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

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
PO Box 28171, Christchurch 8242

3 August 2022

Dear Owner,

Re: Body Corporate 63906
Property at 20 Manchester Street, Paraparaumu 5032
Annual General Meeting

We advise that the Annual General Meeting of your Body Corporate is to be held at 10:30am on Thursday, 18 August 2022 in the meeting room of the Paraparaumu Library, 9 Iver Trask Place, Paraparaumu.

Please find enclosed:

- the Agenda and supporting documentation for the meeting;
- a postal voting form for you to complete if you are unable to attend the meeting, and wish your vote to be counted without appointing a proxy; and
- a proxy form for you to complete if you wish to appoint someone to represent you.

Please bring the agenda and the attachments with you to the Annual General Meeting.

I look forward to seeing you at the meeting.

Yours sincerely,

Annelie Van Emmenes
Body Corporate Manager

BODY CORPORATE NO 63906 (BODY CORPORATE)

Property at 20 Manchester Street, Paraparaumu 5032

NOTICE IS HEREBY GIVEN that the **ANNUAL GENERAL MEETING** (AGM) of the Body Corporate will be held in the meeting room of the Paraparaumu Library, 9 Iver Trask Place, Paraparaumu on Thursday, 18 August 2022 and via MS Teams, commencing at 10:30am.

AGENDA:

1 APPOINTMENT OF CHAIRPERSON OF THE MEETING

To consider resolving: That the Body Corporate elects Annelie Van Emmenes, a representative of Strata Title Administration Ltd (Strata) to chair the meeting.

2 APOLOGIES, PROXIES AND POSTAL VOTES

To consider resolving: That the apologies, proxies and postal votes be accepted and the meeting declared quorate.

3 FINANCIAL STATEMENTS

Discussion of the attached financial report.

To consider resolving: That the Body Corporate approves the financial report for the period 01/04/2021 to 31/03/2022.

4 CHAIRPERSON OF THE BODY CORPORATE

No nomination has been received for the appointment of the Chairperson of the Body Corporate.

To consider resolving: That the Body Corporate appoints [insert name] as the Chairperson of the Body Corporate.

5 COMMITTEE

No nominations have been received for candidates for election as committee members.

To consider resolving: That the Body Corporate elects a committee of [insert number] members, which shall have a quorum of [insert number] members, comprising:

6 DELEGATION OF DUTIES

To consider resolving 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 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.

To consider resolving: 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.

To consider resolving: That the Body Corporate Committee accepts the quote from AON for principal cover at the quoted premium of $18,932.09 for the period 23 August 2022 to 23 August 2023 and that Strata is to arrange the annual re-instatement valuation and pay the cost as per the budget (where applicable).

Note: As noted at the previous AGM, the principal policy excludes Business Interruption Insurance, that is cover for loss of rents. This is for each owner to arrange.

9 INSURANCE EXCESS

To consider resolving: 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

To consider resolving: That the Body Corporate's Chairperson/Committee is to agree and approve the maintenance required over the forthcoming year.

11 LONG TERM MAINTENANCE PLAN (LTMP)

To discuss the Body Corporate's obligation to establish and then review its LTMP every three years.

To consider resolving:

(i) That the Committee is to review the Body Corporate's LTMP to be drafted by Plan Heaven in Sept/Oct 2022 and arrange for any changes arising as a result of the review to be incorporated into the LTMP.

(ii) That the Body Corporate's Committee is 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.

To consider resolving 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

(i) 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.

To consider resolving:That the Body Corporate instructs the Committee to monitor, review and update the hazard register for the complex (to be created by Plan Heaven) 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.

(ii) Induction of Contractors

PCBUs are also directed to induct contractors to their site when they attend to work in the common areas.

To consider resolving: That when engaging a contractor to work in the common areas, prior to the contractor commencing their work, the Committee or any applicable party is to provide the contractor with a copy of the Body Corporate's HS Plan and confirm that the contractor also has an appropriate HS Plan in place for themselves as a contractor.

(iii) Asbestos Management Procedure

To consider resolving: That prior to any owner carrying out repairs, remedial works, renovations or similar building works in their unit and/or any common areas they must initially check for any asbestos being present in the materials that they will be working on; and that if asbestos is discovered the owner must report this immediately to the Committee and await their approval to proceed with the works, which approval would be conditional upon ensuring that an appropriate professional contractor is engaged to handle the removal/ management of the asbestos in line with all legal requirements.

14 BUDGET AND LEVIES

To review the proposed budget *(attached)* for the Body Corporate for the forthcoming financial year.

To consider resolving:

(i) That the Body Corporate adopts a **working account budget** of **$29,000** and a **contingency fund budget** of **$12,000** for the period 01/04/2022 to 31/03/2023 and sets the levy due date as **equal quarterly installments due: 1 APRIL 2022; 1 JULY 2022; 1 OCTOBER 2022; 1 JANUARY 2023**

(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

To consider resolving: That the Body Corporate reaffirms its previous comprehensive debt collection regime resolution that seeks to recover from owners who do not pay their levies on time, the full costs associated with all aspects of collecting those levies which term includes all other sums due from the owners to the Body Corporate (please see minutes of previous AGM and the Debt Collection Regime which are on the Body Corporate's 'Owner Portal' at www.bodycorporate.co.nz).

16 AUDIT OF THE BODY CORPORATE'S FINANCIAL STATEMENTS

Explanation of section 132(8) of the Act.

To consider resolving 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

To consider resolving: 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

To consider resolving: 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 GENERAL BUSINESS

20 AGM CLOSURE

NOTES:

(a) Quorum: For a valid meeting 25% of unit owners must be present either by postal votes or in person or by proxy. If a quorum is not reached the meeting must be adjourned until the same day 1 week later and the reconvened meeting must be held at the same time and place. The number of unit owners at the adjourned meeting are deemed to be a quorum.

(b) Voting at the Meeting: You cannot vote at the meeting unless all levies and any other money due from the owner has been paid to the Body Corporate.

(c) Resolutions: For voting purposes an ordinary resolution is passed if a majority of eligible voters who vote on the resolution vote in favour of the resolution. A special resolution is passed if 75% of eligible voters who vote on the resolution vote in favour of the resolution.

(d) 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.**

(e) 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>

BODY CORPORATE 63906

PROPERTY AT 20 MANCHESTER STREET, PARAPARAUMU

SPECIAL PURPOSE FINANCIAL REPORTS

FOR THE FINANCIAL YEAR 01 APRIL 2021 TO 31 MARCH 2022

INDEX

Strata Title Administration Ltd
Dated: - 27 April 2022

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

Statement of Financial Position
As at 31/03/2022

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
PO Box 28171, Christchurch 8242

Body Corporate 63906 — 20 Manchester Street, Paraparaumu 5032

	Current period
Owners' funds	
Working Account	
Operating Surplus/Deficit--Working	2,577.04
Owners Equity--Working	120,813.08
	123,390.12
Contingency Fund	
1 Operating Surplus/Deficit--Contingency	12,000.00
	12,000.00
Net owners' funds	**$135,390.12**
Represented by:	
Assets	
Working Account	
Cash at Bank--Working Account	71,910.35
Plant & Equipment--At Cost	51,392.00
Receivable--Levies--Working	87.77
	123,390.12
Contingency Fund	
1 Cash at Bank--Contingency	11,961.27
1 Receivable--Levies--Contingency	38.73
	12,000.00
Unallocated Money	
Cash at Bank--Unallocated	1,979.30
	1,979.30
Total assets	137,369.42
Less liabilities	
Working Account	
	0.00
Contingency Fund	
	0.00
Unallocated Money	
Prepaid Levies	1,979.30
	1,979.30
Total liabilities	1,979.30
Net assets	**$135,390.12**

Strata Title Administration Ltd
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Statement of Financial Performance
for the financial year to 31/03/2022

Auckland Phone (09) 307 3721
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Body Corporate 63906 — 20 Manchester Street, Paraparaumu 5032

Working Account

	Current period 01/04/2021-31/03/2022	Annual budget 01/04/2021-31/03/2022
Revenue		
Levies Due--Admin	27,194.02	27,194.00
Total revenue	27,194.02	27,194.00
Less expenses		
Admin--Accounting Fees	730.25	694.00
Admin--Bank Charges & Interest	24.00	80.00
Admin--Depreciation	2,584.00	0.00
Admin--Management Fees--Standard	2,415.00	2,415.00
Insurance--Office Bearers Liability	0.00	850.00
Insurance--Premiums	15,607.93	15,150.00
Insurance--Valuation	1,725.00	1,725.00
Maint Bldg--General Maintenance & Disbursements	1,530.80	6,280.00
Total expenses	24,616.98	27,194.00
Surplus/Deficit	2,577.04	0.00
Opening balance	120,813.08	120,813.08
Closing balance	**$123,390.12**	**$120,813.08**

Contingency Fund

	Current period 01/04/2021-31/03/2022	Annual budget 01/04/2021-31/03/2022
Revenue		
1 Levies Due--Contingency Fund	12,000.00	12,000.00
Total revenue	12,000.00	12,000.00
Less expenses		
1 Contingency--Other Expenses	0.00	12,000.00
Total expenses	0.00	12,000.00
Surplus/Deficit	12,000.00	0.00
Opening balance	0.00	0.00
Closing balance	**$12,000.00**	**$0.00**

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Levy Positions - In Arrears
for the financial year to 31/03/2022

Body Corporate 63906 — 20 Manchester Street, Paraparaumu 5032

Working Account

			Standard levies				Special levies				Interest		
Lot	Unit	Paid to	Due	Paid	Arrears	Advance	Due	Paid	Arrears	Advance	Due	Paid	GST due
1	1	31/12/2021	4,144.36	4,056.59	87.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			4,144.36	4,056.59	87.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Due Excl. GST	4,144.36				0.00						

Contingency Fund

			Standard levies				Special levies				Interest		
Lot	Unit	Paid to	Due	Paid	Arrears	Advance	Due	Paid	Arrears	Advance	Due	Paid	GST due
1	1	31/12/2021	1,828.80	1,790.07	38.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			1,828.80	1,790.07	38.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Due Excl. GST	1,828.80				0.00						

BODY CORPORATE 63906
PROPERTY AT 20 MANCHESTER STREET, PARAPARAUMU

NOTES TO AND FORMING PART OF THE SPECIAL PURPOSE FINANCIAL STATEMENTS FOR THE FINANCIAL YEAR 01 APRIL 2021 TO 31 MARCH 2022

1. **STATEMENT OF ACCOUNTING POLICIES**

(a) **Reporting Entity**
These Special Purpose Financial Statements of ***Body Corporate 63906,*** property at ***20 Manchester Street, Paraparaumu*** under section 132 of the Unit Titles Act 2010, are prepared for the purpose of reporting to the Body Corporate members on the receipts and payments of the Body Corporate for the period. Under the Unit Titles Act 2010 the Body Corporate must present Financial Statements each year.

(b) **Measurement Base**
The accounting principles recognised as appropriate for the measurement and reporting of earnings and financial position on an historical cost basis have been used, with the exception of certain items for which specific accounting policies have been identified.

The financial statements of body corporate are prepared on a going concern basis.

(c) **Specific Accounting Policies Base:** The Financial Statements are prepared on a cash basis. The amount shown as Levies Due represents the full amount levied in the period, not the levies paid.

Goods and Services Tax: The Body Corporate is ***GST unregistered*** and the amounts shown in the Financial Statements are ***inclusive*** of GST where applicable.

(d) **Taxation:** Income from Interest and Dividends are taxable in the Bodies Corporate hands. The correct tax is deducted at source or available by way of Imputation Credits. All interest/dividends are recorded net of tax.

(e) **Changes in Accounting Policies**
There have been no changes in accounting policies. All policies have been applied on basis consistent with those in previous years

NOTES TO THE ACCOUNTS

2. **Capital Commitments**

The entity has no capital commitments ***as at 31 March 2022.***

3. **Levies**

The entity has outstanding levies ***as at 31 March 2022*** *(Please see attached 'levy arrears' report).*

All outstanding levies, late charges, their fees and any other charges from the owners are being collected.

4. **Outstanding Accounts**

The entity has no outstanding accounts ***as at 31 March 2022.***

5. **Variances and other notes to accounts**

The attached 'Special Purpose Financial Statements' are prepared by consolidating financial records provided by JL Chartered Accountants and financial transactions processed via Strata's trust bank account with ASB.

FORBES
audit + accounting

INDEPENDENT ASSURANCE REPORT

To the Directors of Strata Title Administration Limited

We have undertaken a limited assurance engagement on the compliance of Strata Title Administration Limited's operation of the Trust Account for the two months ended 31 May 2022.

Conclusion

Based on the procedures performed and evidence obtained from the procedures we have performed, nothing has come to our attention that causes us to believe that Strata Title Administration Limited does not comply, in all material respects, with the following criteria for two months ended 31 May 2022

- The funds held for each of the entities under Strata Title Administration Limited umbrella can be identified within the Trust account;
- Receipts and payments are correctly accounted for;
- Appropriation of the funds is property authorised.

Basis for Conclusion

We conducted our limited assurance engagement in accordance with Standard on Assurance Engagements (SAE) 3100 (Revised) Compliance Engagements issued by the New Zealand Auditing and Assurance Standards Board.

We believe that the evidence we have obtained is sufficient and appropriate to provide a basis for our conclusion.

Strata Title Administration Limited's Responsibilities

The Directors are responsible for compliance of Strata Title Administration Limited with the applicable criteria stated above namely transactions correctly accounted for and charged to the correct entities within the Trust Account.

Our Independence and Quality Control

We have complied with the relevant ethical requirements of Professional and Ethical Standard 1 (Revised) relating to assurance engagements, which include independence and other requirements founded on fundamental principles of integrity, objectivity, professional competence and due care, confidentiality, and professional behaviour.

In accordance with the Professional and Ethical Standard 3 (Amended) Forbes Audit and Accounting Limited maintains a comprehensive system of quality control including documented policies and procedures regarding compliance with ethical requirements, professional standards, and applicable legal and regulatory requirements.

Assurance Practitioner's Responsibilities

Our responsibility is to express a limited assurance conclusion on Strata Title Administration Limited's compliance with the requirement that transactions correctly accounted for and charged to the correct entities within the Trust Account, in all material respects. Our review has been conducted in accordance with SAE 3100 (Revised) to provide limited assurance that Strata Title Administration Limited has complied with the correct accounting for transactions to various entities managed within their Trust Account. Our procedures included:

- An assessment of the Reporting Criteria, policies, and principles, with respect to their relevance, completeness, neutrality, and reliability;
- Assess to Rockend software, which provides us with access trust account ledger of each of entities and access to archived invoices;
- An assessment of Strata Title's internal system to ensure the controls are adequate to size, business and criteria named above;
- At the corporate level, we have conducted interviews with responsible staff to assess the system of internal controls;
- At the corporate level, we have collected and reviewed supporting documents for the transactions sampled for testing;

Given the circumstances of the engagement, in performing the procedures listed above we:
Through discussion, enquiries, and observation, obtained an understanding of Strata Title Administration Limited's compliance framework and internal control environment to meet the applicable criteria stated above namely transactions correctly accounted for and charged to the correct entities within the Trust Account.

Through discussion, enquiries, observation and walk throughs, obtained an understanding of relevant compliance activities that are undertaken to meet the compliance requirements, as required for the operation of the Trust Account.

The procedures performed in a limited assurance engagement vary in nature and timing from, and are less in extent than for, a reasonable assurance engagement and consequently the level of assurance obtained in a limited assurance engagement is substantially lower than the assurance that would have been obtained had a reasonable assurance engagement been performed. Accordingly, we do not express a reasonable assurance opinion on compliance with the compliance requirements.

Other than in our capacity as the independent assurance practitioners, we have no relationship with, or interests in, Strata Title Administration Limited.

Use of Report

This report has been prepared for the Directors of Strata Title Administration Limited in accordance with the criteria above. We disclaim any assumption of responsibility for any reliance on this report to any persons or users other than the Directors of Strata Title Administration Limited, or for any purpose other than that for which it was prepared.

Forbes

Forbes Audit and Accounting Limited
27 June 2022
Auckland

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

Proposed Budget
to apply from 01/04/2022

Auckland Phone (09) 307 3721
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PO Box 384, Wellington 6140
Christchurch Phone (03) 925 8749
PO Box 28171, Christchurch 8242

Body Corporate 63906 — 20 Manchester Street, Paraparaumu 5032

Working Account

		Proposed budget	Actual 01/04/2021-31/03/2022	Previous budget
Revenue				
143000	Levies Due--Admin	29,000.00	27,194.02	27,194.00
	Total revenue	29,000.00	27,194.02	27,194.00
Less expenses				
150200	Admin--Accounting Fees	735.00	730.25	694.00
151400	Admin--Bank Charges & Interest	80.00	24.00	80.00
151800	Admin--Depreciation	0.00	2,584.00	0.00
154000	Admin--Management Fees--Standard	2,507.00	2,415.00	2,415.00
154200	Admin--Meeting Room Expenses	87.00	0.00	0.00
156500	Admin--Prof. Fees--Prep of LTMP	2,047.00	0.00	0.00
159101	Insurance--Office Bearers Liability	850.00	0.00	850.00
159100	Insurance--Premiums	18,932.09	15,607.93	15,150.00
159200	Insurance--Valuation	0.00	1,725.00	1,725.00
167200	Maint Bldg--General Maintenance & Disbursements	3,000.00	1,530.80	6,280.00
162900	Maint Bldg--Health & Safety (Inspection/Report/Expenses)	1,023.50	0.00	0.00
	Total expenses	29,261.59	24,616.98	27,194.00
Surplus/Deficit		(261.59)	2,577.04	0.00
	Opening balance	123,390.12	120,813.08	120,813.08
Closing balance		$123,128.53	$123,390.12	$120,813.08
Total units of entitlement		10000		10000
Levy contribution per unit entitlement		$2.90		$2.72

Contingency Fund

		Proposed budget	Actual 01/04/2021-31/03/2022	Previous budget
Revenue				
243000	1 Levies Due--Contingency Fund	12,000.00	12,000.00	12,000.00
	Total revenue	12,000.00	12,000.00	12,000.00
Less expenses				
254400	1 Contingency--Other Expenses	12,000.00	0.00	12,000.00
	Total expenses	12,000.00	0.00	12,000.00
Surplus/Deficit		0.00	12,000.00	0.00
	Opening balance	12,000.00	0.00	0.00
Closing balance		$12,000.00	$12,000.00	$0.00
Total units of entitlement		10000		10000
Levy contribution per unit entitlement		$1.20		$1.20

Strata Title Administration Ltd

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PROXY APPOINTMENT FORM

Form 11: Section 102(3), Unit Titles Act 2010

TO MANAGER: Annelie van Emmenes

EMAIL ADDRESS: annelievanemmenes@stratatitle.co.nz

BODY CORPORATE: 63906

PROPERTY AT: 20 Manchester Street, Paraparaumu

PROXY APPOINTMENT

I/We, ______________________

being the owner(s) of Unit(s) ________ and therefore an eligible voter within the meaning of section 96(1) of the Unit Titles Act 2010, appoint: ______________________

as my/our proxy for the purposes of the general meeting of the Body Corporate to be held at: **10:30am on Thursday, 18 August 2022.**

If the general meeting is adjourned and reconvened, this proxy appointment is valid for the purposes of the reconvened meeting.

Date

____

Signature/s of eligible voter/s

____

(If the unit is owned by more than 1 person, every owner must sign the form).

Important: this completed Proxy form needs to be submitted to Strata Title Administration Limited by Wednesday, 17 August 2022.

Notes

1) This proxy appointment expires at the end of the general meeting referred to in the form or, if that meeting is adjourned, the end of the reconvened meeting.
2) The full texts of motions are contained in the notice of general meeting, a copy of which should be provided to the proxy.
3) Your proxy may not vote unless all body corporate levies, and other amounts that are owing in respect of your unit, have been paid.
4) If the unit owner is a body corporate or an unincorporated body, the representative (recorded in the register of unit owners) of the unit owner must sign the form.
5) If the unit is owned by more than 1 person, every owner must sign the form.
6) If the unit is owned by more than 1 person, one of the unit owners may be appointed as proxy.
7) The person(s) signing this proxy form signs as duly authorised agent of the owner.

	AGENDA ITEMS | Summary of Motions	**TYPE OF RESOLUTION**
1	Appoint a Chairperson of the Meeting	*Ordinary Resolution*
2	Accept Apologies, Proxies and Postal Votes	*Ordinary Resolution*
3	Financials	*Ordinary Resolution*
4	Chairperson Nominee	*Ordinary Resolution*
5	Committee	*Ordinary Resolution*
6	Delegating powers & duties to Committee (Section 108)*	*Special Resolution*
7	Office Bearer's Liability Insurance	*Ordinary Resolution*
8	Renewal of Insurance policy	*Ordinary Resolution*
9	Insurance Excess	*Ordinary Resolution*
10	Common Maintenance	*Ordinary Resolution*
11(i)	Review Long Term Maintenance Plan	*Ordinary Resolution*
11(ii)	Arrange required Maintenance	*Ordinary Resolution*
12	Long Term Maintenance Fund*	*Special Resolution*
13(i)	Health & Safety – Hazard Register	*Ordinary Resolution*
13(ii)	Health & Safety - Induction of Contractors	*Ordinary Resolution*
13(iii)	Health & Safety - Asbestos Management	*Ordinary Resolution*
14(i)	Budget adopted and levy due date set	*Ordinary Resolution*
14(ii)	Strata to pay standard/regular accounts	*Ordinary Resolution*
15	Debt Collection regime	*Ordinary Resolution*
16	Audit*	*Special Resolution*
17	Communication	*Ordinary Resolution*
18	Minutes to be a record	*Ordinary Resolution*

Note: *This is not a voting form and is for reference only. If you wish to vote and cannot attend the meeting please complete the Postal Voting Form.*

POSTAL VOTING FORM
Form 12

(pursuant to Section 103, Unit Titles Act 2010)

TO MANAGER: Annelie van Emmenes

EMAIL ADDRESS: annelievanemmenes@stratatitle.co.nz

BODY CORPORATE: 63906

PROPERTY AT: 20 Manchester Street, Paraparaumu

Instructions

You are entitled to vote at the Body Corporate AGM by casting a postal vote. The motions to be decided at the meeting are summarised in the table below and more particularly set out in the notice of meeting. If you intend to cast a postal vote, you must indicate your vote by ticking one of the 3 right hand columns of the table.

I/We, ______________________________

being the owner(s) of Unit(s) ______________ intend to cast the following postal vote at the meeting of Body Corporate Number 63906 to be held at **10:30am on Thursday, 18 August 2022.**

Important: this completed Postal Voting form needs to be submitted to Strata Title Administration Limited by Wednesday, 17 August 2022.

		Vote For	**Vote Against**	**Abstain**
Item	***See agenda for wording of resolution***	***Please tick one of the boxes to vote.***		
1	Appoint a Chairperson of the Meeting	☐	☐	☐
2	Accept Apologies, Proxies and Postal Votes	☐	☐	☐
3	Financials	☐	☐	☐
4	Chairperson Nominee	☐	☐	☐
5	Committee	☐	☐	☐
6	Delegating powers & duties to Committee (Section 108)*	☐	☐	☐
7	Office Bearer’s Liability Insurance	☐	☐	☐
8	Renewal of Insurance policy	☐	☐	☐
9	Insurance Excess	☐	☐	☐
10	Common Maintenance	☐	☐	☐
11(i)	Review Long Term Maintenance Plan	☐	☐	☐
11(ii)	Arrange required Maintenance	☐	☐	☐
12	Long Term Maintenance Fund*	☐	☐	☐
13(i)	Health & Safety – Hazard Register	☐	☐	☐
13(ii)	Health & Safety - Induction of Contractors	☐	☐	☐
13(iii)	Health & Safety - Asbestos Management	☐	☐	☐

		Vote For	Vote Against	Abstain
Item	***See agenda for wording of resolution***	***Please tick one of the boxes to vote.***		
14(i)	Budget adopted and levy due date set	☐	☐	☐
14(ii)	Strata to pay standard/regular accounts	☐	☐	☐
15	Debt Collection regime	☐	☐	☐
16	Audit*	☐	☐	☐
17	Communication	☐	☐	☐
18	Minutes to be a record	☐	☐	☐

***** *Special Resolution required whilst all others require Ordinary Resolutions to pass*

Date:

Signature/s of eligible voter/s

If the unit is owned by more than 1 person, every owner must sign the form.

Notes

1 Your postal vote will not be counted if any body corporate levies, or other amounts that are payable in respect of your unit, are outstanding.

2 If a poll is requested, your ownership interest will be counted as part of the poll. If no poll is requested, your postal vote will be counted as 1 vote. You cannot request a poll.

3 If at the general meeting of the body corporate the wording of a motion is materially altered, your postal vote in relation to that motion will not be counted. It is the responsibility of the chairperson to decide what constitutes a material alteration. If you are concerned that your postal vote may not be counted as a result of an amendment to a motion, you should consider appointing a proxy to attend and vote at the meeting on your behalf.

4 If a quorum is not present at the general meeting of the body corporate, and regulation 13(1) of the Unit Titles Regulations 2011 does not apply, the meeting will be adjourned until the same day 1 week later and your postal vote will be counted at that meeting.

5 If the unit owner is a body corporate or an unincorporated body, the form must be signed by the representative (recorded in the register of unit owners) of the unit owner.

6 If the unit is owned by more than 1 person, every owner or his or her authorised representative must sign the form.

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.