

# Minutes of the Annual General Meeting of Body Corporate 211741

2 Hiriri Avenue, Remuera, Auckland — Belgravia Apartments

held at the home of Mr and Mrs Frith,

Unit GB 2 Hiriri Avenue, Remuera, Auckland

on Thursday, 8 July 2021 commencing at 6.00pm

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## Present

M Brightwell ..... Unit GA  
D & P Frith..... Unit GB  
B & E Gault ..... Unit 1A  
R Gooneratne ..... Unit 2A

## Postals

T Louie & M Fong ..... Unit 1B

## Proxies

Nil

## Apologies

T Louie & M Fong ..... Unit 1B

## Attending

Brett Peters ..... Body Corporate Manager

## Matters of discussion were as follows:

### 1. Election of Chairperson of the Meeting & Welcome

**Motion 1:** By Ordinary Resolution That Brett Peters be elected Chairperson for the meeting.

*Moved:* M Brightwell

*Seconded:* D Frith

*Motion:* Carried

### 2. Formation of Meeting Quorum

**Motion 2:** By Ordinary Resolution That the Apologies be accepted, and the Proxies and Postal votes be accepted to the quorum.

*Moved:* R Gooneratne

*Seconded:* M Brightwell

*Motion:* Carried

### 3. Confirm Minutes of the Prior Annual General Meeting

**Motion 3:** By Ordinary Resolution That the minutes of the prior meeting held on Friday, 5 June 2020 be accepted as a true and correct record of that meeting.

*Moved:* D Frith

*Seconded:* B Gault

*Motion:* Carried

## STRICTLY BODY CORPORATE LIMITED

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#### 4. Election of the Body Corporate Chairperson

Nomination Received:

D Frith, Unit GB

**Motion 4:** By Ordinary Resolution to elect D Frith as Chairperson of the Body Corporate under Regulation 10, as of the date following the date of this resolution.

*Moved:* B Gault

*Seconded:* R Gooneratne

*Motion:* Carried

The Body Corporate Manager thanked D Frith for all his hard work and everything he has contributed as Chairperson for the Body Corporate in the last year.

#### 5. Delegation of Chairperson's Duties

**Motion 5:** By Special Resolution to delegate all powers and duties of the **Body Corporate Chairperson to the Committee**, under Regulation 11(2) and 11(3). That the **Body Corporate Committee** report annually on this delegation and this delegation remains in effect until such time as rescinded by the Body Corporate.

*Moved:* M Brightwell

*Seconded:* R Gooneratne

*Motion:* Carried

#### 6. Formation of Committee

**Motion 6:** By Ordinary Resolution That the Body Corporate agrees to elect those nominated as members of the Body Corporate Committee under Regulation 24(b). That the Committee is to comprise of five (5) members and the number of members required to constitute a quorum be no less than three (3), as of the date following the date of this resolution.

Nominations Received:

M & B Brightwell .... Unit GA

D & P Frith ..... Unit GB

B & E Gault ..... Unit 1A

T Louie & M Fong ... Unit 1B

R Gooneratne ..... Unit 2A

*Moved:* B Gault

*Seconded:* M Brightwell

*Motion:* Carried

#### 7. Delegation to the Committee

**Motion 7:** By Special Resolution That the Body Corporate agrees to delegate all powers and duties of the **Body Corporate** under s108, **to the Committee** with the exception of duties listed under s108(2) and provide written notice of those delegated duties to each Committee member. That the Committee report annually on this delegation and this delegation remains in effect until such time as rescinded by the Body Corporate, as of the date following the date of this resolution.

*Moved:* D Frith

*Seconded:* B Gault

*Motion:* Carried

#### 8. Confirm the Financial Statements

**Motion 8:** By Ordinary Resolution That the financial statements for the period ended 31 March 2021 be accepted.

*Moved:* R Gooneratne

*Seconded:* B Gault

*Motion:* Carried



## 9. Audit

### Motion 9:

- a) By Special Resolution That in accordance with the provisions of Section 132(8(2a)) in the Unit Titles Act 2010 the financial statements of the Body Corporate for the year ended 31 March 2021 are *not* audited.

*Moved: D Frith*

*Seconded: M Brightwell*

*Motion: Carried*

- b) By Special Resolution That in accordance with the provisions of Section 132(8(2b)) in the Unit Titles Act 2010 the Body Corporate shall not engage an accountant to review the accounts for the financial year ending 31 March 2021.

*Moved: D Frith*

*Seconded: M Brightwell*

*Motion: Carried*

- c) By Special Resolution That in accordance with the provisions of Section 132(8(2c)) in the Unit Titles Act 2010 the Body Corporate shall not engage an accountant to undertake specific verification procedures as determined by the Body Corporate by special resolution of the accounts for the financial year ending 31 March 2021.

*Moved: D Frith*

*Seconded: M Brightwell*

*Motion: Carried*

## 10. Insurance

**Motion 10:** By Ordinary Resolution That the Body Corporate shall maintain a Body Corporate insurance policy as required by the Unit Titles Act 2010 the terms of which shall be agreed to by the Body Corporate.

*Moved: D Frith*

*Seconded: R Gooneratne*

*Motion: Carried*

## 11. Confirm Budget

**Motion 11:** By Ordinary Resolution That the operational budget be fixed at **\$98,649.05 including GST** for the 12-month period starting 1 April 2021, in accordance with Section 121 of the Unit Titles Act 2010. The budget shall be raised by ownership interest in two (2) instalments per annum.

*Moved: M Brightwell*

*Seconded: R Gooneratne*

*Motion: Carried*

The owners present agreed at the meeting to decrease the budget from \$101,899.05 to \$98,649.05. The decrease of \$3,250.00 relates to the Windows/Exterior Cleaning as it was noted that when the building gets painted, the building will be washed as part of the preparation for painting. The \$2,000.00 budget for Windows/Exterior Cleaning is for a window clean only.

A copy of the updated budget is attached with the minutes.

## 12. Levy Collection Procedure

**Motion 12:** By Ordinary Resolution That:

- a) Pursuant to s128 (2) of the Unit Titles Act 2010 interest of 10% per annum will accrue and may be charged on any debt unpaid after the due date until the date of payment.
- b) The Body Corporate instructs Strictly Body Corporate Ltd to recover any unpaid levies or other unpaid debt owed by a unit owner, together with interest and reasonable costs of



collection, using Strictly Body Corporate Ltd collection procedures, where the debt has been outstanding for more than 28 days.

c) The Body Corporate authorises either:

- i) Pidgeon Judd or
- ii) Price Baker Berridge or
- iii) Glaister Ennor

to make an application to the appropriate decision maker to recover any unpaid debt owed by a unit owner, where need be.

*Moved: M Brightwell*

*Seconded: B Gault*

*Motion: Carried*

### 13. Contracts

**Motion 13:** By Ordinary Resolution That the Body Corporate continue with all existing service contracts and where an amendment is necessary because of the changes to the UTA, the Body Corporate Committee be empowered to approve these updated contracts under Regulation 17(4), as of the date following the date of this resolution.

*Moved: R Gooneratne*

*Seconded: D Frith*

*Motion: Carried*

### 14. Inland Revenue Tax Agent Authority

**Motion 14:** By Ordinary Resolution That Body Corporate 520899 give authority to Strictly Body Corporate Limited (tax agent for Body Corporate 520899) to act on behalf of Body Corporate 520899 for all tax types for this coming year and each subsequent year until instructed otherwise. Authority is given to obtain information from Inland Revenue and other financial institutions to enable the tax returns for Body Corporate 520899 to be completed. This includes obtaining information via online services available on the Inland Revenue's website.

*Moved: M Brightwell*

*Seconded: R Gooneratne*

*Motion: Carried*

### 15. Exterior Painting & Maintenance (pg. 20-31)

**Motion 15:** By Ordinary Resolution That Body Corporate 211741 approves the costs from RNR Property Maintenance Ltd for the exterior painting and maintenance of the building. This will be funded by the Long-Term Maintenance Fund.

*Moved: D Frith*

*Seconded: B Gault*

*Motion: Carried*

The owners present discussed the three quotes in detail, and they all agreed to give the go ahead to RNR Property Maintenance Ltd for the amount of \$90,680.00 including GST. Once a date has been confirmed as to when the building will be painted (most likely in October), the Body Corporate Manager will advise all owners. **Action: Body Corporate Manager**

### 16. General Business

#### a) Sensor light at front of the building

R Gooneratne advised that it is too dark by the carpark as the sensor light only comes on, when you stand in front of the door. It was advised that the sensor light be positioned more towards the carpark so that when a car comes in, the light turns on. D Frith will talk to the electricians when they are next onsite. **Action: D Frith**



**b) Power outlet in garage for charging electric vehicles**

It was advised that each owner could get their own charging outlet, as the electrician can connect it to their power meter which will not affect the other owners. It is noted that the outlet needs to be installed in your carpark only and not on Common Property.

There being no further business, the meeting concluded at 5.25pm and all those attending were thanked for their attendance.

**Strictly Body Corporate Limited**

For and on behalf of Body Corporate 211741 Chairperson



**Brett Peters**

**Body Corporate Manager**

m 021 203 4103

e [brettp@sbcltd.co.nz](mailto:brettp@sbcltd.co.nz)



**Minutes of the Annual General Meeting of Body Corporate 211741  
2 Hiriri Avenue, Remuera, Auckland — Belgravia Apartments**

held via Postal Vote on Friday, 5 June 2020 at 4.00 p.m.

**Postal Votes Received**

M & B Brightwell ..... Unit GA  
D & P Frith..... Unit GB  
B & E Gault ..... Unit 1A  
A & L McDonald ..... Unit 1B

**Matters of discussion were as follows:**

**1. Election of Chairperson of the Meeting & Welcome**

**Motion 1:** By Ordinary Resolution That Brett Peters be elected Chairperson for the meeting.

*For:* 4 Votes  
*Against:* Nil  
*Abstain:* Nil  
*Motion:* Carried

**2. Formation of Meeting Quorum**

**Motion 2:** By Ordinary Resolution That the Apologies be accepted, and the Proxies and Postal votes be accepted to the quorum.

*For:* 4 Votes  
*Against:* Nil  
*Abstain:* Nil  
*Motion:* Carried

**3. Confirm Minutes of the Prior Annual General Meeting**

**Motion 3:** By Ordinary Resolution That the minutes of the prior meeting held on Thursday, 27 June 2019 be accepted as a true and correct record of that meeting.

*For:* 4 Votes  
*Against:* Nil  
*Abstain:* Nil  
*Motion:* Carried

**4. Election of the Body Corporate Chairperson**

Nomination Received:  
D Frith .....Unit GB

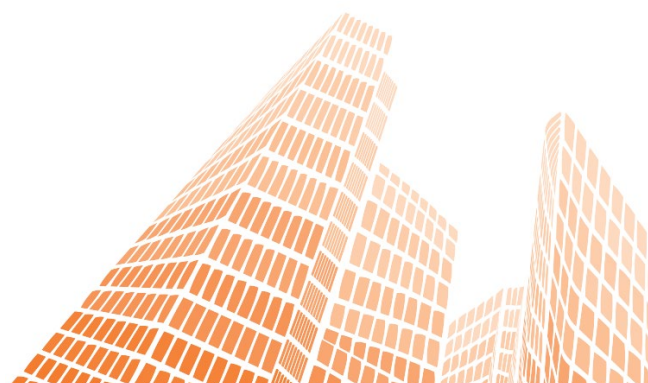
**Motion 4:** By Ordinary Resolution to elect D Frith as Chairperson of the Body Corporate under Regulation 10, as of the date following the date of this resolution.

*For:* 4 Votes  
*Against:* Nil  
*Abstain:* Nil  
*Motion:* Carried

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## 5. Delegation of Chairperson's Duties

**Motion 5:** By Special Resolution to delegate all powers and duties of the **Body Corporate Chairperson to the Committee**, under Regulation 11(2) & 11(3). That the **Body Corporate Committee** report annually on this delegation and this delegation remains in effect until such time as rescinded by the Body Corporate.

*For:* 4 Votes  
*Against:* Nil  
*Abstain:* Nil  
*Motion:* Carried

## 6. Formation of Committee

**Motion 6:** By Ordinary Resolution That the Body Corporate agrees to elect those nominated as members of the Body Corporate Committee under Regulation 24(b). That the Committee is to comprise of five (5) members and the number of members required to constitute a quorum be no less than three (3), as of the date following the date of this resolution.

Nominations Received:

M & B Brightwell .... Unit GA  
 D & P Frith ..... Unit GB  
 B & E Gault ..... Unit 1A  
 A & L McDonald..... Unit 1B  
 R Gooneratne ..... Unit 2A

*For:* 4 Votes  
*Against:* Nil  
*Abstain:* Nil  
*Motion:* Carried

## 7. Delegation to the Committee

**Motion 7:** By Special Resolution That the Body Corporate agrees to delegate all powers and duties of the **Body Corporate** under s108, **to the Committee** with the exception of duties listed under s108(2) and provide written notice of those delegated duties to each Committee member. That the Committee report annually on this delegation and this delegation remains in effect until such time as rescinded by the Body Corporate, as of the date following the date of this resolution.

*For:* 4 Votes  
*Against:* Nil  
*Abstain:* Nil  
*Motion:* Carried

## 8. Confirm the Financial Statements

**Motion 8:** By Ordinary Resolution That the financial statements for the period ended 31 March 2020 be accepted.

*For:* 4 Votes  
*Against:* Nil  
*Abstain:* Nil  
*Motion:* Carried

## 9. Audit

### Motion 9:

a) By Special Resolution That in accordance with the provisions of Section 132(8(2a)) in the Unit Titles Act 2010 the financial statements of the Body Corporate for the year ended 31 March 2020 are not audited.

*For:* 4 Votes  
*Against:* Nil  
*Abstain:* Nil  
*Motion:* Carried





- b) By Special Resolution That in accordance with the provisions of Section 132(8(2b)) in the Unit Titles Act 2010 the Body Corporate shall not engage an accountant to review the accounts for the financial year ending 31 March 2020.

*For:* 4 Votes  
*Against:* Nil  
*Abstain:* Nil  
*Motion:* Carried

- c) By Special Resolution That in accordance with the provisions of Section 132(8(2c)) in the Unit Titles Act 2010 the Body Corporate shall not engage an accountant to undertake specific verification procedures as determined by the Body Corporate by special resolution of the accounts for the financial year ending 31 March 2020.

*For:* 4 Votes  
*Against:* Nil  
*Abstain:* Nil  
*Motion:* Carried

## 10. Insurance

**Motion 10:** By Ordinary Resolution That the Body Corporate shall maintain a Body Corporate insurance policy as required by the Unit Titles Act 2010 the terms of which shall be agreed to by the Body Corporate.

*For:* 4 Votes  
*Against:* Nil  
*Abstain:* Nil  
*Motion:* Carried

## 11. Confirm Budget

**Motion 11:** By Ordinary Resolution That the operational budget be fixed at **\$90,365.50 including GST** for the 12-month period starting 1 April 2020, in accordance with Section 121 of the Unit Titles Act 2010. The budget shall be raised by ownership interest in two (2) instalments per annum.

*For:* 4 Votes  
*Against:* Nil  
*Abstain:* Nil  
*Motion:* Carried

## 12. Levy Collection Procedure

**Motion 12:** By Ordinary Resolution That:

- a) Pursuant to s128 (2) of the Unit Titles Act 2010 interest of 10% per annum will accrue and may be charged on any debt unpaid after the due date until the date of payment.
- b) The Body Corporate instructs Strictly Body Corporate Ltd to recover any unpaid levies or other unpaid debt owed by a unit owner, together with interest and reasonable costs of collection, using Strictly Body Corporate Ltd collection procedures, where the debt has been outstanding for more than 28 days.
- c) The Body Corporate authorises either:
- i) Pidgeon Law or
  - ii) Price Baker Berridge or
  - iii) Glaister Ennor

to make an application to the appropriate decision maker to recover any unpaid debt owed by a unit owner, where need be.

*For:* 4 Votes  
*Against:* Nil  
*Abstain:* Nil  
*Motion:* Carried





**13. Contracts**

**Motion 13:** By Ordinary Resolution That the Body Corporate continue with all existing service contracts and where an amendment is necessary because of the changes to the UTA, the Body Corporate Committee be empowered to approve these updated contracts under Regulation 17(4), as of the date following the date of this resolution.

*For:* 4 Votes  
*Against:* Nil  
*Abstain:* Nil  
*Motion:* Carried

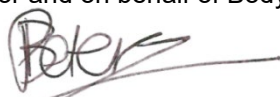
**14. Inland Revenue Tax Agent Authority**

**Motion 14:** By Ordinary Resolution That Body Corporate 211741 give authority to Strictly Body Corporate Limited (tax agent for Body Corporate 211741) to act on behalf of Body Corporate 211741 for all tax types for this coming year and each subsequent year until instructed otherwise. Authority is given to obtain information from Inland Revenue and other financial institutions to enable the tax returns for Body Corporate 211741 to be completed. This includes obtaining information via online services available on the Inland Revenue's website.

*For:* 4 Votes  
*Against:* Nil  
*Abstain:* Nil  
*Motion:* Carried

**Strictly Body Corporate Limited**

For and on behalf of Body Corporate 211741 Chairperson



**Brett Peters**

**Body Corporate Manager**

m 021 203 4103

e [brettp@sbcltd.co.nz](mailto:brettp@sbcltd.co.nz)



**Minutes of the Annual General Meeting of Body Corporate 211741  
2 Hiriri Avenue, Remuera, Auckland — Belgravia Apartments**

**Held at Unit GB (Mr & Mrs Frith), 2 Hiriri Avenue, Remuera, Auckland  
on Thursday, 27<sup>th</sup> June 2019 commencing at 4.00pm**

**Present**

M Brightwell ..... Unit GA  
D & P Frith..... Unit GB  
B Gault ..... Unit 1A  
A McDonald..... Unit 1B

**Postals**

Nil

**Proxies**

Nil

**Apologies**

R Gooneratne ..... Unit 2A

**Attending**

Brett Peters ..... Strictly Body Corporate Limited

**Matters of discussion were as follows:**

**1. Election of Chairperson of the Meeting & Welcome**

**Motion 1:** By Ordinary Resolution That Brett Peters elected Chairperson for the meeting.

*Motion: Carried*

**2. Formation of Meeting Quorum**

**Motion 2:** By Ordinary Resolution That the Apologies be accepted, and the Proxies & Postal votes be accepted to the quorum.

*Motion: Carried*

**3. Confirm Minutes of the Prior Annual General Meeting**

**Motion 3:** By Ordinary Resolution That the minutes of the prior meeting held on Thursday, 14<sup>th</sup> June 2018 be accepted as a true and correct record of that meeting.

*Motion: Carried*

**4. Election of the Body Corporate Chairperson**

Nominations Received:

D Frith ..... Unit GB

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**Motion 4:** By Ordinary Resolution to elect D Frith as Chairperson of the Body Corporate under Regulation 10, as of the date following the date of this resolution.

*Motion: Carried*

#### 5. Delegation of Chairpersons Duties

**Motion 5:** By Special Resolution to delegate all powers and duties of the **Body Corporate Chairperson to the Committee**, under Regulation 11(2) & 11(3). That the **Body Corporate Committee** report annually on this delegation and this delegation remains in effect until such time as rescinded by the Body Corporate.

*Motion: Carried*

#### 6. Formation of Committee

**Motion 6:** By Ordinary Resolution That the Body Corporate agrees to elect those nominated as members of the Body Corporate Committee under Regulation 24(b). That the Committee is to comprise of five (5) members and the number of members required to constitute a quorum be no less than three (3), as of the date following the date of this resolution.

Nominations Received:

M & B Brightwell ..... Unit GA  
 D & P Frith ..... Unit GB  
 B & E Gault ..... Unit 1A  
 A & L McDonald..... Unit 1B  
 R Gooneratne ..... Unit 2A

*Motion: Carried*

#### 7. Delegation to the Committee

**Motion 7:** By Special Resolution That the Body Corporate agrees to delegate all powers and duties of the **Body Corporate** under s108, **to the Committee** with the exception of duties listed under s108(2) and provide written notice of those delegated duties to each Committee member. That the Committee report annually on this delegation and this delegation remains in effect until such time as rescinded by the Body Corporate, as of the date following the date of this resolution.

*Motion: Carried*

#### 8. Confirm the Financial Statements

**Motion 8:** By Ordinary Resolution That the financial statements for the period ended 31<sup>st</sup> March 2019 be accepted.

*Motion: Carried*

#### 9. Audit

##### **Motion 9:**

a) By Special Resolution That in accordance with the provisions of Section 132(8(2a)) in the Unit Titles Act 2010 the financial statements of the Body Corporate for the year ended 31<sup>st</sup> March 2019 are not audited.

*Motion: Carried*

b) By Special Resolution That in accordance with the provisions of Section 132(8(2b)) in the Unit Titles Act 2010 the Body Corporate shall not engage an accountant to review the accounts for the financial year ending 31<sup>st</sup> March 2019.

*Motion: Carried*

c) By Special Resolution That in accordance with the provisions of Section 132(8(2c)) in the Unit Titles Act 2010 the Body Corporate shall not engage an accountant to undertake



specific verification procedures as determined by the Body Corporate by special resolution of the accounts for the financial year ending 31<sup>st</sup> March 2019.

*Motion: Carried*

#### 10. Insurance

**Motion 10:** By Ordinary Resolution That the Body Corporate shall maintain a body corporate insurance policy as required by the Unit Titles Act 2010 the terms of which shall be agreed to by the body corporate.

*Motion: Carried*

#### 11. Confirm Budget

**Motion 11:** By Ordinary Resolution That the operational budget be fixed at **\$87,805.89 including GST** for the 12 month period starting 1<sup>st</sup> April 2019, in accordance with Section 121 of the Unit Titles Act 2010. The budget shall be raised by ownership interest in two (2) instalments per annum.

*Motion: Carried*

D Firth raised the point that the building needs to be painted in the summer of 2020 as it will be 10 years by then. The costs approximately in 2010 was \$34,000.00 so the owners estimated it will cost 100,000.00 in 2020 .Based on that the owners decided to increase the Long Term Maintenance Fund to \$35,000.00 this year and next year (2020 to 2021 budget) as this will likely be enough money to cover the painting. Due to the painting taking place in 2020 the owners decided to raise a special levy to pay for intercom system and keep the remaining \$23,506.19 towards the painting. **The new Budget for the 2019/2020 period is \$87,805.89 including GST.**

#### 12. Levy Collection Procedure

**Motion 12:** By Special Resolution That in accordance with the provisions of Sections 124 and 128 of the Unit Titles Act 2010;

- i) The Body Corporate Chairperson is authorised and instructed to recover any unpaid levies owed to the Body Corporate that is outstanding after 28 days after the due date.
- ii) Interest is to be applied at the rate of 10% per annum in accordance with section 128(2) of the Unit Titles Act 2010 on any monies due from the due date until the date of payment.
- iii) The Body Corporate Manager is directed to seek recovery of the Body Corporate Manager's costs and expenses and the Body Corporate's costs and expenses on a full cost recovery basis from the defaulting owner in full.
- iv) Body Corporate Chairperson has the authority of the Body Corporate to lodge proceedings with any debt recovery agency, the Tenancy Tribunal, District Court or High Court as required to collect any money owed to the Body Corporate.

*Motion: Carried*

#### 13. Contracts

**Motion 13:** By Ordinary Resolution That the Body Corporate continue with all existing service contracts.

*Motion: Carried*

#### 14. General Business

##### a) Sensor Light in the front car park

The owners advised that the sensor light has been repaired and is now working.



**b) Ways to keep the back door open when entering from the garage**

The owners at the meeting advised that the door is not functioning very well as it slams when you open it. The Body Corporate Manager will obtain a quote for a fire magnetic system and send to the owners to review. **Action: Body Corporate Manager**

**c) Intercom System**

The owners at the meeting discussed the quotes received from Next Av, Vision Systems and Integrated Security for the new intercom system. It was decided to go ahead with Vision Systems as this is a similar system to what is currently at the building. The total amount for the intercom is \$15,127.65 including GST which will be paid via a Special Levy to all owners. Please note if owners would like a remote access connection via Wi-Fi it will be an additional \$836.97 per apartment. The Body Corporate Manager will send an email to all owners asking which owners would prefer the remote access.

**Action: Body Corporate Manager**

**d) Gardens**

The owners advised that the current gardeners are not doing a good job at all at the property. The BC Manager will obtain quotes from their preferred gardeners (who conduct excellent work at other buildings) for the owners to review.

**Action: Body Corporate Manager**

There being no further business, the meeting concluded at 5.30pm and all those attending were thanked for their attendance.

**Strictly Body Corporate Limited**

For and on behalf of Body Corporate 211741 Chairperson



**Brett Peters**

**Body Corporate Manager**

m 021 203 4103

e [brettp@sbcltd.co.nz](mailto:brettp@sbcltd.co.nz)

