

Minutes of the Annual General Meeting of Body Corporate 073246
held on Monday 14 September 2020 at 6:00pm at the offices of
Crockers Body Corporate Management Limited, located at 525 Manukau Road, Epsom, Auckland
and by way of a virtual meeting using Microsoft Teams

PRESENT:

Bert Pepping	Unit 01(1A)
Emma Armstrong	Unit 08(2C)
Greg Bayer	Unit 10(2E)
Katie Skudder	Unit 14(3D) via Online
Natalie Potter	Unit 15(3E)
David Goldstein	Unit 21(5A)
Elsie Meintjes	Unit 26(6A) via Online
Anthony Carey	Unit 27(6B)
Rich Tam & Meiling Honson	Unit 29(6D) via Online
Grant Helleur	Building Manager - One Place for Property
Bahadur Kaikobadi (Crockers Body Corporate Management Limited)	

APOLOGIES:

Selwyn Knuckey Unit 13(3C)

PROXIES:

Selwyn Knuckey Unit 13(3C) in favour of Greg Bayer

POSTAL VOTES:

None received

QUORUM:

The body corporate manager confirmed that the meeting was quorate as not less than 25% of the principal units entitled to exercise a power of voting were represented.

1. ELECTION OF MEETING CHAIRPERSON:

Resolved by ordinary resolution **That** Bahadur Kaikobadi be elected chairperson for the meeting.
[G Bayer / D Goldstein Carried]

2. APOLOGIES, PROXIES AND POSTAL VOTES:

Resolved by ordinary resolution **That** the apologies, proxies and postal votes be received.
[G Bayer / D Goldstein Carried]

3. CONFIRM MINUTES OF PREVIOUS GENERAL MEETING:

Resolved by ordinary resolution **That** the minutes of the meeting held on 4 September 2019 be accepted as a true and correct record of that meeting.
[G Bayer / D Goldstein Carried]

4. CONFIRM THE FINANCIAL STATEMENTS:

Resolved By ordinary resolution **That** the financial statements for the financial period ending 31 July 2020, as attached to the agenda, be accepted.
[G Bayer / D Goldstein Carried]

5. AUDIT:

Resolved by special resolution **That** in accordance with the provisions of Section 132(8) of the Unit Titles Act 2010 the financial statements of the body corporate for the forth coming year are not audited or reviewed.

Body Corporate | Property Rentals | Realty Sales | Valuations | Research Hub

525 Manukau Road, Epsom, Auckland 1023 | PO Box 74054, Greenlane, Auckland 1546 | t 09 630 8890 | f 09 630 8898

[G Bayer / D Goldstein

Carried]

6. INSURANCE:

The insurer needs to be notified if a unit is vacant for longer than ninety days, as failing to do this could result in the insurance cover lapsing. If a unit will be vacant for longer than this period, please notify the insurer on the contact numbers below. Please note that a unit that is vacant will attract a higher excess in the event of a claim.

Resolved by ordinary resolution **That** cover be placed with NZI via Apex General Limited (managing broker), for the coming 12 months at a premium of \$32,661.66 inclusive of GST. The body corporate undertakes to advise the Manager or the managing broker should the occupancy of the unit change (including a unit becoming vacant) during the year.

[G Bayer / D Goldstein

Carried]

Copies of the policy are available on request from the Manager. Owners are advised that any claims in relation to the Insurance policy should be made directly to Apex General Limited:

To note mortgagee interests and for insurance certificates:

Telephone: Ph: 09 968 9779 Email: matthew.gleeson@apexinsurance.co.nz

The body corporate is advised that all claims should be notified as soon as practicable. The insurer advises that claims not notified within 30 days of the incident may be technically void.

7. ANNUAL REVIEW AND UPDATE OF HEALTH AND SAFETY REPORT AND HAZARD REGISTER:

The body corporate has completed the Health & Safety Report and Hazard Register for the complex, which is held and available at any time on MyCommunity. The Body Corporate Committee will review the health and safety report, prioritise actions and update the hazard register accordingly. In addition, health and safety will be placed on the agenda for every meeting.

Committee Note: We encourage all owners to take the time to ensure they have reviewed the body corporate Hazard Register and advise any relevant parties of these hazards (e.g. guests, property managers, visitors or tenants) where necessary. We also remind everyone that as a living document, the committee will continue to update it as required. It is the responsibility of everyone, including owners, tenants, visitors or contractors to be aware and assess the safety of the environment and report any concerns immediately to the committee.

Resolved by ordinary resolution **That** the Body Corporate authorises the Committee to continually review, action as necessary and update the Hazard Register for the complex, based on risks identified and notified by any owner, resident or visitor, to ensure a safe environment for all.

[G Bayer / D Goldstein

Carried]

8. COMMON MAINTENANCE:

Nothing was discussed.

9. CONFIRM BUDGET:

Resolved by ordinary resolution **That:**

- i) The budget is fixed at \$172,822 excluding GST in accordance with the provision of Section 121 of the Unit Titles Act 2010 made up of \$118,022 in the Operating Fund, \$14,800 in the Reserve Fund and \$40,000 in the Contingency Fund. The budget shall be raised by utility interest in Four (4) instalments due for payment on 30 November 2020, 31 January 2021, 30 April 2021 and 31 July 2021.
- 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.

[G Bayer / D Goldstein

Carried]

10. LEVY COLLECTION PROCEDURE:

Resolved by ordinary resolution **That:**

- 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) Crockers Body Corporate Management Ltd 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, using the Crockers collection procedures, (as posted at <http://www.crockers.co.nz/body-corporate/levies-collection-procedures>), where the debt has been outstanding for more than 14 days.
- iii) The committee is authorised to instruct Crockers Body Corporate Management Ltd, 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.

[N Potter / D Goldstein Carried]

Overdue fees, body corporate manager's costs, interest and solicitor's expenses:

Overdue fees, body corporate manager's costs, interest or solicitor expenses incurred in the recovery of an overdue levy for a unit are the proprietor's responsibility to pay. They are not reversible from a proprietor's account unless by consent of the Body Corporate and/or the Committee, at which point the body corporate becomes liable for payment of those fees.

11. ELECTION OF CHAIRPERSON OF THE BODY CORPORATE:

The meeting was advised that Regulation 10 of the Unit Titles Regulations 2011 required that the body corporate elect a chairperson of the body corporate. The chairperson's role is set out in Regulation 11 of the Unit Titles Regulations and would be closely supported by Crockers Body Corporate Management Ltd in a subservient capacity.

Resolved by ordinary resolution **That** Emma Armstrong be appointed chairperson of the body corporate.

[D Goldstein / N Potter Carried]

12. COMMITTEE NUMBER & QUORUM:

Resolved by ordinary resolution **That** the committee is to comprise of 5 members and the number of members required to constitute a quorum is no fewer than 3 members.

[D Goldstein / G Bayer Carried]

13. ELECTION OF COMMITTEE MEMBERS:

The body corporate manager advised owners that the role of the committee was to carry out (with the assistance of the body corporate manager) the duties of the body corporate between general meetings and thanked the outgoing committee members for their contribution throughout the year.

Resolved by ordinary resolution **That** the following members be declared elected to the committee in accordance with the provisions of Section 112(2) of the Unit Titles Act 2010 and Regulations 22 & 24 in the Unit Titles Regulations 2011 for the forthcoming year:

Unit 08 (2C), Emma Armstrong

Unit 10 (2E), Greg Bayer

Unit 15 (3E), Natalie Potter

Unit 19 (4D), Steven Tracey

Unit 21(5A), David Goldstein

[B Pepping / A Carey Carried]

14. DELEGATION OF BODY CORPORATE CHAIRPERSON DUTIES:

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.

[B Pepping / G Bayer Carried]

15. DELEGATION OF BODY CORPORATE POWERS AND DUTIES:

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.

[D Goldstein / A Carey

Carried]

16. INLAND REVENUE TAX AGENT AUTHORITY:

Resolved by ordinary resolution **That the body corporate appoints** Crockers Body Corporate Management Limited (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 Crockers 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 Crockers.

[D Goldstein / B Pepping

Carried]

17. GENERAL BUSINESS:

Item submitted by Unit 21(5A) - David Goldstein

- Garbage dumpster tidy up and recycling protocol - the committee will consider options for this and report to the body corporate

Items from the meeting

Greg Bayer reminded the unit owners to attend to the notice sent out to all owners recently, to fix the pipes within their units to reduce potential water damages which could result in increased insurance premiums.

All unit owners were also reminded to provide the building manager with the occupant details of each unit as this is very important for health & safety reasons.

Compliance with the Healthy Homes requirements was discussed - the committee will consider this and advise the body corporate.

There being no further business, the meeting closed at 7.25 pm.

For and on behalf of
Crockers Body Corporate Management Limited
Manager, Body Corporate 073246



Bahadur Kaikobadi
Account Manager

DDI +64 9 984 8043
Fax +64 9 630 8898
Email bahadur@crockers.co.nz
Web www.crockers.co.nz

**Minutes of the Annual General Meeting of Body Corporate 073246
held on Wednesday 15 September 2021 at 6:00pm at by way of a virtual meeting using
Microsoft Teams**

PRESENT:

Melanie Wait-	Unit 08(2C)
Steve Tracey -	Unit 19(4D)
Rob & Joanne Wills -	Unit 10(2E)
Katie Brolly-	Unit 14(3D)
Natalie Potter-	Unit 15(3E)
David Goldstein-	Unit 26(6A)
Sarah McLeay -	Unit 09(2D)
David Osborn -	Unit 27(6B)

Grant Helleur Building Manager - One Place
Sumeet Tanwar (Crockers Body Corporate Management Limited)

(As recorded on the Attendance Register)

APOLOGIES:

Nil.

PROXIES:

Nil.

POSTAL VOTES:

Nil.

QUORUM:

The body corporate manager confirmed that the meeting was quorate as not less than 25% of the principal units entitled to exercise a power of voting were represented.

1. ELECTION OF MEETING CHAIRPERSON:

Motion by ordinary resolution **That** Bahadur Kaikobadi be elected chairperson for the meeting.
[D Goldstein / N Potter]

Amendment to the motion **That** wording “Bahadur Kaikobadi” be amended to read “Sumeet Tanwar”.
[D Goldstein / N Potter]

Resolved by ordinary resolution **That** Sumeet Tanwar be elected chairperson for the meeting.
[D Goldstein / N Potter Carried]

2. APOLOGIES, PROXIES AND POSTAL VOTES:

Resolved by ordinary resolution **That** the apologies, proxies and postal votes be received.
[M Wait / K Brolly Carried]

3. CONFIRM MINUTES OF PREVIOUS GENERAL MEETING:

Resolved by ordinary resolution **That** the minutes of the meeting held on 14 September 2020 be accepted as a true and correct record of that meeting.
[K Brolly / D Goldstein Carried]

4. CONFIRM THE FINANCIAL STATEMENTS:

Resolved By ordinary resolution **That** the financial statements for the financial period ending 31 July 2021, as attached to the agenda, be accepted.

[N Potter / S McLeay Carried]

5. AUDIT:

Resolved by special resolution **That** in accordance with the provisions of Section 132(8) of the Unit Titles Act 2010 the financial statements of the body corporate for the forth coming year are not audited or reviewed.

[N Potter / S McLeay Carried]

6. INSURANCE:

The insurer needs to be notified if a unit is vacant for longer than ninety days, as failing to do this could result in the insurance cover lapsing. If a unit will be vacant for longer than this period, please notify the insurer on the contact numbers below. Please note that a unit that is vacant will attract a higher excess in the event of a claim.

Resolved by ordinary resolution **That** cover be placed with NZI via Apex General Insurance Limited (managing broker), for the coming 12 months at a premium of \$36,705.84 inclusive of GST. The body corporate undertakes to advise the Manager or the managing broker should the occupancy of the unit change (including a unit becoming vacant) during the year.

Please note we are still awaiting the quote for the office bearer liability part of the insurance quote which will be presented at the AGM. The remaining quote for the insurance is as attached.

[D Goldstein / K Brolly Carried]

Copies of the policy are available on request from the Manager. Owners are advised that any claims in relation to the Insurance policy should be made directly to Apex General Insurance Ltd:

To note mortgagee interests and for insurance certificates:

Telephone: Ph: 09 968 2087 Email: dhanushka.pelawatte@apexinsurance.co.nz

The body corporate is advised that all claims should be notified as soon as practicable. The insurer advises that claims not notified within 30 days of the incident may be technically void.

7. ANNUAL REVIEW AND UPDATE OF HEALTH AND SAFETY REPORT AND HAZARD REGISTER:

The body corporate has completed the Health & Safety Report and Hazard Register for the complex, which is held and available at any time on MyCommunity. The Body Corporate Committee will review the health and safety report, prioritise actions and update the hazard register accordingly. In addition, health and safety will be placed on the agenda for every meeting.

Committee Note: We encourage all owners to take the time to ensure they have reviewed the body corporate Hazard Register and advise any relevant parties of these hazards (e.g. guests, property managers, visitors or tenants) where necessary. We also remind everyone that as a living document, the committee will continue to update it as required. It is the responsibility of everyone, including owners, tenants, visitors or contractors to be aware and assess the safety of the environment and report any concerns immediately to the committee.

Resolved by ordinary resolution **That** the Body Corporate authorises the Committee to continually review, action as necessary and update the Hazard Register for the complex, based on risks identified and notified by any owner, resident or visitor, to ensure a safe environment for all.

[N Potter / S McLeay Carried]

8. COMMON MAINTENANCE:

- a) **Lift Issues-** It was brought to the meeting's attention that the lift is currently having few issues and occasional gets stuck on level-2 from last few weeks. The issue has already been highlighted to the lift company and building manager is also aware of the problem. Auckland Lifts is pending a quote to rectify the issue and the quote will be sent to the Body Corporate Committee for approval.
- b) **Building painting-** Few owners highlighted that in its current state, the building needs repainting. Rust and bubbling of the paint are also evident at certain spots in the building. The Body Corporate Committee will review this matter once more information on the pricing and required scope of works is available. The meeting was in agreement of few quotations to be obtained from the market to have an understanding around the cost of repainting the building. Based on this information, the committee will decide when the next building wash will be undertaken.
- c) **CCTV Camera installation-** It was suggested to the meeting that few CCTV cameras can be installed in the building to strengthen the security. Concerns were pointed out on the privacy aspect arising of the camera installation. The building manager recommended installation of the security camera via wires and DVR to be stored onsite, instead of the required hardware to be stored offsite. The Body Corporate Committee will review this matter and decide on this matter in coming months.

9. CONFIRM BUDGET:

Prior to the meeting the Manager had circulated a draft budget totalling \$173,481.00 excluding GST.

After discussion the following amendments were made to the circulated budget:

The Insurance budget provision for \$33,811.00 is amended to \$31,918.12.

Resolved by ordinary resolution **That**

i. The budget is fixed at **\$171,588.12** excluding GST in accordance with the provision of Section 121 of the Unit Titles Act 2010 made up of \$115,420.12 in the Operating Fund, \$15,318 in the Reserve Fund and \$40,000 in the Contingency Fund. The budget shall be raised by utility interest in four (4) instalments due for payment on **31 October 21, 31 January 22, 31 March 22 and 30 June 22.**

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

[N Potter / D Goldstein Carried]

10. LEVY COLLECTION PROCEDURE:

Resolved by ordinary resolution **That:**

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) Crockers Body Corporate Management Ltd 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, using the Crockers collection procedures, (as posted at <https://www.crockers.co.nz/body-corporate/levies-collection-process-ways-to-pay/levy-collection-process/>), where the debt has been outstanding for more than 14 days.

iii) The committee is authorised to instruct Crockers Body Corporate Management Ltd, 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.

[S Tracey / K Brolly Carried]

Overdue fees, body corporate manager's costs, interest and solicitor's expenses:

Overdue fees, body corporate manager's costs, interest or solicitor expenses incurred in the recovery of an overdue levy for a unit are the proprietor's responsibility to pay. They are not

reversible from a proprietor's account unless by consent of the Body Corporate and/or the Committee, at which point the body corporate becomes liable for payment of those fees.

11. ELECTION OF CHAIRPERSON OF THE BODY CORPORATE:

The meeting was advised that Regulation 10 of the Unit Titles Regulations 2011 required that the body corporate elect a chairperson of the body corporate. The chairperson's role is set out in Regulation 11 of the Unit Titles Regulations and would be closely supported by Crockers Body Corporate Management Ltd in a subservient capacity.

Resolved by ordinary resolution **That** Katie Brolly be appointed chairperson of the body corporate.
[N Potter / S Tracey Carried]

12. COMMITTEE NUMBER & QUORUM:

Resolved by ordinary resolution **That** the committee is to comprise of five (5) members and the number of members required to constitute a quorum is no fewer than three (3) members.
[D Goldstein / K Brolly Carried]

13. ELECTION OF COMMITTEE MEMBERS:

The body corporate manager advised owners that the role of the committee was to carry out (with the assistance of the body corporate manager) the duties of the body corporate between general meetings and thanked the outgoing committee members for their contribution throughout the year.

Resolved by ordinary resolution **That** the following members be declared elected to the committee in accordance with the provisions of Section 112(2) of the Unit Titles Act 2010 and Regulations 22 & 24 in the Unit Titles Regulations 2011 for the forthcoming year:

Unit 9(2D) Sarah McLeay

Unit 14(3D) Katie Brolly

Unit 15(3E) Natalie Potter

Unit 19(4D) Steve Tracey

Unit 26(6A) Dave Goldstein

[D Goldstein / R Wills Carried]

14. DELEGATION OF BODY CORPORATE CHAIRPERSON DUTIES:

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.

[S Tracey / K Brolly Carried]

15. DELEGATION OF BODY CORPORATE POWERS AND DUTIES:

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.

[N Potter / S McLeay Carried]

16. INLAND REVENUE TAX AGENT AUTHORITY:

Resolved by ordinary resolution **That** the body corporate appoints Crockers Body Corporate Management Limited (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 Crockers 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 Crockers.

[D Goldstein / N Potter

Carried]

17. GENERAL BUSINESS:

a) The following items were submitted by Natalie Potter of Unit 15(3E):

- All contractors required to attend to common property to be contacted by the building manager only i.e. Lift. If any unit owner identifies a situation which may need the attendance of any contractor, please notify the building manager via email to grant@oneplace.co.nz immediately- The building manager confirmed to change the email id to “**Esplanade@oneplace.co.nz**” instead of grant@oneplace.co.nz.
- Unit owners are to notify the building manager at the email address provided above, at least seven (7) days before an occupant is moving in or out of the unit, so the building manager can organise the protection curtains for the lift- The meeting concurred with the prior notice of 7 days to be given to the building manager when owners/residents are moving in or out of the building.
- The building manager is in the process of updating the gate codes and will send an email to all owners once this has been actioned- It was confirmed to the meeting that email regarding the updated gate codes will be sent to all owners before their use to cause minimal disruption to onsite residents.
- The honorarium for the Chairperson role is to be paid out in June 2022- The meeting agreed for the FY 21/22 honorarium for the Chairperson to be paid in June 2022.

b) The following item was submitted by Dave Goldstein of Unit 26(6A):

- Please do not leave your rubbish in a bag outside your doorway on the walkway. Please take it down to the rubbish bin- The meeting agreed that a notice will be sent to all owners highlighting that rubbish is to be disposed off at its designated area. The building manager will also display few notices inside the building advising the same. If the problem still persists, then Body Corporate Committee will review the matter.

c) The following items were submitted by Joseph Brolly of Unit 14 (3D):

- Painting the building- Discussed under Common Maintenance- section b
- Security Cameras- Discussed under Common Maintenance- section c

d)Smoking- The building manager confirmed to the meeting that from past few months no issues regarding smoking have been highlighted to him.

There being no further business, the meeting closed at 7:35 pm.

For and on behalf of
Crockers Body Corporate Management Limited
Manager, Body Corporate 073246


Sumeet Tanwar
Account Manager

DDI 09 920 0831
Fax +64 9 630 8176
Email Sumeet@crockers.co.nz
Web www.crockers.co.nz