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
Unit 5, 71 Gloucester Street,
Christchurch 8013

25 May 2023

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 12:00pm on Thursday, 8 June 2023 at 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,

Paul Roux

Paul Roux
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 at the Paraparaumu Library, 9 Iver Trask Place, Paraparaumu on Thursday, 8 June 2023 commencing at 12:00pm.

AGENDA:

1 APPOINTMENT OF CHAIRPERSON OF THE MEETING
To consider resolving: That the Body Corporate elects Paul Roux 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 CONFLICT OF INTEREST REGISTER
In accordance with Unit Title Regulation 6(5)(ca) to receive a copy of the body corporate committee interests register (attached).
To consider resolving: That the Interests register is received.

4 FINANCIAL STATEMENTS
Discussion of the attached financial report.
To consider resolving: That the Body Corporate approves the financial report for the period 1 April 2022 to 31 March 2023.

5 CHAIRPERSON OF THE BODY CORPORATE
No nominations have been received for appointment of the Chairperson of the Body Corporate and Committee.

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

6 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:

7 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.

8 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.

9 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 when available from AON for principal cover for the period 23 August 2023 to 23 August 2024 and that Strata is to arrange the annual reinstatement valuation and pay the cost as per the budget.

10 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.

11 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.

12 LONG TERM MAINTENANCE PLAN (LTMP)

To discuss the Body Corporate's obligation to review its LTMP every three years.
To consider resolving:
(i) That the Committee is to review the Body Corporate's LTMP drafted by Plan Heaven in 2023 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.

13 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.

14 HEALTH & SAFETY AT WORK ACT 2015

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 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.

15 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 **$35,572** and a **contingency fund budget** of **$46,000 (as per the long term maintenance plan)** for the period 1 April 2023 to 1 April 2024 and sets the levy due date as **equal quarterly installments due: 1 APRIL 2023; 1 JULY 2023; 1 OCTOBER 2023; 1 JANUARY 2024.**

(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/Building Manager.

16 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).

17 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.

18 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.

19 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.

20 GENERAL BUSINESS

21 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.**

(f) Code of Conduct for body corporate committee members: The members of a body corporate committee must comply with the code of conduct for committee members as prescribed in the regulations below:

- A member must have a commitment to acquiring an understanding of anything in the Unit Titles Act, including the code of conduct, that is relevant to the member's role on the committee.
- A member must act honestly and fairly in performing the member's duties as a committee member.
- A member must not unfairly or unreasonably disclose information held by the body corporate, including information about an owner of a unit, unless authorized to do so by law.
- A member must act in the best interests of the body corporate in performing the members duties as a committee member, unless it is unlawful to do so.
- A member must comply with the Act, these regulations, including this code, and any other applicable legislation relating to matters for which the committee has responsibility in performing the members duties as a committee member.
- A committee member who is eligible to vote must disclose to the committee any conflict of interest the member may have in a matter before the committee.

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>

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Body Corporate 63906
Property at: Address 20 Manchester Street, Paraparaumu, 5032

As per Section 114(C) of the 2010 Unit Titles Acts, the Body Corporate Committee is to keep a register of all disclosed conflicts of interest made by the committee members.

Name	Unit #	Conflict of Interest	Date Lodged

Definition of a matter of interest:

- May derive a financial benefit from the matter: or
- Is the spouse, civil union partner, de facto partner, child or parent of a person who may derive a financial benefit from the matter; or
- May have a financial interest in a person to whom the matter relates; or
- Is a partner, director, officer, board member, or trustee of a person who may have a financial interest in a person to whom the matter relates; or
- May be interested in the matter because the body corporate's operational rule say so.

BODY CORPORATE 63906

PROPERTY AT 20 MANCHESTER STREET, PARAPARAUMU

SPECIAL PURPOSE FINANCIAL REPORTS

FOR THE FINANCIAL YEAR 01 APRIL 2022 TO 31 MARCH 2023

INDEX

Strata Title Administration Ltd
Dated: 28 April 2023

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

Statement of Financial Position
As at 31/03/2023

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
Unit 5, 71 Gloucester Street,
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Body Corporate 63906 — 20 Manchester Street, Paraparaumu 5032

	Current period
Owners' funds	
Working Account	
Operating Surplus/Deficit--Working	(1,243.42)
Owners Equity--Working	123,390.12
	122,146.70
Contingency Fund	
1 Operating Surplus/Deficit--Contingency	11,496.76
1 Owners Equity--Contingency	12,000.00
	23,496.76
Net owners' funds	**$145,643.46**
Represented by:	
Assets	
Working Account	
Cash at Bank--Working Account	70,665.22
Plant & Equipment--At Cost	51,392.00
Receivable--Levies--Working	89.48
	122,146.70
Contingency Fund	
1 Cash at Bank--Contingency	23,459.74
1 Receivable--Levies--Contingency	37.02
	23,496.76
Unallocated Money	
Cash at Bank--Unallocated	1,888.10
	1,888.10
Total assets	147,531.56
Less liabilities	
Working Account	
	0.00
Contingency Fund	
	0.00
Unallocated Money	
Prepaid Levies	1,888.10
	1,888.10
Total liabilities	1,888.10
Net assets	**$145,643.46**

Strata Title Administration Ltd
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Statement of Financial Performance for the financial year to 31/03/2023

Auckland Phone (09) 307 3721
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Christchurch 8013

Body Corporate 63906 — 20 Manchester Street, Paraparaumu 5032

Working Account

	Current period 01/04/2022-31/03/2023	Annual budget 01/04/2022-31/03/2023
Revenue		
Levies Due--Admin	28,999.96	29,000.00
Total revenue	28,999.96	29,000.00
Less expenses		
Admin--Accounting Fees	0.00	735.00
Admin--Bank Charges & Interest	0.00	80.00
Admin--Management Fees--Standard	2,415.00	2,507.00
Admin--Meeting Room Expenses	87.00	87.00
Admin--Prof. Fees--Prep of LTMP	3,070.50	2,047.00
Insurance--Office Bearers Liability	0.00	850.00
Insurance--Premiums	22,065.57	18,932.09
Maint Bldg--General Maintenance & Disbursements	2,605.31	3,000.00
Maint Bldg--Health & Safety (Inspection/Report/Expenses)	0.00	1,023.50
Total expenses	30,243.38	29,261.59
Surplus/Deficit	(1,243.42)	(261.59)
Opening balance	123,390.12	123,390.12
Closing balance	**$122,146.70**	**$123,128.53**

Contingency Fund

	Current period 01/04/2022-31/03/2023	Annual budget 01/04/2022-31/03/2023
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	503.24	12,000.00
Total expenses	503.24	12,000.00
Surplus/Deficit	11,496.76	0.00
Opening balance	12,000.00	12,000.00
Closing balance	**$23,496.76**	**$12,000.00**

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Levy Positions - In Arrears for the financial year to 31/03/2023

Body Corporate 63906 — 20 Manchester Street, Paraparaumu 5032

Working Account

Lot	Unit	Paid to	Standard levies: Due	Standard levies: Paid	Standard levies: Arrears	Standard levies: Advance	Special levies: Due	Special levies: Paid	Special levies: Arrears	Special levies: Advance	Interest: Due	Interest: Paid	GST due
3	3	31/03/2023	3,169.68	3,080.20	89.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			3,169.68	3,080.20	89.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Due Excl. GST	3,169.68				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
3	3	31/03/2023	1,311.60	1,274.58	37.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			1,311.60	1,274.58	37.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Due Excl. GST	1,311.60				0.00						

BODY CORPORATE 63906
PROPERTY AT 20 MANCHESTER STREET, PARAPARAUMU

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE FINANCIAL YEAR 01 APRIL 2022 TO 31 MARCH 2023

1. STATEMENT OF ACCOUNTING POLICIES

(a) **Reporting Entity**

These Special Purpose Financial Statements of ***BODY CORPORATE 63906,*** property at ***20 MANCHESTER STREET, PARAPARAUMU*** under s132 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 a historical cost basis have been used, except for certain items for which specific accounting policies have been identified.

The Financial Statements of the 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.

Section 115 Operating Account: The requirements of Section 115 of the Unit Titles Act 2010 (UTA) have been met by the establishment of the Body Corporate's Working Account. For the avoidance of doubt, the Working Account reported on in these financial accounts refers to the Body Corporate's Operating Account as defined by Section 115 of the UTA.

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.

2. NOTES TO THE ACCOUNTS

a) Capital Commitments

The entity has no capital commitments ***as at 31 March 2023.***

b) Levies contained in the Statement of Financial Position

The entity has outstanding levies ***as at 31 March 2023.*** *(please see attached Levy Position Arrears report).*

c) Outstanding Accounts contained in the Statement of Financial Position

The entity has outstanding accounts ***as at 31 March 2023.***

d) Variances in Accounts contained in the Statement of Financial Performance

Admin Prof Fees Prep of LTMP exceeded the annual budget due to the actual invoice received from Plan Heaven.

Insurance Premiums exceeded the annual budget due to instalment 9 and 10 of 10 being paid to Hunter Premium Funding this financial year along with the full premium for the period 23 August 2022 to 23 August 2023 being paid to Aon New Zealand.

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 year ended 31 March 2023.

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 year ended 31 March 2023

- 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
30 April 2023
Auckland

Body Corporate 63906, 20 Manchester Street

Long-Term Maintenance Plan

Body Corporate Information

Body Corporate Number: 63906
Body Corporate Name: 20 Manchester Street
Street Address: 20 Manchester Street
Paraparaumu
Number of Units: 8
Body Corporate Type: Industrial

Long-Term Maintenance Plan Settings

Plan Status: Draft
Start Date: 1 April 2023
Plan Years: 10
Administrator: John Bradley

Long-Term Maintenance Fund Statement

This body corporate has opted out of the maintaining a long-term maintenance fund as provided for under the provisions of Section 117 (1) of the Unit Titles Act 2010.

Decision made: The Body Corporate has not instigated a LTMF.

Disclaimer

This long-term maintenance plan has been prepared by Plan Heaven and the Body Corporate for the sole purpose of assisting the Body Corporate with planning and funding its long-term maintenance. It is specifically not intended to be a survey or condition report in regard to the quality and performance of any building element, especially as it relates its weathertightness. In particular, the contents of this long-term maintenance plan should not be relied upon as a pre-purchase inspection and/or condition report.

A brief description of the development

History

Titles were issued in February 1988, indicating construction was completed around this time and there have been no significant changes to the development since then.

Form of the Development

The development consists of 8 commercial units on an approximately 2,500 square metre, roughly square parcel of flat land of the cul de sac at the end of Manchester Street in Paraparaumu.

The units are broadly arranged around the property's perimeter, with access to the central parking and service yard via gates on the northwesterly corner.

Each unit is in the form of a high-stud warehouse with a large roller door and a pedestrian entrance.

Construction

The primary construction method is a combination of pre-cast concrete tilt slab panels and steel portals clad with profiled pre-painted steel sheets on concrete foundations. The roof is clad with Zincalume in a trapezoidal profile with intermittent translucent natural lighting panels.

The roller doors are a mix of painted and galvanised steel and the windows are predominantly made from glazed powder-coated aluminium with some painted timber framed windows. There are painted timber pedestrian doors in each warehouse.

Infrastructure

The infrastructure in the development is consistent with this form of commercial development, with the essential services connected directly to each unit after passing under common land. There are no specified systems such as backflow preventers or fire systems therefore, the body corporate is not required to maintain a Building Warrant of Fitness (BWOF).

Common Property

There is no internal common property.

External common property includes the service yard, parking areas and fences.

Funding of Maintenance

The body corporate funds maintenance from a single operating account. Typically, the operating account is used for recurring and lower-value maintenance items such as minor repairs and maintenance with larger non-budgeted expenditures, including larger and one-off items typical of the long-term maintenance plan funded by a special levy.

GST

The body corporate is not registered for GST. Accordingly, all dollar amounts in this plan include GST unless otherwise stated.

Element descriptions and condition assessments

Item: 1 Name: Roofs Type: Building Element

Description

The roofs on units around the boundary are flat single low pitched, draining to edge gutters at the front of the buildings. Unit one also has a low-pitched roof with low gabled ends that drains to edge gutters on either side. There are internal gutters that drain to rainwater heads.

The roofs are understood to be clad with Zincalume in a trapezoidal profile. There are translucent panels above each warehouse to provide natural lighting.

The edge gutters are from Colorsteel or similar, with the rainwater heads from painted or galvanised steel. The downpipes are from painted PVC. The material of the internal gutters is unknown but most likely a butyl rubber membrane.

The roofs above units three and four were replaced in 2022, and unit one around 2017 with Zincalume cladding.

Condition Assessment

As of January 2023, the roofs were in mixed condition, with the recent roofs being replaced due to leaks. The guttering showed signs of early corrosion, and one of the rainwater heads was in poor condition and heavily rusted.

Maintenance Planned

The body corporate will carry out routine gutter cleaning and roof inspections.

Gutter cleaning, roof inspections and manual roof washes (if required) are all funded from the operating account.

The body corporate has provided for roof repairs and replacing any poor-condition edge or internal gutters, and corroded rainwater heads. A job and budget have been established in the plan for this work. The corporate body may consider recovering roof repair costs from the respective owners.

The body corporate has made provision to replace several more original roofs towards the end of the plan should repairs prove ineffective, or the condition of the roofs is identified as very poor during inspections or repairs. The body corporate may seek to recover the costs of the roof replacements from the respective unit owners.

No other maintenance is planned

Job Number 1 - Roof repairs and guttering replacements Item: Roofs

Financial year commencing	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Roof repairs and guttering replacements	5600	0	0	2000	0	0	2000	0	0	2000

Job Number 2 - Roof replacements Item: Roofs

Financial year commencing	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Roof replacements	0	0	0	0	0	0	0	0	90000	0

Item: 2 Name: Exterior walls and claddings Type: Building Element

Description

The exterior walls are from unpainted tilt-slab concrete at the rear and painted metal sheets in a trapezoidal profile over steel portals.

Condition Assessment

As of January 2023, the exterior tilt slab walls were understood to be in good condition; however, the toe of the metal cladding was significantly corroded at ground level.

The corrosion was likely caused by wetting due to a lack of clearance from the original service yard asphalt surface, which was reportedly lapped over the cladding in places. Since the service yard was concreted, the corrosion at the bottom of the cladding has not continued to spread quickly.

The cladding also showed signs of light corrosion, minor impact damage in many locations and more generally worn paint.

Maintenance Planned

The body corporate will arrange for routine building washes. These are funded from the operating account.

The body corporate had considered a recladding project in the past and reportedly received a quote of around $170,000 for this work around a year ago and decided not to proceed. The body corporate has subsequently adopted an active maintenance approach whilst providing a full reclad towards the end of the plan and aligned this with door and window replacements.

The active maintenance includes rust-treating the toe of the cladding and repainting the building's steel cladding while saving for the full reclad. If the bottom of the cladding that is corroded causes weather tightness issues, the recladding may be advanced. A job and budget have been established for this work in the plan.

No other maintenance is planned

Job Number 3 - Cladding rust treatment and painting   Item: Exterior walls and claddings

Financial year commencing	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Cladding rust treatment and painting	40000	0	0	0	0	0	0	0	0	0

Job Number 4 - Replace the cladding   Item: Exterior walls and claddings

Financial year commencing	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Replace the cladding	0	0	0	0	0	0	0	0	196000	0

Item: 3   Name: Exterior doors and windows   Type: Building Element

Description

The pedestrian doors to the units are from painted timber with windows being predominantly glazed powder-coated aluminium with some painted timber framed windows also.

The roller doors are a mix of original and replacement painted and galvanised metal roller doors. The roller doors have box tops from painted timber or steel and painted steel side jambs.

Condition Assessment

As of January 2023, the exterior doors and windows were generally in fair to very poor condition. The newer roller doors were however in better condition than the remaining original doors. The timber doors, windows and frames were in very poor condition with weathered bare timber on many.

Maintenance Planned

The exterior doors and windows will be washed as part of any building-wide cladding wash programme.

The body corporate has planned to replace the timber doors and windows and made a provisional allowance for replacing the remaining aluminium windows with the recladding project towards the end of the plan. The body corporate may consider recovering the costs of door and window replacement from the respective owners. A job and budget have been established for this work in the plan.

The body corporate has made provision to replace the original roller shutter doors towards the end of the plan. The body corporate may consider recovering the costs of roof repairs and replacement from the respective owners. A job and budget have been established for this work in the plan.

No other maintenance is planned

Job Number 5 - Replace the timber doors and windows.   Item: Exterior doors and windows

Financial year commencing	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Replace the timber doors and windows.	0	26000	0	0	0	0	0	0	0	0

Job Number 6 - Replace windows during the reclad   Item: Exterior doors and windows

Financial year commencing	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Replace windows during the reclad	0	0	0	0	0	0	0	0	19500	0

Job Number 7 - Replace the roller doors   Item: Exterior doors and windows

Financial year commencing	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Replace the roller doors	0	0	0	0	0	0	0	0	17200	0

Item: 4   Name: Plumbing and drainage systems   Type: Infrastructure

The plumbing and drainage systems in the development include mains water supply, wastewater discharge and stormwater removal.

Mains Water Supply

Mains water is fed from the Council supply in the street, under common land and up to the termination points adjacent to each unit.

Wastewater Discharge

Wastewater, including grey water and sewerage, is discharged from each unit into the common sewer pipes under common land and out into the Council sewer system in the street.

Stormwater Removal

Rainwater from the roofs is passed down through the downpipes into the common stormwater pipes under common ground and out into the Council stormwater system in the street.

Surface water from the car parks and service yard is collected via sumps at low points and discharged into the same network after passing through road sumps.

Condition Assessment

As at January 2023, the plumbing and drainage systems were understood to be in good condition.

Maintenance Planned

The sumps will be routinely cleaned out. Sump cleaning is funded from the operating budget.

No other maintenance is planned

There are no jobs for Plumbing and drainage systems

Item: 5   Name: Electrical systems   Type: Infrastructure

Description

Electricity is fed from the transformer in the street, under common land, up to each unit's meter and circuit breakers.

The body corporate has a supply and meter to power the motorised gate.

Condition Assessment

As of January 2023, the electrical systems were understood to be in good condition.

Maintenance Planned

The body corporate has made provision to replace the motorised gate drive during the period of the plan. A job and budget have been established for this work in the plan.

No other maintenance is planned.

Job Number 8 - Replace motorised gate drive   Item: Electrical systems

Financial year commencing	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Replace motorised gate drive	0	0	0	0	0	0	0	3000	0	0

Item: 6   Name: Communication systems   Type: Infrastructure

Description

The development's communication systems include landline telephones, broadband connectivity, and television reception.

Landline telephone and broadband connectivity are provided over the old copper wiring supplemented with UFB (fibre).

Each owner manages their television reception.

Condition Assessment

As of January 2023, the communication systems were understood to be in good condition.

Maintenance Planned

No maintenance is planned

There are no jobs for Communication systems

Item: 7   Name: Service yard   Type: Common Property

Description

The service yard and car parking area in front of the units are laid in concrete bordered by the buildings and a low concrete block street frontage wall.

Surface water drains to sumps at low points in the service yard.

The area has painted car park markings.

Condition Assessment

As of January 2023, the service yard and car parking area were in good condition.

Maintenance Planned

The sumps will be routinely cleaned out. Sump cleaning is funded from the operating account.

No other maintenance is planned.

There are no jobs for Service yard

Item: 8   Name: Fences and walls   Type: Common Property

Description

There is a low concrete block wall, topped with a galvanised steel chain link fence, that runs along the street frontage and western boundary. The back walls of the units secure the balance of the property.

The entrance to the complex is via a pre-painted metal motorised security gate with keypad access.

Condition Assessment

As of January 2023, the fences were in good condition.

Maintenance Planned

No maintenance is planned.

There are no jobs for Fences and walls

Jobs list

Note: All job costs are provisional estimates only unless otherwise stated. Plan Heaven recommends that the Body Corporate obtains quotes as soon as possible and arranges for this plan to be updated, in order to provide more certainty in regard to the cost of the jobs scheduled and the Body Corporate's ability to fund them.

Job Number: 1 Job Name: Roof repairs and guttering replacements

The body corporate is planning to have the roofs inspected and any repair works scoped and prioritised. Because the scope and extent of any repairs have not been developed, it is not possible to accurately build a reasonable estimate of the total project using Quantity Surveyor tools. A provisional sum has been allowed in the budget as follows.

Provisional allowance for repairs to gutters and replacing rainwater heads (est 30m of guttering and 1 rainwater head) = $5,600

Provisional allowance for periodic roof repairs $2,000

Financial year commencing	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Roof repairs and guttering replacements	5600	0	0	2000	0	0	2000	0	0	2000

Job Number: 2 Job Name: Roof replacements

This job and budget have been established to provide the funds for the replacement of several roofs during the plan as required. A provisional allowance of $30,000 for 3 roofs has been made in the budget. The body corporate may seek to recover costs of the roof replacements from the respective units owners and a corresponding sum has been added to funds recovered in the funding table to offset this cost.

Financial year commencing	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Roof replacements	0	0	0	0	0	0	0	0	90000	0

Job Number: 3 Job Name: Cladding rust treatment and painting

The body corporate has planned to treat the rust and repaint the painted surfaces to prevent further deterioration and improve the aesthetics of the development prior to considering re-cladding later in the plan.

Estimated total area of units to be painted = 496 sq m

Painting 496 sq m @ $40.50 per sq m (QVCostbuilder) = $20,090 plus GST = $23,100 approx

Plus scaffolding (mix of fixed and mobile) est = $11,000 plus GST = $12,600

Additional allowance for timber frame preparation @ $1,500

Additional allowance for rust treatment @ $1,500

Total budget for repainting = $40,000 approx

Financial year commencing	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Cladding rust treatment and painting	40000	0	0	0	0	0	0	0	0	0

Job Number: 4 Job Name: Replace the cladding

The body corporate has planned to replace the external cladding of the building including removal and disposal of the existing cladding and installation of new like-for-like cladding.

The estimated total area of units to be painted = 496 sq m

Painting 496 sq m @ $195 per sq m (QVCostbuilder) = $96,720 plus GST = $112,000 approx

Est Labour 3 people for 3 weeks @ $80/hr (QV Costbuilder) = $28,800 plus GST = approx $33,200 approx

Plus mobile scaffolding est = $10,500 plus GST = $12,100

Allowance for disposal of old cladding = $1,500 plus GST = $1,800 approx

Add 23% for P&Gs, contractors margin etc. Total = approx $196,000 incl GST.

Financial year commencing	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Replace the cladding	0	0	0	0	0	0	0	0	196000	0

Job Number: 5   Job Name: Replace the timber doors and windows.

The body corporate has planned to replace the timber doors and windows. The body corporate has made provision, in a separate job, for replacing the existing aluminium windows with the recladding project towards the end of the plan.

Provisional allowance for replacing 9 timber doors and frames @ $2,190 each (QVCost builder) = $19,710 plus GST = $23,000

Provisional allowance for replacing timber windows = $2,000 plus GST = $2,300

Removal and disposal $700 Plus GST = $800 approx

Total budget allowance = $26,000

The body corporate may seek to recover costs of the door and window replacements from the respective unit owners and a corresponding sum has been added to funds recovered in the funding table to offset this cost.

Financial year commencing	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Replace the timber doors and windows.	0	26000	0	0	0	0	0	0	0	0

Job Number: 6   Job Name: Replace windows during the reclad

This job is to provide funds for the replacement of the windows during the recladding of the building. The decision to replace the windows will consider their age, function and condition at the time.

The estimated area of windows is 24 m2.

Replace 24 m2 of windows with commercial quality aluminum framed windows @ $700 per sq m (QVCost Builder) = $16,800 plus GST = $19,500 approx

The replacement would be undertaken during the recladding so no additional scaffolding costs have been allowed for this job. The body corporate may seek to recover costs of the roof replacements from the respective unit owners and a corresponding sum has been added to funds recovered in the funding table to offset this cost.

Financial year commencing	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Replace windows during the reclad	0	0	0	0	0	0	0	0	19500	0

Job Number: 7 Job Name: Replace the roller doors

This job and budget have been established to provide the funds for the replacement of the roller doors, including motorised drive units.

The estimated cost of replacing the door and drive unit with a commercial unit is $7,500 plus GST $8,600 approximately

The body corporate may seek to recover costs of roller door replacements from the respective unit owners and a corresponding sum has been added to funds recovered in the funding table to offset this cost.

Financial year commencing	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Replace the roller doors	0	0	0	0	0	0	0	0	17200	0

Job Number: 8 Job Name: Replace motorised gate drive

This job provides a budget for replacing the motorised gate drive should it fail during the period of the plan.

Financial year commencing	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Replace motorised gate drive	0	0	0	0	0	0	0	3000	0	0

Job cost table

Financial year commencing	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Roof repairs and guttering replacements	5600	0	0	2000	0	0	2000	0	0	2000
Roof replacements	0	0	0	0	0	0	0	0	90000	0
Cladding rust treatment and painting	40000	0	0	0	0	0	0	0	0	0
Replace the cladding	0	0	0	0	0	0	0	0	196000	0
Replace the timber doors and windows.	0	26000	0	0	0	0	0	0	0	0
Replace windows during the reclad	0	0	0	0	0	0	0	0	19500	0
Replace the roller doors	0	0	0	0	0	0	0	0	17200	0
Replace motorised gate drive	0	0	0	0	0	0	0	3000	0	0
Total	**$45,600**	**$26,000**	**$0**	**$2,000**	**$0**	**$0**	**$2,000**	**$3,000**	**$322,700**	**$2,000**

Funding required to pay for the cost of this LTMP $

* Denotes funds reimbursed for work carried out for others, including owners.

Financial year commencing	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Opening balance	0	400	30,400	60,400	88,400	118,400	148,400	176,400	203,400	37,400
Less cost of jobs	45,600	26,000	0	2,000	0	0	2,000	3,000	322,700	2,000
Subtotal	-45,600	-25,600	30,400	58,400	88,400	118,400	146,400	173,400	-119,300	35,400
Funding from levies	46,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
*Funding recovered	0	26,000	0	0	0	0	0	0	126,700	0
Closing balance	400	30,400	60,400	88,400	118,400	148,400	176,400	203,400	37,400	65,400

Age, life and replacement cost table

Item	Type	Name	Age (Years)	Life (Years remaining)	Replacement Cost
1	Building Element	Roofs	Mixed	10	>$180,000
2	Building Element	Exterior walls and claddings	35	Mixed	>$1,200,000
3	Building Element	Exterior doors and windows	35	Mixed	>$60,000
4	Infrastructure	Plumbing and drainage systems	35	35	Unknown
5	Infrastructure	Electrical systems	35	20	>$20,000
6	Infrastructure	Communication systems	35	20	>$10,000
7	Common Property	Service yard	35	35	>$200,000
8	Common Property	Fences and walls	35	20	>$10,000

Note: The inclusion of the age, life and cost of replacement values of all building elements, items of infrastructure and all common property is a mandatory requirement of LTMPs under the Unit Titles Act 2010 and accordingly is included. However, it is the view of Plan Heaven that while these values are useful for 30-year LTMPs they add little value to a well prepared 10-year LTMP.

About this Long-Term Maintenance Plan

Why have a long-term maintenance plan (LTMP)?

Section 116 of the Unit Titles Act 2010 requires that body corporate maintains an LTMP. This body corporate acknowledges its duty under the legislation but also believes that maintaining a carefully considered LTMP will also contribute towards savings in maintenance costs over the long term while maintaining the value of each owner's asset and eliminating the financial shocks to owners that come from the need to raise special levies.

About this LTMP

This LTMP has been prepared for the body corporate with the assistance of Plan Heaven Limited (Plan Heaven) and using the plan building template provided online by Plan Heaven. This report has been downloaded and printed from the Plan Heaven website where the body corporate's planning data is stored.

The data belongs to the body corporate and accordingly, can be downloaded, updated or deleted as the body corporate determines from time to time. The body corporate pays an annual subscription to Plan Heaven to maintain an account and gain ongoing access to the data.

Users in Plan Heaven

Any user approved by the body corporate can become a user in Plan Heaven and will then be able to access the data, reports, photographs and documents stored online using any web browser. Any users approved by the body corporate can also be appointed to administer the account and update or edit the LTMP data as required.

Accuracy of the data

Every attempt has been made to ensure the accuracy of the data and information in this LTMP. However, neither Plan Heaven nor any other person appointed by the body corporate to maintain the data accepts responsibility for any errors or omissions that might be present.

Status of this LTMP

The status of this document is recorded on the first page. It will be recorded either as a "draft" or "approved". The status is changed to "approved" once this document has been accepted by the body corporate.

Renewals

Then once it has been approved, an LTMP must be renewed at least once every three years. However, because of the low cost and ease of updating in Plan Heaven, this body corporate may update this LTMP more frequently. During updates, if there are no changes to the main body of the LTMP, owners may be asked to approve a summary document that will only include the jobs and funding tables.

Currency

All currency values in this LTMP are at today's values. There is no provision for inflation.

Plan Heaven terms and conditions

This LTMP and all matters relating to it and the Plan Heaven website, plan building template and database, are subject to the terms and conditions published on the website at planheaven.co.nz/terms

End of report for BC 63906, 20 Manchester Street

Body Corporate 63906, 20 Manchester Street

Health and Safety Plan

Body Corporate Information

Body Corporate Number: 63906
Body Corporate Name: 20 Manchester Street
Street Address: 20 Manchester Street
Paraparaumu
Number of Units: 8
Body Corporate Type: Industrial

Health and Safety Plan Settings

Start Date: 1 March 2023
Next Review Date: 1 March 2024
Health and Safety Officer: The Body Corporate Chairperson

Disclaimer

Plan Heaven has been commissioned to assist the Body Corporate with establishing this Health and Safety Plan by providing guidance and systems and every effort has been made to ensure that the information set out in this document is accurate and complete. However, Plan heaven does not manage the ongoing reporting or documentation of this plan and does not supervise the environment and activity on site. Accordingly, Plan Heaven does not accept any liability or responsibility for any action taken, or reliance placed, as a result of reading part or all of the information in this document, or for any error, inadequacy, deficiency, flaw in or omission from the information provided within it. It is the Body Corporate itself that must ensure that the contents of this plan are complete and/or accurate at all times.

About the Development and its Hazards

Introduction and context

Typically, a unit title development is a relatively benign environment but hazards to health and safety and the environment potentially still exist. This plan documents the Body Corporate's commitment to health and safety, the risk assessment process, the hazards it has identified in this development and the control measures it has put in place to manage them.

The officers of the Body Corporate PCBU

The Body Corporate acknowledges the role of officer is held by any person occupying a position comparable with that of a company director or who can exercise significant influence over the management of the Body Corporate. These roles include the Body Corporate Chairperson and Committee.

The people who own, occupy, and visit the development

Unlike a typical workplace, the people who occupy and visit a unit title development have no duties, responsibilities or obligations bestowed on them by the Body Corporate, except those people who are owner/occupiers and their duties are limited to the provisions of the Unit Titles Act 2010 (UTA) and the body corporate's Operational Rules established under that Act.

Furthermore the UTA does not grant the Body Corporate authority to require owners, or their tenants, contractors and other associates, to follow any instructions issued by the body corporate, including any instructions that might be contained in a Health and Safety Plan. Accordingly, this document will be prepared in the knowledge that every person who visits the site and/or occupies any of the units, has the unfettered right to follow their own free will and the Body Corporate must, as best possible, create a safe and healthy environment under those conditions.

Risk management and the control of hazards

The Body Corporate acknowledges that the most effective method of controlling a hazard is to identify and eliminate it and has evaluated each hazard identified with that in mind. It is also acknowledged that it is unlikely that all the hazards identified will be able to be completely eliminated and some may have to be minimised as best as reasonably possible.

Policies and Documents

Health and Safety Policy Statement

The Body Corporate acknowledges its duties as a Person Conducting a Business or Undertaking (PCBU) under section 17 of the Health and Safety at Work Act 2015 and:

1. Is committed to taking all reasonable practical steps to provide a healthy and safe environment for all persons in areas the BC is responsible for,
2. will encourage all owners, occupiers and visitors to cooperate in safety matters, identifying hazards, reporting incidents or near misses and following safety instructions,
3. will record and investigate incidents and near misses and incorporate any additional control measures to eliminate or minimise risks where reasonably practical to do so and,
4. will take all reasonable steps to ensure contractors, who are also PCBUs, engaged by the Body Corporate to carry out work have effective Health and Safety policies, procedures and safe working systems and cooperate in sharing health and safety information.

Risk management, register and review

This Health and Safety plan includes the documents that will be used and the method of an ongoing review. In summary, the Body Corporate will maintain the risk and incident registers and review the risk assessment and this health and safety plan on no less than an annual basis or following an incident.

Hazard identification

The Body Corporate has undertaken a hazard assessment to identify any hazards that could create harm and will implement control measures to eliminate or minimise the risks as far as reasonably practical. Typical hazards that would and have been considered during hazard identification and risk assessment reviews for a unit title development include:

1. Management of private contractors on site
2. Falling from height
3. Slips and trips
4. Electrical shock
5. Moving vehicles and pedestrians
6. Hazardous substances
7. Moving equipment and machinery
8. Fire and emergency
9. Confined spaces
10. Inundation

Rating of hazards

The Body Corporate has analysed and rated all hazards based on likelihood and consequence, the likelihood of the hazard being responsible for an accident and the potential outcome of any such event. Based on this evaluation, the Body Corporate has determined the control to be put in place for each hazard identified.

Accident and near-miss incidents investigation and reporting

An incident is something that has occurred that has or could cause harm. All accidents or near-miss incidents in areas controlled by the Body Corporate will be reported to the Body Corporate nominated Health and Safety officer, Committee member or Body Corporate Secretary/Manager.

The incident reporting document should be completed by the person reporting the incident or the Body Corporate Health and Safety officer or nominated delegate. The Body Corporate Health and Safety officer or nominated delegate will take prompt action to investigate the cause of any health and safety incident, assess the remaining risk and reasonably practicable control measures to eliminate or minimise the potential for further harm.

The Body Corporate will maintain a register of accidents and near-miss incidents. This will be maintained online in the body corporate's account in Plan Heaven. An example of an incident report is included in this plan.

Annual reviews

This health and safety plan will be reviewed yearly at the AGM as follows:

1. Owners and occupiers are encouraged to raise health and safety issues at the earliest opportunity and will also be prompted with the Notice of Intention to hold an AGM.
2. The Body Corporate Health and Safety Officer will consider all issues raised and may agree to add them to the agenda for discussion and the Health and Safety Plan for the current year to be circulated with the Notice of Meeting.
3. The Body Corporate Health and Safety Officer will provide the findings of any hazard identification and risk assessment review and a summary of Health and Safety related issues and events over the past year as part of the Chairperson's or Committee's annual report.
4. The Chairperson will also move the Health and Safety plan for the coming year to be approved. Owners will vote to adopt the Health and Safety plan for another year.
5. The new Health and Safety Plan will then be circulated to owners with the minutes of the AGM.

Hazards identified in this development

Hazard: 1 Name: Contractors undertaking unsafe work on site

Description:	From time to time, contractors will be called upon to undertake work on-site and may be commissioned by the individual owners or the Body Corporate itself. These contractors may be required to work unsupervised, and there is potential for them to engage in unsafe activities.
Consequence:	Serious injury
Likelihood:	Possible
Controls:	The Body Corporate will only appoint contractors to carry out work on-site who are able to demonstrate that they will undertake their work in line with recognised safe practices. The Body Corporate urges owners to choose their contractors on the same basis and will provide a list of contractors to owners that the Body Corporate has accepted as having satisfied this criteria.

Hazard: 2 Name: Falling from height

Description:	If any person, other than someone who is approved and trained were to go onto the roof, it could result in death from a fall from height. This could be over the edge or through translucent lighting sheets in the roof that are not designed to be walked on.
Consequence:	Fatal
Likelihood:	Unlikely if controls are maintained
Controls:	The risk cannot be eliminated because contractors will be required to work at height from time to time to undertake repairs and inspections. However, the body corporate will require any contractor working at height, such as on the roof, to have the relevant safety training, systems and procedures in place and in use during any work. In addition, owners and occupants in the development will be advised that roof access is not permitted by any person without permission from the body corporate in writing.

Hazard: 3 Name: Hazardous materials on site

Description:	Some units in the development are occupied by light industrial businesses and these businesses may use their outdoor Accessory Units (AUs) to store surplus industrial goods and waste, such as glass and decommissioned machinery and equipment. Some of the goods unit owners or their tenants chose to store on their AUs may create a hazard for other occupiers or their clients, visitors or suppliers.
Consequence:	Moderate injury
Likelihood:	Possible
Controls:	The body corporate is not entitled to deny owners or their tenants the right to store goods on their AUs or even restrict the type of goods that may be stored. However, the body corporate gives notice to each owner, whether or not they are a PCBU in their own right, that they have a duty to carry out their own health and safety assessment of any goods they choose to store on their AUs, or allow their tenants to store on their AUs. The outcome of these assessments should be that the owner or tenant will take whatever action is necessary to, as best possible, eliminate, minimise or control all risks for other users of the site that might arise from the goods the owners or tenants choose to store on their AUs.

Hazard: 4 Name: Pedestrians sharing the service yard with vehicles

Description:	The service yard in the development is a low-speed environment, due to its restricted nature, however, pedestrians will need to use this area, particularly accessing car parking. Additionally, the doors of the units open directly into the service yard. Trucks and fork hoists maneuvering in the development, such as during deliveries, present a greater risk due to their restricted visibility and size and extra care should be taken when these are in the development.
Consequence:	Serious injury
Likelihood:	Possible
Controls:	The body corporate considers that the best way to minimise this hazard is to take measures to maintain a low-speed environment, provide visual delineation between pedestrians doorway exits and vehicle maneuvering areas and caution owners, tenants and visitors when driving or walking in the service yard, particularly during loading and unloading operations. The body corporate will apply painted hatching at service yard pedestrian doorways to delineate them from vehicle maneuvering areas and install, at the entrance to the service yard, speed limit signage and signage advising drivers to take caution and watch for pedestrians, particularly when larger vehicles are present.

Hazard: 5 Name: Fire and emergency evacuation

Description:	In the case of a fire or emergency, the occupants may need to evacuate safely from the building to a place of safety within a reasonable time.
Consequence:	Fatal
Likelihood:	Unlikely if controls are maintained
Controls:	The Body Corporate encourages all owners to prepare, communicate and maintain a fire escape plan for their units. The Body Corporate will agree on and signpost a safe meeting place for occupants in case of fire and inquire about the specific need for a FENZ-approved evacuation scheme for the development with the local Fire and Emergency New Zealand station.

No other hazards have been identified for this BC.

Incidents, accidents and near misses recorded for this development

No accidents, incidents or near misses have been recorded

End of report for BC 63906, 20 Manchester Street

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Proposed Budget
to apply from 01/04/2023

Body Corporate 63906 — 20 Manchester Street, Paraparaumu 5032

Working Account

		Proposed budget
Revenue		
143000	Levies Due--Admin	32,572.00
	Total revenue	32,572.00
Less expenses		
154000	Admin--Management Fees--Standard	2,600.00
156500	Admin--Prof. Fees--Prep of LTMP	150.00
159101	Insurance--Office Bearers Liability	850.00
159100	Insurance--Premiums	25,372.00
167200	Maint Bldg--General Maintenance & Disbursements	3,100.00
162900	Maint Bldg--Health & Safety (Inspection/Report/Expenses)	500.00
	Total expenses	32,572.00
Surplus/Deficit		0.00
	Opening balance	122,146.70
Closing balance		$122,146.70

Total units of entitlement	10000
Levy contribution per unit entitlement	$3.26

Contingency Fund

		Proposed budget
Revenue		
243000	1 Levies Due--Contingency Fund	46,000.00
	Total revenue	46,000.00
Less expenses		
254400	1 Contingency--Other Expenses	46,000.00
	Total expenses	46,000.00
Surplus/Deficit		0.00
	Opening balance	23,496.76
Closing balance		$23,496.76

Total units of entitlement	10000
Levy contribution per unit entitlement	$4.60

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

PROXY APPOINTMENT FORM

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

TO MANAGER: Paul Roux - Strata Title Administration Limited

EMAIL ADDRESS: paulroux@stratatitle.co.nz

BODY CORPORATE: 63906

PROPERTY AT: 20 Manchester Street, Paraparaumu 5032

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: **5:00pm on Thursday, 8 June 2023.**

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 5:00pm on Wednesday, 7 June 2023

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.

Item	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	Conflict of Interest Register	*Ordinary Resolution*
4	Financial Statements	*Ordinary Resolution*
5	Chairperson Nominee	*Ordinary Resolution*
6	Committee	*Ordinary Resolution*
7	Delegating powers & duties to Committee (Section 108)*	*Special Resolution*
8	Office Bearer's Liability Insurance	*Ordinary Resolution*
9	Renewal of Insurance policy	*Ordinary Resolution*
10	Insurance Excess	*Ordinary Resolution*
11	Common Maintenance	*Ordinary Resolution*
12(i)	Review Long Term Maintenance Plan	*Ordinary Resolution*
12(ii)	Arrange Required Maintenance	*Ordinary Resolution*
13	Long Term Maintenance Fund*	*Special Resolution*
14(i)	Health & Safety – Hazard Register	*Ordinary Resolution*
14(ii)	Induction of Contractors	*Ordinary Resolution*
14(iii)	Asbestos Management Procedure	*Ordinary Resolution*
15(i)	Budget adopted and levy due date set	*Ordinary Resolution*
15(ii)	Strata to pay standard/regular accounts	*Ordinary Resolution*
16	Debt Recovery Regime	*Ordinary Resolution*
17	Audit*	*Special Resolution*
18	Communication	*Ordinary Resolution*
19	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: Paul Roux - Strata Title Administration Limited

EMAIL ADDRESS: Paulroux@stratatitle.co.nz

BODY CORPORATE: 63906

PROPERTY AT: 20 Manchester Street, Paraparaumu 5032

Instructions
You are entitled to vote at the Body Corporate FAGM 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 **12:00pm on Thursday, 8 June 2023**.

Important: this completed Postal Voting form needs to be submitted to Strata Title Administration Limited by 5.00pm on Wednesday, 7 June 2023.

		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	Conflict of Interest Register	☐	☐	☐
4	Financials	☐	☐	☐
5	Chairperson Nominee	☐	☐	☐
6	Committee	☐	☐	☐
7	Delegating powers & duties to Committee (Section 108)*	☐	☐	☐
8	Office Bearer's Liability Insurance	☐	☐	☐
9	Renewal of Insurance policy	☐	☐	☐
10	Insurance Excess	☐	☐	☐
11	Common Maintenance	☐	☐	☐
12(i)	Review Long Term Maintenance Plan	☐	☐	☐
12(ii)	Arrange required Maintenance	☐	☐	☐
13	Long Term Maintenance Fund*	☐	☐	☐
14(i)	Health & Safety – Hazard Register	☐	☐	☐
14 (ii)	Induction of Contractors	☐	☐	☐
14(iii)	Asbestos Management Procedure	☐	☐	☐
15(i)	Adopt Budget and levies	☐	☐	☐

15(ii)	Strata to pay standard/regular accounts	☐	☐	☐
16	Debt Collection regime	☐	☐	☐
17	Audit*	☐	☐	☐
18	Communication	☐	☐	☐
19	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.