



04 March 2022

ANNUAL GENERAL MEETING NOTICE

BODY CORPORATE 90202 - Village Gardens Village Gardens, 16 Rototuna Road, Flagstaff HAMILTON 3210

MEETING PLACE, DATE & TIME

The Clubrooms, Village Gardens, 16 Rototuna Road, Hamilton, **Thursday, 17 March 2022 at 04:00 PM**

If you are unable to attend the Annual General meeting:

Body corporate managers cannot conduct the business of the body corporate without instruction. It is therefore imperative that owners attend meetings and vote or provide postal votes on the requisite resolutions even where those are merely to conduct business as usual. Without your involvement the body corporate is unable to function.

Please complete the postal voting form or proxy form attached and return to our office via email to jane.kelly@colliershn.co.nz or our postal address at PO Box 19093, Hamilton. Alternatively you could drop it into Ian Turnbull's letterbox before the day of meeting which is unit 54. It is crucial that we have a quorum to be able to pass the resolutions required. Please be advised Colliers International Hamilton is able to act as your proxy on these matters. Please note that if 2 or more persons own one unit jointly, then they must jointly appoint the proxy (who may be one of those persons).

If there is no quorum at the meeting:

- (a) Postal votes may be taken into account, together with those present.
- (b) If a threshold of those entitled to exercise 25% of votes is not present, the meeting will be reconvened on the same day, one week later at the same time and place.
- (c) Where a quorum is not reached at the reconvened meeting, business can be transacted and resolutions passed only if there is a minimum of one person present or one proxy is held.

Financial Status

A unit owner may not vote unless all Body Corporate levies and other amounts, that are from time to time, payable to the Body Corporate in respect of the unit have been paid. An owner with a mortgage may require the consent of the mortgagee in order to exercise voting rights.

The following documents are attached:

- (a) Proxy appointment form;
- (b) Postal voting form;
- (c) A copy of the financial statements for the most recent financial year;
- (d) Long term maintenance plan

Please contact us if you have any queries.

Kind Regards,

Jane Kelly
Body Corporate Manager
jane.kelly@colliershn.co.nz

ANNUAL GENERAL MEETING AGENDA

BODY CORPORATE 90202

Village Gardens, 16 Rototuna Road, Flagstaff HAMILTON 3210

MEETING PLACE, DATE & TIME

The Clubrooms, Village Gardens, 16 Rototuna Road, Hamilton

Thursday, 17 March 2022 at 04:00 PM

BODY CORPORATE CHAIRPERSON

Ian Turnbull

MEETING CHAIRPERSON

Jane Kelly

AGENDA ITEMS

1 REMEMBRANCE & INTRODUCTION NEW RESIDENTS

2 PREVIOUS MINUTES

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.

3 MATTERS ARISING

Nil

4 ELECTION OF CHAIRPERSON

A Body Corporate must elect a Chairperson by ordinary resolution at every annual general meeting. The Chairperson has the duties in Regulation 11, subject to and delegation to the Body Corporate Committee, and is responsible for signing the management agreement appointing Colliers to manage the Body Corporate. The Chairperson may access the register of unit owners, including unit owner's contact details, for Body Corporate matters. Failure to appoint a Chairperson may result in various administrative difficulties, including when you come to sell your property, or if the Body Corporate wishes to amend the Body Corporate Operational Rules

The following nominations were received;

- Ian Turnbull

That Ian Turnbull be re-appointed chairperson.

5 ELECTION OF COMMITTEE

A Body Corporate with 9 or fewer principal units may form, but are not required to form a Body Corporate Committee.

A Body Corporate with 10 or more principal units must form a Body Corporate Committee, unless, by special resolution, decides not to form a Body Corporate Committee.

That the Body Corporate establishes a Committee with **8** members.

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

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

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

Delegation of Powers

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.

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.

6 FINANCIAL STATEMENTS

That the financial accounts for the previous financial year be adopted.

7 AUDITOR

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.

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.

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

10 INSURANCE

A copy of the insurance policy schedule will be supplied once received and on request. Please read the policy schedule carefully, this is important to you and you need to ensure that the policy adequately covers you and your usage of the property. If you have any concerns or questions please raise these with the broker direct. You should also make the broker aware of any material matters that may affect the policy.

- That the Body Corporate remains with the existing broker and that insurance is renewed according to the most cost effective cover.
- That the Body Corporate is authorised to secure Office Bearers Liability Insurance with a cover of \$1,000,000.
- 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.

11 GENERAL MAINTENANCE

That the following maintenance items be actioned;

- Exterior unit wash

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.

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

The Health and Safety Risk Register was reviewed in 2019 and is due for review.

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**

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

13 LONG-TERM MAINTENANCE PLAN

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.

14 LONG-TERM MAINTENANCE FUND

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

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.

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.

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.

17 GENERAL BUSINESS

The following general business was put forward for the agenda;

There were no nominations for a Social Club Committee again this year unfortunately but as always, if there were residents keen to form a casual social club committee please feel free to put your hand up or speak to your committee representative about this.

**PROXY APPOINTMENT FORM
BODY CORPORATE 90202**

I/We the undersigned being registered unit owners within Body Corporate 90202 appoint;

- Body Corporate Chairperson
- **OR** Body Corporate Manager
- **OR** (insert name)

Please circle one option above

as my/our proxy at the general meeting to be held on 17/03/2022.

If the general meeting is adjourned and reconvened, this proxy appointment is valid for the purposes of the reconvened meeting.

Owner name:

Unit Number:

Signature:

Date:

Notes

1. This proxy appointment expires at the end of the general meeting referred to in the form or, if that meeting is adjourned, the end of the reconvened meeting.
2. The full text of motions is contained in the notice of general meeting, a copy of which should be provided to the proxy.
3. Your proxy may not vote unless all body corporate levies, and other amounts that are owing in respect of your unit, have been paid.
4. If the unit owner is a body corporate or an unincorporated body, the representative (recorded in the register of unit owners) of the unit owner must sign the form.
5. If the unit is owned by more than 1 person, every owner must sign the form.
6. If the unit is owned by more than 1 person, one of the unit owners may be appointed as proxy.



ANNUAL REPORTS

for the financial year to 31/01/2022

Body Corporate 90202

**Village Gardens, 16 Rototuna Road, Flagstaff HAMILTON
3210**

Manager: Jane Kelly

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Statement of Financial Position

As at 31/01/2022

Body Corporate 90202

Village Gardens, 16 Rototuna Road, Flagstaff
HAMILTON 3210

	Current period	Previous year
Owners' funds		
Administrative Fund		
Operating Surplus/Deficit--Admin	39,255.31	71,389.16
Owners Equity--Admin	28,028.93	(43,360.23)
	<u>67,284.24</u>	<u>28,028.93</u>
Sinking Fund		
Operating Surplus/Deficit--Sinking	27,939.37	(4,857.39)
Owners Equity--Sinking	100,725.23	105,582.62
	<u>128,664.60</u>	<u>100,725.23</u>
Net owners' funds	<u>\$195,948.84</u>	<u>\$128,754.16</u>
Represented by:		
Assets		
Administrative Fund		
Cash at Bank--Admin	71,951.14	34,142.69
Receivable--Levies--Admin	436.95	465.48
Receivable--Owners--Admin	0.00	911.25
	<u>72,388.09</u>	<u>35,519.42</u>
Sinking Fund		
Cash at Bank--Sinking	4,219.52	48,160.37
Investments--Optional Contingency Fund	125,376.26	54,361.11
Receivable--Levies--Sinking	183.05	89.52
	<u>129,778.83</u>	<u>102,611.00</u>
Unallocated Money		
	<u>0.00</u>	<u>0.00</u>
<i>Total assets</i>	<u>202,166.92</u>	<u>138,130.42</u>
Less liabilities		
Administrative Fund		
Creditors--Other--Admin	1,880.93	2,989.11
Prepaid Levies--Admin	3,222.92	4,501.38
	<u>5,103.85</u>	<u>7,490.49</u>
Sinking Fund		
Prepaid Levies--Sinking	1,114.23	1,885.77
	<u>1,114.23</u>	<u>1,885.77</u>
Unallocated Money		
	<u>0.00</u>	<u>0.00</u>
<i>Total liabilities</i>	<u>6,218.08</u>	<u>9,376.26</u>
Net assets	<u>\$195,948.84</u>	<u>\$128,754.16</u>



Statement of Financial Performance for the financial year to 31/01/2022

Body Corporate 90202

Village Gardens, 16 Rototuna Road, Flagstaff
HAMILTON 3210

Administrative Fund

	Current period 01/02/2021-31/01/2022	Annual budget 01/02/2021-31/01/2022	Variance (\$)
Revenue			
Insurance Claims	385.00	0.00	385.00
Levies Due--Admin	159,922.80	159,920.00	2.80
Miscellaneous Income--Admin	290.00	0.00	290.00
<i>Total revenue</i>	<u>160,597.80</u>	<u>159,920.00</u>	<u>677.80</u>
Less expenses			
Admin--Agent Disbursements	519.96	520.00	(0.04)
Admin--Agent Return Charges	172.50	172.50	0.00
Admin--Consultants	1,909.00	0.00	1,909.00
Admin--Health & Safety	0.00	1,500.00	(1,500.00)
Admin--Management Fees--Standard	17,221.20	17,221.20	0.00
Admin--Motor Vehicle	2,495.98	1,500.00	995.98
Admin--Other Expenses--Admin	2,561.85	1,000.00	1,561.85
Admin--Stationery & Printing	356.78	0.00	356.78
Contractors--Contract Caretaker	28,500.00	35,000.00	(6,500.00)
Contractors--Contract Cleaner	240.00	500.00	(260.00)
Contractors--Contract Grounds	0.00	2,200.00	(2,200.00)
Insurance--Excesses	250.00	0.00	250.00
Insurance--Premiums	45,914.95	48,000.00	(2,085.05)
Maint Bldg--Compliance	1,079.15	1,500.00	(420.85)
Maint Bldg--General Repairs & Maintenance	11,855.00	30,000.00	(18,145.00)
Maint Grounds--Garden Bins	5,332.00	5,250.00	82.00
Maint Grounds--Lawns Gardening Rubbish	1,050.00	1,500.00	(450.00)
Utility--Electricity	1,884.12	2,200.00	(315.88)
<i>Total expenses</i>	<u>121,342.49</u>	<u>148,063.70</u>	<u>(26,721.21)</u>
Surplus/Deficit	<u>39,255.31</u>	<u>11,856.30</u>	<u>27,399.01</u>
Opening balance	28,028.93	28,028.93	0.00
Closing balance	<u><u>\$67,284.24</u></u>	<u><u>\$39,885.23</u></u>	<u><u>\$27,399.01</u></u>

Sinking Fund

	Current period	Annual budget	Variance
	01/02/2021-31/01/2022	01/02/2021-31/01/2022	(\$)
Revenue			
Interest on Investments--Sinking	92.62	0.00	92.62
Levies Due OCF--Sinking	66,997.20	67,000.00	(2.80)
<i>Total revenue</i>	67,089.82	67,000.00	89.82
Less expenses			
Admin--Income Tax--RWTSinking	25.87	0.00	25.87
Admin--Other Expenses--Sinking	603.04	0.00	603.04
Maint Grounds--Fencing	38,521.54	0.00	38,521.54
<i>Total expenses</i>	39,150.45	0.00	39,150.45
Surplus/Deficit	27,939.37	67,000.00	(39,060.63)
Opening balance	100,725.23	100,725.23	0.00
Closing balance	\$128,664.60	\$167,725.23	-\$39,060.63



Approved Budget to apply from 01/02/2022

Body Corporate 90202

Village Gardens, 16 Rototuna Road, Flagstaff
HAMILTON 3210

General

Administrative Fund

	Approved budget	Actual 01/02/2021-31/01/2022	Previous budget
Revenue			
Insurance Claims	0.00	385.00	0.00
Levies Due--Admin	171,390.00	159,922.80	159,920.00
Miscellaneous Income--Admin	0.00	290.00	0.00
Total revenue	171,390.00	160,597.80	159,920.00
Less expenses			
Admin--Agent Disbursements	520.00	519.96	520.00
Admin--Agent Return Charges	172.50	172.50	172.50
Admin--Consultants	0.00	1,909.00	0.00
Admin--Health & Safety	1,500.00	0.00	1,500.00
Admin--Management Fees--Standard	17,221.20	17,221.20	17,221.20
Admin--Motor Vehicle	1,500.00	2,495.98	1,500.00
Admin--Other Expenses--Admin	1,000.00	2,561.85	1,000.00
Admin--Stationery & Printing	0.00	356.78	0.00
Contractors--Contract Caretaker	42,750.00	28,500.00	35,000.00
Contractors--Contract Cleaner	500.00	240.00	500.00
Contractors--Contract Grounds	2,200.00	0.00	2,200.00
Insurance--Excesses	0.00	250.00	0.00
Insurance--Premiums	51,720.00	45,914.95	48,000.00
Maint Bldg--Compliance	1,500.00	1,079.15	1,500.00
Maint Bldg--General Repairs & Maintenance	30,000.00	11,855.00	30,000.00
Maint Grounds--Garden Bins	5,250.00	5,332.00	5,250.00
Maint Grounds--Lawns Gardening Rubbish	1,500.00	1,050.00	1,500.00
Utility--Electricity	2,200.00	1,884.12	2,200.00
Total expenses	159,533.70	121,342.49	148,063.70
Surplus/Deficit	11,856.30	39,255.31	11,856.30
Opening balance	67,284.24	28,028.93	28,028.93
Closing balance	\$79,140.54	\$67,284.24	\$39,885.23
Total units of entitlement	62		62
Levy contribution per unit entitlement	\$2,764.35		\$2,579.35

General**Sinking Fund****Approved
budget**

01/02/2021-31/01/2022

Actual**Previous
budget****Revenue**

Interest on Investments--Sinking

0.00

92.62

0.00

Levies Due OCF--Sinking

59,250.00

66,997.20

67,000.00

Total revenue

59,250.00

67,089.82

67,000.00

Less expenses

Admin--Income Tax--RWTSinking

0.00

25.87

0.00

Admin--Other Expenses--Sinking

0.00

603.04

0.00

Maint Grounds--Fencing

0.00

38,521.54

0.00

Total expenses

0.00

39,150.45

0.00

Surplus/Deficit

59,250.00

27,939.37

67,000.00

Opening balance

128,664.60

100,725.23

100,725.23

Closing balance

\$187,914.60

\$128,664.60

\$167,725.23

Total units of entitlement

62

62

Levy contribution per unit entitlement

\$955.65

\$1,080.65

Village Gardens 16 Rototuna Road

Long Term Maintenance Plan 2021 - 2030



**December 2021
Prepared for Body Corporate 90202
By Colliers International
Box 19093
Hamilton**

Long Term Maintenance Plan

Introduction:

The Long Term Maintenance Plan (LTMP) covers

1. the common property, building elements, and infrastructure of the unit title development
2. any additional items that the body corporate has decided by ordinary resolution to include in the plan.

Items generally included comprise grounds/driveways, building exterior envelope, and services commonly shared. Building interiors and fixtures/fittings that benefit an individual only are not included.

The property has been inspected with regard to the current condition and future maintenance requirements. The features inspected are:

Perimeter Fencing
Driveway/paths
Substructure
Wall Cladding
Roof Cladding
Stormwater Collection
Exterior joinery

The sewer system, stormwater pipework underground, and electrical, comms, data systems are not included as they are not easily inspected and also not expected to require planned maintenance or capital expenditure in a 10 year period.

Description:

The buildings are 62 residential units and a community hall constructed in 2001

Perimeter fencing is timber palings, wooden trellis and fibrecement board

Driveways are a mixture of asphalt and exposed aggregate

Roading is asphalt with some markings and street lighting

Substructure is concrete slab

Wall cladding is textured fibrecement

Roof cladding is concrete tiles

Gutters are colour steel with pvc downpipes.

Joinery is powder coated aluminium

Recommended Programmed maintenance:

This is regular maintenance to prolong the life of building elements

Residential:

Building soft wash including roof every 3 years (include roof inspection at this time)

Clean of gutters every year (May/ June) depending on amount of debris

Repaint of all previously painted surfaces in 2027-2029. This gives a paint life of 8 - 10 years. This is indicative only and dependant on how well the cladding has been maintained. Recommend reviewing every 3 years.

Replace perimeter fencing at year 10. This would cost in the order of \$150 per metre but is normally shared between adjacent owners 50/50 unless on HCC boundary line.

Community Centre:

Building soft wash including roof every 3 years (include roof inspection at this time)

Clean of gutters every 2 years (May/ June) depending on amount of debris

Repaint of all previously painted surfaces in conjunction with residential units. This gives a paint life of 10 years. This is indicative only and dependent on how well the cladding has been maintained.

Roading:

Remark all car parks and directional signage every 4 years

Repairs to asphalt as required

Street lighting repairs as required

Clear stormwater catchpits every 3 years

Disclaimer for Long Term Maintenance Plan

You have been provided with the Long Term Maintenance Plan on the basis of the following:

1. The Long Term Maintenance Plan (the LTMP) is our reasonable estimate of the repairs and maintenance that may be required for the period covered by the LTMP.
2. The LTMP represents our personal assessment of the repairs and maintenance required based upon a visual inspection of the property and no invasive investigations have been completed.
3. The LTMP is not intended to be exhaustive or to imply that every building element was inspected or that every possible future repair and maintenance requirement of the property has been identified.
4. Any opinion expressed regarding the expected life of any building element or timing of repair and maintenance is a general estimate only and variations are to be expected.
5. We make no warranties that the contents of the LTMP are complete and accurate and accept no liability for any errors or omissions in the LTMP.
6. We do not review, audit or check the recommendations provided by other contributors to the LTMP or information provided by you.
7. We have no responsibility for or involvement with the carrying out of any repair or maintenance identified in the LTMP.

Village Gardens

Long Term Maintenance Budget

Year		2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Programmed Maintenance	Roof Treatments	\$ 9,948			\$ 10,500			\$ 11,000			\$13,000
	Gutter clean	\$ 2,100	\$ 2,200	\$ 2,300	\$ 2,400	\$ 2,500	\$ 2,600	\$ 2,700	\$2,800	\$2,900	\$3,000
	Road/carpark sign remark	\$ 1,247			\$ 1,500			\$ 1,700			\$1,900
	Clear catchpits	\$ 400			\$ 400			\$ 400			\$400
	Spouting Repairs	\$ 400	\$ 440	\$ 484	\$ 532	\$ 585	\$ 643	\$ 707	\$777	\$854	\$939
	Paint	\$ 183,000	\$ 5,000	\$ 5,500	\$ 6,000	\$ 6,500	\$ 7,000	\$ 7,500	\$8,000	\$8,500	\$9,000
	Door Repairs/Painting	\$ 200	\$ 250	\$ 300	\$ 350	\$ 400	\$ 450	\$ 500	\$550	\$600	\$650
	Pest Control	\$ 5,000		\$ 5,250		\$ 5,500		\$ 5,750		\$6,000	
	Concrete crack repairs	\$ 1,000	\$ 1,200	\$ 1,400	\$ 1,600	\$ 1,800	\$ 2,000	\$ 2,200	\$2,400	\$2,600	\$2,800
	Building Wash	TBC									
Total		\$ 203,295	\$ 9,090	\$ 15,234	\$ 23,282	\$ 17,285	\$ 12,693	\$ 39,957	\$ 14,527	\$ 21,454	\$ 31,019

Notes:

- 1.Repaint of all previously painted surfaces in 2028 \$250,000
2. From 2029 10% per year towards next paint in 2039

Community Centre

Year		2021	2022	2023	2024	2025	2026	2027	2028	2029	\$2,030
Programmed Maintenance	Building clean including roof	\$ 500			\$ 500			\$ 500			\$500
	Gutter clean	\$ 200		\$ 200		\$ 200		\$ 200		\$200	
	Paint	\$ 15,000				\$ 21,000				\$27,000	
	Carpet replacement	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 350	\$ 350	\$350	\$350	\$350
	Roof treatment	\$ 10,000			\$ 11,000			\$ 12,000			
	Chairs										
	Curtains	\$ 2,000					\$ 2,500				\$3,000
	Whiteware replacement										
	Bathroom upgrade										
	Furniture replacement										
	Heat pump Install/Maintenance	\$ 3,000	\$ 200	\$ 220	\$ 240	\$ 260	\$ 280	\$ 300	\$320	\$340	\$360
	Screen Fence (Length?)										
	Kitchen Area Modernisation										
Total		\$ 31,450	\$ 950	\$ 1,170	\$ 12,490	\$ 22,210	\$ 2,815	\$ 13,350	\$670	\$27,890	\$4,210

Village Gardens

Vehicle Replacement

Van- New Servicing	\$	3,000	\$	4,000	\$	5,000	\$	6,000	\$	2,000	New Van	\$	450	\$500	\$550	\$600	
Trailer- New Trailer WOF	\$	1,500	\$	1,500	New Trailer	\$	50	\$	55	\$	60	\$	65	\$70	\$75	\$80	
	\$	4,500	\$	5,500	\$	5,000	\$	6,050	\$	2,055	\$	60	\$	515	\$570	\$625	\$680

Common Grounds

Boundary Fences (Lengths?)	\$150/Metre																
Street Light Replacements	\$800 each light																
Road Marking	\$	3,000									\$	4,000					\$5,000
Road Sealing & Gutter Clearing	\$	1,300	\$	350	\$	400	\$	450	\$	500	\$	2,500	\$	2,550	\$2,600	\$2,650	\$3,500
Gardens	\$	400	\$	450	\$	500	\$	550	\$	600	\$	650	\$	700	\$750	\$800	\$850
Tree Maintenance	\$	700	\$	800	\$	900	\$	1,000	\$	1,100	\$	1,200	\$	1,300	\$1,400	\$1,500	\$1,600
Bin Area Fenced Size?	\$	1,500															
Carport extension Size?																	
Instalation of front gate	\$	3,000															
Sump Cleaning	\$	500					\$	600				\$	650				\$700
Water Delivery Frequency?	\$	1,500															
Stormwater Drainage	\$	1,700					\$	2,000				\$	2,300				\$2,600
Total	\$	13,600	\$	1,600	\$	1,800	\$	4,600	\$	2,200	\$	8,350	\$	7,550	\$4,750	\$4,950	\$14,250

Notes:

- 1.Repaint of all previously painted surfaces in 2028 \$5000
2. From 2029 10% per year towards next paint in 2038
3. Carpet replacement in 2025 \$3000
4. Whiteware replacement
5. Furniture replacement
6. Bathroom upgrade in

Form 12
Postal voting form
Section 103, Unit Titles Act 2010

To: Jane Kelly
Unit plan: 90202
Body Corporate Number: 90202

Instructions

You are entitled to vote at the body corporate meeting to be held at **The Clubrooms, Village Gardens, 16 Rototuna Road, Hamilton on Thursday the 18th of March 2021 at 10:00 AM.** by casting a postal vote. The motions to be decided at the meeting are summarised in the table below and more particularly set out in the notice of meeting. If you intend to cast a postal vote, you must indicate your vote in the final column of the table and return the form to Jane Kelly so that it is received by **Thursday the 18th of March 2021 at 10:00 AM.**

Postal vote

We/I*, [please insert your full name, address], _____

being the owner/owners* of [please insert your unit number] _____

and therefore an eligible voter within the meaning of [section 96\(1\)](#) of the Unit Titles Act 2010, intend to cast the following postal vote(s) at the meeting of the body corporate to be held at **The Clubrooms, Village Gardens, 16 Rototuna Road, Hamilton on Thursday the 18th of March 2021 at 10:00 AM.**

Motion	Type of resolution	Instructions on voting procedure <i>Please write your vote into the vote column</i>	Vote <i>Please Indicate in the case of each motion whether you vote for, or against, the motion, or that you wish to abstain.</i>
PREVIOUS MINUTES That the minutes of the last AGM 05/03/2020 of BC90202 be confirmed as a true record of the proceedings of that meeting.	Ordinary		
AUDITOR 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 statements for the previous financial year.	Ordinary		
ELECTION OF COMMITTEE The Body Corporate establishes a Committee of 6 members	Ordinary		
That a quorum for Committee meetings and decisions made via email or letter shall be 4 members	Ordinary		
That there being the same or fewer nominations than vacancies, all nominees are elected to the Committee.	Ordinary		
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.	Special		

VALUATION That for the purposes of insurance, an adjustment of 5% as an allowance for inflation shall be added to the insurable value in lieu of the registered valuation.	Ordinary		
INSURANCE That the Body Corporate 90202 remain with the existing broker and that Colliers will seek to secure the best cover at the most reasonable cost for insurance renewal.	Ordinary		
That the Body Corporate 90202 is authorised to secure Office Bearers Liability Insurance with a cover of \$1M	Ordinary		
HEALTH AND SAFETY That the Health and Safety Risk Register be reviewed annually.	Ordinary		
GENERAL MAINTENANCE That the following maintenance items be actioned: Pest control completed on the exterior of all units.	Ordinary		
LONG-TERM MAINTENANCE FUND That the Body Corporate 90202 opts out of the Long Term Maintenance Fund for period commencing 1/02/2021.	Special		
ANNUAL BUDGET That the body corporate agree to operate this way again this year and adopt the budget at the mid-year EGM held in September so levies can be raised before the first monthly levy falls due and residents have time to change their monthly automatic payment amount before such time.			

If the general meeting is adjourned and reconvened, this postal vote is valid for the purposes of the reconvened meeting

Date

Signature of eligible voter:

Notes

1. The body corporate completes the instructions section and the text of the motions. You should complete the postal vote section and the vote section.
2. Your postal vote will not be counted if any body corporate levies, or other amounts that are payable in respect of your unit, are outstanding.
3. If a poll is requested, your ownership interest will be counted as part of the poll. If no poll is requested, your postal vote will be counted as 1 vote. You cannot request a poll.
4. If at the general meeting of the body corporate the wording of a motion is materially altered, your postal vote in relation to that motion will not be counted. It is the responsibility of the chairperson to decide what constitutes a material alteration. If you are concerned that your postal vote may not be counted as a result of an amendment to a motion, you should consider appointing a proxy to attend and vote at the meeting on your behalf.
5. If a quorum is not present at the general meeting of the body corporate, and regulation 13(1) of the Unit Titles Regulations 2011 does not apply, the meeting will be adjourned until the same day 1 week later and your postal vote will be counted at that meeting.
6. If the unit owner is a body corporate or an unincorporated body, the form must be signed by the representative (recorded in the register of unit owners) of the unit owner.
7. If the unit is owned by more than 1 person, every owner or his or her authorised representative must sign the form.