



## 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, Flagstaff - 17/03/2022 at 04:00 PM

### PRESENT

Lot #	Unit #	Attendance	Owner Name	Representative
1	1	Yes	M P Hughes	
2	2	Yes	Murphy, Terence & Kay	
3	3	Apology	L M Cornes	
4	4	Apology	Noel Williams	
5	5	Apology	H J Stringer	
6	6	Yes	Carol Gill	
7	7	Apology	G M Asplin	
8	8	Apology	Y L Moosberger	
9	9	Yes	B G, L M, R A Dixon & S J Silvester	
10	10	Apology	M McLean	
11	11	Apology	Jurgens, Shirley Jane	
12	12	Apology	E E Riddell	
13	13	Yes	Phillips, William & Winifred	
14	14	Apology	R W & M Oldman	
15	15	Apology	Trustees of J M Ormsby Family Trust,	John Miller
16	16	Apology	G and M M Bell	
17	17	Yes	Walker, Robert & Caruzie	
18	18	Apology	DM and A J Buchanan	
19	19	Yes	J and A M G Winterbottom	
20	20	Apology	K S Thomas	
21	21	Yes	Edward & Maria Carrigan	
22	22	Apology	D C and M I Matheson	
23	23	Yes	Gerrard, Sandra	
24	24	Apology	McWhannell Family Trust,	Greg McWhannell
25	25	Apology	Heather Gray Harker	
26	26	Apology	D V Jones, V Jones and P D Jones	
27	27	Apology	Patricia Farrell	
28	28	Yes	J E Lockie	
29	29	Apology	Kemp, Garry Bruce	
30	30	Apology	P M Elson	
31	31	Yes	Simpson, Alan C	
32	32	Yes	Flemming, Laurence & Jill	
33	33	Yes	J L Gooch	
34	34	Apology	S Locker	
35	35	Yes	D W & M F Fellingham	
36	36	Apology	Brook, Joanne	
37	37	Apology	Peter & Jean Sims	
38	38	Yes	Safe Family Trust, Janet, Gary & Paul Safe	
39	39	Yes	V L Larsen	
40	40	Apology	Gallichan, Joyce and Adrian	

41	41	Apology	V J Taylor
42	42	Yes	J and O M Westley
43	44	Apology	Raewyn Mary Motley & Jill Charlotte Cochrane
44	45	Apology	Retters Properties Limited
45	46	Yes	Muir, Elizabeth Anne
46	61	Yes	R V Dean and G M Dean
47	60	Apology	Reimer, Catherine Sophie
48	47	Apology	T M V Shaw and K R Shaw
49	48	Yes	Bernice Agnes Hartley
50	59	Apology	Margaret Bull, Keith Jackson & Rachael Hall
51	58	Yes	Tobin, Mervyn & Angeline
52	49	Apology	D Svendsen
53	50	Yes	I M Smith
54	57	Apology	V M Collins
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	Head, Noeline
61	43	Apology	Winchester, Marian & Graham
62	62	Yes	A & L Brickland

## QUORUM

Quorum of 25% was achieved.

## BODY CORPORATE CHAIRPERSON

Ian Turnbull

## MEETING CHAIRPERSON

Pamela Stevenson

### 1 REMEMBRANCE & INTRODUCTION NEW RESIDENTS

John Denton (ex-15)

Elva Bleaken (ex-21)

Verna Gillies (ex-29)

46 Liz Muir

### 2 PREVIOUS MINUTES

Resolved that the minutes of the last annual general meeting of the Body Corporate are confirmed as a true record of the proceedings of that meeting.

**Moved:** I Turnbull

**Seconded:** V Larsen

**Carried Unanimously**

### 3 MATTERS ARISING

Nil

### 4 ELECTION OF CHAIRPERSON

The following nomination was received;

- Ian Turnbull

Resolved that Ian Turnbull was re-appointed chairperson. Thank you to Ian for another year in the role of Chairperson.

## 5 ELECTION OF COMMITTEE

Resolved that the Body Corporate establishes a Committee with 8 members.

**Moved:** L Green

**Seconded:** G Dean

**Carried Unanimously**

Resolved that a quorum for Committee meetings and decisions made via email or letter shall be 5 members

**Moved:** M Smith

**Seconded:** G Dean

**Carried Unanimously**

The following nominations for the Body Corporate Committee were received:

Jill Flemming

Ian Turnbull

Wayne Fellingham

Brian Dixon

Marie Hughes

Noeline Head

Liz Muir

Caruzie Walker

There being the same or fewer nominations than vacancies, all nominees are elected to the Committee.

### **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.

**Moved:** M Carrigan

**Seconded:** L Green

**Carried Unanimously**

## 6 FINANCIAL STATEMENTS

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

**Moved:** I Turnbull

**Seconded:** J Flemming

**Carried Unanimously**

## 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.

**Moved:** W Fellingham

**Seconded:** L Muir

**Carried Unanimously**

## 8 BODY CORPORATE RULES

No changes to the operational rules have been proposed.

## 9 VALUATION

Resolved that for the purposes of insurance, an updated valuation be obtained before the next insurance renewal.

**Moved:** G Dean

**Seconded:** M Carrigan

**Carried Unanimously**

## 10 INSURANCE

Resolved that the Body Corporate obtains quotes with the existing broker and an alternative broker and that insurance is renewed according to the most cost effective cover.

**Moved:** W Fellingham

**Seconded:** G Dean

**Carried Unanimously**

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

**Moved:** R Keusi

**Seconded:** W Fellingham

**Carried Unanimously**

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.

**Moved:** M Hughes

**Seconded:** J Flemming

**Carried Unanimously**

## 11 GENERAL MAINTENANCE

Resolved that the following maintenance items be actioned;

- Exterior unit wash

**Moved:** L Muir

**Seconded:** I Turnbull

**Carried Unanimously**

## 12 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.

The following quotes for a Health and Safety Risk Register review were obtained -

- Health & Safety New Zealand - **\$1,351.25 incl GST**
- Solutions in Engineering - **\$1,598.00 incl GST**

Resolved that the Health and Safety Risk Register be reviewed by Health & Safety New Zealand.

**Moved:** L Muir

**Seconded:** I Turnbull

**Carried Unanimously**

## 13 LONG-TERM MAINTENANCE PLAN

Resolved that the Long-Term Maintenance Plan attached is approved for committee to work on and update throughout the year as costs become available and work is progressed.

**Moved:** G Dean

**Seconded:** M Hughes

**Carried Unanimously**

**14 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.

**Moved:** L Green

**Seconded:** A Winterbottom

**Carried Unanimously**

**15 OPTIONAL CONTINGENCY INVESTMENT FUND**

That the full amount collected for the Optional Contingency Fund in the previous financial year remain in a non-interest bearing account.

This resolution was not put to the vote and will be deferred to the EGM.

**16 ANNUAL BUDGET**

The annual budget was set and approved by the BC Committee and levies has been raised based on this already. Approved budget is attached.

Resolved that the Body Corporate charge interest at the rate of 10% per annum as provided in Section 128 of the Unit Titles Act 2010 on any monies overdue. This includes charging interest to those on payment plans.

**Moved:** I turnbull

**Seconded:** L Green

**Carried Unanimously**

**17 GENERAL BUSINESS**

On behalf of myself and all residents, I would like to thank the following residents for what they have done within the Village Gardens in the past 12 months.

- 1) Eddie & Maria for cleaning of the hall.
- 2) Marie, Allan, Brian & Laurie for being the drivers of our van when required.
- 3) In the absence of a social committee to Marie for organizing monthly dinners and van outings.
- 4) The 3 musketeers of Laurie, Brian & Garry for all the tireless work they do around the place.
- 5) In her absence, Jane for everything she does to keep the Village running smoothly.
- 6) All residents for everything that Covid has thrown at us and coping magnificently with all the protocols, lockdowns etc.

Ian thanked certain members of the Village

**CLOSURE**

There being no further business, the Chairperson declared the meeting closed at 04:45 PM.

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.