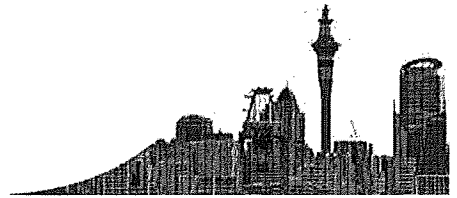


# Auckland Property Management Ltd

Licensed (REAA 2008), MREINZ

145 Manukau Road, Epsom  
PO Box 28510 Remuera  
Auckland, New Zealand  
P: 64-9-638 2500  
F: 64-9-639 0873  
rentals@aucklandproperty.net  
www.aucklandproperty.net



## MINUTES OF THE ANNUAL GENERAL MEETING

### BODY CORPORATE 420899

Building B, 8 Nugent Street, Grafton, Auckland 1023

The Annual General Meeting of Body Corporate 420899 was held in the Foyer, Building B, 8 Nugent Street on Monday, 17 May 2021 commencing at 07:20 PM.

#### Present:

Lot #	Unit #	Attendance	Owner Name Representative
1	1	Yes	Shirley Wilmoth
3	3	Yes	Darren Tsang
5	5	Apology	Creighton Family Trust Postal Vote
6	6	Apology	Creighton Family Trust Postal Vote
9	9	Yes	Dave Hall
10	10	Yes	Dave Hall
19	19	Apology	Lauren Ainsworth Proxy to Phil Ainsworth
21	21	Yes	Julia Wood
22	22	Yes	Glenys Knox
23	23	Yes	Cherie Buchanan
27	L5/27	Yes	Neil Properties Limited James Rigg
29	29	Yes	Vincent Newby
32	32	Yes	Sinead Johnston
34	34	Yes	Hector San Buenaventura
37	37	Apology	Richard & Alana Speer Proxy -James Rigg
38	38	Yes	Shirley Wilmoth
40	40	Yes	Arihant Trust-Gideon Geldenhuys & Dr V
41	41	Yes	Darren Tsang
53	53	Yes	Dennis Chua
61	L5/61	Apology	Qiujia Wang Proxy-James Rigg
70	70	Apology	HW & SC Parkes Family Trust, Suzanne Parkes Proxy to Phil Ainsworth
72	72	Yes	Linda & Alan Manco
73	73	Yes	Linda & Alan Manco
76	76	Yes	Rachel Owens
78	78	Yes	Florent Pieri
80	L5/80	Yes	Laurence David Jenner
86	L2/ 86-117	Yes	Argosy Property No.1 Limited, Anne Staub
128	L2/ 128-132	Yes	Argosy Property No.1 Limited, Anne Staub
138	L2/ 138-159	Yes	Argosy Property No.1 Limited, Anne Staub
162	L2/ 162-181	Yes	Argosy Property No.1 Limited, Anne Staub

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184	L2/ 184-351	Yes	Argosy Property No.1 Limited, Anne Staub
360	L2/ 360-362	Yes	Argosy Property No.1 Limited, Anne Staub
364	L5/364	Apology	HW & SC Parkes Family Trust, Suzanne Parkes Proxy-Phil Ainsworth
365	L5/365	Apology	Sue E Jansen Proxy-Donna Holroyd
366	L5/366	Apology	Sue E Jansen Proxy-Donna Holroyd
369	L2/ 369-374	Yes	Argosy Property No.1 Limited, Anne Staub
378	L5/378	Apology	Hadleigh & Suzanne Parkes & Philip Ainsworth Proxy-Phil Ainsworth
379	L5/379	Apology	Hadleigh & Suzanne Parkes & Philip Ainsworth Proxy-Phil Ainsworth
380	C13/ 380-392	Yes	Neil Properties Limited, James Rigg
393	L2/ 393-395	Yes	Argosy Property No.1 Limited, Anne Staub
396	1A/ 396-397	Yes	Neil Properties Limited, James Rigg
398	L1/ 398-406	Yes	Arihant Properties Ltd, Gideon Geldenhuys & Dr V
407	L2/ 407-428	Yes	Argosy Property No.1 Limited, Anne Staub
429	1A/ 429-433	Yes	Neil Properties Limited, James Rigg
434	L2/ 434-451	Yes	Argosy Property No.1 Limited, Anne Staub
452	1A/ 452-453	Yes	Neil Properties Limited, James Rigg
459	C13/ 459-468	Yes	Neil Properties Limited, James Rigg
474	L5/ 474-475	Yes	Neil Properties Limited, James Rigg
485	L5/485	Apology	Speer, Richard & Alana Proxy-James Rigg
486	L5/486	Apology	Sue E Jansen Proxy-Donna Holroyd
489	L5/ 489-490	Yes	Neil Properties Limited, James Rigg
491	L5/491	Yes	Dave Weir
492	L5/492	Yes	Neil Properties Limited, James Rigg
493	L5/493	Yes	Neil Properties Limited, James Rigg
494	L2/ 494-506	Yes	Argosy Property No.1 Limited, Anne Staub
507	C13/ 507-511	Yes	Neil Properties Limited, James Rigg
517	1A/517	Yes	Arihant Properties Ltd, Gideon Geldenhuys & Dr V
518	L5/ 518, 567 & 568	Apology	CLH Family Trust, Kai Wai Choi Postal Vote
519	1A/519 519-524	Apology	CLH Family Trust, Janice Choi & Yuen Lung Choi Postal Vote
525	A56/ 525-544	Yes	Neil Properties Limited, James Rigg
552	NR/552 552-566	Yes	Neil Properties Limited, James Rigg
569	L5/569 567-572	Apology	CLH Family Trust, Janice Choi & Yuen Lung Choi Postal Vote
573	NA/	Yes	Neil Properties Limited, James Rigg

599      573-588  
          2B      Yes      Argosy Property No.1 Limited, Anne Staub  
          599-600

In attendance:

Tim Williams, One Place Building Management  
Grant Helleur, One Place Building Management  
Donna Holroyd, Body Corporate Manager, Auckland Property Management.

**Minutes:**

**1 Appointment of Chairperson for Meeting**

Resolved: That James Rigg be elected chairperson of the meeting.

Moved: Unit 22  
Second: Unit 40  
All in favour  
**MOTION CARRIED**

**2 Proxies and Voting Papers**

Resolved: That the proxies and voting forms were received as recorded above.

Moved: Unit 32  
Second: Unit 21  
All in favour  
**MOTION CARRIED**

**3 Confirm Minutes of Previous Annual General Meeting**

Resolved: That the minutes of the last meeting, held 23/6/20, be confirmed as a true and accurate record of that meeting.

Moved: Unit 40  
Second: Unit 32  
All in favour  
**MOTION CARRIED**

**4 Election of Chairperson of Body Corporate**

Resolved: That Dave Weir be elected as Chairperson of the Body Corporate in accordance with section (10)1 of the Regulations.

Moved: Unit 40  
Second: Unit 41  
All in favour  
**MOTION CARRIED**

James Rigg has declined to stand this year

**5 Committee Number & Quorum**

Resolved: That until otherwise resolved by the Body Corporate in terms of the Unit Titles Act 2010, the Committee shall comprise of 6 members. The Committee shall meet and conduct business in accordance with the requirements of the Unit Titles Act 2010 and the Unit Titles Regulations 2011 not less than one time in each year. The quorum necessary for the transaction of the business of the Committee shall be 4.

Moved: Unit 40  
Second: Unit 41  
All in favour  
**MOTION CARRIED**

**6 Election of Committee**

Resolved: That the following 6 nominees be elected to the Committee.

Anne Staub, Dave Weir, Glenys Knox, Dave Hall, Richard Speer, Lauren Ainsworth

Moved: Unit 404

Second: Unit 21

All in favour

**MOTION CARRIED**

James Rigg has declined to stand for committee this year.

**7 General Delegation of Powers and Duties**

Resolved: That the Body Corporate shall indemnify the Committee and the Chairperson, for any liability incurred by either, in respect of any matter undertaken in good faith by them in exercise of their delegated powers for the Body Corporate, in terms of the Unit Titles Act 2010 ("the Act"). Without limitation to the above, the Body Corporate shall indemnify the Chairperson and/or the Committee for any liability incurred in respect of any certificate given in good faith under Section 147(3) (b) of the Act.

Moved: Unit 40

Second: Unit 22

All in favour

**MOTION CARRIED**

Resolved: That the duties of the Body Corporate Chairperson as set out in Regulation (11)1, sub-paragraphs (a) to (m) inclusive of the Unit Titles Regulations 2011 be delegated to the Committee.

Moved: Unit 404

Second: Unit 211

All in favour

**MOTION CARRIED**

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 be delegated to the Body Corporate Committee, save those powers reserved to the Body Corporate by Section 108(2).

Moved: Unit 32

Second: Unit 40

All in favour

**MOTION CARRIED**

**8 Re-Appointment of Body Corporate Manager**

James Rigg extended thanks on behalf of the Body Corporate to Donna for the efficient administration management of the Body Corporate.

Resolved: That the Body Corporate re-appoint Auckland Property Management Ltd as Manager for the following year to carry out the duties delegated to the Committee in terms of Section 108(2) of the Unit Titles Act 2010 and Regulation 11(1) of the Unit Titles Regulations 2011.

Moved: Unit 491

Second: Unit 38

All in favour

**MOTION CARRIED**

**9 Re-Appointment of Building Manager**

**Common Area/Site Manager**

Common maintenance report circulated by Oneplace with the agenda documents and taken as read.

Owners were invited to comment. No further comment or discussion.

James thanked One Place for their Building Management service to the Body Corporate.

Resolved: That the Body Corporate Committee has the responsibility to reappoint the Building Manager or replace the Building Manager as required to ensure the smooth running of the building.

Moved: Unit 32

Second: Unit 40

All in favour

**MOTION CARRIED**

**10 Insurance Discussion**

Resolved: That the renewed insurance policies for the period 31/5/21 -31/5/22 be confirmed.

Moved: Unit 491

Second: Unit 21

All in favour

**MOTION CARRIED**

Managers Note: Owners are asked to ensure they are familiar with the cover in place and the terms of this cover. These details can be found on <https://bodycorp.aucklandproperty.net/> under the insurance folder, including a claim form.

Resolved: That the Committee of the Body Corporate or the Body Corporate Manager be authorised to obtain quotations and renew the insurance policies for the coming year. The Body Corporate shall consider the need for insurance cover for:

- (i) The building and other site improvements;
- (ii) Loss of rents; Alternative Accommodation
- (iii) General Liability;
- (iv) Statutory Liability; and
- (v) Association Liability/ Office Bearers' cover

Moved: Unit 491

Second: Unit 32

All in favour

**MOTION CARRIED**

**11 Approval of Financial Statements**

James advised owners that the Committee have reviewed and approved the financial reports at the recent Committee meeting.

James tabled the Annual Reports that were circulated with the Agenda.

The Income and Expenditure Statement shows the expenses incurred against the approved budget. In the Administrative Fund, the expenses incurred amounted to \$142,338.91. The closing balance/contingency at year end was a total of \$44,376.15.

The Long Term Maintenance fund incurred expenses of \$23,842.03 and had a closing balance at year-end of \$85,138.40.

All transactions are recorded in the Detailed Expenses Report for transparency and owners information.

Owners were invited to discuss/query. No further queries.

Resolved: That the Financial Statements prepared by the Body Corporate as a non-reporting entity, which include the Statements of Income and Expenditure and Assets and Liabilities for the year ended 31/03/21, be approved.

Moved: Unit 40

Second: Unit 32

All in favour

**MOTION CARRIED**

**12 Appointment of Auditor - If Required**

Resolved (by special resolution): That in accordance with Section 132(8) of the Unit Titles Act 2010, no audit, review or verification is required on the financial statements for the previous financial year.

Moved: Unit 404

Second: Unit 40

All in favour

**MOTION CARRIED**

MOTION WITHDRAWN: That a suitably Qualified auditor be appointed to audit the books and accounts for the previous financial year in accordance with the Unit Titles Act 2010 and the Regulations Module applying to this Scheme.

Auckland Property Management adopts the Best Practice model in relation to Financial Management:

- i) Auckland Property Management Ltd advises that as part of our internal controls and procedures, all transactions are made through the Trust account of the Manager and are subject to a quarterly audit.
- ii) Auckland Property Management Ltd is a strong advocate of Industry Best Practice and promotes good governance principles in relation to financial management and reporting. As such we recommend that all managed Unit Plans undertake an annual audit of their Financial Statements by a qualified independent auditor.

**13 Discussion of Long Term Maintenance Plan**

Resolved: That the Committee shall review the Long Term Maintenance Plan in accordance with the requirements of Section 116 (1) of the Unit Titles Act 2010.

Moved: Unit 491

Second: Unit 21

All in favour

**MOTION CARRIED**

**14 Health & Safety**

Resolved: that the Body Corporate has a Health & Safety report and Hazard Register on file for the complex which requires reviewing and updating annually to ensure any previous hazards noted that have subsequently been removed or minimized are amended and that any new hazards that may have occurred during the year are noted.

Moved: Unit 32

Second: Unit 40

All in favour

**MOTION CARRIED**

Please note: All owners are required under the Act to ensure they have read and understand the Health & Safety report and have supplied a copy to any tenants, visitors or contractors to ensure they are aware of any hazards onsite.

**15 Covenant**

**Explanation of Motion for Body Corporate 420899**

Neil Properties Limited has agreed to transfer 29 principal unit car parks to 8 Nugent Street Precinct Society Inc (**Society**). These car parks, are part of DP 420899, will form part of the "Common Facilities" owned and managed by the Society in accordance with its constitution. This means that the car parks will be available for use as visitor car parking. Prior to the transfer, Neil Properties Limited will arrange for the registration of a covenant over the titles to the car park units being transferred for the benefit of Bodies Corporate 464974 and 495619. The covenant will require that the car parks are only used for visitor car parking by owners and occupiers of units on DPs 464974 and 495619.

The Unit Titles Act requires that when Land Covenants are registered over principal units or are for the benefit of a Body Corporate by being registered on the Supplementary Record Sheet for the Body Corporate the Body Corporate must pass the necessary resolutions which are attached.

In order to implement this arrangement, 8 Nugent Street Precinct Society Inc needs to amend its constitution to expressly provide for car parks as part of the "Common Facilities" and to allow the Society to own the car parks even though it is not a lot or unit owner. It also needs to pass a resolution agreeing to the transfer of the car park units. These resolutions are both special resolutions that require a 75% majority. The Bodies Corporate that will have the benefit of the covenant also need to pass their own special resolutions (75% majority) and complete the designated resolution to obtain the benefit of the covenant.

The Society does not have to pay for the car park units, but will be responsible for all Body Corporate and Society levies and rates etc. from the settlement date.

Body Corporate 420899 resolved by special resolution under section 62(2)(b) of the Unit Titles Act 2010 to enter into a covenant over the principal units listed in the schedule below for the benefit of the common property of Body Corporates 464974 and 495619 where the covenant shall provide that:

The unit owners for itself and its successors in title as registered owner of the Burdened Land hereby covenants with the body corporate for and on behalf of the body corporate and its successors in title as the registered owners of the common property and to take effect from the date of registration of this covenant as follows:

**1 The unit owners covenant as follows:**

- 1.1 That they shall not allow or permit the principal unit to be used for any purpose other than for visitor car parking for use by the members of the body corporate except as otherwise agreed by the committee of the body corporate .

**2 Breach of Covenant:**

- 2.1 If there is any breach or non-observation of the covenant (and without prejudice to any other liability which the unit owner may have to any person having the benefit of these covenants) the unit owner will upon written demand being made by the body corporate, pay the body corporate as liquidated damages the sum of \$350 per day for every day that such breach of non-observation continues after the date on which written notice and demand has been made.

This is a designated resolution.

Moved: Unit 32  
Second: Unit 491  
All in favour  
**MOTION CARRIED**

*[Post Meeting Note: Due to the notice period being 1 day short of the required NPL have decided to wait until next years AGM to complete the transfer process.]*

**16 Approval of Administration Fund Budget**

James advised that the Committee have reviewed the budget and propose that the Administrative levy remain constant/same as last year.

Resolved: That the Administrative Fund budget be determined, levy to be raised of \$127,950.00 and approved.

Moved: Unit 32  
Second: Unit 38  
All in favour  
**MOTION CARRIED**

**17 Approval of Long Term Maintenance Fund Budget**

James advised that the Committee have reviewed the budget and propose that the Long Term Maintenance levy increase as recommended in the Long Term Maintenance Report.

Resolved: That the Long Term Maintenance Fund budget be determined, Levy increased to a \$41,900.00 and approved.

Moved: Unit 491

Second: Unit 201

All in favour

**MOTION CARRIED**

**18 Striking of Levies and Number of Levy Instalments**

Resolved: That the operating budget shall be raised according to utility and/or ownership interest in four instalment/s due for payment on the 1st of July 2021, 1st September 2021, 1st December 2021 and 1st February 2022. The Body Corporate Manager shall issue invoices prior to the due date for each instalment.

Moved: Unit 40

Second: Unit 491

All in favour

**MOTION CARRIED**

**The meeting agreed to amend the 1st instalment due date from 1/6/21 to 1/7/21.**

**19 Recovery of Body Corporate Levies, Penalty Interest Rates & Debt Administration Fees**

Resolved: That Auckland Property Management Ltd be authorised to recover any unpaid levies or other outstanding expense items owed to the Body Corporate, through the Tenancy Tribunal or otherwise, and to levy interest at the rate of 10% per annum as provided for in Section 128 of the Unit Titles Act 2010 on any monies outstanding. All costs, debt administration fees and expenses involved in the recovery shall be charged against the defaulting proprietor in full. A lawyer appointed by the Committee, shall act as duly appointed agents for the Body Corporate, where required, for debt collection.

Moved: Unit 1

Second: Unit 21

All in favour

**MOTION CARRIED**

**Auckland Property Managements levy collection process is as follows:**

Owners will be notified by email to the email address recorded with Auckland Property Management of all levies and/or charges due. The same email address will be used for all notifications regarding the collection of money owed to the Body Corporate unless a request is made otherwise. If an owner does not have an email address, all correspondence will be posted to the postal address recorded with APM. It is the responsibility of the owner to ensure that APM is notified of any change to either email or postal addresses.

Levies are typically raised within 14 days of the Annual General Meeting unless otherwise instructed by the Chairperson of the body corporate. Our standard collection process for unpaid levies is detailed below:

- 30 days prior to levies being due, a levy notice is sent to advise owners of the levy instalment due. The due date for the first instalment can be sooner by resolution at the AGM.
- **Stage 1 debt recovery.** 10 days after the due date of the levy instalment, a reminder is sent that the levy instalment is past due. Interest at the rate of 10% per annum accrues from the due date.
- **Stage 2 debt recovery.** 40 days after the due date of the levy instalment, if payment is still outstanding, a final notice is sent to the registered owner. A debt administration fee of \$75.00 + GST is charged to the unit.



- **Stage 3 debt recovery.** 70 days after the due date of the levy instalment, APM will attempt to contact the owner by an alternative contact method. If contacting the owner is unsuccessful and/or payment is not forthcoming, a notice to commence legal action is served, notifying the owner that their file will be referred to our legal department for further action should payment not be received within seven days. A debt administration fee of \$150.00 + GST will be charged to the unit. Any legal costs incurred are payable by the registered owner.

The above process is to be used as a guide only and is subject to change depending upon individual requirements of the Body Corporate.

Subject to acceptance by the Body Corporate committee, the owner may request to pay the levy by instalments at an agreed payment plan. This will include interest at the rate of 10% per annum for any period where there are monies outstanding. Failure to meet obligations to the agreed payment plan will result in the debt recovery process commencing.

## 20 General Business

Owners may wish to discuss items of a general nature.

No further business.

### Body Corporate Website:

At Auckland Property Management we try and be environmentally friendly so have put all your important documents relating to your body corporate online please visit <https://bodycorp.aucklandproperty.net/> to view these at any time. If you have forgotten your login details please contact your manager Donna Holroyd directly on the following email [donna.holroyd@aucklandproperty.net](mailto:donna.holroyd@aucklandproperty.net) and they will assist.

Donna Holroyd  
Body Corporate Manager

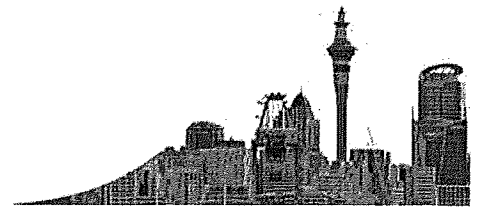
CLOSURE: There being no further business, the chairperson thanked all those who had attended and declared the meeting closed at 08:15 PM.

*Privacy Policy: In order for Auckland Property Management to provide services to the Body Corporate and assist the Body Corporate in meeting the requirements of the Unit Titles Act 2010 and Unit Titles Regulations 2011, we are required to collect and hold personal information. We do so in accordance with our Privacy Policy which is published on our website. Please see <https://www.aucklandproperty.net/auckland-property-management-privacy-policy/>*

# Auckland Property Management Ltd

145 Manukau Road, Epsom  
PO Box 26510 Remuera  
Auckland, New Zealand  
P: 64-9-638 2500  
F: 64-9-639 0873  
rentals@aucklandproperty.net  
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## MINUTES OF THE ANNUAL GENERAL MEETING

### BODY CORPORATE 420899

Building D, 8 Nugent Street, Grafton Auckland 1023

The Annual General Meeting of Body Corporate 420899 was held on the Ground Floor, Building B, 8 Nugent Street on Monday, 16 May 2022 commencing at 07:00 PM.

#### Present:

Unit #	Attendance	Owner Name Representative
3	Yes	Darren Man-Yiu Tsang & Hoi Wing Agnes Yu
9	Yes	DJ and MTP Hall Trust, Dave Hall
10	Yes	DJ and MTP Hall Trust, Dave Hall
13	Yes	Johnston, Deirdre
18	Yes	Carnoustie Family Trust, Dave Weir
19	Apology	Ainsworth, Lauren
21	Yes	Wood, Julia
22	Yes	Knox, Glenys
23	Yes	Buchanan, Cherie
L5/27	Yes	Neil Properties Limited, James Rigg
29	Yes	Newby, Vincent
34	Yes	San Buenaventura, Hector
35	Apology	Havill, Alice PROXY- Richard Speer
37	Yes	Speer, Richard
40	Yes	Arihant Trust, Gideon Geldenhuys
41	Yes	Darren Man-Yiu Tsang
53	Yes	Chua, Dennis
L5/62	Yes	Rigg, James
L2/86 -117	Yes	Argosy Property No.1 Limited, Anne Staub
L2/128-132	Yes	Argosy Property No.1 Limited, Anne Staub
L2/138-159	Yes	Argosy Property No.1 Limited, Anne Staub
L5/160	Apology	Lauren Ainsworth
L5/161	Apology	Lauren Ainsworth
L2/162 -181	Yes	Argosy Property No.1 Limited, Anne Staub
L2/184 -351	Yes	Argosy Property No.1 Limited, Anne Staub
L2/360-362	Yes	Argosy Property No.1 Limited, Anne Staub
L5/363	Yes	Rigg, James
L5/365	Apology	Sue E Jansen PROXY -Donna Holroyd
L5/366	Apology	Sue E Jansen PROXY -Donna Holroyd
L2/369-374	Yes	Argosy Property No.1 Limited, Anne Staub
C13/380-381	Yes	Neil Properties Limited
A56/382-392	Yes	Neil Properties Limited
L2/393-395	Yes	Argosy Property No.1 Limited, Anne Staub
1A/396-397	Yes	Neil Properties Limited
L1/398-406	Yes	Arihant Properties Ltd, Gideon & Vaibhav
L2/407-428	Yes	Argosy Property No.1 Limited, Anne Staub
1A/429-433	Yes	Neil Properties Limited
L2/434-451	Yes	Argosy Property No.1 Limited, Anne Staub

1A/452	Yes	Neil Properties Limited
1A/453	Yes	Neil Properties Limited
C13/459-468	Yes	Neil Properties Limited
L5/474	Yes	Neil Properties Limited
L5/475	Yes	Neil Properties Limited
L5/485	Yes	Speer, Richard & Alana
L5/486	Apology	Sue E Jansen
		PROXY -Donna Holroyd
L5/488	Apology	Hatrick-Smith, John & Margaret
L5/489	Yes	Neil Properties Limited
L5/490	Yes	Neil Properties Limited
L5/491	Yes	Weir, Dave & Louise
L5/492	Yes	Neil Properties Limited
L5/493	Yes	Neil Properties Limited, James Rigg
L2/494-506	Yes	Argosy Property No.1 Limited, Anne Staub
C13/507-511	Yes	Neil Properties Limited
1A/517	Yes	Arihant Properties Ltd, Gideon Geldenhuys
L5/518-524	Apology	CLH Family Trust, POSTAL VOTE-Janice Choi
A56/525-544	Yes	Neil Properties Limited
NR/522-566	Yes	Neil Properties Limited
L5/567-572	Apology	CLH Family Trust, POSTAL VOTE-Janice Choi
NA/573-586	Yes	Neil Properties Limited
2A	Yes	Neil Properties Limited
1A	Yes	Neil Properties Limited
2B	Yes	Argosy Property No.1 Limited, Anne Staub
L2/233	Yes	Argosy Property No.1 Limited, Anne Staub

**In attendance:**

Grant Helleur-One Place Building Management

Donna Holroyd, Body Corporate Manager, Auckland Property Management.

**Minutes:**

**1 Appointment of Chairperson for Meeting**

Resolved: That Donna Holroyd be elected chairperson of the meeting.

Moved: Unit 37

Second: Unit 29

All in favour

**MOTION CARRIED**

**2 Proxies and Voting Papers**

Resolved: That the proxies and voting forms have been received, as recorded above.

Moved: Unit 27

Second: Unit 21

All in favour

**MOTION CARRIED**

**3 Confirm Minutes of Previous Annual General Meeting**

Resolved: That the minutes of the last meeting, held 17/5/2021, be confirmed as a true and accurate record of that meeting.

Moved: Unit 27

Second: Unit 23

All in favour

**MOTION CARRIED**

**4 Election of Chairperson of Body Corporate**

The Manager thanked Dave, on behalf of owners for his contribution, time and effort to the Body Corporate in his role as Chairman.

Resolved: That Dave Weir be elected as Chairperson of the Body Corporate in accordance with section (10)1 of the Regulations.

Moved: Unit 27

Second: Unit 86

All in favour

**MOTION CARRIED**

**5 Committee Number & Quorum**

Resolved: That until otherwise resolved by the Body Corporate in terms of the Unit Titles Act 2010, the Committee shall comprise of up to 6 members. The Committee shall meet and conduct business in accordance with the requirements of the Unit Titles Act 2010 and the Unit Titles Regulations 2011 not less than one time in each year. The quorum necessary for the transaction of the business of the Committee shall be 4.

Moved: Unit 40

Second: Unit 23

All in favour

**MOTION CARRIED**

**6 Election of Committee**

Resolved: That the following nominees be elected to the Committee.

Anne Staub, Glenys Knox, Dave Hall, Richard Speer, Dave Weir

Moved: Unit 27

Second: Unit 37

All in favour

**MOTION CARRIED**

**7 General Delegation of Powers and Duties**

Resolved: That the Body Corporate shall indemnify the Committee and the Chairperson, for any liability incurred by either, in respect of any matter undertaken in good faith by them in exercise of their delegated powers for the Body Corporate, in terms of the Unit Titles Act 2010 ("the Act"). Without limitation to the above, the Body Corporate shall indemnify the Chairperson and/or the Committee for any liability incurred in respect of any certificate given in good faith under Section 147(3) (b) of the Act.

Moved: Unit 517

Second: Unit 27

All in favour

**MOTION CARRIED**

Resolved (by special resolution): That the duties of the Body Corporate Chairperson as set out in Regulation (11)1, sub-paragraphs (a) to (m) inclusive of the Unit Titles Regulations 2011 be delegated to the Committee.

Moved: Unit 517

Second: Unit 27

All in favour

**MOTION CARRIED**

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 be delegated to the Body Corporate Committee, save those powers reserved to the Body Corporate by Section 108(2).

Moved: Unit 517  
Second: Unit 27  
All in favour  
**MOTION CARRIED**

**8 Appointment of Nugent Precinct Representative  
8 Nugent Street Precinct Society Incorporated**

Explanation: The various owners within Body Corporate 420899 are required pursuant to the Encumbrance 9231567.9 registered on the various Records of Title for the Units to be members of 8 Nugent Street Precinct Society Incorporated. Due to the number of owners within the Body Corporate it has been agreed it would be appropriate for the Body Corporate to represent the owners in respect of the 8 Nugent Street Precinct Society Incorporated and for the Body Corporate Committee to appoint a representative to the 8 Nugent Street Precinct Society Incorporated Committee.  
The current appointed representative is James Rigg and he is happy to continue in this role.

Resolved: that the Body Corporate shall represent the owners within the Body Corporate in respect of the 8 Nugent Street Precinct Society Incorporated and the Body Corporate Committee shall appoint a representative to the 8 Nugent Street Precinct Society Incorporated Committee.

Moved: Unit 517  
Second: Unit 21  
All in favour  
**MOTION CARRIED**

**9 Re-Appointment of Body Corporate Manager**

Resolved: That the Body Corporate re-appoint Auckland Property Management Ltd as Manager for the following year to carry out the duties delegated to the Committee in terms of Section 108(2) of the Unit Titles Act 2010 and Regulation 11(1) of the Unit Titles Regulations 2011.

Moved: Unit 29  
Second: Unit 517  
All in favour  
**MOTION CARRIED**

**10 Re-Appointment of the Site Manager & Common Maintenance  
Common Area/Site Manager**

One Place for Property Report was circulated with the Agenda documents and taken as read.  
Common maintenance -queries welcomed. No further discussion

To consider the motion: That the Body Corporate Committee has the responsibility to reappoint the Building Manager or replace the Building Manager as required to ensure the smooth running of the building.

Moved: Unit 27  
Second: Unit 13  
All in favour  
**MOTION CARRIED**

**A) Cracks in Concrete Slabs Level 6 & 7**

Dave gave owners an overview of the history and current issue. A decision was made by the body corporate a few years ago to remove the waterproof membrane which was failing and opt for a treatment to be applied to the steel, which coats and protects the steel structure and the cracks in the concrete slab filled with a flexible product. Subsequent cracks require further investigation and repair on levels 6 & 7. Dave will investigate further with the original engineer.

Dave proposes and recommends a contingency group fund to be set up for this investigation and repair. Owners agreed that this would be prudent.

Resolved: That the Body Corporate raise an additional \$10,000.00 for the purpose of Concrete Slab investigation and repair. To be allocated to the Contingency Fund Account and raised at the same time as the Annual General levies.

Moved: Unit 27  
Second: Unit 37  
All in favour  
**MOTION CARRIED**

**11 Insurance Discussion**  
Renewed Valuation completed by Opteon March 2022

Resolved: That the renewed insurance policies for the period 31/05/2021 to 31/05/2022 be confirmed.

Moved: 29  
Second: 517  
All in favour  
**MOTION CARRIED**

Managers Note: Owners are asked to ensure they are familiar with the cover in place and the terms of this cover. These details can be found on <https://bodycorp.aucklandproperty.net/> under the insurance folder, including a claim form.

Resolved: That the Committee of the Body Corporate or the Body Corporate Manager be authorised to obtain quotations and renew the insurance policies for the coming year. The Body Corporate shall consider the need for insurance cover for:

- (i) The building and other site improvements;
- (ii) Loss of rents; Alternative Accommodation
- (iii) General Liability;
- (iv) Statutory Liability; and
- (v) Association Liability/ Office Bearers' cover

Moved: 209  
Second: 27  
All in favour  
**MOTION CARRIED**

**12 Approval of Financial Statements**

The BC Manager tabled the Annual Reports that were circulated with the Agenda and noted that the Net Assets as shown in the Balance Sheet at financial year end amounted to \$160,923.79. The income and expenditure Statement shows the expenses incurred against the approved budget. In the Administrative Fund, the expenses incurred amounted to \$137,531.22. The closing balance/contingency at year end in the Admin Fund was a total of \$40,256.42. The Long Term Maintenance fund has a closing balance at year-end of \$120,667.37. The Manager advised that all transactions are recorded in the Detailed Expenses Report for transparency and owners information.

Resolved: That the Financial Statements prepared by the Body Corporate as a non-reporting entity, which include the Statements of Income and Expenditure and Assets and Liabilities for the year ended 31/03/22, be approved.

Moved: 27  
Second: 22  
All in favour  
**MOTION CARRIED**

**13 Appointment of Auditor - If Required**

Resolved (by special resolution): That in accordance with Section 132(8) of the Unit Titles Act 2010, no audit, review or verification is required on the financial statements for the previous financial year.

Moved: 27

Second: 22

All in favour

**MOTION CARRIED**

WITHDRAWN: That a suitably Qualified auditor be appointed to audit the books and accounts for the previous financial year in accordance with the Unit Titles Act 2010 and the Regulations Module applying to this Scheme.

Auckland Property Management adopts the Best Practice model in relation to Financial Management:

- i) Auckland Property Management Ltd advises that as part of our internal controls and procedures, all transactions are made through the Trust account of the Manager and are subject to a quarterly audit.
- ii) Auckland Property Management Ltd is a strong advocate of Industry Best Practice and promotes good governance principles in relation to financial management and reporting. As such we recommend that all managed Unit Plans undertake an annual audit of their Financial Statements by a qualified independent auditor.

**14 Discussion of Long Term Maintenance Plan**

Formal review due 2023(WSP)

Resolved: That the Committee shall review the Long Term Maintenance Plan in accordance with the requirements of Section 116 (1) of the Unit Titles Act 2010.

Moved: 517

Second: 37

All in favour

**MOTION CARRIED**

**15 Health & Safety**

**Health & Safety Report**

Resolved: that the Body Corporate has a Health & Safety report and Hazard Register on file for the complex which requires reviewing and updating annually to ensure any previous hazards noted that have subsequently been removed or minimized are amended and that any new hazards that may have occurred during the year are noted.

Moved: 23

Second: 21

All in favour

**MOTION CARRIED**

Please note: All owners are required under the Act to ensure they have read and understand the Health & Safety report and have supplied a copy to any tenants, visitors or contractors to ensure they are aware of any hazards onsite.

**16 Approval of Administration & Contingency Fund Budget**

A proposed increase to the levy to reflect the anticipated costs and contractor price increases.

Resolved: That the Administrative Fund budget be determined and levy of \$140,000.00 approved.

Moved: 21

Second: 517

All in favour

## **MOTION CARRIED**

As discussed owners agreed that a Contingency fund be established to cover costs for investigation/repair of cracks in concrete.

Resolved: That the Contingency Fund budget be determined and levy of \$10,000.00 approved.

Moved: 18

Second: 29

All in favour

**MOTION CARRIED**

### **17 Approval of Long Term Maintenance Fund Budget**

No proposed increase to the Long Term maintenance contribution/levy.

Resolved: That the Long Term Maintenance Fund budget be determined and levy of \$41,900.00 approved.

Moved: 29

Second: 517

All in favour

**MOTION CARRIED**

### **18 Striking of Levies and Number of Levy Instalments**

Resolved: That the operating budget shall be raised according to utility and/or ownership interest in instalment/s due for payment on the 1st of July 2022, 1st September 2022, 1st December 2022 and 1st February 2023. The Body Corporate Manager shall issue invoices not less than 30 days prior to the due date for each instalment.

Moved: 18

Second: 22

All in favour

**MOTION CARRIED**

### **19 Recovery of Body Corporate Levies, Penalty Interest Rates & Debt Administration Fees**

Resolved: That Auckland Property Management Ltd be authorised to recover any unpaid levies or other outstanding expense items owed to the Body Corporate, through the Tenancy Tribunal or otherwise, and to levy interest at the rate of 10% per annum as provided for in Section 128 of the Unit Titles Act 2010 on any monies outstanding. All costs, debt administration fees and expenses involved in the recovery shall be charged against the defaulting proprietor in full. A lawyer appointed by the Committee, shall act as duly appointed agents for the Body Corporate, where required, for debt collection.

Moved: 37

Second: 13

All in favour

**MOTION CARRIED**

#### **Auckland Property Managements levy collection process is as follows:**

Owners will be notified by email to the email address recorded with Auckland Property Management of all levies and/or charges due. The same email address will be used for all notifications regarding the collection of money owed to the Body Corporate unless a request is made otherwise. If an owner does not have an email address, all correspondence will be posted to the postal address recorded with APM. It is the responsibility of the owner to ensure that APM is notified of any change to either email or postal addresses.

Levies are typically raised within 14 days of the Annual General Meeting unless otherwise instructed by the Chairperson of the body corporate. Our standard collection process for unpaid levies is detailed below:



- 30 days prior to levies being due, a levy notice is sent to advise owners of the levy instalment due. The due date for the first instalment can be sooner by resolution at the AGM.
- **Stage 1 debt recovery.** 10 days after the due date of the levy instalment, a reminder is sent that the levy instalment is past due. Interest at the rate of 10% per annum accrues from the due date.
- **Stage 2 debt recovery.** 40 days after the due date of the levy instalment, if payment is still outstanding, a final notice is sent to the registered owner. A debt administration fee of \$75.00 + GST is charged to the unit.
- **Stage 3 debt recovery.** 70 days after the due date of the levy instalment, APM will attempt to contact the owner by an alternative contact method. If contacting the owner is unsuccessful and/or payment is not forthcoming, a notice to commence legal action is served, notifying the owner that their file will be referred to our legal department for further action should payment not be received within seven days. A debt administration fee of \$150.00 + GST will be charged to the unit. Any legal costs incurred are payable by the registered owner.

The above process is to be used as a guide only and is subject to change depending upon individual requirements of the Body Corporate.

Subject to acceptance by the Body Corporate committee, the owner may request to pay the levy by instalments at an agreed payment plan. This will include interest at the rate of 10% per annum for any period where there are monies outstanding. Failure to meet obligations to the agreed payment plan will result in the debt recovery process commencing.

## 20 Covenant

### Motion for Body Corporate 420899

Neil Properties Limited has agreed to transfer 29 principal unit car parks to 8 Nugent Street Precinct Society Inc (Society). These car parks, are part of DP 420899, will form part of the "Common Facilities" owned and managed by the Society in accordance with its constitution. This means that the car parks will be available for use as visitor car parking. Prior to the transfer, Neil Properties Limited will arrange for the registration of a covenant over the titles to the car park units being transferred for the benefit of Bodies Corporate 464974 and 495619. The covenant will require that the car parks are only used for visitor car parking by owners and occupiers of units on DPs 464974 and 495619.

The Unit Titles Act requires that when Land Covenants are registered over principal units or are for the benefit of a Body Corporate by being registered on the Supplementary Record Sheet for the Body Corporate the Body Corporate must pass the necessary resolutions which are attached.

In order to implement this arrangement, 8 Nugent Street Precinct Society Inc needs to amend its constitution to expressly provide for car parks as part of the "Common Facilities" and to allow the Society to own the car parks even though it is not a lot or unit owner. It also needs to pass a resolution agreeing to the transfer of the car park units. These resolutions are both special resolutions that require a 75% majority. The Bodies Corporate that will have the benefit of the covenant also need to pass their own special resolutions (75% majority) and complete the designated resolution to obtain the benefit of the covenant.

The Society does not have to pay for the car park units, but will be responsible for all Body Corporate and Society levies and rates etc. from the settlement date.

Resolved by special resolution : that the Body Corporate 420899 resolves under section 62(2)(b) of the Unit Titles Act 2010 to enter into a covenant over the principal units listed in the schedule below for the benefit of the common property of Body Corporates 464974 and 495619 where the covenant shall provide that:

The unit owners for itself and its successors in title as registered owner of the Burdened Land hereby covenants with the body corporate for and on behalf of the body corporate and its successors in title as the registered owners of the common property and to take effect from the date of registration of this covenant as follows:

- 1 The unit owners covenant as follows:

1.1 That they shall not allow or permit the principal unit to be used for any purpose other than for visitor car parking for use by the members of the body corporate except as otherwise agreed by the committee of the body corporate .

2 Breach of Covenant:

2.1 If there is any breach or non-observation of the covenant (and without prejudice to any other liability which the unit owner may have to any person having the benefit of these covenants) the unit owner will upon written demand being made by the body corporate, pay the body corporate as liquidated damages the sum of \$350 per day for every day that such breach of non-observation continues after the date on which written notice and demand has been made.

Moved: 517

Second: 21

All in favour

**MOTION CARRIED**

This is a designated resolution.

Unit	DP	RT
573	420899	498433
574	420899	498434
575	420899	498435
576	420899	498436
577	420899	498437
578	420899	498438
579	420899	498439
580	420899	498440
581	420899	498441
582	420899	498442
583	420899	498443
552	420899	498412
553	420899	498413
554	420899	498414
555	420899	498415
556	420899	498416
557	420899	498417
558	420899	498418
559	420899	498419
560	420899	498420
561	420899	498421
562	420899	498422
563	420899	498423
564	420899	498424
565	420899	498425
566	420899	498426
584	420899	498444
585	420899	498445
586	420899	498446

**Units 573-583 for BC 464974**

**Units 552-586 for BC 495619**

**21 General Business**

Owners may wish to discuss items of a general nature.

Body Corporate Website:

At Auckland Property Management we try and be environmentally friendly so have put all your important documents relating to your body corporate online please visit <https://bodycorp.aucklandproperty.net/> to view these at any time. If you have forgotten your login details please contact your manager Donna Holroyd directly on the following email [DonnaH@apm.kiwi](mailto:DonnaH@apm.kiwi) and they will assist.

Donna Holroyd  
Body Corporate Manager

CLOSURE: There being no further business, the chairperson thanked all those who had attended and declared the meeting closed at 07:30 PM.

*Privacy Policy: In order for Auckland Property Management to provide services to the Body Corporate and assist the Body Corporate in meeting the requirements of the Unit Titles Act 2010 and Unit Titles Regulations 2011, we are required to collect and hold personal information. We do so in accordance with our Privacy Policy which is published on our website. Please see <https://www.aucklandproperty.net/auckland-property-management-privacy-policy/>*



## MINUTES OF THE ANNUAL GENERAL MEETING

### BODY CORPORATE 420899

Building D, 8 Nugent Street, Grafton Auckland 1023

The Annual General Meeting of Body Corporate 420899 was held at APM Offices, Level 2, Spartik House, 6 Edward Wayte Place on Tuesday, 02 May 2023 commencing at 07:00 PM.

#### Present:

Unit #	Attendance	Owner Name Representative
1	Yes	Wilmoth, Shirley
3	Apology	Darren Man-Yiu Tsang & Hoi Wing Agnes Yu Proxy-Gideon Geldenhuys
13	Yes	Johnston, Deirdre Zoom
15	Yes	Fazleen, Akmal
18	Yes	Carnoustie Family Trust, Weir, Dave
21	Yes	Wood, Julia
22	Yes	Knox, Glenys
23	Yes	Buchanan, Cherie
26	Yes	Welsie Properties Ltd, Wells, Daniel Zoom
L5/27	Yes	Neil Properties Limited, Rigg James
29	Yes	Newby, Vincent
34	Yes	San Buenaventura, Hector Zoom
36	Yes	Mykonos Property Limited, Graeme Boag Zoom
38	Yes	Wilmoth, Shirley
40	Yes	Arihant Trust, Gideon Geldenhuys
41	Yes	Darren Man-Yiu Tsang & Hoi Wing Agnes Yu Proxy-Gideon Geldenhuys
44	Yes	Liu, Qun
53	Apology	Chua, Dennis PROXY -James Rigg
L5/62	Yes	Rigg, James
76	Yes	Owens, Rachel
L2/86-117	Yes	Argosy Property No.1 Limited, Anne Staub
L5/119	Apology	Katherine Meacham and John Patrick Hayden POSTAL VOTE
L2/128 -132	Yes	Argosy Property No.1 Limited, Anne Staub
L2/138 -159	Yes	Argosy Property No.1 Limited, Anne Staub
L5/160	Apology	Choi, Yuen Lung POSTAL VOTE
L5/161	Apology	Choi, Yuen Lung POSTAL VOTE
L2/162 -181	Yes	Argosy Property No.1 Limited, Anne Staub
L2/184 -351	Yes	Argosy Property No.1 Limited, Anne Staub
L2/360 -362	Yes	Argosy Property No.1 Limited, Anne Staub
L5/363	Yes	Rigg, James
L5/365	Apology	Sue E Jansen Proxy -Donna Holroyd
L5/366	Apology	Sue E Jansen

L5/367	Apology	Proxy -Donna Holroyd Mark & Karen Haines
L5/368	Apology	Mark & Karen Haines
L2/369-374	Yes	Argosy Property No.1 Limited, Anne Staub
C13/380-392	Yes	Neil Properties Limited
L2/393 -395	Yes	Argosy Property No.1 Limited, Anne Staub
1A/396	Yes	Neil Properties Limited
C13/397	Yes	Neil Properties Limited
L1/398 -406	Yes	Arihant Properties Ltd, Gideon Geldenhuys
L2/407-428	Yes	Argosy Property No.1 Limited, Anne Staub
1A/429-433	Yes	Neil Properties Limited
L2/434-451	Yes	Argosy Property No.1 Limited, Anne Staub
1A/452	Yes	Neil Properties Limited
1A/453	Yes	Neil Properties Limited
C13/459 -468	Yes	Neil Properties Limited
L5/474	Yes	Neil Properties Limited
L5/475	Yes	Neil Properties Limited
L5/485	Yes	Speer, Richard & Alana
L5/486	Apology	Sue E Jansen Proxy -Donna Holroyd
L5/488	Yes	Hatrick-Smith, John
L5/489	Yes	Neil Properties Limited
L5/490	Yes	Neil Properties Limited
L5/491	Yes	Weir, Dave
L5/492	Yes	Neil Properties Limited
L5/493	Yes	Neil Properties Limited, James Rigg
L2/494-506	Yes	Argosy Property No.1 Limited, Anne Staub
1A/507-511	Yes	Neil Properties Limited
1A/517	Yes	Arihant Properties Ltd, Gideon Geldenhuys
L5/518	Yes	CLH Family Trust, Kai Wai Choi Postal Vote
1A/519	Yes	CLH Family Trust, Janice Choi & Yuen Lung Choi Postal Vote 1A/519 -524
A56/525-544	Yes	Neil Properties Limited
NR/552-566	Yes	Neil Properties Limited
L/567-572	Apology	CLAH Family Trust, Kai Wai Choi Postal Vote
NA/573-586	Yes	Neil Properties Limited
2	Yes	Neil Properties Limited
A1	Yes	Neil Properties Limited
2B	Yes	Argosy Property No.1 Limited, Anne Staub
L2/233	Yes	Argosy Property No.1 Limited, Anne Staub

In attendance: Grant Helleur, Ish Chandrasekar-One Place for Property LTD  
Donna Holroyd, Body Corporate Manager, Auckland Property Management

## Minutes:

### 1 Appointment of Chairperson for Meeting

Resolved: That Donna Holroyd be elected Chairperson of the meeting.

Moved: Unit 18

Second: Unit 22

All in favour

**MOTION CARRIED**

### 2 Proxies and Voting Papers

Resolved: That the following proxies and voting forms have been received.

Unit 41 in favour of Gideon Geldenhuys

Unit 53 in favour of James Rigg

Units 365, 366 & 486 in favour of Donna Holroyd

Unit 119 Postal Vote  
Units 160, 161 Postal Vote  
Units 518, 519 Postal Vote  
Units 567, 568, 569, 570, 571, 572 Postal Vote

Moved: Unit 40  
Second: Unit 86  
All in favour

**MOTION CARRIED**

**3 Confirm Minutes of Previous Annual General Meeting**

Resolved: That the minutes of the last meeting, held 16/5/2022, be confirmed as a true and accurate record of that meeting.

Moved: Unit 62  
Second: Unit 76  
All in favour

**MOTION CARRIED**

**4 Election of Chairperson of Body Corporate**

Resolved: That Dave Weir be elected as Chairperson of the Body Corporate in accordance with Section (10)1 of the Regulations.

Moved: Unit 62  
Second: Unit 22  
All in favour

**MOTION CARRIED**

**5 Committee Number & Quorum**

Resolved: That until otherwise resolved by the Body Corporate in terms of the Unit Titles Act 2010, the Committee shall comprise of 5 members. The Committee shall meet and conduct business in accordance with the requirements of the Unit Titles Act 2010 and the Unit Titles Regulations 2011 not less than one time in each year. The quorum necessary for the transaction of the business of the Committee shall be 3.

Moved: Unit 40  
Second: Unit 62  
All in favour

**MOTION CARRIED**

**6 Election of Committee**

Resolved: That the following nominees be elected to the Committee.

Dave Weir  
Anne Staub  
Glenys Knox  
Richard Speer  
James Rigg

Moved: Unit 38  
Second: Unit 40  
All in favour

**MOTION CARRIED**

**7 General Delegation of Powers and Duties**

(a) Resolved: That the Body Corporate shall indemnify the Committee and the Chairperson, for any liability incurred by either, in respect of any matter undertaken in good faith by them in exercise of their delegated powers for the Body Corporate, in terms of the Unit Titles Act 2010 ("the Act"). Without

limitation to the above, the Body Corporate shall indemnify the Chairperson and/or the Committee for any liability incurred in respect of any certificate given in good faith under Section 147(3) (b) of the Act.

Moved: Unit 62  
Second: Unit 22  
All in favour  
**MOTION CARRIED**

(b) Resolved (by special resolution): That the duties of the Body Corporate Chairperson as set out in Regulation (11)1, sub-paragraphs (a) to (m) inclusive of the Unit Titles Regulations 2011 be delegated to the Committee.

Moved: Unit 62  
Second: Unit 22  
All in favour  
**MOTION CARRIED**

(c) 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 be delegated to the Body Corporate Committee, save those powers reserved to the Body Corporate by Section 108(2).

Moved: Unit 62  
Second: Unit 22  
All in favour  
**MOTION CARRIED**

**8 Nugent Precinct Representative Appointment**  
**8 Nugent Street Precinct Society Incorporated**

Explanation: The various owners within Body Corporate 420899 are required pursuant to the Encumbrance 9231567.9 registered on the various Records of Title for the Units to be members of 8 Nugent Street Precinct Society Incorporated. Due to the number of owners within the Body Corporate it has been agreed it would be appropriate for the Body Corporate to represent the owners in respect of the 8 Nugent Street Precinct Society Incorporated and for the Body Corporate Committee to appoint a representative to the 8 Nugent Street Precinct Society Incorporated Committee. The current appointed representative is James Rigg and he is happy to continue in this role.

Resolved: that the Body Corporate shall represent the owners within the Body Corporate in respect of the 8 Nugent Street Precinct Society Incorporated and the Body Corporate Committee shall appoint a representative to the 8 Nugent Street Precinct Society Incorporated Committee.

Moved: Unit 38  
Second: Unit 76  
All in favour  
**MOTION CARRIED**

**9 Re-Appointment of Body Corporate Manager**

Dave thanked Donna, on behalf of the Committee and owners for her excellent administration of the Body Corporate.

Resolved: That the Body Corporate re-appoint Auckland Property Management Ltd as Manager for the following year to carry out the duties delegated to the Committee in terms of Section 108(2) of the Unit Titles Act 2010 and Regulation 11(1) of the Unit Titles Regulations 2011.

Moved: Unit 62  
Second: Unit 18  
All in favour  
**MOTION CARRIED**

## 10 Re-Appointment of the Site Manager & Common Maintenance

a) Resolved: That the Body Corporate Committee has the responsibility to reappoint the Building Manager or replace the Building Manager as required to ensure the smooth running of the building.

Moved: Unit 86

Second: Unit 40

All in favour

**MOTION CARRIED**

### **Common Area/Site Manager -One Place for Property Report Update and common maintenance discussion.**

The Report from One Place as circulated with the Agenda documents and taken as read.

Dave thanked Grant and Ish for their management of the building and Anne Staub advised that Ish has been doing an excellent job since joining the One Place Team and working at the Body Corporate.

#### Break-ins/Garage door closing times

Ish advised that the break -ins have been concerning and the shorter opening hours of the doors hopefully will have a positive impact to reduce break-ins.

John Hatrick-Smith queried the expectations on reducing the opening hours. Dave (Chair) noted that the shorter opening hours are being trialed to discover if there is a reduction in the break-ins. It is hoped that this will reduce the opportunity for unauthorised access. James advised that it is not shown on camera footage how access is obtained. The Committee will monitor and re-assess in 3 months.

#### Rust remediation

Dave is investigating and will submit recommendation to committee and authorise/ action repair on approval.

#### Gutter Replacement

Dave is comparing quotes and investigating the options, to be submitted to Committee and actioned as soon as possible.

#### Cracks in Concrete Slabs-levels 6 & 7

Dave gave owners an update. The Cracks are not a structural issue, however because they have increased more than 4mm, the BC will action remediation to preserve the integrity of the slab. Dave has received two quotes, however they propose two different solutions; a) grind out and seal and b) flood cracks with a flexible filler. Dave will review and further investigation is required in order to proceed with best solution.

b) Resolved: That the Body Corporate raise \$10,000.00 for the purpose of Concrete Slab repair. To be allocated to the Contingency Fund Account and raised at the same time as the Annual General levies.

Moved: Unit 62

Second: Unit 22

All in favour

**MOTION CARRIED**

## 11 Insurance Discussion

The Manager advised that the renewal quotes have not as yet been received from the Insurance Broker, however the broker has advised a potential increase of 15-20% to the premium.

(a) Resolved: That the renewed insurance policies for the period 31/05/2022 to 31/05/2023 be confirmed.



Moved: Unit 62  
Second: Unit 488  
All in favour  
**MOTION CARRIED**

(b) Resolved: That the Committee of the Body Corporate or the Body Corporate Manager be authorised to obtain quotations and renew the insurance policies for the coming year. The Body Corporate shall consider the need for insurance cover for:

- (i) The building and other site improvements;
- (ii) Loss of rents; Alternative Accommodation
- (iii) General Liability;
- (iv) Statutory Liability; and
- (v) Association Liability/ Office Bearers' cover

Moved: Unit 62  
Second: Unit 488  
All in favour  
**MOTION CARRIED**

**Managers Note:**

*Owners are asked to ensure they are familiar with the cover in place and the terms of this cover. These details can be found on <https://bodycorp.aucklandproperty.net/> under the insurance folder, including a claim form.*

**12 Approval of Financial Statements**

The BC Manager tabled the Annual Reports that were circulated with the Agenda and noted that the Net Assets as shown in the Balance Sheet at financial year end in the General Group amounted to \$179,647.45. Net Assets in the Contingency Group amounted to \$8,522.15.

The Income and Expenditure Statement shows the expenses incurred against the approved budget. In the Administrative Fund, the expenses incurred in the General Group amounted to \$160,464.85. The closing balance/contingency at year end in the General Group was a total of \$20,133.29. The Contingency Group Fund is for the slab crack investigation and an amount of \$1,478.24 was expensed during the year.

The Long Term Maintenance fund incurred expenses of \$4,024.49 during the year and had a closing balance at year-end of \$159,514.16.

The Manager advised that all transactions are recorded in the Detailed Expenses Report for transparency and owners information.

Resolved: That the Financial Statements prepared by the Body Corporate as a non-reporting entity, which include the Statements of Income and Expenditure and Assets and Liabilities for the year ended 31/03/23, be approved.

Moved: Unit 62  
Second: Unit 517  
All in favour  
**MOTION CARRIED**

**13 Appointment of Auditor - If Required**

Resolved (by special resolution): That in accordance with Section 132(8) of the Unit Titles Act 2010, no audit, review or verification is required on the financial statements for the previous financial year.

Moved: Unit 38  
Second: Unit 62  
All in favour  
**MOTION CARRIED**

**Managers note:**

*If the above motion fails, then the Committee will arrange an audit of the financial statements for the previous financial year as per Section 132 of the Unit Titles Act and an agreed figure for the audit will be added to the Administrative Fund budget.*

*Auckland Property Management adopts the Best Practice model in relation to Financial Management:*

- i) Auckland Property Management Ltd advises that as part of our internal controls and procedures, all transactions are made through the Trust account of the Manager and are subject to a quarterly audit.*
- ii) Auckland Property Management Ltd is a strong advocate of Industry Best Practice and promotes good governance principles in relation to financial management and reporting.*

**14 Discussion of Long Term Maintenance Plan**

The Manager advised that the quote for a formal review by WSP has been approved and will proceed. Dave noted that the reviewed plans will be extended 30 years out (rather than 15) as per the new regulations/amendments to the UTA.

Resolved: That the Committee shall arrange a formal review of the Long Term Maintenance Plan in accordance with the requirements of Regulation 30 (2) of the Unit Titles Regulations 2011.

Moved: Unit 517

Second: Unit 76

All in favour

**MOTION CARRIED**

**15 Health & Safety**

**Health & Safety Report**

Resolved: That the Body Corporate monitors, reviews and updates the Hazard Register on file to ensure any hazards identified are removed or minimized and that any new hazards that may have occurred during the year are noted and attended to.

Moved: Unit 62

Second: Unit 38

All in favour

**MOTION CARRIED**

***Managers Note:***

*All owners are required under the Act to ensure they have read and understand the Health & Safety report and have supplied a copy to any tenants, visitors or contractors to ensure they are aware of any hazards onsite.*

**16 Approval of Administration Fund Budget**

The Manager noted that the proposed budget has been reviewed by the Committee.

The budgets proposed are adjusted by CPI and based on expenditure incurred over the previous year and anticipated expenditure in the coming period, with a realistic contingency/buffer in place for unanticipated expenses.

The Administrative Fund Levy is proposed to increase this year for the General Group, due to the anticipated increase of the Insurance Premium, the inclusion of a Long Term Maintenance Plan budget, inclusion of the Electrical Thermographic survey and Chemwash lined item is included. The Fire protection and Garage doors maintenance contracts have cost increases and these are included to reflect expenditure incurred last year and expected cost increases.

The levy to be raised for the Contingency Group for slab crack repairs will remain the same as last year.

Resolved: That the Administrative Fund budget be determined and levy of \$170,000.00 approved.

Moved: Unit 62

Second: Unit 15

All in favour

**MOTION CARRIED**

**17 Approval of Long Term Maintenance Fund Budget**

The LTM Levy has a proposed increase to fall in line with the current LTM Plan Report recommendation.

Resolved: That the Long Term Maintenance Fund budget be determined and levy of \$45,000.00 approved.

Moved: Unit 86

Second: Unit 38

All in favour

**MOTION CARRIED**

**18 Striking of Levies and Number of Levy Instalments**

Resolved: That the operating budget shall be raised according to utility and/or ownership interest in 4 instalment/s due for payment on the 1st of June 2023, 1st August 2023, 1st December 2023 and 1st February 2024. The Body Corporate Manager shall issue invoices approximately 30 days prior to the due date for each instalment.

Moved: Unit 86

Second: Unit 517

All in favour

**MOTION CARRIED**

**19 Recovery of Body Corporate Levies, Penalty Interest Rates & Debt Administration Fees**

Resolved: That Auckland Property Management Ltd be authorised to recover any unpaid levies or other outstanding expense items owed to the Body Corporate, through the Tenancy Tribunal or otherwise, and to levy interest at the rate of 10% per annum as provided for in Section 128 of the Unit Titles Act 2010 on any monies outstanding. All costs, debt administration fees and expenses involved in the recovery shall be charged against the defaulting proprietor in full. A lawyer appointed by the Committee, shall act as duly appointed agents for the Body Corporate, where required, for debt collection.

Moved: Unit 517

Second: Unit 86

All in favour

**MOTION CARRIED**

***Auckland Property Managements levy collection process is as follows:***

*Owners will be notified by email to the email address recorded with Auckland Property Management of all levies and/or charges due. The same email address will be used for all notifications regarding the collection of money owed to the Body Corporate unless a request is made otherwise. If an owner does not have an email address, all correspondence will be posted to the postal address recorded with APM. It is the responsibility of the owner to ensure that APM is notified of any change to either email or postal addresses.*

*Levies are typically raised within 14 days of the Annual General Meeting unless otherwise instructed by the Chairperson of the Body Corporate. Our standard collection process for unpaid levies is detailed below:*

- 30 days prior to levies being due, a levy notice is sent to advise owners of the levy instalment due. The due date for the first instalment can be sooner by resolution at the AGM.*
- **Stage 1 debt recovery.** 10 days after the due date of the levy instalment, a reminder is sent that the levy instalment is past due. Interest at the rate of 10% per annum accrues from the due date.*
- **Stage 2 debt recovery.** 40 days after the due date of the levy instalment, if payment is still outstanding, a final notice is sent to the registered owner. A debt administration fee of \$110.00 + GST is charged to the unit.*
- **Stage 3 debt recovery.** 70 days after the due date of the levy instalment, APM will attempt to contact the owner by an alternative contact method. If contacting the owner is unsuccessful and/or payment is not forthcoming, a notice to commence legal action is served, notifying the owner that their file will be referred to our legal department for further action should payment not be received*

*within seven days. A debt administration fee of \$220.00 + GST will be charged to the unit. Any legal costs incurred are payable by the registered owner.*

*The above process is to be used as a guide only and is subject to change depending upon individual requirements of the Body Corporate.*

*Subject to acceptance by the Body Corporate committee, the owner may request to pay the levy by instalments at an agreed payment plan. This will include interest at the rate of 10% per annum for any period where there are monies outstanding. Failure to meet obligations to the agreed payment plan will result in the debt recovery process commencing.*

## 20 Covenant

### **Motion for Body Corporate 420899**

Neil Properties Limited has agreed to transfer 29 principal unit car parks to 8 Nugent Street Precinct Society Inc (Society). These car parks, are part of DP 420899, will form part of the "Common Facilities" owned and managed by the Society in accordance with its constitution. This means that the car parks will be available for use as visitor car parking. Prior to the transfer, Neil Properties Limited will arrange for the registration of a covenant over the titles to the car park units being transferred for the benefit of Bodies Corporate 464974 and 495619. The covenant will require that the car parks are only used for visitor car parking by owners and occupiers of units on DPs 464974 and 495619.

The Unit Titles Act requires that when Land Covenants are registered over principal units or are for the benefit of a Body Corporate by being registered on the Supplementary Record Sheet for the Body Corporate the Body Corporate must pass the necessary resolutions which are attached.

In order to implement this arrangement, 8 Nugent Street Precinct Society Inc needs to amend its constitution to expressly provide for car parks as part of the "Common Facilities" and to allow the Society to own the car parks even though it is not a lot or unit owner. It also needs to pass a resolution agreeing to the transfer of the car park units. These resolutions are both special resolutions that require a 75% majority. The Bodies Corporate that will have the benefit of the covenant also need to pass their own special resolutions (75% majority) and complete the designated resolution to obtain the benefit of the covenant.

The Society does not have to pay for the car park units but will be responsible for all Body Corporate and Society levies and rates etc. from the settlement date.

Resolved: That Body Corporate 420899 resolves by special resolution under section 63(4) of the Unit Titles Act 2010 to consent to the registration of a land covenant over Units 573-583 DP 420899 in favour of Body Corporate 464974 and Units 552-566 and 584-586 DP 420899 in favour of 495619.

Moved: Unit 76

Second: Unit 86

All in favour

**MOTION CARRIED**

## 21 General Business

Owners may wish to discuss items of a general nature.

### EV Chargers

Owners discussed the possibility of EV charging installations in the carpark. Anne is investigating charging for Argosy Carparks, however, the power will be connected/be drawn from Building B, not the Body Corporate BC 420899. The Committee will investigate the option for EV chargers for owners, assisted by James, who has been involved with the EV infrastructure installation in Building C. This will require a full analysis of the power consumption, potential number of EV charges and effect on the Building power load capacity.

Body Corporate Website:

At Auckland Property Management we try and be environmentally friendly so have put all your important documents relating to your body corporate online please visit <https://bodycorp.aucklandproperty.net/> to view these at any time. If you have forgotten your login details please contact your manager Donna Holroyd directly on the following email [DonnaH@apm.kiwi](mailto:DonnaH@apm.kiwi) and they will assist.

Donna Holroyd  
Body Corporate Manager

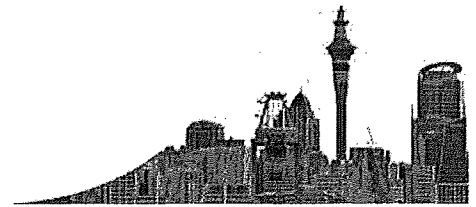
**CLOSURE:** There being no further business, the chairperson thanked all those who had attended and declared the meeting closed at 08:00 PM.

*Privacy Policy: In order for Auckland Property Management to provide services to the Body Corporate and assist the Body Corporate in meeting the requirements of the Unit Titles Act 2010 and Unit Titles Regulations 2011, we are required to collect and hold personal information. We do so in accordance with our Privacy Policy which is published on our website. Please see <https://www.aucklandproperty.net/auckland-property-management-privacy-policy/>*

# Auckland Property Management Ltd

Licensed (REAA 2008), MREINZ

145 Manukau Road, Epsom  
PO Box 28510 Remuera  
Auckland, New Zealand  
P: 64-9-638 2500  
F: 64-9-639 0873  
rentals@aucklandproperty.net  
www.aucklandproperty.net



## COMMITTEE MEETING

### BODY CORPORATE 420899

Building D

Building D, 8 Nugent Street, Grafton Auckland 1023

**Venue:** Level 3, Neil Properties Offices, Building B  
**Date:** Monday, 12 April 2021  
**Time:** 07:20 PM

### Committee attendance

Unit #	Owner Name	In attendance
9	Dave Hall	No
18	Dave Weir	Apology
19	Lauren Ainsworth	Apology
22	Glenys Knox	Yes
L5/27	James Rigg	Yes
37	Richard Speer	Yes
L2/86	Anne Staub	Yes

### Attendees Present;

Phil Porteous -Building Manager, One Place for Property  
Donna Holroyd, Body Corporate Manager, Auckland Property Management

### MINUTES

James opened and Chaired the meeting  
The Financial reports and proposed budget were circulated to the Committee prior to the meeting for Committee review and consideration of further adjustments.  
The Building Managers Report was circulated to Committee members prior to the meeting.

### 1. Review Financial Reports & Proposed Budget

James tabled the Proposed Budget.  
James and committee reviewed the actual expenditure as compared to the budget set for the year in the Administrative and Long Term Funds and the position at year end/closing balance.  
The Committee discussed budget items that could be adjusted or reduced in the proposed budget.  
The Admin Proposed Budget was reviewed.  
James noted the proposed increase to the Administration fee.  
The Manager has received indicative insurance premium figures and the lined item will be increased accordingly.  
Door and Window budget was increased to reflect expenditure.  
Fire protection to increase to reflect expenditure. The Manager will correctly allocate/journal the Argest expenditure to WOF budget.  
Garage Door service to increase and reflected in budget.  
Lift Budget to increase to reflect expenditure.  
Anchor point check maintenance was due and invoice receipt will be checked by Building Manager. The BC Manager will accrue to the financial year.

The electricity budget can be decreased to reflect cost incurred in the past year.  
All other items remained the same.

LTMF Budget was reviewed. James advised that the Long Term Plan has been formally reviewed by WSP and has recommended increase to the levy from current levy \$ 34,100 to \$41,900.00. The LTMF levy had not increased last year. The Committee agreed that the levy should be increased as recommended in the Long Term Maintenance Plan.

Resolved: The levies to be raised for the General Administrative Account should remain the same as last year/no change.

All in favour  
**MOTION CARRIED**

Resolved: The levies to be raised for the Long Term Maintenance Account should increase to a total of \$41,900.00.

All in favour  
**MOTION CARRIED**

## **2. Building Managers Review/Report**

James advised that Neil Properties have been responsible for the Site Management of the Building, and instructing, Oneplace Building Management, Phil Porteous and Tim Williams who have been involved in managing the carpark Building D.

Phil gave apologies from Tim, who was unable to attend, and reviewed the maintenance and repairs actioned in the previous period, as per his report circulated to Committee.

James advised that the Body Corporate has been efficiently maintained under the management of One Place over the past year and recommends that Neil Properties formally hand over the Building Management to Oneplace.

Resolved: The Committee approve the appointment of One Place LTD as Building Manager for the Body Corporate, Building D. This Management contract will be cancelled should the Management contract of Building C , where One Place is also appointed, be cancelled.

All in favour  
**MOTION CARRIED**

James and the Committee extended their thanks to the Building Manager, Phil( and Tim), of Oneplace.

## **3. Committee - Next Period**

James queried if the current committee are willing to stand for the upcoming financial year.  
All present Committee are willing to continue as Committee Members for the upcoming period.

James indicated that he would be happy to stand as Chairman again.

### *Post Meeting Note:*

*James advised that he will be standing down as Chairman and recommends Dave Weir, if he is willing to be appointed, as he has been closely involved as a committee member, with extensive knowledge of the body Corporate issues. James will also be standing down from Committee but will be available as a support to Dave Weir in the background.*

## **4. General Business**

No further business.

James thanked Committee and Managers for their attendance.

**Donna Holroyd**  
**Senior Body Corporate/Residents Association Manager**

**CLOSURE:** There being no further business, the chairperson declared the meeting closed at .

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## MINUTES OF COMMITTEE MEETING

**420899**

Building D

Building D, 8 Nugent Street, Grafton Auckland 1023

We hereby give notice that a Committee Meeting for your Body Corporate was held as detailed below:

**Venue:** ZOOM  
**Date:** Tuesday, 21 March 2023  
**Time:** 07:00 PM

### ATTENDANCE:

Unit #	Owner Name	In attendance
18	Dave Weir	Yes
22	Glenys Knox	Yes
L2/86	Anne Staub	Apology
L5/485	Richard Speer	Yes

**PRESENT :** Grant Helleur & Ish Chandrasekar , OnePlace Building Management  
Donna Holroyd, APM, Body Corporate Manager

### MINUTES:

**1 Appointment of Chairperson for the Meeting**  
Dave Weir was appointed Chair of the meeting.

**2 Minutes of Previous Meeting/AGM 2022**  
Resolved: The AGM 2022 minutes were a true and accurate recording of that meeting.

All in favour

**3 Review Financial Reports and Proposed Budget**  
Interim Financial Statements -Donna gave a brief review of the interim financial position  
Net Assets as shown in the Balance Sheet as at 28/2/23 in the Administration Fund amounted to approximately \$30,000.00  
Net Assets in the Contingency Group amounted to approx. \$8,500.00  
Net Assets in the LTMF amounted to approx. \$159,000.00

The Income and Expenditure Statement shows the expenses incurred against the approved budget.

The item over budget in the admin account is the insurance premium due to the fixed premium not received prior to the setting of the 2022 budget.

The Garage door maintenance contract has increased and there have been a few repairs/callout costs as shown in the detailed expenses.

All other costs fall within budget.

The Contingency account has consultant engineers cost for slab crack investigation, an amount of \$1,478 expensed, leaving a balance of \$8,500 in this account.

The LTM Fund has expensed costs for cameras x 3/surveillance equipment.

### Proposed Budget

Donna noted the proposed adjustments;

Admin fee and BM salary have increased by CPI.

Premium increased by 15%. This is an estimated increase following Broker indication and anticipated increase.

Valuation is not included in budget, as it does not fall due in the coming financial year.

The precinct Levy will remain the same as resolved by the Precinct committee.

The LTM review is included in the budget, which is due in the coming year. The budget will be reduced to reflect the quote now received. The Committee agreed to a desktop review by WSP rather than onsite, cost \$1,300.00.

The Committee agree that a Thermographic survey of electrical boards should be included to the budget, quote received of \$2,070.00

The garage door budget item has been increased to reflect the anticipated cost /increase to maintenance contract.

Donna noted that further expenses will be incurred in the last month of the financial year.

Committee agreed that the General Admin Levy requires to be increased due to anticipated expenses in the coming year.

The Committee agreed to the proposed total levy of \$170,000.00 (from \$140,000.00 - in 2022).

Dave recommended that the contingency levy be \$10,000.00 (same as last year) as costs incurred for the slab cracks to be allocated to this account. Dave anticipates the repair costs to be approx. \$30-\$35k. The General repairs budget can also absorb some of these costs.

Dave recommended that the LTM contribution be increased to \$45,000.00 (from \$41,900) as per the LTM report recommendation. The committee agreed it would be prudent to increase and grow LTM funds for future anticipated expenditure.

#### **4 Building Manager's Report**

OnePlace building Management report was circulated prior to the meeting and taken as read.  
Discussed below;

#### **5 Maintenance Items**

Grant noted the re-certification of the anchor points had been actioned.

The rust as mentioned in the report on door handles and strips on the bottom of doors has now been remediated.

The BM awaits further instruction regarding the surface cracks, following the engineer investigation and recommendation. The quote of between 30k-\$35K has been received.

Anne (apologies sent) had advised in an email, that she was meeting a plumber about the water runoff issue and will receive a quote for stainless steel gutter for re-direction of runoff. Dave requested that OnePlace receive quotes and recommendation for similar downpipe/gutter installation as a comparison.

There has been a lift complaint/stopping on the 2nd floor and this will be investigated by OnePlace and report back to committee.

Dave also requested that OnePlace investigate a recurring puddle of water on level 2, right hand side of lift.

OnePlace is also to investigate the doors (leading to bike area) on level 4 which seem to stick.

#### **6 H & S Report - discussion points**

Speed limit signage in the carpark to be actioned by OnePlace.

Hand Rails on the top Carpark have been actioned by OnePlace for safety.

Some items in the H & S report of BC 495619 (Nugent Rise) should be allocated to this Body Corporate.

OnePlace to action any outstanding hazards and advise any new hazards that may arise.

- 7 LTMP Review**  
The LTM desk top review by WSP has been approved by committee. The Review is to proceed in the new financial year.  
One Place in conjunction with committee will add any required/recommended maintenance to the report as is necessary.  
One Place to advise any Long Term Maintenance items to be actioned as required in the coming year.
- 8 Insurance**  
Donna had circulated email from the Broker with agenda documents. The Broker has indicated the premium increase to be between 10 -20%. An increase of 15% has been included to the proposed budget.  
Donna hopes to receive the confirmed quote/insurance figures prior to the Agenda documents being circulated.
- 9 Committee / Chair Nominations for AGM**  
Dave advised that he is happy to be nominated as Chair for a further year. The Committee extended their thanks to Dave.  
Dave will be appointed as the Precinct representative as agreed by committee.  
All committee members are happy to be nominated and re-stand for committee in the coming year.
- 10 Agenda Items to include for AGM**  
Neil Properties Carpark ownership transfer  
Dave advised that Neil properties lawyer has corrected the wording to the resolution(as erroneously submitted by themselves) to be resolved at the upcoming AGM.
- 11 General Business**  
Carpark Opening hours  
Dave advised that following discussion with the Precinct society and the Body Corporates at the site, it has been advised that the carpark access/opening hours will be reduced to try to deter unauthorized entry and thefts. The Precinct Chair will confirm the opening hours and Donna will circulate to all owners.
- UTA Amendments  
Dave noted that amendments to the Unit Titles Act will occur in May. These amendments stipulate further responsibilities for committee. Donna advised that she will circulate a brief overview of the changes to the Act.  
Dave thanked Donna for her assistance.

No further items discussed.

Dave thanked the committee and Grant, Ish and Donna for their attendance.

on behalf of the Body Corporate Chairman  
Donna Holroyd  
Body Corporate Manager  
Mob: 021 528 588  
Email: DonnaH@apm.kiwi

Committee Meeting

Body Corporate 420899

Building D

8 Nugent Street, Grafton, Auckland, 1023

Venue: Apartment 109, 8 Nugent Street

Date: 28<sup>th</sup> November 2022

Time: 6.00pm

Attending

Anne Staub (Argosy)

Glenys Knox

Richard Speer (since resigned)

Gideon Geldenhuys

Dave Weir

Note: Gideon was an invited guest as the Chair of Building A as some of the discussion topics are of interest to Building A owners.

Committee Responsibilities

The rules around Body Corporate committee responsibilities are to change on 9<sup>th</sup> May 2023 and Donna Holroyd forwarded an email to Dave Weir on 16<sup>th</sup> November outlining these changes. This will no doubt be discussed again at the next pre-AGM committee meeting. In the meantime, Donna's email is attached.

Long Term Maintenance Plan

It is now a requirement for Long Term Maintenance Plans to project for 30 years instead of the current 15 years. Dave to liaise with Donna to progress this with the company that produced our current plan.

Neil Properties Carpark Transfers of Ownership

Dave consulted a lawyer about the document presented to the committee for signing. As it turns out the document as it related to Building D was incorrectly worded and is to be redrafted and represented at the next AGM.

### Carpark Security

There have been several instances of cars parked in the carpark being broken into and possessions stolen. It is hoped that this is just the work of an individual which is short lived, but we will watch what happens over the next month or two to decide if positive action is required. There was a discussion on reducing the hours that access to the carpark without an access swipe card is available – pending.

### Convex Mirror Installation

A Building D carpark user has requested the installation of a convex mirror (to match other convex mirrors in the building) on a blind corner. There have been no accidents reported in this location and the decision of the committee was to decline this request.

### Vehicle Charging Stations

There have been enquiries about the potential for charging stations to be installed in Building D. Richard outlined the history of charging station installation in Building A. The committee's decision was that no action would be taken at this time but as this will obviously be an ongoing issue it will be reviewed as and when necessary.

### Slab Cracks

Dave Weir gave the committee an update on his view of the slab crack issue. The background is that Neil Properties removed the trafficable waterproof membrane some time ago knowing that they would have to install an alternative protection to the slab. Neil's called for quotes for both a concrete surface sealer / penetrator (Aquron 2000) and sealant to the slab cracks exposed by the removal of the waterproof membranes. They chose to apply only the Aquron and left the cracks open to the elements. A contractor specialising in concrete sealing and repairs has told Dave that this could result in issues over time. Dave's feeling is that had Neil's sealed the cracks instead of putting all their faith in the sealer protecting the reinforcing steelwork we would not have this issue now and they may have some liability to help with the cost of sealing the cracks if this is considered necessary. Dave to consult structural engineers on this issue.

### Level 7 Water Build-up

Dave reminded the committee of the problem of water ponding on the northern side of the Level 7 carpark due to the falls in the slab and the edge angle that holds the water. This ponding creates a silty slime on the concrete which is slippery and at least one fall has been reported as a result. We have dealt with this slime by water-blasting to date, but a more permanent solution is sought. Anne mentioned that she would get a subcontractor plumber that Argosy use to price a gutter and downpipes to resolve this – pending.

### Apartment Guest Carparks

It has been noted that these carparks, for apartment guests / visitors only, are being used by others on a more long-term basis. This includes office workers in the building Neil's occupy and even people parking there and walking offsite. The committee's decision was to monitor this situation, warn offenders when detected and get vehicles towed where a request not to park in the spaces is ignored.

### General Business

There was no further business to discuss.

Minutes prepared by Dave Weir and distributed to attendees.

## Dave Weir

---

**From:** Donna Holroyd <DonnaH@apm.kiwi>  
**Sent:** Wednesday, 16 November 2022 6:05 PM  
**To:** Dave Weir  
**Subject:** RE: Building D -UTA amendments  
**Attachments:** UTA Amendment Act Update.pdf

Hi Dave

The Committee will have a greater responsibility, the changes to note for committees;  
Conflicts of interest must be declared at every meeting.  
Record keeping-Committee meetings must be more formalised with agenda circulated and minutes kept.

FYI I give an overview of changes and dates come into force see attached and in brief below.  
I am sure that APM will host an evening/get-together with Chairs(committee) with a legal guest speaker to present and go through changes. 😊  
Sorry, you probably didn't want to see so much information 😊

### AMENDMENT ACT - STAGED COMMENCEMENT

#### What comes in on 9 December 2022

- Section 12 - new section 88 making attending meetings remotely a permanent right
- Section 16 - new section 16 stating an owner can vote using remote means
- Section 54(2) - new Reg 27(2A) stating a Committee meeting can be by remote means

#### What comes in on 9 May 2023

- Ability to reassess utility interests using multiple sets
- Meeting and voting matters – i.e., new section 101 which clarifies BC resolution thresholds (but excluding electronic voting – see below)
- BC Chairperson and Committee elections – including must have paid levies, BC Chair is Committee Chair, director or employee can be nominated
- Committee meetings – agenda, keep written records, must be financial to vote, etc
- Committee - Code of Conduct and Conflict of Interest regime
- AGM agenda - must include Committee conflict interests register
- Body Corporate Managers – their definition, functions, Code of Conduct, Conflict of Interest regime (but excluding clauses to be in BC Management service agreements – see below)
- Large Bodies Corporate – including requirement to engage a BC Manager (but excluding LTMP matters – see below)
- New disclosure regime – including new form of PCDS
- Requirement for BC to keep records to comply with disclosure regime
- Original owner obligations re service contracts and signage agreements (and savings provisions)
- Tribunal jurisdiction increase to \$100,000
- Tribunal filing fees - \$250 (mediation) and \$500 (hearing)
- Various other minor edits in sections and regulations

#### What comes in on 9 May 2024

- Requirement on BC to produce certain records to the Chief Executive on request – s10(2)
- Electronic voting for unit owners – s17 (we expect some regulations to accompany this – but not released yet)

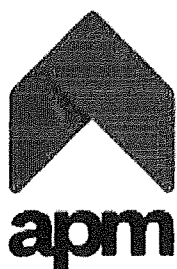
- LTMP matters for Large Bodies Corporate – s23, s34 (re 157C), s58, s59
- Government’s ability to make rules re reasonable legal costs on levy recovery matters – s38
- Tenancy Tribunal powers and Chief Executive powers – s24, 26, 35(4)&(5), 37, 38, 39, 40, 41
- Government’s ability to produce Regulations regarding what documents a BC and BC Manager must retain – s42(1)
- Administrator matters – s29
- Clauses that must be included in a BC Management service agreements – s57 (re new Reg 28C)

Kind Regards,

**Donna Holroyd**

**Senior Body Corporate/Residents Association Manager**

PH 09 638 2560 | M 021 528 588



**Property Management**

**Residential | Bodies Corporate | Residents’ Associations | Commercial | Short Stays | HomeWatch**

[apm.kiwi](http://apm.kiwi)

Physical & Postal Address: Spartik House, Level 2, 6-8 Edward Wayte Place, Grafton, Auckland 1023

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**From:** Dave Weir [mailto:daveweir@carnoustie.co.nz]

**Sent:** Wednesday, 16 November 2022 3:04 p.m.

**To:** Donna Holroyd <DonnaH@apm.kiwi>

**Subject:** RE: Building D

Hi Donna.

I’m sure you’ve got better things to do. I will cc you into the minutes.

A question. My understanding is that recent changes to the “Unit Titles Act?” is that committee members now have a greater exposure to liability if they do something stupid or act outside their authority. Is that right?

I know we have indemnity if we act in good faith. Are you finding that this message is being delivered to committees?

Regards,



# BODY CORPORATE 420899

8 Nugent St

File No

1-45546.67

Plan prepared

31 October 2019

Plan updated

6 April 2020

This LTMP is required to be updated by

6 April 2023

## 15 YEAR LONG TERM MAINTENANCE PLAN

Calendar Year	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Financial Year	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35	
Building D	-	15,215	8,480	32,755	61,495	15,160	-	11,900	111,000	108,010	162,010	85,940	23,845	37,586	29,140	702,536
<b>TOTAL</b>	-	15,215	8,480	32,755	61,495	15,160	-	11,900	111,000	108,010	162,010	85,940	23,845	37,586	29,140	702,536

Existing accumulated LTMP fund	Averaged annual provision															
	74,480															46,836

Calendar Year	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Financial Year	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35
Proposed provision for LTMP Fund	41,900	41,900	41,900	41,900	41,900	41,900	41,900	41,900	41,900	41,900	41,900	41,900	41,900	41,900	41,900
Maintenance expenditure	0	15,215	8,480	32,755	61,495	15,160	0	11,900	111,000	108,010	162,010	85,940	23,845	37,586	29,140
Accumulated provision	116,380	143,065	176,485	185,630	166,035	192,775	234,675	264,675	195,575	129,465	9,355	-34,685	-16,630	-12,316	444

Contingency provision 10.00%

Calendar Year	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Financial Year	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35
Recommended contingency sum	4,700	4,700	4,700	4,700	4,700	4,700	4,700	4,700	4,700	4,700	4,700	4,700	4,700	4,700	4,700
Maintenance expenditure	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Accumulated provision	4,700	9,400	14,100	18,800	23,500	28,200	32,900	37,600	42,300	47,000	51,700	56,400	61,100	65,800	70,500

Inflation 0.00% per annum

Included GST 0.00%

Calendar Year	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Financial Year	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35
Inflation provision	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Accumulated provision	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

**Note** The proposed provision for the LTMP fund may vary once the existing funds are added.

# BODY CORPORATE 420899

File No

1-45546.67

## 15 YEAR LONG TERM MAINTENANCE PLAN

The property was surveyed by Opus on 27 March 2015. The area(s) surveyed were those identified as and/or believed to be common area(s).

All information included in this document is based upon this visual survey as at this date.

This update in December 2019 is based solely on information provided by the Body Corporate representative.

This plan has been created for the benefit of BODY CORPORATE 420899 for the purpose of providing budget information and a guideline to the future Long Term Maintenance (capital asset replacement) requirements of the property.

Maintenance requirements are derived on provision of asset replacement on a 'like for like' basis. No allowance has been made for any capital improvements such as structural strengthening with respect to earthquake or other as may be required in future. No allowance has been made for potential additional replacement costs associated with heritage assets - unless explicitly noted within the plan. No allowance has been made for building consents.

Asset Lifecycles are taken from New Zealand Asset Management Support (NAMS) guidelines, manufacturer's information (where available) or otherwise by using the experience of the audit team with respect to asset performance.

Budgetary financial information pertaining to cost and unit rates is taken from QV Costbuilder latest online version

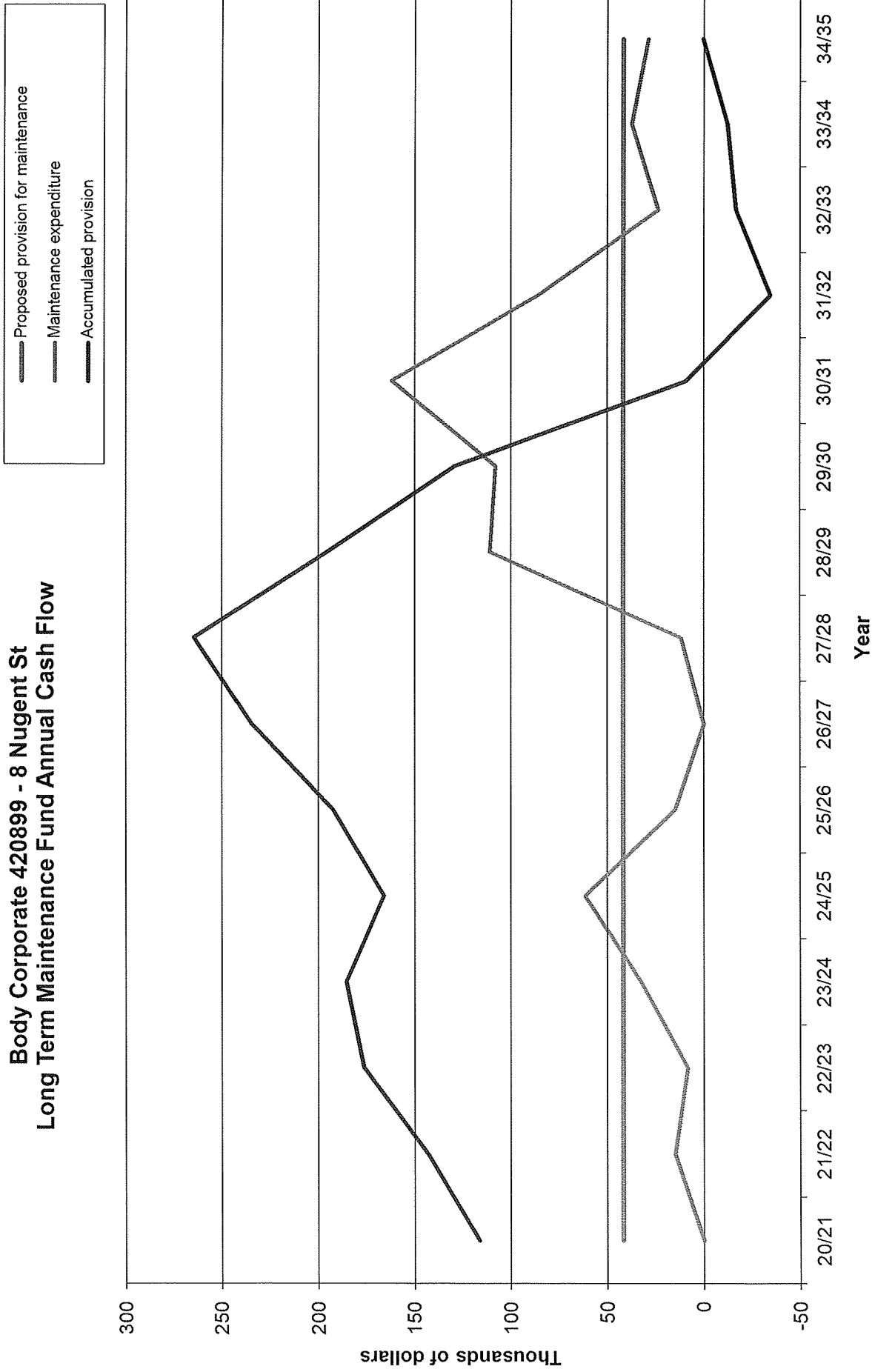
This report (or any part of this report) is not to be relied upon or used out of context by any other person or organisation without further reference to WSP Limited.

No responsibility is accepted, nor any liability for losses occasioned by other parties as a result of the circulation, reproduction or use of these reports.

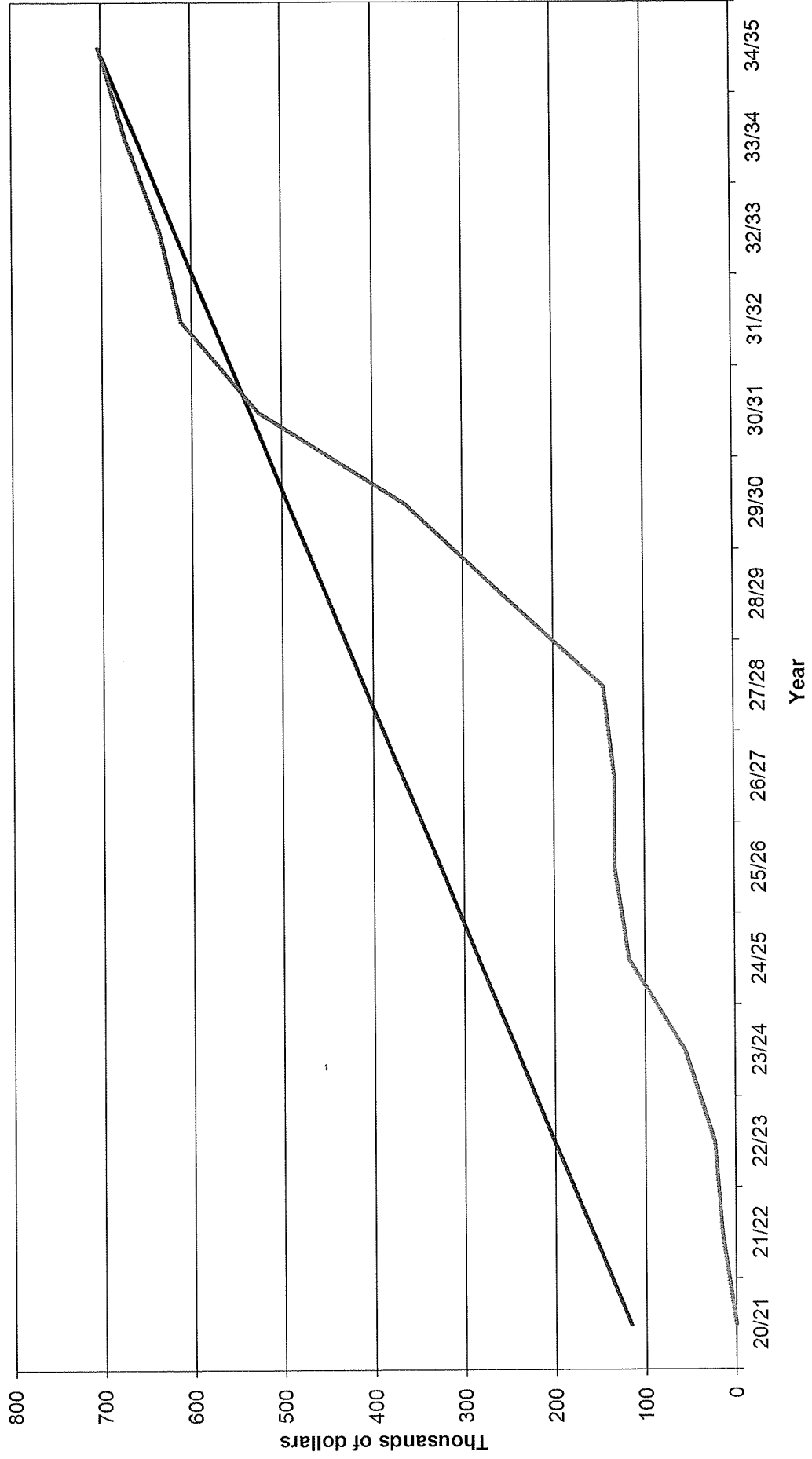
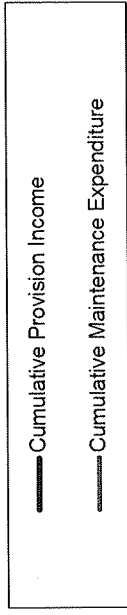
All enquiries regarding the information included in the plan are to be directed to:

Liz Sampson  
Maintenance Planning Consultant, Property Services  
WSP  
100 Beaumont St  
Auckland  
Telephone: (09) 355 9541  
Facsimile: (09) 355 9583  
[Liz.Sampson@wsp.com](mailto:Liz.Sampson@wsp.com)

**Body Corporate 420899 - 8 Nugent St  
Long Term Maintenance Fund Annual Cash Flow**



**Body Corporate 420899 - 8 Nugent St  
Long Term Maintenance Fund Cumulative Cash Flow**



**BODY CORPORATE 420899**

**Building D**

Plan prepared  
Plan updated

31-Oct-19  
6-Apr-20

Calendar Year Work Planned	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35	
Financial Year	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Exterior</b>																
Balcony / decking	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cladding / windows / doors	-	-	-	-	-	-	-	-	61,000	-	-	-	-	-	-	61,000
Electrical	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Exterior painting	-	9,965	-	-	-	-	-	-	-	-	-	74,315	-	5,731	-	90,011
Fencing / gates	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Flooring	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grounds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Lighting	-	-	-	-	15,100	-	-	-	-	-	-	-	-	-	-	15,100
Paving	-	-	650	-	-	5,910	-	650	-	-	5,910	-	650	-	-	13,770
Plumbing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Roofing	-	-	-	-	2,000	-	-	-	-	-	23,520	-	-	-	8,440	33,960
Security	-	-	-	-	4,300	-	-	-	-	-	-	-	-	-	4,300	8,600
<b>Interior</b>																
Appliances	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Carpentry	-	-	-	-	-	-	-	-	-	-	-	6,375	-	-	-	6,375
Curtains / blinds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Electrical	-	-	-	9,100	5,000	4,000	-	-	-	6,400	11,900	-	-	4,700	5,000	46,100
Fire protection	-	5,250	-	5,250	-	5,250	-	11,250	-	11,610	-	5,250	-	5,250	-	49,110
Floor coverings	-	-	-	2,334	-	-	-	-	-	-	-	-	-	2,334	-	4,668
Heating and ventilation	-	-	-	-	-	-	-	-	-	-	-	-	-	3,500	-	3,500
Interior painting	-	-	-	16,071	-	-	-	-	-	-	-	-	-	16,071	-	32,142
Internal paving	-	-	7,830	-	23,195	-	-	-	-	-	7,830	-	23,195	-	1,500	63,550
Lift	-	-	-	-	-	-	-	-	50,000	90,000	-	-	-	-	-	140,000
Lighting	-	-	-	-	2,700	-	-	-	-	-	112,850	-	-	-	2,700	118,250
Plumbing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Security	-	-	-	-	9,200	-	-	-	-	-	-	-	-	-	7,200	16,400
	-	15,215	8,480	32,755	61,495	15,160	-	11,900	111,000	108,010	162,010	85,940	23,845	37,586	29,140	702,536

**BODY CORPORATE 420899****Works Record Sheet**

Year	Element	Description	Estimate	Cost	Year
2021	Exterior painting	Repaint pillars and Lower Entrance	\$9,965		
2021	Fire protection	Two yearly survey of sprinkler system	\$5,250		
2022	Paving	Repaint external and Lower Entrance carpark markings	\$650		
2022	Internal paving	Repaint carpark arrows in internal levels	\$7,830		
2023	Electrical	Replace Level 2 door motor; replace Level 5 auto door controls and motor	\$9,100		
2023	Fire protection	Two yearly survey of sprinkler system	\$5,250		
2023	Floor coverings	Repaint floors of lift lobbies	\$2,334		
2023	Interior painting	Repaint internal walls, doors and ceilings	\$16,071		
2024	Lighting - external	Replace floodlights and bulkhead lights in carpark levels	\$15,100		
2024	Roofing	PC Sum for repairs to butyl membrane roof on lower entrance	\$2,000		
2024	Security	Replace external security fittings	\$4,300		
2024	Electrical	Replace Level 5 garage door motor	\$5,000		
2024	Internal paving	Repaint carpark markings in Levels 1 - 6	\$23,195		
2024	Lighting - internal	Replace PIR motion sensors in carparks and stairwells	\$2,700		
2024	Security	Replace internal security fittings	\$9,200		

Building	Location	Int / Ext	Element Group	Element	Description	Action	Trade	Qty	Unit	Ant	Estimated Instal	Life Expect	Replace	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	30/31	31/32	32/33	33/34	34/35		
								1	each	\$10,000	2009	15	2028																
								3	each	\$30,000	2009	15	2028																
								2	each	\$20,000	2009	15	2028																
								1	sum	\$1,000	2009	15	2028																

Building	Location	Int / Ext	Element Group	Element	Description	Action	Trade	Qty	Unit	Ant	Estimated Instal	Life Expect	Replace	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	30/31	31/32	32/33	33/34	34/35		
								30	m	\$810	2009	10	2021			\$810													\$810
								23	sq m	\$518	2009	10	2021			\$518													\$518
								225	m	\$5,850	2009	22	2031																\$5,850
								11	sq m	\$252	2009	10	2021			\$252													\$252
								23	sq m	\$518	2009	10	2021			\$518													\$518
								450	m	\$11,700	2009	22	2031																\$11,700
								38	sq m	\$663	2009	10	2021			\$663													\$663
								450	m	\$11,700	2009	22	2031																\$11,700
								450	m	\$663	2009	22	2031			\$663													\$663
								450	m	\$11,700	2009	22	2031																\$11,700
								30	sq m	\$660	2009	10	2021			\$660													\$660
								450	m	\$11,700	2009	22	2031																\$11,700
								38	sq m	\$1,248	2009	10	2021			\$1,248													\$1,248
								30	sq m	\$660	2009	10	2021			\$660													\$660
								4	each	\$2,080	2009	10	2021			\$2,080													\$2,080
								2	each	\$260	2009	10	2021			\$260													\$260
								20	m	\$40	2009	10	2021			\$40													\$40
								38	sq m	\$1,117	2009	8	2033																\$1,117
								18	sq m	\$522	2009	8	2033			\$522													\$522
								141	sq m	\$4,092	2009	8	2033			\$4,092													\$4,092

Building	Location	Int / Ext	Element Group	Element	Description	Action	Trade	Qty	Unit	Ant	Estimated Instal	Life Expect	Replace	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	30/31	31/32	32/33	33/34	34/35		
								7	each	\$3,500	2009	15	2024																\$3,500
								4	each	\$1,600	2009	15	2024			\$1,600													\$1,600
								1	each	\$250	2009	15	2024			\$250													\$250
								3	each	\$1,500	2009	15	2024			\$1,500													\$1,500
								1	each	\$250	2009	15	2024			\$250													\$250
								8	each	\$4,000	2009	15	2024			\$4,000													\$4,000
								8	each	\$4,000	2009	15	2024			\$4,000													\$4,000

Building	Location	Int / Ext	Element Group	Element	Description	Action	Trade	Qty	Unit	Ant	Estimated Instal	Life Expect	Replace	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	30/31	31/32	32/33	33/34	34/35		
								8	each	\$120	2009	5	2022			\$120													\$120
								2	each	\$70	2009	5	2022			\$70													\$70
								1	sum	\$75,000	2019	25	2044																\$75,000
								245	each	\$3,675	2018	5	2025			\$3,675													\$3,675
								12	each	\$420	2018	5	2025			\$420													\$420
								500	m	\$1,500	2018	5	2025			\$1,500													\$1,500
								35	m	\$315	2018	5	2025			\$315													\$315
								4	each	\$150	2009	5	2022			\$150													\$150
								2	each	\$70	2009	5	2022			\$70													\$70
								80	m	\$240	2009	5	2022			\$240													\$240

Building	Location	Int / Ext	Element Group	Element	Description	Action	Trade	Qty	Unit	Amt	Instal	Budget															
												\$0	\$0	\$650	\$0	\$0	\$5,910	\$0	\$650	\$0	\$5,910	\$0	\$650	\$0			
Exterior	Canopy	Exterior	roofing	downpipe	stainless	replace	roofer	5	m	\$500	2009	40	2034														
Exterior	Canopy	Exterior	roofing	spouting	colorsteel	replace	roofer	24	m	\$1,440	2009	25	2034														\$1,440
Lower Entrance		Exterior	roofing	gutter	butyl membrane	replace	roofer	60	m	\$4,800	2009	20	2030														\$4,800
Lower Entrance		Exterior	roofing	roof	butyl membrane	repair	roofer	1	sum	\$2,000	2009	0	2024	\$2,000													
Lower Entrance		Exterior	roofing	roof	butyl membrane	replace	roofer	117	sq m	\$18,720	2009	20	2030														\$18,720
Lower Entrance		Exterior	roofing	roof	colorsteel	replace	roofer	144	sq m	\$21,600	2009	35	2044														
Roof	Stairway	Exterior	roofing	roof	colorsteel	replace	roofer	39	sq m	\$5,775	2009	35	2044														
Roof	Ventilation shaft	Exterior	roofing	roof	colorsteel	replace	roofer	18	sq m	\$2,700	2009	35	2044														
General		Exterior	roofing	downpipe	PVC	replace	roofer	100	m	\$7,000	2009	25	2034														\$7,000
Exterior		Exterior	security	camera	dome	replace	security	6	each	\$3,000	2014	10	2024	\$3,000													\$3,000
Exterior		Exterior	security	card reader		replace	security	2	each	\$500	2014	10	2024	\$500													\$500
Exterior		Exterior	security	key pad	door lock	replace	security	2	each	\$800	2014	10	2024	\$800													\$800
Level 1 and 2	Lift Lobby	Interior	carpentry	door closer		replace	builder	2	each	\$750	2009	22	2031														\$750
Level 1 and 2	Stairway	Interior	carpentry	door closer		replace	builder	1	each	\$375	2009	22	2031														\$375
Level 1 and 2	Stairway	Interior	carpentry	handrail	metal	replace	builder	18	m	\$3,600	2009	35	2044														\$3,600
Level 2	Carpark	Interior	carpentry	door closer		replace	builder	1	each	\$375	2009	22	2031														\$375
Level 3	Lift Lobby	Interior	carpentry	door closer		replace	builder	2	each	\$750	2009	22	2031														\$750
Level 3	Stairway	Interior	carpentry	door closer		replace	builder	1	each	\$375	2009	22	2031														\$375
Level 3	Stairway	Interior	carpentry	handrail	metal	replace	builder	18	m	\$3,600	2009	35	2044														\$3,600
Level 4	Carpark	Interior	carpentry	door closer		replace	builder	1	each	\$375	2009	22	2031														\$375
Level 4	Lift Lobby	Interior	carpentry	door closer		replace	builder	2	each	\$750	2009	22	2031														\$750
Level 4	Stairway	Interior	carpentry	door closer		replace	builder	1	each	\$375	2009	22	2031														\$375
Level 4	Stairway	Interior	carpentry	handrail	metal	replace	builder	18	m	\$3,600	2009	35	2044														\$3,600
Level 5	Lift Lobby	Interior	carpentry	door closer		replace	builder	1	each	\$375	2009	22	2031														\$375
Level 5	Stairway	Interior	carpentry	door closer		replace	builder	1	each	\$375	2009	22	2031														\$375
Level 5	Stairway	Interior	carpentry	handrail	metal	replace	builder	18	m	\$3,600	2009	35	2044														\$3,600
Level 6	Lift Lobby	Interior	carpentry	door closer		replace	builder	1	each	\$375	2009	22	2031														\$375
Level 6	Stairway	Interior	carpentry	door closer		replace	builder	1	each	\$375	2009	22	2031														\$375
Level 6	Stairway	Interior	carpentry	handrail	metal	replace	builder	18	m	\$3,600	2009	35	2044														\$3,600
Level 7	Lift Lobby	Interior	carpentry	door closer		replace	builder	1	each	\$375	2009	22	2031														\$375
Level 7	Stairway	Interior	carpentry	door closer		replace	builder	1	each	\$375	2009	22	2031														\$375
Level 7	Stairway	Interior	carpentry	door closer		replace	builder	1	each	\$375	2009	22	2031														\$375
General		Interior	electrical	lift sump pump		replace	electrical	1	each	\$2,000	2009	16	2025	\$2,000													\$2,000
General		Interior	electrical	pump control panel		replace	electrical	1	each	\$2,000	2009	20	2029	\$2,000													\$2,000
General		Interior	electrical	sump pump		replace	electrical	1	each	\$2,000	2009	16	2025	\$2,000													\$2,000
Level 1	Carpark	Interior	electrical	switch board		replace	electrical	1	each	\$2,500	2009	40	2048	\$2,500													\$2,500
Level 2	Carpark	Interior	electrical	garage door control		replace	electrical	1	each	\$2,200	2013	20	2033	\$2,200													\$2,200
Level 2	Carpark	Interior	electrical	garage door motor		replace	electrical	1	each	\$2,500	2009	10	2023	\$2,500													\$2,500
Level 2	Carpark	Interior	electrical	switch board		replace	electrical	1	each	\$2,500	2009	40	2049	\$2,500													\$2,500
Level 3	Carpark	Interior	electrical	switch board		replace	electrical	1	each	\$2,500	2009	40	2049	\$2,500													\$2,500



Building	Location	Int / Ext	Element Group	Element	Description	Action	Trade	Qty	Unit	Amt	Estimated	Instal	Life Expect	1st Replace	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035						
Level 4	Carpark	Interior	electrical	garage door control		replace	electrical	2	each	\$4,400	2009	2009	20	2030																				\$4,400		
Level 4	Carpark	Interior	electrical	garage door motor		replace	electrical	3	each	\$7,500	2009	2009	10	2030																					\$7,500	
Level 4		Interior	electrical	switch board		replace	electrical	1	each	\$20,000	2009	2009	40	2049																						
Level 5	Stairway Lobby	Interior	electrical	auto door controls and motor		replace	electrical	1	each	\$6,600	2009	2009	14	2023	\$6,600																					
Level 5	Carpark	Interior	electrical	garage door control		replace	electrical	2	each	\$4,400	2009	2009	20	2029																						\$4,400
Level 5	Carpark	Interior	electrical	garage door motor		replace	electrical	2	each	\$5,000	2014	2014	10	2024	\$5,000																				\$5,000	
Level 5	Carpark	Interior	electrical	switch board		replace	electrical	1	each	\$2,500	2008	2008	40	2048																						
Level 6	Carpark	Interior	electrical	switch board		replace	electrical	1	each	\$2,500	2008	2008	40	2048																						

General	Exterior	Interior	fire protection	biennial survey	7 per floor	\$5,250	2019	2019	2	2021	\$5,250	\$5,250	\$5,250	\$5,250	\$5,250	\$5,250	\$5,250	\$5,250	\$5,250	\$5,250	\$5,250	\$5,250	\$5,250	\$5,250	\$5,250	\$5,250	\$5,250	\$5,250	\$5,250	\$5,250	\$5,250	\$5,250				
Exterior	Interior	Interior	fire protection	fire alarm panel	replace	fire protection	1	each	\$1,500	2009	2009	20	2029																							\$5,250
General	Interior	Interior	fire protection	sprinkler pipework	replace	fire protection	1	sum	\$6,000	2009	2009	10	2027																							\$1,500
General	Interior	Interior	fire protection	sprinkler pipework	replace	fire protection	1	sum	#####	2009	2009	50	2059																							\$6,000
Level 1	Carpark	Interior	fire protection	manual call point	replace	fire protection	2	each	\$280	2009	2009	20	2029																							\$280
Level 1 and 2	Carpark	Interior	fire protection	siren	replace	fire protection	1	each	\$200	2009	2009	20	2029																							\$200
Level 1 and 2	Lift Lobby	Interior	fire protection	manual call point	replace	fire protection	1	each	\$140	2009	2009	20	2029																							\$140
Level 1 and 2	Lift Lobby	Interior	fire protection	siren	replace	fire protection	1	each	\$200	2009	2009	20	2029																							\$200
Level 1 and 2	Stairway	Interior	fire protection	siren	replace	fire protection	1	each	\$200	2009	2009	20	2029																							\$200
Level 2	Carpark	Interior	fire protection	manual call point	replace	fire protection	2	each	\$280	2009	2009	20	2029																							\$280
Level 2	Carpark	Interior	fire protection	siren	replace	fire protection	1	each	\$200	2009	2009	20	2029																							\$200
Level 3	Carpark	Interior	fire protection	manual call point	replace	fire protection	2	each	\$280	2009	2009	20	2029																							\$280
Level 3	Carpark	Interior	fire protection	siren	replace	fire protection	1	each	\$200	2009	2009	20	2029																							\$200
Level 3	Lift Lobby	Interior	fire protection	manual call point	replace	fire protection	1	each	\$140	2009	2009	20	2029																							\$140
Level 3	Lift Lobby	Interior	fire protection	siren	replace	fire protection	1	each	\$200	2009	2009	20	2029																							\$200
Level 3	Stairway	Interior	fire protection	siren	replace	fire protection	1	each	\$280	2009	2009	20	2029																							\$280
Level 4	Lift Lobby	Interior	fire protection	manual call point	replace	fire protection	2	each	\$280	2009	2009	20	2029																							\$140
Level 4	Lift Lobby	Interior	fire protection	siren	replace	fire protection	1	each	\$200	2009	2009	20	2029																							\$200
Level 5	Carpark	Interior	fire protection	siren	replace	fire protection	1	each	\$200	2009	2009	20	2029																							\$200
Level 5	Lift Lobby	Interior	fire protection	manual call point	replace	fire protection	1	each	\$140	2009	2009	20	2029																							\$140
Level 5	Lift Lobby	Interior	fire protection	siren	replace	fire protection	1	each	\$200	2009	2009	20	2029																							\$200
Level 6	Lift Lobby	Interior	fire protection	manual call point	replace	fire protection	1	each	\$140	2009	2009	20	2029																							\$140
Level 6	Lift Lobby	Interior	fire protection	siren	replace	fire protection	1	each	\$200	2009	2009	20	2029																							\$200
Level 7	Carpark	Interior	fire protection	siren	replace	fire protection	1	each	\$200	2009	2009	20	2029																							\$200
Level 7	Lift Lobby	Interior	fire protection	heat detector	replace	fire protection	2	each	\$300	2009	2009	20	2029																							\$300
Level 7	Lift Lobby	Interior	fire protection	manual call point	replace	fire protection	1	each	\$140	2009	2009	20	2029																							\$140
Level 7	Lift Lobby	Interior	fire protection	siren	replace	fire protection	1	each	\$200	2009	2009	20	2029																							\$200

Building	Location	Int / Ext	Element Group	Element	Description	Action	Trade	Qty	Unit	Amt	Estimated Install	Life Expect	2021	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35			
Level 7	Lift Lobby	Interior	Floor coverings	floor	paint	replace	flooring	11	sq m	\$389	2009	10	2023															\$389		
Level 7	Stairway	Interior	Floor coverings	floor	stair nosing	replace	flooring	16	m	\$800	2009	25	2038																	
Level 7	Plant room	Interior	heating and ventilation	fan	exhaust extract	replace	electrical	1	each	\$3,500	2008	25	2033																\$3,500	
Level 1 and 2	Lift Lobby	Interior	Internal painting	door	timber / ply	paint	paint	1	each	\$125	2009	10	2023																\$125	
Level 1 and 2	Lift Lobby	Interior	Internal painting	wall	gib / timber etc	paint	paint	36	sq m	\$817	2009	10	2023																\$817	
Level 1 and 2	Stairway	Interior	Internal painting	door	timber / ply	paint	paint	1	each	\$125	2009	10	2023																\$125	
Level 2	Carpark	Interior	Internal painting	wall	gib / timber etc	paint	paint	72	sq m	\$1,656	2009	10	2023																\$1,656	
Level 3	Carpark	Interior	Internal painting	wall	gib / timber etc	paint	paint	72	sq m	\$1,656	2009	10	2023																\$1,656	
Level 3	Lift Lobby	Interior	Internal painting	ceiling	gib / tiles etc	paint	paint	11	sq m	\$252	2009	10	2023																\$252	
Level 3	Lift Lobby	Interior	Internal painting	door	timber / ply	paint	paint	1	each	\$125	2009	10	2023																\$125	
Level 3	Lift Lobby	Interior	Internal painting	wall	gib / timber etc	paint	paint	36	sq m	\$817	2009	10	2023																\$817	
Level 3	Stairway	Interior	Internal painting	door	timber / ply	paint	paint	1	each	\$125	2009	10	2023																\$125	
Level 4	Carpark	Interior	Internal painting	door	timber / ply	paint	paint	3	each	\$375	2009	10	2023																\$375	
Level 4	Carpark	Interior	Internal painting	wall	gib / timber etc	paint	paint	72	sq m	\$1,656	2009	10	2023																\$1,656	
Level 4	Lift Lobby	Interior	Internal painting	ceiling	gib / tiles etc	paint	paint	11	sq m	\$252	2009	10	2023																\$252	
Level 4	Lift Lobby	Interior	Internal painting	door	timber / ply	paint	paint	1	each	\$125	2009	10	2023																\$125	
Level 4	Lift Lobby	Interior	Internal painting	wall	gib / timber etc	paint	paint	36	sq m	\$817	2009	10	2023																\$817	
Level 4	Stairway	Interior	Internal painting	door	timber / ply	paint	paint	1	each	\$125	2009	10	2023																\$125	
Level 5	Carpark	Interior	Internal painting	wall	gib / timber etc	paint	paint	120	sq m	\$2,760	2009	10	2023																\$2,760	
Level 5	Lift Lobby	Interior	Internal painting	ceiling	gib / tiles etc	paint	paint	11	sq m	\$252	2009	10	2023																\$252	
Level 5	Lift Lobby	Interior	Internal painting	door	timber / ply	paint	paint	1	each	\$125	2009	10	2023																\$125	
Level 5	Lift Lobby	Interior	Internal painting	wall	gib / timber etc	paint	paint	36	sq m	\$817	2009	10	2023																\$817	
Level 5	Stairway	Interior	Internal painting	door	timber / ply	paint	paint	1	each	\$125	2009	10	2023																\$125	
Level 6	Lift Lobby	Interior	Internal painting	ceiling	gib / tiles etc	paint	paint	11	sq m	\$252	2009	10	2023																\$252	
Level 6	Lift Lobby	Interior	Internal painting	door	timber / ply	paint	paint	1	each	\$125	2009	10	2023																\$125	
Level 6	Lift Lobby	Interior	Internal painting	wall	gib / timber etc	paint	paint	36	sq m	\$817	2009	10	2023																\$817	
Level 6	Stairway	Interior	Internal painting	door	timber / ply	paint	paint	1	each	\$125	2009	10	2023																\$125	
Level 7	Lift Lobby	Interior	Internal painting	ceiling	gib / tiles etc	paint	paint	11	sq m	\$252	2009	10	2023																\$252	
Level 7	Lift Lobby	Interior	Internal painting	door	timber / ply	paint	paint	1	each	\$125	2009	10	2023																\$125	
Level 7	Lift Lobby	Interior	Internal painting	wall	gib / timber etc	paint	paint	49	sq m	\$1,123	2009	10	2023																\$1,123	
Level 7	Stairway	Interior	Internal painting	door	timber / ply	paint	paint	1	each	\$125	2009	10	2023																\$125	
Level 3	Carpark	Interior	Internal paving	speed hump	alpha numeric	replace	builder	1	each	\$500	2009	25	2034																\$500	
Level 4	Carpark	Interior	Internal paving	speed hump	alpha numeric	replace	builder	1	each	\$500	2009	25	2034																	\$500
Level 6	Carpark	Interior	Internal paving	speed hump	alpha numeric	replace	builder	1	each	\$500	2009	25	2034																	\$500
Level 1	Carpark	Interior	Internal paving	carpark marking	arrows	paint	paint	185	each	\$2,775	2009	8	2024																\$2,775	
Level 1	Carpark	Interior	Internal paving	carpark marking	lines	paint	paint	20	each	\$700	2009	8	2022																\$700	
Level 1	Carpark	Interior	Internal paving	carpark marking	pedestrian crossing	paint	paint	365	m	\$1,095	2009	8	2024																\$1,095	
Level 2	Carpark	Interior	Internal paving	carpark marking	alpha numeric	paint	paint	35	m	\$315	2009	8	2024																\$315	
Level 2	Carpark	Interior	Internal paving	carpark marking	arrows	paint	paint	185	each	\$2,775	2009	8	2024																\$2,775	
Level 2	Carpark	Interior	Internal paving	carpark marking	lines	paint	paint	20	each	\$700	2009	8	2022																\$700	
Level 2	Carpark	Interior	Internal paving	carpark marking	pedestrian crossing	paint	paint	365	m	\$1,095	2009	8	2024																\$1,095	
Level 2	Carpark	Interior	Internal paving	carpark marking	alpha numeric	paint	paint	35	m	\$315	2009	8	2024																\$315	
Level 3	Carpark	Interior	Internal paving	carpark marking	pedestrian crossing	paint	paint	287	each	\$4,005	2009	8	2024																\$4,005	

Building	Location	Int / Ext	Element Group	Element	Description	Action	Trade	Qty	Unit	Amt	Estimated Instal	Life Expect	2021	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35		
Level 3	Carpark	Interior	Internal paving	carpark marking	arrows	paint	paint	16	each	\$560	2009	8	2022	\$560															
Level 3	Carpark	Interior	Internal paving	carpark marking	lines	paint	paint	525	m	\$1,575	2009	8	2024	\$1,575															\$1,575
Level 3	Carpark	Interior	Internal paving	carpark marking	pedestrian crossing	paint	paint	40	m	\$360	2009	8	2024	\$360															\$360
Level 4	Carpark	Interior	Internal paving	carpark marking	accessible	paint	paint	4	each	\$140	2009	8	2024	\$140															\$140
Level 4	Carpark	Interior	Internal paving	carpark marking	alpha numeric	paint	paint	240	each	\$3,600	2009	8	2024	\$3,600															\$3,600
Level 4	Carpark	Interior	Internal paving	carpark marking	arrows	paint	paint	24	each	\$840	2009	8	2024	\$840															\$840
Level 4	Carpark	Interior	Internal paving	carpark marking	lines	paint	paint	505	m	\$1,515	2009	8	2024	\$1,515															\$1,515
Level 4	Carpark	Interior	Internal paving	carpark marking	pedestrian crossing	paint	paint	70	m	\$630	2009	8	2024	\$630															\$630
Level 5	Carpark	Interior	Internal paving	carpark marking	accessible	paint	paint	4	each	\$140	2009	8	2022	\$140															\$140
Level 5	Carpark	Interior	Internal paving	carpark marking	alpha numeric	paint	paint	156	each	\$2,340	2009	8	2022	\$2,340															\$2,340
Level 5	Carpark	Interior	Internal paving	carpark marking	arrows	paint	paint	16	each	\$660	2009	8	2022	\$660															\$660
Level 5	Carpark	Interior	Internal paving	carpark marking	lines	paint	paint	500	m	\$1,500	2009	8	2022	\$1,500															\$1,500
Level 5	Carpark	Interior	Internal paving	carpark marking	pedestrian crossing	paint	paint	35	m	\$315	2009	8	2022	\$315															\$315
Level 6	Carpark	Interior	Internal paving	carpark marking	alpha numeric	paint	paint	126	each	\$1,890	2009	8	2024	\$1,890															\$1,890
Level 6	Carpark	Interior	Internal paving	carpark marking	arrows	paint	paint	5	each	\$175	2009	8	2022	\$175															\$175
Level 6	Carpark	Interior	Internal paving	carpark marking	lines	paint	paint	285	m	\$795	2009	8	2024	\$795															\$795
Level 6	Carpark	Interior	Internal paving	carpark marking	pedestrian crossing	paint	paint	35	m	\$315	2009	8	2024	\$315															\$315

General	Interior	lifts	controls	replace	specialist	2	each	\$90,000	2009	20	2029	\$90,000
General	Interior	lifts	lift car upgrade	replace	specialist	2	each	\$50,000	2009	20	2028	\$50,000
General	Interior	lifts	motor / doors etc	replace	specialist	2	each	#####	2009	40	2049	

Level 1	Interior	lighting	light fitting & bulb	replace	electrical	1	each	\$680 <th>2019</th> <th>20</th> <th>2039</th> <th>\$680</th>	2019	20	2039	\$680
Level 1	Interior	lighting	light fitting & bulb	replace	electrical	60	each	\$18,300	2019	20	2039	\$18,300
Level 1	Interior	lighting	PIR motion sensor	replace	electrical	1	each	\$180	2014	10	2024	\$180
Level 1 and 2	Lift Lobby	lighting	light fitting & bulb	replace	electrical	1	each	\$680	2019	20	2039	\$680
Level 1 and 2	Lift Lobby	lighting	light fitting & bulb	replace	electrical	1	each	\$305	2009	20	2030	\$305
Level 1 and 2	Stairway	lighting	light fitting & bulb	replace	electrical	5	each	\$3,400	2019	20	2039	\$3,400
Level 1 and 2	Stairway	lighting	light fitting & bulb	replace	electrical	2	each	\$610	2009	20	2030	\$610
Level 1 and 2	Stairway	lighting	PIR motion sensor	replace	electrical	1	each	\$180	2014	10	2024	\$180
Level 2	Carpark	Interior	light fitting & bulb	replace	electrical	1	each	\$680	2019	20	2039	\$680
Level 2	Carpark	Interior	light fitting & bulb	replace	electrical	60	each	\$18,300	2009	20	2030	\$18,300
Level 2	Carpark	Interior	PIR motion sensor	replace	electrical	1	each	\$180	2014	10	2024	\$180
Level 3	Carpark	Interior	light fitting & bulb	replace	electrical	2	each	\$1,360	2019	20	2039	\$1,360
Level 3	Carpark	Interior	light fitting & bulb	replace	electrical	72	each	\$21,960	2009	20	2030	\$21,960
Level 3	Carpark	Interior	PIR motion sensor	replace	electrical	2	each	\$360	2014	10	2024	\$360
Level 3	Lift Lobby	lighting	light fitting & bulb	replace	electrical	1	each	\$680	2019	20	2039	\$680
Level 3	Lift Lobby	lighting	light fitting & bulb	replace	electrical	1	each	\$305	2009	20	2030	\$305
Level 3	Stairway	lighting	light fitting & bulb	replace	electrical	5	each	\$3,400	2019	20	2039	\$3,400
Level 3	Stairway	lighting	light fitting & bulb	replace	electrical	2	each	\$610	2009	20	2030	\$610
Level 3	Stairway	lighting	PIR motion sensor	replace	electrical	1	each	\$180	2014	10	2024	\$180
Level 4	Carpark	Interior	light fitting & bulb	replace	electrical	1	each	\$680	2019	20	2039	\$680
Level 4	Carpark	Interior	light fitting & bulb	replace	electrical	72	each	\$21,960	2009	20	2030	\$21,960
Level 4	Carpark	Interior	PIR motion sensor	replace	electrical	2	each	\$360	2014	10	2024	\$360
Level 4	Lift Lobby	lighting	light fitting & bulb	replace	electrical	1	each	\$680	2019	20	2039	\$680
Level 4	Lift Lobby	lighting	light fitting & bulb	replace	electrical	1	each	\$305	2009	20	2030	\$305
Level 4	Stairway	lighting	light fitting & bulb	replace	electrical	5	each	\$3,400	2019	20	2039	\$3,400
Level 4	Stairway	lighting	light fitting & bulb	replace	electrical	2	each	\$610	2009	20	2030	\$610
Level 4	Carpark	Interior	light fitting & bulb	replace	electrical	1	each	\$180	2014	10	2024	\$180
Level 4	Carpark	Interior	light fitting & bulb	replace	electrical	1	each	\$680	2019	20	2039	\$680
Level 4	Carpark	Interior	PIR motion sensor	replace	electrical	2	each	\$360	2014	10	2024	\$360
Level 4	Lift Lobby	lighting	light fitting & bulb	replace	electrical	1	each	\$680	2019	20	2039	\$680
Level 4	Lift Lobby	lighting	light fitting & bulb	replace	electrical	1	each	\$305	2009	20	2030	\$305
Level 4	Stairway	lighting	light fitting & bulb	replace	electrical	5	each	\$3,400	2019	20	2039	\$3,400
Level 4	Stairway	lighting	light fitting & bulb	replace	electrical	2	each	\$610	2009	20	2030	\$610

Building	Location	Int / Ext	Element Group	Element	Description	Action	Trade	Qty	Unit	Est. Amt	Instal	Expect	Life	1st Replace	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35				
Level 4	Stairway	Interior	lighting	PIR motion sensor		replace	electrical	1	each	\$180	2014	10	2024							\$180											\$180		
Level 5	Carpark	Interior	lighting	light fitting & bulb	ext illuminated	replace	electrical	1	each	\$680	2019	20	2039																				
Level 5	Carpark	Interior	lighting	light fitting & bulb	fluorescent	replace	electrical	60	each	\$18,300	2009	20	2030																		\$18,300		
Level 5	Carpark	Interior	lighting	PIR motion sensor		replace	electrical	2	each	\$360	2014	10	2024								\$360												
Level 5	Lift Lobby	Interior	lighting	PIR motion sensor	ext illuminated	replace	electrical	1	each	\$680	2019	20	2039																				
Level 5	Lift Lobby	Interior	lighting	light fitting & bulb	fluorescent	replace	electrical	1	each	\$305	2009	20	2030																			\$305	
Level 5	Stairway	Interior	lighting	light fitting & bulb	fluorescent	replace	electrical	5	each	\$3,400	2019	20	2039																			\$610	
Level 5	Stairway	Interior	lighting	light fitting & bulb	fluorescent	replace	electrical	2	each	\$610	2009	20	2030																				
Level 5	Stairway	Interior	lighting	PIR motion sensor		replace	electrical	1	each	\$180	2014	10	2024								\$180											\$180	
Level 6	Carpark	Interior	lighting	light fitting & bulb	ext illuminated	replace	electrical	1	each	\$680	2019	20	2039																				
Level 6	Carpark	Interior	lighting	light fitting & bulb	fluorescent	replace	electrical	28	each	\$8,540	2009	20	2030																				\$8,540
Level 6	Carpark	Interior	lighting	PIR motion sensor		replace	electrical	1	each	\$180	2014	10	2024								\$180											\$180	
Level 6	Lift Lobby	Interior	lighting	light fitting & bulb	ext illuminated	replace	electrical	1	each	\$680	2019	20	2039																				
Level 6	Lift Lobby	Interior	lighting	light fitting & bulb	fluorescent	replace	electrical	1	each	\$305	2009	20	2030																				\$305
Level 6	Stairway	Interior	lighting	light fitting & bulb	fluorescent	replace	electrical	2	each	\$610	2009	20	2030																				\$610
Level 6	Stairway	Interior	lighting	PIR motion sensor		replace	electrical	1	each	\$180	2014	10	2024								\$180												\$180
Level 7	Lift Lobby	Interior	lighting	light fitting & bulb	ext illuminated	replace	electrical	1	each	\$680	2019	20	2039																				
Level 7	Lift Lobby	Interior	lighting	light fitting & bulb	fluorescent	replace	electrical	1	each	\$305	2009	20	2030																				\$305
Level 7	Stairway	Interior	lighting	light fitting & bulb	fluorescent	replace	electrical	2	each	\$610	2009	20	2030																				\$610
Level 7	Stairway	Interior	lighting	PIR motion sensor		replace	electrical	1	each	\$180	2014	10	2024								\$180												\$180

Building	Location	Int / Ext	Element Group	Element	Description	Action	Trade	Qty	Unit	Est. Amt	Instal	Expect	Life	1st Replace	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35			
General		Interior	security	door locks		replace	security	1	sum	\$1,000	2014	10	2024																		\$1,000	
General		Interior	security	mag locks		replace	security	1	sum	\$1,200	2014	10	2024																			\$1,200
Level 1 and 2	Lift Lobby	Interior	security	camera	dome	replace	security	1	each	\$500	2014	10	2024																			\$500
Level 1 and 2	Lift Lobby	Interior	security	card reader		replace	security	1	each	\$250	2014	10	2024																			\$250
Level 2	Stairway	Interior	security	card reader		replace	security	1	each	\$250	2014	10	2024																			\$250
Level 2	Carpark	Interior	security	camera	dome	replace	security	1	each	\$250	2014	10	2024																			\$250
Level 3	Lift Lobby	Interior	security	camera	dome	replace	security	1	each	\$500	2014	10	2024																			\$500
Level 3	Lift Lobby	Interior	security	card reader		replace	security	1	each	\$250	2014	10	2024																			\$250
Level 3	Stairway	Interior	security	card reader		replace	security	1	each	\$250	2014	10	2024																			\$250
Level 4	Carpark	Interior	security	camera	dome	replace	security	2	each	\$1,000	2014	10	2024																			\$1,000
Level 4	Carpark	Interior	security	security alarm panel		replace	security	1	each	\$2,000	2009	15	2024																			\$2,000
Level 4	Lift Lobby	Interior	security	camera	dome	replace	security	1	each	\$500	2014	10	2024																			\$500
Level 4	Lift Lobby	Interior	security	card reader		replace	security	1	each	\$250	2014	10	2024																			\$250
Level 4	Stairway	Interior	security	card reader		replace	security	1	each	\$250	2014	10	2024																			\$250
Level 5	Lift Lobby	Interior	security	camera	dome	replace	security	1	each	\$500	2014	10	2024																			\$500
Level 5	Lift Lobby	Interior	security	card reader		replace	security	1	each	\$500	2014	10	2024																			\$500
Level 5	Lift Lobby	Interior	security	card reader		replace	security	1	each	\$250	2014	10	2024																			\$250
Level 5	Lift Lobby	Interior	security	camera	dome	replace	security	1	each	\$500	2014	10	2024																			\$500
Level 5	Lift Lobby	Interior	security	card reader		replace	security	1	each	\$250	2014	10	2024																			\$250



## View Instrument Details

**Instrument No.** 9414815.7  
**Status** Registered  
**Date & Time Lodged** 23 Dec 2013 09:42  
**Lodged By** Wallace, Anne Michele  
**Instrument Type** Unit Titles Act 2010 - Notice/Change of Rules - s105 &106



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<b>Affected Computer Registers</b>	<b>Land District</b>
640957	North Auckland

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**Annexure Schedule:** Contains 12 Pages.

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### Signature

Signed by Anthea Mary Coombes as Applicant Representative on 18/12/2013 08:58 AM

\*\*\* End of Report \*\*\*

**Notice of Body Corporate Operational Rules**

Section 105, Unit Titles Act 2010

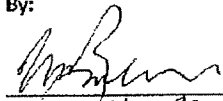
**Applicant:** Neil Properties Limited  
**Unit Plan:** 420899 (North Auckland Registry)  
**Supplementary Record Sheet:** 640957

**Notice**

The body corporate for the unit title development created by the deposit of unit plan 420899 will be subject to the operational rules set out in the attached schedule of body corporate operational rules.

Signed for and on behalf of Neil Properties Limited

By:

  
Director THOMAS GRANT BREBNER

Before me:

  
Signature

SHARON ROUTH  
Name

ACCOUNTANT  
Occupation

AUCKLAND  
Address (Town/City)

Date: 1/11/13

## Schedule of Body Corporate Operational Rules

### Operational Rules for Body Corporate 420899

#### 1 Application

- 1.1 The body corporate operational rules in schedule 1 of the Unit Titles Regulations 2011 are revoked and replaced with these rules.
- 1.2 These rules shall apply to and are binding on the Body Corporate and all owners, occupiers and mortgagees in possession of a Unit in the Unit Title Development and their employees, agents, licensees, lessees, tenants and invitees.
- 1.3 These rules must be read in conjunction with the Centre Rules. In the event of a conflict between these rules and the Centre Rules, the Centre Rules shall prevail.

#### 2 Interpretation

##### 2.1 In these rules:

- (a) Terms that are defined in the Unit Titles Act 2010 and Unit Titles Regulations 2011 shall have the same meaning in these rules unless these rules or context requires otherwise.
- (b) Headings are included for convenience only and do not form part of the rules.
- (c) References to the singular include references to the plural and vice versa.
- (d) References to any action by the Body Corporate or an Owner include references to permitting, allowing or causing that action.

##### 2.2 The following words shall have the following meanings unless context requires otherwise:

- (a) **"Body Corporate"** means Body Corporate 420899;
- (b) **"Carpark Unit"** means a Principal Unit that has been designed and constructed for carparking purposes or for the purposes of parking bicycles, motorcycles and/or scooters.
- (c) **"Centre"** means the mixed use development at 8 Nugent Street, Grafton, Auckland including the car parking building, refuse facility and infrastructure.
- (d) **"Centre Rules"** means the constitution and rules of the 8 Nugent Street Precinct Society Incorporated, registration no. 2564666;
- (e) **"Commercial Unit"** means a principal unit that has been designed and constructed for commercial or retail purposes;
- (f) **"Owner"** means, in relation to any Unit in the Unit Title Development, the registered proprietor, occupier or mortgagee in possession of a stratum estate in the Unit under the Land Transfer Act 1952 and includes their employees, agents, licensees, lessees, tenants and invitees;

- (g) **"Unit"** means a principal unit or accessory unit separately comprised in the deposited unit plan 420899 (North Auckland Registry) separately or together as context requires;
- (h) **"Unit Title Development"** means the Units and common property comprised in the deposited unit plan 420899 (North Auckland Registry) at 8 Nugent Street, Grafton, Auckland.

**3 Compliance with Precinct Society and Centre Rules**

- 3.1 The Body Corporate and all Owners must comply with the Centre Rules and in the event of any conflict between the Operational Rules of the Body Corporate and the Centre Rules then the Centre Rules shall prevail.

**4 Use of Common Property**

- 4.1 An Owner must not damage or deface the common property or interfere with the reasonable use or enjoyment or lawful use of the common property by any other Owner. The Body Corporate shall recover the cost of repairing any damage to the common property from the Owner responsible.
- 4.2 An Owner must not alter or interfere with the common property or any facilities, assets or chattels that are owned by the Body Corporate or designed for use in conjunction with the common property. The Body Corporate shall recover the cost of repairing any damage to the common property or any facilities or assets that are owned by the Body Corporate or designed for use in conjunction with the common property from the Owner responsible.
- 4.3 An Owner must not smoke or consume alcohol on the internal common property and in the Carparking Unit.
- 4.4 An Owner must not throw any dust or beat any mat or carpet on the common property.
- 4.5 An Owner must not carry out repairs or maintenance work on any car or vehicle on the common property.

**5 Paved and Sealed Areas**

- 5.1 An Owner must not alter any paved or sealed area forming part of the common property.

**6 Common Property Gardens and Grounds**

- 6.1 An Owner must not cut, trim, prune, damage or destroy any lawn, garden, tree, shrub or other plant on the common property or use any part of the common property for a garden without the prior written consent of the Body Corporate.

**7 Use of Unit Property**

- 7.1 An Owner must not use a Unit for any purpose that is illegal or that may be injurious to the reputation of the Body Corporate, the Unit Title Development or any other Owner. For the avoidance of doubt, this rule prohibits the use of a Unit as a brothel, massage parlour, escort agency or for prostitution or any other activity associated with the adult sex industry.



- 7.2 An Owner must not use a Unit for any purpose that interferes with the reasonable use or enjoyment of the common property or other Units by other Owners.
- 7.3 An Owner must not use a Unit for any purposes that breaches rule 7.1, is uninsurable or that unreasonably increases any insurance premium payable by the Body Corporate.
- 7.4 An Owner of a Commercial Unit must not use the Commercial Unit for any purpose other than for commercial or retail activities.
- 7.5 An Owner of a Carparking Unit must not use the Carparking Unit for any purpose other than for carparking activities and/or the parking of bicycles, motor cycles and/or scooters.
- 7.6 An Owner of an accessory unit must not use the accessory unit for any purpose other than the purpose it was designed and constructed for.

**8 Use of Commercial Units**

**8.1 The Owner of a Commercial Unit must:**

- (a) Comply with all Body Corporate directions regarding opening hours that may be issued from time to time;
- (b) Ensure that where the Owner's Commercial Unit is used for the purposes of a cafeteria or restaurant or like business, that any occupier of the Owner's Commercial Unit conducts that occupier's business in a manner which is commensurate with excellent standards of trading and without limiting the generality of the foregoing shall ensure that that occupier:
  - (i) Provides all necessary staff for the proper conduct of the occupier's business in the Unit and the supply of all facilities, food service products and stock in trade necessary for such purpose;
  - (ii) Sells, offers for sale only quality food and beverages and does not offer to sell or offer for sale recycled food;
  - (iii) Ensures that all staff wear neat and clean uniforms and that all uniforms are laundered daily and kept in good repair;
  - (iv) Ensures that all staff are capable and courteous at all times;
  - (v) Ensures that the Unit is kept illuminated in the manner and quality which shall be consistent with and shall not detract from the other Units general scheme of lighting;
  - (vi) Complies with the requirements of any authorities including health authorities relating to the use of the Unit for the storage, preparation and retailing of food;
  - (vii) Ensures that the Unit does not smell or attract flies or other insects, become dirty, stained or littered with boxes, cartons and the like resulting from the use of the Unit for the preparation of retail food;

- (viii) At all times conducts the occupier's business in a manner which is commensurate with the high standards of trading necessary to promote the business of the occupier; and
  - (ix) Leaves the dining areas in an acceptable state of cleanliness at the end of each day's trading
- (c) The Proprietor shall be responsible for cleaning up and cost of removal of any rubbish left on the Common Property as coming from the Unit;
  - (d) Not conduct or permit to be conducted on the Unit any auction, bankrupt, receiver's, liquidation or fire sale;
  - (e) Not use or permit to be used the Common Property or any part thereof for any business, promotion or commercial purpose or display or advertisement of any goods or services except with the consent in writing and in accordance with any conditions imposed with the Body Corporate; and
  - (f) Dispose of all waste, both organic and non-organic, on a regular basis in accordance with the requirements of the local authority having jurisdiction or the Body Corporate or the Centre Rules.
- 8.2 An Owner of a Commercial Unit must wash down the front windows of the Commercial Unit inside and out at least once a week and at such other times as directed by the Body Corporate.
- 9 **Unit Property Gardens and Grounds**
- 9.1 An Owner must keep any garden or ground forming part of the Unit, including any balcony or deck, in a neat and tidy condition and regularly maintained.
- 10 **Carparking**
- 10.1 An Owner must not park a car or other vehicle on the common property unless it has been designated for carparking or the Body Corporate has given its prior written consent.
- 10.2 The Body Corporate may remove any car or other vehicle that is improperly parked on the common property or is parked in a Carparking Unit without the prior permission of the Carparking Unit owner. The cost of removing any car or other vehicle shall be borne by the owner of the vehicle or the Owner responsible. The Body Corporate shall not be liable for any cost, loss or damage associated with the removal of the vehicle from the common property.
- 10.3 An Owner of a Carpark Unit that has been designed and constructed for use as a carpark must:
- (a) Only use the Unit for carparking and/or the parking of bicycles, motorcycles and/or scooters and not for any other purpose;
  - (b) Ensure that the Unit is kept tidy and free of rubbish;
  - (c) Ensure that any car or other vehicle, bicycle and/or scooter that is parked in the Carpark Unit is parked inside the boundaries of the Unit; and

- (d) Must clearly mark those carparks that are designated solely for use by residents, staff, visitors or customers.

**11 Loading and Deliveries**

- 11.1 An Owner must not use the common property for loading or deliveries unless it has been designated for loading and deliveries or the Body Corporate has given its prior written consent.
- 11.2 Any part of the common property that is designated for loading and deliveries (including any loading dock and goods lift) and must only be used:
  - (a) By an Owner or person authorised by an Owner or the Body Corporate;
  - (b) For the purpose it was designed and constructed for;
  - (c) During the hours of use set by the Body Corporate from time to time.
- 11.3 An Owner of a Unit that contains a delivery area (including any loading dock and goods lift) must not move goods, supplies, produce, merchandise, freight or other items in or out of the Unit except through the delivery area.

**12 Access**

- 12.1 The common property and all driveways, footpaths, entrances, stairs, lifts and corridors providing access to and from the Unit Title Development and the Units must be kept clear and free of obstructions at all times and must only be used for entering or leaving the Unit Title Development, Units or Centre.

**13 Light and Air**

- 13.1 An Owner must not in any way cover or obstruct any lights, skylights, windows or other means of illuminating the common property or any Unit.

**14 Lifts**

- 14.1 An Owner must:
  - (a) Comply with the operating instructions and any notice or direction displayed in any lift in the Unit Title Development; and
  - (b) Take all reasonable care not to damage any lift. The Body Corporate shall recover the cost of repairing any damage to a lift from the Owner responsible.
- 14.2 The lifts in the Unit Title Development (other than a designated goods lift) are primarily designed to carry passengers only. When a lift (other than a designated goods lift) is used to carry goods, an Owner must use any lift protection equipment supplied by the Body Corporate. The Body Corporate shall recover the cost of repairing any damage to a lift from the Owner responsible.

**15 Noise**

- 15.1 An Owner must not make any noise, vibration or odour that may interfere with the reasonable use or enjoyment of the Unit Title Development by any other Owner or carry out

any activity that may cause a nuisance or disturbance to any other Owner or any neighbouring properties.

15.2 An Owner must not play or use any musical instruments, radios, stereos, televisions, computers, washing machines, clothes driers, internal combustion engines or other machines at any time of the day or night in such a manner as to disturb, irritate or annoy any other Owner in a Unit or on the common property and must immediately cease to play or use the same between 11pm and 7am the following day if requested to do so by another Owner or the Body Corporate.

15.3 Any person entering or leaving the Unit Title Development between 11pm and 7am the following day must enter or leave the Unit Title Development quietly.

#### 16 Cleaning

16.1 An Owner must ensure that the Commercial Unit is kept clean and tidy at all times and must keep the Commercial Unit free of vermin, pests, rodents and insects.

16.2 All glass in windows and doors in a Unit must be kept clean and if broken, cracked or otherwise damaged, must be promptly replaced by the Owner of the Commercial Unit with new materials of the same or better weight, quality, design and specification.

#### 17 Rubbish and Recycling

17.1 An Owner must not permit rubbish or recycling material to accumulate on the common property or in any part of the Unit that is visible from the common property or from outside the Unit Title Development.

17.2 An owner of any unit must promptly, hygienically and tidily dispose of all rubbish and recycling materials into the bins provided in the refuse facility in building E.

17.3 The Body Corporate must arrange for the regular removal of rubbish and recycling materials from the refuse facility in building E.

17.4 The Body Corporate shall recover the cost of removing any rubbish or recycling material improperly disposed from the Owner responsible.

#### 18 Washing

18.1 An Owner of a Carparking Unit must not wash, clean, service, repair or maintain any car or other vehicle in the Carparking Unit or any other part of the Unit Title Development and the Centre unless the specified area has been approved by the Body Corporate.

#### 19 Blinds, Curtains, Awnings and Anti Theft Devices

19.1 All blinds, curtains and awnings in all Commercial Units must, as far as practicable, present a uniform and orderly appearance when viewed from the common property or from outside the Unit Title Development.

19.2 An Owner must not erect or install any blinds, curtains or awnings in a Commercial Unit that are visible from the common property or from outside with Unit Title Development without the prior written consent of the Body Corporate as to the colour and design of the backing of

the blinds or curtains; such consent shall only be granted subject to compliance with the Centre Rules.

- 19.3 An Owner must not cover or coat any window with aluminium foil or any other reflective material.
- 19.4 An Owner must not install any anti-theft devices such as bollards or security grilles in a Unit without the prior written consent of the Body Corporate which shall not be unreasonably or arbitrarily withheld provided that the proposed anti-theft devices comply with the Centre Rules and all Units will present an attractive and orderly appearance when viewed from the common property or from outside the Unit Title Development
- 20 **Pets**
- 20.1 An Owner of a Unit must not keep an animal or pet in the Unit without the prior written consent of the Body Corporate.
- 20.2 The Owner of an animal or pet that is kept in a Unit must ensure that any part of a Unit or the common property that is damaged or soiled by the animal or pet is promptly cleaned and repaired at the Owner's cost.
- 21 The Body Corporate shall be entitled to revoke any prior written consent given under rule 20.1 above should the animal or pet become, in the opinion of the Body Corporate, a nuisance or the Owner fails to comply with rule 20.2 above.
- 22 **Security**
- 22.1 An Owner must:
- (a) Keep the Commercial Unit locked and all doors and windows securely fastened at all times when the Unit is not occupied and take all reasonable steps to protect the Commercial Unit from fire, theft or damage;
  - (b) Take all reasonable steps to ensure that any security keys, cards or codes that give access to the Unit or the common property are not lost, destroyed or stolen; and
  - (c) Give immediate notice to the Body Corporate if any key, card or code giving access to the Unit or the common property is lost, destroyed or stolen.
- 22.2 If the Body Corporate restricts access to any part of the common property for security purposes:
- (a) The Body Corporate must make available to all Owners, at no additional cost to the owner one (1) common access card; and
  - (b) An Owner must not duplicate any such keys or cards; and
  - (c) The Body Corporate may charge a reasonable fee for any replacement or additional keys or cards.
- 22.3 The Body Corporate may remove any person from the Unit Title Development about whom a complaint is made or refuse admission to any person the Body Corporate considers is likely to create a nuisance.

- 22.4 Any drunk or disorderly person found on the common property may be removed from the Unit Title Development by a security officer or a member of the New Zealand Police.
- 22.5 Where the Body Corporate is required to remove any person from the Unit Title Development, respond to a request for entry to a Unit or the attendance of a security officer of the New Zealand Police is required, the Body Corporate shall recover the costs of such removal/call out (if any) from the owner responsible.
- 23 Contractors**
- 23.1 An Owner who undertakes repair, maintenance or other building work in the Commercial Unit must ensure that:
- (a) The work is undertaken by qualified tradespersons and carried out in a proper workmanlike manner;
  - (b) All occupational health and safety requirements are complied with at all times;
  - (c) Appropriate material damage and professional indemnity insurance is in place; and
  - (d) Minimum inconvenience is caused to other Owners.
- 24 Moving**
- 24.1 An Owner must give the Body Corporate reasonable notice (of at least 24 hours) of any intention to move furniture or other large items into or out of a Commercial Unit.
- 24.2 An Owner who moves furniture or other large items into or out of a Commercial Unit must comply with all Body Corporate directions in respect of the use of lift protection and other protective equipment and hours of moving and must ensure that the moving is undertaken expeditiously and continuously so as to cause minimum inconvenience to other Owners.
- 25 Water Infrastructure**
- 25.1 An Owner must not:
- (a) Use any stormwater or wastewater facility, appliance, fittings, pipes or drains including sinks, toilets, waste disposal units, washing machines and dishwashers ("Water Infrastructure") for any purpose other than the purpose they were designed and constructed for. The cost of repairing any damage or blockages caused by an Owner's misuse or negligent use of any Water Infrastructure shall be paid for by the Owner responsible; or
  - (b) Use water unnecessarily and shall ensure that all taps in his or her Unit or on the common property are promptly turned off after use and that tap washers are replaced as required.

**26 External Fittings**

26.1 An Owner must not erect, fix or place any aerial, satellite dish or antenna on, to or through the exterior of a Unit or the common property without the prior written consent of the Body Corporate.

26.2 An Owner must not install a ventilation or heating system on, to or through the exterior of a Unit or the common property without the prior written consent of the Body Corporate.

**27 Security, Ventilation and fire Safety Equipment**

27.1 An Owner must comply with the operating and maintenance instructions of any security, ventilation and fire safety equipment in the Unit or on the common property at all times.

**28 Signage**

28.1 An owner must not erect, fix, place or paint any sign on or to any part of the common property or the exterior of a Unit without the prior written consent of Body Corporate, such consent shall only be granted subject to compliance with the Centre Rules.

28.2 Notwithstanding rule 28.1, an Owner may place one real estate sign advertising the Commercial Unit for sale or lease in the window of the Commercial Unit.

28.3 An Owner of a Carparking Unit may place one sign on their Carparking Unit to a maximum size of no more than 400 x 200mm.

**29 Hazards**

29.1 An Owner must not bring onto, use or store any thing or undertake any activity on the common property or in any Unit that creates a hazard, is offensive, noxious, illegal or dangerous in nature, increases the premium of or makes void or voidable any Body Corporate insurance policy, breaches any enactment or rule of law relating to fire, hazardous substances or dangerous goods or any requirements of the territorial authority, or affects the operation of fire safety devices or equipment or reduces the level of fire safety in the Unit Title Development.

29.2 An Owner must not light any fire or incinerator in the Unit or on the common property unless it is in accordance with directions issued by the Body Corporate. For the avoidance of doubt, this rule does not prohibit the use of gas barbeques on the deck of a Unit.

29.3 An Owner must not use any chemicals, burning fluids, acetylene gas or alcohol in lighting or heating a Unit, nor in any other way increase the risk of fire or explosion.

**30 Heavy Objects**

30.1 An Owner must not bring onto the common property or into any Unit any object or machinery of such weight, size or nature that it could cause damage, weakness, movement or structural defect to any Unit or the common property without the prior consent of the Body Corporate. The Body Corporate may impose conditions on any consent granted under this rule and the Centre Rules. The Body Corporate shall recover the cost of repairing any damage caused by a heavy object from the Owner responsible.

**31 Emergency and Evacuation Procedures**

- 31.1 An Owner must cooperate with the Body Corporate during any emergency and evacuation drills and must observe and comply with all emergency and evacuation procedures.
- 32 Notice of Damage, Defects or Injuries**
- 32.1 An Owner must give Immediate written notice to the Body Corporate of any damage or defect in any part of the Unit Title Development or any injury to any person in the Unit Title Development. The Body Corporate shall recover the cost of repairing any such damage or defect from the Owner who caused the damage or defect.
- 33 Compliance with Sale of Liquor Act and Other Statutes**
- 33.1 Where a business in a Commercial Unit is subject to the Sale of Liquor Act 1989 or any other enactment, regulation or bylaw ("Act"), the Owner must ensure that the requirements of the Act are complied with at all times and must take all reasonable steps to ensure that the use does not interfere with the reasonable use or enjoyment of the Unit Title Development by other Owners.
- 34 Auctions and Garage Sales**
- 34.1 An Owner must not hold an auction, garage sale, bankrupt or fire sale in the Unit or on the common property.
- 35 Leasing a Unit**
- 35.1 An Owner who leases or otherwise tenants or lets a Unit must:
- (a) Provide a full copy of these rules and the Centre Rules including any future amendment to the lessee, tenant or occupier of the Unit;
  - (b) Advise the lessee, tenant or occupier that they are bound by these rules and the Centre Rules and that they must comply with these rules and the Centre Rules including any future amendment; and
  - (c) Provide the Body Corporate with the contact details (name, landline phone number, cell phone number, email address and address for service) for all lessees, tenants and occupiers and any letting agent or property manager responsible for the Unit (if any) and promptly advise the Body Corporate of any changes to those details.
- 36 Recovery of Funds**
- 36.1 Where the Body Corporate is required to incur costs as a result of the breach of these rules by an Owner, the Body Corporate shall recover those costs from the Owner responsible for the breach as a debt due to the Body Corporate together with the Body Corporate's legal costs (if any) on an indemnity basis.
- 37 Infrastructure**
- 37.1 The Body Corporate Infrastructure and the Common Property as defined by the Unit Titles Act 2010 shall be maintained, repaired and kept in good condition by the Body Corporate in accordance with its duties under the Act.
- 38 Car Parks**



38.1 The principal unit car parks are not to be sold outside of the Centre and are to be used by the owners and occupiers of Lots 1, 2, 3 and 4 on Deposited Plan 419269.

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Spartik House, Level 2,  
6-8 Edward Wayte Place, Grafton, 1023,  
Auckland, New Zealand

PH: +64-9-638-2500  
E: reception@apm.kiwi  
www.apm.kiwi

# ANNUAL REPORTS

for the financial year to 31/03/2023

Body Corporate 420899

Building D, 8 Nugent Street, Grafton Auckland 1023

Manager: Donna Holroyd

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## Detailed Expenses for the financial year from 01/04/2022 to 31/03/2023

Spartik House, Level 2,  
6-8 Edward Wayne Place, Grafton, 1023,  
Auckland, New Zealand  
PH: +64-9-638-2500  
E: reception@apm.kiwi  
www.apm.kiwi

**Nugent Car Park Bldg D - BC 420899**

**Building D, 8 Nugent Street, Grafton Auckland  
1023**

Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
<b>General</b>							
<b>Administrative Fund</b>							
<b>Admin - Rebate (Expense) 152300</b>							
17/01/2023	Admin Rebate FY 2022	Auckland Property	(183.49)	Paid	DE		208542
31/03/2023	Admin Rebate FY 2022		183.49		Jnl	48726	
			<b>\$0.00</b>				
<b>Admin--Administration Fee--Additional 154001</b>							
02/06/2022	Annual Additional Administration Fees June 2022	Auckland Property	300.00	Paid	DE		193651
			<b>\$300.00</b>				
<b>Admin--Administration Fee--Standard 154000</b>							
02/06/2022	Administration Fees June 2022	Auckland Property	1,437.50	Paid	DE		193651
02/09/2022	Administration Fees September 2022	Auckland Property	1,437.50	Paid	DE		199754
02/12/2022	Administration Fees December 2022	Auckland Property	1,437.50	Paid	DE		204900
02/03/2023	Administration Fees March 2023	Auckland Property	1,437.50	Paid	DE		210157
			<b>\$5,750.00</b>				
<b>Admin--APM Debt Recovery Costs 155005</b>							
01/04/2022	Reversal: Accrual FYE Mar-22 Debt Recovery Fee		(86.25)		Jnl	43353	
18/08/2022	Lot 84: Debt administration fees		(86.25)		Ow.Inv		
18/08/2022	Lot 482: Debt administration fees		(86.25)		Ow.Inv		
02/09/2022	Debt Administration Fees-final notice September 20	Auckland Property	172.50	Paid	DE		199754
02/09/2022	Debt Administration Fees-final notice September 20	Auckland Property	603.75	Paid	DE		199754
16/09/2022	CREDIT: Debt Admin Fees Sep-22	Auckland Property	(517.50)	Paid	DE	199754	204900
13/03/2023	Lot 80: Debt administration fees		(86.25)		Ow.Inv		
13/03/2023	Lot 118: Debt administration fees		(86.25)		Ow.Inv		
13/03/2023	Lot 454: Debt administration fees		(86.25)	Cancel	Ow.Inv		
13/03/2023	Owner invoice cancellation for lot: 454/420899		86.25	Cancel	Ow.Inv		
31/03/2023	Adjust Debt Recovery Fee FYE March 2023		172.50		Jnl	48727	
			<b>\$0.00</b>				
<b>Admin--Levy Contribution--Precinct Assoc 153500</b>							
01/09/2022	Levies 01/04/22 - 31/03/23, 2nd ins of 4	Auckland Property	81.25	Paid	DE	5991	199630
14/12/2022	Levies 01/04/22 - 31/03/23, 3rd ins of 4	Auckland Property	81.25	Paid	DE	5991	205587
16/02/2023	Levies 01/04/22 - 31/03/23, 4th ins of 4	Auckland Property	81.25	Paid	DE	5991	209543
07/03/2023	15/06/22 Levies 01/04/22 - 31/03/23 1 ins of 4		81.25		Jnl	48347	
			<b>\$325.00</b>				
<b>Admin--Sections 146/147/148 Fees 156000</b>							
01/04/2022	Reversal: Accrual FYE Mar-22 Disclosure Fee		(356.51)		Jnl	43355	
04/04/2022	Disclosure Statement Fees April 2022	Auckland Property	169.63	Paid	DE		190378

**Nugent Car Park Bldg D - BC 420899**

**Building D, 8 Nugent Street, Grafton Auckland  
1023**

Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
<b>General</b>							
04/04/2022	Disclosure Statement Fees April 2022	Auckland Property	186.88	Paid	DE		190378
29/04/2022	Lot 160: Unit L5/160, Section 146 Pre-Contract Dis		(169.63)		Ow.Inv		
29/04/2022	Lot 161: Unit L5/161, Section 146 Pre-Contract Dis		(169.63)		Ow.Inv		
13/05/2022	Lot 80: Unit L5/80, Section 146 Pre-Contract Discl		(169.63)		Ow.Inv		
02/06/2022	Disclosure Statement Fees June 2022	Auckland Property	169.63	Paid	DE		193651
28/06/2022	Lot 80: Unit L5/80, Section 147 Pre-Settlement Dis		(186.88)		Ow.Inv		
04/07/2022	Disclosure Statement Fees July 2022	Auckland Property	169.63	Paid	DE		195712
04/07/2022	Disclosure Statement Fees July 2022	Auckland Property	169.63	Paid	DE		195712
14/07/2022	Lot 160: Unit L5/160, Section 147 Pre-Settlement D		(186.88)		Ow.Inv		
14/07/2022	Lot 161: Unit L5/161, Section 147 Pre-Settlement D		(186.88)		Ow.Inv		
19/07/2022	Lot 11: Unit 11, Section 146 Pre-Contract Disclosu		(169.63)		Ow.Inv		
22/07/2022	Lot 57: Unit 57, Section 146 Pre-Contract Disclosu		(169.63)		Ow.Inv		
02/08/2022	Disclosure Statement Fees August 2022	Auckland Property	169.63	Paid	DE		197675
02/08/2022	Disclosure Statement Fees August 2022	Auckland Property	186.88	Paid	DE		197675
05/08/2022	Lot 133: Unit L5/133, Section 146 Pre-Contract Dis		(169.63)		Ow.Inv		
11/08/2022	Lot 484: Unit L5/484, Section 146 Pre-Contract Dis		(169.63)		Ow.Inv		
12/08/2022	Lot 37: Unit 37, Section 146 Pre-Contract Disclosu		(169.63)		Ow.Inv		
23/08/2022	Lot 71: Unit 71, Section 147 Pre-Settlement Discl		(186.88)		Ow.Inv		
31/08/2022	Lot 134: Unit L5/134, Section 146 Pre-Contract Dis		(169.63)		Ow.Inv		
02/09/2022	Disclosure Statement Fees September 2022	Auckland Property	169.63	Paid	DE		199754
02/09/2022	Disclosure Statement Fees September 2022	Auckland Property	169.63	Paid	DE		199754
02/09/2022	Disclosure Statement Fees September 2022	Auckland Property	169.63	Paid	DE		199754
02/09/2022	Disclosure Statement Fees September 2022	Auckland Property	169.63	Paid	DE		199754
02/09/2022	Disclosure Statement Fees September 2022	Auckland Property	169.63	Paid	DE		199754
02/09/2022	Disclosure Statement Fees September 2022	Auckland Property	186.88	Paid	DE		199754
02/09/2022	Disclosure Statement Fees September 2022	Auckland Property	186.88	Paid	DE		199754
02/09/2022	Disclosure Statement Fees September 2022	Auckland Property	186.88	Paid	DE		199754
02/09/2022	Disclosure Statement Fees September 2022	Auckland Property	186.88	Paid	DE		199754
16/09/2022	CREDIT: Disclosure Fees Sep-22	Auckland Property	(186.88)	Paid	DE	199754	204900
19/09/2022	Lot 11: Unit 11, Section 147 Pre-Settlement Discl		(186.88)		Ow.Inv		
04/10/2022	Lot 57: Unit 57, Section 147 Pre-Settlement Discl		(186.88)		Ow.Inv		
04/10/2022	Lot 37: Unit 37, Section 147 Pre-Settlement Discl		(186.88)		Ow.Inv		
04/10/2022	Disclosure Statement Fees October 2022	Auckland Property	186.88	Paid	DE		204900
02/11/2022	Disclosure Statement Fees November 2022	Auckland Property	186.88	Paid	DE		204900
02/11/2022	Disclosure Statement Fees November 2022	Auckland Property	186.88	Paid	DE		204900
24/11/2022	Lot 9: Unit 9, Section 146 Pre-Contract Disclosure		(186.88)		Ow.Inv		
24/11/2022	Lot 10: Unit 10, Section 146 Pre-Contract Disclosu		(186.88)		Ow.Inv		
29/11/2022	Lot 134: Unit L5/134, Section 147 Pre-Settlement D		(207.00)		Ow.Inv		

**Nugent Car Park Bldg D - BC 420899**

**Building D, 8 Nugent Street, Grafton Auckland  
1023**

Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
<b>General</b>							
02/12/2022	Disclosure Statement Fees December 2022	Auckland Property	186.88	Paid	DE		204900
02/12/2022	Disclosure Statement Fees December 2022	Auckland Property	186.88	Paid	DE		204900
07/12/2022	Lot 11: Unit 11, Section 147 Pre-Settlement Disclo		(207.00)		Ow.Inv		
09/12/2022	Lot 9: Unit 9, Section 147 Pre-Settlement Disclosu		(207.00)		Ow.Inv		
09/12/2022	Lot 10: Unit 10, Section 147 Pre-Settlement Disclo		(207.00)		Ow.Inv		
05/01/2023	Disclosure Statement Fees January 2023	Auckland Property	207.00	Paid	DE		206651
05/01/2023	Disclosure Statement Fees January 2023	Auckland Property	207.00	Paid	DE		206651
05/01/2023	Disclosure Statement Fees January 2023	Auckland Property	207.00	Paid	DE		206651
18/01/2023	Lot 456: Unit L5/456, Section 146 Pre-Contract Dis		(186.88)		Ow.Inv		
20/01/2023	Lot 16: Unit 16, Section 146 Pre-Contract Disclosu		(186.88)		Ow.Inv		
26/01/2023	Lot 47: Unit 47, Section 146 Pre-Contract Disclosu		(186.88)		Ow.Inv		
02/02/2023	Lot 82: Unit L5/82, Section 146 Pre-Contract Discl		(186.88)		Ow.Inv		
02/02/2023	Disclosure Statement Fees February 2023	Auckland Property	186.88	Paid	DE		208542
02/02/2023	Disclosure Statement Fees February 2023	Auckland Property	207.00	Paid	DE		208542
13/02/2023	Lot 82: Unit L5/82, Section 147 Pre-Settlement Dis		(207.00)		Ow.Inv		
02/03/2023	Disclosure Statement Fees March 2023	Auckland Property	186.88	Paid	DE		210157
02/03/2023	Disclosure Statement Fees March 2023	Auckland Property	207.00	Paid	DE		210157
31/03/2023	Adjust Disclosure Statement Fee FYE March 2023		373.76		Jnl	48729	
			<b>\$0.00</b>				
<b>Income Tax expense 152815</b>							
07/04/2022	FY2021 Income Tax		1,499.03		Jnl	43396	
08/03/2023	Recorrect JNL 43396 FY2021 Income Tax		(1,499.03)		Jnl	48356	
			<b>\$0.00</b>				
<b>Insurance--Claim--Payout 159101</b>							
01/07/2022	Insurance settlement for smashed panel/glass canop		(3,882.00)		Rct	371461	
08/08/2022	Replacement canopy glazing	Platinum Hardware & Glass	5,382.00	Paid	DE	206727	198135
			<b>\$1,500.00</b>				
<b>Insurance--Premiums 159100</b>							
15/06/2022	Commercial Package 31/05/22 - 31/05/23	Crombie Lockwood (NZ) Ltd	40,923.98	Paid	DE	M00367833	194646
			<b>\$40,923.98</b>				
<b>Insurance--Valuation 159200</b>							
01/04/2022	Insurance Valuation/Report incl inspec of property	Opteon New Zealand Limited	506.00	Paid	DE	14203342-1	193500
			<b>\$506.00</b>				
<b>Maint Bldg--Car Park 161800</b>							
11/10/2022	6 monthly scheduled carpark sweep Sep-22	Sweeping Solutions	1,302.95	Paid	DE	2614	202174
			<b>\$1,302.95</b>				
<b>Maint Bldg--Cleaning--Furn/Carpet/Mats/Sanitary 163007</b>							
30/04/2022	Cleaning Apr-22	Knight Cleaning Services Ltd	914.25	Paid	DE	1546	193085
31/05/2022	Cleaning May-22	Knight Cleaning Services Ltd	914.25	Paid	DE	1587	194303
11/07/2022	Cleaning Jun-22	Knight Cleaning Services Ltd	914.25	Paid	DE	1633	196453

**Nugent Car Park Bldg D - BC 420899**

**Building D, 8 Nugent Street, Grafton Auckland 1023**

Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
<b>General</b>							
08/08/2022	Cleaning Jul-22	Knight Cleaning Services Ltd	914.25	Paid	DE	1678	198572
05/09/2022	Cleaning Aug-22	Knight Cleaning Services Ltd	914.25	Paid	DE	1719	200114
11/10/2022	Cleaning Sep-22	Knight Cleaning Services Ltd	914.25	Paid	DE	1766	202093
07/11/2022	Cleaning Oct-22	Knight Cleaning Services Ltd	914.25	Paid	DE	1814	203657
19/12/2022	Cleaning Nov-22	Knight Cleaning Services Ltd	914.25	Paid	DE	1823	206484
09/02/2023	Cleaning Dec-22	Knight Cleaning Services Ltd	914.25	Paid	DE	1877	209182
13/02/2023	Cleaning Jan-23	Knight Cleaning Services Ltd	914.25	Paid	DE	1915	209627
15/03/2023	Cleaning Feb-23	Knight Cleaning Services Ltd	914.25	Paid	DE	1954	211316
31/03/2023	Accrue Cleaning Mar-23		914.25		Jnl	48731	
			<b>\$10,971.00</b>				
<b>Maint Bldg--Doors &amp; Windows 164600</b>							
06/05/2022	Preventative maintenance Apr-22	Assa Abloy Entrance Systems	109.25	Paid	DE	231214	192599
23/09/2022	Preventative maintenance Sept-22	Assa Abloy Entrance Systems	109.25	Paid	DE	234718	201153
20/10/2022	Preventative maintenance Oct-22	Assa Abloy Entrance Systems	109.25	Paid	DE	239428	202786
14/12/2022	Replaced door latch at Level 2 30/11/22	Advanced Security Group Ltd	512.44	Paid	DE	50100637	205571
27/01/2023	Preventative maintenance Dec-22	Assa Abloy Entrance Systems	109.25	Paid	DE	242871	208728
28/03/2023	Repairs and adjustments to door closer L5	Professional Door Services	149.50	Paid	DE	3200	212194
			<b>\$1,098.94</b>				
<b>Maint Bldg--Fire Protection 165800</b>							
15/06/2022	Inspection & Testing 01/04/22 - 30/06/22	Fire Security Services 2016	233.81	Paid	DE	32843	194657
24/06/2022	Testing Fire Alarm 01/07/22 - 30/09/22 Bldg D	Fire Security Services 2016	233.81	Paid	DE	100972	195565
24/06/2022	Fire Alarm Testing 01/07/22 - 30/09/22 Bldg E	Fire Security Services 2016	941.81	Paid	DE	100973	195565
21/07/2022	Smoke Seals to 2 Door Sets	Passive Fire NZ Ltd	593.20	Paid	DE	05062020	197070
21/07/2022	Smoke Seals Supplied & Installed 05/06/2020	Passive Fire NZ Ltd	682.18	Paid	DE	0681	197070
21/07/2022	Smoke Seals Supplied & Installed	Passive Fire NZ Ltd	682.18	Paid	DE	0661	197070
21/09/2022	Testing Fire Alarm 01/10/22 - 31/12/22 Bldg D	Fire Security Services 2016	233.81	Paid	DE	55954	200866
23/12/2022	Testing Fire Alarm 01/01/23 - 31/03/23	Fire Security Services 2016	233.81	Paid	DE	69924	206433
20/02/2023	Replace 2x 12v 12ah batteries of Fire Alarm Panels	Fire Security Services 2016	224.25	Paid	DE	74553	209985
29/03/2023	Testing Fire Alarm 01/04/23 - 30/06/23 Bldg D	Fire Security Services 2016	249.01	Paid	DE	80165	212108
30/03/2023	Attend site for sprinkler call out defect 07/03/23	Fire Security Services 2016	431.25	Paid	DE	77646	212108
			<b>\$4,739.12</b>				
<b>Maint Bldg--Fire Protection--Extinguishers 165802</b>							
15/06/2022	Fire equipment remedials completed	Fire Security Services 2016	443.90	Paid	DE	38621	194657
			<b>\$443.90</b>				
<b>Maint Bldg--Garage Doors 166600</b>							
01/04/2022	Servicing roller grille Feb-22	Metal Doctor Limited	690.00	Paid	DE	29832	192708
01/04/2022	Service r/grilles Mar-22.Qtly Bifold Servic Mar-22	Metalbilt Doors	1,035.00	Paid	DE	30507	192709
11/04/2022	Servicing roller grille Apr-22	Metalbilt Doors	690.00	Paid	DE	30979	191846
21/04/2022	Repaired screen, realigned the screen door	Metalbilt Doors	293.25	Paid	DE	31175	192709
26/04/2022	Repairs Safety Beams on Lower Entry Roller Grille	Metalbilt Doors	695.75	Paid	DE	31240	192709
09/05/2022	Servicing roller grille May-22	Metalbilt Doors	690.00	Paid	DE	31465	193098
22/06/2022	Service r/grilles Jun-22.Qtly Bifold Servic Jun-22	Metalbilt Doors	1,035.00	Paid	DE	32086	195109

**Nugent Car Park Bldg D - BC 420899**

**Building D, 8 Nugent Street, Grafton Auckland  
1023**

Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
<b>General</b>							
01/08/2022	Servicing roller grille Jul-22	Metalbilt Doors	690.00	Paid	DE	33012	198032
09/08/2022	Servicing roller grille Feb-22	Metalbilt Doors	690.00	Paid	DE	29832	198585
30/08/2022	Servicing roller grille Aug-22	Metalbilt Doors	690.00	Paid	DE	33602	199692
01/09/2022	Call out repair - Level 5 roller grille stuck	Metalbilt Doors	224.25	Paid	DE	33453	199692
26/10/2022	Servicing roller grille x5 17/11	Metalbilt Doors	690.00	Paid	DE	34772	202846
03/11/2022	Refund for invoice 29832		(690.00)		Rct	384455	
09/11/2022	Service r/grilles Sep-22.Qtly Bifold Servic Sep-22	Metalbilt Doors	1,035.00	Paid	DE	34252	203673
23/11/2022	Call out replace faulty safety beams	Metalbilt Doors	874.00	Paid	DE	34427	204419
14/12/2022	Service r/grilles Dec-22.Qtly Bifold Service Dec22	Metalbilt Doors	1,035.00	Paid	DE	35748	205681
15/12/2022	Servicing roller grille Nov-22	Metalbilt Doors	690.00	Paid	DE	35118	205681
14/02/2023	Servicing roller grille Jan-23	Metalbilt Doors	690.00	Paid	DE	36404	209644
06/03/2023	Servicing roller grille Feb-23	Metalbilt Doors	690.00	Paid	DE	37026	210948
			<b>\$12,437.25</b>				
<b>Maint Bldg--General Repairs 167200</b>							
01/04/2022	Monthly lighting test Feb-22	CGIE Maintenance Limited	109.25	Paid	DE	6176	193031
01/04/2022	PPM Remedial for Bld D&E - replace batteries	Advanced Security Group Ltd	238.19	Paid	DE	50090487	192582
01/04/2022	3m emerg light test Mar-22	CGIE Maintenance Limited	402.50	Paid	DE	6273	191793
01/04/2022	Planned Preventative Maintenance	Advanced Security Group Ltd	688.28	Paid	DE	50090256	190584
12/04/2022	Planned Preventative Maintenance 12/04/22	Advanced Security Group Ltd	794.65	Paid	DE	50095617	191015
12/04/2022	Planned Preventative Maintenance - Access Control	Advanced Security Group Ltd	1,026.38	Paid	DE	50095616	200415
29/04/2022	Monthly Lighting test Apr-22	CGIE Maintenance Limited	239.52	Paid	DE	6342	192614
30/05/2022	Monthly Lighting Test May-22 + replaced LED tube	CGIE Maintenance Limited	255.88	Paid	DE	6384	194252
28/06/2022	Consumables, Health & Safety Act Reform Compliance	Advanced Security Group Ltd	365.24	Paid	DE	50097149	195531
11/07/2022	Monthly lighting test Jun-22	CGIE Maintenance Limited	195.50	Paid	DE	6521	196388
18/07/2022	Annual Maintenance - 2022	Aquaheat New Zealand	518.08	Paid	DE	1101506	197082
01/08/2022	Monthly lighting test Jul-22	CGIE Maintenance Limited	109.25	Paid	DE	6609	197943
05/08/2022	Monthly lighting/emergency checks Jun-22	CGIE Maintenance Limited	136.78	Paid	DE	6520	198122
22/08/2022	Monthly lighting test Aug-22	CGIE Maintenance Limited	109.25	Paid	DE	6662	199298
31/08/2022	Remote Dial In for Programming	Advanced Security Group Ltd	80.50	Paid	DE	50098747	201147
14/09/2022	Planned Preventative Maintenance Bldg D	Advanced Security Group Ltd	708.69	Paid	DE	50098763	200415
10/10/2022	Monthly lighting test Sep-22	CGIE Maintenance Limited	109.25	Paid	DE	6768	202039
10/10/2022	Monthly lighting/emergency checks Sep-22	CGIE Maintenance Limited	143.75	Paid	DE	6778	202039
31/10/2022	Monthly lighting/emergency checks Oct-22	CGIE Maintenance Limited	46.00	Paid	DE	6857	203146
31/10/2022	Monthly lighting test Oct-22	CGIE Maintenance Limited	109.25	Paid	DE	6856	203146
16/11/2022	Graffiti removal	NZWaterblasting Limited	1,092.50	Paid	DE	1631	204057
19/12/2022	Monthly lighting/emergency checks Nov-22	CGIE Maintenance Limited	109.25	Paid	DE	6938	206399
22/12/2022	Monthly lighting/emergency checks Dec-22	CGIE Maintenance Limited	109.25	Paid	DE	7004	206399
22/12/2022	3m emerg light test Dec-22	CGIE Maintenance Limited	143.75	Paid	DE	7003	206399
13/02/2023	Monthly lighting test Jan-23	CGIE Maintenance Limited	240.02	Paid	DE	7075	209557
16/02/2023	Replacement padlock for roller door	One Place for Property	110.69	Paid	DE	6080	209656
16/02/2023	Adjust the door closers on levels 2 & 3 Bldg D	Advanced Security Group Ltd	284.74	Paid	DE	50101241	209529
01/03/2023	Planned Preventative Maintenance Bldg C Jan-23	Advanced Security Group Ltd	688.28	Paid	DE	50102311	210334

**Nugent Car Park Bldg D - BC 420899**

**Building D, 8 Nugent Street, Grafton Auckland 1023**

Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
<b>General</b>							
01/03/2023	Planned Preventative Maintenance Bldg D & E Jan-23	Advanced Security Group Ltd	688.28	Paid	DE	50102312	210334
15/03/2023	Monthly lighting test Feb-23	CGIE Maintenance Limited	161.00	Paid	DE	7138	211271
30/03/2023	Plaza lvl security door. Fixed&replaced faulty EDR	Advanced Security Group Ltd	465.76	Paid	DE	50102934	212057
			<b>\$10,479.71</b>				
<b>Maint Bldg--Lift(s) 170200</b>							
01/04/2022	Reversal: Adjust Prepaid Lift Maint 01/04/22-30/06		3,542.46		Jnl	43357	
03/06/2022	Lift maintenance 01/07/22 - 30/09/22	Otis Elevator Company Ltd	3,542.46	Paid	DE	1849268	194331
11/08/2022	Service fee adjustment	Otis Elevator Company Ltd	52.35	Paid	DE	1860064	198605
14/09/2022	Lift maintenance 01/10/22 - 31/12/22	Otis Elevator Company Ltd	3,699.53	Paid	DE	1866926	200496
23/12/2022	Lift maintenance 01/01/23 - 31/03/23	Otis Elevator Company Ltd	3,699.53	Paid	DE	1880242	206531
15/03/2023	Lift maintenance 01/04/23 - 30/06/23	Otis Elevator Company Ltd	3,699.53	Paid	DE	1901356	211342
30/03/2023	Lifts stopping 03/03 - clear faulted & reset	Otis Elevator Company Ltd	636.29	Paid	DE	540420	212184
31/03/2023	Prepay: Lift Maintenance 01/04/23-30/06/23		(3,699.53)		Jnl	48733	
			<b>\$15,172.62</b>				
<b>Maint Bldg--Lift(s)--Telephone 170205</b>							
24/04/2022	Lift phone 25/04/22 - 24/05/22	Spark New Zealand Trading	63.60	Paid	DE		192260
24/05/2022	Lift phone 25/05/22 - 24/06/22	Spark New Zealand Trading	63.60	Paid	DE	306705784	193526
29/06/2022	Lift phone 25/06/22 - 24/07/22	Spark New Zealand Trading	63.60	Paid	DE	306705784	195642
26/07/2022	Lift phone 25/07/22 - 24/08/22	Spark New Zealand Trading	63.60	Paid	DE	306705784	197622
25/08/2022	Lift phone 25/08/22 - 24/09/22	Spark New Zealand Trading	63.60	Paid	DE	306705784	199415
29/09/2022	Lift phone 25/09/22 - 24/10/22	Spark New Zealand Trading	63.60	Paid	DE	306705784	201249
27/10/2022	Lift phone 25/10/22 - 24/11/22	Spark New Zealand Trading	63.60	Paid	DE	306705784	202881
29/11/2022	Lift phone 25/11/22 - 24/12/22	Spark New Zealand Trading	63.60	Paid	DE	306705784	204859
10/01/2023	Lift phone 25/12/22 - 24/01/23	Spark New Zealand Trading	63.60	Paid	DE	306705784	207594
27/01/2023	Lift phone 25/01/23 - 24/02/23	Spark New Zealand Trading	63.60	Paid	DE	306705784	208837
06/03/2023	Lift phone 25/02/23 - 24/03/23	Spark New Zealand Trading	63.60	Paid	DE	306705784	211007
30/03/2023	Lift phone 25/03/23 - 24/04/23	Spark New Zealand Trading	63.60	Paid	DE	306705784	212214
			<b>\$763.20</b>				
<b>Maint Bldg--Roof Anchor points 172801</b>							
14/12/2022	Inspection of Abseil and/or Fall Arrest System	Height Access Technology	1,353.20	Paid	DE	2754	205643
			<b>\$1,353.20</b>				
<b>Maint Bldg--W O F 175700</b>							
01/04/2022	BOWF & Inspection services Mar-22 - May-22	Argest Technical Services	611.80	Paid	DE	I21046	192595
13/05/2022	IQP Inspections Apr-22	Otis Elevator Company Ltd	782.00	Paid	DE	518403	193110
27/05/2022	BWOF Renewal Base fee	Auckland Council - BWOF	150.00	Paid	DE	250100892439	193856
10/06/2022	Annual inspection for WOF of hydrant riser main sy	Nova Flowtec Services Ltd	862.50	Paid	DE	4080	194718
15/06/2022	BWOF & Inspection services Mar-22 - May-22	Argest Technical Services	638.35	Paid	DE	I20973	194619
24/06/2022	BWOF & Inspection services, BLDG E	Argest Technical Services	611.80	Paid	DE	I21705	195537
24/06/2022	BWOF & Inspection services, BLDG D	Argest Technical Services	638.25	Paid	DE	I21704	195537
10/10/2022	BWOF & Inspection services, BLDG E	Argest Technical Services	611.80	Paid	DE	I22477	202024
10/10/2022	BWOF & Inspection services, BLDG D	Argest Technical Services	638.25	Paid	DE	I22476	202024
25/01/2023	BWOF & Inspection services, BLDG D	Argest Technical Services	638.20	Paid	DE	I23216	208330



**Nugent Car Park Bldg D - BC 420899**

**Building D, 8 Nugent Street, Grafton Auckland  
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Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
<b>General</b>							
27/01/2023	BWOF & Inspection services, BLDG E	Argest Technical Services	611.80	Paid	DE	I23217	208721
			<b>\$6,794.75</b>				
<b>Staff--Contract Building Manager 182600</b>							
20/04/2022	Car Park Management Fee Apr-22	One Place for Property	440.83	Paid	DE	5199	191858
20/05/2022	Car Park Management Fee May-22	One Place for Property	440.83	Paid	DE	5296	193499
24/06/2022	Car Park Management Fee Jun-22	One Place for Property	440.83	Paid	DE	5397	195616
22/07/2022	Car Park Management Fee Jul-22	One Place for Property	440.83	Paid	DE	5491	197594
22/08/2022	Car Park Management Fee Aug-22	One Place for Property	440.83	Paid	DE	5584	199379
20/09/2022	Car Park Management Fee Sep-22	One Place for Property	440.83	Paid	DE	5700	200923
26/10/2022	Car Park Management Fee Oct-22	One Place for Property	440.83	Paid	DE	5821	202855
23/11/2022	Car Park Management Fee Nov-22	One Place for Property	440.83	Paid	DE	5933	204433
20/12/2022	Car Park Management Fee Dec-22	One Place for Property	440.83	Paid	DE	6046	206529
26/01/2023	Car Park Management Fee Jan-23	One Place for Property	440.83	Paid	DE	6136	208412
22/02/2023	Car Park Management Fee Feb-23	One Place for Property	440.83	Paid	DE	6234	210054
23/03/2023	Car Park Management Fee Mar-23	One Place for Property	440.83	Paid	DE	6374	211763
			<b>\$5,289.96</b>				
<b>Utility--Electricity 190200</b>							
01/04/2022	Reversal: Accrual Electricity 02/03/22-01/04/22		(3,661.50)		Jnl	43359	
04/04/2022	Electricity 02/03/22 - 01/04/22	Mercury Energy	3,661.50	Paid	DE	113-083-190	190666
03/05/2022	Electricity 02/04/22 - 02/05/22	Mercury Energy	3,750.79	Paid	DE	113-083-190	193097
02/06/2022	Electricity 03/05/22 - 01/06/22	Mercury Energy	3,587.79	Paid	DE	113-083-190	194316
07/07/2022	Electricity 02/06/22 - 01/07/22	Mercury Energy	3,606.63	Paid	DE	113-083-190	196053
08/08/2022	Electricity 02/07/22 - 01/08/22	Mercury Energy	3,692.59	Paid	DE	113-083-190	198583
09/09/2022	Electricity 02/08/22 - 01/09/22	Mercury Energy	3,491.01	Paid	DE	113-083-190	200483
10/10/2022	Electricity 02/09/22 - 03/10/22	Mercury Energy	3,657.50	Paid	DE	113-083-190	202111
07/11/2022	Electricity 04/10/22 - 01/11/22	Mercury Energy	3,372.64	Paid	DE	113-083-190	203671
15/12/2022	Electricity 02/11/22 - 01/12/22	Mercury Energy	3,536.33	Paid	DE	113-083-190	205678
11/01/2023	Electricity 02/12/22 - 04/01/23	Mercury Energy	3,960.21	Paid	DE	113-083-190	207542
13/02/2023	Electricity 05/01/23 - 01/02/23	Mercury Energy	3,327.89	Paid	DE	113-083-190	209642
15/03/2023	Electricity 02/02/23 - 01/03/23	Mercury Energy	3,382.13	Paid	DE	113-083-190	211330
			<b>\$39,365.51</b>				
<b>Utility--Water &amp; Sewerage 191200</b>							
27/04/2022	Water 25/03/22 - 26/04/22	Watercare Services	78.48	Paid	DE	5438066-01	192792
26/05/2022	Water 26/04/22 - 25/05/22	Watercare Services	73.36	Paid	DE	5438066-01	194376
07/07/2022	Water 25/05/22 - 27/06/22	Watercare Services	81.89	Paid	DE	5438066-01	196114
01/08/2022	Water 27/06/22 - 26/07/22	Watercare Services	71.65	Paid	DE	5438066-01	198109
30/08/2022	Water 26/07/22 - 24/08/22	Watercare Services	74.82	Paid	DE	5438066-01	199738
05/10/2022	Water 24/08/22 - 23/09/22	Watercare Services	58.40	Paid	DE	5438066-01	201751
07/11/2022	Water 23/09/22 - 26/10/22	Watercare Services	38.32	Paid	DE	5438066-01	203759
14/12/2022	Water 26/10/22 - 24/11/22	Watercare Services	142.35	Paid	DE		205748
18/01/2023	Water 24/11/22 - 22/12/22	Watercare Services	74.82	Paid	DE	5438066-01	207949
13/02/2023	Water 22/12/22 - 25/01/23	Watercare Services	91.25	Paid	DE	5438066-01	209727
01/03/2023	Water 25/01/23 - 22/02/23	Watercare Services	73.00	Paid	DE	5438066-01	210477
31/03/2023	Accrue Water 23/02/23 - 26/03/23		89.42		Jnl	48735	

**Nugent Car Park Bldg D - BC 420899****Building D, 8 Nugent Street, Grafton Auckland  
1023**

Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
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**General**

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**\$947.76**

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**Total expenses \$160,464.85**

Where an invoice status is Paid and no payment number is displayed the payment has been made outside of the reporting period.

<b>Date</b>	<b>Details</b>	<b>Payee</b>	<b>Amount</b>	<b>Status</b>	<b>Type</b>	<b>Ref.No.</b>	<b>Payment No.</b>
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**General**

**Long Term Maintenance Fund**

**Maint Bldg--Security Surveillance Equipment 273400**

01/04/2022	Supply and install 3x replacement cameras	Advanced Security Group Ltd	4,024.49	Paid	DE	50093187	192582
			<u>\$4,024.49</u>				

**Total expenses \$4,024.49**

Where an invoice status is Paid and no payment number is displayed the payment has been made outside of the reporting period.

Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
<b>Contingency</b>							
<b>Administrative Fund</b>							
<b>Maint Bldg--Consultants 164200</b>							
07/06/2022	Engineer meet chair on site to discuss crack issue	TD Structures Ltd	155.74	Paid	DE	I002594	194362
11/07/2022	Engineer consultant advice slab cracking	Envivo Limited	1,322.50	Paid	DE	415012	196413
			<b>\$1,478.24</b>				
<b>Total expenses</b>			<b>\$1,478.24</b>				

Where an invoice status is Paid and no payment number is displayed the payment has been made outside of the reporting period.



# Outstanding Owner Invoices

## As at 31/03/2023

Spartik House, Level 2,  
6-8 Edward Wayte Place, Grafton, 1023,  
Auckland, New Zealand  
PH: +64-9-638-2500  
E: reception@apm.kiwi  
www.apm.kiwi

Due	Lot	Unit	Owner	Description	Account name	Invoice amount	Unpaid
<b>Body Corporate 420899</b>				<b>Building D, 8 Nugent Street, Grafton Auckland 1023</b>			
18/01/2023	456	L5/4	Peter Collins	Lot 456: Unit L5/456, Section 146 Pre-Contract Disclosure Statement	Admin--Sections 146/147/148 Fees	186.88	186.88
20/01/2023	16	16	Doris Ying Meen Tang	Lot 16: Unit 16, Section 146 Pre-Contract Disclosure Statement	Admin--Sections 146/147/148 Fees	186.88	186.88
13/03/2023	80	L5/8	Kun Ding	Lot 80: Debt administration fees	Admin--APM Debt Recovery Costs	86.25	86.25
13/03/2023	118	L5/1	Ying Zhou	Lot 118: Debt administration fees	Admin--APM Debt Recovery Costs	86.25	86.25
							546.26



## Aged Arrears List

### Nugent Car Park Bldg D - BC 420899

Spartik House, Level 2,  
6-8 Edward Wayde Place, Grafton, 1023,  
Auckland, New Zealand  
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Lot	Unit	Name	Balance	Prepaid	Interest	Current	30+ days	60+ days	90+ days	120+ days	Last debt recovery
16	16	Doris Ying Meen Tang	186.88	0.00	0.00	0.00	0.00	186.88	0.00	0.00	
80	L5/80	Kun Ding	183.83	0.00	1.63	86.25	0.00	95.95	0.00	0.00	13/03/2023
85	L5/85	Mingkun Liu	0.97	0.00	0.02	0.00	0.00	0.95	0.00	0.00	
118	L5/118	Ying Zhou	183.83	0.00	1.63	86.25	0.00	95.95	0.00	0.00	13/03/2023
353	L5/353	Sarah and Murray MacCormick	186.88	0.00	0.00	186.88	0.00	0.00	0.00	0.00	
456	L5/456	Peter Collins	284.46	0.00	1.63	0.00	0.00	282.83	0.00	0.00	
458	L5/458	JP & JK Investments Limited	86.74	0.00	1.44	0.00	0.00	85.30	0.00	0.00	17/08/2021
			1,113.59	0.00	6.35	359.38	0.00	747.86	0.00	0.00	



# Additional Debtor Balance As at 31/03/2023

Spartik House, Level 2,  
6-8 Edward Wayte Place, Grafton, 1023,  
Auckland, New Zealand  
PH: +64-9-638-2500  
E: reception@apm.kiwi  
www.apm.kiwi

Due	Lot/ Ref	Unit	Debtor	Description	Account name	Invoice amount	Unpaid
	<b>Body Corporate 420899</b>			<b>Building D, 8 Nugent Street, Grafton Auckland 1023</b>			
31/03/2023	10002	10002	Neil Properties Limited	Lot 10002: Monthly Lease in Building E - April 2023	Rental Income	475.00	475.00
						<u>475.00</u>	



## Investments As of 31/03/2023

Spartik House, Level 2,  
6-8 Edward Wayte Place, Grafton, 1023,  
Auckland, New Zealand  
PH: +64-9-638-2500  
E: reception@apm.kiwi  
www.apm.kiwi

Bank name	Account name	BSB	Acct. no.	Admin fund	Long Term MF Fund
<b>Body Corporate 420899</b>	<b>Building D, 8 Nugent Street, Grafton Auckland 1023</b>				
ASB Bank Limited	Nugent St Bldg D Carpark	123111	0007372 037	19.82	0.00
ASB Bank Limited	Nugent St Build D Carpark	123111	0007380 037	0.00	66,906.00
				<hr/>	
				19.82	66,906.00





# Balance Sheet - Group

## As at 31/03/2023

Spartik House, Level 2,  
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Nugent Car Park Bldg D - BC 420899

Building D, 8 Nugent Street, Grafton Auckland 1023

### General

Current period

#### Owners' funds

##### Administrative Fund

Operating Surplus/Deficit--Admin	(13,768.23)
Owners Equity--Admin	33,901.52
	<u>20,133.29</u>

##### Long Term Maintenance Fund

Operating Surplus/Deficit--LTMF	38,846.79
Owners Equity--LTMF	120,667.37
	<u>159,514.16</u>

#### Net owners' funds

\$179,647.45

#### Represented by:

##### Assets

##### Administrative Fund

Cash at Bank--Admin	16,660.81
Investment #1 - Savings--Admin	19.82
Prepaid Expenses--Admin	3,699.53
Receivable--Levies--Admin	271.80
Receivable--Owners--Admin	1,021.26
	<u>21,673.22</u>

##### Long Term Maintenance Fund

Cash at Bank--LTMF	92,526.81
Investment #1 - Savings--LTMF	66,906.00
Receivable--Levies--LTMF	81.35
	<u>159,514.16</u>

##### Unallocated Money

Cash at Bank--Unallocated	238.51
	<u>238.51</u>

#### Total assets

181,425.89

##### Less liabilities

##### Administrative Fund

Accrued Expenses--Admin	1,549.93
Prepaid Levies--Admin	(10.00)
	<u>1,539.93</u>

##### Long Term Maintenance Fund

0.00

##### Unallocated Money

Prepaid Levies--Unallocated	238.51
	<u>238.51</u>

#### Total liabilities

1,778.44

#### Net assets

\$179,647.45

**Contingency**

	<b>Current period</b>
<b>Owners' funds</b>	
<b>Administrative Fund</b>	
Operating Surplus/Deficit--Admin	8,522.15
	<u>8,522.15</u>
<b>Long Term Maintenance Fund</b>	
Operating Surplus/Deficit--LTMF	0.00
	<u>0.00</u>
<b>Net owners' funds</b>	<u><u>\$8,522.15</u></u>
<b>Represented by:</b>	
<b>Assets</b>	
<b>Administrative Fund</b>	
Cash at Bank--Admin	8,511.20
Receivable--Levies--Admin	20.95
	<u>8,532.15</u>
<b>Long Term Maintenance Fund</b>	
	<u>0.00</u>
<i>Total assets</i>	<u>8,532.15</u>
<b>Less liabilities</b>	
<b>Administrative Fund</b>	
Prepaid Levies--Admin	10.00
	<u>10.00</u>
<b>Long Term Maintenance Fund</b>	
	<u>0.00</u>
<i>Total liabilities</i>	<u>10.00</u>
<b>Net assets</b>	<u><u>\$8,522.15</u></u>



# Income & Expenditure Statement - Group for the financial year to 31/03/2023

Spartik House, Level 2,  
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Nugent Car Park Bldg D - BC 420899

Building D, 8 Nugent Street, Grafton Auckland 1023

## General

### Administrative Fund

	Current period 01/04/2022-31/03/2023	Annual budget 01/04/2022-31/03/2023	Previous year 01/04/2021-31/03/2022
<b>Revenue</b>			
Admin Rebate	183.49	0.00	99.15
AECT Dividend	326.00	0.00	280.00
Income Tax Refund	85.42	0.00	0.00
Interest on Arrears--Admin	9.64	0.00	17.39
Interest on Investments--Admin	0.37	0.00	0.08
Levies Due--Admin	140,000.00	140,000.00	127,956.56
Rental Income	6,091.70	5,750.00	5,058.31
<i>Total revenue</i>	146,696.62	145,750.00	133,411.49
<b>Less expenses</b>			
Admin--Administration Fee--Additional	300.00	300.00	0.00
Admin--Administration Fee--Standard	5,750.00	5,750.00	5,400.00
Admin--Legal Fees	0.00	400.00	0.00
Admin--Levy Contribution--Precinct Assoc	325.00	0.00	0.00
Insurance--Claim--Payout	1,500.00	0.00	0.00
Insurance--Premiums	40,923.98	38,200.00	34,685.93
Insurance--Valuation	506.00	510.00	0.00
Maint Bldg -- Chemwash	0.00	1,800.00	0.00
Maint Bldg--Car Park	1,302.95	4,000.00	5,232.50
Maint	10,971.00	11,000.00	7,816.84
Bldg--Cleaning--Furn/Carpet/Mats/Sanitary			
Maint Bldg--Doors & Windows	1,098.94	1,000.00	104.65
Maint Bldg--Fire Protection	4,739.12	3,500.00	3,253.09
Maint Bldg--Fire Protection--Extinguishers	443.90	350.00	0.00
Maint Bldg--Garage Doors	12,437.25	9,500.00	6,453.80
Maint Bldg--General Repairs	10,479.71	25,000.00	10,273.66
Maint Bldg--Lift(s)	15,172.62	15,000.00	10,591.25
Maint Bldg--Lift(s)--Telephone	763.20	850.00	703.08
Maint Bldg--Roof Anchor points	1,353.20	1,200.00	1,192.28
Maint Bldg--W O F	6,794.75	6,500.00	8,612.85
Staff--Contract Building Manager	5,289.96	5,300.00	5,232.56
Utility--Electricity	39,365.51	42,000.00	44,033.21
Utility--Water & Sewerage	947.76	0.00	300.42
<i>Total expenses</i>	160,464.85	172,160.00	143,886.12
<b>Surplus/Deficit</b>	(13,768.23)	(26,410.00)	(10,474.63)

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**Nugent Car Park Bldg D - BC 420899**Building D, 8 Nugent Street, Grafton Auckland 1023

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Opening balance	33,901.52	33,901.52	44,376.15
<b>Closing balance</b>	<b>\$20,133.29</b>	<b>\$7,491.52</b>	<b>\$33,901.52</b>

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**General****Long Term Maintenance Fund**

	<b>Current period</b> 01/04/2022-31/03/2023	<b>Annual budget</b> 01/04/2022-31/03/2023	<b>Previous year</b> 01/04/2021-31/03/2022
<b>Revenue</b>			
Interest on Arrears--LTMF	2.81	0.00	5.40
Interest on Investments--LTMF	966.43	0.00	84.53
Levies Due--LTMF	41,902.04	41,900.00	41,902.04
<i>Total revenue</i>	<u>42,871.28</u>	<u>41,900.00</u>	<u>41,991.97</u>
<b>Less expenses</b>			
Maint Bldg--Fire Protection	0.00	0.00	6,463.00
Maint Bldg--Security Surveillance Equipment	4,024.49	0.00	0.00
<i>Total expenses</i>	<u>4,024.49</u>	<u>0.00</u>	<u>6,463.00</u>
<b>Surplus/Deficit</b>	<u>38,846.79</u>	<u>41,900.00</u>	<u>35,528.97</u>
Opening balance	120,667.37	120,667.37	85,138.40
<b>Closing balance</b>	<u><u>\$159,514.16</u></u>	<u><u>\$162,567.37</u></u>	<u><u>\$120,667.37</u></u>

**Contingency****Administrative Fund**

	<b>Current period</b>	<b>Annual budget</b>	<b>Previous year</b>
	01/04/2022-31/03/2023	01/04/2022-31/03/2023	01/04/2021-31/03/2022

**Revenue**

Interest on Arrears--Admin	0.39	0.00	0.00
Levies Due--Admin	10,000.00	10,000.00	0.00
<i>Total revenue</i>	10,000.39	10,000.00	0.00

**Less expenses**

Maint Bldg--Consultants	1,478.24	0.00	0.00
<i>Total expenses</i>	1,478.24	0.00	0.00

**Surplus/Deficit**

	8,522.15	10,000.00	0.00
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Opening balance	0.00	0.00	0.00
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**Closing balance**

	<b>\$8,522.15</b>	<b>\$10,000.00</b>	<b>\$0.00</b>
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## Levy Positions - In Arrears for the financial year to 31/03/2023

Spartak House, Level 2,  
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Nugent Car Park Bldg D - BC 420899

Building D, 8 Nugent Street, Grafton Auckland 1023

### General

### Administrative Fund

Lot	Unit	Paid to	Standard levies			Special levies			Interest		GST due	
			Due	Paid	Arrears	Advance	Due	Paid	Arrears	Advance		Due
80	L5/80	31/01/2023	280.00	210.00	70.00	0.00	0.00	0.00	0.00	1.11	0.00	0.00
118	L5/11	31/01/2023	280.00	210.00	70.00	0.00	0.00	0.00	0.00	1.11	0.28	0.00
456	L5/45	31/01/2023	280.00	210.00	70.00	0.00	0.00	0.00	0.00	1.11	0.00	0.00
458	L5/45	31/01/2023	280.00	218.20	61.80	0.00	0.00	0.00	0.00	0.98	1.19	0.00
			1,120.00	848.20	271.80	0.00	0.00	0.00	0.00	4.31	1.47	0.00

**Due Excl. GST** 1,120.00

## General

## Long Term Maintenance Fund

Lot	Unit	Paid to	Standard levies			Special levies			Interest			
			Due	Paid	Arrears	Advance	Due	Arrears	Advance	Due	Paid	GST due
80	L5/80	31/01/2023	83.80	62.85	20.95	0.00	0.00	0.00	0.00	0.33	0.00	0.00
118	L5/11	31/01/2023	83.80	62.85	20.95	0.00	0.00	0.00	0.00	0.33	0.08	0.00
	8											
456	L5/45	31/01/2023	83.80	62.85	20.95	0.00	0.00	0.00	0.00	0.33	0.00	0.00
	6											
458	L5/45	31/01/2023	83.80	65.30	18.50	0.00	0.00	0.00	0.00	0.29	0.36	0.00
	8											
			335.20	253.85	81.35	0.00	0.00	0.00	0.00	1.28	0.44	0.00
			Due Excl. GST	335.20		0.00						



**Contingency**

**Administrative Fund**

Lot	Unit	Paid to	Standard levies			Special levies			Interest			
			Due	Paid	Arrears	Advance	Due	Arrears	Advance	Due	Paid	GST due
80	L5/80	31/01/2023	20.00	15.00	5.00	0.00	0.00	0.00	0.08	0.00	0.00	0.00
85	L5/85	31/01/2023	20.00	19.05	0.95	0.00	0.00	0.00	0.02	0.00	0.00	0.00
118	L5/11	31/01/2023	20.00	15.00	5.00	0.00	0.00	0.00	0.08	0.00	0.00	0.00
456	L5/45	31/01/2023	20.00	15.00	5.00	0.00	0.00	0.00	0.08	0.00	0.00	0.00
458	L5/45	31/01/2023	20.00	15.00	5.00	0.00	0.00	0.00	0.08	0.08	0.08	0.00
			100.00	79.05	20.95	0.00	0.00	0.00	0.34	0.08	0.08	0.00
			<b>Due Excl. GST</b>	100.00		0.00						



## Client Statement

**Client Name:** Nugent St Bldg D CARPARK  
**Client Known As:** Admin  
**Client Account:** 12-3111-0007372-37  
**Client Reference:** 420899

**Group Name:** AUCKLAND PROPERTY MANAGEMENT LIMITED  
**Group Account:** 12-3111-0005676-37

**Account type:** Sundry  
**Opening Date:** 23 Mar 2016

Date	Transaction	Withdrawal	Deposit	Balance
01 Apr 2022	Opening Balance			\$19.45
29 Apr 2022	Interest		\$0.01	\$19.46
31 May 2022	Interest		\$0.01	\$19.47
30 Jun 2022	Interest		\$0.02	\$19.49
29 Jul 2022	Interest		\$0.01	\$19.50
31 Aug 2022	Interest		\$0.02	\$19.52
30 Sep 2022	Interest		\$0.03	\$19.55
31 Oct 2022	Interest		\$0.04	\$19.59
31 Oct 2022	Tax @ 28.00%	\$0.01		\$19.58
30 Nov 2022	Interest		\$0.05	\$19.63
30 Nov 2022	Tax @ 28.00%	\$0.01		\$19.62
30 Dec 2022	Interest		\$0.06	\$19.68
30 Dec 2022	Tax @ 28.00%	\$0.01		\$19.67
31 Jan 2023	Interest		\$0.06	\$19.73
31 Jan 2023	Tax @ 28.00%	\$0.01		\$19.72
28 Feb 2023	Interest		\$0.06	\$19.78
28 Feb 2023	Tax @ 28.00%	\$0.01		\$19.77
31 Mar 2023	Interest		\$0.06	\$19.83
31 Mar 2023	Tax @ 28.00%	\$0.01		\$19.82
31 Mar 2023	Closing Balance			\$19.82

Client Statement

Date Generated: 04 Apr 2023 17:22:30

All transactions and information held in, and produced from FastNet Business are subject to verification from ASB Bank Limited (ASB). ASB takes no responsibility for the accuracy of the client information provided by the Group account holder. ASB is not liable to any person for any loss, claim, demand or expense arising directly or indirectly out of the use of this statement/report, or as a result of the opening and/or operation of client accounts by the Group account holder or any other person.

## Client Statement

**Client Name:** Nugent St Build D CARPARK  
**Client Known As:** LTMF  
**Client Account:** 12-3111-0007380-37  
**Client Reference:** 420899

**Group Name:** AUCKLAND PROPERTY MANAGEMENT LIMITED  
**Group Account:** 12-3111-0005676-37

**Account type:** Sundry  
**Opening Date:** 23 Mar 2016

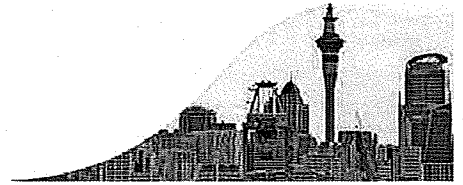
Date	Transaction	Withdrawal	Deposit	Balance
<b>01 Apr 2022</b>	<b>Opening Balance</b>			<b>\$65,939.57</b>
29 Apr 2022	Interest		\$23.58	\$65,963.15
29 Apr 2022	Tax @ 28.00%	\$6.60		\$65,956.55
29 Apr 2022	Admin Fee	\$1.27		\$65,955.28
31 May 2022	Interest		\$34.42	\$65,989.70
31 May 2022	Tax @ 28.00%	\$9.63		\$65,980.07
31 May 2022	Admin Fee	\$1.86		\$65,978.21
30 Jun 2022	Interest		\$48.81	\$66,027.02
30 Jun 2022	Tax @ 28.00%	\$13.66		\$66,013.36
30 Jun 2022	Admin Fee	\$2.64		\$66,010.72
29 Jul 2022	Interest		\$47.20	\$66,057.92
29 Jul 2022	Tax @ 28.00%	\$13.21		\$66,044.71
29 Jul 2022	Admin Fee	\$2.55		\$66,042.16
31 Aug 2022	Interest		\$81.78	\$66,123.94
31 Aug 2022	Tax @ 28.00%	\$22.89		\$66,101.05
31 Aug 2022	Admin Fee	\$4.42		\$66,096.63
30 Sep 2022	Interest		\$103.22	\$66,199.85
30 Sep 2022	Tax @ 28.00%	\$28.90		\$66,170.95
30 Sep 2022	Admin Fee	\$5.57		\$66,165.38
31 Oct 2022	Interest		\$134.87	\$66,300.25
31 Oct 2022	Tax @ 28.00%	\$37.76		\$66,262.49
31 Oct 2022	Admin Fee	\$7.28		\$66,255.21
30 Nov 2022	Interest		\$160.65	\$66,415.86
30 Nov 2022	Tax @ 28.00%	\$44.98		\$66,370.88
30 Nov 2022	Admin Fee	\$8.68		\$66,362.20
30 Dec 2022	Interest		\$201.81	\$66,564.01
30 Dec 2022	Tax @ 28.00%	\$56.50		\$66,507.51
30 Dec 2022	Admin Fee	\$10.90		\$66,496.61
31 Jan 2023	Interest		\$215.71	\$66,712.32
31 Jan 2023	Tax @ 28.00%	\$60.39		\$66,651.93
31 Jan 2023	Admin Fee	\$11.65		\$66,640.28
28 Feb 2023	Interest		\$189.15	\$66,829.43
28 Feb 2023	Tax @ 28.00%	\$52.96		\$66,776.47
28 Feb 2023	Admin Fee	\$10.21		\$66,766.26
31 Mar 2023	Interest		\$209.81	\$66,976.07
31 Mar 2023	Tax @ 28.00%	\$58.74		\$66,917.33
31 Mar 2023	Admin Fee	\$11.33		\$66,906.00
<b>31 Mar 2023</b>	<b>Closing Balance</b>			<b>\$66,906.00</b>

# Auckland Property Management Ltd

Licensed (REAA 2008), MREINZ

145 Manukau Road, Epsom  
PO Box 28510 Remuera  
Auckland, New Zealand  
P: 64-9-638 2500  
F: 64-9-639 0873  
rentals@aucklandproperty.net  
www.aucklandproperty.net

## ANNUAL REPORTS



for the financial year to 31/03/2021

Body Corporate 420899

Building D, 8 Nugent Street, Grafton Auckland 1023

Manager: Donna Holroyd

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# Auckland Property Management Ltd

145 Manukau Road, Epsom  
PO Box 28510 Remuera  
Auckland, New Zealand  
P: 64-9-638 2500  
F: 64-9-639 0873  
rentals@aucklandproperty.net  
www.aucklandproperty.net

Licensed (REAA 2008), MREINZ

## Balance Sheet As at 31/03/2021



Nugent Car Park Bldg D - BC 420899

Building D, 8 Nugent Street, Grafton Auckland 1023

### Current period

#### Owners' funds

##### Administrative Fund

Operating Surplus/Deficit--Admin	(8,283.98)
Owners Equity--Admin	52,660.13
	<hr/>
	44,376.15

##### Long Term Maintenance Fund

Operating Surplus/Deficit--LTMF	10,398.89
Owners Equity--LTMF	74,739.51
	<hr/>
	85,138.40

##### Net owners' funds

**\$129,514.55**

#### Represented by:

##### Assets

##### Administrative Fund

Cash at Bank--Admin	47,629.90
Investment #1 - Savings--Admin	19.37
Receivable--Levies--Admin	164.21
Receivable--Owners--Admin	1,070.72
	<hr/>
	48,884.20

##### Long Term Maintenance Fund

Cash at Bank--LTMF	19,239.61
Investment #1 - Savings--LTMF	65,855.04
Receivable--Levies--LTMF	43.75
	<hr/>
	85,138.40

##### Unallocated Money

Cash at Bank--Unallocated	790.51
	<hr/>
	790.51

##### Total assets

134,813.11

#### Less liabilities

##### Administrative Fund

Accrued Expenses--Admin	4,559.80
Creditors--Other--Admin	(51.75)
	<hr/>
	4,508.05

##### Long Term Maintenance Fund

0.00

##### Unallocated Money

Prepaid Levies--Unallocated	790.51
	<hr/>
	790.51

##### Total liabilities

5,298.56

#### Net assets

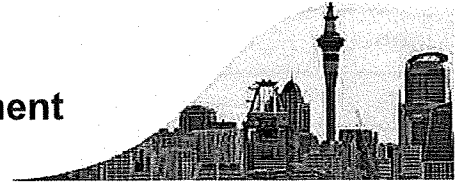
**\$129,514.55**

# Auckland Property Management Ltd

Licensed (REAA 2008), MREINZ

145 Manukau Road, Epsom  
PO Box 28510 Remuera  
Auckland, New Zealand  
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F: 64-9-639 0873  
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## Income & Expenditure Statement for the financial year to 31/03/2021



Nugent Car Park Bldg D - BC 420899

Building D, 8 Nugent Street, Grafton Auckland 1023

### Administrative Fund

	Current period 01/04/2020-31/03/2021	Annual budget 01/04/2020-31/03/2021	Previous year 01/04/2019-31/03/2020
<b>Revenue</b>			
Admin Rebate	252.04	0.00	301.87
AECT Dividend	280.00	0.00	375.00
Income Tax Refund	26.12	0.00	53.71
Interest on Arrears--Admin	98.76	0.00	35.91
Interest on Investments--Admin	16.46	0.00	26.34
Levies Due--Admin	127,956.56	127,950.00	170,601.68
Rental Income	5,424.99	5,750.00	3,262.53
<b>Total revenue</b>	<b>134,054.93</b>	<b>133,700.00</b>	<b>174,657.04</b>
<b>Less expenses</b>			
Admin--Administration Fee--Standard	5,100.00	5,100.00	5,100.00
Admin--APM Debt Recovery Costs	0.00	0.00	258.75
Admin--Health & Safety Plan	0.00	0.00	701.50
Admin--Legal Fees	0.00	400.00	0.00
Admin--Long Term Maintenance Fund Plan	667.00	1,500.00	0.00
Admin--Meeting Room Expenses	0.00	0.00	287.50
Insurance--Premiums	32,469.79	32,000.00	31,037.68
Insurance--Valuation	460.00	450.00	437.00
Maint Bldg -- Chemwash	1,650.25	1,800.00	0.00
Maint Bldg--Car Park	2,530.00	2,600.00	1,265.00
Maint	10,056.75	11,000.00	10,971.00
Bldg--Cleaning--Furn/Carpet/Mats/Sanitary			
Maint Bldg--Doors & Windows	751.19	650.00	0.00
Maint Bldg--Fire Protection	1,743.16	1,000.00	3,973.00
Maint Bldg--Fire Protection--Extinguishers	334.65	350.00	310.50
Maint Bldg--Garage Doors	7,043.75	6,500.00	5,781.05
Maint Bldg--General Repairs	16,772.70	25,000.00	12,172.08
Maint Bldg--Lift(s)	14,946.60	14,000.00	17,682.23
Maint Bldg--Lift(s)--Telephone	703.08	850.00	703.08
Maint Bldg--Roof Anchor points	1,192.28	1,200.00	1,192.28
Maint Bldg--W O F	3,421.75	2,500.00	2,691.40
Staff--Contract Building Manager	3,680.00	5,000.00	2,760.00
Utility--Electricity	38,753.04	49,000.00	41,364.97
Utility--Water & Sewerage	62.92	0.00	111.70
<b>Total expenses</b>	<b>142,338.91</b>	<b>160,900.00</b>	<b>138,800.72</b>
<b>Surplus/Deficit</b>	<b>(8,283.98)</b>	<b>(27,200.00)</b>	<b>35,856.32</b>
Opening balance	52,660.13	52,660.13	16,803.81

**Administrative Fund**

	<b>Current period</b> 01/04/2020-31/03/2021	<b>Annual budget</b> 01/04/2020-31/03/2021	<b>Previous year</b> 01/04/2019-31/03/2020
<b>Closing balance</b>	<b>\$44,376.15</b>	<b>\$25,460.13</b>	<b>\$52,660.13</b>

**Long Term Maintenance Fund**

	<b>Current period</b>	<b>Annual budget</b>	<b>Previous year</b>
	01/04/2020-31/03/2021	01/04/2020-31/03/2021	01/04/2019-31/03/2020
<b>Revenue</b>			
Interest on Arrears--LTMF	21.38	0.00	7.15
Interest on Investments--LTMF	121.58	0.00	381.64
Levies Due--LTMF	34,097.96	34,100.00	34,097.96
<i>Total revenue</i>	<u>34,240.92</u>	<u>34,100.00</u>	<u>34,486.75</u>
<b>Less expenses</b>			
Maint Bldg--Electrical	6,445.75	5,000.00	0.00
Maint Bldg--Fire Protection	2,580.60	875.00	15,350.20
Maint Bldg--Lighting	0.00	2,700.00	33,545.50
Maint Bldg--Painting & Surface Finishes	14,815.68	4,763.00	8,596.25
Maint Bldg--Security Surveillance Equipment	0.00	11,500.00	0.00
<i>Total expenses</i>	<u>23,842.03</u>	<u>24,838.00</u>	<u>57,491.95</u>
<b>Surplus/Deficit</b>	<u>10,398.89</u>	<u>9,262.00</u>	<u>(23,005.20)</u>
Opening balance	74,739.51	74,739.51	97,744.71
<b>Closing balance</b>	<u><b>\$85,138.40</b></u>	<u><b>\$84,001.51</b></u>	<u><b>\$74,739.51</b></u>

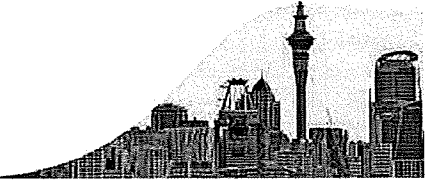


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## Detailed Expenses for the financial year from 01/04/2020 to 31/03/2021



**Nugent Car Park Bldg D - BC 420899**

**Building D, 8 Nugent Street, Grafton Auckland  
 1023**

Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
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### General

#### Administrative Fund

##### Admin--Administration Fee--Standard 154000

05/05/2020	Administration Fees May 2020	Auckland Property	1,275.00	Paid	DE		150956
04/08/2020	Administration Fees August 2020	Auckland Property	1,275.00	Paid	DE		155025
03/11/2020	Administration Fees November 2020	Auckland Property	1,275.00	Paid	DE		160372
02/02/2021	Administration Fees February 2021	Auckland Property	1,275.00	Paid	DE		165692

**\$5,100.00**

##### Admin--APM Debt Recovery Costs 155005

01/04/2020	Reversal: Accrual: Debt admin fee FYE 31/3/20		(1,293.75)		Jnl	30758	
02/04/2020	Debt Administration Fees-final notice April 2020	Auckland Property	86.25	Paid	DE		149516
02/04/2020	Debt Administration Fees-final notice April 2020	Auckland Property	86.25	Paid	DE		149516
02/07/2020	Debt administration fees July 2020	Auckland Property	172.50	Paid	DE		153385
02/07/2020	Debt Administration Fees-final notice July 2020	Auckland Property	86.25	Paid	DE		153385
02/07/2020	Debt Administration Fees-final notice July 2020	Auckland Property	86.25	Paid	DE		153385
04/08/2020	Debt Administration Fees-final notice August 2020	Auckland Property	86.25	Paid	DE		155025
04/08/2020	Debt Administration Fees-final notice August 2020	Auckland Property	172.50	Paid	DE		155025
17/08/2020	Lot 60: Debt administration fees		(86.25)		Ow.Inv		
17/08/2020	Lot 76: Debt administration fees		(86.25)		Ow.Inv		
17/08/2020	Lot 118: Debt administration fees		(86.25)		Ow.Inv		
02/09/2020	Debt administration fees September 2020	Auckland Property	172.50	Paid	DE		156315
02/09/2020	Debt Administration Fees-final notice September 20	Auckland Property	86.25	Paid	DE		156315
02/09/2020	Debt Administration Fees-final notice September 20	Auckland Property	86.25	Paid	DE		156315
02/09/2020	Debt Administration Fees-final notice September 20	Auckland Property	86.25	Paid	DE		156315
02/09/2020	Debt Administration Fees-final notice September 20	Auckland Property	86.25	Paid	DE		156315
13/10/2020	Lot 133: Debt administration fees		(86.25)		Ow.Inv		
13/10/2020	Lot 135: Debt administration fees		(86.25)		Ow.Inv		
13/10/2020	Lot 356: Debt administration fees		(86.25)		Ow.Inv		
13/10/2020	Lot 457: Debt administration fees		(86.25)	Cancel	Ow.Inv		
13/10/2020	Lot 484: Debt administration fees		(86.25)		Ow.Inv		
13/10/2020	Owner invoice cancellation for lot: 457/420899		86.25	Cancel	Ow.Inv		
03/11/2020	Debt Administration Fees-final notice November 202	Auckland Property	86.25	Paid	DE		160372
03/11/2020	Debt Administration Fees-final notice November 202	Auckland Property	86.25	Paid	DE		160372

**Nugent Car Park Bldg D - BC 420899**

**Building D, 8 Nugent Street, Grafton Auckland  
1023**

Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
<b>General</b>							
03/11/2020	Debt Administration Fees-final notice November 202	Auckland Property	86.25	Paid	DE		160372
06/01/2021	Debt Administration Fees-final notice January 2021	Auckland Property	86.25	Paid	DE		164298
02/02/2021	Debt Administration Fees-final notice February 202	Auckland Property	258.75	Paid	DE		165692
10/02/2021	Lot 134: Debt administration fees		(86.25)		Ow.Inv		
10/02/2021	Lot 182: Debt administration fees		(86.25)		Ow.Inv		
10/02/2021	Lot 354: Debt administration fees		(86.25)		Ow.Inv		
10/02/2021	Lot 355: Debt administration fees		(86.25)		Ow.Inv		
02/03/2021	Debt Administration Fees-final notice March 2021	Auckland Property	86.25	Paid	DE		167559
02/03/2021	Debt Administration Fees-final notice March 2021	Auckland Property	86.25	Paid	DE		167559
02/03/2021	Debt Administration Fees-final notice March 2021	Auckland Property	86.25	Paid	DE		167559
31/03/2021	Accrual: Debt Recovery fees FYE 31/03/21		86.25		Jnl	36881	
			<b>\$0.00</b>				
<b>Admin--Long Term Maintenance Fund Plan 152006</b>							
15/07/2020	LTMP Update Jan-20 - Jul-20	WSP New Zealand Limited	667.00	Paid	DE	1928527	154368
			<b>\$667.00</b>				
<b>Admin--Sections 146/147/148 Fees 156000</b>							
01/04/2020	Reversal: Accrual: Disclosure Statement FYE 31/3/2		(1,782.55)		Jnl	30760	
02/04/2020	Disclosure Statement Fees April 2020	Auckland Property	1,612.92	Paid	DE		149516
02/04/2020	Disclosure Statement Fees April 2020	Auckland Property	169.63	Paid	DE		149516
11/06/2020	Lot 26: Unit 26 Section 146 Pre-Contract Disclosur		(158.13)		Ow.Inv		
15/06/2020	Lot 17: Unit 17 Section 146 Pre-Contract Disclosur		(158.13)		Ow.Inv		
02/07/2020	Disclosure Statement Fees July 2020	Auckland Property	158.13	Paid	DE		153385
02/07/2020	Lot 70: Carpark 70, Section 146 Pre-Contract Discl		(158.13)		Ow.Inv		
02/07/2020	Lot 296: Unit L5/364, Section 146 Pre-Contract Dis		(158.13)		Ow.Inv		
06/07/2020	Lot 52: Unit 52 Section 146 Pre-Contract Disclosur		(158.13)		Ow.Inv		
24/07/2020	Lot 70: Unit 70, Section 147 Pre-Settlement Disclo		(84.82)		Ow.Inv		
24/07/2020	Lot 296: Unit L5/364, Section 147 Pre-Settlement D		(84.82)		Ow.Inv		
03/08/2020	Lot 26: Unit 26 Section 147 Pre-Settlement Disclos		(169.63)		Ow.Inv		
04/08/2020	Disclosure Statement Fees August 2020	Auckland Property	84.82	Paid	DE		155025
04/08/2020	Disclosure Statement Fees August 2020	Auckland Property	84.82	Paid	DE		155025
04/08/2020	Disclosure Statement Fees August 2020	Auckland Property	158.13	Paid	DE		155025
04/08/2020	Disclosure Statement Fees August 2020	Auckland Property	158.13	Paid	DE		155025
04/08/2020	Disclosure Statement Fees August 2020	Auckland Property	158.13	Paid	DE		155025
02/09/2020	Disclosure Statement Fees September 2020	Auckland Property	158.13	Paid	DE		156315
02/09/2020	Disclosure Statement Fees September 2020	Auckland Property	169.63	Paid	DE		156315
21/09/2020	Lot 52: Unit 52 Section 147 Pre-Settlement Disclos		(169.63)		Ow.Inv		
02/10/2020	Disclosure Statement Fees October 2020	Auckland Property	169.63	Paid	DE		158219

## Nugent Car Park Bldg D - BC 420899

Building D, 8 Nugent Street, Grafton Auckland  
1023

Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
<b>General</b>							
28/10/2020	Lot 76: Unit 76 Section 146 Pre-Contract Disclosur		(316.25)		Ow.Inv		
07/12/2020	Lot 76: Unit 76 Section 147 Pre-Settlement Disclos		(169.63)		Ow.Inv		
28/01/2021	Lot 15: Unit 15 Carpark Section Pe-Settlement Disc		(169.63)		Ow.Inv		
02/02/2021	Disclosure Statement Fees February 2021	Auckland Property	316.25	Paid	DE		165692
02/02/2021	Disclosure Statement Fees February 2021	Auckland Property	169.63	Paid	DE		165692
05/02/2021	Lot 57: Unit 57 Carpark Section 147 Pre-Settlement		(169.63)		Ow.Inv		
11/02/2021	Lot 49: Unit 49 Section 146 Pre-Contract Disclosur		(169.63)		Ow.Inv		
11/02/2021	Lot 50: Unit 50 Section 146 Pre-Contract Disclosur		(169.63)		Ow.Inv		
02/03/2021	Disclosure Statement Fees March 2021	Auckland Property	169.63	Paid	DE		167559
02/03/2021	Disclosure Statement Fees March 2021	Auckland Property	169.63	Paid	DE		167559
02/03/2021	Disclosure Statement Fees March 2021	Auckland Property	169.63	Paid	DE		167559
10/03/2021	Lot 5: Unit 5 Carpark Section 146 Pre-Contract Dis		(169.63)		Ow.Inv		
10/03/2021	Lot 6: Unit 6 Carpark Section 146 Pre-Contract Dis		(169.63)		Ow.Inv		
17/03/2021	Lot 469: Unit C12/469 Section 147 Pre-Settlement D		(186.88)	Cancel	Ow.Inv		
17/03/2021	Owner invoice cancellation for lot: 469/420899		186.88	Cancel	Ow.Inv		
18/03/2021	Lot 469: Unit C12/469 Section 147 Pre-Settlement D		(373.75)		Ow.Inv		
18/03/2021	Lot 49: Unit 49 Section 147 Pre-Settlement Disclos		(186.88)		Ow.Inv		
18/03/2021	Lot 50: Unit 50 Section 147 Pre-Settlement Disclos		(186.88)		Ow.Inv		
27/03/2021	Lot 64: Unit L5/64 Carpark Section 146 Pre-contrac		(169.63)		Ow.Inv		
31/03/2021	Accrual: Disclosure Fees FYE 31/03/21		1,426.03		Jnl	36883	
			<b>\$0.00</b>				
<b>Admin--Transfer to LTMF 157400</b>							
13/05/2020	Transfer money from Admin fund to Long Term MF		10,000.00		Jnl	31781	
31/03/2021	Adjustment correction		(10,000.00)		Jnl	37128	
			<b>\$0.00</b>				
<b>Insurance--Premiums 159100</b>							
10/06/2020	Commercial Package 31/05/20 - 31/05/21	Crombie Lockwood (New -	32,469.79	Paid	DE	M00271632	152631
			<b>\$32,469.79</b>				
<b>Insurance--Valuation 159200</b>							
30/04/2020	Insurance valuation & report	Opteon New Zealand Limited	460.00	Paid	DE	10665793-1	150914
			<b>\$460.00</b>				
<b>Maint Bldg -- Chemwash 162900</b>							
02/09/2020	Cleaning/clearing of Drains/remove waste	The Property Crew Limited	1,081.00	Paid	DE	3295	156775
20/01/2021	Washing/cleaning of the glass awning on building D	Off The Ledge Limited	569.25	Paid	DE	114364	165340
			<b>\$1,650.25</b>				
<b>Maint Bldg--Car Park 161800</b>							
16/04/2020	Machine sweep carpark 07/03/20	Sweeping Solutions	1,265.00	Paid	DE	1902	150437
22/10/2020	Machine sweep carpark 05/09/20	Sweeping Solutions	1,265.00	Paid	DE	2036	159847

**Nugent Car Park Bldg D - BC 420899**

**Building D, 8 Nugent Street, Grafton Auckland  
1023**

Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
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**General**

**\$2,530.00**

**Maint Bldg--Cleaning--Furn/Carpet/Mats/Sanitary 163007**

01/04/2020	Reversal: Accrual: Cleaning Mar-20		(914.25)		Jnl	30762	
15/04/2020	Cleaning Mar-20	Knight Cleaning Services Ltd	914.25	Paid	DE	512	150373
25/06/2020	Cleaning May-20	Knight Cleaning Services Ltd	914.25	Paid	DE	586	153330
22/07/2020	Cleaning Jun-20	Knight Cleaning Services Ltd	914.25	Paid	DE	621	154689
12/08/2020	Cleaning Jul-20	Knight Cleaning Services Ltd	914.25	Paid	DE	661	155538
11/09/2020	Cleaning Aug-20	Knight Cleaning Services Ltd	914.25	Paid	DE	700	157582
20/10/2020	Cleaning Sep-20	Knight Cleaning Services Ltd	914.25	Paid	DE	730	159779
18/11/2020	Cleaning Oct-20	Knight Cleaning Services Ltd	914.25	Paid	DE	765	162157
02/12/2020	Cleaning Nov-20	Knight Cleaning Services Ltd	914.25	Paid	DE	813	163037
19/01/2021	Cleaning Dec-20	Knight Cleaning Services Ltd	914.25	Paid	DE	857	165306
11/02/2021	Cleaning Jan-21	Knight Cleaning Services Ltd	914.25	Paid	DE	920	166606
10/03/2021	Cleaning Feb-21	Knight Cleaning Services Ltd	914.25	Paid	DE	960	168262
31/03/2021	Accrual: Cleaning Mar-21		914.25		Jnl	36885	

**\$10,056.75**

**Maint Bldg--Doors & Windows 164600**

02/06/2020	Carpark roller grille electrics repaired	Metalbilt Doors	301.30	Paid	DE	17901	152330
15/12/2020	Replacing the door handle level 6 lobby	Hardware Direct Limited	449.89	Paid	DE	740	163661

**\$751.19**

**Maint Bldg--Fire Protection 165800**

01/04/2020	Fire System monitoring Apr-20 - Jun-20	Fire Security Services 2016	220.18	Paid	DE	PBQA-00405 60	149741
02/07/2020	Fire System monitoring Jul-20 - Sep-20	Fire Security Services 2016	220.16	Paid	DE	PBQA-00441 79	153603
11/09/2020	Replace 2x stolen speaker horns & install cages	Fire Security Services 2016	276.00	Paid	DE	43197	157551
20/10/2020	Fire System monitoring Oct-20 - Dec-20	Fire Security Services 2016	220.16	Paid	DE	PBQA-00477 63	159742
02/11/2020	Fire alarm activation due to water leak	Fire Security Services 2016	345.00	Paid	DE	48278	160730
30/11/2020	To Nugentpre, Passive features inspection Jun-20 i		51.75		Jnl	36867	
30/11/2020	To Nugentpre: Passive features inspection Jun-20 (		(51.75)		Jnl	37146	
18/01/2021	Fire System monitoring Jan-21 - Mar-21	Fire Security Services 2016	220.16	Paid	DE	PBQA-00515 44	165274
19/01/2021	Sprinkler defect callout 02/11/20	Fire Security Services 2016	241.50	Paid	DE	50968	165274
31/03/2021	Accrual: Passive feaatures inspection Nov-20 (Reco		(149.50)		Jnl	37147	
31/03/2021	CREDIT: Passive features Inv I15677		(51.75)	Unpaid	Inv	I17210	
31/03/2021	To NugentPre: Passive features (SS 14.2,SS15.2 & S		51.75		Jnl	36845	
31/03/2021	Accrual: Passive feaatures inspection Nov-20		149.50		Jnl	36855	

**\$1,743.16**

**Maint Bldg--Fire Protection--Extinguishers 165802**

10/03/2021	Annual Inspection-extinguishers/hose reels/blanket	Fire Security Services 2016	334.65	Paid	DE	55853	168218
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**\$334.65**

**Maint Bldg--Garage Doors 166600**

**Nugent Car Park Bldg D - BC 420899**

**Building D, 8 Nugent Street, Grafton Auckland  
1023**

Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
<b>General</b>							
28/05/2020	Service r/grilles Mar-20.Qtly Bifold Service Mar20	Metalbilt Doors	718.75	Paid	DE	17461	152021
28/05/2020	Servicing roller grille Apr-20	Metalbilt Doors	431.25	Paid	DE	18014	152021
28/05/2020	Servicing roller grille May-20	Metalbilt Doors	431.25	Paid	DE	18445	152021
26/06/2020	Service r/grilles Jun-20.Qtly Bifold Service Jun20	Metalbilt Doors	718.75	Paid	DE	18697	153337
22/07/2020	Servicing roller grille Jul-20	Metalbilt Doors	431.25	Paid	DE	19282	154702
14/08/2020	Servicing roller grille Aug-20	Metalbilt Doors	431.25	Paid	DE	19862	155555
11/09/2020	Service r/grilles Sep-20.Qtly Bifold Service Sep	Metalbilt Doors	718.75	Paid	DE	20379	157600
20/10/2020	Servicing roller grille Oct-20	Metalbilt Doors	431.25	Paid	DE	21055	159798
18/11/2020	Servicing roller grille Nov-20	Metalbilt Doors	431.25	Paid	DE	21669	162174
08/01/2021	Service r/grilles Dec-20.Qtly Bifold Service Dec20	Metalbilt Doors	718.75	Paid	DE	22150	164359
11/02/2021	Servicing roller grille Jan-21	Metalbilt Doors	431.25	Paid	DE	23054	166620
02/03/2021	Servicing roller grille Feb-21	Metalbilt Doors	431.25	Paid	DE	23446	167873
18/03/2021	Service r/grilles Mar-21.Qtly Bifold Service Mar21	Metalbilt Doors	718.75	Paid	DE	23847	168768
			<b>\$7,043.75</b>				
<b>Maint Bldg--General Repairs 167200</b>							
01/04/2020	Door closer for level 5	One Place for Property	507.99	Paid	DE	2722	149785
15/04/2020	Monthly Lighting Test + LED tubes Mar-20	CGIE Maintenance Limited	2,518.50	Paid	DE	4417	150321
28/05/2020	Monthly Lighting Test Apr-20	CGIE Maintenance Limited	109.25	Paid	DE	4471	151993
28/05/2020	Monthly Lighting Test + replaced LED tubes May-20	CGIE Maintenance Limited	95.00	Paid	DE	4499	151993
13/08/2020	Preventative Maintenance 16/07/20	Advanced Security Group Ltd	325.45	Paid	DE	50083463	155429
18/08/2020	Monthly Lighting test June + LED replacements/extr	CGIE Maintenance Limited	204.27	Paid	DE	4595	155855
18/08/2020	3m emergency lighting test Jun-20	CGIE Maintenance Limited	143.75	Paid	DE	4598	155855
18/08/2020	Monthly Lighting Test Jul-20	CGIE Maintenance Limited	109.25	Paid	DE	4676	155855
27/08/2020	Reset stuck up controller	Metalbilt Doors	355.35	Paid	DE	19503	156233
04/09/2020	Monthly Lighting Test + LED tubes May-20 (balance)	CGIE Maintenance Limited	2,387.56	Paid	DE	4499	157112
09/09/2020	Monthly Lighting Test Aug-20	CGIE Maintenance Limited	109.25	Paid	DE	4730	157112
10/09/2020	Adjust camera	Advanced Security Group Ltd	212.00	Paid	DE	50081593	157498
10/09/2020	Preventative Maintenance 22/05/20	Advanced Security Group Ltd	334.08	Paid	DE	50082019	157498
10/09/2020	Replace reader in entrance to the carpark	Advanced Security Group Ltd	690.70	Paid	DE	50083646	157498
10/09/2020	Annual Service - Extract fans	Aquaheat New Zealand	400.32	Paid	DE	1028356	157509
10/09/2020	Installed 2x new evacuation speaker horns	Fire Security Services 2016	1,179.90	Paid	DE	43206	157137
11/09/2020	Preventative maintenance Jul-20 automatic door op	Assa Abloy Entrance Systems	95.45	Paid	DE	203811	157513
20/10/2020	3m emergency lighting test Sep-20	CGIE Maintenance Limited	143.75	Paid	DE	4817	159719
20/10/2020	Monthly Lighting Test + LED replacement Sep-20	CGIE Maintenance Limited	234.31	Paid	DE	4818	159719
10/11/2020	Supply and lay Mapei Planiseal carpark area	Ecoproof Ltd	1,621.50	Paid	DE	0280	160826
18/11/2020	Monthly Lighting Test Oct-20	CGIE Maintenance Limited	109.25	Paid	DE	4876	162099
07/01/2021	Monthly Light Test Nov-20	CGIE Maintenance Limited	109.25	Paid	DE	4949	164324
12/01/2021	Preventative maintenance 09/10/20	Assa Abloy Entrance Systems	95.45	Paid	DE	208461	164453
12/01/2021	3m emerg light test Dec-20 +replaced the exit sign	CGIE Maintenance Limited	345.86	Paid	DE	5077	164463

**Nugent Car Park Bldg D - BC 420899**
**Building D, 8 Nugent Street, Grafton Auckland  
1023**

Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
<b>General</b>							
12/01/2021	Monthly Lighting Test Dec-20 + replaced 6 tubes	CGIE Maintenance Limited	250.88	Paid	DE	5085	164463
18/01/2021	Replace exit button for the bike cage Level 5	Advanced Security Group Ltd	445.17	Paid	DE	50085371	165227
19/01/2021	Minor repairs door locks/handles& door replacement	Hardware Direct Limited	1,318.68	Paid	DE	763	165288
11/02/2021	Monthly Light Test Jan-21	CGIE Maintenance Limited	109.25	Paid	DE	5136	166555
16/02/2021	Annual testing/inspection of riser main system	Nova Flowtec Services Ltd	776.25	Paid	DE	21856	166705
04/03/2021	Monthly Lighting Test Feb-21	CGIE Maintenance Limited	109.25	Paid	DE	5198	167796
05/03/2021	Emergency lighting audit & updated plans	CGIE Maintenance Limited	287.50	Paid	DE	5195	167796
05/03/2021	Lvl 4 - 5 repair stair cage maglock	Advanced Security Group Ltd	151.34	Paid	DE	50087146	167770
10/03/2021	Preventative maintenance Dec-20 automatic door op	Assa Abloey Entrance Systems	95.45	Paid	DE	211044	168182
31/03/2021	Accrual: 3m emerg light test Mar-21 & replace 4 ba		554.75		Jnl	36857	
31/03/2021	Accrual: Monthly Lighting test Mar-21 & replaced L		236.74		Jnl	36859	
			<b>\$16,772.70</b>				
<b>Maint Bldg--Lift(s) 170200</b>							
20/05/2020	Callout fault - controler error/call button lvl 4	Otis Elevator Company Ltd	580.32	Paid	DE	467227	151705
20/05/2020	Doors not closing correctly	Otis Elevator Company Ltd	469.63	Paid	DE	444627	151705
26/06/2020	Lift maintenance 01/07/20 - 30/09/20	Otis Elevator Company Ltd	3,403.72	Paid	DE	1715270	153343
10/09/2020	Lift maintenance 01/09/20 - 30/09/20	Otis Elevator Company Ltd	28.18	Paid	DE	1725484	157613
10/09/2020	Lift maintenance 01/10/20 - 31/12/20	Otis Elevator Company Ltd	3,488.25	Paid	DE	1731801	157613
19/01/2021	Lift maintenance 01/01/21 - 31/03/21	Otis Elevator Company Ltd	3,488.25	Paid	DE	1748378	165345
04/03/2021	Lift maintenance 01/04/21 - 30/06/21	Otis Elevator Company Ltd	3,488.25	Paid	DE	1764782	167889
			<b>\$14,946.60</b>				
<b>Maint Bldg--Lift(s)--Telephone 170205</b>							
29/04/2020	Lift phone 25/04/20 - 24/05/20	Spark New Zealand Trading	58.59	Paid	DE	306705784	150920
27/05/2020	Lift phone 25/05/20 - 24/06/20	Spark New Zealand Trading	58.59	Paid	DE	306705784	152044
02/07/2020	Lift phone 25/06/20 - 24/07/20	Spark New Zealand Trading	58.59	Paid	DE	306705784	153658
05/08/2020	Lift phone 25/07/20 - 24/08/20	Spark New Zealand Trading	58.59	Paid	DE	306705784	155260
27/08/2020	Lift phone 25/08/20 - 24/09/20	Spark New Zealand Trading	58.59	Paid	DE	306705784	156266
30/09/2020	Lift phone 25/09/20 - 24/10/20	Spark New Zealand Trading	58.59	Paid	DE	306705784	158191
29/10/2020	Lift phone 25/10/20 - 24/11/20	Spark New Zealand Trading	58.59	Paid	DE	306705784	160323
02/12/2020	Lift phone 25/11/20 - 24/12/20	Spark New Zealand Trading	58.59	Paid	DE	306705784	163095
06/01/2021	Lift phone 25/12/20 - 24/01/21	Spark New Zealand Trading	58.59	Paid	DE	306705784	164378
29/01/2021	Lift phone 25/01/21 - 24/02/21	Spark New Zealand Trading	58.59	Paid	DE	306705784	166006
24/02/2021	Lift phone 25/02/21 - 24/03/21	Spark New Zealand Trading	58.59	Paid	DE	306705784	167449
24/03/2021	Lift phone 25/03/21 - 24/04/21	Spark New Zealand Trading	58.59	Paid	DE	306705784	169283
			<b>\$703.08</b>				
<b>Maint Bldg--Roof Anchor points 172801</b>							
31/03/2021	Accrual: Inspection of Abseil and/or Fall Arrest S		1,192.28		Jnl	37165	
			<b>\$1,192.28</b>				
<b>Maint Bldg--W O F 175700</b>							
01/04/2020	Monthly inspections Jan-20 - Mar-20	Argest Technical Services	155.25	Paid	DE	115351	149696
23/04/2020	IQP Inspections Mar-20	Otis Elevator Company Ltd	782.00	Paid	DE	468844	150660

**Nugent Car Park Bldg D - BC 420899**
**Building D, 8 Nugent Street, Grafton Auckland  
1023**

Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
<b>General</b>							
27/08/2020	Monthly inspection May-20 Bldng D	Argest Technical Services	92.00	Paid	DE	I15676	156172
27/08/2020	Monthly inspections Jun-20 - Aug-20 Bldng D	Argest Technical Services	276.00	Paid	DE	I16257	156172
09/09/2020	BWOF Renewal Base fee	Auckland Council	150.00	Paid	Chq	250100549029	450397
11/09/2020	Passive features inspection Jul-20 - Aug-20	Argest Technical Services	103.50	Paid	DE	I16343	157511
20/10/2020	Monthly inspection Sep-20 Bldng D	Argest Technical Services	92.00	Paid	DE	I16663	159701
20/10/2020	Passive features inspection Sep-20	Argest Technical Services	51.75	Paid	DE	I16664	159701
30/11/2020	Passive features inspections Oct-20	Argest Technical Services	149.50	Paid	DE	I16786	162965
30/11/2020	To Nugentpre: Passive features inspection Jun-20 (		51.75		Jnl	37146	
06/01/2021	Monthly inspection Nov-20 Bldng D	Argest Technical Services	149.50	Paid	DE	I17131	164312
18/01/2021	Monthly inspection Dec-20 Bldng D	Argest Technical Services	149.50	Paid	DE	I17400	165234
21/01/2021	Monthly inspection Jan-21 Bldng D	Argest Technical Services	149.50	Paid	DE	I17498	165234
02/02/2021	Monthly inspection Oct-20 Bldng D	Argest Technical Services	149.50	Paid	DE	I16781	165882
10/02/2021	Passive features inspection Dec-20	Argest Technical Services	149.50	Paid	DE	I17401	166541
10/02/2021	Passive features inspection Jan-21	Argest Technical Services	149.50	Paid	DE	I17497	166541
10/03/2021	Monthly inspection Feb-21 Bldng D	Argest Technical Services	149.50	Paid	DE	I17874	168180
10/03/2021	Passive features inspection Feb-21	Argest Technical Services	149.50	Paid	DE	I17875	168180
17/03/2021	Monthly inspection Mar-21 Bldng D	Argest Technical Services	149.50	Paid	DE	I17918	168671
17/03/2021	Passive features inspection Mar-21	Argest Technical Services	149.50	Paid	DE	I17917	168671
31/03/2021	Frm BC495619: Refund: Once backflow 2019 pd 31/03/		(126.50)		Jnl	36839	
31/03/2021	Accrual: Passive feaatures inspection Nov-20 (Reco		149.50		Jnl	37147	
			<b>\$3,421.75</b>				
<b>Staff--Contract Building Manager 182600</b>							
12/05/2020	Management Fee Apr-19 - Jun-20	Neil Properties Limited	920.00	Paid	DE	4367	151384
01/09/2020	Management fee Jul-20 - Sep-20	Neil Properties Limited	920.00	Paid	DE	4389	156742
12/11/2020	Management fee Jan-20 - Mar-20	Neil Properties Limited	920.00	Paid	DE	4351	161396
10/03/2021	Management fee Jan-21 - Mar-21	Neil Properties Limited	920.00	Paid	DE	4420	168282
			<b>\$3,680.00</b>				
<b>Utility--Electricity 190200</b>							
30/04/2020	Electricity 05/03/20 - 02/04/20	Mercury Energy	3,109.06	Paid	DE	113-083-190	150909
12/05/2020	Electricity 03/04/20 - 05/05/20	Mercury Energy	3,166.00	Paid	DE	113-083-190	151380
11/06/2020	Electricity 06/05/20 - 04/06/20	Mercury Energy	3,242.43	Paid	DE	113-083-190	152687
15/07/2020	Electricity 05/06/20 - 02/07/20	Mercury Energy	3,267.48	Paid	DE	113-083-190	154288
12/08/2020	Electricity 03/07/20 - 31/07/20	Mercury Energy	3,232.31	Paid	DE	113-083-190	155554
10/09/2020	Electricity 01/08/20 - 31/08/20	Mercury Energy	3,317.49	Paid	DE	113-083-190	157175
14/10/2020	Electricity 01/09/20 - 30/09/20	Mercury Energy	3,155.45	Paid	DE	113-083-190	159371
18/11/2020	Electricity 01/10/20 - 30/10/20	Mercury Energy	3,254.43	Paid	DE	113-083-190	162172
09/12/2020	Electricity 31/10/20 - 30/11/20	Mercury Energy	3,503.20	Paid	DE	113-083-190	163469
18/01/2021	Lot 456: Carpark Power Usage 04/10/19 to 06/11/20.		(4.48)		Ow.Inv		
18/01/2021	Lot 80: Carpark Power Usage 04/10/19 to 06/11/20.		(408.64)		Ow.Inv		
18/01/2021	Lot 40: Carpark Power Usage 04/10/19 to 06/11/20.		(473.57)		Ow.Inv		
19/01/2021	Electricity 01/12/20 - 05/01/21	Mercury Energy	3,991.76	Paid	DE	113-083-190	165325

**Nugent Car Park Bldg D - BC 420899**

**Building D, 8 Nugent Street, Grafton Auckland  
1023**

Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
<b>General</b>							
11/02/2021	Electricity 06/01/21 - 03/02/21	Mercury Energy	3,224.75	Paid	DE	113-083-190	166618
18/03/2021	Electricity 04/02/21 - 04/03/21	Mercury Energy	3,175.37	Paid	DE	113-083-190	168767
			<b>\$38,753.04</b>				
<b>Utility--Water &amp; Sewerage 191200</b>							
06/05/2020	Water 20/02/20 - 22/04/20	Watercare Services	29.54	Paid	DE	5438066-01	151241
12/06/2020	Water 22/04/20 - 21/05/20	Watercare Services	3.11	Paid	DE	5438066-01	152760
09/09/2020	Water 22/07/20 - 20/08/20	Watercare Services	1.59	Paid	DE	5438066-01	157224
30/09/2020	Water 20/08/20 - 21/09/20	Watercare Services	1.59	Paid	DE	5438066-01	158207
02/12/2020	Water 21/09/20 - 20/11/20	Watercare Services	1.59	Paid	DE	5438066-01	163125
19/01/2021	Water 20/11/20 - 21/12/20	Watercare Services	9.56	Paid	DE	5438066-01	165404
03/02/2021	Water 21/12/20 - 21/01/21	Watercare Services	4.78	Paid	DE	5438066-01	166034
02/03/2021	Water 21/01/21 - 19/02/21	Watercare Services	4.78	Paid	DE	5438066-01	167940
31/03/2021	Water 19/02/21 - 22/03/21	Watercare Services	6.38	Paid	DE	5438066-01	169368
			<b>\$62.92</b>				
<b>Total expenses</b>			<b>\$142,338.91</b>				

Where an invoice status is Paid and no payment number is displayed the payment has been made outside of the reporting period.



**Nugent Car Park Bldg D - BC 420899**

**Building D, 8 Nugent Street, Grafton Auckland  
1023**

Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
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**General**

**Long Term Maintenance Fund**

**Admin--Transfer to Admin Fund 257400**

13/05/2020	Transfer money from Long Term MF fund to Admin		10,000.00		Jnl	31783	
31/03/2021	Adjustment correction		(10,000.00)		Jnl	37129	
			<b>\$0.00</b>				

**Maint Bldg--Electrical 264800**

12/01/2021	Upgrade/Repairs to carpark lighting	CGIE Maintenance Limited	6,445.75	Paid	DE	5041	164463
			<b>\$6,445.75</b>				

**Maint Bldg--Fire Protection 265800**

10/09/2020	Replace detectors with encap type due to waterleak		2,580.60	Cancel	Inv	43176	
10/09/2020	Replace detector with encap type due to water leak		2,580.60	Cancel	Inv	43176	
10/09/2020	Cancelled: Replace detector with encap type due to		(2,580.60)	Cancel	Inv	43176	
10/09/2020	Cancelled: Replace detectors with encap type due t		(2,580.60)	Cancel	Inv	43176	
10/09/2020	Replace detectors with encap type due to waterleak	Fire Security Services 2016	2,580.60	Paid	DE	43176	157137
			<b>\$2,580.60</b>				

**Maint Bldg--Painting & Surface Finishes 271600**

23/09/2020	Rust removal and treatment/painting of steel beams	The Property Crew Limited	14,815.68	Paid	DE	3354	157958
			<b>\$14,815.68</b>				

**Total expenses \$23,842.03**

Where an invoice status is Paid and no payment number is displayed the payment has been made outside of the reporting period.

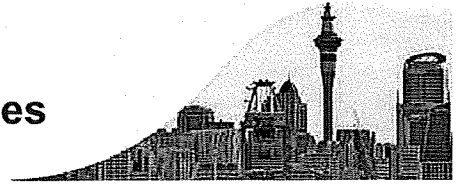
# Auckland Property Management Ltd

145 Manukau Road, Epsom  
PO Box 28510 Remuera  
Auckland, New Zealand  
P: 64-9-638 2500  
F: 64-9-639 0873  
rentals@aucklandproperty.net  
www.aucklandproperty.net

Licensed (REAA 2008), MREINZ

## Outstanding Owner Invoices

As at 31/03/2021



Due	Lot	Unit	Owner	Description	Account name	Invoice amount	Unpaid amount	
<b>Body Corporate 420899</b>			<b>Building D, 8 Nugent Street, Grafton Auckland 1023</b>					
10/02/2021	182	L5/1 82	Ning He & Hui Lee	Lot 182: Debt administration fees	Admin--APM Debt Recovery Costs	86.25	86.25	
10/03/2021	5	5	Creighton Family Trust	Lot 5: Unit 5 Carpark Section 146 Pre-Contract Disclosure Statement	Admin--Sections 146/147/148 Fees	169.63	169.63	
10/03/2021	6	6	Creighton Family Trust	Lot 6: Unit 6 Carpark Section 146 Pre-Contract Disclosure Statement	Admin--Sections 146/147/148 Fees	169.63	169.63	
18/03/2021	49	49	Isabella Rose Howie	Lot 49: Unit 49 Section 147 Pre-Settlement Disclosure Statement	Admin--Sections 146/147/148 Fees	186.88	186.88	
							612.39	

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## Outstanding Creditors

As at 31/03/2021



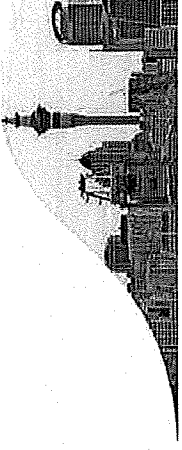
Nugent Car Park Bldg D - BC 420899

Building D, 8 Nugent Street, Grafton Auckland 1023

Due date	Invoice	Description	Amount	GST
<b>Argest Technical Services Limited</b>				
31/03/2021	I17210	CREDIT: Passive features Inv I15677	(51.75)	0.00
			(51.75)	0.00
<b>Total outstanding invoices</b>			<b>-\$51.75</b>	<b>\$0.00</b>

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 Auckland 09 250 7500  
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**Levy Positions - In Arrears  
 for the financial year to  
 31/03/2021**

Nugent Car Park Bldg D - BC 420899

Building D, 8 Nugent Street, Grafton Auckland 1023

**Administrative Fund**

Lot	Unit	Paid to	Standard levies			Special levies			Interest			
			Due	Paid	Arrears	Advance	Due	Paid	Arrears	Advance	Due	Paid
127	L5/12	31/01/2021	255.92	191.94	63.98	0.00	0.00	0.00	0.00	1.02	0.00	0.00
		7										
182	L5/18	30/11/2020	230.32	130.09	100.23	0.00	0.00	0.00	0.00	2.32	0.22	0.00
		2										
			486.24	322.03	164.21	0.00	0.00	0.00	0.00	3.34	0.22	0.00
			Due Excl. GST	486.24		0.00						

## Long Term Maintenance Fund

Lot	Unit	Paid to	Standard levies			Special levies			Interest			
			Due	Paid	Arrears	Advance	Due	Paid	Advance	Due	Paid	GST due
127	L5/12	31/01/2021	68.20	51.15	17.05	0.00	0.00	0.00	0.00	0.27	0.00	0.00
182	L5/18	30/11/2020	61.36	34.66	26.70	0.00	0.00	0.00	0.00	0.61	0.06	0.00
			129.56	85.81	43.75	0.00	0.00	0.00	0.00	0.88	0.06	0.00
			Due Excl. GST	129.56		0.00						

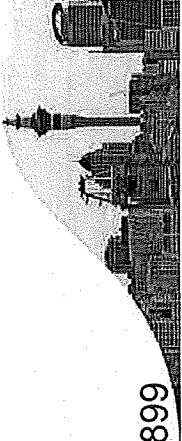
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## Aged Arrears List

Nugent Car Park Bldg D - BC 420899

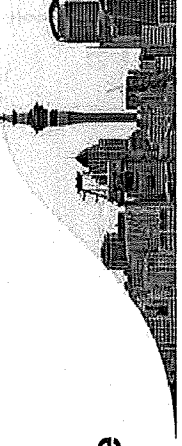


Lot	Unit	Name	Balance	Prepaid	Interest	Current	30+ days	60+ days	90+ days	120+ days	Last debt recovery
5	5	Creighton Family Trust	169.63	0.00	0.00	0.00	169.63	0.00	0.00	0.00	
6	6	Creighton Family Trust	169.63	0.00	0.00	0.00	169.63	0.00	0.00	0.00	
49	49	Isabella Rose Howie	186.88	0.00	0.00	186.88	0.00	0.00	0.00	0.00	
127	L5/127	Tran & Ho Trust - Avina Thanh Phuong Tran & Lay Lam Ho	82.65	0.00	1.62	0.00	0.00	81.03	0.00	0.00	19/03/2021
182	L5/182	Ning He & Hui Lee	216.64	0.00	3.46	0.00	0.00	159.17	0.00	54.01	10/02/2021
			825.43	0.00	5.08	186.88	339.26	240.20	0.00	54.01	

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## Additional Debtor Balance As at 31/03/2021

Due	Lot/Ref	Unit	Debtor	Description	Account name	Invoice amount	Unpaid
Body Corporate 420899				Building D, 8 Nugent Street, Grafton Auckland 1023			
31/03/2021	10002	10002	Neil Properties Limited	Lot 10002: Monthly Lease in Building E - April 2021	Rental Income	458.33	458.33
						<hr/>	458.33

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## Investments As of 31/03/2021



Bank name	Account name	BSB	Acct. no.	Admin fund	Long Term MF Fund
<b>Body Corporate 420899</b>	<b>Building D, 8 Nugent Street, Grafton Auckland 1023</b>				
ASB Bank Limited	Nugent St Bldg D Carpark	123111	0007372 037	19.37	0.00
ASB Bank Limited	Nugent St Build D Carpark	123111	0007380 037	0.00	65,855.04
				<hr/>	<hr/>
				19.37	65,855.04





## Client Statement

**Client Name:** Nugent St Bldg D CARPARK  
**Client Known As:** Admin  
**Client Account:** 12-3111-0007372-37  
**Client Reference:** 420899

**Group Name:** AUCKLAND PROPERTY MANAGEMENT LIMITED  
**Group Account:** 12-3111-0005676-37

**Account type:** Sundry  
**Opening Date:** 23 Mar 2016

Date	Transaction	Withdrawal	Deposit	Balance
<b>01 Apr 2020</b>	<b>Opening Balance</b>			<b>\$45,002.91</b>
30 Apr 2020	Interest		\$12.95	\$45,015.86
30 Apr 2020	Tax @ 28.00%	\$3.62		\$45,012.24
30 Apr 2020	Admin Fee	\$0.70		\$45,011.54
13 May 2020	Tfr to CAB	\$20,000.00		\$25,011.54
29 May 2020	Interest		\$9.26	\$25,020.80
29 May 2020	Tax @ 28.00%	\$2.59		\$25,018.21
29 May 2020	Admin Fee	\$0.50		\$25,017.71
09 Jun 2020	Tfr to CAB	\$25,000.00		\$17.71
30 Jun 2020	Interest		\$2.40	\$20.11
30 Jun 2020	Tax @ 28.00%	\$0.67		\$19.44
30 Jun 2020	Admin Fee	\$0.13		\$19.31
31 Jul 2020	Interest		\$0.01	\$19.32
31 Aug 2020	Interest		\$0.01	\$19.33
30 Sep 2020	Interest		\$0.01	\$19.34
30 Nov 2020	Interest		\$0.01	\$19.35
29 Jan 2021	Interest		\$0.01	\$19.36
31 Mar 2021	Interest		\$0.01	\$19.37
<b>31 Mar 2021</b>	<b>Closing Balance</b>			<b>\$19.37</b>

Client Statement

Date Generated: 07 Apr 2021 12:01:31

All transactions and information held in, and produced from FastNet Business are subject to verification from ASB Bank Limited (ASB). ASB takes no responsibility for the accuracy of the client information provided by the Group account holder. ASB is not liable to any person for any loss, claim, demand or expense arising directly or indirectly out of the use of this statement/report, or as a result of the opening and/or operation of client accounts by the Group account holder or any other person.

## Client Statement

**Client Name:** Nugent St Build D CARPARK  
**Client Known As:** LTMF  
**Client Account:** 12-3111-0007380-37  
**Client Reference:** 420899

**Group Name:** AUCKLAND PROPERTY MANAGEMENT LIMITED  
**Group Account:** 12-3111-0005676-37

**Account type:** Sundry  
**Opening Date:** 23 Mar 2016

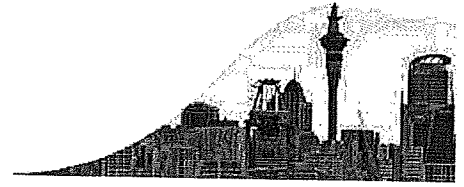
Date	Transaction	Withdrawal	Deposit	Balance
<b>01 Apr 2020</b>	<b>Opening Balance</b>			<b>\$65,733.46</b>
30 Apr 2020	Interest		\$18.91	\$65,752.37
30 Apr 2020	Tax @ 28.00%	\$5.29		\$65,747.08
30 Apr 2020	Admin Fee	\$1.02		\$65,746.06
29 May 2020	Interest		\$18.28	\$65,764.34
29 May 2020	Tax @ 28.00%	\$5.11		\$65,759.23
29 May 2020	Admin Fee	\$0.99		\$65,758.24
30 Jun 2020	Interest		\$20.18	\$65,778.42
30 Jun 2020	Tax @ 28.00%	\$5.65		\$65,772.77
30 Jun 2020	Admin Fee	\$1.09		\$65,771.68
31 Jul 2020	Interest		\$19.55	\$65,791.23
31 Jul 2020	Tax @ 28.00%	\$5.47		\$65,785.76
31 Jul 2020	Admin Fee	\$1.06		\$65,784.70
31 Aug 2020	Interest		\$19.55	\$65,804.25
31 Aug 2020	Tax @ 28.00%	\$5.47		\$65,798.78
31 Aug 2020	Admin Fee	\$1.06		\$65,797.72
30 Sep 2020	Interest		\$17.49	\$65,815.21
30 Sep 2020	Tax @ 28.00%	\$4.89		\$65,810.32
30 Sep 2020	Admin Fee	\$0.95		\$65,809.37
30 Oct 2020	Interest		\$13.52	\$65,822.89
30 Oct 2020	Tax @ 28.00%	\$3.78		\$65,819.11
30 Oct 2020	Admin Fee	\$0.73		\$65,818.38
30 Nov 2020	Interest		\$13.97	\$65,832.35
30 Nov 2020	Tax @ 28.00%	\$3.91		\$65,828.44
30 Nov 2020	Admin Fee	\$0.75		\$65,827.69
31 Dec 2020	Interest		\$13.98	\$65,841.67
31 Dec 2020	Tax @ 28.00%	\$3.91		\$65,837.76
31 Dec 2020	Admin Fee	\$0.76		\$65,837.00
29 Jan 2021	Interest		\$13.08	\$65,850.08
29 Jan 2021	Tax @ 28.00%	\$3.66		\$65,846.42
29 Jan 2021	Admin Fee	\$0.71		\$65,845.71
26 Feb 2021	Interest		\$8.03	\$65,853.74
26 Feb 2021	Tax @ 28.00%	\$2.24		\$65,851.50
26 Feb 2021	Admin Fee	\$0.43		\$65,851.07
31 Mar 2021	Interest		\$5.95	\$65,857.02
31 Mar 2021	Tax @ 28.00%	\$1.66		\$65,855.36
31 Mar 2021	Admin Fee	\$0.32		\$65,855.04
<b>31 Mar 2021</b>	<b>Closing Balance</b>			<b>\$65,855.04</b>

# Auckland Property Management Ltd

145 Manukau Road, Epsom  
PO Box 28510 Remuera  
Auckland, New Zealand  
P: 64-9-638 2500  
F: 64-9-639 0873  
rentals@aucklandproperty.net  
www.aucklandproperty.net

Licensed (REAA 2008), MREINZ

## ANNUAL REPORTS



for the financial year to 31/03/2022

Body Corporate 420899

Building D, 8 Nugent Street, Grafton Auckland 1023

Manager: Donna Holroyd

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Outstanding Creditors	13
Aged Arrears List	14
Investments	15

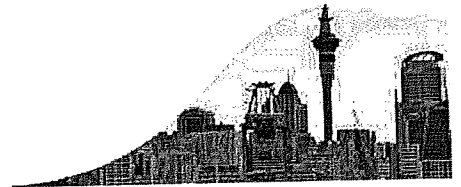
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## Balance Sheet

As at 31/03/2022



Nugent Car Park Bldg D - BC 420899

Building D, 8 Nugent Street, Grafton Auckland 1023

### Current period

#### Owners' funds

##### Administrative Fund

Operating Surplus/Deficit--Admin	(4,119.73)
Owners Equity--Admin	44,376.15
	<u>40,256.42</u>

##### Long Term Maintenance Fund

Operating Surplus/Deficit--LTMF	35,528.97
Owners Equity--LTMF	85,138.40
	<u>120,667.37</u>

#### Net owners' funds

\$160,923.79

#### Represented by:

##### Assets

##### Administrative Fund

Cash at Bank--Admin	41,405.24
Investment #1 - Savings--Admin	19.45
Prepaid Expenses--Admin	3,542.46
Receivable--Owners--Admin	86.25
	<u>45,053.40</u>

##### Long Term Maintenance Fund

Cash at Bank--LTMF	54,727.80
Investment #1 - Savings--LTMF	65,939.57
	<u>120,667.37</u>

##### Unallocated Money

Cash at Bank--Unallocated	400.89
	<u>400.89</u>

##### Total assets

166,121.66

##### Less liabilities

##### Administrative Fund

Accrued Expenses--Admin	3,824.26
Creditors--Other--Admin	972.72
	<u>4,796.98</u>

##### Long Term Maintenance Fund

0.00

##### Unallocated Money

Prepaid Levies--Unallocated	400.89
	<u>400.89</u>

##### Total liabilities

5,197.87

#### Net assets

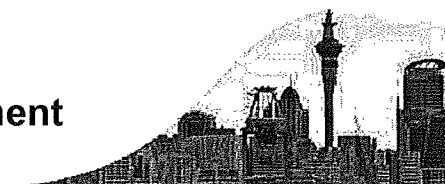
\$160,923.79

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## Income & Expenditure Statement for the financial year to 31/03/2022



Nugent Car Park Bldg D - BC 420899

Building D, 8 Nugent Street, Grafton Auckland 1023

### Administrative Fund

	Current period 01/04/2021-31/03/2022	Annual budget 01/04/2021-31/03/2022	Previous year 01/04/2020-31/03/2021
<b>Revenue</b>			
Admin Rebate	99.15	0.00	252.04
AECT Dividend	280.00	0.00	280.00
Income Tax Refund	0.00	0.00	26.12
Interest on Arrears--Admin	17.39	0.00	98.76
Interest on Investments--Admin	0.08	0.00	16.46
Levies Due--Admin	127,956.56	127,950.00	127,956.56
Rental Income	5,058.31	5,750.00	5,424.99
<b>Total revenue</b>	<b>133,411.49</b>	<b>133,700.00</b>	<b>134,054.93</b>
<b>Less expenses</b>			
Admin--Administration Fee--Standard	5,400.00	5,400.00	5,100.00
Admin--Legal Fees	0.00	400.00	0.00
Admin--Long Term Maintenance Fund Plan	0.00	0.00	667.00
Insurance--Premiums	34,685.93	35,500.00	32,469.79
Insurance--Valuation	0.00	500.00	460.00
Maint Bldg -- Chemwash	0.00	1,800.00	1,650.25
Maint Bldg--Car Park	3,967.50	2,600.00	2,530.00
Maint	7,816.84	11,000.00	10,056.75
Bldg--Cleaning--Furn/Carpet/Mats/Sanitary			
Maint Bldg--Doors & Windows	0.00	1,000.00	751.19
Maint Bldg--Fire Protection	3,253.09	2,500.00	1,743.16
Maint Bldg--Fire Protection--Extinguishers	0.00	350.00	334.65
Maint Bldg--Garage Doors	6,453.80	7,500.00	7,043.75
Maint Bldg--General Repairs	5,288.41	25,000.00	16,772.70
Maint Bldg--Lift(s)	10,591.25	15,000.00	14,946.60
Maint Bldg--Lift(s)--Telephone	703.08	850.00	703.08
Maint Bldg--Roof Anchor points	1,192.28	1,200.00	1,192.28
Maint Bldg--W O F	8,612.85	2,500.00	3,421.75
Staff--Contract Building Manager	5,232.56	5,000.00	3,680.00
Utility--Electricity	44,033.21	42,000.00	38,753.04
Utility--Water & Sewerage	300.42	0.00	62.92
<b>Total expenses</b>	<b>137,531.22</b>	<b>160,100.00</b>	<b>142,338.91</b>
<b>Surplus/Deficit</b>	<b>(4,119.73)</b>	<b>(26,400.00)</b>	<b>(8,283.98)</b>
Opening balance	44,376.15	44,376.15	52,660.13
<b>Closing balance</b>	<b>\$40,256.42</b>	<b>\$17,976.15</b>	<b>\$44,376.15</b>

**Long Term Maintenance Fund**

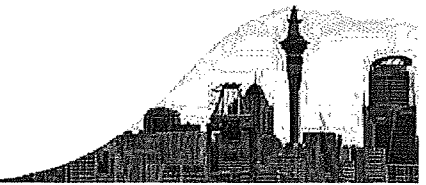
	Current period 01/04/2021-31/03/2022	Annual budget 01/04/2021-31/03/2022	Previous year 01/04/2020-31/03/2021
<b>Revenue</b>			
Interest on Arrears--LTMF	5.40	0.00	21.38
Interest on Investments--LTMF	84.53	0.00	121.58
Levies Due--LTMF	41,902.04	41,900.00	34,097.96
<i>Total revenue</i>	41,991.97	41,900.00	34,240.92
<b>Less expenses</b>			
Maint Bldg--Electrical	0.00	5,000.00	6,445.75
Maint Bldg--Fire Protection	6,463.00	875.00	2,580.60
Maint Bldg--Lighting	0.00	2,700.00	0.00
Maint Bldg--Painting & Surface Finishes	0.00	4,763.00	14,815.68
Maint Bldg--Security Surveillance Equipment	0.00	11,500.00	0.00
<i>Total expenses</i>	6,463.00	24,838.00	23,842.03
<b>Surplus/Deficit</b>	35,528.97	17,062.00	10,398.89
Opening balance	85,138.40	85,138.40	74,739.51
<b>Closing balance</b>	<b>\$120,667.37</b>	<b>\$102,200.40</b>	<b>\$85,138.40</b>

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## Detailed Expenses for the financial year from 01/04/2021 to 31/03/2022



**Nugent Car Park Bldg D - BC 420899**

**Building D, 8 Nugent Street, Grafton Auckland  
1023**

Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
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### General

#### Administrative Fund

##### Admin--Administration Fee--Standard 154000

02/06/2021	Administration Fees June 2021	Auckland Property	1,350.00	Paid	DE		173694
02/09/2021	Administration Fees September 2021	Auckland Property	1,350.00	Paid	DE		178968
02/12/2021	Administration Fees December 2021	Auckland Property	1,350.00	Paid	DE		183659
02/03/2022	Administration Fees March 2022	Auckland Property	1,350.00	Paid	DE		188531

**\$5,400.00**

##### Admin--APM Debt Recovery Costs 155005

01/04/2021	Reversal: Accrual: Debt Recovery fees FYE 31/03/21		(86.25)		Jnl	36882	
20/04/2021	Lot 182: Debt administration fees		(172.50)		Ow.Inv		
04/05/2021	Debt Administration Fees-final notice May 2021	Auckland Property	86.25	Paid	DE		171541
04/05/2021	Debt administration fees May 2021	Auckland Property	172.50	Paid	DE		171541
17/08/2021	Lot 14: Debt administration fees		(86.25)		Ow.Inv		
17/08/2021	Lot 458: Debt administration fees		(86.25)		Ow.Inv		
17/08/2021	Lot 356: Debt administration fees		(86.25)		Ow.Inv		
17/08/2021	Lot 122: Debt administration fees		(86.25)		Ow.Inv		
17/08/2021	Lot 483: Debt administration fees		(86.25)		Ow.Inv		
02/09/2021	Debt Administration Fees-final notice September 20	Auckland Property	86.25	Paid	DE		178968
02/09/2021	Debt Administration Fees-final notice September 20	Auckland Property	86.25	Paid	DE		178968
02/09/2021	Debt Administration Fees-final notice September 20	Auckland Property	86.25	Paid	DE		178968
02/09/2021	Debt Administration Fees-final notice September 20	Auckland Property	86.25	Paid	DE		178968
13/10/2021	Lot 127: Debt administration fees		(86.25)		Ow.Inv		
13/10/2021	Owner invoice cancellation for lot: 356/420899		86.25	Cancel	Ow.Inv		
13/10/2021	Lot 356: Debt administration fees		(86.25)	Cancel	Ow.Inv		
02/12/2021	Debt Administration Fees-final notice December 202	Auckland Property	86.25	Paid	DE		183659
31/03/2022	Accrual FYE Mar-22 Debt Recovery Fee		86.25		Jnl	43352	

**\$0.00**

##### Admin--Sections 146/147/148 Fees 156000

01/04/2021	Reversal: Accrual: Disclosure Fees FYE 31/03/21		(1,426.03)		Jnl	36884	
06/04/2021	Disclosure Statement Fees April 2021	Auckland Property	373.75	Paid	DE		169652
06/04/2021	Disclosure Statement Fees April 2021	Auckland Property	186.88	Paid	DE		169652
06/04/2021	Disclosure Statement Fees April 2021	Auckland Property	169.63	Paid	DE		169652
13/05/2021	Lot 64: Unit L5/64, Section 147 Pre-Settlement Dis		(186.88)		Ow.Inv		

**Nugent Car Park Bldg D - BC 420899**

**Building D, 8 Nugent Street, Grafton Auckland  
1023**

Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
<b>General</b>							
02/06/2021	Lot 16: Unit 16, Section 146 Pre-Contract Disclosu		(169.63)		Ow.Inv		
02/06/2021	Disclosure Statement Fees June 2021	Auckland Property	169.63	Paid	DE		173694
02/06/2021	Disclosure Statement Fees June 2021	Auckland Property	186.88	Paid	DE		173694
02/06/2021	Disclosure Statement Fees June 2021	Auckland Property	186.88	Paid	DE		173694
02/06/2021	Disclosure Statement Fees June 2021	Auckland Property	169.63	Paid	DE		173694
10/06/2021	Lot 6: Unit 6, Section 146 Pre-Contract Disclosure		(198.38)		Ow.Inv		
02/07/2021	Disclosure Statement Fees July 2021	Auckland Property	169.63	Paid	DE		175630
06/07/2021	Lot 16: Unit 16, Section 147 Pre-Settlement Disclo		(186.88)		Ow.Inv		
16/07/2021	Lot 55: Unit 55, Section 146 Pre-Contract Disclosu		(169.63)		Ow.Inv		
23/07/2021	Lot 375: Unit L5/375, Section 147 Pre-Settlement D		(186.88)		Ow.Inv		
29/07/2021	Lot 5: Unit 5, Section 146 Pre-Contract Disclosure		(169.63)		Ow.Inv		
29/07/2021	Lot 32: Unit 32, Section 146 Pre-Contract Disclosu		(169.63)		Ow.Inv		
03/08/2021	Disclosure Statement Fees August 2021	Auckland Property	186.88	Paid	DE		177316
05/08/2021	Lot 5: Unit 5 Section 147 Pre-Settlement Disclosur		(186.88)		Ow.Inv		
05/08/2021	Lot 6: Unit 6, Section 147 Pre-Settlement Disclosu		(186.88)		Ow.Inv		
11/08/2021	Lot 55: Unit 55, Section 147 Pre-Settlement Disclo		(186.88)		Ow.Inv		
11/08/2021	Lot 376: Unit L5/376, Section 146 Pre-Contract Dis		(169.63)		Ow.Inv		
11/08/2021	Lot 377: Unit L5/377, Section 146 Pre-Contract Dis		(169.63)		Ow.Inv		
02/09/2021	Disclosure Statement Fees September 2021	Auckland Property	169.63	Paid	DE		178968
02/09/2021	Disclosure Statement Fees September 2021	Auckland Property	169.63	Paid	DE		178968
02/09/2021	Disclosure Statement Fees September 2021	Auckland Property	186.88	Paid	DE		178968
02/09/2021	Disclosure Statement Fees September 2021	Auckland Property	169.63	Paid	DE		178968
02/09/2021	Disclosure Statement Fees September 2021	Auckland Property	169.63	Paid	DE		178968
03/09/2021	Lot 15: Unit 15, Section 146 Pre-Contract Disclosu		(169.63)		Ow.Inv		
03/09/2021	Lot 353: Unit L5/353, Section 147 Pre-Settlement D		(186.88)		Ow.Inv		
04/10/2021	Lot 32: Unit 32, Section 147 Pre-Settlement Disclo		(244.38)		Ow.Inv		
04/10/2021	Disclosure Statement Fees October 2021	Auckland Property	186.88	Paid	DE		180385
04/10/2021	Disclosure Statement Fees October 2021	Auckland Property	198.38	Paid	DE		180385
04/10/2021	Disclosure Statement Fees October 2021	Auckland Property	186.88	Paid	DE		180385
04/10/2021	Disclosure Statement Fees October 2021	Auckland Property	186.88	Paid	DE		180385
04/10/2021	Disclosure Statement Fees October 2021	Auckland Property	186.88	Paid	DE		180385
04/10/2021	Disclosure Statement Fees October 2021	Auckland Property	169.63	Paid	DE		180385
18/10/2021	Lot 15: Unit 15, Section 147 Pre-Settlement Disclo		(186.88)		Ow.Inv		
29/10/2021	Lot 376: Unit L5/376, Section 147 Pre-Settlement D		(186.88)		Ow.Inv		
29/10/2021	Lot 377: Unit L5/377, Section 147 Pre-Settlement D		(186.88)		Ow.Inv		
02/11/2021	Disclosure Statement Fees November 2021	Auckland Property	244.38	Paid	DE		182211
02/11/2021	Disclosure Statement Fees November 2021	Auckland Property	169.63	Paid	DE		182211



**Nugent Car Park Bldg D - BC 420899**

**Building D, 8 Nugent Street, Grafton Auckland  
1023**

Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
<b>General</b>							
02/12/2021	Disclosure Statement Fees December 2021	Auckland Property	186.88	Paid	DE		183659
02/12/2021	Disclosure Statement Fees December 2021	Auckland Property	186.88	Paid	DE		183659
02/12/2021	Disclosure Statement Fees December 2021	Auckland Property	186.88	Paid	DE		183659
08/02/2022	Lot 134: Unit L5/134, Section 146 Pre-Contract Dis		(169.63)		Ow.Inv		
02/03/2022	Disclosure Statement Fees March 2022	Auckland Property	169.63	Paid	DE		188531
16/03/2022	Lot 119: Unit L5/119, Section 147 Pre-Settlement D		(186.88)		Ow.Inv		
31/03/2022	Accrual FYE Mar-22 Disclosure Fee		356.51		Jnl	43354	
			<b>\$0.00</b>				
<b>Insurance--Premiums 159100</b>							
04/08/2021	Commercial Package 31/05/21 - 31/05/22	Crombie Lockwood (New -	34,685.93	Paid	DE	M00317793	177539
			<b>\$34,685.93</b>				
<b>Maint Bldg--Car Park 161800</b>							
08/04/2021	Machine sweep carpark 27/03/21	Sweeping Solutions	1,265.00	Paid	DE	2206	169778
16/09/2021	Disinfecting & Fogging of Carpark	Total Group	1,437.50	Paid	DE	469977	179870
19/01/2022	Machine sweep Bldg D carpark	Sweeping Solutions	1,265.00	Paid	DE	2354	186609
			<b>\$3,967.50</b>				
<b>Maint Bldg--Cleaning--Furn/Carpet/Mats/Sanitary 163007</b>							
01/04/2021	Reversal: Accrual: Cleaning Mar-21		(914.25)		Jnl	36886	
08/04/2021	Cleaning Mar-21	Knight Cleaning Services Ltd	914.25	Paid	DE	1003	169758
25/05/2021	Cleaning Apr-21	Knight Cleaning Services Ltd	914.25	Paid	DE	1046	173543
09/06/2021	Cleaning May-21	Knight Cleaning Services Ltd	914.25	Paid	DE	1089	174180
22/07/2021	Cleaning Jun-21	Knight Cleaning Services Ltd	914.25	Paid	DE	1102	176824
01/09/2021	Cleaning Jul-21	Knight Cleaning Services Ltd	914.25	Paid	DE	1140	179183
13/09/2021	Cleaning Aug-21	Knight Cleaning Services Ltd	502.84	Paid	DE	1215	179832
17/02/2022	Cleaning Jan-22	Knight Cleaning Services Ltd	914.25	Paid	DE	1425	188027
28/02/2022	Cleaning Feb-22	Knight Cleaning Services Ltd	914.25	Paid	DE	1454	189289
01/03/2022	Cleaning Dec-21	Knight Cleaning Services Ltd	914.25	Paid	DE	1383	189289
31/03/2022	Cleaning Mar-22		914.25	Unpaid	Inv	1492	
			<b>\$7,816.84</b>				
<b>Maint Bldg--Fire Protection 165800</b>							
01/04/2021	Reversal: Accrual: Passive feaatures inspection No		(149.50)		Jnl	36856	
21/04/2021	Fire System monitoring Apr-21 - Jun-21	Fire Security Services 2016	220.16	Paid	DE	PBQA-00554 28	170857
26/05/2021	Remedial work break glass for cabinet	Fire Security Services 2016	193.20	Paid	DE	57954	173503
22/07/2021	Fire System monitoring Jul-21 - Sep-21	Fire Security Services 2016	220.16	Paid	DE	59753	176795
02/09/2021	Supply, install 5 Sprinkler cages in locker area	Fire Security Services 2016	724.50	Paid	DE	12626	179160
09/09/2021	Sprinkler defect call out 16/05/21	Fire Security Services 2016	382.95	Paid	DE	59557	179472
23/09/2021	Fire System monitoring Oct-21 - Dec-21	Fire Security Services 2016	220.16	Paid	DE	PBQA-00637 74	180055
23/09/2021	Sprinkler defect call out 08/09/21	Fire Security Services 2016	382.95	Paid	DE	14386	180055
09/12/2021	Rectify the Fire sys - faulty sprinkler	Fire Security Services 2016	503.70	Paid	DE	100972	184314
24/12/2021	Fire Sysytem monitoring Jan-21 - Mar-21	Fire Security Services 2016	220.16	Paid	DE	22437	185544
17/03/2022	Annual Inspection-extinguishers/hope reels/blanket	Fire Security Services 2016	334.65	Paid	DE	31378	189968

## Nugent Car Park Bldg D - BC 420899

Building D, 8 Nugent Street, Grafton Auckland  
1023

Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
			<b>\$3,253.09</b>				
<b>General</b>							
<b>Maint Bldg—Garage Doors 166600</b>							
28/04/2021	Servicing roller grille Apr-21	Metalbilt Doors	431.25	Paid	DE	24523	171417
25/05/2021	Servicing roller grille May-21	Metalbilt Doors	431.25	Paid	DE	24963	173562
26/05/2021	Roller fire shutter beeping & replaced batteries	Metalbilt Doors	473.80	Paid	DE	24748	173562
28/07/2021	Service r/grilles Jun-21.Qtly Bifold Service Jun21	Metalbilt Doors	718.75	Paid	DE	25671	177185
28/07/2021	Servicing roller grille Jul-21	Metalbilt Doors	431.25	Paid	DE	26303	177185
07/09/2021	Servicing roller grille Aug-21	Metalbilt Doors	431.25	Paid	DE	26952	179518
14/10/2021	Service r/grille Sept21.Qtly Bifold service Sept21	Metalbilt Doors	718.75	Paid	DE	27604	181079
28/10/2021	Servicing roller grille Sept-21	Metalbilt Doors	431.25	Paid	DE	27916	182121
28/10/2021	Servicing roller grille Oct-21	Metalbilt Doors	431.25	Paid	DE	28057	182121
02/12/2021	Servicing roller grille Nov-21	Metalbilt Doors	431.25	Paid	DE	28661	183961
09/12/2021	Safety beams not working/adjusted magnifying glass	Metalbilt Doors	373.75	Paid	DE	28347	184370
23/12/2021	Service r/grilles Dec-21. Qtly Bifold service Dec2	Metalbilt Doors	718.75	Paid	DE	29008	185428
26/01/2022	Servicing roller grille Jan-22	Metalbilt Doors	431.25	Paid	DE	29400	186915
			<b>\$6,453.80</b>				
<b>Maint Bldg—General Repairs 167200</b>							
01/04/2021	Reversal: Accrual: 3m emerg light test Mar-21 & re		(554.75)		Jnl	36858	
01/04/2021	Reversal: Accrual: Monthly Lighting test Mar-21 &		(236.74)		Jnl	36860	
01/04/2021	Monthly Lighting Test Mar-21 +replaced LED lamps	CGIE Maintenance Limited	236.74	Paid	DE	5332	169539
01/04/2021	3m emerg light test Mar-21 +replaced 4 batteries	CGIE Maintenance Limited	554.75	Paid	DE	5331	169539
05/05/2021	Monthly Lighting Test Apr-21	CGIE Maintenance Limited	109.25	Paid	DE	5386	171935
26/05/2021	Planned Preventative Maintenance	Advanced Security Group Ltd	688.28	Paid	DE	50088661	173451
26/05/2021	Monthly general lighting test May-21 (NugentPre)	CGIE Maintenance Limited	109.25	Paid	DE	5457	173480
27/05/2021	Heating Ventilation & Aircon Annual Maint. 2021	Aquaheat New Zealand	672.87	Paid	DE	1058657	173460
27/05/2021	Monthly general lighting test May-21 (Frm NugentPr		(109.25)		Jnl	38399	
28/07/2021	Monthly Lighting Test May-21 + replaled led tube &	CGIE Maintenance Limited	209.20	Paid	DE	5531	177124
28/07/2021	3m emerg light test Jun-21 + replaced 1 battery	CGIE Maintenance Limited	298.61	Paid	DE	5588	177124
28/07/2021	Monthly Lighting Test Jun-21	CGIE Maintenance Limited	109.25	Paid	DE	5575	177124
29/07/2021	Monthly lighting Test Jul-21	CGIE Maintenance Limited	109.25	Paid	DE	5699	177124
01/09/2021	Preventative maintenance Jul-21 automatic door op	Assa Abloy Entrance Systems	103.50	Paid	DE	221048	179124
09/09/2021	Replace 7x faulty emergency light fittings warrant	CGIE Maintenance Limited	375.19	Paid	DE	5602	179452
13/09/2021	Monthly lighting Test Aug-21	CGIE Maintenance Limited	109.25	Paid	DE	5781	179804
07/10/2021	3m emerg Light test Sept-21	CGIE Maintenance Limited	143.75	Paid	DE	5840	180605
13/10/2021	Monthly lighting Test Sept-21+replace 3 led tubes	CGIE Maintenance Limited	379.05	Paid	DE	5845	181012
04/11/2021	Monthly lighting test Oct-21	CGIE Maintenance Limited	109.25	Paid	DE	5893	182447
01/12/2021	Monthly lighting test Nov-21	CGIE Maintenance Limited	109.25	Paid	DE	5941	183882

**Nugent Car Park Bldg D - BC 420899**

**Building D, 8 Nugent Street, Grafton Auckland  
1023**

Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
<b>General</b>							
09/12/2021	Fixed latch Door handle going from lift to carpark	Advanced Security Group Ltd	290.38	Paid	DE	50092328	184269
23/12/2021	3m emerg Light test Dec-21	CGIE Maintenance Limited	143.75	Paid	DE	6043	185345
23/12/2021	Monthly Lighting test Dec-21	CGIE Maintenance Limited	109.25	Paid	DE	6037	185345
14/02/2022	Monthly Lighting test + replaced LED Lamp Jan-22	CGIE Maintenance Limited	210.53	Paid	DE	6124	187952
15/02/2022	Preventative maintenance Feb-22 automatic door	Assa Abloy Entrance Systems	104.65	Paid	DE	226652	189161
24/02/2022	Planned preventative maintenance	Advanced Security Group Ltd	794.65	Paid	DE	50093724	188351
28/03/2022	Monthly Lighting test Mar-22	CGIE Maintenance Limited	109.25	Paid	DE	6266	190240
			<b>\$5,288.41</b>				
<b>Maint Bldg--Lift(s) 170200</b>							
09/06/2021	Lift maintenance 01/07/21 - 30/09/21	Otis Elevator Company Ltd	3,488.25	Paid	DE	1781084	174197
01/09/2021	Lift maintenance 01/09/21 - 30/09/21	Otis Elevator Company Ltd	18.08	Paid	DE	1791147	179204
13/09/2021	Lift maintenance 01/10/21 - 31/12/21	Otis Elevator Company Ltd	3,542.46	Paid	DE	1797812	179849
09/12/2021	Lift maintenance 01/01/22 - 31/03/22	Otis Elevator Company Ltd	3,542.46	Paid	DE	1814813	184392
04/03/2022	Lift maintenance 01/04/22 - 30/06/22	Otis Elevator Company Ltd	3,542.46	Paid	DE	1832029	189340
31/03/2022	Adjust Prepaid Lift Maint 01/04/22-30/06/22		(3,542.46)		Jnl	43356	
			<b>\$10,591.25</b>				
<b>Maint Bldg--Lift(s)--Telephone 170205</b>							
28/04/2021	Lift phone 25/04/21 - 24/05/21	Spark New Zealand Trading	58.59	Paid	DE	306705784	171465
26/05/2021	Lift phone 25/05/21 - 24/06/21	Spark New Zealand Trading	58.59	Paid	DE	306705784	173605
29/06/2021	Lift phone 25/06/21 - 24/07/21	Spark New Zealand Trading	58.59	Paid	DE	306705784	175591
28/07/2021	Lift phone 25/07/21 - 24/08/21	Spark New Zealand Trading	58.59	Paid	DE	306705784	177223
01/09/2021	Lift phone 25/08/21 - 24/09/21	Spark New Zealand Trading	58.59	Paid	DE	306705784	179231
01/10/2021	Lift phone 25/09/21 - 24/10/21	Spark New Zealand Trading	58.59	Paid	DE	306705784	180715
28/10/2021	Lift phone 25/10/21 - 24/11/21	Spark New Zealand Trading	58.59	Paid	DE	306705784	182158
02/12/2021	Lift phone 25/11/21 - 24/12/21	Spark New Zealand Trading	58.59	Paid	DE	306705784	184002
06/01/2022	Lift phone 25/12/21 - 24/01/22	Spark New Zealand Trading	58.59	Paid	DE	306705784	185931
03/02/2022	Lift phone 25/01/22 - 24/02/22	Spark New Zealand Trading	58.59	Paid	DE	306705784	187295
01/03/2022	Lift phone 25/02/22 - 24/03/22	Spark New Zealand Trading	58.59	Paid	DE	306705784	188756
24/03/2022	Lift phone 25/03/22 - 24/04/22	Spark New Zealand Trading	58.59	Paid	DE	306705784	190332
			<b>\$703.08</b>				
<b>Maint Bldg--Roof Anchor points 172801</b>							
01/04/2021	Reversal: Accrual: Inspection of Abseil and/or Fal		(1,192.28)		Jnl	37166	
15/04/2021	Inspection of Abseil and/or Fall Arrest System	Height Access Technology	1,192.28	Paid	DE	1972	170236
01/03/2022	Inspection of Abseil and/or Fall Arrest System	Height Access Technology	1,192.28	Paid	DE	2306	189253
			<b>\$1,192.28</b>				
<b>Maint Bldg--W O F 175700</b>							
01/04/2021	Passive features inspection Nov-20	Argest Technical Services	149.50	Paid	DE	117132	169522
28/04/2021	Monthly inspection Apr-21 Bldng D	Argest Technical Services	149.50	Paid	DE	118181	171354
28/04/2021	Passive features inspection Apr-21	Argest Technical Services	149.50	Paid	DE	118179	171354
25/05/2021	IQP Inspections Mar-21	Otis Elevator Company Ltd	782.00	Paid	DE	494181	173578
26/05/2021	Form 11 Compliance schedule amendment	Argest Technical Services	1,960.75	Paid	DE	118446	173461

**Nugent Car Park Bldg D - BC 420899**

**Building D, 8 Nugent Street, Grafton Auckland  
1023**

Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
<b>General</b>							
26/05/2021	Annual Passive insp&BWOFF 2021, b/test Bldng D	Argest Technical Services	908.50	Paid	DE	I18445	173461
17/06/2021	BWOFF Renewal Base fee	Auckland Council - BWOFF	150.00	Paid	DE	25010070922 1	174452
28/07/2021	Monthly inspection Jun-21 - Aug-21 Bldng D	Argest Technical Services	638.25	Paid	DE	I189007	177107
29/07/2021	Annual Passive insp&BWOFF 2021, b/test	Argest Technical Services	908.50	Paid	DE	I18602	177107
29/07/2021	Passive features inspection Jun-21 - Aug-21	Argest Technical Services	611.80	Paid	DE	I18908	177107
07/10/2021	Monthly inspection Sept-21-Nov-21+Cr/Covid Bldng E	Argest Technical Services	462.30	Paid	DE	I19644	180595
07/10/2021	Monthly inspection Sept-21-Nov-21+Cr/Covid Bldng D	Argest Technical Services	488.75	Paid	DE	I19643	180595
09/12/2021	Monthly inspection Dec-21- Feb-21 Bldng D	Argest Technical Services	638.25	Paid	DE	I20222	184274
09/12/2021	Monthly inspection Dec-21- Feb-21 Bldng E	Argest Technical Services	615.25	Paid	DE	I20223	184274
			<b>\$8,612.85</b>				
<b>Staff--Contract Building Manager 182600</b>							
28/04/2021	Building Management Fee April 2021	One Place for Property	359.38	Paid	DE	4106	171433
19/05/2021	Management fee Oct-20 - Dec-20	Neil Properties Limited	920.00	Paid	DE	4405	173116
25/05/2021	Car Park Management Fee May-21	One Place for Property	359.38	Paid	DE	4192	173575
01/07/2021	Car Park Management Fee Jun-21	One Place for Property	359.38	Paid	DE	4295	175566
22/07/2021	Car Park Management Fee Jul-21	One Place for Property	359.38	Paid	DE	4417	176850
08/09/2021	Car Park Management Fee Aug-21	One Place for Property	359.38	Paid	DE	4510	179528
22/09/2021	Car Park Management Fee Sept-21	One Place for Property	359.38	Paid	DE	4583	180089
21/10/2021	Car Park Management Fee Oct-21	One Place for Property	359.38	Paid	DE	4661	181812
25/11/2021	Car Park Management Fee Nov-21	One Place for Property	359.38	Paid	DE	4731	183571
23/12/2021	Car Park Management Fee Dec-21	One Place for Property	359.38	Paid	DE	4836	185446
26/01/2022	Car Park Management Fee Jan-22	One Place for Property	359.38	Paid	DE	4928	186928
20/02/2022	Car Park Management Fee Feb-22	One Place for Property	359.38	Paid	DE	5012	189336
20/03/2022	Car Park Management Fee Mar-22	One Place for Property	359.38	Paid	DE	5100	190013
			<b>\$5,232.56</b>				
<b>Utility--Electricity 190200</b>							
21/04/2021	Electricity 05/03/21 - 31/03/21	Mercury Energy	3,030.34	Paid	DE	113-083-190	170911
11/05/2021	Electricity 01/04/21 - 03/05/21	Mercury Energy	3,762.76	Paid	DE	113-083-190	172486
09/06/2021	Electricity 04/05/21 - 01/06/21	Mercury Energy	3,324.10	Paid	DE	113-083-190	174189
21/07/2021	Electricity 02/06/21 - 01/07/21	Mercury Energy	3,367.01	Paid	DE	113-083-190	176837
11/08/2021	Electricity 02/07/21 - 02/08/21	Mercury Energy	3,629.94	Paid	DE	113-083-190	178037
13/09/2021	Electricity 03/08/21 - 01/09/21	Mercury Energy	3,209.19	Paid	DE	113-083-190	179842
06/10/2021	Electricity 02/09/21 - 01/10/21	Mercury Energy	3,039.93	Paid	DE	113-083-190	180666
11/11/2021	Electricity 02/10/21 - 02/11/21	Mercury Energy	3,443.98	Paid	DE	113-083-190	182881
09/12/2021	Electricity 03/11/21 - 01/12/21	Mercury Energy	3,219.34	Paid	DE	113-083-190	184368
13/01/2022	Electricity 02/12/21 - 05/01/22	Mercury Energy	3,925.49	Paid	DE	113-083-190	186131
11/02/2022	Electricity 06/01/22 - 01/02/22	Mercury Energy	3,157.24	Paid	DE	113-083-190	188046
02/03/2022	Electricity 02/02/22 - 01/03/22	Mercury Energy	3,262.39	Paid	DE	113-083-190	189315
31/03/2022	Accrual Electricity 02/03/22-01/04/22		3,661.50		Jnl	43358	
			<b>\$44,033.21</b>				
<b>Utility--Water &amp; Sewerage 191200</b>							
05/05/2021	Water 22/03/21 - 22/04/21	Watercare Services	7.97	Paid	DE	5438066-01	172079

**Nugent Car Park Bldg D - BC 420899****Building D, 8 Nugent Street, Grafton Auckland  
1023**

Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
<b>General</b>							
13/08/2021	Water 22/06/21 - 26/07/21	Watercare Services	20.72	Paid	DE	5438066-01	178136
07/09/2021	Water 26/07/21 - 20/08/21	Watercare Services	17.06	Paid	DE	5438066-01	179577
30/09/2021	Water 20/08/21 - 21/09/21	Watercare Services	20.47	Paid	DE	5438066-01	180344
03/11/2021	CREDIT: Water 21/09/21 - 22/10/21	Watercare Services	(35.82)	Paid	DE	5438066-01	185941
06/01/2022	Water 24/11/21 - 24/12/21	Watercare Services	52.89	Paid	DE	5438066-01	185941
08/02/2022	Water 24/12/21 - 25/01/22	Watercare Services	81.89	Paid	DE	5438066-01	187646
25/02/2022	Water 25/01/22 - 24/02/22	Watercare Services	76.77	Paid	DE	5438066-01	189436
31/03/2022	Water 25/02/22-24/03/22		58.47	Unpaid	Inv	5438066-01 0322	
			<u>\$300.42</u>				
<b>Total expenses</b>			<b>\$137,531.22</b>				

Where an invoice status is Paid and no payment number is displayed the payment has been made outside of the reporting period.

Date	Details	Payee	Amount	Status	Type	Ref.No.	Payment No.
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**General**

**Long Term Maintenance Fund**

**Maint Bldg--Fire Protection 265800**

27/05/2021	Remedial & upgrade fire system	Fire Security Services 2016	6,463.00	Paid	DE	59007	173503
			<u>\$6,463.00</u>				

**Total expenses \$6,463.00**

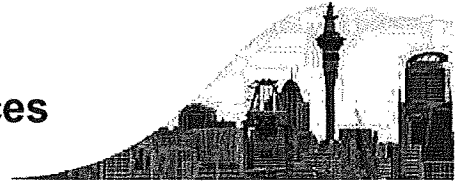
Where an invoice status is Paid and no payment number is displayed the payment has been made outside of the reporting period.

# Auckland Property Management Ltd

145 Manukau Road, Epsom  
PO Box 28810 Remuera  
Auckland, New Zealand  
P: 64-9-638 2500  
F: 64-9-639 0873  
rentals@aucklandproperty.net  
www.aucklandproperty.net

Licensed (REAA 2008), MREINZ

## Outstanding Owner Invoices As at 31/03/2022



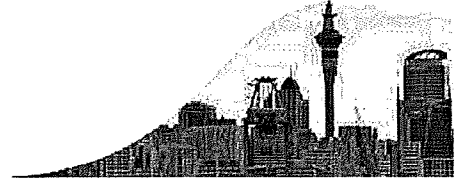
Due	Lot	Unit	Owner	Description	Account name	Invoice amount	Unpaid
<b>Body Corporate 420899</b>				<b>Building D, 8 Nugent Street, Grafton Auckland 1023</b>			
17/08/2021	458	L5/4	JP & JK Investments	Lot 458: Debt administration fees	Admin--APM Debt Recovery	86.25	86.25
		58	Limited		Costs		
							<hr/> 86.25

# Auckland Property Management Ltd

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145 Manukau Road, Epsom  
PO Box 28510 Remuera  
Auckland, New Zealand  
P: 64-9-638 2500  
F: 64-9-639 0073  
rentals@aucklandproperty.net  
www.aucklandproperty.net

## Outstanding Creditors As at 31/03/2022



Nugent Car Park Bldg D - BC 420899			Building D, 8 Nugent Street, Grafton Auckland 1023	
Due date	Invoice	Description	Amount	GST
<b>Knight Cleaning Services Ltd</b>				
20/04/2022	1492	Cleaning Mar-22	914.25	0.00
			<hr/>	
			914.25	0.00
<b>Watercare Services</b>				
19/04/2022	5438066-01 0322	Water 25/02/22-24/03/22	58.47	0.00
			<hr/>	
			58.47	0.00
<b>Total outstanding invoices</b>			<hr/>	
			<b>\$972.72</b>	<b>\$0.00</b>
			<hr/>	



# Auckland Property Management Ltd

Licensed (REAA 2008), MREINZ

145 Manukere Road, Epsom  
 PO Box 26519, Auckland  
 Auckland, 1141, New Zealand  
 T: 64-9-539 7500  
 F: 64-9-539 0873  
 rental@aucklandproperty.net  
 www.aucklandproperty.net

## Aged Arrears List

Nugent Car Park Bldg D - BC 420899



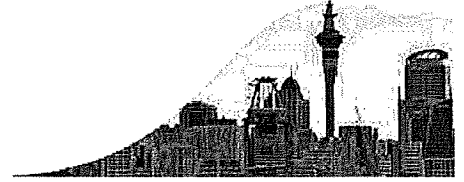
Lot	Unit	Name	Balance	Prepaid	Interest	Current	30+ days	60+ days	90+ days	120+ days	Last debt recovery
458	L5/458	JP & JK Investments Limited	86.25	0.00	0.00	0.00	0.00	0.00	0.00	86.25	17/08/2021
			86.25	0.00	0.00	0.00	0.00	0.00	0.00	86.25	

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F: 64-9-639 0873  
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## Investments As of 31/03/2022



Bank name	Account name	BSB	Acct. no.	Admin fund	Long Term MF Fund
<b>Body Corporate 420899</b>	<b>Building D, 8 Nugent Street, Grafton Auckland 1023</b>				
ASB Bank Limited	Nugent St Bldg D Carpark	123111	0007372 037	19.45	0.00
ASB Bank Limited	Nugent St Build D Carpark	123111	0007380 037	0.00	65,939.57
				<hr/> 19.45	<hr/> 65,939.57



Client Account Balances

Client Name	Account Known As	Account Number	Reference	Account Type	Status	Balance	Interest Accrued
Nugent St Buidg D CARPARK	LTMF	12-3111-0007380-37	420899	Sundry	Open	\$65,939.57	\$4.07
Nugent St Bldg D CARPARK	Admin	12-3111-0007372-37	420899	Sundry	Open	\$19.45	\$0.00

All transactions and information held in, and produced from FastNet Business are subject to verification from ASB Bank Limited (ASB). ASB takes no responsibility for the accuracy of the client information provided by the Group account holder. ASB is not liable to any person for any loss, claim, demand or expense arising directly or indirectly out of the use of this statement/report, or as a result of the opening and/or operation of client accounts by the Group account holder or any other person.