

**MINUTES OF ANNUAL GENERAL MEETING
HELD IN ACCORDANCE WITH THE UNIT TITLES ACT 2010**

**BODY CORPORATE No. 132751
PROPERTY AT: 390 WEST COAST RD, GLEN EDEN**

AN ANNUAL GENERAL MEETING of this body corporate was held in McDonalds Restaurant, corner Great North & West Coast Rds, Kelston on Wednesday 26th August 2015 commencing at 7.00 p.m.

PRESENT: As per Attendance List completed by owners
Paul Sharp, Jenny Pilbrow, Dieter & Margaret Liese, Jane Maas, Miriam de Jong,
Tomomi Monkman,
Glenn Kwok representing Body Corporate Administration Ltd as Body Corporate
Manager.

1. CONFIRMATION OF QUORUM:

There were no apologies or proxies.
A quorum was achieved.

2. RESOLUTION 1 – APPOINTMENT OF CHAIRPERSON:

There were no nominations for chairperson but it was resolved that BCA will continue to provide administrative services to cover aspects of the Chairperson's duties and delegated the balance to the Body Corporate committee.

3. RESOLUTION 2– MINUTES OF PREVIOUS AGM:

It was resolved by the Body Corporate by ordinary resolution that the Minutes of the Annual General Meeting of this body corporate held in McDonalds Restaurant, corner Great North & West Coasts Rds, Kelston, on Wednesday 6th August 2014 commencing at 7 p.m., be accepted and adopted as a correct record of that AGM.

4. RESOLUTION 3 – CONSTITUTION OF COMMITTEE:

It was resolved by the Body Corporate, by ordinary resolution that up to five unit title owners be appointed to hold offices as committee members and together shall constitute the Body Corporate Committee (the "Committee") and that the quorum for meetings of Committee shall be at least three committee members.

5. RESOLUTION 4– APPOINTMENT OF COMMITTEE MEMBERS:

It was resolved by the Body Corporate, by ordinary resolution that the comprise of Dieter Liese, Jenny Pilbrow, Julie Beeby

Moved: Paul Sharp

Seconded: Miriam de Jong

Carried

6. RESOLUTION 5 – BODY CORPORATE INSURANCE:

It was resolved by the Body Corporate by ordinary resolution that in accordance with Section 135, the Body Corporate maintain the following insurances:

- a) material damage (to full replacement cost), and business interruption cover;
- b) other insurances as appropriate.

To comply with the provisions of the Unit Titles Act 2010.

It was resolved that the body corporate be insured with NZI Insurance Company via Apex General Insurance Brokers for the period 25 August 2015 to 25 August 2016 at the total premium

of \$8,023.57 incl GST and the following excesses apply: \$250 owner occupied units, \$400 tenanted units, \$1,000 unoccupied units, \$2,500 water damage, \$500 common areas, property owners liability and statutory liability, \$10 000 – landlord chattels, \$35 000 loss of rents cover.

It was also resolved to place the office bearers cover for \$1million at the cost of \$750.25 + GST.

Moved: Dieter Liese

Seconded: Paul Sharp

Carried

7. RESOLUTION 6 – APPROVAL OF FINANCIAL STATEMENTS:

It was resolved by the Body Corporate by ordinary resolution that the financial statements for the financial year 07.8.14 to 06.08.15 be adopted and approved.

8. RESOLUTION 7 – AUDIT OF FINANCIAL STATEMENTS:

It was resolved by the Body Corporate, by special resolution, that in accordance with Section 132(8), Section 132(2) will not apply to the financial statements of the Body Corporate for the financial year 07.8.14 to 06.08.15.

9. RESOLUTION 8 – BODY CORPORATE LEVIES:

It was resolved by the Body Corporate by ordinary resolution that the levies to be imposed on each unit title owner until the next general meeting will be as per the 2015/2016 budget.

BUDGET:

Items	Budget 2015/2016 12 Months	Comments
Administration Fees	1,554.32	CPI increase
Insurance Premium	8,023.58	Actual NZI Quote
Office Bearers Liability	776.25	Actual NZI quote
Insurance Valuation	0.00	No valuation in 2015
Lawns	1,080.00	Avg. @\$90/mth *12 mths for lawns
Repairs, Maintenance	2,912.25	Adjusted to keep same bottom line
Clean up costs	653.60	Estimated at \$38.40 per quarter for rubbish collection plus \$500 for other cleaning costs
TOTAL	\$15,000.00	As agreed

LEVIES:

- a) Subject to sufficient funds, the Body Corporate Manager was authorised to pay accounts for the body corporate as they fall due and to issue invoices to proprietors from time to time to recover their respective proportionate share of costs set by the budget in accordance with section 84(1) of the Unit Titles Act 2010.
- b) The levies are due in two instalments:
 - The first instalment is due 30th September 2015
 - The last instalment is due 30th March 2016
- c) The Body Corporate Manager advised that a levy statement will be distributed to owners with a copy of the minutes and that payment of the levy for the forthcoming year should be paid by the date stipulated so that the insurance premium can be paid.

- d) The Act stipulates that if a levy is not paid by the due date, the defaulting owner is in breach of the Act and legal action can be enforced. This may be referred to the Tenancy Tribunal depending on the amount in dispute.
- e) It was resolved that if any levies either authorised by this or any other general meeting of the body corporate are not paid by a proprietor on the due date, then the Body Corporate Manager is authorised and instructed on behalf of the body corporate to exercise those powers conferred on the body corporate by s.121 and s.124 of the Unit Titles Act including the recovery of any costs expended as a result of that proprietor's default pursuant to s.127 of the Unit Titles Act. Interest recoverable pursuant to s.128 of the Unit Titles Act on such unpaid levies is resolved at 10% per annum.
- f) The Body Corporate Manager was authorised to recover debts from expenditure for the benefit of a unit or units in accordance with section 126 of the Unit Titles Act 2010 where it determined on behalf of the body corporate that one or more of the units has benefited from such expenditure substantially more than other units.

10. RESOLUTION 9 – APPOINTMENT OF AGENT FOR TENANCY TRIBUNAL:

It was resolved by the Body Corporate by ordinary resolution that Price Baker Berridge be appointed to represent the body corporate for the Tenancy Tribunal as and when required.

11. OTHER BUSINESS:

- a) Letter box quotes – The letterbox quotes from Frank Gaitz & Readymark was tabled at the meeting. It was resolved to defer this to a later stage.

There being no further general business, the meeting closed at 8.10p.m.