

27 April 2023

Dear Owner,

**Re: Body Corporate 411943
Property at "Hulme Apartments", Hampton Downs Road, Meremere
Annual General Meeting**

We advise that the Annual General Meeting of your Body Corporate is to be held at 11:00am on Thursday, 11 May 2023 at the Remuera Club, 27-33 Ohinerau Street, Remuera, Auckland.

Please find enclosed:

- the Agenda and supporting documentation for the meeting;
- a postal voting form for you to complete if you are unable to attend the meeting, and wish your vote to be counted without appointing a proxy; and
- a proxy form for you to complete if you wish to appoint someone to represent you.

Please bring the agenda and the attachments with you to the Annual General Meeting.

I look forward to seeing you at the meeting.

Yours sincerely,



Kyle O'Reilly
Senior Body Corporate Manager

BODY CORPORATE NO 411943 (BODY CORPORATE)

Property at "Hulme Apartments", Hampton Downs Road, Meremere

NOTICE IS HEREBY GIVEN that the **ANNUAL GENERAL MEETING** (AGM) of the Body Corporate will be held at the Remuera Club, 27-33 Ohinerau Street, Remuera, Auckland on Thursday, 11 May 2023 commencing at 11:00am.

AGENDA:

1 APPOINTMENT OF CHAIRPERSON OF THE MEETING

To consider resolving: That the Body Corporate elects a representative of Strata Title Administration Ltd (Strata) to chair the meeting.

2 APOLOGIES, PROXIES AND POSTAL VOTES

To consider resolving: That the apologies, proxies and postal votes be accepted and the meeting declared quorate.

3 FINANCIAL STATEMENTS

Discussion of the attached financial report.

To consider resolving: That the Body Corporate approves the financial report for the period 1 March 2022 to 28 February 2023.

4 REPORT FROM THE COMMITTEE

In accordance with Unit Titles Regulations 28(1) and 28(3) to receive a report from the Committee (*to be tabled at the meeting*).

To consider resolving: That the Committee's report is adopted.

5 CHAIRPERSON OF THE BODY CORPORATE

A nomination has been received for Gerald Trass to be appointed as Chairperson of the Body Corporate.

To consider resolving: That the Body Corporate appoints Gerald Trass as the Chairperson of the Body Corporate.

6 COMMITTEE

Nominations have been received for Leighton Keat, Gerald Trass, Grant Longley, Justin Bade and Eddie Freeman to be candidates for election as committee members.

To consider resolving: That the Body Corporate elects a committee of five members, which shall have a quorum of three members, comprising:

Leighton Keat

Gerald Trass

Grant Longley

Justin Bade

Eddie Freeman

7 DELEGATION OF DUTIES

To consider resolving by special resolution: That pursuant to Section 108(1) of the Unit Titles Act (the Act) until the end of the next annual general meeting of the Body Corporate all of its powers and duties are delegated to the Committee, save those powers reserved to the Body Corporate under Section 108(2); and that this resolution is evidence of the Committee's authority to perform the powers and duties so delegated to it; and serves as notice of delegation; that the Chairperson's duties set out in Regulation 11 are delegated to the Committee; and that the Committee will report to the Body Corporate on an annual basis regarding its performance of these powers and duties.

8 BODY CORPORATE REINSTATEMENT AND OBL INSURANCE

Discussion of the Body Corporate's reinstatement insurance and valuation requirements and the attached competitive quotations.

To consider resolving: That the Body Corporate insures with QBE for principal cover at the quoted premium of \$23,377.36+GST for the period 23 May 2023 to 23 May 2024 and that Strata is to arrange the annual reinstatement valuation and pay the cost as per the budget.

9 INSURANCE EXCESS

To consider resolving: That the owner, and not the Body Corporate, is to pay any excess in the event of a claim except where a claim relates to common property in which case the Body Corporate is to pay the excess, notwithstanding that if the damage being claimed for is attributable to the actions, or inaction, of an owner(s) or their resident(s) then the owner(s) of the unit is to pay the excess.

10 BUILDING MANAGER'S REPORT

To receive a report from the Building Manager (*to be tabled at the meeting*).

To consider resolving: That subject to any direction of the meeting and/or the Committee the Building Manager's report and recommendations are adopted.

11 COMMON MAINTENANCE MATTERS

To consider resolving: That the Body Corporate's Chairperson/Committee/Building Manager is to agree and approve the maintenance required over the forthcoming year.

12 LONG TERM MAINTENANCE PLAN (LTMP)

To discuss the Body Corporate's obligation to have a LTMP and review it at least every three years.

The Body Corporate has a LTMP drafted by Solutions In Engineering which is reviewed by the Committee and Building Manager each year to plan annual maintenance and set the proposed contingency fund budget (see budget and levy item of the agenda) to fund the LTMP.

To consider resolving:

(i) That the Committee and Building Manager are to continue to review the Body Corporate's LTMP drafted by Solutions In Engineering on an annual basis and arrange for any changes arising as a result of the review process to be incorporated into the LTMP.

(ii) That the Body Corporate's Committee and Building Manager are to continue to arrange the required maintenance set out in the plan as and when required.

13 LONG TERM MAINTENANCE FUND (LTMF)

Explanation of Section 117 of the Act pertaining to a LTMF.

To consider resolving by special resolution: That the Body Corporate does not maintain a LTMF but utilises a Contingency Fund to finance its LTMP.

14 HEALTH & SAFETY AT WORK ACT 2015

The Body Corporate has a health & safety report and hazard register for the complex which the Committee review and update to ensure any hazards noted are removed, minimised or highlighted and any new hazards are noted. Owners are encouraged to ensure they have reviewed the Hazard Register and advise any other relevant parties, including tenants of these hazards where necessary.

The Body Corporate also resolved procedures in relation to the induction of contractors to site and asbestos at its 2020 AGM.

To consider resolving: That the Body Corporate instructs the Committee to continue to update the hazard register for the complex and to attend to any hazards as may be required to either remove, minimise or highlight them to ensure a safe environment for all residents, owners and visitors.

15 BUDGET AND LEVIES

To review the proposed budget (*attached*) for the Body Corporate for the forthcoming financial year.

To consider resolving:

(i) That the Body Corporate adopts a **working account budget of \$56,613.36 + GST** and a **contingency fund budget of \$8,500.00 + GST** for the period 1 March 2023 to 28 February 2024 and sets the levy due date as **15 June 2023**.

(ii) That Strata is authorised to pay standard/regular accounts on behalf of the Body Corporate as they fall due, which accounts relate to the day to day operation of the Body Corporate in accordance with the approved budget, but that any non-standard accounts are to be approved by the Chairperson/Committee/Building Manager.

16 DEBT RECOVERY REGIME

To consider resolving: That the Body Corporate reaffirms its previous comprehensive debt collection regime resolution that seeks to recover from owners who do not pay their levies on time, the full costs associated with all aspects of collecting those levies which term includes all other sums due from the owners to the Body Corporate (please see minutes of previous AGM and the Debt Collection Regime which are on the Body Corporate's 'Owner Portal' at www.bodycorporate.co.nz).

17 TAX AGENT

To consider resolving: That the Body Corporate authorises Strata to appoint a tax agent on their behalf which shall have access to the Body Corporate's tax types and be able to liaise with the Inland Revenue Department and obtain information from the Inland Revenue Department on the Body Corporate's behalf.

18 AUDIT OF THE BODY CORPORATE'S FINANCIAL STATEMENTS

Explanation of section 132(8) of the Act.

To consider resolving by special resolution: That all transactions of the Body Corporate are to be made through the Strata Trust Account, which is subject to a two monthly transactional audit by Forbes, Chartered Accountants, and that any interest earned on Body Corporate funds be retained by Strata to offset the Trust Account operating and audit costs, on the proviso that any monies other than those in the working/operational account, may at the direction of the Committee be held in a separate deposit (saver/fixed term deposit) account with interest accruing for the benefit of the Body Corporate, less handling and administration fees; and that in terms of Section 132(8) of the Unit Titles Act 2010, the Body Corporate does not appoint an auditor for the financial statements for the most recently completed financial year.

19 COMMUNICATION

To consider resolving: That if Strata has an email address on file for an owner, all correspondence will be sent by email only and not by post, notwithstanding that if Strata is notified in writing by an owner that correspondence is to be sent to them by post that this request will be actioned and no information will be sent to that owner by email.

20 MINUTES TO BE A RECORD OF THE BUSINESS OF THE ANNUAL GENERAL MEETING

To consider resolving: That if within thirty days of distribution of the minutes Strata does not receive any written request from a person who attended the meeting to amend any part of the minutes, that the minutes are adopted as a true and accurate record of the Annual General Meeting.

21 GENERAL BUSINESS

22 AGM CLOSURE

NOTES:

- (a) **Quorum:** For a valid meeting 25% of unit owners must be present either by postal votes or in person or by proxy. If a quorum is not reached the meeting must be adjourned until the same day 1 week later and the reconvened meeting must be held at the same time and place. The number of unit owners at the adjourned meeting are deemed to be a quorum.
- (b) **Voting at the Meeting:** You cannot vote at the meeting unless all levies and any other money due from the owner has been paid to the Body Corporate.
- (c) **Resolutions:** For voting purposes an ordinary resolution is passed if a majority of eligible voters who vote on the resolution vote in favour of the resolution. A special resolution is passed if 75% of eligible voters who vote on the resolution vote in favour of the resolution.
- (d) **Payment of levies:** A levy notice will be distributed with the minutes of this AGM. Levies can be paid electronically by:
- **Internet Banking** - Banking details will be shown on the levy notice.
 - **Eftpos** - Eftpos facilities are available at Strata's office.
 - **Credit Card** - Credit card payments can be made by phone or at the offices of Strata. Please note that any payment by credit card attracts a 4% merchant fee. **Visa/Mastercard only.**
- (e) **Strata Owner Portal Access:**
Owners have 24 hour access to their body corporate information via Strata's website. To access this service visit www.bodycorporate.co.nz and click on the Owner Portal button to login. If owners require their personal login details would they please email bc@stratatitle.co.nz and we will issue/reissue the necessary access login and password.

Information which can be accessed via the owner portal is:

- Personal address details (which can be changed on owner's instructions);
- Personal levy account history; and
- **Copies of many body corporate documents including: recent AGM notices, agendas, minutes, insurance certificate and your Body Corporate's rules.**

FOR FURTHER INFORMATION ON THE:

UNIT TITLES ACT 2010: please go to the link

<http://www.legislation.govt.nz/act/public/2010/0022/latest/DLM1160440.html>

UNIT TITLES REGULATIONS 2011: please go to the link

<http://www.legislation.govt.nz/regulation/public/2011/0122/latest/DLM3695701.html>

BODY CORPORATE 411943

PROPERTY AT 'HULME APARTMENTS' HAMPTON DOWNS ROAD, MEREMERE

SPECIAL PURPOSE FINANCIAL REPORTS

FOR THE FINANCIAL YEAR 01 MARCH 2022 TO 28 FEBRUARY 2023

INDEX

- 1. Annual Financial Reports**
 - a) Statement of Financial Position Report (Balance Sheet)**
 - b) Statement of Financial Performance Report (P & L A/c)**
- 2. Notes to Annual Financial Reports**
- 3. Audit Certificate - Strata Title Admin. Ltd – Trust bank account**

**Strata Title Administration Ltd
Dated: - 26 March 2023**



bo@stratatitle.co.nz
www.bodycorporate.co.nz

Auckland Phone (09) 307 3721
PO Box 3187, Auckland 1140
Wellington Phone (04) 974 1011
PO Box 384, Wellington 6140
Christchurch Phone (03) 925 8749
PO Box 28171, Christchurch 8242

Statement of Financial Position

As at 28/02/2023

Body Corporate 411943

"Hulme Apartments", Hampton Downs Road,
Meremere

	Current period
Owners' funds	
Working Account	
Operating Surplus/Deficit--Working	15,682.20
Owners Equity--Working	49,024.79
	64,706.99
Contingency Fund	
1 Operating Surplus/Deficit--Contingency	1,367.25
1 Owners Equity--Contingency	60,777.61
	62,144.86
Net owners' funds	\$126,851.85
Represented by:	
Assets	
Working Account	
Cash at Bank--Working Account	60,388.57
Receivable--Levies--Working	3,617.33
	64,005.90
Contingency Fund	
1 Cash at Bank--Contingency	18,576.99
1 Investments--TD--Contingency	42,504.84
1 Receivable--Levies--Contingency	521.54
	61,603.37
Unallocated Money	
Cash at Bank--Unallocated	2,556.02
	2,556.02
<i>Total assets</i>	128,165.29
Less liabilities	
Working Account	
Creditor--GST--Working	(701.09)
	(701.09)
Contingency Fund	
1 Creditor--GST--Contingency	(541.49)
	(541.49)
Unallocated Money	
Prepaid Levies	2,556.02
	2,556.02
<i>Total liabilities</i>	1,313.44
Net assets	\$126,851.85

Statement of Financial Performance

for the financial year to 28/02/2023

Body Corporate 411943

"Hulme Apartments", Hampton Downs Road,
Meremere

Working Account

Current period Annual budget

01/03/2022-28/02/2023 01/03/2022-28/02/2023

Revenue

142700	Income Tax Refund - IRD	96.88	0.00
143000	Levies Due--Admin	58,953.90	58,953.93
	<i>Total revenue</i>	59,050.78	58,953.93

Less expenses

154000	Admin--Management Fees--Standard	5,916.00	5,916.00
152802	Admin--Prof. Fee - IRD Returns (GST & Income Tax)	1,150.00	1,150.00
182600	Building Manager--Contract	10,960.07	14,750.00
159100	Insurance--Premiums	18,267.93	18,267.93
159200	Insurance--Valuation	520.00	520.00
161400	Maint Bldg--Building Wash	0.00	3,950.00
161600	Maint Bldg--Building WOF (Compliance)	1,504.00	2,000.00
167200	Maint Bldg--General Maintenance & Disbursements	1,250.37	3,000.00
176850	Maint Bldg--Special Projects	0.00	5,000.00
190200	Utility--Electricity (Common Area)	1,186.21	2,000.00
190800	Utility--Rubbish & Waste Removal	2,614.00	2,400.00
	<i>Total expenses</i>	43,368.58	58,953.93

Surplus/Deficit

	15,682.20	0.00
Opening balance	49,024.79	49,024.79
Closing balance	\$64,706.99	\$49,024.79

Contingency Fund

		Current period	Annual budget
		01/03/2022-28/02/2023	01/03/2022-28/02/2023
Revenue			
243000	1 Levies Due--Contingency Fund	8,500.00	8,500.00
242600	1 Net Intt. on Investments--Cont.	542.98	0.00
	<i>Total revenue</i>	<u>9,042.98</u>	<u>8,500.00</u>
Less expenses			
251401	1 Contingency--Bank/Admin. Fee	27.15	0.00
254400	1 Contingency--Other Expenses	7,648.58	8,500.00
	<i>Total expenses</i>	<u>7,675.73</u>	<u>8,500.00</u>
Surplus/Deficit		<u>1,367.25</u>	<u>0.00</u>
	Opening balance	60,777.61	60,777.61
Closing balance		<u><u>\$62,144.86</u></u>	<u><u>\$60,777.61</u></u>

BODY CORPORATE 411943

PROPERTY AT 'HULME APARTMENTS' HAMPTON DOWNS ROAD, MEREMERE

**NOTES TO AND FORMING PART OF THE SPECIAL PURPOSE FINANCIAL STATEMENTS
FOR THE FINANCIAL YEAR 01 MARCH 2022 TO 28 FEBRUARY 2023**

1. STATEMENT OF ACCOUNTING POLICIES

(a) **Reporting Entity**

These Special Purpose Financial Statements of **Body Corporate 411943**, property at **'HULME APARTMENTS' HAMPTON DOWNS ROAD, MEREMERE** under section 132 of the Unit Titles Act 2010, are prepared for the purpose of reporting to the Body Corporate members on the receipts and payments of the Body Corporate for the period. Under the Unit Titles Act 2010 the Body Corporate must present Financial Statements each year.

(b) **Measurement Base**

The accounting principles recognised as appropriate for the measurement and reporting of earnings and financial position on an historical cost basis have been used, with the exception of certain items for which specific accounting policies have been identified.

The financial statements of body corporate are prepared on a going concern basis.

(c) **Specific Accounting Policies Base:** The Financial Statements are prepared on a cash basis. The amount shown as Levies Due represents the full amount levied in the period, not the levies paid.

Section 115 Operating Account: The requirements of Section 115 of the Unit Titles Act 2010 (UTA) have been met by the establishment of the Body Corporate's Working Account. For the avoidance of doubt, the Working Account reported on in these financial accounts refers to the Body Corporate's Operating Account as defined by Section 115 of the UTA

Goods and Services Tax: The Body Corporate is **GST registered** and the amounts shown in the Financial Statements are **exclusive** of GST where applicable.

(d) **Taxation:** Income from Interest and Dividends are taxable in the Bodies Corporate hands. The correct tax is deducted at source or available by way of Imputation Credits. All interest/dividends are recorded net of tax.

(e) **Changes in Accounting Policies**

There have been no changes in accounting policies. All policies have been applied on basis consistent with those in previous years.

NOTES TO THE ACCOUNTS

2. Capital Commitments

The entity has no capital commitments **as at 28 February 2023**.

3. Levies

The entity has outstanding levies **as at 28 February 2023**.

4. Outstanding Accounts

The entity has no outstanding accounts **as at 28 February 2023**.

5. **Variances and other notes to accounts:**

Working Account:

- **Utility—Rubbish & Waste Removal** – exceeds the annual budget due to the payment of rubbish removal invoice from 2021 was paid in the current financial year.

Contingency Account:

- **1 Contingency—Other Expenses** – relates to invoice for repairing leaking joins on spouting and cleaning gutter. Other expense includes installation of bird proofing.

INDEPENDENT ASSURANCE REPORT

To the Directors of Strata Title Administration Limited

We have undertaken a limited assurance engagement on the compliance of Strata Title Administration Limited's operation of the Trust Account for the two months ended 31 January 2023

Conclusion

Based on the procedures performed and evidence obtained from the procedures we have performed, nothing has come to our attention that causes us to believe that Strata Title Administration Limited does not comply, in all material respects, with the following criteria for two months ended 31 January 2023

The funds held for each of the entities under Strata Title Administration Limited umbrella can be identified within the Trust account;

- Receipts and payments are correctly accounted for;
- Appropriation of the funds is properly authorised.

Basis for Conclusion

We conducted our limited assurance engagement in accordance with Standard on Assurance Engagements (SAE) 3100 (Revised) Compliance Engagements issued by the New Zealand Auditing and Assurance Standards Board.

We believe that the evidence we have obtained is sufficient and appropriate to provide a basis for our conclusion.

Strata Title Administration Limited's Responsibilities

The Directors are responsible for compliance of Strata Title Administration Limited with the applicable criteria stated above namely transactions correctly accounted for and charged to the correct entities within the Trust Account.

Our Independence and Quality Control

We have complied with the relevant ethical requirements of Professional and Ethical Standard 1 (Revised) relating to assurance engagements, which include independence and other requirements founded on fundamental principles of integrity, objectivity, professional competence and due care, confidentiality, and professional behaviour.

In accordance with the Professional and Ethical Standard 3 (Amended) Forbes Audit and Accounting Limited maintains a comprehensive system of quality control including documented policies and procedures regarding compliance with ethical requirements, professional standards, and applicable legal and regulatory requirements.

Assurance Practitioner's Responsibilities

Our responsibility is to express a limited assurance conclusion on Strata Title Administration Limited's compliance with the requirement that transactions correctly accounted for and charged to the correct entities within the Trust Account, in all material respects. Our review has been conducted in accordance with SAE 3100 (Revised) to provide limited assurance that Strata Title Administration

Limited has complied with the correct accounting for transactions to various entities managed within their Trust Account. Our procedures included:

- An assessment of the Reporting Criteria, policies, and principles, with respect to their relevance, completeness, neutrality, and reliability;
- Assess to Rockend software, which provides us with access trust account ledger of each of entities and access to archived invoices;
- An assessment of Strata Title's internal system to ensure the controls are adequate to size, business and criteria named above;
- At the corporate level, we have conducted interviews with responsible staff to assess the system of internal controls;
- At the corporate level, we have collected and reviewed supporting documents for the transactions sampled for testing;

Given the circumstances of the engagement, in performing the procedures listed above we: Through discussion, enquiries, and observation, obtained an understanding of Strata Title Administration Limited's compliance framework and internal control environment to meet the applicable criteria stated above namely transactions correctly accounted for and charged to the correct entities within the Trust Account.

Through discussion, enquiries, observation and walk throughs, obtained an understanding of relevant compliance activities that are undertaken to meet the compliance requirements, as required for the operation of the Trust Account.

The procedures performed in a limited assurance engagement vary in nature and timing from, and are less in extent than for, a reasonable assurance engagement and consequently the level of assurance obtained in a limited assurance engagement is substantially lower than the assurance that would have been obtained had a reasonable assurance engagement been performed. Accordingly, we do not express a reasonable assurance opinion on compliance with the compliance requirements.

Other than in our capacity as the independent assurance practitioners, we have no relationship with, or interests in, Strata Title Administration Limited.

Use of Report

This report has been prepared for the Directors of Strata Title Administration Limited in accordance with the criteria above. We disclaim any assumption of responsibility for any reliance on this report to any persons or users other than the Directors of Strata Title Administration Limited, or for any purpose other than that for which it was prepared.

Forbes

Forbes Audit and Accounting Limited
6 March 2023
Auckland

BUSINESS INSURANCE REMARKETING

BC411943 HULME

24 April 2023

Prepared by: Mark Dall

Rothbury
INSURANCE
BROKERS

We are pleased to introduce you to your Service Team. Our aim is to be available as and when you need us, providing friendly and helpful service and quality advice.



Mark Dall

Assistant Branch Manager / Senior Commercial Broker

Mark is primarily responsible for the key relationship, providing general advice, technical insurance solutions, and sharing market knowledge along with escalating any problems.

P 021 578 313

E Mark.Dall@rothbury.co.nz



Narissa Rhodes

Commercial Broker Support

Narissa provides broker support and is responsible for many of the day to day changes required.

Narissa started in the insurance industry in 2015 and started with Rothbury in 2022. She has a wide range of insurance knowledge, including a specialty in working with commercial Fire & General clients. Narissa prides herself on being proactive, as well as her ability to pick things up quickly.

P +64 9 526 8329

E narissa.rhodes@rothbury.co.nz



Beth Worthington

Claims Adviser

Beth is a specialist claims adviser who will be responsible for your complete claims management.

Beth joined the insurance industry in 2006 and started with Rothbury in 2013. Specialising in Commercial Insurance claims, Beth has excellent technical knowledge and is a skilled interpreter of policy wordings. She strongly advocates for her clients throughout the Claims process to achieve the best possible outcome for her clients.

P +64 9 914 9809

E beth.worthington@rothbury.co.nz

Your Business Profile



A summary of the information we have based this remarketing report on is set out below. Please review this information carefully and let us know if anything is incorrectly recorded.

Business Profile

Company Name	Body Corporate 411943 (Hulme)
Cover Renewal Date	23/05/2023
Current Insurer	QBE Insurance

Commercial Building Details

Location	Hampton Downs Apartments (Hulme), Hampton Downs Motorsport Park
----------	---

Valuation Date	05 February 2023
----------------	------------------

Coverage Requirements

Buildings	\$	11,574,000
Loss of Rents	\$	\$2,500,000
Public Liability	\$	\$10,000,000
Statutory Liability	\$	\$1,000,000
Employers Liability	\$	\$1,000,000
Office Bearers Liability	\$	\$1,000,000

Key Information

Residential Apartments

Modern, three level apartment block comprising 20 garages on the lower level, ten apartments on level 1 and ten apartments on level 2. Constructed of concrete slab to the ground level, suspended concrete first floors with a combination of concrete tilt slab and concrete masonry wall construction, generally weatherboard and zincalume cladding over long run iron roofing.

Claim Details

2018 – Glass Balcony Shattered - \$1,032.27





2020 – Damaged Gate - \$2,139.22

2020 – Stone Hit Balcony Balustrade Glass - \$971.75

Market Results



We have approached insurance markets which we considered best suited to your needs. All of which satisfy Rothbury's financial strength requirements and have appropriate capability and capacity. Markets approached include:

Insurers Approached	Underwritten By	Notes
	QBE Insurance (Australia) Limited	Holding Underwriter provided terms
	Vero Insurance New Zealand Limited	Quoted without Office Bearers
	IAG Insurance New Zealand Ltd	Declined to Quote
	AIG Insurance New Zealand Ltd	Quote Delayed

For the 2023 renewal period, we have elected to approach the market to obtain three alternative quotations. We approached QBE (NZUA Underwriting Agencies), Vero, NZI and AIG, as these are reputed insurers in the market who offer policies to cover body corporates.

We were able to obtain terms from your holding insurer, namely QBE, as well as Vero Insurance. NZI declined to quote citing claims history as their reason to not offer up terms. AIG are experiencing staff shortages and although they had been given 3 weeks to quote, will only be able to offer up terms on the 28th April. It is our understanding however, that AIG's terms will not be as competitive as QBE's renewal terms offered.

The alternative terms offered by Vero, did not include Directors and Officers Liability as this will require a full proposal to be completed and quoted separately. Even without this, the terms received were still more expensive than the Strata Plus terms offered through QBE, who include Officers and Directors cover at a very competitive premium.

Referring to the policy limits on pages 9-12, the Strata Plus product offers substantial policy limits and covers and is market leading. We therefore have no hesitation in recommending this product for the 2023-2024 renewal period.

Note - Building insurance replacement value has increased from \$9,990,000 to \$11,574,000 for the renewal period.

Expiring premium package (22/23) -\$18,267.93 + GST
Renewing premium package (23/24) -\$23,377.36 + GST

Insurance Options



Detailed below is summary of the policy charge for the insurance options we have gathered based on an understanding of your requirements for the coming year. The total policy charge includes all insurer premiums, all government levy charges and broker revenue.

Insurer	Policy Type	Total Policy Charge (excl GST)	Recommended Option
QBE	Material Damage (Includes BI)	\$ 22,410.52	Recommended
QBE	Liability Package	\$ 494.34	Recommended
QBE	Office Bearers Liability	\$ 472.50	Recommended
	Total	\$ 23,377.36	Recommended
Vero	Material Damage	\$ 25,217.71	
Vero	Business Interruption	\$ 2,883.20	
Vero	Liability Package	\$ 1,198.95	
Vero	Office Bearers Liability	\$ N/A	
	Total	\$ 29,299.86	

Below is the summary of the package charge for the insurances we have recommended for the coming year. This package summary includes all Insurer premiums, all government levy charges and broker revenue.

Subtotal	\$	11,657.36
Government Earthquake Levy	\$	9,600.00
Fire Emergency Levy (FEL)	\$	2,120.00
Total Package Charge (excluding GST)	\$	23,377.36

The Total Package Charge (excluding GST) is based on you instructing us to put in place all the policies as listed below. If you choose not to go ahead with all the policies the charge for each policy could increase slightly.

Please Note: This quotation is valid for 30 days from date of issue.

May be subject to satisfactory completed proposal form.

May be subject to completed Fire Emergency Levy indemnity value declaration.



Our Service Model

At renewal, our services may include reviewing renewal offers from your Insurer/s; comparing costs to what you've previously paid; negotiating with Insurers; remarketing to alternative Insurers; comparing the scope of different cover options; providing different policy structure options; advising you on changes in government levies; meeting with you; reviewing cover with you to ensure that it remains suitable; preparing your documentation; and updating you on any relevant market changes.

When you make a claim, our services may include advising you on expected policy response, guiding you in preparing your claim, managing the progress of your claim with Insurers, meeting with you if required, facilitating claim preparation experts to assist you, negotiating with Insurers, consulting with internal and external legal counsel, and reviewing Insurer settlement offers. At other times throughout the year our services may include attending site risk surveys; researching and reporting on industry risk information; providing Certificates of Insurance; searching for property risk information; and attending to queries or policy changes as required by you.

Excess Structure

Material Damage Non – Natural Disaster (GST inclusive)	
Commercial Standard	\$250
Theft / Burglary (Commercial Units)	\$500
Residential Owner Occupied	\$100
Residential Tenanted	\$250
Vacant / Common area	\$500
Landslip & Subsidence	\$10,000
All Other Losses	\$250
Natural Disaster (GST inclusive)	
<p>For the regions of Northland, Auckland, and the District of Dunedin City - post 1934 building risks, and the District of Christchurch City - post 2004 building risks. 1% of the site sum insured, minimum excess \$1,000.</p> <p>The Region of Wellington - post 1934 building risks. 5% of the site sum insured, minimum excess of \$5,000.</p> <p>All other Regions not otherwise specified - post 1934 Buildings. 2.5% of the site sum insured, minimum excess of \$2,500.</p> <p>New Zealand all Regions - pre 1935 buildings risks. 10% of the site sum insured, minimum excess \$10,000.</p> <p>Where no EQC Act Cover applies \$5,000 or a higher excess otherwise applicable to claim under this policy. The excess will apply across the aggregate of all Material Damage and Business Interruption claims from any one event at each common site. Where the insured property that suffers natural disaster damage has been temporarily removed, the site sum insured excess applicable will be that of the insured property's original situation.</p>	
Business Interruption	
Dependency Memorandum	24 hours / Natural Disaster 14 days
Public Authorities Memorandum	24 hours / Natural Disaster 14 days
Prevention of Access	24 hours / Natural Disaster 14 days
Liability	
Public Liability	\$500
Statutory Liability	\$500
Employers Liability	\$500
Office Bearers Liability	\$500

Policy Cover Limits

Material Damage incl. Business interruption	
2.1 Additional Increased Costs of Working	\$200,000 per event
2.2 Additional Utility Charges	\$10,000 per event
2.3 Alternative Residential Accommodation & Emergency Accommodation	\$2,500,000 per event, \$10,000 per residential unit
2.4 Burglary Cover	Included
2.5 Capital Additions	Lesser of 10% of the sum insured for the building and 10% of the sum insured for the contents as stated in any new schedule issued; or \$1,000,000 in total for both during any annual period
2.6 Claim Preparation Costs	\$50,000 per event
2.7 Computer Breakdown	\$2,000 per event
2.8 Defective Drains & Sanitation	\$100,000 per event. Deferment period is 24 hours, except Natural Disaster which is 14 days
2.9 Dependency	Lesser of 10% of the building sum insured shown in the schedule or \$500,000 any event. Deferment period is 24 hours, except Natural Disaster which is 14 days
2.10 Docks, Piers, Wharves & Road Bridges	\$100,000 any one situation
2.11 Electric Motors / Fusion	\$10,000 per event
2.12 Expediting Costs Cover	Reasonable Costs Included
2.13 Fire Fighting Equipment	\$5,000 per period of insurance
2.14 Hidden Gradual Damage	\$25,000 per event, \$100,000 per period of insurance
2.15 Illegal Substances	\$50,000 per event, \$250,000 per period of insurance
2.16 Landscaping	Lesser of 5% of the maximum amount payable for building(s) at that site; or \$50,000 any one event
2.17 Landslip & Subsidence	\$1,000,000 per period of insurance, \$10,000 excess applies
2.18 Loss of Rent	Up to \$500,000 per owner/ per event, \$2,500,000 in the aggregate per event
2.19 Machinery Breakdown	\$1,000,000 per period of insurance
2.20 Malicious Damage by Tenants	\$50,000 per unit, \$250,000 per period of insurance
2.21 Money Cover	Money A \$20,000 / Money B \$2,000
2.22 Murder or Suicide	\$500,000 any event, deferment period is 24 hours
2.23 Prevention of Access	The lesser of 10% of the building sum Insured; or \$500,000, deferment period is 24 hours, except for Natural Disaster which is 14 days
2.24 Property Under Construction	\$1,000,000 per event
2.25 Protection Costs Cover	\$100,000 per event
2.26 Public Relations Expenses	\$20,000 per event
2.27 Records	\$10,000 per event, \$30,000 per period of insurance
2.28 Redundant Foundations	Included
2.29 Redundant Plant & Stock	Included
2.30 Refrigerated Stock	\$10,000 per event

Policy Cover Limits

Material Damage incl. Business interruption continued	
2.31 Removal of Nests	\$1,000 per period of insurance
2.32 Removal of Squatters	\$1,000 per period of insurance
2.33 Removal of Water from Basement	\$2,000 per event
2.34 Residential Landlords Fixtures & Fittings	\$35,000 per event, \$2,000,000 per period of insurance
2.35 Residential Unit Owners Improvements	\$50,000 per residential unit, \$250,000 per event
2.36 Rewards Cover	\$10,000 per event, \$20,000 per period of insurance
2.37 Smoke Damage	Included
2.38 Social Club Cover	Included
2.39 Stolen Keys Cover	Limit \$50,000 any one unit in the period of insurance, \$250,000 in total for the period of insurance
2.40 Stress Payment	\$2,000 per residential unit owner, \$50,000 per event & in the period of insurance
2.41 Sustainable Rebuilding Costs	Lesser of 10% of the actual cost to replace the building or \$500,000 any event
2.42 Theft Cover	Included
2.43 Transit Cover	\$20,000 per event
2.44 Unharmed Property Cover	Included
2.45 Unit Modifications	\$25,000 per residential unit
NATURAL DISASTER	Included/Excluded
WORDING	QBE Strata Plus Policy Wording STRAMD0621

Policy Cover Limits

Public Liability	
JURISDICTION	New Zealand Policy Territory/Jurisdiction & Extension for Overseas Visits
Advertising Liability	\$1,000,000 any one period. Excess \$1,000
Business Advice or Service	Included
Contractors or Sub Contractors additional insureds	Included
Defective Workmanship & Property Damage During Work	\$100,000 in the aggregate any one period. Excess \$1,000
Goods on Hook	\$250,000 any one period. Excess \$2,500
Innkeepers Liability	Included. Excess \$1,000
Landlords Liability	Included
Lost or Stolen Keys	\$250,000 any one period. Excess \$1,000
Mechanical Plant Liability & Car Park Liability	Included
Product Withdrawal Costs	\$100,000 any one period. Excess \$1,000
Property in Care, Custody or Control	\$500,000 any one period. Excess \$1,000
Punitive & Exemplary Damages	\$2,000,000 any one period. Excess \$500
Remotely Piloted Aircraft Systems Extension	\$1,000,000 any one period. Excess \$1,000
Tenants Liability	Included
Underground Services	Included. Excess \$5,000
Vehicle or Watercraft, Equipment or Machinery Service or Repair	\$250,000 any one period. Excess Property Damage to Vehicle or Watercraft \$1,000 Excess Property Damage to Equipment or Machinery \$2,500
Vibration & Removal of Support	Included. Excess \$5,000
Visits to North American Countries	Included
Warrant of Fitness	\$500,000 any one period. Excess \$2,500
POLICY WORDING	QBE General Liability Policy (GEL1122)

Statutory Liability	
JURISDICTION	New Zealand Only
POLICY WORDING	QBE Statutory Liability Policy (STL1122)

Policy Cover Limits

Employers Liability	
JURISDICTION	New Zealand Only
POLICY WORDING	QBE Employers Liability Policy (ELC1122)

Office Bearers Liability	
LIMIT OF INDEMNITY	\$1,000,000 any one occurrence & in the aggregate
JURISDICTION	New Zealand Policy Territory/Jurisdiction & Extension for Overseas Visits
POLICY WORDING	QBE Office Bearers Liability (OFF0103)



Important Information



ADVISER DUTIES

Rothbury brokers are bound by the Financial Markets Conduct Act 2013. This requires them to:

- i. meet standards of competence, knowledge, and skill which are described in the *Code of Professional Conduct for Financial Advice Services*;
- ii. give priority to clients' interests whenever a conflict of interest arises;
- iii. exercise care, diligence, and skill in giving financial advice; and
- iv. meet standards of ethical behaviour, conduct, and client care set out in the *Code of Professional Conduct for Financial Advice Services*.

POLICY TERMS AND CONDITIONS

These documents are only a summary of the cover provided. Please refer to your policy wording for full details of your scope of cover, conditions and exclusions. If you do not have a copy of your policy wording please contact our office and we will send a copy to you. Please notify us immediately of any changes to the risks insured – failure to do so may invalidate your cover.

YOUR DUTY OF DISCLOSURE

The Duty of Disclosure is a legal requirement that applies to all insurance contracts. Under the Duty of Disclosure you must disclose all information you know, or could reasonably be expected to know, is relevant to the insurer's decision whether to accept the risk of the insurance and, if so, on what terms. This duty includes, but is not limited to, any circumstance which could increase the risk of a claim, any criminal offence, any cancellation, refusal to renew, or special conditions imposed by another insurer and any previous insurance claim or uninsured loss. You are required to disclose this information before commencement of cover and before you renew, extend, vary or reinstate your insurance cover. If you do not provide all of this information your insurer may avoid your cover from the commencement of your policy.

PACKAGE CHARGE PAYABLE

Rothbury does not charge for providing you with this financial advice. If you decide not to use our services or take our advice there will be no cost to you. However, if you ask us to put in place any insurance cover then we will charge a service margin of 15% of the insurer premium and a documentation charge of \$50 for the whole package. The total amount shown in our quotation is all you will pay and includes all fees, expenses and commissions. If our service margin or documentation charge changes after the start date of your policy, then this will not affect the cost of your insurance until the next renewal. We will advise any change in the service margin or documentation charge during that renewal.

COMPLAINTS & DISPUTES RESOLUTION PROCESSES

If you wish to make a complaint, you may do this using our internal complaints process via our website

www.rothbury.co.nz/complaintsprocess

INSTALMENTS

Monthly payment costs include finance charges and are subject to the Rothbury Instalment Services Ltd Finance Agreement. Please refer to your Finance Agreement for specific charges, interest and application fee.

CREDIT CARD PAYMENTS

For payments made by credit card a 1.5% convenience fee is charged. We do not receive any income from the convenience fee.

TERMS OF BUSINESS

By instructing us to place cover for you, you agree that our Terms of Business apply to all services provided to you by the Rothbury Group, unless we have agreed otherwise with you in writing. This means you can refer to our Terms of Business for an explanation of terms used in your invoice and cover schedule.

Our Terms of Business also include:

Our obligations to you as part of the services we provide;

- A summary of the duties our brokers have to you under legislation and regulations;
- Your responsibilities relating to the cover we obtain for you;
- How your insurance costs are to be paid;
- How we are remunerated and a description of our incentives;
- Potential conflicts of interest that could arise and the steps we take to manage these;
- The limits of our liability to you concerning the services we provide;
- How to make a complaint if you are unhappy and our internal process for managing complaints.

This is just a summary of key topics. Our complete Terms of Business can be downloaded from www.rothbury.co.nz



INSURER FINANCIAL STRENGTH RATINGS

INSURER FINANCIAL STRENGTH RATINGS: TABLE OF CURRENT RATINGS					
INSURER	RATING AGENCY	RATING	INSURER	RATING AGENCY	RATING
Allianz†	S & P	AA-	New India	AM Best	B++
AIG Insurance	S & P	A	NZI*	S & P	AA-
Vero (AMP)	S & P	AA-	Lumley*	S & P	AA-
Berkshire Hathaway	S & P	AA+	QBE†	S & P	A+
Chubb	S & P	AA-	Vero	S & P	AA-
Hollard Insurance†	AM Best	A-	Vero Liability	S & P	AA-
Lloyd's of London	S & P	A+	Zurich†	S & P	AA-

† An overseas policyholder preference applies to this Australian based Insurer. Under Australian law, if the Insurer is wound up, its assets in Australia must be applied to its Australian liabilities before it can be applied to overseas liabilities. To this extent, New Zealand policyholders may not be able to rely on the Insurers assets to satisfy New Zealand liabilities.

*Lumley/NZI are business divisions of IAG New Zealand Ltd (IAG). IAG NZ Ltd receives the financial strength rating.

INSURER FINANCIAL STRENGTH RATINGS: EXPLANATION OF RATINGS		
S&P: STANDARD & POORS INSURER FINANCIAL STRENGTH RATINGS	A.M. BEST COMPANY INSURER FINANCIAL STRENGTH RATINGS	
Ratings from AA to CCC may have a plus (+) or minus (-) sign to show relative standing within the category.	Each Best's Financial Strength rating category from "A+" to "C" includes a Rating Notch to reflect a gradation of financial strength within the category.	
The rating scale below is in summary form. A full description of this rating scale can be obtained from www.standardandpoors.com	A Rating Notch is expressed with either a second plus "+" or minus "-". A full description of this rating scale can be obtained from www.ambest.com	
AAA = Extremely Strong	B = Weak	A++ = Superior
AA = Very Strong	CCC = Very Weak	A+ = Superior
A = Strong	CC = Extremely Weak	A = Excellent
BBB = Good	R = Regulatory Supervision	A- = Excellent
BB = Marginal	SD = Selective Default	B++ = Good
D = Default	NR = Not Rated	B+ = Good
		B = Fair
		B- = Fair
		C++ = Marginal
		C+ = Marginal
		C = Weak
		C- = Weak
		D = Poor
		E = Under Supervision
		F = In Liquidation
		S = Suspended

INSURER BROKERAGE RATE DISCLOSURE TABLE

Detailed below is a breakdown of the Insurer Base Premium Brokerage Rate and the Insurer Natural Disaster Premium Brokerage Rate which apply to the insurers for which we have provided quotations.

Policy Type	Insurer	Insurer Base Premium Brokerage Rate	Insurer Natural Disaster Premium Brokerage Rate
Strata Plus Material Damage	QBE Insurance (Australia) Ltd	22.50%	5%
Strata Plus Business Interruption	QBE Insurance (Australia) Ltd	22.50%	5%
Strata Plus General Liability	QBE Insurance (Australia) Ltd	22.50%	N/A
Strata Plus Statutory Liability	QBE Insurance (Australia) Ltd	22.50%	N/A
Strata Plus Employers Liability	QBE Insurance (Australia) Ltd	22.50%	N/A
Strata Plus Office Bearers Liability	QBE Insurance (Australia) Ltd	22.50%	N/A
Agenda Page 27 of 35			

Proposed Budget to apply from 01/03/2023

Body Corporate 411943

"Hulme Apartments", Hampton Downs Road,
Meremere

Working Account

		Proposed budget	Actual 01/03/2022-28/02/2023	Previous budget
Revenue				
142700	Income Tax Refund - IRD	0.00	96.88	0.00
143000	Levies Due--Admin	56,613.36	58,953.90	58,953.93
	<i>Total revenue</i>	56,613.36	59,050.78	58,953.93
Less expenses				
154000	Admin--Management Fees--Standard	5,916.00	5,916.00	5,916.00
152802	Admin--Prof. Fee - IRD Returns (GST & Income Tax)	1,150.00	1,150.00	1,150.00
182600	Building Manager--Contract	7,000.00	10,960.07	14,750.00
159100	Insurance--Premiums	23,377.36	18,267.93	18,267.93
159200	Insurance--Valuation	520.00	520.00	520.00
161400	Maint Bldg--Building Wash	3,950.00	0.00	3,950.00
161600	Maint Bldg--Building WOF (Compliance)	2,000.00	1,504.00	2,000.00
167200	Maint Bldg--General Maintenance & Disbursements	3,000.00	1,250.37	3,000.00
176850	Maint Bldg--Special Projects	5,000.00	0.00	5,000.00
190200	Utility--Electricity (Common Area)	2,000.00	1,186.21	2,000.00
190800	Utility--Rubbish & Waste Removal	2,700.00	2,614.00	2,400.00
	<i>Total expenses</i>	56,613.36	43,368.58	58,953.93
Surplus/Deficit		0.00	15,682.20	0.00
	Opening balance	64,706.99	49,024.79	49,024.79
Closing balance		\$64,706.99	\$64,706.99	\$49,024.79
	Total units of entitlement	100000		100000
	Levy contribution per unit entitlement	\$0.65		\$0.68
	Budgeted standard levy revenue	56,613.36		58,953.93
	Add GST	8,492.00		8,843.09
	Amount to raise in levies including GST	\$65,105.36		\$67,797.02

Contingency Fund

		Proposed budget	Actual 01/03/2022-28/02/2023	Previous budget
Revenue				
243000	1 Levies Due--Contingency Fund	8,500.00	8,500.00	8,500.00
242600	1 Net Intt. on Investments--Cont.	0.00	542.98	0.00
	<i>Total revenue</i>	8,500.00	9,042.98	8,500.00
Less expenses				
251401	1 Contingency--Bank/Admin. Fee	0.00	27.15	0.00
254400	1 Contingency--Other Expenses	8,500.00	7,648.58	8,500.00
	<i>Total expenses</i>	8,500.00	7,675.73	8,500.00
Surplus/Deficit		0.00	1,367.25	0.00
	Opening balance	62,144.86	60,777.61	60,777.61
Closing balance		\$62,144.86	\$62,144.86	\$60,777.61
Total units of entitlement		100000		100000
Levy contribution per unit entitlement		\$0.10		\$0.10
Budgeted standard levy revenue		8,500.00		8,500.00
Add GST		1,275.00		1,275.00
Amount to raise in levies including GST		\$9,775.00		\$9,775.00

POSTAL VOTING FORM

Form 12

(pursuant to Section 103, Unit Titles Act 2010)

TO MANAGER: Kyle O'Reilly / @Strata Title Administration Limited

EMAIL ADDRESS: kyleo'reilly@stratatitle.co.nz

BODY CORPORATE: 411943

PROPERTY AT: "Hulme Apartments", Hampton Downs Road, Meremere

Instructions

You are entitled to vote at the Body Corporate AGM by casting a postal vote. The motions to be decided at the meeting are summarised in the table below and more particularly set out in the notice of meeting. If you intend to cast a postal vote, you must indicate your vote by ticking one of the 3 right hand columns of the table.

I/We,

being the owner(s) of Unit(s) intend to cast the following postal vote at the meeting of Body Corporate Number 411943 to be held at **11.00am on Thursday, 11 May 2023**.

Important: this completed Postal Voting form needs to be submitted to Strata Title Administration Limited by 5.00pm on Wednesday, 10 May 2023.

		Vote For	Vote Against	Abstain
Item	See agenda for wording of resolution	<i>Please tick one of the boxes to vote.</i>		
1	Appoint a Chairperson of the Meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Accept Apologies, Proxies and Postal Votes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Financials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Report from the Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Chairperson Nominee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Delegating powers & duties to Committee (Section 108)*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Renewal of Insurance policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Insurance Excess	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Building Manager Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Common Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12(i)	Review Long Term Maintenance Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12(ii)	Arrange required Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Long Term Maintenance Fund*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Health & Safety – Hazard Register	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15(i)	Budget adopted and levy due date set	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15(ii)	Strata to pay standard/regular accounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		Vote For	Vote Against	Abstain
Item	<i>See agenda for wording of resolution</i>	<i>Please tick one of the boxes to vote.</i>		
16	Debt Collection regime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Tax Agent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Audit*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Minutes to be a record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* *Special Resolution required whilst all others require Ordinary Resolutions to pass*

Date:

Signature/s of eligible voter/s

If the unit is owned by more than 1 person, every owner must sign the form.

Notes

- 1 Your postal vote will not be counted if any body corporate levies, or other amounts that are payable in respect of your unit, are outstanding.
- 2 If a poll is requested, your ownership interest will be counted as part of the poll. If no poll is requested, your postal vote will be counted as 1 vote. You cannot request a poll.
- 3 If at the general meeting of the body corporate the wording of a motion is materially altered, your postal vote in relation to that motion will not be counted. It is the responsibility of the chairperson to decide what constitutes a material alteration. If you are concerned that your postal vote may not be counted as a result of an amendment to a motion, you should consider appointing a proxy to attend and vote at the meeting on your behalf.
- 4 If a quorum is not present at the general meeting of the body corporate, and regulation 13(1) of the Unit Titles Regulations 2011 does not apply, the meeting will be adjourned until the same day 1 week later and your postal vote will be counted at that meeting.
- 5 If the unit owner is a body corporate or an unincorporated body, the form must be signed by the representative (recorded in the register of unit owners) of the unit owner.
- 6 If the unit is owned by more than 1 person, every owner or his or her authorised representative must sign the form.



**Strata Title
Administration Ltd**

bc@stratatitle.co.nz

www.bodycorporate.co.nz

Auckland Phone (09) 307 3721
PO BOX 3187, Auckland 1140

Wellington Phone (04) 974 1011
PO Box 384, Wellington 6140

Christchurch Phone (03) 925 8749
Unit 5, 71 Gloucester Street,
Christchurch 8013

PROXY APPOINTMENT FORM

Form 11: Section 102(3), Unit Titles Act 2010

TO MANAGER: Kyle O'Reilly / @Strata Title Administration Limited
EMAIL ADDRESS: kyleo'reilly@stratatitle.co.nz
BODY CORPORATE: 411943
PROPERTY AT: "Hulme Apartments", Hampton Downs Road, Meremere

PROXY APPOINTMENT

I/We,
being the owner(s) of Unit(s) and therefore an eligible voter within the meaning of section 96(1)
of the Unit Titles Act 2010, appoint:
as my/our proxy for the purposes of the general meeting of the Body Corporate to be held at:
11.00am on Thursday, 11 May 2023.

If the general meeting is adjourned and reconvened, this proxy appointment is valid for the purposes of the reconvened meeting.

Date

Signature/s of eligible voter/s

(If the unit is owned by more than 1 person, every owner must sign the form).

Important: this completed Proxy form needs to be submitted to Strata Title Administration Limited by 5.00pm on Wednesday, 10 May 2023.

Notes

- 1) This proxy appointment expires at the end of the general meeting referred to in the form or, if that meeting is adjourned, the end of the reconvened meeting.
- 2) The full texts of motions are contained in the notice of general meeting, a copy of which should be provided to the proxy.
- 3) Your proxy may not vote unless all body corporate levies, and other amounts that are owing in respect of your unit, have been paid.
- 4) If the unit owner is a body corporate or an unincorporated body, the representative (recorded in the register of unit owners) of the unit owner must sign the form.
- 5) If the unit is owned by more than 1 person, every owner must sign the form.
- 6) If the unit is owned by more than 1 person, one of the unit owners may be appointed as proxy.
- 7) The person(s) signing this proxy form signs as duly authorised agent of the owner.

	AGENDA ITEMS Summary of Motions	TYPE OF RESOLUTION
1	Appoint a Chairperson of the Meeting	<i>Ordinary Resolution</i>
2	Accept Apologies, Proxies and Postal Votes	<i>Ordinary Resolution</i>
3	Financials	<i>Ordinary Resolution</i>
4	Report from the Committee	<i>Ordinary Resolution</i>
5	Chairperson Nominee	<i>Ordinary Resolution</i>
6	Committee	<i>Ordinary Resolution</i>
7	Delegating powers & duties to Committee (Section 108)*	<i>Special Resolution</i>
8	Renewal of Insurance policy	<i>Ordinary Resolution</i>
9	Insurance Excess	<i>Ordinary Resolution</i>
10	Building Manager Report	<i>Ordinary Resolution</i>
11	Common Maintenance	<i>Ordinary Resolution</i>
12(i)	Review Long Term Maintenance Plan	<i>Ordinary Resolution</i>
12(ii)	Arrange required Maintenance	<i>Ordinary Resolution</i>
13	Long Term Maintenance Fund*	<i>Special Resolution</i>
14	Health & Safety – Hazard Register	<i>Ordinary Resolution</i>
15(i)	Budget adopted and levy due date set	<i>Ordinary Resolution</i>
15(ii)	Strata to pay standard/regular accounts	<i>Ordinary Resolution</i>
16	Debt Collection regime	<i>Ordinary Resolution</i>
17	Tax Agent	<i>Ordinary Resolution</i>
18	Audit*	<i>Special Resolution</i>
19	Communication	<i>Ordinary Resolution</i>
20	Minutes to be a record	<i>Ordinary Resolution</i>

Note: *This is not a voting form and is for reference only. If you wish to vote and cannot attend the meeting please complete the Postal Voting Form.*