



**MINUTES OF
THE 2024 ANNUAL GENERAL MEETING OF
SHED 21 BODY CORPORATE NO. 309984
Held at Apartment 3.04, 28 Waterloo Quay, Wellington and via Zoom on
Monday 10 June 2024 at 5:30pm**

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

Note: Meeting start was delayed until 5:51pm due to technical issues with the Zoom.

1.0 Meeting Formalities

1.1 Present

Gavin (Chair) & Jill Knight (3.04)
Alison Bevin (2.04 ,2.19)
Barbara Campbell (2.09)
Charles Hett (2.24)
Christine Casserly (3.09)
Alan and Jane Ritchie (2.07)
Heather Church (3.22)
Jenny Lackey (2.12)
Anna Hughes (3.16)
Mike Lennard (3.02)
Jon Matthews (2.18)

Zoom Attendees

Lindsay and Alison Knowles (2.21 & 2.23)
John Goulter (3.16)
Sylvia Poupard-Gould (3.12)

Olivia Crabbe – LT McGuiness – Facilities Manager (Zoom)
Gillian Brown – YPM

1.2 Apologies (other than Proxies & Postal Votes)

Ann Mildenhall (3.24)

1.3 Proxies

3.20 to Gavin Knight / Chair
3.01 to Alan Ritchie

1.4 Postal Votes

2.22 – in favour of all motions.

1.5 Quorum (12)

A quorum (12 units) was achieved, and the meeting proceeded.

Gavin welcomed all Owners and their representatives to the 2024 AGM.

2.0 Previous Minutes

Moved: By ordinary resolution that the amended Minutes of the AGM held 20 June 2023, as circulated, are taken as true and accurate.

Chair / Charles / carried

Matters Arising from Minutes:

None.

3.0 Body Corporate Management Committee

3.1 Chairperson's Report

Gavin spoke to his report.

Additional points of note.

Garage Door Sign When Exiting

It was asked whether the consideration of implementing either a buzzer or a flashing sign to alert passers by when residents exit the garage was raised. Gavin noted this is already an active discussion within the Committee having also been explored at length by the Committee a few years ago. It was noted that, due to the building's heritage status, permission would need to be sought for anything visible from the outside of the building. Additionally, it was acknowledged that installing a buzzer might cause disruption to apartments above the garage door.

Insurance

The Body Corporate have recently joined CoverWell who are an organization that has spin off from Inner City Wellington (our resident's association) who are exploring options around earthquake rating issues and insurance cover for Apartment buildings around Wellington.

Wellington Sculpture Trust

The latest update is that this is now due for installation in August 2024.

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

Alan / Alison / carried

The meeting thanked Gavin for all his hard work as Chairperson over the last year.

3.2 Election of Chairperson and Committee

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

Alison noted even though she had been nominated she would not be looking to stand on the Committee due to other commitments.

This left the following nominations still active:

- Gavin Knight
- Ann Midenhall
- David Ballantyne
- Heather Church
- Jon Matthews
- Mike Lennard
- Jenny Lackey
- Alan Ritchie

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

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

Alison / Christine / carried

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

Chair / Alan / carried

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

Chair / Alan / carried

Prior to the meeting Alan Ritchie (2.07) had nominated Gavin Knight (3.04) as Chairperson and Gavin had accepted the nomination. With no further nominations the meeting accordingly;

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

Alan / Mike / carried

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

Chair / Charles /carried

4.0 Body Corporate Facilities Management

Olivia introduced herself and thanked Gavin and expressed that it had been great to meet Owners as she has been onsite for various matters.

Olivia spoke to the LT McGuinness facilities report.

Additional points of note.

Security

Committee member, Jon, confirmed he had not yet had his access set up. Olivia to follow up.

Action: Olivia

Exterior

It was noted that in prior years the Body Corporate were advised by Chorus that to complete the fibre installation would require scaffolding, and on the basis we could also use the scaffolding to repaint, \$30,000 of the long-term maintenance fund had been set aside for this. However, both the fibre installation and the repaint have been re-scoped to not require scaffolding so the \$30,000 will remain in the long-term maintenance fund.

Compliance

Following the biennial Sprinkler survey the Contractors identified defects which had not been picked up previously. There are several potential reasons for this, one could be that Contractors are becoming more cautious given what happened last year to another Apartment building in Wellington. The Body Corporate Committee will continue to monitor this.

It was asked if any of the building contractors have changed since LT McGuinness have taken over as Facilities Manager. Gavin advised that they are still with the same providers.

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

Chair / Jenny / carried

4.1 Health and Safety

Olivia advised there had been no incidents accidents or near misses.

5.0 Administration & Finance

5.1 2023-2024 End of Year Accounts

Gavin spoke to the annual financial accounts to 31 March 2024 as circulated.

Moved: By ordinary resolution that the financial accounts to 31 March 2024 be accepted.

Chair / Jon /carried

5.2 Appointment of an Auditor

Moved: By ordinary resolution that the financial accounts to the year end 31 March 2025 will not be audited, reviewed or undergo a specific verification procedure.

Alan / Chair / carried

5.3 2024-25 Proposed Budget

Gavin spoke to the financial reports.

Moved: By ordinary resolution that the proposed 2024-2025 budget of \$1,405,770 and levy schedule be approved with monthly payments on the first day of each month by automatic payment, commencing 1 July 2024 and continuing until further notice.

Chair/ Charles / carried

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

Chair / Mike / carried

5.4 Long Term Maintenance Plan (LTMP)

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

It was discussed that the long-term maintenance plan is approaching being 5 years old so will probably need refreshing in the next few years and that the Committee should take advice on the timing of this.

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

Chair / Mike /carried

6.0 General Business

6.1 CCTV Policy

The meeting discussed the CCTV policy which has been prepared by Committee member, Jon and endorsed by the Committee for consideration at the AGM. The primary objective of this policy is to ensure that the Body Corporate will access CCTV footage only when necessary, such as in case of theft within the building or upon receipt of a request from the Police. Olivia from LT McGuinness has the necessary access to view footage as does Jon who has been delegated by the Committee to do so. A Committee member having access will help the Body Corporate avoid incurring additional expense as reviewing footage through LT McGuinness incurs a cost.

Moved: By ordinary resolution that the Body Corporate approve the attached CCTV Policy.

Chair / Jon / carried

Owner, Alan Ritchie has brought several resolutions to the meeting for Owners to vote on. These resolutions encompass activities that the Body Corporate Committee has previously undertaken which may need to be brought to Owner's attention again.

Heather advised that as she is on the Committee again, she is happy to reintroduce the newsletter to Owners is to be sent out after Body Corporate meetings.

Moved: That in accordance with Regulation 28 of the Unit titles Regulations 2011, the Committee report to the Body Corporate (ie the Owners) within 2 weeks of each Committee meeting, with a copy of the minutes of the meeting and a commentary on the proceedings prepared by the Chairperson or by another person on the Chairperson's behalf.

Alan / Chair / carried

Moved: That the Chairperson be authorized to assign the writing of the commentary to a person who is not on the Committee and for that purpose to invite that person to attend meetings or discussions as the Chairperson and the Committee think fit.

Alan / Chair / carried

Moved: That every commentary includes a section reporting on issues involved in any developments or building works on land surrounding Shed 21 owned or controlled by the Wellington City Council or Centrepont Ltd.

Alan / Chair / carried

Moved: That the Committee work co-operatively to facilitate a regular exchange of views between Owners themselves and between non-owners Shed 21 residents and the Body Corporate Committee including by email and occasional gatherings.

Alan / Chair / carried

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

The meeting was declared closed at 7:16 pm.



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