GRACEFIELD BUSINESS PARK BODY CORPORATE

Thompson Bros. Limited (Property Managers)
PO Box 9640, Wellington 6141T: 384 2927,
Warren M: 0274 436 176, E: warren@tbl.co.nz or
Helen M: 021 775 321 E: helen@tbl.co.nz

Notice of Annual General Meeting

To: The Owners of Units
Gracefield Business Park Body Corporate 396210
50 Gracefield Road
Gracefield
Lower Hutt

Notice is hereby given that the Annual General Meeting of Body Corporate 396210 will be held at 5pm on Wednesday, 4th June 2025 at the office of Thompson Bros Ltd 24 Blair Street, Te Aro, Wellington.

Please advise by e-mail or telephone to the above addresses whether you will be attending the meeting.

Agenda

The business of the meeting will be:

1. Apologies
2. Determination of quorum, postal votes & proxies
3. Confirmation of the minutes of the previous meeting & matters arising
4. Building report from the Body Corporate Manager
5. Adoption of the 2025 annual accounts

   Proposed ordinary resolution
   That the body corporate approves the financial statements of the body corporate for the year ended 31 March 2025, being the most recent financial year.

6. Audit of financial statements

   Proposed special resolution
   That section 132(2) of the Unit Titles Act 2010 does not apply in respect of the financial statements of the Body Corporate for the financial year ended 31 March 2026. (No Audit option)

7. Consideration of the budget and levies

   The proposed budget for 2025/26 is attached.

8. Election of body corporate chairperson by ordinary resolution

   The only person who has been nominated for election as chairperson is Graham Archer.

9. That Thompson Bros. Ltd is appointed the body corporate manager.

10. General business

    Roof work

Quorum and Voting

Quorum

1. The quorum for the meeting is persons entitled to exercise not less than 25% of the total votes.

2. If a quorum is not present, the meeting may still proceed if those present, together with those who have cast postal votes, are entitled to exercise not less than 25% of the total votes.

3. If a quorum is not present and paragraph 2 above does not apply, then the meeting will be adjourned to the same day one week later. The reconvened meeting will be held at the same time and place, unless the body corporate manager has notified all unit owners of a change of time and /or place at least 3 days before the reconvened meeting. The reconvened meeting will proceed whether a quorum exists or not.

Eligible Voter

4. A unit owner may not vote at a general meeting unless all body corporate levies and other amounts that are owing to the body corporate in respect of the unit have been paid.

Proxies

5. Unit owners who wish to vote by proxy may do so as follows:

   (a) The proxy may be any person;
   (b) The proxy must be appointed for a particular general meeting;
   (c) The proxy must be appointed by way of a notice in writing in the form set out in Annexure B signed by the unit owner;
   (d) If two or more persons own a unit jointly, they must both sign the proxy appointment form;
   (e) The proxy appointment form must be delivered to the Body Corporate Managers at the start of the meeting.

Postal Votes

6. Unit owners who wish to vote by post/email may do so as follows:

   (a) Every postal vote must be in the form that is **attached** to this notice as Annexure C;
   (b) The completed postal voting form must be sent to the Body Corporate Managers at the address on the form in Annexure C.

Election of Chairperson & Committee

Chairperson

The candidate for the election of the chairperson is: Graham Archer

Attachments

The following documents are attached:

1 The Annual Accounts
2 The Budget and Levies
3 Proxy appointment form
4 Postal voting form

Warren Press and Helen Rollings
Body Corporate managers

PROXY APPOINTMENT FORM

Section 102(3), Unit Titles Act 2010

To: The body corporate manager, Gracefield Business Park Body Corporate
Unit Plan: 396210
Body Corporate Number: 396210

Proxy Appointment

We/I,_________________________________ [*full name, address*],_____________________________________
being the owner/s of principal unit number ________ [*unit number*] and therefore an eligible voter within the meaning of section 96(1) of the Unit Titles Act 2010 ('The Act"), appoint

_______________________________________[*full name*] as my/our proxy for the purposes of the general meeting of the body corporate to be held on 4th June 2025 at 5pm in the office Thompson Bros Ltd, 24 Blair Street, Te Aro, Wellington.

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

Agenda item no.	Summary of Motion	Type of Resolution
5	Adoption of the annual accounts	Ordinary
6	Audit of financial statements	Special
7	Fixing of levies	Ordinary
8	Election of chairperson	Ordinary
9	Appointment of Thompson Bros Ltd as Body Corporate Managers	Ordinary
	None of these resolutions is a designated resolution under s 212 of the Unit Titles Act 2010.	

Date: [*day, month, year*]

[ ]

Signature/s of eligible voter

Proxy Appointment Form 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 text of motions is 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.

POSTAL VOTING FORM

Section 103, Unit Titles Act 2010

To: The body corporate manager, Gracefield Business Park Body Corporate.

Unit Plan: 396210
Body Corporate Number: 396210

Instructions

You are entitled to vote at the body corporate meeting to be held on 4th June 2025 in the office of Thompson Bros Ltd, 24 Blair Street, Te Aro, Wellington 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 in the final column of the table and return the form to, the Body Corporate Manager of Gracefield Business Park Body Corporate, so that it is received by 9am 4th June 2025.

Postal vote

We**/**I,____ [*full name, address*], being the owner**/**s of principal unit number [*unit number*] and therefore an eligible voter within the meaning of section 96(1) of the Unit Titles Act 2010, intend to cast the following postal vote(s) at the meeting of the body corporate to be held on 4th June 2025, at the office of Thompson Bros Ltd, 24 Blair Street, Te Aro, Wellington.

Please indicate clearly "yes", "no" or "abstain" beside each motion.

Agenda item no.	**Summary of Motion**	**Type of Resolution**	**Vote**
5	Adoption of the annual accounts	Ordinary	
6	Audit of financial statements	Special	
7	Fixing of levies	Ordinary	
8	Election of chairperson	Ordinary	
9	Appointment of Thompson Bros Ltd as Body Corporate Managers	Ordinary	
	None of these resolutions is a designated resolution under s 212 of the Unit Titles Act 2010.		

If the general meeting is adjourned and reconvened, this postal vote is valid for the purposes of the reconvened meeting.

Date: [*day, month, year*]

[ ]

Signature/s of eligible voter

Postal Voting Form Notes

1. You should complete the postal vote section and the vote section.

2. Your postal vote will not be counted if anybody's corporate levies, or other amounts that are payable in respect of your unit, are outstanding.

3. 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.

4. 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.

5. 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.

6. 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.

7. 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.