

**BODY CORPORATE NO. 552171 (CANTERBURY LAND REGISTRY)**  
**10 Hurley Street, Christchurch Central, Christchurch 8011**

**Minutes of the Extraordinary General Meeting of the Unit Owners of the Body Corporate (the BC)**  
**held on Tuesday, 28 October 2025 at Boardroom at 4:00 PM**

**1 ATTENDEES**

Courtney Dupont of Pitcaithly Body Corporate Services Limited ("PBCS") the Manager of the BC; Jack Haywood (One of the Joint Owners of Unit 1), John Cochran (Owner of Unit 3) and Nicola Hudson and Pamela Millar (Joint Owners of Unit 4).

**POSTAL VOTES**

A postal vote was received from Unit 2.

**QUORUM**

The chair announced that the quorum requirements had been satisfied.

**2 MEETING CHAIR**

Courtney Dupont was invited to chair the meeting.

**3 MINUTES**

The Minutes of the Annual General Meeting held on 03/09/2025, having been circulated to all Unit Owners soon after that date were taken as read and were confirmed as a correct record of that Meeting.

IT WAS UNANIMOUSLY RESOLVED BY THOSE ELIGIBLE VOTERS AS AN ORDINARY RESOLUTION:

**"THAT, the Minutes of the Annual General Meeting held on 03/09/2025, having been circulated to the Unit Owners soon after that date, be and are hereby confirmed"**

**4 DISCUSSION REGARDING MAYNARD MARKS LETTER**

A discussion was held regarding the letter provided by Maynard Marks and the requirement for the proposed works to remove the consent issue from each property's LIM.

Owners considered whether it would be worthwhile to obtain a second engineering quote but agreed not to proceed, as this could incur additional costs for a file review before a quote could be provided.

PBCS will confirm with Maynard Marks the finer details of the surveying process, including whether deck lifting is required and which areas of the units will be affected by the exploratory openings, so owners can notify their tenants accordingly.

Nicole and Pamela expressed frustration that there was no recourse with the council for having approved the original consent. It was agreed that John would draft an email on behalf of the owners to send to the council. While it was acknowledged that the letter may not prompt any action, it was considered a worthwhile opportunity to express the owners' concerns.

## 5 ENGAGEMENT OF CONTRACTORS

IT WAS RESOLVED BY 3 IN FAVOUR AND 1 AGAINST OF THOSE ELIGIBLE VOTERS AS AN ORDINARY RESOLUTION:

**"THAT,** the Body Corporate engage the following contractors to undertake further investigations:

- **Maynard Marks** to prepare a Statement of Professional Opinion at an estimated cost of \$6,760.00 plus 4% compliance and GST.
- **Geotechnical Engineer** at an estimated cost of \$3,300.00 + GST.
- **GPR Scanning Contractor** at an estimated cost of \$3,500.00 + GST.
- **Assistant Builder** at an estimated cost of \$11,248.00 + GST.

**"AND THAT,** the Body Corporate raise a one-off levy (\$28,840.00), apportioned according to each Lot Owner's Interest, to fund the above work. The levy is due for payment by 30 November 2025.

## 6 GENERAL BUSINESS

- **Roof Leak** -Unit 1 experienced a roof leak which has since been repaired. An insurance claim has been submitted for the internal damage.

The Meeting concluded at 4:30 PM and Courtney thanked those present for their attendance.

These minutes were confirmed by an Ordinary Resolution of the Unit Owners at the Annual General Meeting held on the day of 2026.

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Meeting Chair

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Date