MINUTES OF ANNUAL GENERAL MEETING

MANUKA COURT BC 42363

Body Corporate 42363

Date: Thursday, 5^{TH} March 2026 **Time:** 5:30 PM

Location: Environment Network Manawatu

1. INTRODUCTION

Present at meeting

Rebecca Bell (39), Odine Johnstone (50), Andrew Moore (48), Viv Aitken (46), Dan & Erin Wheeler (41)

Nicholas Firth held a Proxy for Jude & Paul Pearce (42)

Barbara Macpherson of Forte Property Management Ltd attended by Zoom Link and took the Minutes.

2. CONFIRMATION OF CHAIRPERSON FOR THE MEETING

It was resolved by Ordinary Resolution that Rebecca Bell be elected as Chairperson for the meeting. **Moved** Viv Aitken **Seconded** Dan Wheeler **Carried**

3. APOLOGIES / PROXIES / POSTAL VOTES

We received apologies from Ngaire Mathew (49)

Nicholas Firth held a Proxy for Jude & Paul Pearce (42)

No Postal votes were received.

Confirmation of sufficient attendance to achieve quorum (25% of eligible votes).

It was resolved by Ordinary Resolution that Apologies and Proxies be received.

Moved Rebecca Bell **Seconded** Dan Wheeler **Carried**

4. BODY CORPORATE CHAIRPERSON'S REPORT

It was resolved by Ordinary Resolution that the Body Corporate Chairperson's report be accepted and taken as read.

Moved Viv Aitken **Seconded** Andrew Moore **Carried**

It was resolved by Ordinary Resolution that the Health & Safety Plan for 2026 be approved.

Moved Viv Aitken **Seconded** Andrew Moore **Carried**

5. CONFIRMATION OF MINUTES OF PREVIOUS ANNUAL GENERAL MEETING

It was resolved by Ordinary Resolution that the Minutes of the Annual General Meeting held on 29th May 2025 be accepted as a true and accurate record of the meeting.

Moved Rebecca Bell **Seconded** Nicholas Firth **Carried**

5.1 MATTERS ARISING FROM PREVIOUS MINUTES

Nil

6. FINANCIAL

The financial statements for the period 1 January 2025 to 31 December 2025 have been reviewed and approved by the Committee.

Moved Rebecca Bell **Seconded** Viv Aitken **Carried**

7. APPOINTMENT OF AN AUDITOR

The Unit Titles Act requires that the financial statements be either:

- Submitted to an independent auditor for auditing, or
- Submitted to an accountant for review, or
- Undertake specific verification procedures as determined by the Body Corporate by special resolution at a general meeting.

Unless agreed by special resolution not to complete any of the above options.

- ***Special Resolution:*** **That the financial statements of the Body Corporate for the year 1 January 2025 to 31 December 2025 NOT be audited, reviewed by an accountant nor be specifically verified by an accountant (Section 132 (8) of the Unit Titles Act 2010).**

Moved Vivienne Aitken **Seconded** Dan Wheeler **Carried**

8. INSURANCE

In accordance with Section 134 of The Unit Titles Act 2010, the Body Corporate must insure, and keep insured, all buildings and other improvements on the base land to their full insurable value.

The Body Corporate insurance is currently in place with **AIG via Marsh Insurance Brokers to 1 January 2026 for $ 4,744,347.00.** The premium is $13,296.12 inclusive of GST. This motion seeks to confirm the insurance is in place and provide authority to the committee to renew the policy upon expiry. Manager to send Note to Broker that Unit 41 will be set up as an Air B&B.

It was resolved by Ordinary Resolution *That the Body Corporate Committee be authorized to obtain quotations at the time of renewal and place cover with the best option available. Owners to advise Manager should the occupancy of their Unit change (including a unit becoming vacant or changing to an Air B&B) during the year.*

Moved Odine Johnstone **Seconded** Andrew Moore **Carried**

8.1 INSURANCE PROFESSIONAL INDEMNITY INSURANCE FOR OFFICE HOLDERS

The current insurance has office bearers' liability in place for the committee; this motion is to confirm the Body Corporates' acceptance of this cover.

It was resolved by Ordinary Resolution *That t*he Body Corporate authorises the Body Corporate Committee to hold professional indemnity insurance for elected members of the Body Corporate Committee and Body Corporate Chair as considered appropriate and to levy the cost of the insurance in accordance with sections 115 and 121 of the Unit Titles Act 2010.

Moved Odine Johnstone **Seconded** Vivienne Aitken **Carried**

9. Health & Safety Inspection and Hazard Register

It was resolved by Ordinary Resolution *That t*he Body Corporate authorises the Committee to engage Plan Heaven to update the Health and Safety Inspection and Hazard Register for the Body Corporate.

Moved Rebecca Bell **Seconded** Nicholas Firth **Carried**

10. LONG-TERM MAINTENANCE PLAN & UPCOMING WORKS

The Unit Titles Regulations require that all large bodies corporates have a Long-Term Maintenance Plan (LTMP) prepared which covers a period of 30 years and is reviewed every three years at a minimum to ensure adequate funding is available for future capital expenses.

The last plan for the property was updated in 2025.

It was resolved by Ordinary Resolution *That in accordance with the provisions in section 157C of the Unit Titles Act 2010 t*he Body Corporate adopts the updated Long-Term Maintenance Plan.

11. Manuka Court Handbook and Body Corporate Rules Approval.

The Resident Rules have been updated to ensure a robust framework that promotes a safe respectful and well maintained living environment for all Residents. Owners advised to attach the Handbook and Rules to all Tenancy Agreements.

Special Thanks to Vivienne for her hard work in compiling the Book.

It was resolved by Ordinary Resolution *That the Body Corporate agrees to adopt the changes suggested in the Hand Book.*

Moved Vivienne Aitken **Seconded** Odine Johnston **Carried**

12. OPERATING BUDGET AND LEVY SCHEDULE

It was resolved by ordinary resolution That: The budget is fixed at **$124,447.78** ($77,197.78 Operating Fund, $0.00 Contingency Fund and $47,250.00 Long-Term Maintenance Fund) including GST in accordance with the provision of Section 121 of the Unit Titles Act 2010. The budget shall be raised by Utility Interest in **(4)** instalments due for payment on **31st March 2026, 31st July 2026, 31st October 2026 and 31st December 2026.**

ii. Pursuant to the provisions of Regulation 17 of the Unit Titles Regulations 2011, the Body Corporate gives its approval for the Committee to enter into all necessary obligations on commercial terms that will give effect to any expenditures provided for in the budget.

Moved Rebecca Bell **Seconded** Nicholas Firth Votes were 5 For 1 Abstain **Motion Carried**

13. Levy Collection

i. Pursuant to s128 (2) of the Unit Titles Act 2010 interest of 10% per annum will accrue and will be charged on any debt unpaid after the due date until the date of payment.

ii. Forte is authorised and instructed to recover unpaid levies or other unpaid debts owed by a unit owner, together with interest and reasonable costs of collection, where the debt has been outstanding for more than 28 days.

iii. The Body Corporate instructs Forte, or solicitors of its choice, to make an application to the appropriate decision maker to recover any unpaid debt owed by a unit owner, where need be.

It was resolved by ordinary resolution That Forte Property Management Ltd is Authorised to recover unpaid Levies.

Moved Dan Wheeler **Seconded** Rebecca Bell **Carried**

14. ELECTION OF BODY CORPORATE CHAIR

A body Corporate must elect a chairperson (who must be the owner of a principal unit) by ordinary resolution at every Annual General Meeting of the Body Corporate. The current Chairperson is Rebecca Bell.

Nomination has been received and accepted for Rebecca Bell PUA

It was resolved by ordinary resolution That Rebecca Bell be appointed Chairperson of the Body Corporate.

> **Manager's Note:** In accordance with section 112A(1) Unit Titles Act 2010 (UTA), the appointed Body Corporate Chairperson is automatically a Committee member. Also, they are automatically the Committee Chair, unless the Body Corporate passes an ordinary resolution under section 112A (2) UTA that they are not the Committee Chair and the Committee shall appoint its own Chair (from the rest of the Committee members) under Regulation 26(1).

Moved Vivienne Aitken **Seconded** Odine Johnstone **Carried**

15. BODY CORPORATE COMMITTEE MEMBERSHIP AND QUORUM

It was resolved by ordinary resolution That the Committee is to comprise of **6 (Six)** elected members and the total number of members required to constitute a quorum is no fewer than **4 (Four)** members.

Moved Rebecca Bell **Seconded** Odine Johnstone **Carried**

16. ELECTION OF BODY CORPORATE COMMITTEE

It was resolved by ordinary resolution That together with the appointed Body Corporate Chairperson (Rebecca Bell), the following members be declared elected to the committee in accordance with the provisions of Section 112 of the Unit Titles Act 2010 and Regulations 22 & 24 in the Unit Titles Regulations 2011 for the forthcoming year:

Committee Names and Unit numbers

Unit L   Odine Johnstone

Unit J   Andrew Moore

Unit H   Vivienne Aitken

Unit A   Rebecca Bell

Unit G   Zac Strauss

Unit C Dan Wheeler

Moved Nicolas Firth **Seconded** Vivienne Aitken **Carried**

17. Delegation of Body Corporate Chairperson Duties

It was resolved by special resolution That in accordance with the provisions of section 108(1) of the Unit Titles Act 2010 and regulation 11(2) of the Unit Titles Regulations 2011 the duties of the Body Corporate Chairperson as set out in regulation 11(1), sub-paragraphs (a) to (m) included in the Unit Titles Regulations are delegated to the Committee, effective until the next Annual General Meeting.

Moved Vivienne Aitken **Seconded** Dan Wheeler **Carried**

18. Delegation of Body Corporate Powers and Duties

It was resolved by special resolution That in accordance with the provisions of section 108(1) of the Unit Titles Act 2010 all the powers and duties of the Body Corporate are delegated to the Body Corporate Committee, except for the powers and duties set out in section 108(2) of the Unit Titles Act 2010 with effect until the next Annual General Meeting. The Body Corporate Committee shall report on the delegation to the Body Corporate at the next Annual General Meeting.

Moved Vivienne Aitken **Seconded** Dan Wheeler **Carried**

19. Policy on Conflict resolution

Discussion on the draft policy on conflict resolution.

It was resolved by ordinary resolution That the Body Corporate agrees to adopt the conflict resolution policy.

Moved Vivienne Aitken **Seconded** Nicolas Firth **Carried**

20. Inland Revenue Tax Agent Authority

It was resolved by ordinary resolution That the Body Corporate appoints Forte Property Management Ltd and Dcipher Charter Accountants Ltd (tax agent) to act on our behalf for all tax types for the coming year. Authority is given to obtain information from Inland Revenue and other financial institutions to enable our tax returns to be completed. This includes obtaining information via online services available on the Inland Revenue's website. The Body Corporate recognises that Forte/ Dcipher role is to lodge their tax returns rather than provide individual tax advice relating to the specific handling of one-off amounts that may arise from time to time. In this instance the Body Corporate will arrange their own independent tax advice as to how the return should be handled by Forte Property Management.

Moved Rebecca Bell **Seconded** Andrew Moore **Carried**

17. GENERAL BUSINESS

Nil

Meeting Closed 7.06PM