



07 March 2024

NOTICE OF ANNUAL GENERAL MEETING

BODY CORPORATE 90202

Village Gardens, 16 Rototuna Road, Flagstaff, Hamilton, 3210

MEETING PLACE, DATE & TIME

The Clubroom, Village Gardens, 16 Rototuna Road, Hamilton on **Thursday, 21 March 2024 at 10:00 AM**

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, or otherwise grant their proxy vote to another person. 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 put in Ian Turnbull's letterbox at Unit 54. It is crucial that we have a quorum to be able to pass the resolutions required. Please be advised Colliers 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) The reconvened meeting must proceed whether there is a quorum or not.
- (d) Anyone with funds outstanding at the time of AGM (including those on payment plans) cannot be included in the quorum count.

Financial Status

A unit owner may not vote unless all Body Corporate levies and other amounts **(this includes funds outstanding where the owner is on payment plan)**, 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) AGM agenda
- (b) Proxy appointment form;
- (c) Postal voting form;
- (d) Chairperson/Committee Report
- (e) A copy of the financial statements for the most recent financial year and approved budget for the forthcoming year;
- (f) Conflict register of the Body Corporate Manager and Committee

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 Clubroom, Village Gardens, 16 Rototuna Road, Hamilton on **Thursday, 21 March 2024 at 10:00 AM**

BODY CORPORATE CHAIRPERSON

Ian Turnbull

MEETING CHAIRPERSON

Jane Kelly

AGENDA ITEMS

1 QUORUM

The chair of the meeting will record any apologies, proxies and postal votes received, as well as receive the attendance register and confirm that the meeting has a quorum. The chair of the meeting will also conduct a health and safety briefing and point out fire exits in the event of emergency.

2 REMEMBRANCE & INTRODUCTION NEW RESIDENTS

We take this time to remember those who have passed on in the last year and welcome any new residents.

3 PREVIOUS MINUTES

Ordinary Resolution

That the minutes of the last annual general meeting held 23/03/2023 and the extraordinary general meeting held on the 21/09/2023 of the Body Corporate are confirmed as a true record of the proceedings of those meetings.

4 MATTERS ARISING

Nil

5 COLLIERS SERVICE AGREEMENT

Note: The Chairperson and Committee have various duties under the Unit Titles Act 2010 and associated regulations and operational rules. The appointment of a Body Corporate Manager is desirable in order to assist the Body Corporate, it's the Chairperson and Committee to comply with their responsibilities and ensure the proper management, administration and record keeping of the Body Corporate.

Ordinary Resolution

That the Body Corporate appoint Commercial Property Solutions Limited, trading as Colliers, as Body Corporate Manager to assist the Chairperson, Committee and Body Corporate to fulfil their duties under the Unit Titles Act and associated regulations, and to perform the role and services specified, in accordance with the Service Agreement supplied to the Body Corporate and that the Chairperson execute the Service Agreement on behalf of the Body Corporate.

6 COMMITTEE REPORT

Ordinary Resolution

That the committee report as attached, and exercise of delegated duties and powers be received and accepted.

7 ELECTION OF CHAIRPERSON

Note: 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. Unless the body corporate decides by ordinary resolution that the body corporate committee shall elect the Chairperson of the committee, the chairperson shall be elected by the body corporate and will also be the chair of the body corporate committee.

The following nominations were received;

- Ian Turnbull

Ordinary Resolution

That Ian Turnbull be re-elected as chairperson of the body corporate and body corporate committee and serve such until the earlier of the next AGM or their resignation.

8 ELECTION OF COMMITTEE

Ordinary Resolution

That the Body Corporate establishes a Committee with **7** members and that a quorum for Committee meetings and decisions made in person or by written confirmation shall be **4** members.

The following nominations for the Body Corporate Committee were received:

- Ian Turnbull
- Liz Muir
- Shirley Jurgens
- Noeline Head
- Sharon Dunnet
- Allan Brickland
- Joy Stringer

Ordinary Resolution

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

Delegation of Powers

Special Resolution

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.

Ordinary Resolution

That 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.

9 SOCIAL CLUB COMMITTEE

The following nominations for the Social Club Committee were received:

- Ian Turnbull
- Jill Flemming
- Liz Muir
- Shirley Jurgens
- Jo Walsh
- Noeline Head - if and when needed

Ordinary Resolution

That all nominees above are elected onto the Social Club Committee.

10 PREVIOUS FINANCIAL STATEMENTS

Ordinary Resolution

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

11 INDEPENDENT REVIEW OF FINANCIAL STATEMENTS

Special Resolution

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 of the previous financial year.

12 BODY CORPORATE RULES

No changes to the operational rules have been proposed.

13 INSURANCE

Note: An insurance 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.

Ordinary Resolution

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

Ordinary Resolution

That the Body Corporate remains with the existing broker and that insurance is renewed as per the brokers recommendation.

Ordinary Resolution

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

Ordinary Resolution

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.

Note: 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. You must disclose all information that is relevant to the Insurer's decision to insure. Any questions around disclosure and/or change of use for your unit should be raised with your broker direct.

14 GENERAL MAINTENANCE

That the following maintenance items be discussed and actioned where instructed;

- No resident has the right to interfere with the common gardens and front garden [road garden] or its plants. If a resident feels some plants need trimming they must apply to the BC meeting in writing. The BC will discuss if it is a reasonable request, if so the Village gardening team will rectify the problem.
- No Resident or BC Committee member may alter, paint, or stain the front road fence without the approval at an AGM or EGM. As the VG rules state this would require a majority in favour.
- The Committee will continue with ongoing maintenance around the Village.

15 HEALTH AND SAFETY

Under the Health and Safety at Work Act 2015, the Body Corporate has a duty to:

- Identify hazards
- Eliminate or minimise any hazards and where appropriate put controls in place; and
- Regularly check the control measures are in place
- 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.

Ordinary Resolution

That the Health and Safety Risk Register be reviewed by the most cost effective consultant.

Note: If the above is not passed the below will be included in the minutes.

Although Colliers strongly advise against it, the body corporate has decided to not review the risk register as an obligation under the Health and Safety at Work Act 2015. These minutes act as a record of that decision.

If a Committee Member or Body Corporate member choose to review the H&S register themselves and look for hazards themselves, they would be taking on this duty under the HSWA 2015 as an officer of the PCBU. Should they fail to identify a risk and someone hurts themselves or is killed, that individual, as an officer, is liable as is the PCBU and fines can range significantly up \$1.5 million for each offence under the Act. Individual members choosing to take on the task of H&S can be fined themselves.

16 LONG-TERM MAINTENANCE PLAN

Note: As of May 2024 under the Unit Titles Amendment Act, all large bodies corporate (10 units or more) must have a compliant Long Term Maintenance Plan covering 30 years of future maintenance. Your existing plan can be amended during a review to cover this new regulation and the review period of 3 years will start from that point.

The Long-Term Maintenance Plan must be reviewed at least once every 3 years (Regulation 30(2)). If the Body Corporate becomes aware of a matter that may materially impact the Long Term Maintenance Plan, the plan must be reviewed as soon as reasonably practicable.

Unless resolved otherwise, the Body Corporate must also consult with a building professional, or other appropriately qualified professionals, when developing or reviewing the LTMP.

The Long-Term Maintenance Plan was reviewed in 2023 and is due for review in 2026.

17 LONG-TERM MAINTENANCE FUND

Special Resolution

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

18 OPTIONAL CONTINGENCY INVESTMENT FUND

The Committee have taken care of investing the body corporate funds accordingly.

19 ANNUAL BUDGET

The annual budget was set and approved at the September 2023 EGM, and levies have been raised based on this already. The approved budget is attached.

Confirmation that levies were raised as per section 121.

20 GENERAL BUSINESS

Unless all eligible voters are present or represented by their proxies, any items raised at the meeting which are not included on the agenda cannot be voted on at the meeting.

The following general business was put forwarded for discussion:

Ideas for raising funds for the body corporate instead of putting up monthly fees.

ANNUAL REPORT FROM CHAIRPERSON MARCH 2024

It is hard to believe that another year has passed since our last AGM in March 2023.

The sad part of the year is the number of current and former residents we lost during this period. At our September EGM we remembered Mary Bell, Glenys Dean, Graham Winchester, Elva Riddell and Eve Haughey. At our March AGM we will remember Virginia Collins, John Ormsby, Dulcie Svendsen, Valerie Taylor, Maureen Vercoe and Malcolm Walker with a minute's silence.

I would like to thank the members of your Owners Committee for the work they have done on your behalf over the last 12 months. Special thanks to Wayne Fellingham who resigned mid-term, and Jill Flemming and Brian Dixon who have both stepped down effective from the AGM.

Your committee continues to be mindful of the fact we are spending your money when things need doing around the complex, and try to do these in a cost-effective manner. We don't like having to put our monthly fees up, however unfortunately the Village is over 20 years old now and, as we get older and start to have more aches and pains, so does our homes. We will continue to fix urgent items and rectify others in a timely manner to ensure any future rises are kept to a bare minimum.

It was also nice to get a Social Club Committee set-up following the last AGM, and I would like to thank them and their helpers for all that has been organized during the year. I trust that those attending have had fun. If anyone has any suggestions we are open to receiving these.

We are also looking in to repeating the Questionnaire we ran some time back to gauge where we are at and what you would like to see happening. It was disappointing that some of the suggestions made in the last one which were put in place did not receive the support we anticipated and had to be cancelled.

I would also like to thank all those residents who are not on either the Owners or Social committees but continue to put their hand up and pitch in voluntarily when things need to be done around the Village. We appreciate your support and help.

Lastly, I would like to thank Jane Kelly from Colliers along with her team for all the work they continue to do on behalf of Village Gardens. Their expertise and trade contacts are invaluable to us in ensuring we can all enjoy our time at Village Gardens.

Thank you all for your support during the last 12 months.

Ian Turnbull

Chairperson

Committee Conflict of Interest Register



Date Updated	Name	Address	Interest Disclosed	Nature of Potential Conflict of Interest with Body Corporate	Pecuniary or non-pecuniary	Agreed approach to manage



ANNUAL REPORTS

for the financial year to 31/01/2024

Body Corporate 90202

Village Gardens, 16 Rototuna Road, Flagstaff HAMILTON
3210

Manager: Jane Kelly

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Statement of Financial Position

As at 31/01/2024

Body Corporate 90202

Village Gardens, 16 Rototuna Road, Flagstaff
HAMILTON 3210

	Current period	Previous year
Owners' funds		
Administrative Fund		
Operating Surplus/Deficit--Admin	(20,118.76)	19,930.08
Owners Equity--Admin	87,214.32	67,284.24
	<u>67,095.56</u>	<u>87,214.32</u>
Sinking Fund		
Operating Surplus/Deficit--Sinking	47,765.54	37,820.77
Owners Equity--Sinking	166,485.37	128,664.60
	<u>214,250.91</u>	<u>166,485.37</u>
Net owners' funds	<u>\$281,346.47</u>	<u>\$253,699.69</u>
Represented by:		
Assets		
Administrative Fund		
Cash at Bank--Admin	83,521.77	67,924.29
Receivable--Levies--Admin	788.54	776.55
Receivable--Owners--Admin	569.25	575.00
Bank Investment--Imprest Account	498.47	500.00
Vehicle--At Cost	0.00	23,000.00
	<u>85,378.03</u>	<u>92,775.84</u>
Sinking Fund		
Cash at Bank--Sinking	42,655.43	(2,276.19)
Receivable--Levies--Sinking	286.46	268.45
Investments-Bank Term Deposit	101,142.54	100,000.00
Investments--Optional Cont Fund Additional	71,947.58	69,767.46
	<u>216,032.01</u>	<u>167,759.72</u>
Unallocated Money		
	<u>0.00</u>	<u>0.00</u>
<i>Total assets</i>	<u>301,410.04</u>	<u>260,535.56</u>
Less liabilities		
Administrative Fund		
Creditors--Other--Admin	13,147.93	2,053.43
Prepaid Levies--Admin	5,134.54	3,508.09
	<u>18,282.47</u>	<u>5,561.52</u>
Sinking Fund		
Prepaid Levies--Sinking	1,781.10	1,274.35
	<u>1,781.10</u>	<u>1,274.35</u>
Unallocated Money		
	<u>0.00</u>	<u>0.00</u>
<i>Total liabilities</i>	<u>20,063.57</u>	<u>6,835.87</u>
Net assets	<u>\$281,346.47</u>	<u>\$253,699.69</u>



Statement of Financial Performance for the financial year to 31/01/2024

Body Corporate 90202

Village Gardens, 16 Rototuna Road, Flagstaff
HAMILTON 3210

Administrative Fund

	Current period 01/02/2023-31/01/2024	Annual budget 01/02/2023-31/01/2024	Variance (\$)
Revenue			
Income Tax Refund	810.66	0.00	810.66
Levies Due--Admin	174,639.12	174,641.20	(2.08)
Miscellaneous Income--Admin	1,177.20	0.00	1,177.20
Total revenue	176,626.98	174,641.20	1,985.78
Less expenses			
Admin--Agent Disbursements	519.96	520.00	(0.04)
Admin--Consultants	2,677.13	0.00	2,677.13
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	26,266.24	1,500.00	24,766.24
Admin--Other Expenses--Admin	3,516.66	1,000.00	2,516.66
Contractors--Contract Caretaker	48,888.48	42,750.00	6,138.48
Contractors--Contract Cleaner	424.00	500.00	(76.00)
Contractors--Contract Grounds	370.08	2,200.00	(1,829.92)
Insurance--Premiums	67,975.59	65,000.00	2,975.59
Insurance--Valuation	0.00	2,000.00	(2,000.00)
Maint Bldg--Compliance	885.16	1,500.00	(614.84)
Maint Bldg--General Repairs & Maintenance	20,657.69	30,000.00	(9,342.31)
Maint Grounds--Garden Bins	4,528.00	5,250.00	(722.00)
Maint Grounds--Lawns Gardening Rubbish	683.95	1,500.00	(816.05)
Utility--Electricity	2,131.60	2,200.00	(68.40)
Total expenses	196,745.74	174,641.20	22,104.54
Surplus/Deficit	(20,118.76)	0.00	(20,118.76)
Opening balance	87,214.32	87,214.32	0.00
Closing balance	\$67,095.56	\$87,214.32	-\$20,118.76

Sinking Fund

	Current period	Annual budget	Variance
	01/02/2023-31/01/2024	01/02/2023-31/01/2024	(\$)
Revenue			
Interest on Investments--Sinking	4,614.71	0.00	4,614.71
Levies Due OCF--Sinking	63,440.88	63,438.80	2.08
<i>Total revenue</i>	68,055.59	63,438.80	4,616.79
Less expenses			
Admin--Income Tax--RWTSinking	1,292.05	0.00	1,292.05
Maint Bldg--Electrical	18,998.00	0.00	18,998.00
<i>Total expenses</i>	20,290.05	0.00	20,290.05
Surplus/Deficit	47,765.54	63,438.80	(15,673.26)
Opening balance	166,485.37	166,485.37	0.00
Closing balance	\$214,250.91	\$229,924.17	-\$15,673.26



Proposed Budget to apply from 01/02/2024

Body Corporate 90202

Village Gardens, 16 Rototuna Road, Flagstaff
HAMILTON 3210

General

Administrative Fund

	Proposed budget	Actual 01/02/2023-31/01/2024	Previous budget
Revenue			
Income Tax Refund	0.00	810.66	0.00
Levies Due--Admin	182,873.20	174,639.12	174,641.20
Miscellaneous Income--Admin	0.00	1,177.20	0.00
<i>Total revenue</i>	182,873.20	176,626.98	174,641.20
Less expenses			
Admin--Agent Disbursements	520.00	519.96	520.00
Admin--Consultants	0.00	2,677.13	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	26,266.24	1,500.00
Admin--Other Expenses--Admin	1,000.00	3,516.66	1,000.00
Contractors--Contract Caretaker	48,950.00	48,888.48	42,750.00
Contractors--Contract Cleaner	500.00	424.00	500.00
Contractors--Contract Grounds	2,200.00	370.08	2,200.00
Insurance--Premiums	67,032.00	67,975.59	65,000.00
Insurance--Valuation	2,000.00	0.00	2,000.00
Maint Bldg--Compliance	1,500.00	885.16	1,500.00
Maint Bldg--General Repairs & Maintenance	30,000.00	20,657.69	30,000.00
Maint Grounds--Garden Bins	5,250.00	4,528.00	5,250.00
Maint Grounds--Lawns Gardening Rubbish	1,500.00	683.95	1,500.00
Utility--Electricity	2,200.00	2,131.60	2,200.00
<i>Total expenses</i>	182,873.20	196,745.74	174,641.20
Surplus/Deficit	0.00	(20,118.76)	0.00
Opening balance	67,095.56	87,214.32	87,214.32
Closing balance	\$67,095.56	\$67,095.56	\$87,214.32
Total units of entitlement	6220		6220
Levy contribution per unit entitlement	\$29.40		\$28.08

General**Sinking Fund****Proposed
budget**

01/02/2023-31/01/2024

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

Interest on Investments--Sinking

0.00

4,614.71

0.00

Levies Due OCF--Sinking

63,438.80

63,440.88

63,438.80

Total revenue

63,438.80

68,055.59

63,438.80

Less expenses

Admin--Income Tax--RWTSinking

0.00

1,292.05

0.00

Maint Bldg--Electrical

0.00

18,998.00

0.00

Total expenses

0.00

20,290.05

0.00

Surplus/Deficit

63,438.80

47,765.54

63,438.80

Opening balance

214,250.91

166,485.37

166,485.37

Closing balance

\$277,689.71

\$214,250.91

\$229,924.17

Total units of entitlement

6220

6220

Levy contribution per unit entitlement

\$10.20

\$10.20



Approved Budget to apply from 01/02/2024

Body Corporate 90202

Village Gardens, 16 Rototuna Road, Flagstaff
HAMILTON 3210

Administrative Fund

**Approved
budget**

Revenue

Levies Due--Admin	182,873.20
<i>Total revenue</i>	182,873.20

Less expenses

Admin--Agent Disbursements	520.00
Admin--Health & Safety	1,500.00
Admin--Management Fees--Standard	17,221.20
Admin--Motor Vehicle	1,500.00
Admin--Other Expenses--Admin	1,000.00
Contractors--Contract Caretaker	48,950.00
Contractors--Contract Cleaner	500.00
Contractors--Contract Grounds	2,200.00
Insurance--Premiums	67,032.00
Insurance--Valuation	2,000.00
Maint Bldg--Compliance	1,500.00
Maint Bldg--General Repairs & Maintenance	30,000.00
Maint Grounds--Garden Bins	5,250.00
Maint Grounds--Lawns Gardening Rubbish	1,500.00
Utility--Electricity	2,200.00
<i>Total expenses</i>	182,873.20

Surplus/Deficit

0.00

Opening balance	90,095.56
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Closing balance

\$90,095.56

Total units of entitlement	6220
Levy contribution per unit entitlement	\$29.40

Sinking Fund	
	Approved budget
Revenue	
Levies Due OCF--Sinking	63,438.80
Total revenue	63,438.80
Surplus/Deficit	63,438.80
Opening balance	214,250.91
Closing balance	\$277,689.71
Total units of entitlement	6220
Levy contribution per unit entitlement	\$10.20

Form 12 | Postal Voting Form

Body Corporate 90202

To: BC Chairperson/BC Manager

Unit plan: 90202

Instructions

You are entitled to vote at the Body Corporate meeting to be held at The Clubroom, Village Gardens, 16 Rototuna Road, Hamilton on **Thursday, 21 March 2024 at 10:00 AM** by casting a postal vote. The motions to be decided at the meeting are summarized 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 you vote in the final column of the table and return the form to Colliers so that it is received by Wednesday 20 March 2024.

Postal vote

I/We the undersigned, being the owners of the principal unit identified below, 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 The Clubroom, Village Gardens, 16 Rototuna Road, Hamilton on **Thursday, 21 March 2024 at 10:00 AM**.

Motions

Motion	Summary	Type of resolution (ordinary, special, designated)	Direction on resolution (Indicate in the case of each motion whether you vote for, or against, the motion, or that you wish to abstain)
1	Quorum/Attendees/Proxies	No motion	
2	Remembrance & introduction new residents	No motion	
3	Previous Minutes	Ordinary	For [] Against [] Abstain []
4	Matters Arising	No motion	
5	Colliers Service Agreement	Ordinary	For [] Against [] Abstain []
6	Chairperson/Committee Report	Ordinary	For [] Against [] Abstain []
7	Election of Chairperson	Ordinary	For [] Against [] Abstain []
8	Election of Committee	Ordinary	For [] Against [] Abstain []
	All nominees are elected to committee	Ordinary	For [] Against [] Abstain []
	Delegation of Powers	Special	For [] Against [] Abstain []
	Committee Report	Ordinary	For [] Against [] Abstain []
9	Social Club Committee Election	Ordinary	For [] Against [] Abstain []
10	Previous Financial Statements	Ordinary	For [] Against [] Abstain []
11	Independent Review of Financial Statements	Special	For [] Against [] Abstain []

12	Operational Rules	No motion	
13	Insurance – updated valuation	Ordinary	For [] Against [] Abstain []
	Insurance – remain with existing broker	Ordinary	For [] Against [] Abstain []
	Insurance – office bearers liability	Ordinary	For [] Against [] Abstain []
	Insurance – excess	Ordinary	For [] Against [] Abstain []
14	General Maintenance	No motion	
15	Health & Safety - Review	Ordinary	For [] Against [] Abstain []
16	Long-Term Maintenance Plan	No motion	
17	Long-Term Maintenance Fund	Special	For [] Against [] Abstain []
18	Optional Contingency Investment Fund	No motion	
19	Annual Budget	No motion	
20	General Business	No motion	

Owner name: _____

Unit Number: _____

Signature: _____

Date: _____

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.

PROXY APPOINTMENT FORM
BODY CORPORATE 90202
Section 102(3), Unit Titles Act 2010

To:

Unit number:

Body Corporate Number:

Proxy appointment

I/We the undersigned being the owners of the principle unit identified below and therefore an eligible voter within the meaning of section 96(1) of the Unit Titles Act 2010 appoint;

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

Please circle one option above

as my/our proxy for the purposes of the general meeting to be held on 21/03/2024.

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

PLEASE COMPLETE POSTAL VOTE FORM ATTACHED SHOULD YOU WISH TO DIRECT YOUR PROXY ON HOW TO VOTE ON YOUR BEHALF

Owner name:

Unit number:

Signature of eligible voter:

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.