MINUTES OF THE ANNUAL GENERAL MEETING OF BROOKVALE VILLAGE BODY CORPORATE Nº 87468
HELD AT 10:00AM ON THURSDAY 12TH JUNE 2025
AT THE OLD MILL FUNCTION ROOM, 7 HINEMOA STREET, PARAPARAUMU.

The Chairperson, John Palmer, declared the meeting open at 10:00am.

Present:
Mary Allen, Roy Pigneguy, Megan Griffiths, Caroline Lonsdale, Marie Wolffram, Julie Barrow, Maxine King, Susan Dixon, David Alexander, Liz & John Palmer, Donna & Rick Durey, Peter Raper, Janice & Roy McConnell, Erina Blackley, Trundie Jordan, Val Serjeant, Maureen Duffy, Earl Richfield, Allan Brocklebank, Rosalie Waugh, Diane Andrews, Eddie Thompson, Sue Wark, Maureen Lange, Diana Lewis, Elaine Kirkman, Helen Wilson, Andrzej Pomer, Margaret & Jeffery Powell, Jill Brook, Marilyn Flynn, Martin McMyler.

Apologies:
Graeme Webb, Kevin Peden, Sue & Bill Whitley, Pat O'Grady, Jill Smith, Jennifer Breed, Merle Whiteman, Margaret Hurst, Frankie Schmid, Linda Dean, Katina Antoniadis, Judith Richfield, Maureen Brocklebank, Donna Van Der Syp, Rieki Teutischer, Rosemary Pennisi, Johanna Janssen, Annette Waterhouse, Gordon Wark, Izaela Pomer.

Proxies: None.

Business:

Section 101 of the Unit Titles Act 2010 sets out how matters at a general meeting of a body corporate are decided:

101 How matters at general meeting of body corporate decided
(1) A matter to be decided by a body corporate must be decided by ordinary resolution at a general meeting.
(2) Subsection (1) applies unless—
(a) the Act provides for the matter to be decided by the body corporate by special resolution; or
(b) the body corporate committee exercises a delegated authority to decide the matter.
(2A) A body corporate may decide matters within its functions and powers regardless of whether they have been delegated to the body corporate committee (see also section 110 concerning the effect of delegation on the body corporate).
(3) Any matter that is not on the agenda for a general meeting may be discussed at the meeting but, unless all the eligible voters are present at the meeting, no resolution may be voted on and made in respect of that matter except to include that matter on the agenda for a subsequent general meeting.
(4) Every resolution must be recorded in writing.

(1) Confirmation of the agenda for the Annual General Meeting held on 12th June 2025.

The agenda was distributed prior to the meeting.

Moved: John Palmer Seconded: Roy McConnell

(2) Confirmation of the lists of apologies and those present for the Annual General Meeting held on 12th June 2025.

Both lists were compiled just prior to the commencement of the meeting (to save time). The list of apologies was then read out at the start of the meeting. Both lists were updated as further apologies came to light, and more people joined the meeting.

Moved: John Palmer Seconded: Val Serjeant

(3) Confirmation of the Minutes of the previous Annual General Meeting held on 5th June 2024.

The minutes of the previous Annual General Meeting held on 5th June 2024 were distributed after that meeting. There being no amendments to those minutes and no matters arising, they were accepted as a true and correct record of the meeting.

Moved: Rick Durey Seconded: Marie Wolffram

(4) Chairperson's report

The Chairperson's report was distributed prior to the meeting. At the meeting, the Chairperson mentioned that there had been quite a turnover of residents in the village over the year. He also mentioned that the village is currently waiting for the road to be repaired - it will be done when there is suitable weather and the contractor can fit the job in.

Moved: Caroline Lonsdale Seconded: Rosalie Waugh

(5) Motion to approve the Accounts for the year ended 31st March 2025

The Annual Report for the Year Ended 31st March 2025, which includes Balance Sheet, Income & Expenditure Statement, Assets Schedule, Notes to the Accounts and Accountants Report, was distributed prior to the meeting.

Discussion:

The Chairperson mentioned that the main concern was: "Have we collected enough money to pay the insurance bill?" He said the answer was "yes". He said the insurance bill was paid on time, with a wee bit of a surplus after it.

There was a query about why the fees have to be increased if there was a surplus. The Chairperson and Martin (Property Management) explained that the village needs to accumulate sufficient funds to pay the next insurance premium due in March 2026. It is not known what the amount of that premium will be - all that is known is the amount of this year's premium. Martin said that a few years ago the village had a massive increase in the insurance premium of about 25% which meant the fees had to be increased by about $15.00 per week almost immediately. He said since then, the Committee has been making provision for a surplus so that there is a "safety net" to ensure to village has sufficient funds to pay insurance premiums. He said that if the village does not have sufficient funds to pay the premium, the broker can allow it to be paid over time but can charge interest on the outstanding amount.

The Chairperson gave a general overview of some building insurance issues.

A question was asked about what insurance company the village is with. The Chairperson explained that the village has an insurance broker called Aon who mainly put the insurance out through NZI.

There was a query about whether the surplus is invested. The Chairperson explained that money is invested so that it falls due at the end of March in time to pay the insurance.

There was a question about whether the fee increases included the rental garages as well, and whether they were going to go up too. The Chairperson replied that the rental garages have nothing to do with the body corporate.

Resolution: Approve the Accounts for the year ended 31st March 2025

All votes in favour. No votes against. Resolution passed (Ordinary resolution)

(6) Motion to approve the Body Corporate Budget for 2025/26

Discussion:

During discussion on the previous motion, the Chairperson said that the fee increase for villas with a garage would be $3.00 per week and $2.83 per week for villas with no garage. He pointed out the these increases are just for the body corporate portion of the fees.

Resolution: Approve the Body Corporate Budget for 2025/26, which includes the body corporate fee increases per week applying from 1 November 2025 of $3.00 for villas with a garage and $2.83 for villas with no garage.

All votes in favour. No votes against. Resolution passed (Ordinary resolution)

(7) Election of Chairperson

There was only one nomination. It was for the current Chairperson, John Palmer. As there was only one nomination, no election was required. There was a round of applause for John Palmer.

(8) Election of Committee

There were seven nominations for the seven positions on the Committee, meaning no election was required. There was applause for the committee members. The new committee consists of four existing members and three new members.

The seven committee members: John Palmer, Roy McConnell, Rick Durey, Marie Wolffram, Linda Dean, Bill Whitley, Merle Whiteman.

(9) Motion for the Body Corporate not to engage an outside auditor

Discussion:

The chairperson said the main reason for doing this is the cost of getting an outside firm to do it. Kevin Peden (ACA Retired) has been completing an annual Accountants Report for a number of years up to and including this year. However, Kevin has indicated that he will not be able to continue with this work. It was mentioned that Kevin "has done a wonderful job over the years". The body corporate needs to find another person, not on the committee, to do this work.

Resolution: The Body Corporate not to engage an outside auditor

All votes in favour. No votes against. Resolution passed (Special resolution - Unit Titles Act 2010 Section 132 (8))

(10) Motion not to have the long-term maintenance plan reviewed by a building professional

Discussion:

The Chairperson said that this resolution is a legal requirement if the body corporate does not want to consult with a building professional, or other suitably qualified professional. Rick explained that we are putting an appropriate amount into the long-term maintenance fund - a building professional would suggest more. A good fund is probably a good selling point in that prospective buyers might see less risk of having to pay a lump sum to meet a shortfall.

Resolution: Not to have the long-term maintenance plan reviewed by a building professional

All votes in favour. No votes against. Resolution passed (Special resolution - Unit Titles Act 2010 Section 157C (6))

(11) Motion to install a security camera (as per "Remit for Security Camera")

A "Remit for Security Camera" was distributed prior to the meeting.

Discussion:

The Chairperson and Rick provided information during the discussion. Trials were carried out with advice from Peter Raper's son David. The purpose of the trials was to make sure the system would work before proceeding further. The trials were successful. The results were very good.

The camera is now located at the village entrance, but switched off awaiting the outcome of the AGM. The Committee will only view the footage in accordance with the "Remit for Security Camera". A pedestrian could get in the line of view. Anything in view of the camera can be stored, not just number plates. Within the village, the focus is on the number plate, but the camera captures anything within its view, including suspicious people loitering at the entrance. The camera can film constantly or it can be motion activated. The camera can hold months of footage - it will start overwriting existing footage when it runs out of space. Signage is to be put up - two signs were mentioned.

There was a question about the cost of the camera: $360.00. And another question about the cost of the bird house the camera is located in: one cent or less (from Temu). It was mentioned that Roy McConnell had put a lot of work into adapting the bird house for the camera. There was a round of applause for Roy McConnell.

Resolution:

Install a security camera. The security camera will be operated in accordance with the code of practice for security cameras in residential environment.

In particular:

- **Signage will be displayed indicating the presence of the camera.**
- **The focus of the camera will only be at village entrance off Redwood Close and will not focus on any villas within the village.**
- **The 24/7 video recordings will only be accessed for the purpose of supporting Police, Insurance company or other relevant individuals involved in seeking footage relating to a security event within the village.**
- **Any maintenance aspect of the camera will be attended to in the company of a committee member.**

40 votes in favour. 3 votes against. Resolution passed (Ordinary resolution)

(12) Motion that the new committee develop a Lighting Policy

A "Remit for Decorative Lights" was distributed prior to the meeting.

Discussion:

There was considerable discussion about this motion. The first to speak said "we've lost the 'knock on the front door and have a chat to someone'", to which there were several murmurs of agreement. This sentiment and variations of it were expressed by others during the discussion. The first speaker added "I really object to this - really object to it". There were expressions of agreement to that statement as well.

Comments were made that a resident with a number of outside decorative lights felt targeted by the motion, was very upset and consequently was not able to attend the meeting. It was said that the resident had not been spoken to about the lights, apart from compliments. The compliments lead to more lights being purchased in the belief that other residents liked them.

There were two suggestions that Committee member(s) should visit the resident to apologise, with a round of applause for the first one.

There were discussions about the body corporate operational rules, particularly the complaints protocol set out in the rules (If anyone would like a copy of the Brookvale Body Corporate Operational Rules, please contact the Chairperson, John Palmer).

It was pointed out that "the outside doesn't actually belong to the residents, it belongs to the body corp, surely they have a say in what goes on in peoples gardens and outside".

It had been mentioned that the policy could not be enforced, which lead to the question: "What's the use of having a policy?" The response was "Most people want to do the right thing".

It was emphasised that the policy the Committee develops would need to be put before the body corporate for a vote. It was pointed out that if the policy were to become an enforceable rule, the cost of changing the body corporate operational rules would probably be around $1,000.00.

Resolution:

That the new committee develop a Lighting Policy at the next AGM or special meeting, which may include:

- **Permitted types of lights (e.g., static vs. flashing).**
- **Time limitations (e.g., Christmas use only).**
- **Limiting the number of lights (e.g., maximum of 3).**
- **Location of the lighting.**

21 votes in favour. 9 votes against. Resolution passed (Ordinary resolution)

General Business:

A motion was put forward that the chairperson can only stay in office for three years max. The "theory being that people won't take on the job because they don't want to be saddled with it for fifteen years. But if they see that it is only going to last a maximum of three years they'll take the job on". It was pointed out that the body corporate holds elections every year for a Chairperson. The existing Chairperson has a choice as to whether they wish to stand for re-election or not. It was also pointed out that a matter not on the meeting agenda can only be discussed - no resolution may be voted on (unless all eligible voters are present) except to include the matter on the agenda for the next annual general meeting.

There was a request for a new residents' phone list. The Chairman said the list had been put off awaiting the details for about six new residents. It was put off again awaiting the names of any new committee members. The Chairperson requested that all residents check the current list to make sure their details are correct and up to date and to advise him if they are not.

There was a query about how much the body corporate committee could spend without going back to the body corporate. The Chairperson and Martin explained that it was taken out of the rules and is referenced to the budget approved at the most recent annual general meeting.

There was a request that the committee minutes have the names of both the Chairperson and the minute recorder/minutes secretary shown on them. The Chairperson agreed to this.

There was a query about neighbourhood watch, which lead to information about a Community Patrol car that drives through the village at night. A car delivering "The Post" newspaper drives through at night too.

There was a request that there be a Deputy Chairperson. The Chairperson replied that there is no provision for a Deputy Chairperson in the legislation. The body corporate chairperson can only be elected by the body corporate.

The Chairperson declared the meeting closed at 11:55am, followed by a round of applause

Minute taker: David Alexander

John Palmer
Chairperson
16 June 2025