

## MINUTES OF ANNUAL GENERAL MEETING

### POULSON VILLAS RESIDENTS' ASSOCIATION INCORPORATED

**PROPERTY AT: 43-45 Dickens Street & 9 Grove Road, Addington, Christchurch**

**AN ANNUAL GENERAL MEETING** of this Residents' Association was held via Zoom, on  
Saturday, 7<sup>th</sup> June 2025, commencing at 10:00a.m.

**PRESENT:** Via Zoom:  
Elizabeth Doherty & Robert Fryer (Lot 1), Michael Holroyd (Lot 2), Victoria Amiatu  
(Lot 20), Suzanne O'Connor (Lot 25), and Thomas Barlow (Lot 29).

Glenn Kwok representing Body Corporate Administration Limited as property  
administrator.

	Minutes	Action Point
1.	<b>CHAIR</b> Glenn Kwok chaired the meeting.	
2.	<b>SECRETARY:</b> Glenn Kwok was confirmed as Secretary for the meeting.	
3.	<b>APOLOGIES &amp; PROXIES:</b> Apologies from Cherie & Matthew Rangi (Lot 7). Glenn Kwok held a proxy for Jason & Nell Mooney (Lot 3), and Ganis & Stephen Woods (Lot 21). <b>Carried</b>	
4.	<b>CONSTITUTION &amp; BYLAWS:</b> The Constitution for The Poulson Villas Residents' Association Incorporated was tabled for reference.  <u>Re-Registering:</u> The Poulson Villas Residents' Association Incorporated is required to re-register the Society by 5 <sup>th</sup> April 2026.	

	<p>This will require changes to the Constitution to comply with the requirements of the new Act (including dispute resolution and conflicts of interest).</p> <p>This is also an excellent time to review the Association Bylaws and ensure these are appropriate and comprehensive.</p> <p>The following steps were proposed:</p> <ol style="list-style-type: none"> <li>1. The 2025/2026 Committee confer and draft a proposed Constitution re-registration.</li> <li>2. The proposed Constitution is circularised to all owners and an Extraordinary General Meeting is scheduled via Zoom for owners to vote on adopting.</li> <li>3. BCA Ltd applies to lodge the proposed Constitution.</li> <li>4. The Companies Office will then review and approve the proposed Constitution, or send back with comments on any changes required</li> </ol> <p><b>RESOLUTION 1 – CONSTITUTION RE-REGISTRATION</b></p> <p>It was resolved by The Poulson Villas Residents' Association Incorporated, by ordinary resolution, that:</p> <ol style="list-style-type: none"> <li>a. the Society authorise the 2025-2026 Committee to draft the Association Constitution for re-registration, in good time before the 5<sup>th</sup> April 2026 registration deadline; and</li> <li>b. once the draft of the Association Constitution is prepared, the Association Manager will call an Extraordinary General Meeting for Members to vote on its adoption.</li> </ol> <p><b>Carried</b></p> <p>The contracts for re-registration will be Robert Fryer (Lot 1), Michael Holroyd (Lot 2), and Suzanne O'Connor (Lot 25).</p> <p><b>Carried</b></p>	
5.	<p><b>RESOLUTION 2 – PREVIOUS AGM MINUTES</b></p> <p>It was resolved by The Poulson Villas Residents' Association Incorporated, by ordinary resolution, that the Minutes of the Annual General Meeting held via Zoom, on Saturday, 15<sup>th</sup> June 2024, commencing at 12:15p.m., be approved and adopted as a true and accurate record.</p> <p><b>Carried</b></p>	
6.	<p><b>MATTERS ARISING:</b></p> <ol style="list-style-type: none"> <li>a. <u>Stormwater Servicing</u> Please refer to Common Maintenance Matters.</li> </ol>	

7.	<b>COMMITTEE REPORT:</b> The Committee Members in attendance gave a verbal report.																
8.	<b>RESOLUTION 3 – APPROVAL OF FINANCIAL STATEMENTS</b> It was resolved by The Poulson Villas Residents' Association Incorporated, by ordinary resolution, that the financial statements for the period 30.06.2024 to 29.05.2025 be approved and adopted. <b>Carried</b>																
9.	<b>RESOLUTION 4 – AUDIT OF FINANCIAL STATEMENTS</b> It was resolved by The Poulson Villas Residents' Association Incorporated, by special resolution, not to have an audit of the financial statements for the financial period 30.06.2024 to 29.05.2025 <b>Carried</b>																
10.	<b>RESOLUTION 5 – TAX AUTHORITY</b> It was resolved by The Poulson Villas Residents' Association Incorporated, by ordinary resolution, that Body Corporate Administration Limited will act as manager to be authorised on behalf of the Residents' Association for all tax enquiries. <b>Carried</b>																
11.	<b>RESOLUTION 6 – LEVIES:</b> It was resolved by The Poulson Villas Residents' Association Incorporated, by ordinary resolution, that the levies to be imposed on each unit title owner until the next general meeting will be as per the 2025/2026 budget. <b>Carried</b>  <b>BUDGETED INCOME:</b> <table border="1"> <thead> <tr> <th>Items (GST Inclusive)</th><th>Budget 2025/2026 12 Months</th><th>Comments</th></tr> </thead> <tbody> <tr> <td>Operational Fund</td><td>40,739.13</td><td></td></tr> <tr> <td>Long Term Maintenance Fund</td><td>39,041.12</td><td></td></tr> <tr> <td>Insurance</td><td>37,957.19</td><td></td></tr> <tr> <td><b>TOTAL</b></td><td><b>\$117,737.44</b></td><td><b>Including GST</b></td></tr> </tbody> </table>	Items (GST Inclusive)	Budget 2025/2026 12 Months	Comments	Operational Fund	40,739.13		Long Term Maintenance Fund	39,041.12		Insurance	37,957.19		<b>TOTAL</b>	<b>\$117,737.44</b>	<b>Including GST</b>	
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**BUDGET:**

Items (GST Inclusive)	Budget 2025/2026 12 Months	Comments
Administration Fees	8,344.07	
Income Tax Return Preparation Fee	50.00	
Grounds	2,880.00	Same as last year
Stormwater Maintenance	2,000.00	Same as last year
Repair & Maintenance General	2,000.00	Same as last year
Rubbish Removal	22,116.23	Est @ 5% increase
Water & Waste	0.00	
Recovery of Overspend	3,348.83	
Long Term Maintenance Fund	39,041.12	As per actual Long Term Maintenance Plan
Insurance Premium	36,876.19	As per actual quote from NZI via Marsh
Valuation Fee	1,081.00	As per actual invoice from Opteon
<b>TOTAL</b>	<b>\$117,737.44</b>	<b>Including GST</b>

**Carried**

The levies are due in two instalments:

- The operational levy is due on 31<sup>st</sup> July 2025
- The Long Term Maintenance levy is due on 31<sup>st</sup> January 2026.

**Carried**

**12. RESOLUTION 7 – APPOINTMENT OF COMMITTEE MEMBERS**

It was resolved by The Poulson Villas Residents' Association Incorporated, by ordinary resolution, that the Committee be made up of the following:

Rob Fryer (Lot 1) – Chairperson

Mike Holroyd (Lot 2)

Suzanne O'Connor (Lot 25)

Tom Barlow (Lot 28)

**Carried**

13.	<p><b>RESOLUTION 8 – MANAGEMENT &amp; DELEGATION TO THE COMMITTEE</b></p> <p>It was resolved by The Poulson Villas Residents’ Association Incorporated, by ordinary resolution, that the administration of The Poulson Villas Residents’ Association Incorporated, as specified in the Constitution, shall be delegated to the Committee from the end of each Annual General Meeting until the end of the next Annual General Meeting.</p> <p><b>Carried</b></p>															
14.	<p><b>LONG TERM MAINTENANCE PLAN &amp; LONG TERM MAINTENANCE FUND:</b></p> <p>The Long Term Maintenance Plan prepared by Solutions in Engineering in February 2024 was tabled.</p>															
15.	<p><b>VALUATION:</b></p> <p>The Annual Insurance Valuation prepared by Opteon Solutions was tabled.</p> <p>The updated replacement value is \$11,790,000. This is an increase of \$240,000.</p>															
16.	<p><b>RESOLUTION 9 – INSURANCE:</b></p> <p>It was resolved that The Poulson Villas Residents’ Association Incorporated, by ordinary resolution, obtain to reinsure with a collective insurance policy for the forthcoming year.</p> <p><b>Carried</b></p> <p>An updated valuer’s reinstatement insurance certificate and a quote for The Poulson Villas Residents’ Association Incorporated, which had been obtained by the property administrator, were tabled at the meeting.</p> <p>It was resolved that The Poulson Villas Residents’ Association Incorporated be insured with IAG via Marsh for the forthcoming year 30.06.2025 to 30.06.2026 at a total premium of \$36,876.19, including GST, and that the policy have the following excess costs and cover limits:</p> <table><tr><th>EXCESS</th><th>EXCESS COST INC GST</th></tr><tr><td>Owner Occupied Units</td><td>\$250.00</td></tr><tr><td>Stolen Keys</td><td>\$250.00</td></tr><tr><td>Tenanted Units</td><td>\$400.00</td></tr><tr><td>Unoccupied Units</td><td>\$1,000.00</td></tr><tr><td>Theft &amp; Methamphetamine Extension</td><td>\$2,500.00</td></tr><tr><td>Malicious Damage (Airbnb only)</td><td>\$2,500.00</td></tr></table>	EXCESS	EXCESS COST INC GST	Owner Occupied Units	\$250.00	Stolen Keys	\$250.00	Tenanted Units	\$400.00	Unoccupied Units	\$1,000.00	Theft & Methamphetamine Extension	\$2,500.00	Malicious Damage (Airbnb only)	\$2,500.00	
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Standard/Common Areas	\$500.00
Natural Disaster	1% of site value minimum (sum insured less EQC value), minimum \$1,000.00
<b>COVER</b>	<b>COVER LIMIT</b>
Landlord's Chattels	\$50,000.00 per Unit
Alternative Accommodation	\$5,000.00 per month per Unit \$120,000.00 per 24 month period (Contamination Damage \$25,000.00 per Event per Unit, 12 month maximum)
Hidden Gradual Damage	\$10,000.00 per Unit \$50,000.00 aggregate
Loss of Rentals Cover	\$5,000.00 per month per Unit \$120,000.00 per 24 month period per Unit
Additional Costs	\$200,000.00 aggregate
Claims Preparation Costs	\$50,000.00 aggregate
Indemnity Period	24 Months
Malicious Damage by Tenants	\$5,000.00 per Unit \$50,000.00 aggregate
Illegal Substances	\$30,000.00 per Unit \$250,000.00 aggregate
Public Liability	\$10,000,000.00
Statutory Liability	\$1,000,000.00

#### **Carried**

The claims history report was tabled for reference.

#### Landlord Obligations

The NZI Residential Building (Multi-Dwelling) wording and an extract of the Standard NZI (IAG) Wording "Landlord Obligations" from Marsh were tabled for reference. It was noted that units must be tested for the presence of methamphetamine between tenancies (10.11(a(ii))), and that loss caused by pets in tenanted units (i.e., damaged carpet) is not covered (4.1(e)).

It was particularly highlighted that meth testing between tenancies is required for insurance cover.

#### Short-Term Accommodation

	<p>It must be disclosed if units are used for short term stays (i.e. Airbnb). Renewal terms are subject to confirmation of this information. To update your unit use, please email <a href="mailto:raal@bca.co.nz">raal@bca.co.nz</a>.</p> <p>The Policy Wording Marsh has arranged with NZI has appropriate provisions to cover properties used predominantly as Airbnb accommodation. The key implication relates to the availability of EQC coverage and for this reason Marsh requires such properties to be identified and notified to NZI in advance. Marsh has advised that there may still be gaps in cover for Airbnb units, and owners can request a no obligation quote for contents, loss of rents, and liability cover from <a href="mailto:Claire.Mccullum@marsh.com">Claire.Mccullum@marsh.com</a>.</p> <p>If you rent your home or residential property to short-term fee-paying guests, you must notify Council. For more information, please see: <a href="https://ccc.govt.nz/consents-and-licences/resource-consents/resource-consent-activities/residential-and-housing/providing-guest-accommodation">https://ccc.govt.nz/consents-and-licences/resource-consents/resource-consent-activities/residential-and-housing/providing-guest-accommodation</a></p> <p><b>RESOLUTION 10 – PREMIUM APPORTIONMENT</b></p> <p>It was resolved that The Poulson Villas Residents' Association Incorporated, by ordinary resolution, units used for short-term accommodation (commercial use) are charged a premium rate of 1.2x.</p> <p><b>Carried</b></p>	
17.	<p><b>COMMON MAINTENANCE MATTERS:</b></p> <p>a. <u>Gardens/Berms</u> Lawns &amp; Co currently carry out regular groundskeeping.</p> <p>b. <u>Building Wash</u> Under Bylaw 3.5 Clean exteriors - Each Member is to maintain or cause to be maintained in clean and sanitary condition and in good repair the exteriors of the property. Owners may wish to join together on regular exterior cleaning for the entire complex to save costs and ensure this is kept standard across the property. Regular building washes may be required to maintain warranties, and will extend the longevity of the exterior. Services like gutter cleaning will ensure that these are functioning correctly and are not blocked. Roof treatment acts as a 'bio shield' which protects the roof from forming organic matter for up to 2 years and extends the life of the roof. JetX provided a quote for a comprehensive building soft wash, gutter cleaning, roof treatment, and path cleaning at a total cost of \$6,773.50, including GST. The Association was established in 2022, but has not yet had any exterior cleaning carried out.</p>	

Under the Long Term Maintenance Plan, a wash is projected for 2026.

BCA Ltd. will ask Belinda Duncan of Positive Real Estate what the state of the windows are at the moment. It was agreed to include window washing when this is re-visited next year.

#### **RESOLUTION 11 – BUILDING WASH**

It is proposed that The Poulson Villas Residents' Association Incorporated resolve, by ordinary resolution, to organise a building wash in 2025, but after further discussion it was agreed to defer this for 12 months.

**Carried**

c. Refuse Collection

All residents are reminded to be mindful about rubbish and recycling, as loose rubbish, overflowing bins, or contaminated bins (i.e., rubbish in the recycling bin) will incur additional collection charges. Furniture and other items that will not fit in bins must be taken to a transfer station or private collection arranged.

The recycling bins at Poulson Villas have been repeatedly contaminated, most recently as at Monday 26<sup>th</sup> May.

These need to be emptied as general refuse at an additional cost of \$55.34, plus GST, per bin, per contaminated collection.

Waste Co has exchanged some recycling bins out for additional refuse bins.

There was discussion about installing educational signage, however, it was agreed to instruct Waste Co to remove all recycling bins and replace these with general refuse bins.

**Carried**

d. Stormwater Servicing

Regular servicing of the storm water devices is now mandatory.

Dutton Stormwater completed the first annual service of the communal stormwater assets in August 2024, and the reports are attached.

BCA Ltd. will confirm Dutton's pricing for the 2026 annual service for the Committee to review.

Annual servicing is required, and the next service will be scheduled in for August 2025.

**Carried**

e. Dummy Security Cameras



	<p>Because of the ongoing issues with the rubbish bins, and some car damage and burglaries of courier deliveries, Belinda Duncan of Positive Real Estate suggested that the Association install some fake cameras (i.e., no recording capacity or power/data requirements) around the common areas to encourage residents to dispose of their refuse properly and to deter opportunistic dumping.</p> <p>Christchurch Security Services returned a quote at \$477.25, including GST, for installing 4x dummy cameras as directed by the Association.</p> <p>This was discussed and rejected by the attending owners.</p>	
<b>18.</b>	<p><b>GENERAL BUSINESS:</b></p> <p>a) <u>2026 Annual General Meeting</u> Proposed Date: Saturday, 6<sup>th</sup> June 2026</p> <p>b) <u>Serene Bathroom Heaters</u> WorkSafe has issued a recall notice for the Serene bathroom heater model S2068, and a voluntary recall notice for models S2069, and S207T. <a href="https://www.worksafe.govt.nz/about-us/news-and-media/further-action-on-serene-bathroom-heaters/">https://www.worksafe.govt.nz/about-us/news-and-media/further-action-on-serene-bathroom-heaters/</a></p> <p>c) <u>Ventilation</u> This is a general reminder for all residents to keep upstairs windows on double catch (preferably each bedroom and each bathroom) in order to allow a more effective air circulation and prevent unnecessary moisture.</p> <p>d) <u>Residents' Association Portal</u> BCA Ltd. is now offering online portal access to all owners of The Poulson Villas Residents' Association Incorporated. This portal will allow owners to access documents relating to the Residents' Association 24/7. Log-in information has been sent to all owners. Documents available on the portal include:</p> <ul style="list-style-type: none"> <li>• Constitution &amp; Bylaws</li> <li>• Insurance Policy &amp; Claim Information</li> <li>• Meeting Minutes</li> </ul> <p>If you require assistance accessing the portal, please email <a href="mailto:raal@bca.co.nz">raal@bca.co.nz</a>.</p>	

	<p>e) <u>Sale &amp; Purchase Agreement</u></p> <p>If an owner sells or is looking to sell their unit, they must ensure that they are compliant with the Constitution.</p> <p>Disclosure statements can be ordered from: <a href="mailto:legal@bca.co.nz">legal@bca.co.nz</a></p> <p>f) <u>Body Corporate Administration Contact</u></p> <p>Alexandra Andrews (Administrator)</p> <p>Email: <a href="mailto:raal@bca.co.nz">raal@bca.co.nz</a></p> <p>Phone: 09 373 2336</p> <p>Glenn Kwok (BCA Director)</p> <p>Phone: 021 904 097</p> <p>Paula Beaton (BCA General Manager)</p> <p>Phone: 021 612 336</p> <p>If neither mobile phone is answered, please send a text.</p> <p>There being no further general business, the meeting closed at 10:50a.m.</p>	
	<p><b>POINTS TO BE ACTIONED:</b></p> <ul style="list-style-type: none"> <li>• BCA Ltd. to confirm pricing for the 2026 annual service by Dutton Stormwater.</li> <li>• BCA Ltd. to instruct Waste Co to remove all recycling bins and replace these with general refuse bins.</li> </ul>	
	<p><b>MATTERS SUBSEQUENT TO MEETING:</b></p> <ul style="list-style-type: none"> <li>• Waste Co have booked the bin exchange for Friday 13<sup>th</sup> June 2025. There will then be five 1,100L refuse bins onsite.</li> </ul>	