

6. INSURANCE:

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

Resolved by ordinary resolution **That** cover be placed with Vero via GYB Insurance Brokers (managing broker), for the coming 12 months .The body corporate undertakes to advise the Manager or the managing broker should the occupancy of the unit change (including a unit becoming vacant) during the year.

[K Shanks/ N Lloyd

Carried]

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

To note mortgagee interests and for insurance certificates:

Email: info@gyb.co.nz

Telephone: Ph:04 586 2728 Fax:09 586 2730

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

7. HEALTH AND SAFETY INSPECTION AND HAZARD REGISTER:

The body corporate manager advised that the Health and Safety at Work Act came into effect on 4 April 2016. The Act places responsibility on bodies corporate when engaging contractors to provide services and / or maintenance to the common areas. The manager further advised a body corporate had clear obligations to take all practicable steps to ensure the health and safety of all workers visiting the body corporate, with a list of hazards supplied to any contractor attending site either to quote and / or carry out any repair work.

The body corporate manager noted it was not always practicable (nor feasibly cost effective), to eliminate all hazards, although a health and safety specialist would be able to determine the severity of any possible harm, as well as providing possible solutions for rectification and / or minimisation of identified (or potential) hazards wherever practicably possible.

The meeting agreed to appoint a specialist to prepare a health and safety inspection report and hazard register for the body corporate.

Resolved by ordinary resolution **That** the body corporate authorises the committee to engage a health and safety specialist to prepare a health and safety inspection and hazard register for the body corporate.

[K Shanks/ N Lloyd

failed]

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

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

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

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

[K Shanks/ N Lloyd

Carried]

9. ASBESTOS INSPECTION AND REPORT:

In 2017, the body corporate manager supplied the committee (as officers of the body corporate), information relating to their requirements and responsibilities with regards to asbestos identification, management and reporting if found, as stipulated under the Health & Safety at Work Act 2016.

The owners discussed and agreed that they did not wish to take any further action at this time and further agreed to review this at the next annual general meeting.

Resolved by ordinary resolution **That** the body corporate agrees not to take any action to test for asbestos, even though they have been informed that as their complex was built prior to 2000 it is a requirement under the Health & Safety at Work Act 2016. The Body Corporate further agrees to indemnify Crockers Body Corporate Management Ltd of any potential liability and responsibility relating to this matter.

[K Shanks/ N Lloyd

Carried]

Manager's note: Meeting discussed that from back in 2020, the owner of unit 2 at the time Pete Brown had sought advice from experts that work in managing and developing commercial properties as well as the from Work Safe via phone. An information memo was obtained from Work Safe which is directly applicable to the body corporate. (Presented in meeting by Natalie Llyod from Unit1) and owners attend the meeting requested the manager to minute the below information.

As residential landlords are not required to go and get asbestos surveys of the property done to be compliant with regulations. If the body corporate is contemplating any work on the apartments that may involve contact with any asbestos, then it is that owners' duty to have an asbestos survey done before works are carried out and work with any tradesmen or licenced removal practitioner if any asbestos is found.

The body corporate has no planned alteration in the apartments and therefore decides not to request a copy of the Asbestos report for this year.

10. LONG-TERM MAINTENANCE PLAN - REVIEW:

Resolved by ordinary resolution **That** in accordance with the provisions in Regulation 30(2) of the Unit Titles Regulations 2011 the committee is directed to engage a suitable contractor for the purpose of reviewing the long-term maintenance plan. The cost of the review is to be paid from the contingency account.

[K Shanks/ N Lloyd

failed]

Manager's note: Meeting discussed that due to only two owners attended the AGM, the owners presented wish to discuss further regarding whether or not to obtain a Long-Term Maintenance Plan that is prepared by a specialist. The committee will discuss this matter further after the AGM.

11. CONFIRM BUDGET:

Prior to the meeting the Manager had circulated a draft budget totalling \$37,159.00 including GST.

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

The Garden Lawn Maintenance budget provision for \$240.00 is amended to \$ 480.00 for six monthly long-term weed killer.

Manager's note: Meeting discussed to increase the week killing frequency from annually to six-monthly. The committee will request the manager to organise the job when the time is due. Last long-term weed killing done in Dec 2022.

Motion Put by ordinary resolution **That:**

- i) The budget is fixed at **\$37,159.00 including GST** (made up as 1. Operating Fund:\$33,659.00 and 2. Contingency Fund \$3,500.00 in accordance with the provision of Section 121 of the Unit Titles Act 2010. The budget shall be raised by utility interest in **three (3)** equal instalment/s due for payment in **April 2023, July 2023 and October 2023**
- ii) Pursuant to the provisions of Regulation 17 of the Unit Titles Regulations 2011, the body corporate gives its approval for the committee to enter into all necessary obligations on commercial terms that will give effect to any expenditures provided for in the budget.

[K Shanks/ N Lloyd

failed]

Amended Motion Put by ordinary resolution **That:**

- i) The budget is fixed at **\$37,399.00 including GST** (made up as 1. Operating Fund:\$33,899.00 and 2. Contingency Fund \$3,500.00 in accordance with the provision of Section 121 of the Unit Titles Act 2010. The budget shall be raised by utility interest in **three (3)** equal instalment/s due for payment in **April 2023, July 2023 and October 2023**
- ii) Pursuant to the provisions of Regulation 17 of the Unit Titles Regulations 2011, the body corporate gives its approval for the committee to enter into all necessary obligations on commercial terms that will give effect to any expenditures provided for in the budget.

Substantive Motion Resolved by ordinary resolution **That:**

- i) The budget is fixed at **\$37,399.00 including GST** (made up as 1. Operating Fund:\$33,899.00 and 2. Contingency Fund \$3,500.00 in accordance with the provision of Section 121 of the Unit Titles Act 2010. The budget shall be raised by utility interest in **three (3)** equal instalment/s due for payment in **April 2023, July 2023 and October 2023**
- ii) Pursuant to the provisions of Regulation 17 of the Unit Titles Regulations 2011, the body corporate gives its approval for the committee to enter into all necessary obligations on commercial terms that will give effect to any expenditures provided for in the budget.

[K Shanks/ N Lloyd

Carried]

12. LEVY COLLECTION PROCEDURE:

Resolved by ordinary resolution **That:**

- i) Pursuant to s128 (2) of the Unit Titles Act 2010 interest of 10% per annum will accrue and will be charged on any debt unpaid after the due date until the date of payment.
- ii) Crockers Body Corporate Management Ltd is authorised and instructed to recover unpaid levies or other unpaid debts owed by a unit owner, together with interest and reasonable costs of collection, using the Crockers collection procedures, (as posted at www.crockers.co.nz/body-corporate/levies-collection-payment where the debt has been outstanding for more than 14 days.
- iii) The Body Corporate instructs Crockers Body Corporate Management Ltd, or solicitors of its choice, to make an application to the appropriate decision maker to recover any unpaid debt owed by a unit owner, where need be.

[K Shanks/ N Lloyd

Carried]

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

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

Manager's Notes: Meeting discussed when send out the levy invoice the manager will also send out the direct debt instructions or guidance for owners' information about how to set up regular payment towards the levies.

13. ELECTION OF CHAIRPERSON OF THE BODY CORPORATE:

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

Resolved by ordinary resolution **That** Katrina Shanks be appointed chairperson of the body corporate.
[K Shanks/ N Lloyd *Carried]*

14. COMMITTEE NUMBER & QUORUM:

Resolved by ordinary resolution **That** the committee is to comprise of four(4) members and the number of members required to constitute a quorum is no fewer than three(3) members.
[K Shanks/ N Lloyd *Carried]*

15. ELECTION OF COMMITTEE MEMBERS:

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

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

Unit 1, Natalie Lloyd

Unit 2, Katrina Shanks

Unit 3, Samantha Lawrence

Unit 4, Kale Woods

[K Shanks/ N Lloyd *Carried]*

16. DELEGATION OF BODY CORPORATE CHAIRPERSON DUTIES:

Resolved by special resolution **That** in accordance with the provisions of section 108(1) of the Unit Titles Act 2010 and regulation 11(2) of the Unit Titles Regulations 2011 the duties of the body corporate chairperson as set out in regulation 11(1), sub-paragraphs (a) to (m) included in the Unit Titles Regulations are delegated to the committee, effective until the next annual general meeting.
[K Shanks/ N Lloyd *Carried]*

17. DELEGATION OF BODY CORPORATE POWERS AND DUTIES:

Resolved by special resolution **That** in accordance with the provisions of section 108(1) of the Unit Titles Act 2010 all the powers and duties of the body corporate are delegated to the body corporate committee, except for the powers and duties set out in section 108(2) of the Unit Titles Act 2010 with effect until the next annual general meeting. The body corporate committee shall report on the delegation to the body corporate at the next annual general meeting.

[K Shanks/ N Lloyd *Carried]*

18. INLAND REVENUE TAX AGENT AUTHORITY:

Resolved by ordinary resolution **That** the body corporate appoints Crockers Body Corporate Management Limited (tax agent) to act on our behalf for all tax types for the coming year. Authority is given to obtain information from Inland Revenue and other financial institutions to enable our tax returns to be completed. This includes obtaining information via online services available on the Inland Revenue's website. The body corporate recognises that Crockers role is to lodge their tax returns rather than provide individual tax advice relating to the specific handling of one-off amounts that may arise from time to time. In this instance the body corporate will arrange their own independent tax advice as to how the return should be handled by Crockers.

[K Shanks/ N Lloyd

Carried]

19. GENERAL BUSINESS:

1. New version of Service Level Agreement between Crockers and BC061553.
Manager will present the new version of Service level agreement between the body corporate 061553 and Crockers to the committee which takes into consideration of the newly introduced Unit Titles Act Amendment with the previous signed version to reflect the changes that have been made.

There being no further business, the meeting closed at 11:57 am.

For and on behalf of
Crockers Body Corporate Management Limited
Manager for Body Corporate 061553



Clara Chen
Account Manager
DDI 09 884 9666
Email clara@crockers.co.nz
Web www.crockers.co.nz

ANNUAL FINANCIAL STATEMENTS

For the period 1 December 2021 to 30 November 2022

Prepared For

The Terraces

Plan No. 061553

219 The Terraces,
Wellington Central Wellington 6011

Manager

Clara Chen
Crookers Body Corporate Management Ltd

Printed

16 December 2022

Balance Sheet

Operating & Reserve Fund

Body Corporate for Plan No. 061553

As at 30th November 2022

219 The Terraces, Wellington Central Wellington 6011

Assets		2022
Cash		6,593.69
	Total Assets	\$ 6,593.69

Liabilities		
Accounts Payable Liability	Note 6	530.43
	Total Liabilities	\$ 530.43
	Net Assets	\$ 6,063.26

Equity		
Operating Fund		6,063.26
Reserve Fund		0.00
	Total Equity	\$ 6,063.26

Income and Expenditure Statement

Operating Fund

Body Corporate for Plan No. 061553

1 December 2021 to 30 November 2022

219 The Terraces, Wellington Central Wellington 6011

Income	Actuals	Budget	Variance \$	Variance %
	01/12/21 30/11/22	01/12/21 30/11/22	01/12/21 30/11/22	01/12/21 30/11/22
Levies - normal	37,650.00	37,650.00	0	0
Levies - other	158.70	0.00	158.70	100
Mutual Revenue - penalty interest	47.08	0.00	47.08	100
Non-Mutual Revenue - bank interest	264.09	0.00	264.09	100
Sundry Revenue - income tax refund	28.51	0.00	28.51	100
Total Operating Fund Income	38,148.38	37,650.00	498.38	1
Expenditure				
Body Corporate Manager - management fees	3,650.03	3,650.00	(0.03)	0
Consultant - Building Compliance / BWOF(Building ...	1,001.93	900.00	(101.93)	(11)
Fire Protection Services - inspection/testing services	1,481.07	1,100.00	(381.07)	(35)
Insurance Premiums	19,034.09	18,000.00	(1,034.09)	(6)
Repairs and Maintenance	14,263.85	14,000.00	(263.85)	(2)
Valuer	1,610.00	0.00	(1,610.00)	(100)
Total Operating Fund Expenditure	41,040.97	37,650.00	(3,390.97)	(9)
Surplus / Deficit for period	(2,892.59)	0		

Summary

Opening Balance as at 1 December 2021	8,955.85
Total Revenue during period	38,148.38
Total Expenditure during period	(41,040.97)
Operating Fund balance as at 30 November 2022	\$ 6,063.26

Income and Expenditure Statement

Reserve Fund

Body Corporate for Plan No. 061553

1 December 2021 to 30 November 2022

219 The Terraces, Wellington Central Wellington 6011

Income	Actuals	Budget	Variance \$	Variance %
	01/12/21 30/11/22	01/12/21 30/11/22	01/12/21 30/11/22	01/12/21 30/11/22
Total Reserve Fund Income	0.00	0.00	0	0

Summary

Opening Balance as at 1 December 2021	0.00
Total Revenue during period	0.00
Total Expenditure during period	0.00
Reserve Fund balance as at 30 November 2022	\$ 0.00

Notes To Financial Statements

Body Corporate for Plan No. 061553

219 The Terraces, Wellington Central Wellington 6011

Note 1 Summary of Accounting Policies

This special purpose financial report has been prepared for distribution to owners to fulfill the Body Corporate financial reporting requirements. The accounting policies used in the preparation of this report, as described below, are in the opinion of the Body Corporate manager appropriate to meet the needs of owners.

Note 2 Levies in Arrears, in Advance, not Due and payments unidentified

Any items shown as "Levies in Arrears" and "Levies in Advance" in the Balance Sheet represent the position of all levies in arrears or advance, as the case may be, as at the balance date. Any items shown as "Levies not Due" in the Balance Sheet represent levies which have a due date after the balance date. Any items shown as "Levy payments unidentified" in the Balance Sheet represent levy payments that have been received, however could not be identified and therefore allocated to a unit correctly, these funds are held as a liability until they can be correctly allocated. Any other charges against unit owners in arrears or payments in advance appear as liabilities and assets, as the case may be, elsewhere in the Balance Sheet.

Note 3 Unallocated Monies Received

Any items shown as "Unallocated Monies Received" in the Balance Sheet represents amounts received for levies and/or items not yet billed and are recognised as revenue on the day the levy and/or invoice is billed.

Note 4 Depreciation

Common property, including assets fixed to it, is not beneficially owned by the body corporate and is therefore not depreciable. Non-fixed assets that are purchased by the body corporate are beneficially owned by it, but the purchase cost is expensed upon acquisition and not depreciated.

Note 5 Unearned Revenue

Any items shown as "Unearned Revenue" in the Balance Sheet represents money received for a service or product that has yet to be fulfilled. For example, pre-payment on a lease agreement. The revenue is a liability until it has been "earned" by the Body Corporate.

Note 6 Accounts Payable Liability

Detail	Amount
CoveKinloch Compliance Ltd Building Compliance Service	530.43
	\$ 530.43

Body Corporate for Plan No. 061553

INCOME AND EXPENDITURE - TRANSACTION LIST

OPERATING FUND

For the period 1 December 2021 to 30 November 2022

REVENUE

Levies - Other

Date	Invoice No.	Received from	Reference	Trans Amount	Amount
16/12/2021		Lot 1	Other Oncharge for Life Safety Services Ltd invoice - Attended Site 09.11.20	158.70	158.70
16/12/2021		Lot 1	Other Admin Fee	28.75	28.75
Total for Levies - Other					187.45

Levies - normal

Date	Invoice No.	Received from	Reference	Trans Amount	Amount
01/12/2021		Lot 1	Levies - normal 01/12/2021 to 28/02/2022 for total Levy of \$6325.20 pa	2,016.00	2,016.00
01/12/2021		Lot 4	Levies - normal 01/12/2021 to 28/02/2022 for total Levy of \$6061.65 pa	1,932.00	1,932.00
01/12/2021		Lot 3	Levies - normal 01/12/2021 to 28/02/2022 for total Levy of \$13629.30 pa	4,344.00	4,344.00
01/12/2021		Lot 2	Levies - normal 01/12/2021 to 28/02/2022 for total Levy of \$11633.85 pa	3,708.00	3,708.00
01/03/2022		Lot 1	Levies - normal 01/03/2022 to 31/05/2022 for total Levy of \$6325.20 pa	1,436.40	1,436.40
01/03/2022		Lot 2	Levies - normal 01/03/2022 to 31/05/2022 for total Levy of \$11633.85 pa	2,641.95	2,641.95
01/03/2022		Lot 4	Levies - normal 01/03/2022 to 31/05/2022 for total Levy of \$6061.65 pa	1,376.55	1,376.55
01/03/2022		Lot 3	Levies - normal 01/03/2022 to 31/05/2022 for total Levy of \$13629.30 pa	3,095.10	3,095.10
01/06/2022		Lot 4	Levies - normal 01/06/2022 to 31/08/2022 for total Levy of \$6061.65 pa	1,376.55	1,376.55
01/06/2022		Lot 1	Levies - normal 01/06/2022 to 31/08/2022 for total Levy of \$6325.20 pa	1,436.40	1,436.40
01/06/2022		Lot 3	Levies - normal 01/06/2022 to 31/08/2022 for total Levy of \$13629.30 pa	3,095.10	3,095.10
01/06/2022		Lot 2	Levies - normal 01/06/2022 to 31/08/2022 for total Levy of \$11633.85 pa	2,641.95	2,641.95
01/09/2022		Lot 1	Levies - normal 01/09/2022 to 30/11/2022 for total Levy of \$6325.20 pa	1,436.40	1,436.40
01/09/2022		Lot 4	Levies - normal 01/09/2022 to 30/11/2022 for total Levy of \$6061.65 pa	1,376.55	1,376.55
01/09/2022		Lot 3	Levies - normal 01/09/2022 to 30/11/2022 for total Levy of \$13629.30 pa	3,095.10	3,095.10
01/09/2022		Lot 2	Levies - normal 01/09/2022 to 30/11/2022 for total Levy of \$11633.85 pa	2,641.95	2,641.95
Total for Levies - normal					37,650.00

Levies - other

Date	Invoice No.	Received from	Reference	Trans Amount	Amount
30/11/2022	6	General Journal	Match Income with Expenses On Charge fees Lot 1	0.00	(28.75)
Total for Levies - other					(28.75)

Body Corporate for Plan No. 061553

INCOME AND EXPENDITURE - TRANSACTION LIST (continued)

OPERATING FUND

For the period 1 December 2021 to 30 November 2022

REVENUE

Mutual Revenue - penalty interest

Date	Invoice No.	Received from	Reference	Trans Amount	Amount
07/12/2021		Lot 1	Penalty	8.88	8.88
06/01/2022		Lot 1	Penalty	8.88	8.88
28/05/2022		Lot 4	Penalty	4.21	4.21
27/06/2022		Lot 4	Penalty	4.21	4.21
28/07/2022		Lot 4	Penalty	4.21	4.21
27/08/2022		Lot 4	Penalty	4.21	4.21
06/09/2022		Lot 4	Penalty	11.31	11.31
25/09/2022		Lot 4	Penalty	1.17	1.17
Total for Mutual Revenue - penalty interest					47.08

Non-Mutual Revenue - bank interest

Date	Invoice No.	Received from	Reference	Trans Amount	Amount
31/12/2021		LESS W/TAX	\$3.39 \$12.12 LESS W/TAX	8.73	8.73
31/01/2022		LESS W/TAX	\$2.87 \$10.25 LESS W/TAX	7.38	7.38
28/02/2022		LESS W/TAX	\$3.45 \$12.32 LESS W/TAX	8.87	8.87
31/03/2022		LESS W/TAX	\$6.38 \$22.78 LESS W/TAX	16.40	16.40
29/04/2022		LESS W/TAX	\$4.35 \$15.52 LESS W/TAX	11.17	11.17
31/05/2022		LESS W/TAX	\$4.60 \$16.42 LESS W/TAX	11.82	11.82
30/06/2022		LESS W/TAX	\$5.27 \$18.82 LESS W/TAX	13.55	13.55
29/07/2022		LESS W/TAX	\$5.72 \$20.43 LESS W/TAX	14.71	14.71
31/08/2022		LESS W/TAX	\$12.62 \$45.06 LESS W/TAX	32.44	32.44
30/09/2022		LESS W/TAX	\$12.74 \$45.49 LESS W/TAX	32.75	32.75
31/10/2022		LESS W/TAX	\$16.53 \$59.03 LESS W/TAX	42.50	42.50
30/11/2022		LESS W/TAX	\$24.80 \$88.57 LESS W/TAX	63.77	63.77
Total for Non-Mutual Revenue - bank interest					264.09

Sundry Revenue - income tax refund

Date	Invoice No.	Received from	Reference	Trans Amount	Amount
16/05/2022	90	Income Tax 31/03/22	Income Tax 31/03/22	28.51	28.51
Total for Sundry Revenue - income tax refund					28.51

Total Operating Fund Revenue

38,148.38

Body Corporate for Plan No. 061553

INCOME AND EXPENDITURE - TRANSACTION LIST (continued)

OPERATING FUND

For the period 1 December 2021 to 30 November 2022

EXPENDITURE

Body Corporate Manager - management fees

Date	Invoice No.	Paid to	Reference	Trans Amount	Accrual dates	Amount
06/12/2021	MF@737891	Crockers Body Corporate Management Ltd	Management/Disbursement Fees Invoice	294.17	01-12-21 to 31-12-21	294.17
05/01/2022	MF@763153	Crockers Body Corporate Management Ltd	Management/Disbursement Fees Invoice	294.17	01-01-22 to 31-01-22	294.17
21/01/2022	MF@767247	Crockers Body Corporate Management Ltd	Management Fees Invoice	19.99		19.99
02/02/2022	MF@794463	Crockers Body Corporate Management Ltd	Management/Disbursement Fees Invoice	304.17	01-02-22 to 28-02-22	304.17
07/03/2022	MF@821851	Crockers Body Corporate Management Ltd	Management/Disbursement Fees Invoice	304.17	01-03-22 to 31-03-22	304.17
04/04/2022	MF@849550	Crockers Body Corporate Management Ltd	Management/Disbursement Fees Invoice	304.17	01-04-22 to 30-04-22	304.17
05/05/2022	MF@878888	Crockers Body Corporate Management Ltd	Management/Disbursement Fees Invoice	304.17	01-05-22 to 31-05-22	304.17
07/06/2022	MF@907409	Crockers Body Corporate Management Ltd	Management/Disbursement Fees Invoice	304.17	01-06-22 to 30-06-22	304.17
05/07/2022	MF@937113	Crockers Body Corporate Management Ltd	Management/Disbursement Fees Invoice	304.17	01-07-22 to 31-07-22	304.17
05/08/2022	MF@965324	Crockers Body Corporate Management Ltd	Management/Disbursement Fees Invoice	304.17	01-08-22 to 31-08-22	304.17
06/09/2022	MF@992025	Crockers Body Corporate Management Ltd	Management/Disbursement Fees Invoice	304.17	01-09-22 to 30-09-22	304.17
05/10/2022	MF@1023611	Crockers Body Corporate Management Ltd	Management/Disbursement Fees Invoice	304.17	01-10-22 to 31-10-22	304.17
04/11/2022	MF@1052773	Crockers Body Corporate Management Ltd	Management/Disbursement Fees Invoice	304.17	01-11-22 to 30-11-22	304.17
Total for Body Corporate Manager - management fees						3,650.03

Body Corporate Manager - schedule B fees

Date	Invoice No.	Paid to	Reference	Trans Amount	Accrual dates	Amount
03/12/2021	MF@737129	Crockers Body Corporate Management Ltd	Management Fees Invoice	28.75		28.75
30/11/2022	6	General Journal	Match Income with Expenses On Charge fees Lot 1	0.00		(28.75)
Total for Body Corporate Manager - schedule B fees						0.00

Consultant - Building Compliance / BWOFF(Building Warr...

Date	Invoice No.	Paid to	Reference	Trans Amount	Accrual dates	Amount
14/12/2021	INV-6854	CoveKinloch Compliance Ltd	.Building Compliance Services	471.50		471.50
30/11/2022	INV-13742	CoveKinloch Compliance Ltd	Building Compliance Service	530.43		530.43
Total for Consultant - Building Compliance / BWOFF(Building Warranty of Fitness)						1,001.93

Fire Protection Services - inspection/testing services

Date	Invoice No.	Paid to	Reference	Trans Amount	Accrual dates	Amount
10/12/2021	Q-4256	Fire Security Services 2016 Limited	Fire control services regular testing/survey	572.36		572.36
21/12/2021	INV-23930	Fire Security Services 2016 Limited	Fire control services regular testing/survey	217.09		217.09
30/03/2022	INV-35056	Fire Security Services 2016 Limited	Fire control services regular testing/survey	230.54		230.54

Body Corporate for Plan No. 061553

INCOME AND EXPENDITURE - TRANSACTION LIST (continued)

OPERATING FUND

For the period 1 December 2021 to 30 November 2022

EXPENDITURE						
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Date	Invoice No.	Paid to	Reference	Trans Amount	Accrual dates	Amount
21/06/2022	INV-43855	Fire Security Services 2016 Limited	Fire control services regular testing/survey	230.54		230.54
20/09/2022	INV-57188	Fire Security Services 2016 Limited	Fire control services regular testing/survey	230.54		230.54
Total for Fire Protection Services - inspection/testing services						1,481.07

Insurance Premiums

Date	Invoice No.	Paid to	Reference	Trans Amount	Accrual dates	Amount
31/01/2022	069541	GYB Insurance Brokers Limited	Insurance Policy Renewal 09/02/22 - 09/02/23	1,449.00		1,449.00
31/01/2022	069542	GYB Insurance Brokers Limited	Insurance Policy Renewal 09/02/22 - 09/02/23	17,585.09		17,585.09
Total for Insurance Premiums						19,034.09

Repairs and Maintenance

Date	Invoice No.	Paid to	Reference	Trans Amount	Accrual dates	Amount
12/12/2021	INV-0191	Red Stag Building Ltd	Progress payment for estimate 8157	5,000.00		5,000.00
27/01/2022	INV-0212	Red Stag Building Ltd	Invoice for estimate 8157	5,136.56		5,136.56
24/04/2022	INV-0129	Thorndon Build Limited	Replace all rotten timber with new	2,868.99		2,868.99
28/04/2022	INV-3523	Butynol Fixers Wellington 2017 Limited	Supply and install butynol to roof area and seal	862.50		862.50
29/06/2022	INV-06160	OVP Plumbing & Gas Ltd	Repair outside hose tap feed pipe and replace with	395.80		395.80
Total for Repairs and Maintenance						14,263.85

Valuer

Date	Invoice No.	Paid to	Reference	Trans Amount	Accrual dates	Amount
09/12/2020	INV-08628	Truebridge Partners Ltd	.Insurance valuation	747.50	02-12-21 to 03-12-21	747.50
15/12/2021	INV-09159	Truebridge Partners Ltd	.Insurance valuation	862.50		862.50
Total for Valuer						1,610.00

Total Operating Fund Expenditure

41,040.97

Body Corporate for Plan No. 061553

INCOME AND EXPENDITURE - TRANSACTION LIST

RESERVE FUND

For the period 1 December 2021 to 30 November 2022

REVENUE					
Date	Invoice No.	Received from	Reference	Trans Amount	Amount
				0.00	0.00
				<i>Total for</i>	0.00

Total Reserve Fund Revenue

0.00

Approved Annual Budget

Operating Fund

Body Corporate for Plan No. 061553

219 The Terraces, Wellington Central Wellington 6011

1 December 2022 to 30 November 2023

Cost Centre : Contingen

Expenditure	Budget 12/22 - 11/23
Repairs and Maintenance	3,500.00
Total Operating Fund Expenditure	3,500.00

Operating Fund Summary	Budget 12/22 - 11/23	Per Ent
Opening balance	0.00	
Expenditure during budget period	3,500.00	
	3,500.00	
<i>Less</i> Additional revenue during budget period	0.00	
<i>Plus</i> Planned surplus at end of budget period	0.00	
Budgeted levies to be raised \$	3,500.00	0.0004

Aggregate Utility Interest Entitlement 10000000
*May include insurance contributions

Approved Annual Budget

Operating Fund

Body Corporate for Plan No. 061553

1 December 2022 to 30 November 2023

219 The Terraces, Wellington Central Wellington 6011

Expenditure	Budget 12/22 - 11/23
Body Corporate Manager - management fees	3,869.00
Consultant - Building Compliance / BWOFF(Building Warranty of Fitness)	1,050.00
Fire Protection Services - inspection/testing services	1,500.00
Garden/Lawn Maintenance	480.00
Insurance Premiums	22,000.00
Repairs and Maintenance	5,000.00
Total Operating Fund Expenditure	33,899.00

Operating Fund Summary	Budget 12/22 - 11/23	Per Ent
Opening balance	0.00	
Expenditure during budget period	33,899.00	
	33,899.00	
<i>Less</i> Additional revenue during budget period	0.00	
<i>Plus</i> Planned surplus at end of budget period	0.00	
Budgeted levies to be raised \$	33,899.00	0.0034

Total Ownership Interest 10000000

*May include insurance contributions

**Minutes of the Annual General Meeting of Body Corporate 061553
held on Thursday 20 January 2022 at 11:00am via Microsoft Teams**

PRESENT:

Natalie Lloyd	Unit 1
Katrina Shanks	Unit 2
Samantha Lawrence	Unit 3
Omair Adil	(Crockers Body Corporate Management Limited)

(As recorded on the Attendance Register)

APOLOGIES: Nil

PROXIES: Nil

POSTAL VOTES: Nil

QUORUM:

The Body Corporate manager confirmed that the meeting was quorate as at least 25% of the principal units entitled to exercise a power of voting were represented.

1. ELECTION OF MEETING CHAIRPERSON:

Resolved by ordinary resolution **That** Omair Adil be elected chairperson for the meeting.
[K Shanks / S Lawrance - Carried]

2. APOLOGIES, PROXIES AND POSTAL VOTES:

Resolved by ordinary resolution **That** the apologies, proxies and postal votes be received.
[K Shanks / S Lawrance - Carried]

3. CONFIRM MINUTES OF PREVIOUS GENERAL MEETING:

Resolved by ordinary resolution **That** the minutes of the meeting held on 18 February 2021 be accepted as a true and correct record of that meeting.
[K Shanks / S Lawrance - Carried]

4. CONFIRM THE FINANCIAL STATEMENTS:

Resolved By ordinary resolution **That** the financial statements for the financial period ending 30 November 2021, as attached to the agenda, be accepted.
[K Shanks / S Lawrance - Carried]

Meeting Note: Katrina asked if we could combine contingency funds and operating funds into one financial statement. BC manager checked with accounts and confirmed that this is possible.

5. AUDIT:

Resolved by special resolution **That** in accordance with the provisions of Section 132(8) of the Unit Titles Act 2010 the financial statements of the body corporate for the forth coming year are not audited or reviewed.
[K Shanks / S Lawrance - Carried]

6. INSURANCE:

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

Resolved by ordinary resolution **That** cover be placed with Vero Insurance NZ Ltd via GYB Insurance Brokers (managing broker), for the coming 12 months at a premium of \$15,900.00 inclusive of GST. The body corporate undertakes to advise the Manager or the managing broker should the occupancy of the unit change (including a unit becoming vacant) during the year.

[K Shanks / S Lawrance - Carried]

Meeting Note: Katrina to send through a signed form for owners liability insurance on which a quote will be sought. BC manager was asked to confirm that GST is claimable on the insured sum.

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

To note mortgagee interests and for insurance certificates:

Email: info@gyb.co.nz

Telephone: Ph: 04 586 2728 Fax: 09 586 2730

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

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

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

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

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

[K Shanks / S Lawrance - Carried]

8. COMMON MAINTENANCE item raised by Natalie Lloyd: Clearing of weeds under the deck on the ground floor.

Meeting Note: The owners agreed that the weeds under the deck for unit 1 will be the BC responsibility. The BC will also look at replacing the weeds with something that is a bit more aesthetic to the eye.

9. CONFIRM BUDGET:

Prior to the meeting the Manager had circulated a draft budget totalling \$27,050.00 including GST.

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

The Repair and Maintenance budget provision for \$2000.00 is amended to \$14,000.00.

The Insurance Premium budget provision for \$15,900.00 is amended to \$18,000.00.

The contingency fund budget provision for \$3,500.00 is amended to \$8,500.00

Motion by ordinary resolution **That:**

i) The budget is fixed at \$46,150.00 including GST, \$37,650.00 for the operating fund and \$8,500.00 for the contingency fund in accordance with the provision of Section 121 of the Unit Titles Act 2010. The budget shall be raised by utility interest in three (3) instalments due for payment in April, July and October 2022.

ii) Pursuant to the provisions of Regulation 17 of the Unit Titles Regulations 2011, the body corporate gives its approval for the committee to enter into all necessary obligations on commercial terms that will give effect to any expenditures provided for in the budget.

[K Shanks / S Lawrance]

Resolved by ordinary resolution **That:**

i) The budget is fixed at \$46,150.00 including GST, \$37,650.00 for the operating fund and \$8,500.00 for the contingency fund in accordance with the provision of Section 121 of the Unit Titles Act 2010. The budget shall be raised by utility interest in 4 instalments in February, April, July and October 2022. The first instalment will include \$5000 for the contingency fund and \$12000 for the operating fund and will be due on 20 February 2022. The rest of the instalments will be \$8550 for operating fund and \$1166.67 for the contingency fund.

ii) Pursuant to the provisions of Regulation 17 of the Unit Titles Regulations 2011, the body corporate gives its approval for the committee to enter into all necessary obligations on commercial terms that will give effect to any expenditures provided for in the budget.

[K Shanks / S Lawrance - Carried]

Meeting Note: Budget is approved in principle and the BC Manager will send through a final budget after the meeting with the changes agreed to in the meeting.

10. LEVY COLLECTION PROCEDURE:

Resolved by ordinary resolution **That:**

i) Pursuant to s128 (2) of the Unit Titles Act 2010 interest of 10% per annum will accrue and will be charged on any debt unpaid after the due date until the date of payment.

ii) Crockers Body Corporate Management Ltd is authorised and instructed to take action in accordance with the levy collection process, which includes recovery of levies or other unpaid debts owed by a unit owner, together with the interest and reasonable costs of collection, from time to time as outlined on its website crockers.co.nz. The costs for these debt collection services will be invoiced to the Entity and on-charged to the owner of the unit defaulting on payment terms where the debt has been outstanding for more than 14 days.

iii) The committee is authorised to instruct Crockers Body Corporate Management Ltd, or solicitors of its choice, to make an application to the appropriate decision maker to recover any unpaid debt owed by a unit owner, where need be.

[K Shanks / S Lawrance - Carried]

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

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

Everything Property!

11. ELECTION OF CHAIRPERSON OF THE BODY CORPORATE:

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

Resolved by ordinary resolution **That** Katrina Shanks be appointed chairperson of the body corporate.

[K Shanks / S Lawrance - Carried]

12. COMMITTEE NUMBER & QUORUM:

Resolved by ordinary resolution **That** the committee is to comprise of four (4) members and the number of members required to constitute a quorum is no fewer than three (3) members.

[K Shanks / S Lawrance - Carried]

13. ELECTION OF COMMITTEE MEMBERS:

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

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

Unit 1, Natalie Lloyd

Unit 2, Katrina Shanks

Unit 3, Samantha Lawrence

Unit 4, Kale Woods

[K Shanks / S Lawrance - Carried]

14. DELEGATION OF BODY CORPORATE CHAIRPERSON DUTIES:

Resolved by special resolution **That** in accordance with the provisions of section 108(1) of the Unit Titles Act 2010 and regulation 11(2) of the Unit Titles Regulations 2011 the duties of the body corporate chairperson as set out in regulation 11(1), sub-paragraphs (a) to (m) included in the Unit Titles Regulations are delegated to the committee, effective until the next annual general meeting.

[K Shanks / S Lawrance - Carried]

15. DELEGATION OF BODY CORPORATE POWERS AND DUTIES:

Resolved by special resolution **That** in accordance with the provisions of section 108(1) of the Unit Titles Act 2010 all the powers and duties of the body corporate are delegated to the body corporate committee, except for the powers and duties set out in section 108(2) of the Unit Titles Act 2010 with effect until the next annual general meeting. The body corporate committee shall report on the delegation to the body corporate at the next annual general meeting.

[K Shanks / S Lawrance - Carried]

16. INLAND REVENUE TAX AGENT AUTHORITY:

Resolved: By ordinary resolution **That the body corporate appoints** Crockers Body Corporate Management Limited (tax agent) to act on our behalf for all tax types for the coming year. Authority is given to obtain information from Inland Revenue and other financial institutions to enable our tax returns to be completed. This includes obtaining information via online services available on the Inland Revenue's website. The body corporate recognises that Crockers role is to lodge their tax returns rather than provide individual tax advice relating to the specific handling of one off amounts that may arise from time to time. In this instance the body corporate will arrange their own independent tax advice as to how the return should be handled by Crockers.

[K Shanks / S Lawrence - Carried]

17. GENERAL BUSINESS item raised by Katrina Shanks: To replace the old piping system in the building.

Meeting Notes: Katrina will get 2 quotes to replace the piping system and circulate to all the owners.

18. GENERAL BUSINESS item raised by Samantha Lawrence: Communication channels to be used in the body corporate.

Meeting Note: It was agreed that BC manager will circulate email addresses and phone numbers for the committee members after the meeting. Informal and urgent communication between the owners can be by text or email. Formal communications will be sent by the BC manager

There being no further business, the meeting closed at 12.22 pm.

For and on behalf of
Crockers Body Corporate Management Limited
Manager, Body Corporate 061553

Omar Adil

Omar Adil
Account Manager

DDI +64 9 968 3325
Fax +64 9 630 8176
Email omair@crockers.co.nz
Web www.crockers.co.nz

FINANCIAL STATEMENTS

For the period 1 December 2021 to 30 November 2022

Cost Centre : Contingen

Prepared For

The Terraces

Plan No. 061553

219 The Terraces,
Wellington Central Wellington 6011

Manager

Clara Chen
Crookers Body Corporate Management Ltd

Printed

13 December 2022

Balance Sheet

Cost Centre : Contingen

Body Corporate for Plan No. 061553

As at 30th November 2022

219 The Terraces, Wellington Central Wellington 6011

Assets

2022

Cash	22,136.05
Total Assets	\$ 22,136.05

Equity

Operating Fund	22,136.05
Reserve Fund	0.00
Total Equity	\$ 22,136.05

Income and Expenditure Statement

Operating Fund

Body Corporate for Plan No. 061553

Cost Centre : Contingen 1 December 2021 to 30 November 2022

219 The Terraces, Wellington Central Wellington 6011

Income	Actuals	Budget	Variance \$	Variance %
	01/12/21 30/11/22	01/12/21 30/11/22	01/12/21 30/11/22	01/12/21 30/11/22
Levies - normal	8,499.98	8,500.00	(0.02)	0
Mutual Revenue - penalty interest	3.08	0.00	3.08	100
Total Operating Fund Income	8,503.06	8,500.00	3.06	0
Expenditure				
Repairs and Maintenance	0.00	8,500.00	8,500.00	100
Total Operating Fund Expenditure	0.00	8,500.00	8,500.00	100
Surplus / Deficit for period	8,503.06	0		

Summary

Opening Balance as at 1 December 2021	13,632.99
Total Revenue during period	8,503.06
Total Expenditure during period	0.00
Operating Fund balance as at 30 November 2022	\$ 22,136.05

Income and Expenditure Statement

Reserve Fund

Body Corporate for Plan No. 061553

Cost Centre : Contingen 1 December 2021 to 30 November 2022

219 The Terraces, Wellington Central Wellington 6011

Income	Actuals	Budget	Variance \$	Variance %
	01/12/21 30/11/22	01/12/21 30/11/22	01/12/21 30/11/22	01/12/21 30/11/22
Total Reserve Fund Income	0.00	0.00	0	0

Summary

Opening Balance as at 1 December 2021	0.00
Total Revenue during period	0.00
Total Expenditure during period	0.00
Reserve Fund balance as at 30 November 2022	\$ 0.00

Notes To Financial Statements

Body Corporate for Plan No. 061553

219 The Terraces, Wellington Central Wellington 6011

Note 1 Summary of Accounting Policies

This special purpose financial report has been prepared for distribution to owners to fulfill the Body Corporate financial reporting requirements. The accounting policies used in the preparation of this report, as described below, are in the opinion of the Body Corporate manager appropriate to meet the needs of owners.

Note 2 Levies in Arrears, in Advance, not Due and payments unidentified

Any items shown as "Levies in Arrears" and "Levies in Advance" in the Balance Sheet represent the position of all levies in arrears or advance, as the case may be, as at the balance date. Any items shown as "Levies not Due" in the Balance Sheet represent levies which have a due date after the balance date. Any items shown as "Levy payments unidentified" in the Balance Sheet represent levy payments that have been received, however could not be identified and therefore allocated to a unit correctly, these funds are held as a liability until they can be correctly allocated. Any other charges against unit owners in arrears or payments in advance appear as liabilities and assets, as the case may be, elsewhere in the Balance Sheet.

Note 3 Unallocated Monies Received

Any items shown as "Unallocated Monies Received" in the Balance Sheet represents amounts received for levies and/or items not yet billed and are recognised as revenue on the day the levy and/or invoice is billed.

Note 4 Depreciation

Common property, including assets fixed to it, is not beneficially owned by the body corporate and is therefore not depreciable. Non-fixed assets that are purchased by the body corporate are beneficially owned by it, but the purchase cost is expensed upon acquisition and not depreciated.

Note 5 Unearned Revenue

Any items shown as "Unearned Revenue" in the Balance Sheet represents money received for a service or product that has yet to be fulfilled. For example, pre-payment on a lease agreement. The revenue is a liability until it has been "earned" by the Body Corporate.

Body Corporate for Plan No. 061553

INCOME AND EXPENDITURE - TRANSACTION LIST

OPERATING FUND

Cost Centre : Contingen for the period 1 December 2021 to 30 November 2022

REVENUE

Levies - normal

Date	Invoice No.	Received from	Reference	Trans Amount	Amount
01/12/2021		Lot 3	Levies - normal 01/12/2021 to 28/02/2022 for total Levy of \$3077.00 pa - Contingency Fund Fee	1,810.00	1,810.00
01/12/2021		Lot 2	Levies - normal 01/12/2021 to 28/02/2022 for total Levy of \$2626.50 pa - Contingency Fund Fee	1,545.00	1,545.00
01/12/2021		Lot 1	Levies - normal 01/12/2021 to 28/02/2022 for total Levy of \$1428.00 pa - Contingency Fund Fee	840.00	840.00
01/12/2021		Lot 4	Levies - normal 01/12/2021 to 28/02/2022 for total Levy of \$1368.50 pa - Contingency Fund Fee	805.00	805.00
01/03/2022		Lot 4	Levies - normal 01/03/2022 to 31/05/2022 for total Levy of \$1368.50 pa - Contingency Fund Fee	187.83	187.83
01/03/2022		Lot 1	Levies - normal 01/03/2022 to 31/05/2022 for total Levy of \$1428.00 pa - Contingency Fund Fee	196.00	196.00
01/03/2022		Lot 2	Levies - normal 01/03/2022 to 31/05/2022 for total Levy of \$2626.50 pa - Contingency Fund Fee	360.50	360.50
01/03/2022		Lot 3	Levies - normal 01/03/2022 to 31/05/2022 for total Levy of \$3077.00 pa - Contingency Fund Fee	422.33	422.33
01/06/2022		Lot 4	Levies - normal 01/06/2022 to 31/08/2022 for total Levy of \$1368.50 pa - Contingency Fund Fee	187.83	187.83
01/06/2022		Lot 1	Levies - normal 01/06/2022 to 31/08/2022 for total Levy of \$1428.00 pa - Contingency Fund Fee	196.00	196.00
01/06/2022		Lot 2	Levies - normal 01/06/2022 to 31/08/2022 for total Levy of \$2626.50 pa - Contingency Fund Fee	360.50	360.50
01/06/2022		Lot 3	Levies - normal 01/06/2022 to 31/08/2022 for total Levy of \$3077.00 pa - Contingency Fund Fee	422.33	422.33
01/09/2022		Lot 4	Levies - normal 01/09/2022 to 30/11/2022 for total Levy of \$1368.50 pa - Contingency Fund Fee	187.83	187.83
01/09/2022		Lot 1	Levies - normal 01/09/2022 to 30/11/2022 for total Levy of \$1428.00 pa - Contingency Fund Fee	196.00	196.00

Body Corporate for Plan No. 061553

INCOME AND EXPENDITURE - TRANSACTION LIST (continued)

OPERATING FUND

Cost Centre : Contingen for the period 1 December 2021 to 30 November 2022

REVENUE					
Date	Invoice No.	Received from	Reference	Trans Amount	Amount
01/09/2022		Lot 2	Levies - normal 01/09/2022 to 30/11/2022 for total Levy of \$2626.50 pa - Contingency Fund Fee	360.50	360.50
01/09/2022		Lot 3	Levies - normal 01/09/2022 to 30/11/2022 for total Levy of \$3077.00 pa - Contingency Fund Fee	422.33	422.33
Total for Levies - normal					8,499.98

Mutual Revenue - penalty interest

Date	Invoice No.	Received from	Reference	Trans Amount	Amount
06/09/2022		Lot 4	Penalty	1.54	1.54
07/10/2022		Lot 4	Penalty	1.54	1.54
Total for Mutual Revenue - penalty interest					3.08

Total Operating Fund Revenue

8,503.06

Body Corporate for Plan No. 061553

INCOME AND EXPENDITURE - TRANSACTION LIST

RESERVE FUND

Cost Centre : Contingen for the period 1 December 2021 to 30 November 2022

REVENUE					
Date	Invoice No.	Received from	Reference	Trans Amount	Amount
				0.00	0.00
				<i>Total for</i>	0.00

Total Reserve Fund Revenue

0.00

**Minutes of the Annual General Meeting of Body Corporate 061553
held on Thursday 18 February 2021 at 3:00pm Via MS Teams.**

PRESENT:

Unit 1, Natalie Lloyd
Unit 2, Katrina Shanks
Unit 3, Pierre Robinson
Raveena Mudliar Crockers Body Corporate Management Limited
(As recorded on the Attendance Register)

APOLOGIES: Nil

PROXIES: Nil

POSTAL VOTES: Nil

QUORUM:

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

1. ELECTION OF MEETING CHAIRPERSON:

Resolved by ordinary resolution **That** Raveena Mudliar be elected chairperson for the meeting.
[P Robinson / K Shanks - Carried]

2. APOLOGIES, PROXIES AND POSTAL VOTES:

Resolved by ordinary resolution **That** the apologies, proxies and postal votes be received.
[P Robinson / N Lloyd - Carried]

3. CONFIRM MINUTES OF PREVIOUS GENERAL MEETING:

Resolved by ordinary resolution **That** the minutes of the meeting held on 3 March 2020 be accepted as a true and correct record of that meeting.
[N Lloyd / P Robinson - Carried]

4. CONFIRM THE FINANCIAL STATEMENTS:

Resolved By ordinary resolution **That** the financial statements for the financial period ending 30 November 2020, as attached to the agenda, be accepted.
[P Robinson / N Lloyd - Carried]

5. AUDIT:

Resolved by special resolution **That** in accordance with the provisions of Section 132(8) of the Unit Titles Act 2010 the financial statements of the body corporate for the forth coming year are not audited or reviewed.
[N Lloyd / K Shanks - Carried]

6. INSURANCE:

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

Resolved by ordinary resolution **That** cover be placed with Vero Insurance NZ Ltd via Insurance GYB (managing broker), for the coming 12 months at a premium of \$13,022.95 inclusive of GST. The

body corporate undertakes to advise the Manager or GYB should the occupancy of the unit change (including a unit becoming vacant) during the year.
[P Robinson / N Lloyd - Carried]

Meeting Notes: Insurance was placed prior to the AGM as per agreed by committee as per quote from Vero via GYB. Manager to further request the insure what the property is valued at and advise committee.

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

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

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

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

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

8. LONG TERM MAINTENANCE PLAN - REVIEW:

Resolved by ordinary resolution **That** in accordance with the provisions in Regulation 30(2) of the Unit Titles Regulations 2011 the committee is directed to engage suitable contractor for the purpose of reviewing the long term maintenance plan.
[K Shanks / P Robinson - Carried]

Meeting Notes: The body corporate has an informal Long-Term Maintenance Plan for the complex as designed by Pete which was circulated to owners after the AGM in 2019. The Body Corporate will look at reviewing the LTMP at the 2022 AGM.

9. CONFIRM BUDGET:

Resolved by ordinary resolution **That:**

- i) The budget is fixed at **\$26,130.00 including GST** in accordance with the provision of Section 121 of the Unit Titles Act 2010. The budget shall be raised by utility interest in three (3) instalments due for payments in April, July and October 2021.
- ii) Pursuant to the provisions of Regulation 17 of the Unit Titles Regulations 2011, the body corporate gives its approval for the committee to enter into all necessary obligations on commercial terms that will give effect to any expenditures provided for in the budget.

[N Lloyd / K Shanks - Carried]

Meeting Notes: Repairs and maintenance - Tree trimming, and a possible fire central alarm replacement.

10. LEVY COLLECTION PROCEDURE:

Resolved by ordinary resolution **That:**

- i) Pursuant to s128 (2) of the Unit Titles Act 2010 interest of 10% per annum will accrue and will be charged on any debt unpaid after the due date until the date of payment.
- ii) Crockers Body Corporate Management Ltd is authorised and instructed to recover unpaid levies or other unpaid debts owed by a unit owner, together with interest and reasonable costs of collection, using the Crockers collection procedures, (as posted at <https://www.crockers.co.nz/body-corporate/levies-collection-process-ways-to-pay/levy-collection-process/>), where the debt has been outstanding for more than 14 days.
- iii) The committee is authorised to instruct Crockers Body Corporate Management Ltd, or solicitors of its choice, to make an application to the appropriate decision maker to recover any unpaid debt owed by a unit owner, where need be.

[N Lloyd / P Robinson - Carried]

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

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

11. ELECTION OF CHAIRPERSON OF THE BODY CORPORATE:

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

Motion put by ordinary resolution **That** Natalie Llyod be appointed chairperson of the body corporate.

By ordinary resolution **That** William or Katrina Shanks be appointed chairperson of the body corporate.

By ordinary resolution **That** Pierre Robinson be appointed chairperson of the body corporate.

By ordinary resolution **That** Kale Woods be appointed chairperson of the body corporate.

Resolved by ordinary resolution **That** Katrina Shanks be appointed chairperson of the body corporate.

[N Lloyd / P Robinson - Carried]

12. COMMITTEE NUMBER & QUORUM:

Resolved by ordinary resolution **That** the committee is to comprise of four (4) members and the number of members required to constitute a quorum is no fewer than three (3) members.

[P Robinson / N Lloyd - Carried]

13. ELECTION OF COMMITTEE MEMBERS:

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

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

Unit 1, Natalie Llyod

Unit 2, Peter Brown

Unit 3, Pierre Robinson

Unit 4, Kale Woods

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

Unit 1, Natalie Llyod
Unit 2, Katrina Shanks
Unit 3, Pierre Robinson
Unit 4, Kale Woods
[N Lloyd / K Shanks - Carried]

14. DELEGATION OF BODY CORPORATE CHAIRPERSON DUTIES:

Resolved by special resolution **That** in accordance with the provisions of section 108(1) of the Unit Titles Act 2010 and regulation 11(2) of the Unit Titles Regulations 2011 the duties of the body corporate chairperson as set out in regulation 11(1), sub-paragraphs (a) to (m) included in the Unit Titles Regulations are delegated to the committee, effective until the next annual general meeting.
[K Shanks / P Robinson - Carried]

15. DELEGATION OF BODY CORPORATE POWERS AND DUTIES:

Resolved by special resolution **That** in accordance with the provisions of section 108(1) of the Unit Titles Act 2010 all the powers and duties of the body corporate are delegated to the body corporate committee, except for the powers and duties set out in section 108(2) of the Unit Titles Act 2010 with effect until the next annual general meeting. The body corporate committee shall report on the delegation to the body corporate at the next annual general meeting.
[K Shanks / N Lloyd - Carried]

16. INLAND REVENUE TAX AGENT AUTHORITY:

Resolved by ordinary resolution **That** the body corporate appoints Crockers Body Corporate Management Limited (tax agent) to act on our behalf for all tax types for the coming year. Authority is given to obtain information from Inland Revenue and other financial institutions to enable our tax returns to be completed. This includes obtaining information via online services available on the Inland Revenue's website. The body corporate recognises that Crockers role is to lodge their tax returns rather than provide individual tax advice relating to the specific handling of one off amounts that may arise from time to time. In this instance the body corporate will arrange their own independent tax advice as to how the return should be handled by Crockers.
[N Lloyd / P Robinson - Carried]

17. GENERAL BUSINESS:

There being no further business, the meeting closed at 4:15pm.

For and on behalf of
Crockers Body Corporate Management Limited
Manager, Body Corporate 061553

Raveena Mudliar
Account Manager

DDI +64 9 968 3322
Fax +64 9 630 8898
Email raveena@crockers.co.nz
Web www.crockers.co.nz