

AN ANNUAL GENERAL MEETING of this cross lease property was held via Zoom, on Tuesday, 16th November 2021, commencing at 1:00p.m.

PRESENT: As per Attendance List completed by owners Clancy Chao (Unit 1), Joanna Duan (Unit 2) and Vanessa Lim (Unit 3).

> Paula Beaton representing Body Corporate Administration Limited as property administrator.

	Minutes		Action Po	oint
1.	CHAIR: Paula Beaton chaired the meeti	ng		
2.	APOLOGIES & PROXIES:			
	There were no apologies or proxies.			
	Moved: Vanessa Lim	Seconded: Clancy Chao	Carried	
3.	MINUTES OF PREVIOUS ANNUAL G	ENERAL MEETING:		
	The Minutes of the Annual General Meetin	g of this cross lease property held in	n the offices of Body	
	Corporate Administration Ltd, 3rd Floor, 11	5 Queen Street, Auckland City, on	Tuesday, 13 th October	
	2020, commencing at 12:30 p.m., were take accurate record.	en as read, approved, accepted and a	adopted as a true and	
	Moved: Vanessa Lim	Seconded: Clancy Chao	Carried	
4.	COMMITTEE:			
	The owners' committee is to comprise:			
	Clancy Chao, owner of Unit 1			



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	Joanna Duan, owner of Unit 2		
	Vanessa Lim, owner of Unit 3		
	Chunyi Xuan (daughter, Grace),		
	Moved: Vanessa Lim	Seconded: Clancy Chao	Carried
5.	ANNUAL ACCOUNTS:		
	The financial accounts for the cro	oss lease property for the period 19.08.20 to 18.09.21	were submitted
	to the meeting, discussed, and ad-	opted.	
	Moved: Vanessa Lim	Seconded: Clancy Chao	Carried
6.	AUDIT:		
	It was resolved that because the p	property administrator's trust account is subject to aud	it by chartered
	accountant auditors that no separa	ate audit be commissioned to audit the accounts of the	cross lease
	property.		
	Moved: Vanessa Lim	Seconded: Clancy Chao	Carried
7.	INSURANCE & VALUATION		
	-	nt insurance certificate and a quote for the cross lease	property, which
	had been obtained by the property	y administrator, were tabled at the meeting.	
	It was resolved that the cross leas	se property be insured with Vero via Apex for the forth	ncoming year
		se property be insured with Vero via Apex for the forth at the policy have the following excess costs and Cove	
	19.07.2021 to 19.07.2022 and tha	at the policy have the following excess costs and Cove	
	19.07.2021 to 19.07.2022 and that EXCESS	at the policy have the following excess costs and Cove EXCESS COST INC GST	
	19.07.2021 to 19.07.2022 and tha EXCESS Standard	at the policy have the following excess costs and Cove EXCESS COST INC GST \$400.00	
	19.07.2021 to 19.07.2022 and that EXCESS Standard Owner Occupied Units	EXCESS COST INC GST \$400.00 \$400.00	
	19.07.2021 to 19.07.2022 and thatEXCESSStandardOwner Occupied UnitsTenanted Units	EXCESS COST INC GST \$400.00 \$400.00 \$650.00	
	19.07.2021 to 19.07.2022 and thatEXCESSStandardOwner Occupied UnitsTenanted UnitsCommon Areas	EXCESS COST INC GST \$400.00 \$400.00 \$650.00 \$500.00	
	19.07.2021 to 19.07.2022 and thatEXCESSStandardOwner Occupied UnitsTenanted UnitsCommon AreasUnoccupied Units	EXCESS COST INC GST \$400.00 \$400.00 \$650.00 \$1,000.00	
	19.07.2021 to 19.07.2022 and thatEXCESSStandardOwner Occupied UnitsTenanted UnitsCommon AreasUnoccupied UnitsProperty Owners Liability	EXCESS COST INC GST \$400.00 \$400.00 \$650.00 \$500.00 \$1,000.00 \$500.00	



		minimum \$2,500.00
COVER		COVER LIMIT
Landlord Chattels per Unit		\$25,000.00
Loss of Rentals Cover per Unit		\$70,000.00 maximum 24 months (whichever is
		lesser)
Statutory Liability Cover		\$1,000,000.00
Property Owners Liability Cover	ſ .	\$2,000,000.00
Ioved: Clancy Chao	Seco	nded: Vanessa Lim Carried
SUDGETED INCOME:		
Items	Budget	Comments
(GST Inclusive)	2021/2022	
	12 Months	
Operational Fund	2,991.87	
Insurance	5,154.38	
	6,000.00	
Long Term Maintenance Fund	0,000.00	
TOTAL	\$14,146.25	Including GST
-		Including GST Comments
TOTAL BUDGET: Items	\$14,146.25 Budget 2021/2022	
TOTAL BUDGET: Items (GST Inclusive)	\$14,146.25 Budget 2021/2022 12 Months	
TOTAL SUDGET: Items (GST Inclusive) Bank Fees	\$14,146.25 Budget 2021/2022 12 Months 5.00	Comments
TOTAL CUDGET: Items (GST Inclusive) Bank Fees Mowing	\$14,146.25 Budget 2021/2022 12 Months 5.00 950.00	Comments
TOTAL SUDGET: Items (GST Inclusive) Bank Fees Mowing Administration Fees	\$14,146.25 Budget 2021/2022 12 Months 5.00 950.00 891.87	Comments
TOTAL SUDGET: Items (GST Inclusive) Bank Fees Mowing Administration Fees Income Tax Return Prep Fee	\$14,146.25 Budget 2021/2022 12 Months 5.00 950.00 891.87 145.00	Comments
TOTAL SUDGET: Items (GST Inclusive) Bank Fees Mowing Administration Fees Income Tax Return Prep Fee Repairs & Maintenance	\$14,146.25 Budget 2021/2022 12 Months 5.00 950.00 891.87 145.00 1,000.00	Comments Same as last year
TOTAL BUDGET: Items (GST Inclusive) Bank Fees Mowing Administration Fees Income Tax Return Prep Fee Repairs & Maintenance Insurance Premium	\$14,146.25 Budget 2021/2022 12 Months 5.00 950.00 891.87 145.00 1,000.00 4,602.38	Comments Same as last year As per actual quote from Vero



PRO	PORTIONATE SHARE O	F COSTS:	
a)	Subject to sufficient fund	s, the property administrator was authorised t	o pay accounts for the
	cross lease property as the	ey fall due and to issue invoices to proprietors	from time to time to
	recover their respective pr	roportionate share of costs set by the budget in	n accordance with the
	terms of the Memorandum	n of Lease.	
b)	The property administrate	or advised that a statement will be distributed	to owners with a copy
	of the minutes and that pa	yments of the proportionate share of costs for	the forthcoming year
	is required by the date stip	bulated.	
c)	The property administrate	or outlined the credit control procedure which	involves one phone
	call, one credit control let	ter identified as DC2 and after that point rigor	rous enforcement
	procedures will be implen	nented in order that the interests of the other of	owners are not
	jeopardised by non payme	ent.	
d)	It was resolved that if any	proportionate share of costs either authorised	d by this or any other
	general meeting of the cro	ss lease property are not paid by a proprietor	on the due date, then
	the property administrator	is authorised and instructed on behalf of the	cross lease property to
	exercise those powers con	ferred on the property pursuant to the lease ir	ncluding the recovery of
	any costs expended as a re	esult of that proprietor's default. Interest is re	coverable pursuant to
	the terms of the lease on t	he unpaid proportionate share of costs.	
e)	The proportionate share of	of costs are due on 31 st December 2021.	
Move	ed: Vanessa Lim	Seconded: Clancy Chao	Carried
MIN	UTES TO BE RECORD O	F THE BUSINESS OF THE ANNUAL GE	NERAL MEETING:
It was	s resolved that if the property	administrator does not receive any written re	quest from a proprietor
who a	attended the meeting to amen	d any part of the minutes, that the chairman s	ign these minutes as a
true a	nd accurate record of the An	nual General Meeting.	
СОМ	IMON MAINTENANCE M	IATTERS:	
The fo	ollowing items were discusse	ed and resolved by the meeting:	



	a.	The lawns are to be done regularly.	BCA
	b.	The gutters need to be cleaned, preferably by contractors without scaffolding.	
		BCA Ltd. is to obtain prices for this.	BCA
	c.	It was noted that there are a lot of pigeons in the area.	
	d.	The trees need to be severely pruned. BCA Ltd. is to follow-up with quote.	BCA
	e.	BCA Ltd. is to arrange for more quotes for a scoria pit to be put outside Units 2 and 4 to	BCA
		alleviate the water issue.	
12. G	GENEI	RAL BUSINESS:	
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12. G	GENEI	RAL BUSINESS: There being no further general business, the meeting closed at 1:15 p.m.	
		There being no further general business, the meeting closed at 1:15 p.m.	
	POINT	There being no further general business, the meeting closed at 1:15 p.m.	
	POINT •	There being no further general business, the meeting closed at 1:15 p.m. S TO BE ACTIONED: BCA Ltd. to ensure that the lawns are to be done regularly. BCA Ltd. is to obtain prices for gutter cleaning.	
	POINT • •	There being no further general business, the meeting closed at 1:15 p.m. TS TO BE ACTIONED: BCA Ltd. to ensure that the lawns are to be done regularly.	