

16 May 2023

Dear Owner

**Re: Body Corporate 411943
Property at "Hulme Apartments", Hampton Downs Road, Meremere
Annual General Meeting held on Thursday, 11 May 2023**

Please find enclosed the minutes and following attachments relating to your Body Corporate's annual general meeting:

- the Body Corporate's budget for the year 1 March 2023 to 29 February 2024
- your levy notice, which is your proportion of the Body Corporate's budgeted expenses.

If you have received this letter by email your levy notice will follow in an additional email.

Should you require any further information please log into your Owner Portal online account via Strata's website www.bodycorporate.co.nz.

Please note: Should you require additional copies of your levy notice these can be downloaded 24/7 from your Owner Portal via Strata's website. Alternatively if you require Strata to email you a copy a manual processing charge will apply.

Yours sincerely,



Kyle O'Reilly
Senior Body Corporate Manager

MINUTES OF ANNUAL GENERAL MEETING
Body Corporate No 411943
Property at "Hulme Apartments", Hampton Downs Road, Meremere

THE ANNUAL GENERAL MEETING (AGM) of this Body Corporate was held at the office of Remuera Club, 27-33 Ohinerau Street, Remuera, Auckland, on Thursday, 11 May 2023 commencing at 11:00am.

ATTENDANCE:

Lot #	Unit #	Attendance	Owner Legal Name Representative at the AGM
302	302	Yes	Messrs G, D & Ms H Trass Gerald Truss
304	304	Apology	Freemanx Promotions Ltd, E Freeman Proxy: Strata
305	305	Apology	Keat, Leighton Proxy: Strata
311	311	Apology	Mr J & Mrs D Bade Proxy: Strata
315	315	Apology	Mr B & Mrs K Kirk-Burnnand Proxy: Strata

OTHERS PRESENT: Kyle O'Reilly and Simone Swan representing Strata Title Administration Ltd (Strata) as the Body Corporate Manager.

MINUTES OF THE MEETING:

1 APPOINTMENT OF CHAIRPERSON OF THE MEETING

Resolved: That the Body Corporate elects Kyle O'Reilly of Strata Title Administration Ltd (Strata) to chair the meeting.

2 APOLOGIES, PROXIES AND POSTAL VOTES

Resolved: That the apologies, proxies and postal votes be accepted and the meeting declared quorate.

3 FINANCIAL STATEMENTS

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

4 REPORT FROM THE COMMITTEE

Mr Ray Williams gave a joint verbal report to the meeting. The salient points were:

Introduction:

- Owners were informed that the Chairperson of each of the 4 bodies corporate act as a committee for the entire complex. They meet regularly throughout the year in order to deal with any issues and challenges that arise.
- Due to the decline in the level of service from Impression Real Estate, including the lack of action on committee and owner requests, their contract as building manager was terminated.
- Nathan Ralph-Doull, who is an owner occupier at Hampton Downs Apartments, was appointed as the new building manager following a rigorous interview process in which 4 candidates were interviewed.

Apartment Access:

- Considerable time has been spent attempting to rectify the apartment access issues.
- A full audit of the apartment locks has been carried out. It was noted that a total of 39 apartments have installed their own lock mechanisms. It was noted that this is a breach of the body corporate rules if permission was not sought prior to the installation.
- Owners who have installed their own locks would be required to provide a key or access code to the building manager or their respective chairperson. Lock boxes are permitted to be installed to hold a key for emergency access.
- Manual override locks will be installed to the remaining 41 apartments at a cost of \$260 per unit.
- Some of the access issues have been caused by the batteries in the receiver needing to be replaced. It was agreed that this would be arranged on an annual basis by the building manager moving forward.

Rubbish Removal:

- New replacement bins have been provided. However, it is noted that the handles to the bins have been broken during a recent collection. The building manager is in the process of having these repaired or replaced.
- The rubbish bins are being overloaded and will be monitored by the building manager and chairs. It was requested that owners report any instances of non-residents using the bins.

Parking:

- Yellow lines will be painted in the near future.

Data Storage:

- Ray, with the assistance of his wife Kate, has created a central repository for electronic files and important information. This includes an awning pack which can be provided to owners upon request.

Lighting:

- A competent electrician has been sourced and has replaced the electrical switchboards as required. Padlocks have been installed to the board housing in order to prevent the timers being changed by residents.

Lawn Mowing:

- Impressions had an informal agreement with a contractor for the lawn mowing. This contract has been terminated and the new building manager Nathan will take over this service.

Signage:

- The signage to the entrances will be replaced in the near future.

V8:

- It is believed that the Australians are hesitant to come to Hampton Downs due to the free viewing available from the apartments. It was generally accepted that owners would be willing to pay an admission fee.

- The chairs agreed to speak with Hampton Downs and V8's representatives to obtain clarification on their demands of the apartment owners.

- It was noted that the relationship between Hampton Downs and the apartment owners appears to have deteriorated and that an effort should be made to repair the relationship.

- It was suggested that a formal channel of communication be agreed between Hampton Downs and the apartments to improve communication and the relationship.

Other Matters:

- The maintenance issues with the entrance gates are being dealt with and should be repaired shortly.

- The building wash will take place in the near future and will include the spider treatment.

- The BWOFF was issued in January 2023.

Resolved: That the Committee's report is adopted.

5 CHAIRPERSON OF THE BODY CORPORATE

Resolved: That the Body Corporate appoints Gerald Trass as the Chairperson of the Body Corporate.

6 COMMITTEE

Resolved: That the Body Corporate elects a committee of four members, which shall have a quorum of three members, comprising:

Leighton Keat

Gerald Trass

Justin Bade

Eddie Freeman

7 DELEGATION OF DUTIES

Resolved 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

Resolved: 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

Owners noted that the claim excesses are low. They queried whether the premium could be reduced if the excesses were increased. Kyle agreed to query this with the broker.

Resolved: 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

Nathan introduced himself to the owners as the new building manager. He thanked the chairs and owners for their support since he took over on 1 April 2023.

He noted that a lot of his talking points had been covered by the committee report. However, he reported on the following issues:

- The entrance gate issues are in progress.
- Some loose fence panels have been secured.
- The stairwells have been inspected and the repainting will be arranged in due course.
- Nathan has been liaising with the fire service in relation to access in case of emergencies. The fire service will visit Hampton Downs in the next month or 2 to inspect and plan accordingly.

Resolved: That the Building Manager's report and recommendations are adopted.

11 COMMON MAINTENANCE MATTERS

An owner queried the location of the water shut off valves. Nathan confirmed that these are at the bottom of each stairwell.

An owner reported that the deck vents are getting rusty. Nathan agreed to inspect.

An owner reported possible leaks from the balconies into the garages. They believe this may be due to deteriorated grouting or cracked tiles. Nathan agreed to inspect and rectify as required.

An owner reported that the corrugated iron by the front doors is showing signs of rust. Nathan agreed to inspect.

An owner reported issues with boy racers. It was confirmed that there had not been any reported issues for around 1 year until recently. There have been 3 issues in the past 2 or 3 weeks. Videos will be sent to Auckland Police from local businesses. Police cameras have been re-installed. A camera had previously been installed on one of the units by the police, but this had since been removed. It was noted that Hampton Downs have cameras on their property.

Resolved: 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)

It was confirmed that an updated LTMP has been requested from Solution in Engineering and will hopefully be provided in the near future.

Resolved:

(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)

Resolved 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

It was confirmed that a new health and safety report had been requested from HSNZ and would hopefully be received in the near future.

Resolved: 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

Resolved:

(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

Resolved: 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

Resolved: 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

Resolved 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

Resolved: 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

Resolved: 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

With no further business to discuss, Kyle thanked owners and their representatives for their time and attendance and closed the meeting at 12.37pm.

A note of thanks was given to Kyle by the owners in attendance.

NOTES:

(a) **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.**

(b) 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>](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>](http://www.legislation.govt.nz/regulation/public/2011/0122/latest/DLM3695701.html)

Approved Budget to apply from 01/03/2023

Body Corporate 411943

"Hulme Apartments", Hampton Downs Road,
Meremere

Working Account

		Approved 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

	Approved budget	Actual	Previous budget
	01/03/2022-28/02/2023		

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

	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	<u>\$9,775.00</u>		<u>\$9,775.00</u>