

**MINUTES OF
THE 2023 ANNUAL GENERAL MEETING OF
SHED 21 BODY CORPORATE NO. 309984
Held at Apartment 3.04, 28 Waterloo Quay, Wellington and via Zoom on
Tuesday 20 June 2023 at 5:30pm**

Website: www.ypm.co.nz; Username: bc309984 Password: etbb7rtv

1.0 Meeting Formalities

1.1 Present

Gavin (Chair) & Jill Knight (3.04)
Alison Bevin (2.04 ,2.19)
Barbara Campbell (2.09)
Joy Gibbons (2.16)
David Ballantyne (2.17)
Alison Bevin (2.19)
Charles Hett (2.24)
Christine Casserly (3.09)
John Goulter (3.16)
Ann Mildenhall (3.24)

Zoom Attendees

Christine Grice (2.01 & 2.05)
Jon Matthews (2.18)
Alison Knowles (2.21 & 2.23)

Jesse Wilson – Alive Building Solutions
Justin Leonard – Alive Building Solutions
Gillian Brown – YPM

1.2 Apologies (other than Proxies & Postal Votes)

None.

1.3 Proxies

3.02 to Gavin Knight / Chair
2.07 to Gavin Knight/Chair
2.21/2.23 to Lindsay Knowles

1.4 Postal Votes

Nil

1.5 Quorum (12)

A quorum was achieved, and the meeting proceeded.

Gavin welcomed all Owners and their representatives to the 2023 AGM.

2.0 Previous Minutes

Moved: By ordinary resolution that the amended Minutes of the AGM held 13 June 2022, as circulated, are taken as true and accurate.

Joy / Ann / carried

Matters Arising from Minutes:

None.

3.0 Body Corporate Management Committee

3.1 Chairperson's Report

Gavin spoke to his report.

Additional points of note.

Roof and Brick work

The roof and brick work were discussed, the Body Corporate have approached Heritage NZ and the Council to trial a product on the north-western corner of the building and are also exploring another option for the southern-eastern corner. The owners of Unit 2.21 and 2.23 were advised that if the water ingress issue in their apartment worsens to contact Alive Building Solutions.

David recommended that owners look at purchasing a dehumidifier to help keep the apartments dry particularly if the apartment is not occupied all the time, windows are not opened regularly, etc.

Graffiti

If owners notice any graffiti on the building, this can be logged with Wellington City Council either on their website or via the Council's Fix It App. Gavin says he does it regularly and it is usually removed by the Council within days.

Insurance

David requested the full insurance policy be placed on the Shed 21 website.

Gavin advised that if a unit is operated as an Air BnB it can affect the building insurance. Letting a unit for 28 days or less for more than a period of six months of the year means the unit is not eligible for EQC cover. This item will be discussed under general business.

Moved: By ordinary resolution that the Chairperson's Report for BC 309984 be accepted.

Ann / Alison / carried

3.2 Election of Chairperson and Committee

Gillian advised that the following nominations have been received for the Committee;

- Gavin Knight
- Alison Bevin
- David Ballantyne
- Ann Midenhall
- Mike Lennard
- Jon Matthews

Gillian called for nominations from the floor. With no further nominations the meeting accordingly;

Moved: By ordinary resolution that those nominated be elected to form the Shed 21 Committee.

Charles / Christine / carried

The meeting discussed the number of committee members required and determined the motion be amended. It was then;

Moved: By ordinary resolution that the resolution be amended to the Committee shall have a minimum of four members.

Alison/Charles/carried

Moved: By ordinary resolution that the number of committee members be decided. The Committee shall have a minimum of four members.

Charles /Ann /carried

The meeting discussed the number required for the quorum of the committee meetings. It was then determined that the motion be amended. It was then;

Moved: By ordinary resolution that the resolution be amended for the quorum of the committee to be set at four.

Ann / David / carried

Moved: By ordinary resolution that the number required for the quorum of the committee be set at four.

Alison / Ann / carried

Prior to the meeting Ann Mildenhall (3.24) had nominated Gavin Knight (3.04) as Chairperson and Gavin had accepted the nomination. With no further nominations the meeting accordingly;

Moved: By ordinary resolution that Gavin Knight be re-elected as Chairperson of the Body Corporate.

Ann / Charles / carried

Moved: By special resolution that the body corporate committee shares the powers and duties of the Body Corporate and Chairperson that are allowed to be delegated.

Mike / Ann /carried

4.0 Body Corporate Facilities Management

Justin spoke to the Alive Building Solutions facilities report.

Additional points of note.

Security

Over the last 12 months there has been an increase in parcel thefts around Wellington. A reminder to all owners to ensure the door is closed prior to walking or driving away to prevent anyone from tailgating.

David mentioned that he would like the Body Corporate to test the market for property managers and body corporate managers. The Chair confirmed that the Committee will add to its work plan. For the coming year to obtain some information and quotes from other companies. The Chair also said both ABS and YPM had told him there are comfortable going through a competitive process and are interested in being considered.

Moved: By ordinary resolution that the facilities report be accepted.

Jon / Charles / carried

4.2 Health and Safety

Justin advised there had been no incidents accidents or near misses over the last 12 months.

5.0 Administration & Finance

5.1 2022-2023 End of Year Accounts

Gillian spoke to the financial accounts to 31 March 2023 as circulated.

Moved: By ordinary resolution that the financial accounts to 31 March 2023 be accepted.

Ann / Joy / carried

5.2 Appointment of an Auditor

Moved: By ordinary resolution that the financial accounts to the year end 31 March 2024 will not be audited, reviewed or undergo a specific verification procedure.

Charles / Christine / carried

5.3 2023-24 Proposed Budget

Gillian spoke to the financial reports.

Moved: By ordinary resolution that the proposed 2023-2024 budget of \$1,303,330 and levy schedule be approved with monthly payments on the first day of each month by automatic payment, commencing 1 July 2023 and continuing until further notice.

Alison / Joy / carried

Moved: By ordinary resolution that pursuant to the provisions of Regulation 17 of the Unit Titles Regulations 2011, the body corporate gives its approval for the committee to enter into all necessary obligations on commercial terms that will give effect to any expenditures provided for in the budget and in the LTMP.

Charles / Ann / carried

5.4 Long Term Maintenance Plan (LTMP)

This was covered as part of the Chairperson's Report.

Moved: By ordinary resolution that the attached Long Term Maintenance Plan be accepted.

Joy / Barbara / carried

6.0 General Business

6.1 Proposed change to Body Corporate Operational Rules

The meeting discussed the proposed changes to the rules and that the EQC cover could be impacted if too many apartments are let as short term rentals (Air Bnb, etc). There was also discussion that the likes of Air BnB created health and safety concerns for some residents as they did not know who was coming and going from the building. It was then;

Moved: By ordinary resolution that the Body Corporate Operational Rules be amended by replacing Rule 31(2)(a)(b) & (c) with the following:

31. Prohibition of Use for Short-term Letting

- (2) No Unit owner or occupier may let, rent, lease or otherwise allow occupation for reward for any short-term rental arrangement via Airbnb, Bookabach or other such similar providers.
 - (a) For the avoidance of doubt, 'short-term' shall mean lease or rental arrangement less than one month and / or not covered by the Residential Tenancies Act 1986 (or any enactment in substitution).
 - (b) The Unit owner shall be summarily liable for liquidated damages of \$300 per day for each and every day this Rule is breached.

There being no further business, Gavin thanked everyone for attending the meeting.

The meeting was declared closed at 7:00 pm.

Signed Date
Chairperson



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