

MINUTES OF AN ANNUAL GENERAL MEETING THE OWNERS - BODY CORPORATE 470216

ADDRESS OF THE BODY CORPORATE:

19 Manning Street, Hamilton Central Hamilton 3204

DATE, PLACE & TIME OF MEETING: An Annual General Meeting of The Owners - Body Corporate 470216 was held on 24/04/19 at the offices of Harcourts Property Management, G01/1, Shop B, Village Quarter Lane, Frankton, Hamilton commencing at 09:00 AM.

PRESENT:

Melanie Rouse - Harcourts Body Corporate Management
Krista Stokes - Harcourts Body Corporate Management

Lot #	Unit #	Attendance	Owner Name Representative
1	1	Yes	J R Waikato Limited, Rupert Bain or John Higgins Stevie Bain attended
4	4	Yes	J R Waikato Ltd, Rupert Bain Stevie Bain attended
5	5	Apology	Philip De Klerk Krista Stokes as proxy and postal vote

QUORUM

A quorum was present and the meeting was opened.

Minutes of the meeting:

1 PREVIOUS MINUTES

Resolved that the minutes of the last general meeting held on 12/04/18 of the Body Corporate 470216 be confirmed as a true record of the proceedings of that meeting.

Moved by: Unit 1 - Stevie Bain

Seconded by: Unit 5 - Krista Stokes as Proxy

2 FINANCIAL STATEMENTS

Resolved that the accounts for the period ended 31/03/19 be adopted.

Moved by: Unit 1 - Stevie Bain

Seconded by: Unit 5 - Krista Stokes as Proxy

3 APPOINTMENT OF AUDITOR

Resolved that the Body Corporate agree not to appoint an auditor and that section 132 (2) of the Unit Titles Act 2010 will not apply for the financial statement for the year ended 31/03/19

Moved by: Unit 1 - Stevie Bain

Seconded by: Unit 5 - Krista Stokes as Proxy

4 ELECTION OF CHAIRPERSON

No new nominations were recieved

That Philip De Klerk of Unit 5 to remain as chairperson

Moved by: Unit 1 - Stevie Bain

Seconded by: Unit 4 - Stevie Bain

5 INSURANCE

Resolved that the Body Corporate 470216 will allow Monarch Realty Limited to seek and secure the best cover at the most reasonable cost for insurance renewal.

Moved by: Unit 1 - Stevie Bain

Seconded by: Unit 5 - Krista Stokes as Proxy

6 HEALTH AND SAFETY

Under the Health and Safety at Work Act 2015, the body corporate has a duty to:

1. Identify hazards
2. Eliminate or minimise any hazards and where appropriate put controls in place
3. Regularly check the control measures are in place
4. Where an incident occurs or the workplace changes review your Health and Safety Solution

The Health and Safety Property Risk Assessment will be reviewed.

No action needs to be taken

A risk register will be sent out. Landlords should give a copy of that register to any contractor they engage to carry out work at their unit.

That the Health and Safety Risk Register be reviewed every 2 years.

7 GENERAL MAINTENANCE

- Hole in driveway fixed
- Boundary fence clean
- Damaged downpipes fixed
- Rubbish removed
- Catch-pit clean

8 RE-APPOINTMENT OF BODY CORPORATE MANAGER

Resolved that Monarch Realty Limited be re-appointed as body corporate manager to assist the chairperson, committee and body corporate fulfil their duties and obligations under the Unit Titles Act 2010 and its regulations as per the service agreement tabled at the meeting.

Moved by: Unit 1 - Stevie Bain

Seconded by: Unit 5 - Krista Stokes as Proxy

9 VALUATION FOR INSURANCE

Resolved that a valuation is not required unless requested by the insurance underwriter and that an adjustment of 5% as an allowance for inflation be added to values in lieu of the registered valuation. The valuation for insurance must include common driveway and car parks.

A copy of the valuation for insurance purposes is available on written request.

Moved by: Unit 1 - Stevie Bain

Seconded by: Unit 5 - Krista Stokes as Proxy

10 LONG TERM MAINTENANCE PLAN

The long term maintenance plan was reviewed in 2019 and is due for review in 2022.

11 LONG TERM MAINTENANCE FUND

Resolved the long term maintenance plan was reviewed in 2019 and is due for review in 2022.

Moved by: Unit 1 - Stevie Bain

Seconded by: Unit 5 - Krista Stokes as Proxy

12 BODY CORPORATE RULES

Resolved that no changes to the operational rules are required.

Moved by: Unit 1 - Stevie Bain

Seconded by: Unit 5 - Krista Stokes as Proxy

13 ANNUAL BUDGET

Resolved that the budget and the levies for the period commencing 01/04/19 be adopted.

Moved by: Unit 1 - Stevie Bain

Seconded by: Unit 5 - Krista Stokes as Proxy

14 GENERAL BUSINESS

- Discussion around a concrete patch that is ½ meter wide and long is dug out of driveway, Harcourts Body Corporate Management to look into why this was done and to get it fixed.
- Harcourts Body Corporate Management to pass on the contacts of the original plumber for the complex to Stevie as there are concerns around a constant drip at the back of one of the units.

CLOSURE: There being no further business, the meeting closed at 09:31 AM.