



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 25 February 2026 at 11.30am.

Present

Unit	Owners	Initials
1	Noel Cordy	NC
2	Matt Toohey	MT
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, conflict of interest updates.
- 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 SB 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. The Chairperson is hereby authorised to sign the management agreement to this effect.

Moved TJ, seconded NC

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 TJ, seconded NC

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 MT

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 MT

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 period ending 28 February 2026 and that no external audit is required.

Moved NC, seconded TJ

Carried

10 Insurance

The renewal terms for the period ended 28 February 2027 were reviewed.

Motion: That the renewal terms be accepted.

Moved MT, seconded SB

Carried

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

Moved NC, seconded MT

Carried

Motion: That the body corporate elects to not review "Landlords Extension Cover" (Loss of rents/ Landlord chattels) prior to the next renewal.

Moved MT, seconded NC

Carried

Motion: That a valuation is not required for the body corporate buildings for insurance purposes for the next renewal.

Moved SB, seconded MT

Carried

11 Common Area Maintenance Matters

Sump Clean – TJ volunteered to clean this

Spouting Cleaning – owners advised that they will do this themselves

Building Wash – owners did not think a wash was required

12 Long Term Maintenance Plan (LTMP) (s116)

Reviewed the established plan and owners felt that a repaint may be required in approximately three years time.

13 Budget for the year

The owners reviewed the budget.

Motion: That the budget for the year ended 28 February 2027 be approved subject to the increase in LTMP contribution to \$7,000.00 and the removal of the spouting clean, building wash and sump clean estimated expenses.

Moved MT, seconded TJ

Carried

14 Fixed levy date

Motion: That levies payable by each proprietor shall be paid on or before 25 March 2026.

Moved TJ, seconded NC

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 MT, seconded SB

Carried

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Health & Safety – Owners are continually monitoring the site for any health and safety hazards and will further investigate the development of a plan.

There being no further business the meeting was declared closed at 11.55am.

Mark McMullan
Secretary

