



**UNIT TITLES ACT 2010
BODY CORPORATE 46828
UNITS A-F / WINDMILL CENTRE
RICCARTON, CHRISTCHURCH**

MINUTES OF ANNUAL GENERAL MEETING 2025

DATE:

Wednesday, 10th December 2025 at 10.30 a.m.

VENUE:

Owners had the option of attending the meeting:

- In person at Riccarton Centre, 199 Clarence Street, Riccarton, Christchurch
- Via Zoom
- Via Phone

PRESENT:

Lot#	Unit#	Attendance	Owner Name
D	Shop 21	Yes	Susan Wootton
E	Shop 16	Yes	Graham Tindall
F	Shop 22	Yes	Thanh Bang Lu, Mei Yee Lu

IN ATTENDANCE:

Shirleen Lee - Finance & Administration Manager, Skyway Body Corporate Services

CHAIRPERSON(acting):

Anna Gardner - Body Corporate Manager, Skyway Body Corporate Services

1. AGM Minutes

That the meeting confirms the Minutes of the 2024 Annual General Meeting held on the 28th November 2024 are a true and accurate record of that Meeting.

Moved: Susan Wootton

Seconded: Graham Tindall

Resolution Result: Carried

2. Financial Statement

Anna reviewed the Financial Statement.

That the Financial Statement for the period from 15th November 2024 to 14th November 2025 be confirmed and accepted.

Moved: Susan Wootton

Seconded: Graham Tindall

Resolution Result: Carried

3. Draft Budget

Anna reviewed the Draft Budget.

Health & Safety Plan

It was noted that the quote from Plan Heaven is a discounted fee to prepare the Health & Safety Plan with a condition that both Body Corporate 46828 and Body Corporate 46829 must accept the quote and prepare the plans at the same time.

Action: Skyway is to instruct Plan Heaven to prepare the Health & Safety Plan.

That the Draft Budget for the period from 17th December 2025 to 16th December 2026 be confirmed and accepted.

Moved: Susan Wootton

Seconded: Graham Tindall

Resolution Result: Carried

4. Appointment of Chairperson

Members acknowledge that it is not necessary to have a Body Corporate Committee for Body Corporate 46828, but it is necessary to have a Chairperson.

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

- Chairperson – Sue Wootton – nominated by Graham Tindall & Ursula Tindall.

That Susan Wootton be elected as the Chairperson.

Moved: Susan Wootton

Seconded: Graham Tindall

Resolution Result: Carried

5. Appointment of Skyway Body Corporate Services

That Skyway Body Corporate Services will continue to provide administrative services to the Body Corporate for the coming year.

Moved: Susan Wootton

Seconded: Graham Tindall

Resolution Result: Carried

6. Audit

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

Moved: Susan Wootton

Seconded: Graham Tindall

Resolution Result: Carried

7. General Discussion

Drainage Work

GN Brewer were unable to connect the new pipe to the Council's PVC lateral without removing a small section of the established hedge and concrete pad along Nelson Street. The total cost for the additional work to replace the damaged pipe is \$5,741.97.

Council has agreed to pay 1/2 of this cost (\$2,870.99) and the balance of the cost will be apportioned accordingly to the Bodies Corporate at The Windmill Centre.

It was agreed to go ahead with the additional work.

Action: Skyway is to send an invoice to Tim Ng, Thanh Bang Lu and Michael Higgins for their share of cost.

Insurance

In a recent claim, the tenant submitted a police report to the Claims department directly after our office submitted a claim. This has changed the cause of the damage from a crack caused by an unsuitable film on the window to malicious damage. As a result of this, their insurance excess will increase from \$400 to \$1,000.

Shirleen advised owners to inform their tenants not to contact the Body Corporate Insurance Broker directly. All queries or claims should go to their owners or to Skyway's office in the absence of their owners.

It is also important for owners to provide and update their tenants' details whenever there is a change. Skyway is unable to assist your tenants if we do not have their details in our file record.

Nomination 1 : Susan Wootton

Role: Chairperson

Appoint Date: 10/12/2025

Status: Current

Contact:

Email: warehorne@xtra.co.nz

"Closing comment: There being no further comments, the chairperson declared the meeting closed at 11:30 on 10-12-2025."