

**Body Corporate No: 312431**  
**22 Normanby Road, Mt Eden, AUCKLAND**  
**Minutes of Annual General Meeting**  
**held in the Upstairs Function Room, Horse and Trap Tavern, 3 Enfield Street,**  
**Mt Eden, AUCKLAND on Tuesday 29<sup>th</sup> June 2021 at 6:00pm.**

**BARFOOT & THOMPSON**  
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**Present:**

- Farida Rahardja (Unit 8)
- Nicolette Bodewes (Unit 10)
- Pam Savidan (Unit 13)
- Carol Boko (Unit 14)
- Jamie Loh (Unit 17)
- Christopher & Bridget Wadham (Unit 21)
- Kylie Bryant (Unit 22)
- Murray Stirling (Unit 26)
- Charles Pulman (Unit 33)
- Laurence Beard (Unit 35)
- Malcolm Hayward (Unit 37)
- Eagleton Edward (Unit 42)
- Annette Kelly (Unit 43)
- Luke Goldstone (Unit 44)
- Juliana Millar (Unit 48)

*NB: This list has been compiled from the attendance register, if you were present at the meeting, and your name is not listed, please contact the Body Corporate Manager for amendment.*

*The meeting commenced at 6:08pm*

**AGENDA**

**1. Confirmation of Chairperson for the meeting**

‘It was resolved that the Chairperson for the meeting will be Sharron O’Sullivan’

*Moved: Kylie Bryant*

*Seconded: Bridget Wadham*

*Carried*

**2. Apologies, Proxies and Postal Votes**

**Apologies:**

Nicole Dunn (Unit 47)

**Proxies:**

Nil

**Postal Votes:**

William Yao and Zhong Liu (Unit 5)

*'It was resolved that the Apology and Postal Votes are recorded and accepted as detailed'*

*Moved: Carol Boko*

*Seconded: Kylie Bryant*

*Carried*

**3. Approval of General Meeting Minutes 2020**

*'It was resolved that the minutes from the AGM held 29<sup>th</sup> July 2020 be accepted as a True and Correct record'*

*Moved: Annette Kelly*

*Seconded: Carol Boko*

*Carried*

**4. Election of the Chairperson of the Body Corporate 2021 - 2022**

*'It was resolved that Carol Boko is elected as Chairperson of Body Corporate 312431 until the next AGM to be held in 2022'*

*Moved: Kylie Bryant*

*Seconded: Bridget Wadham*

*Carried*

**5. Election of the Committee 2021 – 2022 period**

*'It was resolved that the following Proprietors are elected as the Committee for Body Corporate 312431 for the 2021 – 2022 period'*

*Murray Stirling (26)*

*Bert Wong (36)*

*Bridget Wadham (21)*

*Carol Boko (14)*

*Farida Rahardja (8)*

*Laurence Beard (35)*

*Charles Pulman (33)*

*Jamie Loh (17)*

*Moved: Pam Savidan*

*Seconded: Annette Kelly*

*Carried*

**6. Delegation of Duties**

The Body Corporate may, by special resolution, delegate any of its powers and duties to the Body Corporate Committee apart from its:

(a) General power of delegation;

(b) Power to reassess ownership interests and utility interests;

(c) Duty to comply with the Body Corporate's operational rules; and

(d) Duty to apply insurance monies in or towards the reinstatement of the development.

The Body Corporate may also delegate the Body Corporate Chairperson's duties to the Body Corporate Committee

*'It was resolved that the duties of the Body Corporate Chairperson listed in regulation 11(1)(a)-(m) are delegated to the Body Corporate Committee.'*

*'It was resolved that the duties of the Body Corporate are delegated to the Body Corporate Committee.'*

*Moved: Kylie Bryant*

*Seconded: Bridget Wadham*

*Carried*

7. **Accounts and Audit**

7.1 Accounts 2020 – 2021 period

*'It was resolved that the Operational fund accounts are accepted for the period 01.06.20 – 31.05.21'*

*Moved: Carol Boko*

*Seconded: Bridget Wadham*

*Carried*

7.2 Auditor

*'It was resolved that Body Corporate 312431 does not engage an independent auditor for the period 01.06.20 – 31.05.21'*

*Motion withdrawn*

*Committee to organise an Audit or Review (Committee's discretion after discussion with Auditor) as there has not been an audit for approximately 5 years and it is prudent to do so intermittently.*

8. **Insurance**

*'It was resolved that the Insurance is placed through Marsh Limited with either AIG Insurance to a maximum amount of \$42,949.51 including GST'*

*Moved: Carol Boko*

*Seconded: Pam Savidan*

*Carried*

9. **Maintenance**

9.1 Long Term Maintenance

Letterboxes will be replaced by the end of the year.

Line Marking to be done in the Complex.

Bitumen needs some repair. ABC to organise a quote for repair.

9.2 General Maintenance

Continuous request to keep Garages Clear of storage and dumped items.

Trees onsite to be trimmed. ABC to organise and Arborist.

Quote obtained to replace removed tree' at front. ABC to send to Committee for decision.

All Owners confirmed that they still object to Heat Pump installation and this is not allowed. Bar the two units that had them from before the repair work in 2016 and that were re-installed during the remedial works under Consent. These units are 11 and 13.

10. **Approval of the Budget 2021 – 2022 period**

*'It was resolved that the proposed operational budget presented at the meeting is approved in the amount of \$214,958.00 plus GST'*

*Moved: Murray Stirling                      Seconded: Laurence Beard                      Carried*

*'It was resolved that the levies are due in 3 instalments with a 40/40/20 split on 31 July 2021 and 30 October 2021 and 28 February 2022'*

*Moved: Bridget Wadham                      Seconded: Pam Savidan                      Carried*

11. **Debt Collection Process**

*'It was resolved that the Body Corporate adopt a process for recovery of unpaid levies as follows:*

- a. About Body Corporates Limited first sends a 7 day reminder letter on behalf of the Body Corporate. If that does not result in payment, the following steps will be taken, and the unit owner will be liable for the costs for pursuant to section 124 of the Unit Titles Act 2010:
  - i. A 30 day letter at the cost of approximately \$100.00;*
  - ii. A 60 day letter at the cost of approximately \$150.00; and*
  - iii. A 90 day letter at the cost of approximately \$225.00;*
  - iv. If the levies remain outstanding after the 90 day letter, the debt will be lodged with a third party collection agency or solicitors for recovery action;**
- b. Interest will be applied at the rate of 10% per annum on all unpaid sums pursuant to section 128 of the Unit Titles Act 2010; and*

*The Body Corporate delegates to the Committee the authority to:*

- i. Make any decisions in relation to the recovery of any unpaid levies, interest, other charges and collection costs, including the filing of proceedings in the Tenancy Tribunal or District Court and entering into a settlement with the unit owner that binds the Body Corporate in full and final settlement of the sums owed by the unit owner, on terms that the Committee considers appropriate;*
- ii. Instruct a third party collection agency or solicitors to advise on and undertake any of the above steps on the Body Corporate's behalf; and*
- iii. in the event that solicitors are instructed to take any steps authorised under paragraph (a) above, that the Committee will be entitled on behalf of the Body Corporate to seek to recover reasonable solicitor/client costs against the named unit owner in full under section 124 of the Unit Titles Act 2010.*

*Moved: Kylie Bryant                      Seconded: Murray Stirling                      Carried*

12. **General Business**

An owner noted that some Residents in the two front blocks were leaving the doors to the Garages open. This is a breach of Security for the Property. Reminder to Residents and Owners to keep these doors shut. The Body Corporate spent considerable sums on commercial door closers to ensure the doors closed.

An owner noted that the Garage door for Unit 44 was out of alignment. Barbara to arrange repair and have door man check all doors for closing.

It was noted that the Light by Unit 31 is intermittently on and off. Barbara to arrange Electrician. ABC requested that someone who lives on site, do a walk around at night to check all lights and advise ABC.

**The Meeting closure time was not recorded**