



Boutique Body Corporates

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2nd Floor, Ascot Central, 7 Ellerslie Racecourse Drive, Remuera.
PO Box 11131, Ellerslie. T: 09 524 9785 F: 09 524 9780

Minutes for Annual General Meeting under the Unit Titles Act 2010 Body Corporate 309042

23 Alpers Avenue, Epsom, Auckland

Held Thursday, 7 November 2019 at 4.30pm at the offices of Boutique Body Corporates
Level 2, Ascot Central, 7 Ellerslie Racecourse Drive, Remuera

PRESENT: Joshua Yong (Unit 23A), Jengis Loming (Unit 23B), Ider Luvsandanzan (Unit 23C), Joe Hancock (Unit 23D) and R Apanui (Boutique Body Corporates Ltd).

It was noted that the meeting was quorate and accordingly proceeded.

1.0 APPOINTMENT OF MEETING CHAIR

It is suggested the Secretary/Manager chairs the meeting.

RESOLVED: (by ordinary resolution)

The Secretary/Manager chair the meeting.

CARRIED UNANIMOUSLY

2.0 APOLOGIES, PROXIES AND POSTAL VOTES

Apology & Proxy

Tsogmaa Zorigt (Unit 23C) to Ider Luvsandanzan

RESOLVED: (by ordinary resolution)

The apology and proxy be accepted.

CARRIED UNANIMOUSLY

3.0 MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING

There were no queries regarding the minutes.

RESOLVED: (by ordinary resolution)

The minutes of the previous Annual General Meeting of 7 November 2018 be taken as read and adopted as a true and correct record of the meeting.

CARRIED UNANIMOUSLY

4.0 FINANCIAL

There were no queries regarding the accounts.

RESOLVED: (by ordinary resolution)

The accounts as presented to the meeting which show an Operating Account balance of \$17,758.16, Contingency Fund of \$18,954.73 and Net Assets of \$36,712.89 be adopted.

CARRIED UNANIMOUSLY

5.0 AUDIT REVIEW

It was agreed no audit was required.

RESOLVED: (by special resolution)

That because complete financial accounts, including transactional records, are available to any owner on request, the Body Corporate resolves to dispense with the need for ongoing annual audits, review or verification of the financial accounts for the financial year just completed provided the Body Corporate in a General Meeting, or the Committee, may at any time require the annual accounts to be audited, reviewed or verified.

CARRIED UNANIMOUSLY

[Secretary's Note: Grant Thornton last carried out a review of the Body Corporate's accounts in June 2017. A copy of the review letter is provided with the Agenda and available to view on the portal.]

6.0 INSURANCE

The current insurance policy expires on 9 December 2019 and is placed with AIG through Marsh. Quotes were distributed prior to the meeting.

RESOLVED: (by ordinary resolution)

Insurance be placed with Chubb through Marsh on the terms and conditions supplied to owners.

CARRIED UNANIMOUSLY

[NB: A commission is paid by some brokers for the placement of Insurance through them. If this occurs then the Body Corporate will share the commission equally with the Secretary. A commission of \$113.33 was paid to the Body Corporate for the financial period 2018-2019.]

7.0 CHAIRPERSON

There have been no nominations from Chairperson.

RESOLVED: (by special resolution)

As there have been no nominations for Chairperson the position will remain vacant for the year. The Body Corporate delegates to the Body Corporate Committee under Section 108(1) of the Act the powers and duties of the Chairperson set out in subparagraph 11(1)(a)-(m) of the Regulations.

CARRIED UNANIMOUSLY

8.0 COMMITTEE

a) As with previous years the Committee shall consist of a representative from each unit.

RESOLVED: (by ordinary resolution)

That the Committee shall comprise of a representative from each unit and the quorum for Committee meetings be fixed at three.

CARRIED UNANIMOUSLY

b) Section 108(1) sets out the powers which can be delegated to the Committee between Annual General Meetings.

RESOLVED: (by special resolution)

The Committee is delegated the full powers and authority of the Body Corporate, subject to any prior direction given at any General Meeting of the Body Corporate or prohibition as contained in Section 108(2) of the Act.

CARRIED UNANIMOUSLY

9.0 COMMITTEE REPORT

There were no queries regarding the report.

RESOLVED: (by ordinary resolution)

The committee report be received and entered into the records of the Body Corporate.

CARRIED UNANIMOUSLY

10.0 HEALTH AND SAFETY

A Health & Safety Report has been received of which all owners have a copy of.

Owners to advise if there have been any further hazards or incidents since previous AGM.

RESOLVED: (by ordinary resolution)

No new hazards have been identified or notifiable incidents occurred since the previous AGM.

CARRIED UNANIMOUSLY

11.0 BUDGET AND LEVIES

An expense budget for the operating account and Contingency Fund was prepared by the Secretary and distributed with the Notice of Meeting. Following discussion the following changes were made to the budget:-

- a) Insurance can be reduced from \$6,000 to \$5,500 to reflect quote from Chubb.
- b) Owners elected to remove the contribution to the contingency fund altogether and would revisit it at the next AGM.

RESOLVED: (by ordinary resolution)

That levies be raised based on the expense budget of \$12,581.00 (inclusive of GST) with payment due in two instalments falling due on 7 December 2019 and 7 June 2020.

CARRIED UNANIMOUSLY

12.0 GENERAL BUSINESS

Items discussed at previous AGM

a) Garage Door Replacement

Owners advised they had met to discuss this to go through various options to ensure any door replacement keeps up with the aesthetics of the building. Joe advised he would obtain a quote from his contractor and revert to all once to hand. Ider noted they did not need to replace their garage door.

b) Staining of Exterior Cedar/Painting

The long term maintenance plan suggested this was not required until 2023. Jengis noted there were some areas that were in need of this sooner rather than later. As

agreed at the last AGM a specification was obtained from Resene and distributed to all owners but no response ever received.

The Manager advised she would send this out again to all owners to have a look at to ensure they were happy with the specification. Once owners have approved the specification she would instruct Resene to go ahead and send the specification out for tender. The Manager noted if anyone had a specific contractor they wished to quote for the job to let her know.

c) Speeding on Common Ground

So far as everyone was aware this was no longer an issue.

d) Main Gate

There have been no major issues reported since the last AGM

e) Roof Condition

It had been discussed to get a contractor to check on the current condition of the roof. Josh advised someone had checked his roof. It was noted individual owners were responsible to check their own roof.

f) Unit A – Accessory Unit Space

Josh advised he is in the process of tidying up this space as the tree has now been removed and replaced with smaller trees. He also advised he was going to repave the area. Josh noted he was aware this space was to be utilised as it was intended which was as a garden space.

g) Gardens/Grounds

Josh noted the large aloe vera plant should be removed. Jengis noted Tsogmaa usually trims this. Joe advised he had not seen the plant so could not comment. It was agreed before anything was done to discuss with Tsogmaa.

There being no further business, the meeting closed at 5:25pm



Secretary, Body Corporate 309042

Friday, 8 November 2019



2nd floor Ascot Central, 7 Ellerslie Racecourse Drive, Remuera.
PO Box 11131, Ellerslie. T: 09 524 9785 F: 09 524 9780

**Minutes for Annual General Meeting under the
Unit Titles Act 2010
Body Corporate 309042**

23 Alpers Avenue, Epsom, Auckland

**Held Tuesday, 17 November 2020 at 4.30pm at the offices of Boutique Body Corporates,
Level 2, Ascot Central, 7 Ellerslie Racecourse Drive, Remuera**

PRESENT: Jengis Loming (Unit 23B), Ross Turner (Unit 23C), Joe Hancock (Unit 23D) and R Apanui (Boutique Body Corporates Ltd).

It was noted that the meeting was quorate and accordingly proceeded.

1.0 APPOINTMENT OF MEETING CHAIR

It is suggested the Secretary/Manager chairs the meeting.

RESOLVED: (by ordinary resolution)

The Secretary/Manager chair the meeting.

CARRIED UNANIMOUSLY

2.0 APOLOGIES, PROXIES AND POSTAL VOTES

Proxy:

23C to Ross Turner

RESOLVED: (by ordinary resolution)

The proxy be accepted.

CARRIED UNANIMOUSLY

3.0 MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING

There were no queries regarding the minutes.

RESOLVED: (by ordinary resolution)

The minutes of the previous Annual General Meeting of 7 November 2019 be taken as read and adopted as a true and correct record of the meeting.

CARRIED UNANIMOUSLY

4.0 FINANCIAL

There were no queries regarding the accounts.

RESOLVED: (by ordinary resolution)

The accounts as presented to the meeting which show an Operating Account balance of \$19,330.66, Contingency Fund of \$18,954.73 and Net Assets of \$38,285.39 be adopted.

CARRIED UNANIMOUSLY

5.0 AUDIT REVIEW

It was agreed no audit was required.

RESOLVED: (by special resolution)

That because complete financial accounts, including transactional records, are available to any owner on request, the Body Corporate resolves to dispense with the need for ongoing annual audits, review or verification of the financial accounts for the financial year just completed provided the Body Corporate in a General Meeting, or the Committee, may at any time require the annual accounts to be audited, reviewed or verified.

CARRIED UNANIMOUSLY

[Secretary's Note: Grant Thornton last carried out a review of the Body Corporate's accounts in June 2017. A copy of the review letter is provided with the Agenda and available to view on the portal.]

6.0 INSURANCE

The current insurance policy expires on 9 December 2020 and is placed with AIG through Marsh. Quotes were distributed prior to or at the meeting.

RESOLVED: (by ordinary resolution)

Insurance be place with Chubb through Marsh on the terms and conditions supplied to owners for the premium amount of \$6,478.52 through to 9 December 2021.

CARRIED UNANIMOUSLY

[NB: A commission is paid by some brokers for the placement of Insurance through them. If this occurs then the Body Corporate will share the commission equally with the Secretary. A commission of \$101.83 was paid to the Body Corporate for the financial period 2019-2020.]

7.0 CHAIRPERSON

There have been no nominations from Chairperson.

RESOLVED: (by special resolution)

As there have been no nominations for Chairperson the position will remain vacant for the year. The Body Corporate delegates to the Body Corporate Committee under Section 108(1) of the Act the powers and duties of the Chairperson set out in subparagraph 11(1)(a)-(m) of the Regulations.

CARRIED UNANIMOUSLY

8.0 COMMITTEE

a) As with previous years the Committee shall consist of a representative from each unit.

RESOLVED: (by ordinary resolution)

That the Committee shall comprise of a representative from each unit and the quorum for Committee meetings be fixed at three.

CARRIED UNANIMOUSLY

b) Section 108(1) sets out the powers which can be delegated to the Committee between Annual General Meetings.

RESOLVED: (by special resolution)

The Committee is delegated the full powers and authority of the Body Corporate, subject to any prior direction given at any General Meeting of the Body Corporate or prohibition as contained in Section 108(2) of the Act.

CARRIED UNANIMOUSLY

9.0 COMMITTEE REPORT

There were no queries regarding the report.

RESOLVED: (by ordinary resolution)

The committee report be received and entered into the records of the Body Corporate.

CARRIED UNANIMOUSLY

10.0 HEALTH AND SAFETY

Owners to advise if there have been any further hazards or incidents since previous AGM.

RESOLVED: (by ordinary resolution)

No new hazards have been identified or notifiable incidents occurred since the previous AGM.

CARRIED UNANIMOUSLY

11.0 LONG TERM MAINTENANCE PLAN REVIEW

Section 30(2) of the Unit Titles Regulations 2011 requires a Body Corporate must carry out a review of its Long Term Maintenance Plan at least once every 3 years which is now due. A copy of the current plan is enclosed with the meeting agenda and will be open for discussion. A quote to review the plan was sought from Solutions in Engineering.

RESOLVED: (by ordinary resolution)

Owners will review the Long Term Maintenance Plan themselves. A copy of the reviewed plan will be provided to the Manager once completed.

CARRIED UNANIMOUSLY

12.0 STAINING OF EXTERIOR CEDAR/PAINTING

The long term maintenance plan suggested this was not required until 2023. Jengis advised he believed this should be done sooner rather than later as there were some areas that really required painting before it deteriorated too much.

Resene provided a specification which was approved by owners then sent out to tender. Quotes were then presented to owners. A copy of the quotes received were sent to owners with the AGM documents. AS quotes were received some time ago, all contractors have advised their quotes are still valid.

Following discussion it was agreed to proceed with APS. Owners agreed the painting should be undertaken in February/March 2021. Ross advised he would be able to meet with the painters onsite when the works were due to commence.

RESOLVED: (by ordinary resolution)

The quote provided by APS is accepted. The painting will be undertaken in February/March 2021.

CARRIED UNANIMOUSLY

13.0 **BUDGET AND LEVIES**

An expense budget for the operating account and Contingency Fund was prepared by the Secretary and distributed with the Notice of Meeting. The following items were amended in the budget:-

- a) Building Wash – this item was removed since painting was going to be undertaken in February/March 2021 and the building would be washed then.
- b) Long Term Maintenance Plan Review – this item was removed as owners have opted to prepare themselves.
- c) Contingency Fund – was reduced from \$6,000 to \$4,000.

RESOLVED: (by ordinary resolution)

That levies be raised based on the expense budget of \$15,661.00 (inclusive of GST) which also includes a provision of \$4,000.00 for the contingency fund with payment due in two instalments on 18 December 2020 and 18 June 2021.

CARRIED UNANIMOUSLY

14.0 **GENERAL BUSINESS**

Items discussed at previous AGM – Update (if any)

a) Garage Door Replacement

Owners advised they had met to discuss this to go through various options to ensure any door replacement keeps up with the aesthetics of the building. Joe advised he would obtain a quote from his contractor and revert to all once to hand. Ider noted they did not need to replace their garage door.

Joe advised he had obtained a quote for approximately \$6,000 (or thereabouts) to replace his garage door. Jengis advised he was keen to get his door replaced and would be interested in seeing the quote Joe received.

It was noted the owner of Unit A had already gone ahead and replaced his door.

Joe advised he would send all the information out to other owners that he obtained for his garage door. The consensus was owners were able to change there garage doors as long as they all looked the same so it would not change the aesthetics of the building.

b) Gardens/Grounds

Josh noted the large aloe vera plant should be removed. Jengis noted Tsogmaa usually trims this. Joe advised he had not seen the plant so could not comment. It was agreed before anything was done to discuss with Tsogmaa.

Ross advised he had cut back the aloe vera plant but advised it could be removed. It was agreed the Manager would get a contractor to remove the aloe vera plant.

New Items Raised by Tsogmaa

c) Gardening

Weed spraying, hedge trimming, road verge, lawn cutting, leaf blowing in common areas. Attendance is preferably once a month.

Ross advised this was only required to be done 2-3 times per year. He advised he was happy to meet with a contractor onsite to go over requirements.

[Quotes have previously been sent to owners for this with no acceptance. You would need to budget around \$4,000-\$5,000 annually based off quotes received].

d) Property Maintenance Programs

Especially the execution of were never decently scrutinised. Questions never asked about the quality of the jobs implemented, payments are distributed without seeking any feedback from the residents/owners.

Ross advised this related to the previous paint job and noted there was no further action required under this item.

e) Gate Key

Where is the emergency key to the gates. One needs to be held by one of the residents.

The Manager was asked to obtain an emergency gate key which was to be kept onsite. Ross suggested the key could be kept on the control unit.

f) Gutters

Ross advised he was going to remove the covers on his gutters. He did not believe they were needed any longer since the larger trees had been removed so there was no longer a lot of leaves/debris. He advised he could remove the other covers if owners wanted.

Ross also noted he did not believe the building wash people had cleared them the last time they were onsite as he had done them.

g) Loquat Tree

Ross advised the fruit from the tree caused quite a mess and was happy if Joe's tenants wanted to remove the tree.

There being no further business, the meeting closed at 5:35pm



Secretary, Body Corporate 309042

Wednesday, 18 November 2020