter and window clean has been included in the budget as it is needed. A storm water clean will also be undertaken.

Action; Skyway to include stormwater clean cost in budget.

Long-term Maintenance Fund

Ann advised that Skyway has budgeted for an additional \$20,000 to the long-term maintenance fund. Owners discussed the amount budgeted for roof repairs of \$17,250 and decided to amend this to \$10,000, and budget the same amount for each year up until 2031.

Moved: Dennis Thorpe

Seconded: Jeff Judd

Carried

d. "That given the number of Units in Body Corporate 46906 it is agreed that it is not necessary to have a Body Corporate Committee but a Chairperson is required. At the time of the Agenda being prepared no nomination for Chairperson had been received. Nominations will be taken from the floor and appointment of a Chairperson will be confirmed at the Meeting."

Ann advised that no nominations for Chairperson have been received. Wayne Graves hasn't confirmed if he'll continue as Chairperson. Owners agreed to nominate Jeff Judd as Chairperson, Jeff accepted the nomination.

It was agreed by members that if Wayne Graves wishes to continue on then the Chairperson position will be shared. Ann to check with Wayne Graves in this regard.

Moved: Dennis Thorpe

Seconded: Gary Lee

Carried

Note:

Since the meeting Ann has discussed the position of Chairperson with Wayne Graves. Wayne Graves has confirmed he is happy to share the position of Chairperson with Jeff Judd.

e. "That Skyway Body Corporate will provide administrative services to the Body Corporate for the coming year."

Moved: Dennis Thorpe

Seconded: Ken Elley

Carried

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

Moved: Dennis Thorpe

Seconded: Gary Lee

Carried

Special Resolution:

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

Moved: Ken Elley

Seconded: Gary Lee

Carried

General Discussion:

Unique Roofing Quote

Ann noted that there is an element of confusion regarding delineation of the roof. She suggested that the contractor visits the site to review the sides of each unit and clarify and to provide information regarding which units are in most urgent need of repair.

Action; Skyway to liaise with Unique Roofing to visit site and provide scope of work.

Bank Account Changes

Bank Account Changes

Skyway is presently changing its management systems and installing new software.

This change will assist with maintenance and financial record keeping and processing – reporting functions will also be updated.

One of the main things owners will see initially is that the presentation of the invoices for Body Corporate levies will be different however the information will stay the same. **The one big difference regarding levies is that payments will now go directly in to the account for the Body Corporate, this means everyone will need to change the number of the bank account they have previously used for levy payments to the new dedicated account number which will be shown on the invoice. It is very important that this change is made when paying levies this time to ensure your funds go to your correct Body Corporate account.**

Skyway's new software system is called Stratafy.

In time owners will be given access to information which relates specifically to you – your personal information e.g. payment of levies, repairs, there will also be access to specific Body Corporate information and you'll have the option of reporting maintenance concerns via a portal system.

Skyway will advise owners when the information is uploaded and available for to view.

There being no further business the meeting closed at 11.45 am.