



**UNIT TITLES ACT 2010
BODY CORPORATE 467074
UNITS 9-19, 19 NGA MAHI ROAD
CHRISTCHURCH**

MINUTES OF ANNUAL GENERAL MEETING 2025

DATE:

Wednesday, 27th August 2025 at 11.00 a.m.

VENUE:

Owners had the option of attending the meeting:

- In person at Skyway Body Corporate's Office, 12/21 Bealey Avenue, Merivale, Christchurch
- Via Zoom
- Via Phone

PRESENT:

Lot#	Unit#	Attendance	Owner Name
10		Yes	David Leadbetter
11		Yes	Judy Chang, Gregory Cornelius
13		Yes	Claude McKavanagh
14		Yes	Steven Kirk-Burnnand
16		Yes	Ray McIntyre
19		Yes	Michael Boyce

IN ATTENDANCE:

There were no other Skyway Body Corporate Services staff present at the meeting.

CHAIRPERSON(acting):

Ann Woods - Managing Director, Skyway Body Corporate Services

1. AGM Minutes

That the meeting confirms the Minutes of the 2024 Annual General Meeting held on the 22nd August 2024 are a true and accurate record of that Meeting.

Moved: Ray McIntyre

Seconded: David Leadbetter

Resolution Result: Carried

2. Financial Statement

Ann reviewed the Financial Statement for Owners.

It was noted that the share of the settlement from the Developers regarding weathertight issues - \$29,571.00 is shown on the statement, as are the final legal costs - \$632.50. It is pleasing that this matter is finally resolved.

Crack repair and injection have been carried out and the painting has been completed by Mark Frame's team. Long-Term Maintenance funds were used for this work.

A number of smaller roof repairs were undertaken during the year.

An account for \$251.85 was issued to the owner of Unit 13 for his tenant, this was the cost to remove wooden pallets which were left on the front berm. The account is outstanding.

That the Financial Statement for the period from 9th August 2024 to 8th August 2025 be confirmed and accepted.

Moved: Ray McIntyre

Seconded: David Leadbetter

Resolution Result: Carried

3. Draft Budget

The insurance renewal costs for the property have remained the same.

Garden Maintenance

The garden upgrade was discussed. The amount of \$2,200.00 was set aside last year for the Body Corporate's share of an upgrade with Units 1 - 8, this is for the area of garden which fronts both Body Corporate properties.

An updated quote was required to allow for non- plastic ground cover as requested by the neighbouring property Units 1 - 8. The quote received from Green Acres is \$4,535.00 incl. GST for the work. Units 1 - 8 have agreed to accept the quote.

As there will only be a shortfall of just under \$70.00 for this Body Corporate's share, this can be funded from reserves.

Existing plants will be re-used where possible and a small/medium Teddington chip will be laid to replace the bark. This will save top ups in the future.

The side gardens will not be upgraded this time. However, they will be given a good tidy up by the regular gardener. An upgrade to side gardens can be considered next year by each Body Corporate individually.

General Repairs and Maintenance

There was a discussion regarding the suggestion and pricing for gutter cleaning, roof moss spray, and exterior window cleaning. Owners expressed concern that the budget increase will be difficult for occupiers.

It was agreed that the building wash is not needed so soon after exterior painting has been completed - this item at \$1,595.65 was removed from the budget. Roof moss spray, gutter and rain head clearing and a window wash will be carried out.

Action: Skyway to request before and after gutter cleaning photos from the contractor, Adler, and distribute to Owners.

Car Parking

There was a discussion regarding the re-marking of all car parks with the addition of yellow hatching alongside the disabled car park to discourage people parking there. Ann has received a price from Frame Contracting for this work which will be a long-term expense - cost \$2216.00 + G.S.T.

Remarking is needed along with a good washdown of all areas of the asphalt as this is quite marked - especially in the central parking area where some degreasing may also be required.

Now that the building painting has been completed, this is a good time to have this work undertaken. The washdown cost is not included in the quote.

There was a lengthy discussion regarding parking problems on site. Some Owners expressed their concern that occupiers of other units, in particular Unit 10, are using car parks not allocated to them. It was noted that there was a meeting earlier in the year in this regard and Unit 10's tenant representative undertook that the poor parking practices would stop, they have a large number of cars on site. Unfortunately their parking practices have not improved overall. One owner expressed concern that his tenant has vacated and advised that the situation is making it difficult for him to re-tenant his property.

It was advised there has been a previous decision of the Body Corporate as a whole not to enforce a Tow Away Area at the property. The members discussed this and agreed that each Unit Owner (or their occupier) may now decide to take individual responsibility to manage their own car parks to see if this will improve the parking situation. Owners may install an approved sign in their own assigned car parking areas advising that "unauthorised vehicles will be towed away at the owner's expense".

Ann advised it is preferable for the signs to be all the same - they can be inexpensive but uniform.

It was also noted that Unit 10 appears to be undertaking full vehicle servicing, they run a full-service workshop at the property. This would appear to be in contravention of the Body Corporate Rules. Skyway advised that they were not asked about this type of tenancy prior to tenanting.

The Owner of Unit 10 advised that at present his agreement with his tenant is that the tenant must be given 2 months' notice to vacate. The Owner also has the right to give the tenant 2 months' notice to vacate.

Owners agreed that the course of action required is for the Owner of Unit 10 to now give his tenant Notice to Vacate the premises.

Action: Skyway to issue a Breach of Rules Notice in relation to both issues.

Clyne and Bennie have quoted to replace 5 backflow isolation valves for BWOFF compliance. It was agreed that funds will come from the Long-Term Maintenance account - cost \$2,793.81.

That the Draft Budget for the period from 1st September 2025 to 31st August 2026 be confirmed and accepted, with the removal of the amount of \$1,595.65 for building wash.

Moved: Michael Boyce

Seconded: Ray McIntyre

Resolution Result: Carried

4. Appointment of Chairperson & Committee

That given the number of Units in Body Corporate 467074 it is agreed that it is necessary to have a Body Corporate Committee and a Chairperson.

At the time of the agenda being prepared, no nomination for the Body Corporate Committee and the Chairperson had been received. Nominations will be taken from the floor and appointment of the Body Corporate Committee and the Chairperson will be confirmed at the meeting.

Ann thanked Ray McIntyre for his time and work as Chairperson. Ray agreed to continue in that role.

That Ray McIntyre be elected as Body Corporate Chairperson, and all Owners form the Committee.

Moved: David Leadbetter

Seconded: Michael Boyce

Resolution Result: Carried

5. Quorum for Committee Meeting

That the quorum required for a Committee Meeting will be three.

Moved: Ray McIntyre

Seconded: David Leadbetter

Resolution Result: Carried

6. 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: David Leadbetter

Seconded: Claude McKavanagh

Resolution Result: Carried

7. Audit

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

Moved: Ray McIntyre

Seconded: David Leadbetter

Resolution Result: Carried

8. General Discussion

There was a discussion about the garden upgrade which was outlined and moved with the Draft Budget.

"Closing comment:There being no further comments, the chairperson declared the meeting closed at 12:00 on 27-08-2025."

10 September, 2025

Dear Owners,

Please find attached the Minutes for your recent AGM. Many thanks to those who attended.

Please note: The discussion regarding **Car Parking** contained under the heading of Draft Budget. You are now able to manage the policing of your own car parking areas. We'd prefer that everyone uses the same signage for uniformity on site – please forward a copy of your preferred signage if you intend to proceed and we can look at all suggestions and agree on one. It would be helpful if a suitable ready-made sign could be obtained.

Be reminded you must arrange signage and a contractor **before towing any vehicle**. Vehicles are towed at Owner's expense.

You will note also the discussion regarding **Unit 10**. The owner of the unit has advised his tenants that unauthorised vehicles in someone else's car parks may be towed in the future. He has also advised that written notice has been given to the tenants to vacate, end date 1 November, 2025.

At this time I am advised that **an extension of one month has been requested** if required, **please advise our office if you have any objection to this**.

I note with thanks that the owner of Unit 10 has been very helpful and I recommend that he be able to manage the end of this tenancy, only one month later if required, if it will assist with a smooth process for both parties involved.

Thanks Everyone.