

30 July 2025

Dear Owner

**Re: Body Corporate 607256
Property at "The Workshops", 64 Matakana Valley Road, Auckland
Adjourned Annual General Meeting held on Tuesday, 29 July 2025**

Please find enclosed the minutes relating to your Body Corporate's adjourned annual general meeting.

Should you require any further information please log into your Owner Portal online account via Strata's website www.stratatitle.co.nz or contact me on pl@stratatitle.co.nz.

Yours sincerely,



Phillip Lockyer
Director

MINUTES OF THE ADJOURNED ANNUAL GENERAL MEETING
Body Corporate No 607256
Property at "The Workshops", 64 Matakana Valley Road, Auckland

THE ANNUAL GENERAL MEETING (AGM) of this Body Corporate was scheduled to be held via MS Teams video conference facility, on Tuesday, 22 July 2025 commencing at 12:00pm. However, due to a lack of quorum the AGM was adjourned and reconvened on Tuesday, 29 July 2025, commencing at 12:00pm.

ATTENDANCE:

Lot #	Unit #	Attendance	Owner Legal Name Representative at the AGM
3	3	Yes	Northwick Park Trustee Ltd Benjamin Dearlove & Jamie Hutchens
5	5	Yes	Northwick Park Trustee Ltd Benjamin Dearlove & Jamie Hutchens
6	6	Yes	Northwick Park Trustee Ltd Benjamin Dearlove & Jamie Hutchens
7	7	Yes	Northwick Park Trustee Ltd Benjamin Dearlove & Jamie Hutchens
8	8	Yes	Northwick Park Trustee Ltd Benjamin Dearlove & Jamie Hutchens
9	9	Yes	Northwick Park Trustee Ltd Benjamin Dearlove & Jamie Hutchens
11	11	Yes	Northwick Park Trustee Ltd Benjamin Dearlove & Jamie Hutchens
12	12	Yes	Northwick Park Trustee Ltd Benjamin Dearlove & Jamie Hutchens
13	13	Yes	Northwick Park Trustee Ltd Benjamin Dearlove & Jamie Hutchens
14	14	Yes	Northwick Park Trustee Ltd Benjamin Dearlove & Jamie Hutchens
15	15	Yes	Northwick Park Trustee Ltd Benjamin Dearlove & Jamie Hutchens
16	16	Yes	Evert Ltd Greg Everett & Craig Betts
18	18	Yes	Long White Cloud Holdings Limited Phillippa Ropata
20	20	Yes	Northwick Park Trustee Ltd Benjamin Dearlove & Jamie Hutchens
21	21	Yes	Long White Cloud Holdings Limited Phillippa Ropata
22	22	Yes	Long White Cloud Holdings Limited Phillippa Ropata
25	25	Yes	Northwick Park Trustee Ltd Benjamin Dearlove & Jamie Hutchens
26	26	Yes	Northwick Park Trustee Ltd Benjamin Dearlove & Jamie Hutchens
27	27	Yes	Northwick Park Trustee Ltd Benjamin Dearlove & Jamie Hutchens
28	28	Apology	Northwick Park Trustee Ltd Benjamin Dearlove & Jamie Hutchens
29	29	Yes	Medica Limited George Bongiovanni
30	30	Yes	Northwick Park Trustee Ltd Benjamin Dearlove & Jamie Hutchens
34	34	Yes	CPMW Ltd Caroline Liang
35	35	Yes	CPMW Ltd Caroline Liang
36	36	Yes	Northwick Park Trustee Ltd Benjamin Dearlove & Jamie Hutchens
37	37	Yes	Northwick Park Trustee Ltd Benjamin Dearlove & Jamie Hutchens
38	38	Yes	Northwick Park Trustee Ltd Benjamin Dearlove & Jamie Hutchens

41	41	Yes	Northwick Park Trustee Ltd Benjamin Dearlove & Jamie Hutchens
42	42	Yes	Northwick Park Trustee Ltd Benjamin Dearlove & Jamie Hutchens
43	43	Yes	Northwick Park Trustee Ltd Benjamin Dearlove & Jamie Hutchens
44	44	Yes	Northwick Park Trustee Ltd Benjamin Dearlove & Jamie Hutchens
45	45	Yes	Northwick Park Trustee Ltd Benjamin Dearlove & Jamie Hutchens
46	46	Yes	Northwick Park Trustee Ltd Benjamin Dearlove & Jamie Hutchens
47	47	Yes	Northwick Park Trustee Ltd Benjamin Dearlove & Jamie Hutchens
48	48	Yes	Northwick Park Trustee Ltd Benjamin Dearlove & Jamie Hutchens
49	49	Yes	Northwick Park Trustee Ltd Benjamin Dearlove & Jamie Hutchens
50	50	Yes	Northwick Park Trustee Ltd Benjamin Dearlove & Jamie Hutchens
51	51	Yes	Northwick Park Trustee Ltd Benjamin Dearlove & Jamie Hutchens
52	52	Yes	Northwick Park Trustee Ltd Benjamin Dearlove & Jamie Hutchens
53	53	Yes	Northwick Park Trustee Ltd Benjamin Dearlove & Jamie Hutchens
54	54	Yes	Northwick Park Trustee Ltd Benjamin Dearlove & Jamie Hutchens

OTHERS PRESENT: Mr Brady Williams representing Active Building Management as the Building Manager.
Mr Phillip Lockyer representing Strata Title Administration Ltd (Strata) as the Body Corporate Manager.

MINUTES OF THE MEETING:

1 APPOINTMENT OF CHAIRPERSON OF THE MEETING

Resolved: That the Body Corporate elects Mr Phillip Lockyer, a representative of Strata Title Administration Ltd (Strata) to chair the meeting.

2 APOLOGIES, PROXIES, POSTAL AND PRE-MEETING ELECTRONIC VOTES

Resolved: That the apologies and postal votes be accepted and the meeting declared quorate.

3 CHAIRPERSON OF THE BODY CORPORATE

A nomination was received for Benjamin Dearlove of Northwick Park Trustee Limited to be appointed as Chairperson of the Body Corporate and Chairperson of the Committee.

Resolved: That the Body Corporate appoints Benjamin Dearlove of Northwick Park Trustee Limited as the Chairperson of the Body Corporate and Committee.

4 COMMITTEE

(i) Nominations were received for Benjamin Dearlove of Northwick Park Trustee Limited and Jamie Hutchens of Northwick Park Trustee Limited to be candidates for election as committee members.

Resolved: That the Body Corporate elects a committee of two members, which shall have a quorum of two members, comprising: Benjamin Dearlove of Northwick Park Trustee Limited and Jamie Hutchens of Northwick Park Trustee Limited.

(ii) **Conflict of interest register:** In accordance with Unit Title Regulation 6(5)(ca) to receive a copy of the body corporate committee interests register. Mr Lockyer reported that the register will be updated to include a statement that Northwick Park Trustee Ltd was the developer of Body Corporate 607256.

Resolved: That the Interests Register is received.

5 DELEGATION OF DUTIES

Resolved 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.

6 BODY CORPORATE REINSTATEMENT INSURANCE

Mr Lockyer advised that the Body Corporate is insured with NZI via Wallace McLean Ltd, insurance broker, at a premium of \$64,620.19 for the period 8 April 2025 to 8 April 2026. He took the meeting through the insurance documentation at pages 8 - 18 of the agenda.

Mr Lockyer explained that competitive insurance quotations will be obtained and submitted to the Committee prior to the expiry of the policy on 8 April 2026 which will include two options, namely:

- Option 1 will be to reinsure for a 12 month period from 8 April 2026 to 8 April 2027; or
- Option 2 will be to reinsure for the period 8 April 2026 to 1 June 2027.

Option 2 will enable competitive insurance quotations to be considered at each AGM from 2027 rather than the Committee approving the insurance before each AGM.

Resolved: That prior to the expiry of the current policy of insurance on 8 April 2026, Strata is to obtain an updated reinstatement insurance valuation to enable competitive insurance quotations to be obtained and submit them to the committee for consideration and acceptance of the most competitive premium and that the quotations are to include an option to reinsure for 12 months and also a second option to insure for the period 8 April 2026 to 1 June 2027.

7 OFFICE BEARERS LIABILITY (OBL) INSURANCE

Mr Lockyer referred to the Office Bearers' Liability quotations which provides cover to the Body Corporate Committee in a similar way to Directors and Officers liability insurance for a company board.

Resolved: That the Body Corporate takes out OBL cover of \$1,000,000.00 at a premium of \$1,822.75 for the committee to cover both indemnity and defence costs for the period 29 July 2025 to 29 July 2026.

8 INSURANCE EXCESS

The excesses which apply when a claim is made under the Body Corporate's principal material damage policy are:

- All Claims \$5,000.00, except
- Subsidence/Landslip \$10,000.00 and
- Earthquake 2.5% of Material Damage Sum Insured, Minimum \$2,500.00

Resolved: 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 tenant(s) then the owner(s) of the unit is to pay the excess.

9 BODY CORPORATE RULES

Mr Lockyer explained that the current Body Corporate rule 25.17 provides for the Long Term Maintenance Plan (LTMP) to be prepared by WTP New Zealand Limited. After obtaining proposals to prepare a LTMP the developer elected to engage Solutions in Engineering to prepare the LTMP. Therefore, rule 25.17 needs to be changed by replacing the words "WTP New Zealand Limited" with "Solutions In Engineering Ltd".

Resolved: That in accordance with section 106 of the Unit Titles Act 2010 the following operational rule 25.17 shall be amended by Body Corporate 607256 by replacing the words "WTP New Zealand Limited" with "Solutions In Engineering Ltd" and that the Body Corporate re-registers the current rules (subject to the inclusion of the amended rule 25.17 below) with Land Information New Zealand for registration on the Supplementary Record Sheet.

"New Rule 25.17: The Body Corporate must establish and maintain a Long-Term Maintenance Plan for the Building in accordance with the plan prepared by Solutions In Engineering Ltd until such time as the Body Corporate resolves to adopt an alternative Long-Term Maintenance Plan to replace the plan prepared by Solutions In Engineering Ltd. The Body Corporate must establish and maintain a long-term maintenance fund in order to maintain the Building and the Common Property pursuant to the Long-Term Maintenance Plan prepared

10 BUILDING MANAGER'S REPORT

Mr Lockyer introduced Brady Williams of Active Building Management, referred the meeting to the building manager's report appended to the agenda at pages 19 - 23 and opened the meeting for questions. No questions arose.

Resolved: That subject to any direction of the meeting and/or the Committee the Building Manager's report and recommendations are adopted.

11 COMMON MAINTENANCE MATTERS

Resolved: That the Body Corporate's Chairperson/Committee/Building Manager is to agree, approve and arrange the maintenance required over the forthcoming year.

12 BUILDING ACT COMPLIANCE

Resolved: That the Building Manager is to oversee the Body Corporate's Building Act compliance requirements and the issuance of the annual Building Warrant of Fitness.

13 LONG TERM MAINTENANCE PLAN (LTMP)

Mr Lockyer explained section 116 of the Act which sets out the Body Corporate's obligation to maintain a Long Term Maintenance Plan (LTMP), namely:

- "(1) A body corporate must establish and regularly maintain a long-term maintenance plan.
- (2) A long-term maintenance plan must cover a period of at least 10 years from the date of the plan or the last review of the plan [or 30 years for a large Unit Title Development].
- (3) The purpose of a long-term maintenance plan is to-
 - (a) identify future maintenance requirements and estimate the costs involved; and
 - (b) support the establishment and management of the funds; and
 - (c) provide a basis for the levying of owners of principal units; and
 - (d) provide ongoing guidance to the body corporate to assist it in making its annual maintenance decisions."

The developer of The Workshops Matakana has arranged and paid for a LTMP to be prepared by Solutions in Engineering Ltd which is available to view on Strata's portal. The LTMP will be included with the agenda for the next AGM to be approved by the Body Corporate.

Resolved: That the Body Corporate committee, in conjunction with the building manager, is to review the LTMP prepared by Solutions in Engineering Ltd.

14 HEALTH & SAFETY AT WORK ACT 2015

The Health & Safety at Work Act 2015 (HSWA) provides for the concept of a Person Conducting a Business or Undertaking (PCBU) as the principal duty holder. The Body Corporate will carry out work from time to time which work is considered to be an "undertaking" and it is therefore a PCBU. The developer of The Workshops Matakana Body Corporate has arranged and paid for a Health and Safety Plan to be prepared which is available to all owners on the Strata Connect web portal.

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

15 BUDGET AND LEVIES

Mr Lockyer presented the budget adopted by the Body Corporate for the period 8 April 2025 to 7 April 2026 upon which the levies were calculated. No questions arose.

Mr Lockyer explained that budgeted invoices are first approved by Strata, as Body Corporate manager, then approved by the building manager with non-standard invoices also being approved by the Committee.

Resolved: 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/Building Manager.

16 FINANCIAL PERIOD

Mr Lockyer explained that the Body Corporate proposes to change its financial year end from 7 April to 31 March in order to align the year end with the nearest month end. The reason for doing this is for financial reporting purposes to enable the annual financial reports to run through until the end of a month in accordance with standard financial reporting practice.

If the Body Corporate resolves to change its financial year end to 31 March, the current financial period will run from 8 April 2025 to 31 March 2026. The next financial period will therefore run from 1 April 2026 to 31 March 2027. All future financial periods thereafter will start on 1 April and end on 31 March the following year.

Resolved:

(i) That the Body Corporate changes its first financial period to be from 8 April 2025 to 31 March 2026.

(ii) That the Body Corporate adopts 1 April to 31 March as its financial period commencing from 1 April 2026.

17 DEBT RECOVERY REGIME

Resolved: That if a duly authorised levy or any sum payable by an owner to the Body Corporate is not paid by due date that the owner is liable to the Body Corporate for interest on the outstanding balance at 10% per annum; all debt collecting costs; including Tenancy Tribunal/court costs incurred by the Body Corporate in accordance with the following procedure:

- If payment of the levy notice is not made by the due date a reminder letter is sent to the defaulting owner requesting payment of the levy and stating that if the levy is not paid within seven (7) days a Late Payment Charge of \$126.50 including GST (if any) will be incurred; [letter #1]
- If payment of the levy notice is not received within seven (7) calendar days of the due date, a letter is sent to the defaulting owner requesting payment of the levy and the \$126.50 including GST (if any) Late Payment Charge, and advising that if these amounts are not paid within seven (7) calendar days an additional Late Payment Charge of \$253.00 including GST (if any) will be incurred; [letter #2]
- If payment of the levy notice and Late Payment Charges are not received within seven (7) calendar days of Letter #2 being sent, a third letter is sent to the defaulting owner requesting payment of the levy plus all accumulated Late Payment Charges and advising that if these amounts are not paid within seven (7) calendar days an additional Late Payment Charge of \$253.00 including GST (if any) will be applied; [letter #3]
- If payment of the levy notice and accumulated Late Payment Charges are not received within seven (7) calendar days of Letter #3 being sent, a "Notice of Impending Legal Action" letter is sent to the defaulting owner requesting payment of the levy plus all accumulated Late Payment Charges and advising that the debt will be turned over to a solicitor if the total outstanding amount is not paid within seven (7) calendar days; [letter #4] and
- Pursuant to Section 171(3) of the 2010 Act, the Body Corporate hereby appoints Price Baker Berridge (PBB) to act as its agent on its behalf in relation to any dispute.

18 TAX AGENT

Resolved: That the Body Corporate authorises Strata to appoint Bendall and Cant Limited, Chartered Accountants, on their normal terms and conditions, to act as tax agent for the Body Corporate for all tax types and to obtain information from Inland Revenue as required about the Body Corporate.

19 AUDIT OF THE BODY CORPORATE'S FINANCIAL STATEMENTS

Mr Lockyer presented the Independent Assurance Report from Forbes Audit and Accounting Limited, attached at pages 27 - 28 of the agenda.

Resolved 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 if any interest is earned on Body Corporate funds it is to be retained by Strata to offset the Trust Account operating and audit costs, on the proviso that any monies other than those in the Operating 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.

20 TURN-OVER DISCLOSURE

Mr Lockyer explained that Section 156 of the Act provides that the original owner (the developer) must provide the Body Corporate a Turn-Over Disclosure Statement in accordance with Form 19 of the Regulations 2011 and a statement setting out any interest that the original owner or an associate of the original owner has in any contract or arrangement made by the Body Corporate at any time up to and including the date of the Turn-Over Disclosure Statement.

Mr Lockyer presented the attached Turn-Over Disclosure Statement (Form 19 of the Regulations 2011) which meets the Turn-Over Disclosure requirements set out in the Unit Titles Act.

21 COMMUNICATION

Resolved: 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.

22 MINUTES TO BE A RECORD OF THE BUSINESS OF THE ANNUAL GENERAL MEETING

Resolved: 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.

23 GENERAL BUSINESS

24 AGM CLOSURE

With no further business to discuss, Mr Lockyer thanked the owners present for their attendance and participation and declared the meeting closed at 12:45pm.

NOTES:

Strata Owner Portal Access: Owners have 24 hour access to their body corporate information via Strata's website. To access this service visit www.stratatitle.co.nz and click on the Owner Portal button to log in. If owners require their personal login details would they please email bc@stratatitle.co.nz and we will issue/reissue the necessary access login.

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>](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>](http://www.legislation.govt.nz/regulation/public/2011/0122/latest/DLM3695701.html)

Form 19 — Turn-over disclosure statement

Section 156, Unit Titles Act 2010

Property: The Workshops Matakana, 64 Matakana Valley Road, Matakana

Body Corporate Number: 607256

Turn-over disclosure statement

- 1 This turn-over disclosure statement is provided in accordance with section 156(1) of the Unit Titles Act 2010.
- 2
 - 2.1 The date on which the control period ended is 11 April 2025.
 - 2.2 Details of any as-built plans and specifications of the unit title development:
 - *Refer Appendix A Section 2 Design Drawings and Specifications (IFC – Issued for Construction) & Section 3 Trade As Built included in the Operations & Maintenance Manuals*
 - 2.3 *The assets of the body corporate are:*
 - \$173,811.15 and the common property of Body Corporate 607256.
 - 2.4 *The liabilities of the body corporate:*
 - \$21,099.11, being GST payable to the IRD.
 - 2.5 Details (rent, term and rights of renewal) of any lease or licence granted over the common property:
 - *Not applicable*
 - 2.6 Details of any Code Compliance Certificates (CCC) that have been issued under the Building Act 2004 in relation to the unit title development:
 - *Code Compliance Certificates relating to the following Building Consent Numbers have been issued by Auckland Council, copies of which are held in the files for Body Corporate 607256:*

BCO10364577
 - 2.7 Details of any resource consent or heritage obligations relating to the unit title development:
 - *LUC603933391, LUC603933391-A, LUC603933391-B, LUC603933391- C Condition 64 Landscaping to be maintained in accordance with the certified Landscaping Maintenance plan.*

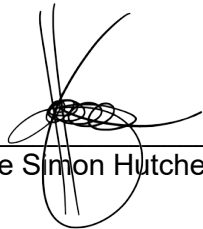
- 2.8 Details of any recommended maintenance schedules for construction materials and infrastructure in relation to the unit title development:
- *Refer appendix A Section 3 Operation and Maintenance manuals and Warranties*
- 2.9 Details of any warranties and guarantees for products used in the construction of the unit title development:
- *Refer appendix A Section 3 3 Operation and Maintenance manuals and Warranties*
- 2.10 Details of fire evacuation plans and fire protection systems for the unit title development:
- *Refer appendix A Section 5 for details of approved Evacuation Scheme EV-318008-3*
- 2.11 Details of any building warrant of fitness that has been supplied under section 108 of the Building Act 2004 for the unit title development:
- *The building warrant of fitness is not due until 1st April 2026. However, the testing and inspections covered by the Compliance Schedule referred to below will, after the first anniversary of the Compliance Schedule, be covered by the Building's Warrant of Fitness.*
- 2.12 Details of any Compliance Schedule issued under section 102 of the Building Act 2004 in relation to the unit title development:
- *Compliance Schedule No. WOF21765063 has been issued by Auckland Council. Copies of which are held in the files for the Body Corporate 607256. A copy of the Schedule is also displayed in Unit 54/64 Matakana Valley Road.*
 - *Refer Appendix A section 4.4 for details.*
- 2.13 Information about existing and proposed maintenance and service contracts for the unit title development, including contractors' contact details.

Service	Contractor	Term
Body Corporate	Strata Title Administration Limited	2 years
Estate Manager	Active Property Services Limited	2 years
Rubbish and Recycling Collection	Econowaste (T/A Northland Waste)	1 year
Cold Water and Wastewater billing	Energyco Limited	1 year
Water treatment	Aquaworks	1 year
Annual Building Clean excl Roof	Maximum Wash Limited	Casual
Annual Roof clean	Aquaworks	Casual
Stormwater maintenance	Dutton Stormwater Maintenance Limited	3 years
Landscape maintenance	VSL Landscapes Limited	1 year
Sewer pump maintenance	Ecoflow Limited	2 years
Fire alarm system monitoring	Automatic Fire Alarm Monitoring Limited	2 years
Fire Alarm system maintenance & testing	Aqua Fire Limited	1 year

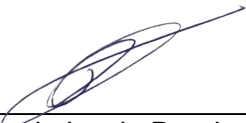
- 3 Statement of any interest that the original owner or an associate of the original owner has in any contract or arrangement made by the body corporate up to the date of this disclosure statement:
- *Currently owner of PU54 leased to Body Corporate for Building Manager store and office.*
- 3.1 The following parties have been granted the following rights over The Workshops Matakana unit title development and secured by way of registered interest:
- *Subject to a right of way, right to drain water and sewage, right to convey electricity, telecommunications and computer media over part marked C, E, G and H on DP 518129 and a right of way over part marked E, G and H created by Easement Instrument 9574683.2 in favour of neighbouring titles.*
 - *Subject to a right of way, right to drain sewage over part marked G and H on DP 518129 created by Easement Instrument 10999473.5 in favour of neighbouring titles.*
 - *Chorus New Zealand Limited – Easement Instrument 10999473.4 & 13077604.3*
 - *Vector – Easement Instrument 10999473.3 & 13077604.2*
- 4 Any other applicable information relevant to the Building:
- Long Term Maintenance Plan (LTMP) by Solutions in Engineering produced for common elements of the development. Refer Appendix A Section 1.13
 - The Body Corporate is a registered Water Supplier. Supply ID ref MAT303. The water supply meets the Acceptable Solution for roof water supplies to under 200 people. The approved Drinking Water Safety Management plan must be reviewed annually prior to the AGM.

Dated: 21/07/2025

Signed: Northwick Park Trustee Limited as trustee of the Northwick Park Trust



Jamie Simon Hutchens, Director



Benjamin Lewin Dearlove, Director

via USB
[DROPBOX LINK](#)

Folder No	Folder Name	Description	Author
1	Body Corporate BC 607256		
	1.1	Contact List	GN Construction
	1.2	BC rules	
	1.3	Ownership Interests	
	1.4	Owners Manual	
	1.5	Electrical ICP nos	
	1.6	Chorus TLC nos	
	1.7	Contact List	
	1.8	Addresses	
	1.9	Finishes	
	1.10	Signage Management Plan	
	1.11	Drinking Water Safety Management Plan (DWM 07.07.2025)	
	1.12	Key register	
	1.13	Long term Maintenance Plan (LTMP) V2	
2	Design Drgs and Specifications		
	2.1	Architecture	Formis
	2.2	Structure	Brown & Thomson
	2.3	Civil	Riley
	2.4	Electrical	ECS
	2.5	Mechanical	Thurston
	2.6	Hydraulic	Thurston
	2.7	Landscaping	Luijten Landscaping
	2.8	Geotechnical	Initia
3	Operation and Maintenance Manuals & Warranties		
	3.1	Operation and Maintenance Manuals & User Manuals	
		Operation and Maintenance Manuals	
	3.1.1	Electrical	
		Electrical	
		CCTV	
		EV Pedestals and Wallbox	
	3.1.2	Plumbing & Drainage	
		Stormwater	
		Water reticulation	
		Wastewater	
		Plumbing	
		Ecoflow waste Pumps	
		Grease trap	
		Data Sheets	
	3.1.3	Mechanical	
	3.1.4	Fire Alarm	
	3.1.5	External landscaping	
	3.1.6	Roof Access and Anchor Systems	
		User Manuals	
	3.1.10	Box Gutter Membrane	
	3.1.11	Trimrib Roofing and Cladding	
	3.1.12	Shadowclad Cladding	
	3.1.13	Common Toilet pin lock	
	3.1.14	Roller Door	
	3.1.15	Aluminium Joinery	
	3.1.16	Paint	
	3.2	Warranties	
		Schedule 13 Warranties	
		Warranties Register	
	0	Construction Weathertightness	GN Construction
	1	Exterior waterproofing, tanking and Water Treatment Plant Room waterproofing	Gunac
	2	DPC	All Construcion
	3	Profiled metal cladding	Aspect Roofing
	4	Profiled metal roofing	Aspect Roofing

via USB
[DROPBOX LINK](#)

Folder No	Folder Name	Description	Author
		5 Carpentry	All Construcion
		6 Aluminium Joinery	Windowmakers
		7 Steel Fire windows- Supply	Aluflam
		8 Steel Fire Windows -Installation	Windowmakers
		9 Insulation	Enstall
		10 Sika Sealants (Roofing)	Aspect Roofing
		11 Plasterboard	Auckland Plastering Group
		12 Ceiling grid	Steel Construct
		13 Stair Nosings	Freedomworks
		14 Painting	Paint Co
		15 Rainwater spouting systems	Aspect Roofing
		16 Internal Waterproofing and Tiling	New Era Tiling
		17 Precast Sealants	Sunbuild
		18 Protective Steel Coatings	Genesis Engineering
		19 Plumbing	Plumbuilt
		20 Electrical	Team Cabling
		21 Roller and Sectional doors	Glideaway
		22 Mechanical	Airmaster
		23 Fire Protection	Aquafire
		24 Aluminium Balustrade and Courtyard Dividers	Belcanto
		25 Kitchen Joinery	MMI
		26 Internal stairs	Silverdale Stairs
		27 Height Safety Systems	Stay Safe Systems
		28 Internal door hardware	Handle Solutions
		29 Intenral timber Doors	ITM Matakana
		30 Concrete Floors	Footing and Floors
		31 Thermakraft Roof Underlay	Aspect Roofing
		100 Product Warranty Sika Blackseal	Sika
		101 Product Warranty Sika Blackseal Gunac	Mapei
		102 Product Warranty Roof Membrane Viking TPO	Viking
		103 Product Warranty First Windows and Doors	First Windows
		104 Product Warranty Resene	Resene

via USB
[DROPBOX LINK](#)

Folder No	Folder Name	Description	Author
4	Consents	Workshops Matakana Consent Summary	Northwick Park
		4.1 Resource Consent	
		LUC60393391 Original	AUCKLAND COUNCIL
		LUC60393391 A Change in Unit nos Original	AUCKLAND COUNCIL
		LUC60393391 B Change in Unit nos & Landscaping	AUCKLAND COUNCIL
		LUC60393391 C CT1 Additional shower Unit3A mezz change	AUCKLAND COUNCIL
		LUC60435583 Unit 3A Change of use	AUCKLAND COUNCIL
		Compliance Report Consent complete	AUCKLAND COUNCIL
		SUB60423495 Subdivision consent	AUCKLAND COUNCIL
		4.2 Engineering Approval	
		ENG60416241 Engineering Plan Approval	AUCKLAND COUNCIL
		ENG60416241 Completion Certificate	AUCKLAND COUNCIL
		4.3 Building Consent	
		Building Consent BCO10364577-1 & 1A Stage 1 Civil	AUCKLAND COUNCIL
		Building Consent BCO10364577-2, 2A & 2B Stage 2 Buildings and Services	AUCKLAND COUNCIL
		4.4 BWOFF Compliance	
		Compliance Scheudle WOF21765063	AUCKLAND COUNCIL
5	Fire		
		5.1 Fire Report	
		FIRE ENGINEERING REPORT FER 230718 REV 1	MACDONALD BARNETT
		FIRE FIGHTING WATER SUPPLY APPROVAL 230616	Fire and Emergency NZ
		5.2 Fire Alarm	
		Fire Alarm O&M	
		Fire Alarm AON Certificate	
		Fire Alarm Brigade Connection letter	
		5.3 Evacuation Plan	
		Approved_EV-318008-3	Fire and Emergency NZ
		Evacuation Plan V1.2	Evauationnow