



## ANNUAL GENERAL MEETING MINUTES

### BODY CORPORATE 90202

Village Gardens, 16 Rototuna Road, Flagstaff HAMILTON 3210

### MEETING PLACE, DATE & TIME

The Clubrooms, Village Gardens, 16 Rototuna Road, Hamilton.

**Thursday, 23 March 2023 at 10:00 AM**

### PRESENT

Lot #	Unit #	Attendance	Owner Name	Representative
1	1	Yes	M P Hughes	
2	2	Yes	Terence & Kay Murphy	
3	3	Apology	L M Cornes	
4	4	Yes	Noel Williams	
5	5	Yes	H J Stringer	
6	6	Yes	Carol Gill	
8	8	Apology	Y L Moosberger	
9	9	Yes	B G, L M, R A Dixon & S J Silvester	
11	11	Yes	Shirley Jane Jurgens	
13	13	Yes	William & Winifred Phillips	
14	14	Yes	R W & M Oldman	
17	17	Yes	Robert & Caruzie Walker	
18	18	Yes	DM and A J Buchanan	
19	19	Yes	J and A M G Winterbottom	
21	21	Yes	Edward & Maria Carrigan	
22	22	Yes	Sharon Jocelyn Dunnet	
23	23	Yes	Sandra Gerrard	
24	24	Apology	McWhannell Family Trust, Greg McWhannell	
25	25	Yes	Heather Gray Harker	
26	26	Yes	D V Jones, V Jones and P D Jones	
27	27	Apology	Patricia Farrell	
28	28	Yes	J E Lockie	
29	29	Yes	Kemp, Garry Bruce	
30	30	Yes	Stephen Alphonsus Bergin	
31	31	Yes	Alan C Simpson	
32	32	Yes	Laurence & Jill Flemming	
33	33	Yes	J L Gooch	
34	34	Yes	S Locker	
35	35	Yes	D W & M F Fellingham	
36	36	Apology	Joanne Brook	
37	37	Yes	Peter & Jean Sims	
38	38	Yes	Safe Family Trust, Janet, Gary & Paul Safe	
39	39	Yes	V L Larsen	
41	41	Apology	V J Taylor	
42	42	Yes	J and O M Westley	
43	44	Yes	Raewyn Mary Motley & Jill Charlotte Cochrane	
45	46	Yes	Elizabeth Anne Muir	
46	61	Yes	R V Dean and G M Dean	
49	48	Yes	Bernice Agnes Hartley	
51	58	Yes	Mervyn & Angeline Tobin	

52	49	Yes	D Svendsen
53	50	Yes	I M Smith
55	56	Yes	J L Massey-Hall
56	51	Yes	Linda & Michael Green
57	52	Yes	L Clarke
58	55	Yes	M A Ashton
59	54	Yes	I C Turnbull
60	53	Yes	Noeline Head
61	43	Yes	Marian & Graham Winchester
62	62	Apology	A & L Brickland

## QUORUM

Quorum of 25% was achieved.

## BODY CORPORATE CHAIRPERSON

Ian Turnbull

## MEETING CHAIRPERSON

Jane Kelly

### 1 REMEMBRANCE & INTRODUCTION NEW RESIDENTS

A minutes silence was held for Greta Asplin and Susan McWha.

Introduction and welcome to Sharon Dunnet and Lynette Coombe.

### 2 PREVIOUS MINUTES

Resolved that the minutes of the last annual general meeting held 18/03/2022 and the extraordinary general meeting held on the 15/09/2022 of the Body Corporate are confirmed as a true record of the proceedings of those meetings.

**Majority in favour**

**Carried**

### 3 MATTERS ARISING

Christmas Dinner - Liz Muir spoke to the Christmas dinner particularly around what is to happen for this year's dinner and also went over costs around this. Christmas dinner if attended by all is only 1.4% of the total Body Corporate annual budget. Liz spoke to the importance of the social side of the Village and keeping this alive. Liz expressed how her, Jill and Ian spent a lot of time to cater for those with dietary needs. Liz asked for a show of hands vote on whether the dinner should be fully subsidised by the Body Corporate or not this year.

For fully subsidised: 30 hands raised

For 50% subsidised: 9 hands raised

Not subsidised at all: 5 hands raised

Although this vote was not done legally ensuring that only one vote per unit was being made, it still gave a very clear indication of what most were in agreement with for the annual Village Christmas dinner and how it is paid for.

Thank you to Liz for explaining the situation and undertaking the survey.

#### 4 ELECTION OF CHAIRPERSON

The following nominations were received;

- Ian Turnbull

Resolved that Ian Turnbull be re-appointed as chairperson.

**Majority in favour**

**Carried**

#### 5 ELECTION OF COMMITTEE

Resolved that the Body Corporate establishes a Committee with **7** members and that a quorum for Committee meetings and decisions made via email or letter shall be **4** members.

**Majority in favour**

**Carried**

**The following nominations for the Body Corporate Committee were received:**

- Ian Turnbull - is automatically elected to Committee if elected as chairperson
- Liz Muir
- Brian Dixon
- Jill Flemming
- Shirley Jurgens
- Marie Hughes
- Noeline Head
- Wayne Fellingham
- Lesley Brickland
- Caruzie Walker

Due to there being more than 7 nominees a vote was held and based on the majority of the votes, the following were elected onto the committee;

- Ian Turnbull
- Liz Muir
- Brian Dixon
- Jill Flemming
- Shirley Jurgens
- Noeline Head
- Wayne Fellingham

#### **Delegation of Powers**

Resolved that the Body Corporate resolves by special resolution to delegate all of its powers and duties under the Act, Rules and Regulations generally to the committee pursuant to Section 108 of the Unit Titles Act 2010, except those unable to be delegated under Section 108(2). This delegation shall last until the close of the next AGM.

**Majority in favour**

**Carried**

The committee shall report once annually at that annual general meeting. The minutes of this meeting will suffice as notice of the delegation to the committee members and is evidence of the committees' authority to perform each duty or exercise each power that is being delegated.

## **SOCIAL CLUB COMMITTEE**

**The following nominations for the Social Club Committee were received:**

- Jill Flemming
- Liz Muir
- Ian Turnbull

Resolved that all nominees above are elected onto the Social Club Committee.

**Majority in favour  
Carried**

## **6 FINANCIAL STATEMENTS**

Resolved that the financial accounts for the previous financial year be adopted.

**Majority in favour  
Carried**

Resolved that the Body Corporate Manager be authorised to pay line items in the budget as and when they fall due but refer to the Body Corporate Owners for approval for unexpected expenses outside of the budget.

**Majority in favour  
Carried**

Resolved that the Body Corporate Manager be authorised to recover debts from expenditure for the benefit of a unit or units in accordance with Section 126 of the Act where it determines on behalf of the Body Corporate that one or more of the units has benefited from such expenditure substantially more than other units.

**Majority in favour  
Carried**

## **7 AUDITOR**

Resolved that by special resolution 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 previous financial year.

**All in favour  
Carried**

## **8 BODY CORPORATE RULES**

No changes to the operational rules have been proposed.

## **9 VALUATION**

A valuation is not required unless requested by the insurance underwriter. The valuation must include common property (including any common driveway) and car parks. A copy of the valuation for insurance purposes is available on written request.

Resolved that for the purposes of insurance, the Committee are to decide before renewal if a valuation is required or inflationary provision be used from the last valuation report.

**Majority in favour  
Carried**

## 10 INSURANCE

Resolved that the Body Corporate remains with the existing broker and that insurance is renewed according to the most cost effective cover.

**Majority in favour  
Carried**

Resolved that the Body Corporate is authorised to secure Office Bearers Liability Insurance with a cover of \$1,000,000.

**Majority in favour  
Carried**

Resolved that the unit owner is to pay any excess in the event of a claim except where the claim relates to common property, in which case the Body Corporate is to pay the excess.

**Majority in favour  
Carried**

## 11 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; and
3. Regularly check the control measures are in place
4. Where an incident occurs or the workplace changes, there will be a review to your Health and Safety Solution.

No new Health and Safety items have been brought to the attention of the Body Corporate.

The Health and Safety Risk Register was last reviewed in 2022.

Resolved that the Health and Safety Risk Register be reviewed annually.

**Majority in favour  
Carried**

## 12 LONG-TERM MAINTENANCE PLAN

The Long-Term Maintenance Plan is being completed by a specialised consultant as approved by the Committee.

## 13 LONG-TERM MAINTENANCE FUND

Resolved that the Body Corporate **opts out** of the Long-Term Maintenance Fund for the current financial year by way of special resolution.

**All in favour  
Carried**

## 14 ANNUAL BUDGET

The annual budget was set and approved by the Body Corporate Committee and levies have been raised based on this already.

## 15 GENERAL BUSINESS

The following general business was discussed:

Thank you was given to all those in the Village not on the Owners Committee who do so much work around the complex. Big thank you to Jill and Laurie for all their extra work they do around the place and to the Committee from the Carrigan's. Also thanks given to Eddie for his ongoing help with the cleaning of the hall.

Jill Flemming spoke to the ongoing negativity in the Village. She explained that there are ever rising costs in our world and that is not something anyone can control but we must keep up with them. Grumbles in the Village have been disappointing. Tireless work goes into being on the Committee and this is all volunteered time. Jill suggested that everyone supports this new committee and ensure that they go through the correct channels with suggestions, complaints and recommendations etc. She finished off with suggesting that anyone that feels they could have some positive, beneficial presence on the Committee, then they should seriously consider putting themselves forward for the Committee one year.

It was noted that the speed bumps have slowed traffic down which is great.

### **CLOSURE**

There being no further business, the Chairperson declared the meeting closed at 10:45 AM.

Please retain all documents supplied for your records and future reference including but not limited to minutes, valuations, insurance policies as requests for additional copies will incur an administration charge.

Please ensure you keep us informed of any changes to your contact details including your email address as all correspondence will be by email unless otherwise requested.