

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 21/04/21 at the offices of Harcourts Property Management, G01/1, Shop B, Village Quarter Lane, Frankton, Hamilton commencing at 1:00 PM.

PRESENT:

Melanie Rouse - Harcourts Body Corporate Management

Rose Hannah - Harcourts Body Corporate Admin

Lot #	Unit #	Attendance	Owner Name Representative
2	2	Yes	Majeto Investments Limited, Tim and Nicky Kerr
5	5	Apology	Philip De Klerk Postal vote

QUORUM

A quorum was present and the meeting was opened.

Minutes of the meeting:

1 APPOINTMENT OF CHAIRPERSON OF THE MEETING

Resolved that the body corporate approves Harcourts Hamilton Body Corporate Management to chair the meeting.

Moved: Tim Kerr - Unit 2

Seconded: Philip De Klerk - Unit 5

CARRIED

2 PREVIOUS MINUTES

Resolved that the minutes of the last general meeting held on 20/05/20 of the Body Corporate 470216 be confirmed as a true record of the proceedings of that meeting.

Moved: Tim Kerr - Unit 2

Seconded: Philip De Klerk - Unit 5

CARRIED

3 MATTERS ARISING FROM PREVIOUS MINUTES

There were no matters arising.

4 FINANCIAL STATEMENTS

Resolved that the accounts for the period ended 31/03/21 be adopted.

Moved: Tim Kerr - Unit 2

Seconded: Philip De Klerk - Unit 5

CARRIED

5 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 31/03/21.

Moved: Tim Kerr - Unit 2

Seconded: Philip De Klerk - Unit 5

CARRIED

6 ELECTION OF CHAIRPERSON

No new nominations for Chairperson have been received.

Resolved that the current chairperson, Philip De Klerk from unit 5, remain as chairperson.

Moved: Tim Kerr - Unit 2

Seconded:

CARRIED

7 INSURANCE

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

Moved: Tim Kerr - Unit 2

Seconded: Philip De Klerk - Unit 5

CARRIED

8 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 contract 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.

The Health and Safety Risk Register will be reviewed every 2 years.

9 GENERAL MAINTENANCE

There was no general maintenance needing discussion.

10 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: Tim Kerr - Unit 2

Seconded: Philip De Klerk - Unit 5

CARRIED

11 VALUATION FOR INSURANCE

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: Tim Kerr - Unit 2

Seconded: Philip De Klerk - Unit 5

CARRIED

12 LONG TERM MAINTENANCE PLAN

The long term maintenance plan was reviewed in 2019 and is due for review in 2022-2023 levy year.

13 LONG TERM MAINTENANCE FUND

Resolved that the Body Corporate continues to use the Long Term Maintenance Fund for the period commencing 01/04/21.

Moved: Tim Kerr - Unit 2

Seconded: Philip De Klerk - Unit 5

CARRIED

14 BODY CORPORATE RULES

That no changes to the operational rules are required.

Moved: Tim Kerr - Unit 2

Seconded: Philip De Klerk - Unit 5

CARRIED

15 ANNUAL BUDGET

Resolved that the budget and the levies for the period commencing 01/04/21 be adopted.

Notes for the budget commencing 01/04/21 to be recognized:

- We have split the cost of the insurance valuation so you have half each year, this should mean that your levy costs do not fluctuate on the years that insurance valuations are due.
- We have reviewed your Long Term Maintenance Plan and added an extra report this year to outline what the funds you raise for long term maintenance are going towards. Please refer to the 'Asset Replacement Budget' in this document. This document will show you the new proposed amount to be put towards the Long Term Maintenance.
- The following will be carried out this levy year and funds will be taken from the sinking fund to cover these costs:
 - Catch pit clean
 - Complex building wash

Moved: Tim Kerr - Unit 2

Seconded: Philip De Klerk - Unit 5

CARRIED

16 GENERAL BUSINESS

There was no general business.

CLOSURE: There being no further business, the meeting closed at 1:07 PM.