MINUTES OF ANNUAL GENERAL MEETING

Body Corporate 79398, 52 Hayton Road, Christchurch

s 81, Unit Titles Act 2010 and r 6, Unit Titles Regulations 2011

Meeting held at Level 1, 61 Mandeville Street, Christchurch on 10 December 2024 at 3.00pm

Present

Unit	***Owners***	***Initials***
1	Noel Cordy	NC
2	Shane Kirwan	SK
3 & 5	Sue Bunn	SB
4	Tracy Jordan	TJ
	Mark McMullan	Secretary

Apologies

There were no apologies.

1 Welcome from Executive Secretary

2 Attendance Register - apologies and proxies as above

3 Confirmation of Minutes of previous Annual General Meeting

The minutes of the previous AGM were reviewed by owners and it was moved by TJ, seconded SK that they were a true and accurate record of the meeting. *Carried*

4 There were no matters arising from the previous meeting that will not be covered under general business.

5 **Election of Chairperson**

Motion: That Noel Cordy be duly elected as chairperson until the next held AGM of the body corporate

Moved TJ, seconded SB *Carried*

6 **Appointment of Executive Secretarial Services Company**

Motion: That Martin Wakefield Limited is appointed as executive secretary to assist the chairperson, committee and body corporate fulfil their duties and obligations under the Unit Titles Act 2010 and its Regulations.

Moved NC, seconded TJ *Carried*

7 **Authority to Operate Bank Account**

Motion: That Martin Wakefield Limited operate the bank accounts of the body corporate for the payment of invoices, monitoring levy contributions and other deposits and general management of the accounts as required to perform the financial responsibilities of the body corporate.

Moved NC, seconded TJ *Carried*

8 **Election of Body Corporate Committee**

Motion: That all owners shall form the committee and that 25% is required for a quorum at meetings of the body corporate committee.

Moved SB, seconded NC *Carried*

Motion: That the body corporate delegates the authority for entering into obligations regarding maintenance, amenities and servicing of the body corporate to the body corporate committee or where a committee is not elected, the chairperson and one other member of the body corporate, until otherwise revoked at a general meeting. This motion serves as evidence of the body corporate committee's authority to perform these delegated powers. The committee shall report on this delegation no less frequently than each annual general meeting of the body corporate.

Moved SB, seconded NC *Carried*

9 **Financial Statements**

The financial statements were reviewed.

Motion: That the financials be accepted as a true and accurate record of the financial position of the body corporate for the financial year ending 30 November 2024 and that no external audit is required.

Moved NC, seconded SK *Carried*

10 **Insurance**

Motion: That the insurance covers agreed at the AGM be accepted as adequate and cover the ensuing period, being 28 February 2025 to 28 February 2026. That the Chairperson is duly authorised to accept the insurance renewal presented in early 2025 for the period to 28 February 2026 provided these covers are reflected in the policy presented.

Moved TJ, seconded NC *Carried*

Motion: That the body corporate not implement Directors and Office Bearers Liability Insurance

Moved NC, seconded SK *Carried*

Motion: That the body corporate elects to review “Landlords Extension Cover” (Loss of rents/ Landlord chattels) prior to the next renewal**.**

Moved NC, seconded SB *Carried*

Motion: That a valuation is not required for the body corporate buildings for insurance purposes for the next renewal (Feb 2025) but will be required for the 2026 renewal.

Moved NC, seconded SB *Carried*

11 Common Area Maintenance Matters

There were no common area issues requiring action.

12 Long Term Maintenance Plan (LTMP) (s116)

Reviewed the established plan and nothing was considered to require attention in the next few years.

13 Budget for the year

The owners reviewed the budget.

Motion: That the budget for the period ended 28 February 2026 be approved subject to the removal of the Health & Safety subscription renewal which owners do not wish to renew as well as the removal of the Valuation estimate of $1,500.00.

Moved NC, seconded SK *Carried*

14 Fixed levy date

Motion: That levies payable by each proprietor shall be paid on or before 20 January 2025.

Moved SB, seconded TJ *Carried*

15 Debt Collection

Motion: That Martin Wakefield Limited be authorised by the body corporate to recover any unpaid levies owed to the body corporate whether through court proceedings or otherwise that maybe outstanding for 30 days after the due date and to levy interest at the rate of 10% per annum as provided under the Unit Titles Act on any monies due from the due date until the payment date.

That all costs and expenses involved in the issue of demands and legal proceedings on a full recovery basis shall be recoverable against the proprietor in full pursuant to the Unit Titles Act. Martin Wakefield Limited is directed to pursue any current debtors who are beyond 60 days of the due date using Martin Wakefield Limited debt collection procedures and this includes the issuing of proceedings if required

Moved TJ, seconded SB *Carried*

16 **General Business**

DEE – owners queried if this has been transferred over from the previous manager. NC advised he thought he had a copy and will forward to the current secretary for circulation to all owners. It was noted the engineering report had been assessed at 67%.

There being no further business the meeting was declared closed at 3.40pm.

Mark McMullan
Secretary